CMD Candidacy Procedure

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This document describes the procedure that CMD administration will follow to ensure proper implementation of PhD candidacy exam as described in the CMD calendar entry:

http://www.ucalgary.ca/pubs/calendar/grad/current/computational-media-design-cmd.html

The calendar entry states that the candidacy exam consists of:

1. a reading list,
2. a written exam, and
3. a thesis proposal,

followed by an oral examination as required by the Faculty of Graduate Studies.

1. (12+ weeks out) Supervisor, co-supervisor, supervisory committee approve the reading list and submit to the CMD GPA for student records. This will be part of the oral examination material and scope. (Note: requirement to be two months before student has the written exam.)

2. (6+ weeks out) Supervisor, co-supervisor, and supervisory committee approve the student's thesis proposal. Submit to CMD GPA for student records. This will be part of the oral examination material and scope.

3. (5+ weeks out) Supervisor submits proposed written exam question to the CMD GPA for approval by the Director. Upon approval this becomes part of the student's records, and will be part of the oral examination material.

4. (4-5 weeks out) Supervisor informs CMD GPA of intent to hold candidacy exam. The supervisor needs to provide:
   - names for examination committee (supervisors, supervisory committee, other examiners), and
   - approximate date and availability of examiners.

The GPA from supervisor's academic unit will help assign a neutral chair for the examination.

(Note: FGS guidelines indicate that the supervisor is responsible to coordinate the exam date with the examining committee. The CMD GPA can help with this, but a greater contribution from the supervisor can help to expedite the process.)

5. (3-4 weeks out) Student does the written exam. Duration of the written exam is normally 6 to 10 days. The student and supervisor submit the completed written exam to to CMD GPA for student records. This will be part of the oral examination material and scope.

(Note: FGS handbook states that the time span of the written and oral components must not exceed one month.)
6. (2-3 weeks out) The student/supervisor/co-supervisor will ensure that the CMD GPA has the required material for the exam, i.e., reading list, proposal, and written exam. At this point, the reading list and proposal should already be on file, but the due date of the written exam should be set to meet this deadline.

7. (2 weeks out) The CMD GPA will copy and distribute the material to the examination committee. (Note: the requirement is that examining committee must have the material 10 working days before the oral exam.)

8. (0 weeks out) Hold candidacy oral exam.