

PhD Candidacy Timeline

5 weeks before candidacy exam (or even earlier):

- Supervisor schedules the candidacy (in-person or online). Provide exam date, time and location to the examining committee, and the graduate advisor.
- Graduate student candidate provides a copy of their reading list to the graduate advisor: psychgrad@ualberta.ca
- Supervisor completes the names and university employee ID# of the examining committee members on the **Notice of Examining Committee & Examination Date (Candidacy Exam) form** including: chair, supervisory committee members, arm's length examiner, and external examiner (another department). The chair is not a member of the examining committee.

2 weeks before defense:

- Once the notice of examining form is complete, signed by both the supervisor and the graduate chair, the graduate advisor submits the form to FGPS.

1 week before defense:

- Graduate advisor sends a scan of the student's file to the exam chair, including **Report of Completion of Candidacy Examination** form, candidacy exam outcomes and department oral examination procedures.

End of candidacy exam:

- If the result is a straight pass, the supervisor/committee chair signs the report of completion of candidacy examination form. If the outcome is something else, instructions on what needs to be submitted can be found in the candidacy outcomes document.
- Completed report of completion of candidacy examination form is submitted to FGPS.