

Doctoral Candidacy Examination *Example* Timeline for Students and Supervisors

The best way to prepare for the doctoral candidacy examination process is to plan ahead and communicate with your Supervisory Committee members, your program office, and the School of Graduate and Postdoctoral Studies (SGPS).

Normally, for full-time students the candidacy exam takes place within 18 months of initial registration of the doctoral program.

This timeline can assist with planning your examination. However, the information below is a summary. It is essential this information is used in combination with the Doctoral Candidacy Handbook and the Graduate Academic Calendar available on the Graduate Studies website.

Note: Each term has specific deadlines if you are trying to meet complete the candidacy exam in a specific term (such as for transfer students). Please refer to these deadlines posted on the website.



Doctoral Candidacy Examination Example Timeline for Students and Supervisors

I. IF Master's

Student and RS inform GPD of interest in transfer to PhD. RS and GPD fill out Recommendation to

Transfer:

Recommendation to Transfer from Master's to PhD form. SGPS returns once approved. 2. GPD and RS set tentative date for candidacy exam.

3. GPD sends
Appointment of PhD
Candidacy Committee
Form to SGPS for
approval.

5. Student's materials are distributed to members of PhD Candidacy Committee by GPD/GPS and Committee Member's

Report.

7. At the end of the exam, the chair of the PhD Candidacy Committee oversees the preparation of a written report using the PhD Candidacy Examination-Summary of Committee Decision Form and ensures it is signed by all committee members.

8. PhD Examination Decision Form sent to SGPS. Approval required from Dean if a transfer.

Candidacy Exam



WEEK - 6

WEEK - 5

WEEK - 4

WEEK - 3

WEEK - 2

WEEK - 1

WEEK -0



4. Submission of thesis by student or RS to Program Office.

Weeks **prior** oral exam



6. Oral presentation

of student's
research proposal
and open questioning
by committee
members. Committee
members provide
student with copies of
their reports at the

9. SGPS contacts student with next steps.

time of the exam.

Student



Faculty and SGPS