

FORM. The intent of this form is to formally schedule the student's candidacy exam and obtain approval of the exam chair.

POLICY. PhD Candidacy Examination (Proposal Defence) Policy, Eff. April 2024.

DEGREE TIMELINE. Doctoral candidacy must be achieved within the first thirty (30) months in the program. Students may take the examination up to a maximum of two (2) times. If the examination is failed on the second attempt, the student must withdraw from the program.

BOOKING PROCESS. The supervisor is responsible for ensuring all required parties are aware of the date, time, and location of the examination. At least six (6) weeks before the scheduled date of examination, the supervisor will submit a completed copy of this booking request to the Office of Graduate Studies for approval.

REQUIRED PARTIES. Only the student, degree committee members, and exam chair are required parties to the examination.

EXAM CHAIR. The supervisor must recommend an exam chair from outside the program. The supervisor will include the exam chair in their correspondence to schedule a mutually agreeable date and time for all required parties to attend the exam. Where there is a potential or perceived conflict of interest, an alternate exam chair will be recommended by the Office of Graduate Studies. The exam chair is a representative of the Office of Graduate Studies and is required to be familiar with the policies and procedures related to the examination.

AUDIENCE. Upon agreement between the student and supervisor, a restricted audience of program members may be invited to attend a portion of the examination, being the student presentation and exam. Only required parties are allowed to attend the discussion, deliberation, and conclusion portions of the examination.

STUDENT CONFIRMATION OF EXAMINATION

STUDENT NAME	STUDENT ID	PROGRAM	SIGNATURE
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SUPERVISORY CONFIRMATION OF EXAMINATION

ROLE	NAME	INSTITUTION/PROGRAM	SIGNATURE
THESIS SUPERVISOR			
CO-SUPERVISOR			

EXAM CHAIR RECOMMENDATION

NAME	PROGRAM	EMAIL
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EXAMINATION DETAILS

MODE OF DEFENCE ☐ Fully Physical ☐ Fully Virtual ☐ Physical w/virtual attendance for external committee member	PHYSICAL LOCATION FOR DEFENCE (IF NEEDED) Campus <u>LANGLEY</u> Bldg _____ Room _____	DATE OF DEFENCE
		TIME OF DEFENCE
		AUDIENCE ATTENDANCE AGREED ☐ YES ☐ NO

OFFICE OF GRADUATE STUDIES USE ONLY

BOOKING REQUEST RECEIVED BY OGS on (date) _____	OGS DETERMINATION ☐ Approved ☐ Not Approved	OFFICE OF GRADUATE STUDIES SIGNATORY	
		Signature	_____
		Signatory (Name)	_____
		Date signed	_____

NEXT STEPS. Upon approval and return of the endorsed Booking Request from OGS, the program will provide the student's research proposal to all members of the candidacy exam committee and make event arrangements for the exam.

NEXT FORM. Post-examination, the exam chair will submit a completed Recommendation for Advancement to Candidacy (available online) form to the Office of Graduate Studies.

