



UNIVERSITY OF
CALGARY

Graduate Science Education

Candidacy

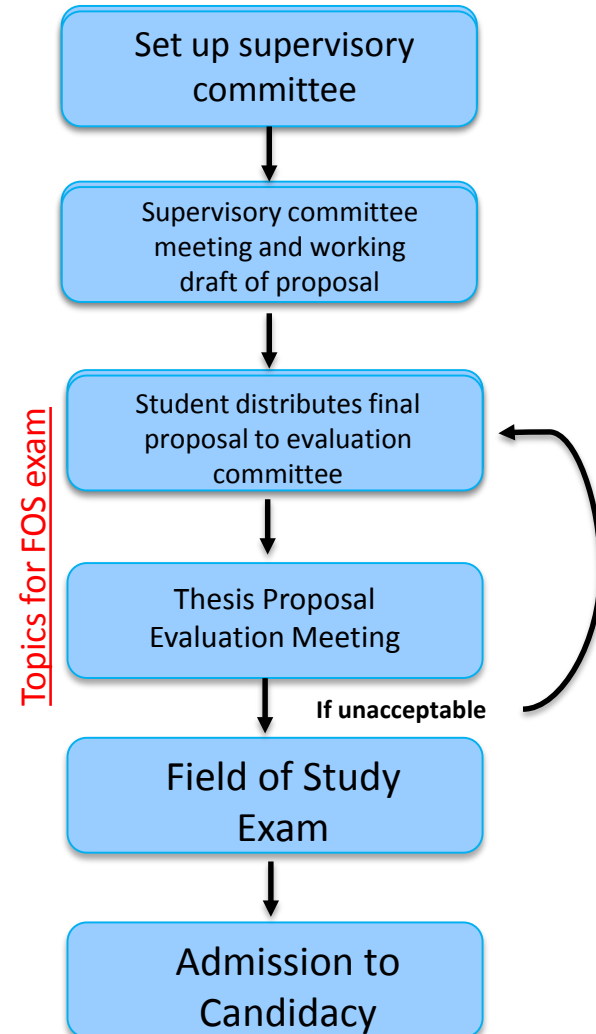
Supervisor Workshop

Dr. Tara Beattie & Marion Gregory
October 24, 2016

- Academic Course Requirement
- Program specific Certification (ie. Research Integrity Day, Ethics - if applicable)
- Evaluation and Approval of Thesis Proposal
- Field of Study (oral) Exam

Graduate Science Education (GSE) Candidacy Process Timeline

Direct Entry to PhD	MSc to PhD Transfer
3 months	3 months
12 months	12 months
21 months minus 1 week	25 months minus 1 week
21 months	25 months
22-24 months	25 – 28 months

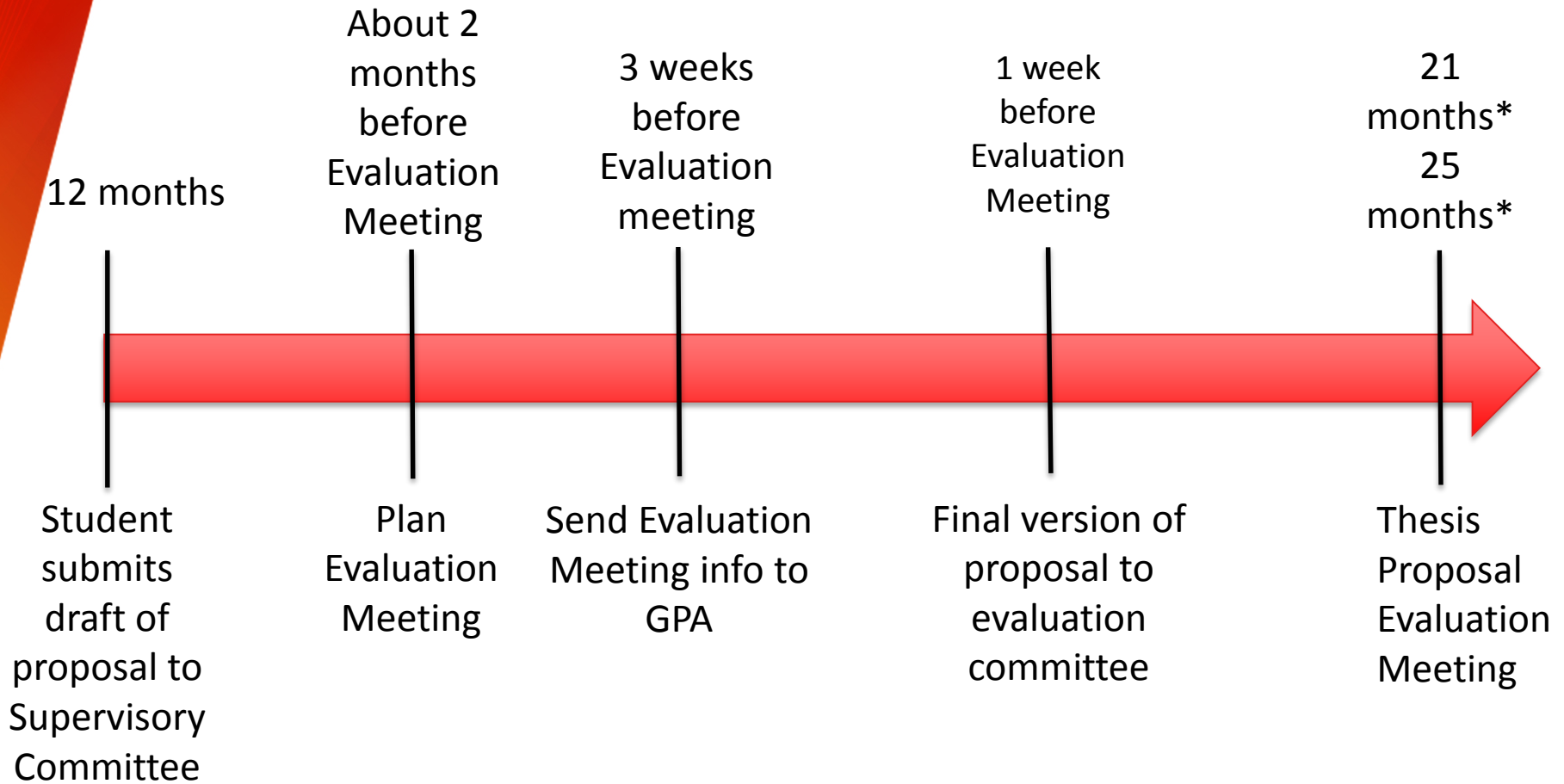


Working version submitted at 12 months

Final version (for evaluation will be between 13 and 17 single spaced pages).

Supervisory and Supervisory Committee members will provide research guidance in the development of the project proposal, **but the document will be written by the student.**

Thesis Proposal Evaluation Meeting



** The Thesis Proposal Evaluation Meeting must occur **no later than 21 months** for direct-entry PhD students and **no later than 25 months** for MSc to PhD transfer students.*

Evaluation Committee – Supervisor, Supervisory Committee, one additional faculty member

Submit proposal to evaluation committee one week prior to meeting

Written evaluation by members

Student gives a 15 minute presentation

Supervisor chairs meeting – participates in discussion

Questioning and discussion – 90 minutes

Supervisor is a non-voting member

Thesis Proposal Evaluation Set Up Form

Graduate Science Education Thesis Proposal Evaluation Meeting Set Up Form

Submit to GPA no later than 3 weeks before your meeting

<input type="checkbox"/> +	Student Name: <input type="text"/>	UCID: <input type="text"/>
	Program: Choose an item. <input type="text"/>	Supervisor: <input type="text"/>

Components:

Courses Completed:** Yes No

Research Integrity Day Completed:** Yes No

****These components *must* be completed before the Field of Study Exam**

Ethics

The CSM requires that students working with human primary material or subjects will also need approval from the Conjoined Health Research Ethics Board (CHREB) prior to initiating their research.

- Ethics Application in Progress
- Student added to Supervisors' Ethics (Copy of addition letter on file)
- Ethics Application to be initiated
- Not Applicable

Thesis Proposal Evaluation Meeting Details

All members of the Supervisory Committee must attend the Evaluation meeting.

Proposal Evaluation & Approval Consists of a student presentation (max 15 mins), evaluation, and discussion. *It is recommended that the room is booked for 2 hours to allow time for all components of this / evaluation.*

Date: []	Time: []	Location: []
Proposal Title: []		
Supervisor: []	How Attending: Select One	
Co-Supervisor: []	How Attending: Select One	
Committee Member: []	How Attending: Select One	
Committee Member: []	How Attending: Select One	
Committee Member: []	How Attending: Select One	
Committee Member: []	How Attending: Select One	
Extra Proposal Evaluator: []	How Attending: Select One	
<p><i>This Evaluator must be a faculty member who holds supervisory privileges. They may be internal or external to the student's program.</i></p> <p><input type="checkbox"/> Is not a close personal friend of the <u>Supervisor</u></p> <p><input type="checkbox"/> Has not collaborated with the Supervisor in the past five years</p> <p><input type="checkbox"/> Is not closely related to nor has ever worked with the student</p>		



Graduate Program Director Approval

Date: _____

Print this form to PDF and email to your GPA. The GPA will get the Program Director's approval.

One week before the Evaluation, you will receive:

- An email outlining the basic process of the Evaluation
- A blank copy of the **Evaluator's Report on Thesis Proposal***
- **Final Report on Thesis Proposal Evaluation***
- A copy of the new Candidacy policy

All members of the Evaluation Committee will also receive an email with a blank Evaluator's Report and Evaluation information from the GPA on the same day.

The student is responsible for forwarding the final version of the proposal to all Evaluation Committee members.

**Submit these to the GPA immediately after the exam.*

Final Report of Proposal Evaluation

Final Report on Thesis Proposal Evaluation

Candidate: [Redacted]	UCID: [Redacted]	Date: [Redacted]
Supervisor: [Redacted]		
Department/Faculty/Program: Select One		
Degree: PhD	Specialization: [Redacted]	
Date & Time of Evaluation: [Redacted]		

Names of Evaluators (Supervisor not included)	Final Individual Recommendation on Thesis Proposal	Evaluation Committee Recommendation on Thesis Proposal	Evaluators Initials
Evaluation of Written Proposal <i>Acceptable/Unacceptable (A/U)</i>			
[Redacted], Department of ...			
[Redacted], Department of ...			
[Redacted], Department of ...			
[Redacted], Department of ...			



Written
Evaluation

Names of Evaluators (Supervisor not included)	Final Individual Recommendation on Oral Defense	Evaluation Committee Recommendation on Oral Defense	Evaluators Initials
Evaluation of Oral Defense of Proposal <i>Acceptable/Unacceptable (A/U)</i>			
[Redacted], Department of ...			
[Redacted], Department of ...			
[Redacted], Department of ...			
[Redacted], Department of ...			



Oral
Evaluation

If the member of the Evaluating Committee do not unanimously agree on a Recommendation, the Committee Recommendation must be Lack of Unanimity

[Redacted] Date	Supervisor Signature	[Redacted] Supervisor Name (Print)
[Redacted] Date	Graduate Program Director Signature	[Redacted] Graduate Program Director (Print)

Thesis Proposal Evaluation Outcomes

Unanimous pass



Receive written feedback from
committee



Make any necessary changes



Submit final, **electronic** version to GPA

One or more “Unacceptable” votes



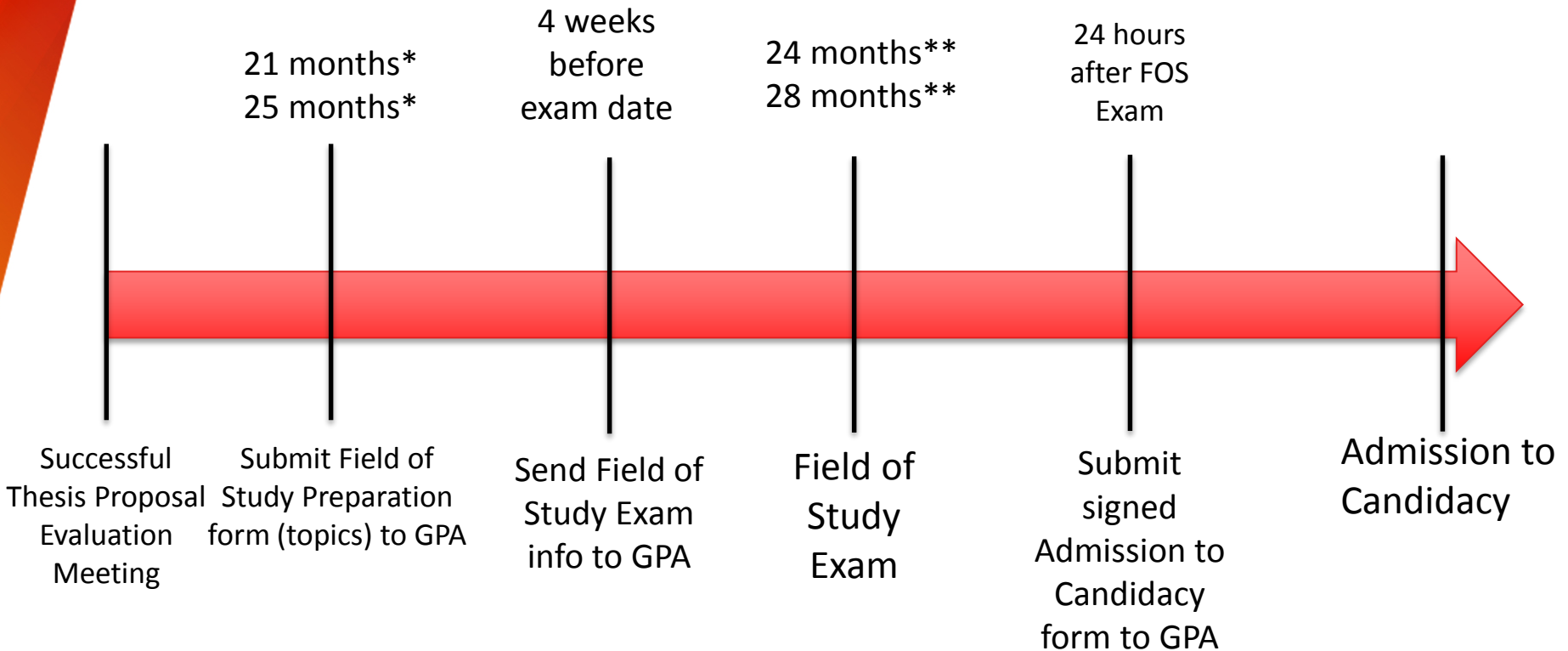
A second meeting must be scheduled
within 6 months



Prepare a new version of the proposal
for the meeting



Second Evaluation Meeting



* Topics may be forwarded to the GPA anytime before the Field of Study exam, but **no later** than 3 months prior to the exam. **21 months for direct-entry PhD students and 24 months for MSc to PhD transfer students are absolute deadlines.**

** These are the deadlines for completion of the FOS exam. The exam may occur before these deadlines.

Field of Study Prep Form (*Your Study Topics*)

Graduate Science Education

Field of Study (FOS) Topics

Please note that topics for the Field of Study exam should be submitted to the GPA **no later than 3 months before the proposed Field of Study exam date.**

Student Name: <input type="text"/>		UCID: <input type="text"/>	
Program: <input type="text"/> Choose an item.		Supervisor: <input type="text"/>	
Proposed FOS Oral Exam Date: <input type="text"/>			
<i>The FOS Exam cannot be completed until after the Thesis Proposal Evaluation has been successfully completed.</i>			
Topic	Level of Understanding		
1.	Textbook	Current Review Articles	Current Literature
Suggested key references/textbooks:			
2.	Textbook	Current Review Articles	Current Literature
Suggested key references/textbooks:			
3.	Textbook	Current Review Articles	Current Literature
Suggested key references/textbooks:			
4.	Textbook	Current Review Articles	Current Literature
Suggested key references/textbooks:			
5.	Textbook	Current Review Articles	Current Literature
Suggested key references/textbooks:			



Field of Study Prep Form (Cont'd)

Will a mock exam be provided for the Student?

Yes No

If No, What provisions have been made to prepare the student?



Additional notes on meeting may be appended

Acceptance and Signatures on the following page

Signatures are required from **all** supervisory committee members.

Committee members work with student and supervisor to define a reading list or list of topics for study

Exam committee

- Supervisor (as an observer)
- Supervisory Committee
- 2 addition faculty members (preferably one external to program)
- Neutral Chair

The exam is based on the knowledge required to carry out the research proposal but not on the research proposal per se

Students should have a broad knowledge base and be able to integrate their data and project into a broader context and understand how their research will expand knowledge in the field

Graduate Science Education Field of Study Exam Set-up Form

Submit this form to your GPA no later than 4 weeks before your exam

Student Name: <input type="text"/>	UCID: <input type="text"/>
Program: Choose an item. <input type="text"/>	Supervisor: <input type="text"/>
FOS Oral Exam Information	
<i>The FOS exam is 2 hours plus time to deliberate after the oral examination. Please remember to book 3 hours with your examiners and the room. The GSE Conference Room can be booked through your GPA. Exams in the GSE Conference Room may not start between 12:00 and 1:15PM.</i>	
Date: <input type="text"/>	Time: <input type="text"/> Location: <input type="text"/>
Supervisor: <input type="text"/>	How Attending: <input type="text" value="Select One"/>
Co-Supervisor: <input type="text"/>	How Attending: <input type="text" value="Select One"/>
Committee Members Attending	
<i>At least two of the committee members must attend.</i>	
Committee Member: <input type="text"/>	How Attending: <input type="text" value="Select One"/>
Committee Member: <input type="text"/>	How Attending: <input type="text" value="Select One"/>
Committee Member: <input type="text"/>	How Attending: <input type="text" value="Select One"/>
Committee Member: <input type="text"/>	How Attending: <input type="text" value="Select One"/>





Field of Study Set Up Form (Cont'd)

Examiner Internal to Program:

- Has a well-established research reputation
 - 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 worked with the student
- A memo is required if examiner does not meet all of the above criteria*

How Attending: Select One

Examiner External to Program:

- Has a well-established research reputation
 - 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 has worked with the student
- A memo is required if examiner does not meet all of the above criteria*

How Attending: Select One



****Note:** *The Proposal Evaluator may be used as either an Internal or External examiner as long as they meet the criteria.*

Two weeks before the Field of Study exam, all members of the FOS examining committee will receive:

- Exam information, including the Notice of Field of Study Exam
- **GSE FOS Prep Form** (exam topics)
- New Candidacy policy
- Final version of the student's proposal

A Neutral Chair will have been assigned by the GPA during the set up process and that person will be cc'd on exam emails.

Final Report for Field of Study Examination

Candidate: [Redacted]	UCID: [Redacted]	Date: [Redacted]
Department/Faculty/Program: Select One		
Degree: PhD	Specialization: [Redacted]	
Date & Time of Evaluation: [Redacted]		

Names of Evaluators (Do not include Neutral Chair)	Final Individual Recommendation on Field of Study Exam	Evaluation Committee Recommendation on Field of Study Exam	Evaluators Initials
	Pass/Fail (P/F)		
[Redacted], Department of ...			
[Redacted], Department of ...			
[Redacted], Department of ...			
[Redacted], Department of ...			
[Redacted], Department of ...			
Internal Examiner, Department of ...			
External Examiner, Department of ...			

Unanimity is not required. One fail is allowed for the student to be admitted to candidacy

[Redacted] Date	Neutral Chair Signature	[Redacted] Neutral Chair Name (Print)
[Redacted] Date	Graduate Program Director Signature	[Redacted] Graduate Program Director (Print)

Pass!
(no more than 1 negative vote)



GPA creates the Admission to Candidacy
Form



Return the form to the GPA **within 24
hours**



The form is received by FGS and the
student officially becomes a PhD
Candidate

Two or more negative votes



A second exam must be scheduled
between 2 months and 6 months after
the first exam date.



Second Field of Study Exam

Recommendation for Admission to Candidacy

This form must be submitted to the Faculty of Graduate Studies when recommending the student who has successfully completed all required Candidacy components as the program requirements. Any notice of examination must be appended to this form.

Student Information

Candidate: [REDACTED] Date: 2015-11-13
 Area of Study: EDPS-AOS Educational Psychology
 Degree: PHD-DEG Doctor of Philosophy
 Specialization: Counselling Psychology

Candidacy Requirements

Date of Completion

Thesis Proposal	2016-04-28
Course Completed	2015-12-31
Field of Study	2016-02-10
Language seminar	2016-03-16

Acknowledgment

I am aware of and have agreed to these arrangements.

	Name	Signature	Date
Candidate	[REDACTED]		
Supervisor	[REDACTED]		
Co-Supervisor			



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Questions?



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Graduate Science Education Events Cumming School of Medicine

Student Support Marketplace

October 26, 2016 | 1pm-3pm | Hippocrates Atrium

Join the Graduate Science Education staff and various student services to learn more about how we support our graduate students at the Cumming School of Medicine.

Students, faculty, and staff are welcome.

Door prizes and refreshments available!