

## **HINF CANDIDACY EXAM – FOR STUDENTS ADMITTED AFTER SEPTEMBER 2021**

---

### Candidacy Exam Requirements:

Students must demonstrate essential in-depth knowledge in health informatics. Assessment of a student's research ability will be determined by the successful completion of HINF 693 Candidacy Exam. As part of the candidacy exam, students will be required to submit two papers to their supervisory committee for assessment in a topic area of the committee's choice. Both papers will be in response to specific questions posed by the student's supervisory committee. The committee will determine the number of questions for each paper. One paper will focus on theory and the other will focus on methods. The papers should exhibit an in-depth knowledge of the topic area.

Students will submit their first paper their committee for a preliminary review. Students will receive written feedback from their committee within 20 business days. Feedback will include whether or not the paper is of PhD level quality. Students should revise the paper if they wish prior to submitting it with the second paper for their candidacy exam.

Once the student submits both papers to their committee for assessment, an oral examination will be scheduled (normally within 20-30 business days). The supervisory committee will choose a Chair from HINF full faculty members (not adjunct), who are external to the committee for the candidacy exam to make sure examination procedures are followed. The student will give a 30-minute (total time) talk on their papers. Following the presentation, there will be two rounds of questions. The first round will be focused on questions on the papers. A second question round will be focused on specific questions from the committee on the selected topic area.

The purpose of the candidacy examination is to confirm that the student:

- understands the research problem;  
is aware of the advanced literature in Health Informatics in the area of his or her specific research
- topics;
- has demonstrated capability to conduct the research;
- has a realistic research plan and schedule;
- is of PhD calibre.

Students will be evaluated and assigned a Pass/Fail for HINF 693 and will have two opportunities to pass each component of the candidacy exam (papers and oral exam). The second attempt to pass the Candidacy Exam must be made within three months of the first attempt. Students who fail to successfully complete the candidacy requirement after the second attempt will be required to leave the program. Results of the candidacy exam will be sent to the Graduate Secretary ([hisgrad@uvic.ca](mailto:hisgrad@uvic.ca)) for the student's file.

---

In the rare event that a faculty member is unable to attend in person or virtually, the member is expected to provide questions for the examination and is responsible for finding a proxy to attend the examination and ask the questions of the student. The proxy must be a member of the Faculty of Graduate Studies. It is advisable that the proxy have some substantive knowledge of the area or be knowledgeable in the research methodology. The proxy is expected to assess the student's responses; however, the proxy does not vote on the outcome of the examination. The proxy does not replace the absent member, but merely represents the absent member at the examination.

## **HINF CANDIDACY EXAM – FOR STUDENTS ADMITTED BETWEEN MAY 2020 AND SEPTEMBER 2021**

---

### Candidacy Exam Requirements:

Students must demonstrate essential in-depth knowledge in health informatics. Assessment of a student's research ability will be determined by the successful completion of HINF 693 Candidacy Exam. As part of the candidacy exam, students will be required to submit two papers to their supervisory committee for assessment in a topic area of the committee's choice. Both papers will be in response to specific questions posed by the student's supervisory committee. The committee will determine the number of questions for each paper. One paper will focus on theory and the other will focus on methods. The papers should exhibit an in-depth knowledge of the topic area.

Students will submit their first paper their committee for a preliminary review. Students will receive written feedback from their committee within 20 business days. Feedback will include whether or not the paper is of PhD level quality. Students should revise the paper if they wish prior to submitting it with the second paper for their candidacy exam.

Once the student submits both papers to their committee for assessment, an oral examination will be scheduled (normally within 20-30 business days). The supervisory committee will choose a Chair from HINF full faculty members (not adjunct), who are external to the committee for the candidacy exam to make sure examination procedures are followed. The student will give a 15-minute (total time) talk on their papers. Following the presentation, there will be two rounds of questions. The first round will be focused on questions on the papers. A second question round will be focused on specific questions from the committee on the selected topic area.

The purpose of the candidacy examination is to confirm that the student:

- understands the research problem;  
is aware of the advanced literature in Health Informatics in the area of his or her specific research topics;
- has demonstrated capability to conduct the research;
- has a realistic research plan and schedule;
- is of PhD calibre.

Students will be evaluated and assigned a Pass/Fail for HINF 693 and will have two opportunities to pass each component of the candidacy exam (papers and oral exam). The second attempt to pass the Candidacy Exam must be made within three months of the first attempt. Students who fail to successfully complete the candidacy requirement after the second attempt will be required to leave the program. Results of the candidacy exam will be sent to the Graduate Secretary ([hisgrad@uvic.ca](mailto:hisgrad@uvic.ca)) for the student's file.

---

In the rare event that a faculty member is unable to attend in person or virtually, the member is expected to provide questions for the examination and is responsible for finding a proxy to attend the examination and ask the questions of the student. The proxy must be a member of the Faculty of Graduate Studies. It is advisable that the proxy have some substantive knowledge of the area or be knowledgeable in the research methodology. The proxy is expected to assess the student's responses; however, the proxy does not vote on the outcome of the examination. The proxy does not replace the absent member, but merely represents the absent member at the examination.

## **HINF CANDIDACY EXAM – FOR STUDENTS ADMITTED BETWEEN SEPTEMBER 2016 – MAY 2020**

---

Students must demonstrate essential in-depth knowledge in health informatics. Assessment of a student's research ability will be determined by the successful completion of [HINF 693](#) Candidacy Exam. As part of the candidacy exam, students will be required to submit a Major Area Paper with the topic to be determined by the supervisory committee. The major area paper should exhibit an in-depth knowledge of the topic area. The supervisory committee will assess the major area paper and oral presentation of the major area paper.

In the event that a faculty member is unable to attend in person or virtually, the member is expected to provide questions for the examination and is responsible for finding a proxy to attend the examination and ask the questions of the student. The proxy must be a member of the Faculty of Graduate Studies. It is advisable that the proxy have some substantive knowledge of the area or be knowledgeable in the research methodology. The proxy is expected to assess the student's responses, however the proxy does not vote on the outcome of the examination. The proxy does not replace the absent member, but merely represents the absent member at the examination.

The purpose of the candidacy examination is to confirm that the student:

- understands the research problem;  
is aware of the advanced literature in Health Informatics in the area of his or her specific research topics;
- has demonstrated capability to conduct the research;
- has a realistic research plan and schedule;
- is of PhD calibre.

Students will be evaluated and assigned a Pass/Fail for [HINF 693](#) and will have two opportunities to pass each component of the candidacy exam (major area paper and oral exam). The second attempt to pass the Candidacy Exam must be made within three months of the first attempt. Students who fail to successfully complete the candidacy requirement after the second attempt will be required to leave the program. Results of the candidacy exam will be sent to the Graduate Secretary ([hisgrad@uvic.ca](mailto:hisgrad@uvic.ca)) for the student's file.

## **HINF CANDIDACY EXAM – FOR STUDENTS ADMITTED BETWEEN SEPTEMBER 2014 – MAY 2016**

---

Students must demonstrate essential breadth and in-depth knowledge in health informatics. Assessment of a student's research ability will be determined by the successful completion of [HINF 693](#) Candidacy Exam at the end of the third term or 12 months of the PhD program. As part of the candidacy exam, students will be required to submit a written report, normally between 30-50 pages, which forms the preliminary thesis proposal. The supervisory committee will assess the preliminary thesis proposal and oral presentation of the proposal.

The purpose of the candidacy examination is to confirm that the student:

- understands the research problem;  
is aware of the advanced literature in Health Informatics in the area of his or her specific research topics;
- has demonstrated capability to conduct the research;

- has a realistic research plan and schedule;
- is of PhD calibre.

Students will be evaluated and assigned a Pass/Fail for [HINF 693](#) and will have two opportunities to pass each component of the candidacy exam (preliminary thesis proposal and oral exam). The second attempt to pass the Candidacy Exam must be made within three months of the first attempt. Students who fail to successfully complete the candidacy requirement after the second attempt will be required to leave the program. Results of the candidacy exam will be sent to the Graduate Secretary ([hisgrad@uvic.ca](mailto:hisgrad@uvic.ca)) for the student's file.

Once the student successfully completes the candidacy requirement, they will work extensively with their supervisory committee to prepare a full dissertation proposal, typically within 6 months. As soon as the supervisory committee and student are satisfied that the dissertation proposal meets the standards of the Faculty of Graduate Studies and the School of Health Information Science, the student will apply for ethics approval or ethics waiver and begin dissertation research.

---