**Instructions for Setting up your Candidacy (Old Rules)**

The [Candidacy Schedule Request Form](#Text1) needs to be completed and submitted with accompanying documentation by the deadline dependent on your degree. The form must be submitted to the GSE Office **no later than 6 weeks before your Candidacy exam**.

This allows the Graduate Program Administrator (GPA) and Graduate Program Director (GPD) to generate and approve additional documents in a timely fashion to meet the deadline imposed by the Faculty of Graduate Studies (FGS). Not adhering to the above could result in your request being denied and a new date will need to be selected.

**Oral Exam Location**

Typically exams will be held in the Graduate Science Education Boardroom. Please contact your GPA to ensure the space is available for your proposed exam date.

If the GSE Boardroom is not available you will need to request a room through Room Bookings ([irevent@ucalgary.ca](mailto:irevent@ucalgary.ca)). Required seminars will need to be booked in a room through Room Bookings.

**Choosing a Policy to be Examined Under**

If you entered the program prior to September 2015 you can choose the policy you wish to be examined under. Entering the program in September 2015 or later requires that you be examined under the current Candidacy Exam regulations and administrative processes.

The [GSE website](https://wcm.ucalgary.ca/gse/node/2014#quickset-field_collection_quicktabs_9) can be helpful in comparing the two policies if needed.

**Examiner Attendance**

Examiners attending via teleconference or videoconference are required to provide a back-up telephone number prior to the exam date to ensure connectivity is maintained. Disconnection of an examiner for longer than 5 minutes will result in the exam being considered invalid. Please note that **no more than two examiners may attend via video or teleconference**.

Distant Examiners also need to provide an email copy of their Examiners Report on Thesis along with a statement granting the Neutral Chair permission to initial, as necessary, the Final Report of Thesis on their behalf.

**15 minute presentation**

Students have the option to do a 15-minute presentation at the beginning of their exam to summarize their research project. This 15 minutes will not be included as part of the exam, so confirm that your committee will be available for a 3.5 hour period if a presentation is planned.



GSE Candidacy Exam Schedule Request Form

**Note that Supervisors are responsible for all exam arrangements**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Student Information** | | | | | | | |
| Student Name: Student First & Last Name | | | UCID: UCID | | Date: Date | | |
| Department: | | | | | | | |
| Degree: | | Specialization: Your Specialization - Leave blank if you don't have one | | | | | |
| **Exam Information** | | | | | | | |
| Examination Rules:  Choose an item. | | | | | | | |
| Date of Examination  Click here to enter a date. | Time of Examination  Start Time of Exam | | | Place of Examination:  Location of Exam | | | |
| **Examination Committee** | | | | | | Attending Remotely? | Clear of conflict of interest |
| Supervisor: | | | | | | Choose an item. | N/A |
| Co-Supervisor: | | | | | | Choose an item. | N/A |
| Committee Member 1: | | | | | | Choose an item. | N/A |
| Committee Member 2: | | | | | | Choose an item. | N/A |
| Committee Member 3: | | | | | | Choose an item. | N/A |
| Committee Member 4: | | | | | | Choose an item. | N/A |
| Examiner 1: | | | | | | Choose an item. | Choose an item. |
| Examiner 2: | | | | | | Choose an item. | Choose an item. |
| **Supervisor’s Acknowledgement** | | | | | |  |  |
| That both **Examiners** meet the following criteria: | | | | | | | |
| Has a well-established research reputation | | | | | | | |
| Has expertise in the area of the student’s research | | | | | | | |
| Has experience in evaluating theses at a graduate level | | | | | | | |
| Has experience in supervising to completion at the graduate level | | | | | | | |
| Is not a close personal friend of the Supervisor | | | | | | | |
| Has not collaborated with the Supervisor in the past five years | | | | | | | |
| Is not closely related to, or have not worked with the student. | | | | | | | |
| If any of the above criteria have not been met, please attach a memo explaining why you still wishes to make the recommendation. | | | | | | | |
| **Confirmation to go forward to Candidacy**:  The candidacy examination cannot be scheduled until a copy of the Candidacy Prep Form has been forwarded to the GPA (at least 3 months prior to the exam date).  Please indicate when the Candidacy Prep Form was sent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| Student Confirmation | | | | | | | |
| Will you be doing a 15 minute presentation at the start of your exam? Yes | | | | | | | |
| Has completed all required courses with a gpa of 3.0/4.0 (list courses taken): | | | | | | | |
| Fees and registration are up to date | | | | | | | |
| Research Integrity Day attended. | | | | | | | |
| Ethics approval for project has been received – Send a copy to your GPA | | | | | | | |
| Current Annual Progress Report has been completed | | | | | | | |