

Department Policy and Procedures for PhD candidacy Examinations:

Candidacy exams are requirement of the Faculty of Graduate Studies for all doctoral programs. A doctoral student must pass a candidacy examination after completing all the required coursework, normally within three years of registration. The purpose of the candidacy examination is to affirm the student's preparedness and competence to do research that will culminate in the PhD dissertation.

Candidacy examination procedures:

- The candidacy exam will consist of two parts: an examination of the student's core areas, and an examination of contemporary research issues and designs in the area of specialization.
- The topics or questions for the exam are set by the candidate's supervisory committee. At the discretion of the supervisor, the candidate may be part of the discussion to set questions.
- For each part of the candidacy exam the student will be presented with two writing prompts, (such as questions or statements to react to) and the student will choose to respond to one of the two prompts

OR, if the student is involved in the question setting process

The committee will set two questions (designed with student's research interests and intents in mind); one focused on an examination of the candidate's core areas, and the second on contemporary research methods and designs in the area of the student's specialization

- The response is to be completed independently by the student without consulting peers, faculty or others over a period of up to 7 days, i.e. up to 7 days for Part 1 and up to 7 days for Part 2.
- Each part of the exam is read by all members of the supervisory committee and evaluated as "pass" or "fail".
- Following the completion of the second written submission, there will be an oral component where the committee will invite the student to elaborate or clarify material in the written papers.
- The entire candidacy exam (both written parts and the oral) is to be completed within 45 days of receiving the first question.
- The scheduling of dates is to be determined by the supervisory committee in consultation with the student.
- Following the oral examination, the supervisory committee will confer in private at a decision. The decision may be:
 - "complete", in which case the student is advanced to candidacy and a memo is prepared and signed by the Department Graduate Advisor, the student's supervisor, and the Department Chair.
 - "incomplete" in which case the committee shall determine whether:
 - the student may undertake further preparation and repeat one or both parts of the examination within one year, or
 - recommend to the Dean of Graduate Studies to be required to withdraw.

Candidacy exams are intended to provide support to the graduate student/candidate to move forward in their program. In the event of an unacceptable candidacy paper, the student will be given one further opportunity to rewrite the candidacy paper deemed unacceptable. Only in extenuating circumstances will any further opportunities be offered to the student.

Consistent with the policies and procedures outlined in the Graduate Studies Calendar, a student may appeal the decision and any aspects of this procedure. The initial appeal must be made in writing to the Department Graduate Advisor. Further appeals should be directed to the Dean of the Faculty of Graduate Studies.

In addition to the information and procedures provided here, students should also familiarize themselves with the Faculty of Graduate Studies regulations governing Doctoral Candidacy Exams that are included in the Faculty of Graduate Studies Calendar.

Accepted at Department of Curriculum and Instruction department meeting on Friday, October 3, 2014.