

## PhD Candidacy Examination Procedural Guide

Every MEGP/Ph.D. student must take a pass/fail Candidacy Examination *no later than* two years after registration in the Ph.D. program and completion of all required courses. Students must satisfy the examining committee that they have an adequate knowledge of the discipline and of the subject matter relevant to the thesis; and that they are able to continue and complete original research at an advanced level.

The Candidacy Examination is an oral exam and it is usually scheduled between 17 and 22 months after registration. It is the responsibility of the supervisor (co-supervisors) to arrange all aspects of the student's examination.

*At least three weeks* prior to the desired date of the exam, the following documents should be submitted to the Program Administrator:

- 1) [Candidacy Examination Scheduling Request Form](#): The members of the Candidacy Examination Committee shall consist of the program director (or designate), who serves as the Chair of this committee, and the members of the Supervisory Committee.
- 2) [PhD research proposal](#): Copies must be submitted to members of Candidacy Examination Committee.

### Proposal

The PhD research proposal must be reviewed and approved by the student's supervisor (or co-supervisors). The proposal will typically include the following sections:

- Introduction
- A critical literature review
- Objectives of the proposed research
- Expected contributions
- Methodology
- Progress to date
- Timeline
- References

The written proposal should be 20 to 40 pages in length using font size 12 and 1.5 line spacing.

The following items are relevant to the oral Candidacy Examination:

- I. The candidate will be asked to present their research proposal within a period of about 20 minutes, and then they will be questioned by each member of the examination committee.
- II. The questions posed by the committee members should be related (directly or indirectly) to the research proposal and background knowledge required to successfully complete the proposed work.
- III. The Chair may question the candidate but will vote only in the case of a tie.
- IV. There is no specified time limit for the oral component of the examination; however, its duration should be between 2 hours and 2.5 hours.