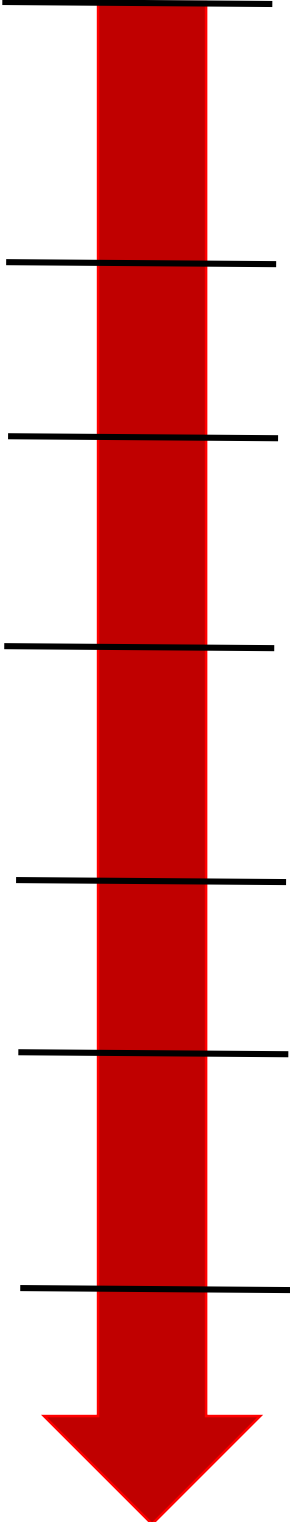




Part 1 -Thesis Proposal Evaluation Steps

All forms are available at cumming.ucalgary.ca/gse → Current Students → Milestones & Program Requirements → Admission to Candidacy



<p>3 months</p> <p>Work with Supervisor to set up your Supervisory Committee Send names of all committee members to your Graduate Program Administrator (GPA), who will create the <i>Supervisory Committee Appointment Form</i> for approval.</p>
<p>12 months</p> <ul style="list-style-type: none"> • Submit a draft research proposal to your committee • Attend <i>Research Integrity Day</i> during first year
<p><i>Ongoing</i></p> <p>Get feedback on your proposal from your committee</p>
<p>No less than 2 months before Proposal Evaluation</p> <p>Discuss arrangements for the Proposal Evaluation with your committee:</p> <ul style="list-style-type: none"> • Identify an additional faculty member to join the evaluation meeting • Arrange date, time, and room
<p>No less than 3 weeks before Thesis Proposal Evaluation Meeting</p> <p>Send <i>Thesis Proposal Evaluation Meeting Set Up Form</i> to your GPA .</p>
<p>No less than 1 week before Thesis Proposal Evaluation Meeting</p> <p>Send final version of your proposal to the Evaluation Committee (cc GPA). Your GPA will forward all other documents to the committee before the exam</p>
<p>21 months* / 25 months* - Thesis Proposal Evaluation Meeting</p> <p>After the meeting, you will receive written evaluations of your proposal.</p> <p><i>If any changes were made to the document after the meeting, forward an electronic copy of the final, approved version of your proposal to your GPA.</i></p> <p>*21 month deadline for Direct-entry PhD students / 25 month deadline for MSc to PhD transfer students.</p>



Part 2 - Field of Study Exam Steps

Before you can proceed to the Field of Study Exam, the following components must be completed:

- Research Integrity Day
- Successful Thesis Proposal Evaluation Meeting
- Coursework

21 months* / 25 months*

Arrange a meeting with your committee to determine topics for the Field of Study Exam. The following arrangements should also be discussed:

- Identify an examiner **internal** to the program
- Identify an examiner **external** to the program
- Arrange date, time, and room (GSE conference room may be available – talk to your GPA)

Submit approved *Field of Study (FOS) Preparation Form* to GPA

***21 month deadline for Direct-entry PhD students / 25 months for MSc to PhD transfer students.**

4 weeks before exam date

Send *Field of Study Exam Set-Up form* to your GPA

24 months* / 28 months* - Field of Study Exam

Your GPA will forward your exam topics and all documents to the committee before the exam.

24 hours after Field of Study Exam

Submit signed *Recommendation for Admission to Candidacy form* to your GPA.

This form will be forwarded to you after you successfully complete your Field of Study exam)

Congratulations! You're a PhD Candidate!