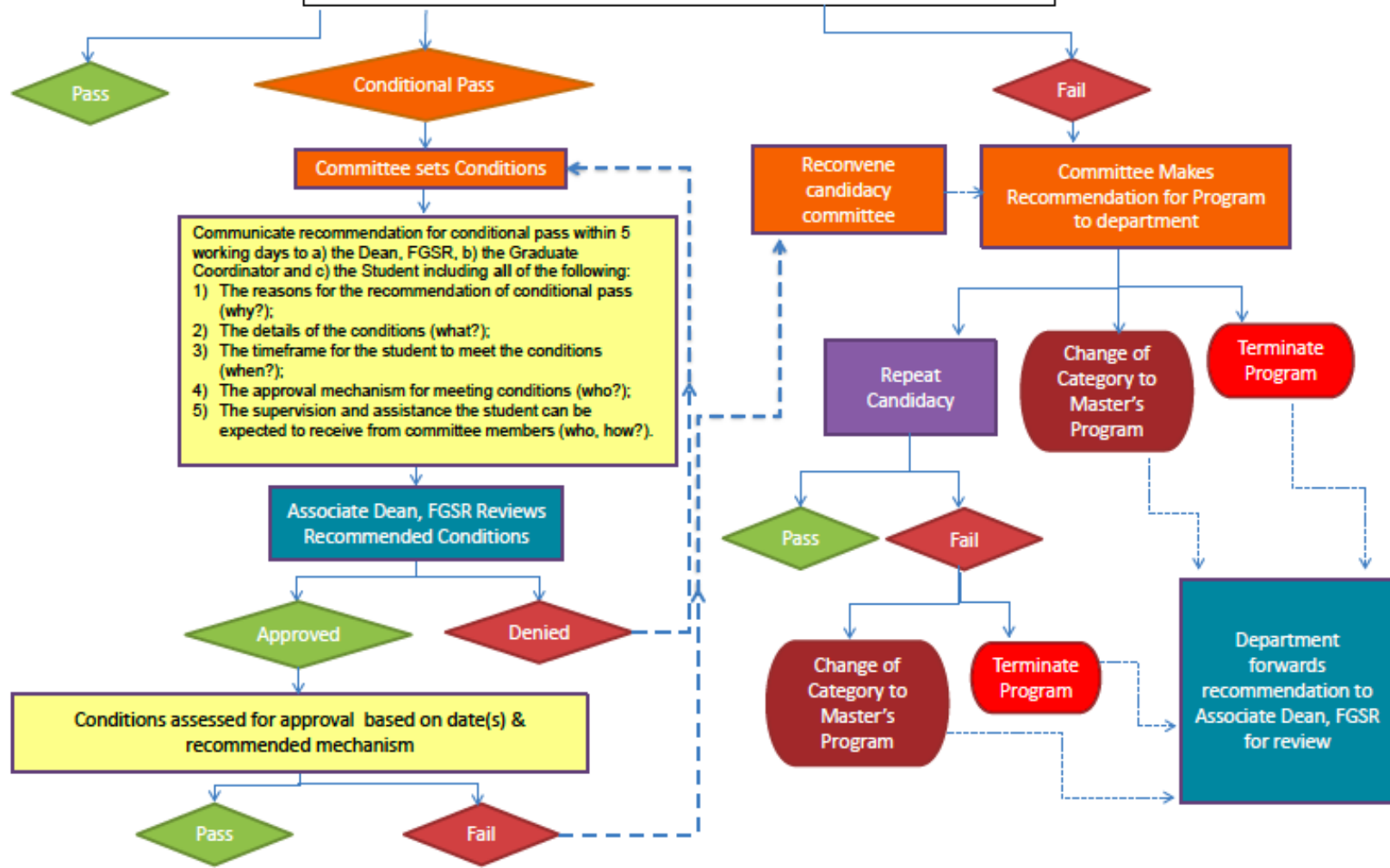


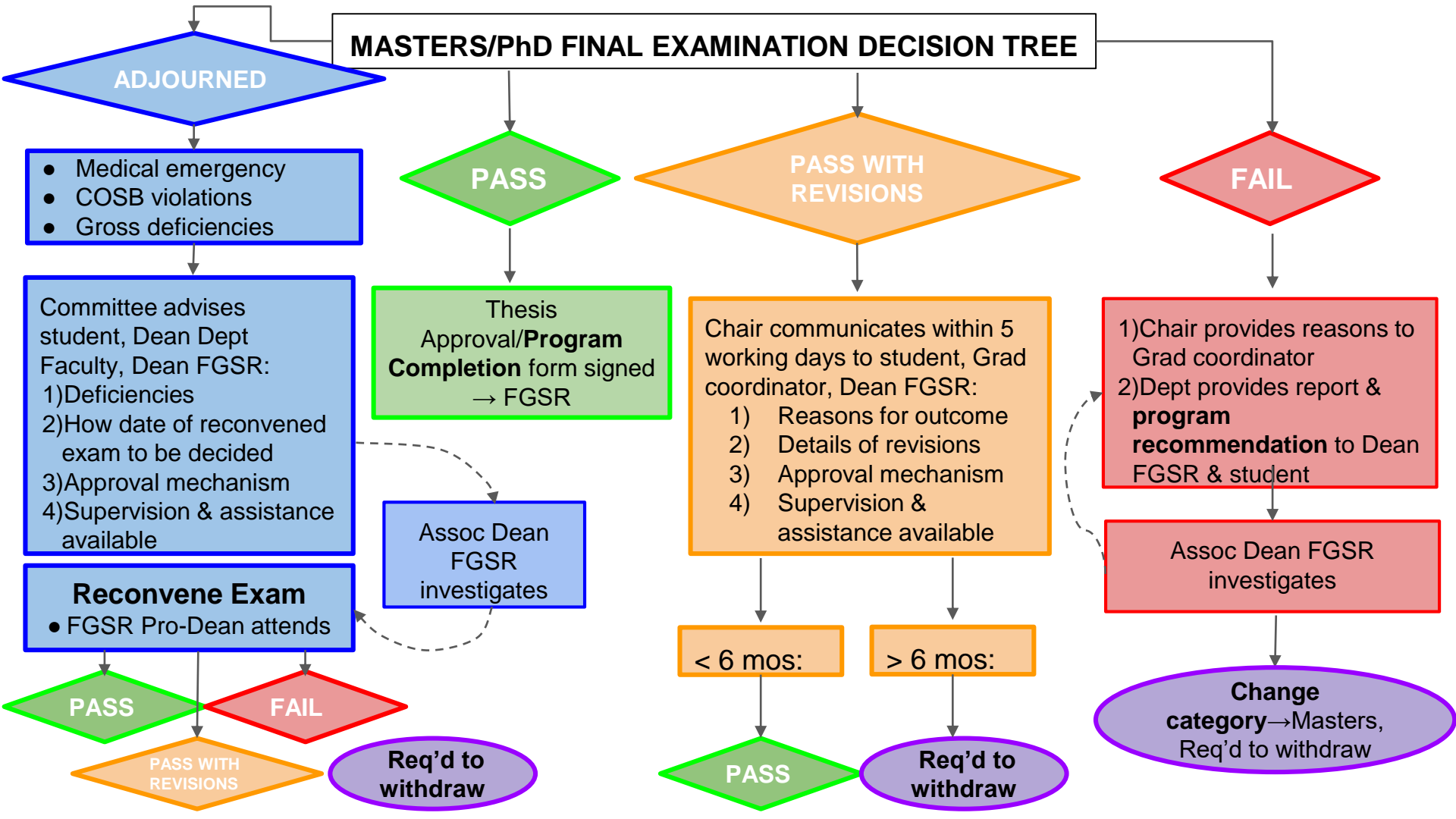


Candidacy and Final Exams

CANDIDACY EXAMINATION COMMITTEE DECISION



MASTERS/PhD FINAL EXAMINATION DECISION TREE



ADJOURNED

- Medical emergency
- COSB violations
- Gross deficiencies

Committee advises student, Dean Dept Faculty, Dean FGSR:
1)Deficiencies
2)How date of reconvened exam to be decided
3)Approval mechanism
4)Supervision & assistance available

Reconvene Exam

- FGSR Pro-Dean attends

PASS

FAIL

PASS WITH REVISIONS

Req'd to withdraw

MASTERS/PhD FINAL EXAMINATION DECISION TREE

PASS

Thesis Approval/Program Completion form signed → FGSR

Assoc Dean FGSR investigates

PASS WITH REVISIONS

Chair communicates within 5 working days to student, Grad coordinator, Dean FGSR:
1) Reasons for outcome
2) Details of revisions
3) Approval mechanism
4) Supervision & assistance available

< 6 mos:

> 6 mos:

PASS

Req'd to withdraw

FAIL

1)Chair provides reasons to Grad coordinator
2)Dept provides report & program recommendation to Dean FGSR & student

Assoc Dean FGSR investigates

Change category → Masters, Req'd to withdraw



Pass

THE DECISION

- Only typographical or minor editorial changes
- **All or All but one** examiner agrees (Masters Final, PhD Final, and Candidacy)
- The department should submit a completed Thesis Approval/Program Completion (Masters Final, PhD Final) and Report of Completion of Candidacy Form (Candidacy) to FGSR **right after the exam**. If one of the examiners fails the student, that examiner does not have to sign the form.



Pass with Revision/ Pass with Conditions

THE DECISION:

- All or all but one examiner agrees (Masters Final, PhD Final) or **majority** agrees (Candidacy)

Masters/PhD Final: *defense satisfactory; revisions required but not serious enough to require reconvening of examining committee*

Candidacy: *student's performance is satisfactory in "all but a very discrete area of deficiency"*



Pass with Revision/ Pass with Conditions

THE REPORT:

- Chair submits report to FGSR Dean, graduate coordinator & student within 5 days detailing:
 - *Reasons for recommendation/outcome*
 - *Details of conditions/revisions*
 - *Timeframe ≤ 6 weeks (candidacy, PhD Final) $\rightarrow \geq 6$ mos*
 - *Approval mechanism*
 - *Supervision that can be expected*

For Candidacy: conditions subject to approval by FGSR



Pass with Revision/ Pass with Conditions

OUTCOMES

- **Pass:**
 - *REPORT OF COMPLETION OF CANDIDACY EXAM*
 - *THESIS APPROVAL/PROGRAM COMPLETION*
- **Fail:**
 - *RECOMMENDATION FOR CHANGE OF CATEGORY OR ACADEMIC PROBATION (Change to Masters, termination)*
 - *NOTICE OF EXAMINING COMMITTEE AND EXAMINATION DATE (Repeat candidacy exam)*

(If thesis revisions not complete within 6 mos the student being required to withdraw)



Adjourned

Candidacy Exam:

- An examination abandoned officially
- **A majority of examiners** must agree
- Examination adjourned in these situations:
 - Compelling, extraordinary circumstances such as a sudden medical emergency
 - Discovery of possible offences under the Code of Student Behaviour after examination has started



Adjourned

Masters/PhD FINAL EXAM

Examination adjourned in these situations:

- Revisions to the thesis are sufficiently substantial (require more research, experimentation, major reworking) or if general presentation is unsatisfactory and requires reconvening committee
- Student's oral presentation / defence is unsatisfactory, even if thesis is acceptable with or without minor revisions
- Compelling, extraordinary circumstances such as a sudden medical emergency
- Discovery of possible offences under the Code of Student Behaviour after the examination has started

Adjourned

The Report (Masters and PhD Final):

- Specify in writing to student the nature of deficiencies or extent of revisions
- If oral is unsatisfactory, you may need to arrange discussion periods with committee
- Decide on date to reconvene. **New examination must be held within six months.**
- Who will approve changes before the exam is reconvened?
- What type of help will the student receive?
- Advise the Dean, FGSR, in writing of the adjournment and conditions
- Notify FGSR of new date. Pro Dean

CANDIDACY EXAM

THE DECISION:

FAIL

Repeat Exam

Change category

Recommend termination

- Doctoral program potential; exam inadequate
- Only after 1st exam
- Majority of examiners
- **Repeated exam** ≤ 6 mos

- Exam inadequate; work completed does not support continuation in PhD
- All or all but one of examiners
- **Change category** from PhD \rightarrow Masters

- Exam inadequate; program work inadequate
- All or all but one of examiners



Fail

The Report

- Majority (Fail & repeat exam) or All or all but one examiner (fail & change of category/termination; Final exams) agrees
- Exam Chair provides report to Student, Grad coordinator
- Dept provides report and recommendation for program to Dean FGSR & student
- Assoc Dean FGSR investigates before altering student's academic standing → change of category to Masters, required to withdraw

*RECOMMENDATION FOR CHANGE OF CATEGORY OR ACADEMIC PROBATION
NOTICE OF EXAMINING COMMITTEE AND EXAMINATION DATE
(Repeat candidacy exam)*

Resources for before, during and after exams

FGSR Forms Cabinet: Including but not limited to, Examining Committee forms (External Readers, Notice of Examining Committee, Report of Completion, Request for External Examiner Travel Funds, etc.)

Before / Preparation:

- Foote, Lee. *Oral Exams: Preparing for and Passing Candidacy, Qualifying, and Graduate Defenses*. Academic Press, 2015. [Available for purchase online, or as an ebook in the [UofA library](#)]
- [Mentorship Academy Page](#) – upcoming sessions and resources, including the [Supervisory Guide](#)
- [Supervision, Oral Examinations and Program Completion](#) (Graduate Program Manual)
- [Role and Structure of Examining Committees](#) (UofA Calendar)

During / Execution:

- [Examining Committee Membership Checklist](#) – helpful document outlining the committee makeup
- [Conduct of Examinations](#) (UofA Calendar)
- If you are in an emergency situation right before or during an exam, contact FGSR at the following numbers – feel free to continue through until you connect with someone.
 - 780-492-2816 (EA to the Dean and Vice-Dean)
 - 780-492-5235 (EA to the Associate Deans)
 - 780-492-2344 (Operations Coordinator)
 - 780- (Program Services General Line, FGSR)

Resources for before, during and after exams... cont'd

After / Decision Making:

- [Candidacy Committee Decision Tree](#) – a very helpful decision flow chart
- With the exception of External Examiner Reader documents and communication (which must come directly to the Dean, FGSR), all memos related to exams should be addressed to the Dean, FGSR, but should be submitted to Program Services for appropriate processing. (This includes the Thesis Examination for Pass with Revision Memo and the Candidacy Conditional Pass Memo).

[Associate Deans' Department Portfolios and Program Services GSSAs](#)