

# 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).
- Submit the Candidacy Exam document 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 [Examinations: 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](mailto: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 Program Director)
  - 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 Program Director's 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.

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The LMP Grad Program office sends the exam notice and [Instructions to Candidacy Examining Committee](#) to the examining committee, exam chair, and student.