



PhD Candidacy Exam Student Procedures

1. Within **two years of beginning your PhD program**:
 - a. You should complete the Candidacy Exam. Begin by consulting in your first semester with your supervisor in drafting and revising the appropriate materials for the examination. Prepare to complete no later than the first month of your sixth semester of registration:
 - The most recent, developed, version of the PhD dissertation proposal. This will normally be about 15 to 20 pages (3750 to 5000 words) long.
 - A proposed research timeline with projected milestones.
 - A polished draft of a portion of the dissertation argument. It should be at least 25 pages (6250 words) long.
 - b. Review the complete [PhD Candidacy Examination Guidelines](#).
 - c. meet with your supervisory committee no later than the end of your fifth semester of registration to determine:
 - if you are prepared to hold the examination.
 - possible dates when you and your entire supervisory committee are available. Schedule three hours for conducting the examination (e.g., 9:00am-12:00pm or 1:00pm-4:00pm). Ensure that everyone blocks those possible dates and times.
 - a list of three External Examiner nominees. Do not contact the nominees prior to the examination. Please note that there are no program funds to cover travel costs of off-campus External Examiners.
2. **Allowing a minimum of six weeks**, fill in the [PhD Candidacy Exam External Examiner Nomination form](#) and submit it to the Graduate Assistant.
3. The Graduate Assistant will notify you when an External Examiner has been confirmed.
4. A minimum of **three weeks before the examination date** obtain approval of your exam materials from your supervisor committee. Forward a copy of the approval with your proposal, timeline, and draft portion of the dissertation argument to the Graduate Assistant for forwarding to the External Examiner. Do not send to the External Examiner directly.
5. One week before the examination, the Graduate Assistant will send a reminder email to all participating parties.
6. **On the day of the examination**, go to the examination room **half an hour early** to ensure that any technical requirements are functioning properly.
7. The Graduate Assistant will provide any forms for signature.

8. Commence the examination according to the timeline outlined in the *PhD Candidacy Examination Guidelines*.

For further details regarding participation by committee members and criteria for selecting External Examiner nominees, see the *PhD Candidacy Examination Guidelines*.



University
of Victoria

Law