Candidacy Exam Planning Checklist

Student:

☐ Prepare your candidacy examination document (i.e. the approved PhD proposal which may be expanded to address comments from the external reviewers of the proposal and the LMP Graduate Studies Committee).

☐ The Candidacy Exam document must be submitted to the all members of the Examining Committee and the exam chair at least 2 weeks before the scheduled examination.

☐ You are encouraged to review Examination: Tips and Strategies on the LMP Grad Program website.

☐ You are encouraged to hold mock exams with lab peers as well as students not familiar with your research topic. The LMP Grad Students’ Group can help set this up.

☐ One week prior to the candidacy examination, it is your responsibility to meet with the Examination Chair to review the logistics of the examination.

Supervisor:

It is the responsibility of the supervisor to ensure that the student does not make exam arrangements.

☐ 6 to 8 weeks prior to exam: begin process of identifying two arm’s length examiners, and tentative exam dates.

☐ Notify the LMP Grad Program office (lmpgrad@ualberta.ca) of exam details as soon as possible and not less than 4.5 weeks prior to exam. Include:
  - two arm’s length examiners
  - exam chair (consult with the LMP Graduate Coordinator)
  - date, time (plan for 4 hours) and location. Notify the LMP Grad Program office if you need assistance booking a room.

☐ The LMP Grad Program office prepares and sends you the Notice of Examining Committee & Examination Date.

☐ Review, sign the exam notice, and submit it to the LMP Grad Program office as soon as possible and not less than 4.5 weeks prior to exam. The LMP Grad Program office collects the Graduate Coordinator signature, and submits the form to FGSR.

☐ Supervisors are expected to provide a minimum of two to three weeks protected time (away from lab work) prior to the candidacy examination date for the student to make final preparations for this important examination.

☐ Any refreshments offered during the exam are the responsibility of the supervisor.

The LMP Grad Program office sends the exam notice and Instructions To Candidacy Examining Committee to the examining committee, exam chair, and student.