

Doctoral Candidacy Requirements

The Faculty of Graduate Studies Doctoral Candidacy Regulations (“the Regulations”) govern the conduct of admission to candidacy at the University of Calgary. This document establishes program- specific requirements associated with the conduct of admission to graduate candidacy under the *Regulations*.

A. Statement of Purpose

Admission into candidacy in the Werklund School of Education Graduate Programs: 1) requires that students have abilities to conceptualize, interpret, critique and synthesize comprehensive, substantive knowledge that is relevant to the discipline and practice of educational research and/or educational psychology; and 2) ensures that students have a well-developed plan for their dissertation research, a sound proposal with a well-developed research question and potential for the ability to pursue and complete original independent research at the doctoral level.

In compliance with the Faculty of Graduate Studies Candidacy Regulations, the requirements for admission to candidacy at the Werklund School of Education is a four-stage process:

- 1) Completion of all course requirements as identified in the calendar;
- 2) Field of study (FoS) written candidacy examination;
- 3) A research proposal approved by the Supervisory Committee (recognizing changes may be made after successful completion of exams prior to submission for ethics approval);
- 4) An oral examination of the research proposal.

The entire candidacy process must be completed within 28 months of the student’s first registration. Students may complete their course work within 12 – 18 months, and may proceed to candidacy within 20 – 24 months. The purpose of the candidacy process, including oral examination of the research proposal, is to ascertain that the student is ready and able to carry out doctoral level research independently, with the support of the Supervisory Committee.

All doctoral students in a Werklund School of Education Graduate Program must successfully complete the following components:

STAGE 1: Completion of All Course Requirements

All required courses as identified in the calendar must be successfully completed.

- Exceptions include explicit post-candidacy course requirements as stated by the Program and approved by the Faculty of Graduate Studies. Current exceptions:
 - EdD Dissertation Seminar I and II
 - Internships which are a requirement of the Educational Psychology PhD program

The Supervisor will ascertain that the student has successfully completed all required course work. The Supervisor will confirm the student’s course completion status with the appropriate Graduate Program Administrator (GPA) prior to planning the next three stages of Candidacy. (See Appendix Form 1: Course Completion Checklist.)

STAGE 2: Field of Study (FoS) Written Examination

The student submits a written component (either a FoS Candidacy Portfolio or a FoS Candidacy Synthesis Paper) to the Supervisory Committee members as the basis for the examination of the student's knowledge of the field of study underlying their research topic. The FoS written component can be submitted to the Supervisory Committee members concurrently with the research proposal.

Scheduling of FoS Written Examination

- The FoS Candidacy Portfolio or FoS Candidacy Synthesis paper must be submitted to the Supervisory Committee members for examination within 3 months of the completion of the last required course prior to Candidacy.
- The Supervisory Committee must render a decision and fill out the FoS Examination Report form within 2 weeks of the receipt of the FoS written component. (See Appendix Form 2: FoS Examination Timelines.)

Composition of FoS Written Examination Committee

The FoS written examination committee consists of the Supervisory Committee members.

Format of FoS Written Examination

Unless specified by the Program, the student in consultation with the Supervisor and the Supervisory Committee, may choose the type of written product he/she will submit to the Supervisory Committee for examination, in accordance with the **two options for FoS written examination** specified below.

- the choice must be approved by the Graduate Program Director (GPD).
- both options for FoS written examination follow the requirement of the Faculty of Graduate Studies for a pedagogically sound process, whereby the production of the written work is a coherent learning experience that is scaffolded through such factors as, for example, course-linked supports, provision of reading lists, and regular consultation with the Supervisor *prior* to writing the paper.
- The intent is that student prepares the written candidacy component as a form of take-home examination, with limited guidance from the Supervisory Committee.

Process/Evaluation of FoS Written Examination

What is examined:

The FoS written examination product may be constructed in accordance with option A **or** option B.

Option A: FoS Candidacy Portfolio

Option A: FoS Candidacy Portfolio is the required option for the EdD Program.

The **FoS Candidacy Portfolio** consists of 4 papers written in the pertinent specialization areas, accompanied by a **Reflection Paper** that explains how these papers map to the relevant field of study, and leads to the student's explanation of their understanding of the field of study.

(See Appendix Form 3: FoS Examination Criteria, Option A: Candidacy Portfolio.)

Option B: FoS Candidacy Synthesis Paper

The **Synthesis Paper** is based on a critical literature review in the relevant field of study that underlies the student's research topic. Beyond the function of the synthesis paper in this examination, the Synthesis Paper may be subsequently submitted for publication, and/or be included in the thesis (see, for example, manuscript thesis regulation).

(See Appendix Form 4: FoS Examination Criteria, Option B: Candidacy Synthesis Paper.)

Assessment:

- The assessment of the FoS Written Examination is on a Pass/Fail basis.
- In order for the student to pass, there must be a unanimous agreement among the Supervisory Committee members.
(See Appendix Form 5: Field of Study Examination Report.)

Appeal of Failed FoS Written Examination

- In the case of a lack of unanimity, remedial action will be specified by the Supervisory Committee, and submitted to the GPD.
- The GPD will review the Supervisory Committee's report within 7 calendar days, and either uphold or overturn the decision of the committee according to the established criteria. (See Appendix Form 3 or 4: FoS Examination Criteria.)
- Remedial action: the Supervisory Committee may suggest further reading in specific areas, will provide an action plan and set a resubmission date, in consultation with the GPD. The time for resubmission shall not exceed 1 month.
- If the GPD upholds the "Fail and Resubmit" decision of the committee, the student can appeal directly to the Faculty of Graduate Studies. (See the *FGS - Calendar*, section "K.5 Appeals of Decisions Regarding Candidacy Components".)

STAGE 3: Written Research Proposal, Approved by Supervisory Committee

The written research proposal must contain the following components: overview of the research design; review of the literature; discussion of methodology and methods; and an executive summary of the proposed research project, all of which are written in current APA style. The appropriate length of the research proposal is determined by the Supervisory Committee in close consultation with the student, and is influenced by such factors as the theoretical and conceptual framework, the critical review of literature, the research problem and questions, the selection of research methodology, the data collection and analysis methods, and the overall research plan.

The Supervisory Committee provides ongoing feedback and guidance to the student, until the research proposal draft reaches the point at which the Supervisory Committee agrees that it constitutes a workable doctoral research plan. (See Appendix Form 6: Research Proposal Criteria.) It is recognized that changes may be made to the research proposal after the student's successful completion of the candidacy oral exam and prior to submission for ethics approval.

Once the Supervisory Committee unanimously agrees that the research proposal is approved, the student can proceed to the oral examination. To indicate approval of the research proposal, each member of the Supervisory Committee including the Supervisor must sign the Research Proposal Approval form. (See Appendix Form 7.) Approval of the research proposal triggers the administrative process involved in preparing the *Notice of Oral Examination* for submission to the Faculty of Graduate Studies.

Note: At least **6 weeks** is required between the time the Supervisory Committee signs off on approval of the research proposal as ready for examination and the date of the candidacy oral exam.

STAGE 4: Oral Examination of the Research Proposal

The approval of the research proposal by the Supervisory Committee triggers the fourth stage of the candidacy process - the oral examination. The purpose of the oral examination is the final stage of ascertaining that the student is ready and able to carry out doctoral level research independently, with the support of the Supervisory Committee.

Thesis Proposal

- The student's written research proposal must be approved by all members of the Supervisory Committee (recognizing changes may be made after successful completion of exams prior to submission for ethics approval).
- The student's ability to orally defend the research proposal is what is examined at the oral examination. The student must demonstrate his/her readiness to undertake the proposed research project by their oral defense of the proposal and response to questions about the research plan.

Scheduling of Oral Examination

The approved research proposal is required to initiate the administrative process involved in preparing the *Notice of Oral Examination* for submission to the Faculty of Graduate Studies. The Supervisor is responsible for initiating all arrangements related to the scheduling of the examination. The Supervisor must request that the GPA begin the administrative processes for an examination a minimum of 6 weeks prior to the date of the exam. The Examination Committee members must receive the approved research proposal no later than 3 weeks prior to the exam date.

Composition of Oral Examination Committee

The Examination Committee is comprised of members of the Supervisory Committee plus two additional examiners. The additional members may be from within the Student's Specialization area or from outside of it (i.e., from another WSE Specialization area or program, or from another University of Calgary faculty).

Format of Oral Examination

The oral examination is conducted by the Neutral Chair. The Neutral Chair is not a member of the examining committee and is non-voting. He/she must not have a direct relationship with the student or have read the student's FoS written work or the research proposal. The Neutral Chair presides over the candidacy examination to ensure a fair and just process is followed. The Neutral Chair takes notes during the exam of the process and questions asked by the examiners. The Neutral Chair is responsible for ensuring the final paperwork is signed off and given to the Graduate Programs Office within 24 hours of the exam.

The duration of the examination is a maximum of 2 hours. The student may elect to do a brief opening summary of up to 15 minutes to contextualize his/her research proposal (included as part of the total 2-hour time frame of the formal exam). The time necessary for the Examination Committee to come to a decision about the outcome of the exam is in addition to the 2 hours.

After the student's opening summary, the Neutral Chair invites the Examiners to ask their questions.

Examiners are encouraged to ask clear and succinct questions. The student will be given reasonable time to answer and should feel free to ask for questions to be repeated or rephrased. If a student is notable to answer, the Neutral Chair should direct the examiners to move to the next question rather than pressing, leading or interrogating the student. The most external examiner is the first member to question the student and the Supervisor is the last. The order typically follows the reverse order of the Examiners' listing in the *Notice of Oral Examination*. When all examiners have had at least one opportunity to question the student, the committee has completed what is called the first round of questions.

Normally, there will be two formal rounds of questions. There may be a short break after the first round of questions, in which case, examiners and the student are required to refrain from discussion of the examination until the examination reconvenes.

After two formal rounds of questions, the Neutral Chair invites any Examiner who has additional questions to proceed. At this point in the Examination, there is no formal order and any Examiner may ask questions. When the Neutral Chair observes that the Examiners have no further questions, he or she asks the student to leave the room so that the next phase of the examination—the Examiners' deliberations—can take place. At this time, any other people present for the exam are asked to leave the room as well.

Process/Evaluation of Oral Examination

The oral defense must demonstrate the student's readiness to undertake the proposed research project.

In the deliberation process of the examination, all members including the student's Supervisor (except the neutral chair) are participating voting members. In this vote, examiners are considering the oral presentation and responses to questions. Before any discussion of the student's performance, each member must identify, by secret ballot, which recommendation he/she favors (pass or fail for the oral component of the exam). This vote allows the committee an opening for full discussion of the student's performance. Following this discussion, each committee member will then vote again. Every effort should be made to reach a unanimous recommendation. Should the outcome of the final vote include one negative vote, the student will pass. Should the outcome include two or more negative votes, the committee's recommendation will be "fail". This result will immediately be provided to the student by the Supervisor.

After the final vote each examiner must record an evaluation of pass or fail on the Report of Oral Examination Form (Appendix form 8: Oral Examination Assessment Form), which will be delivered to Graduate Programs office by the Neutral Chair.

Appeal of Failed Oral Examination

In the case of a failed Oral Examination, the student has the opportunity to do one retake of the examination no sooner than 2 months and no later than 6 months after the failed attempt.

The Neutral Chair must inform the appropriate GPD immediately of a failed Oral Examination. The GPDs of WSE follow an FGS-approved process to determine the final outcome of the failed examination:

Examination committee members must submit their reports of the failed oral examination to the GPD within 5 calendar days of the oral examination. The GPD will render a decision within 7 calendar days.

If the GPD upholds the Fail decision of the examination committee, the student can appeal directly to the Faculty of Graduate Studies. (See the *FGS - Calendar*, section "K.5 Appeals of Decisions Regarding Candidacy Components".)

Extension to Candidacy Requirement Deadline

Students who will not complete their candidacy requirements by the end of their 28th month in the program must have an extension request approved by the Faculty of Graduate Studies. When requesting an extension, the student and Supervisor should discuss approximate dates for the written/oral exams and plan the extension request around these dates. Once a date has been decided, an extension request form should be completed with an explanation of the reasons for the delay. The form needs to be completed and signed by the Supervisor and Graduate Program Director, and submitted by the Graduate Programs Office to the Faculty of Graduate Studies for Approval.

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Form 1: Graduate Programs in Education Stage 1: Course Completion Checklist

This form signifies compliance with the **WSE Candidacy Requirements Regulation** as follows:

STAGE 1: Completion of All Course Requirements

All required courses must be successfully completed as specified in the calendar.

- Exceptions include explicit post-candidacy course requirement as stated by the Program and approved by FGS. Current exceptions:
 - EdD Dissertation Seminar I and II
 - Internships which are a requirement in the Educational Psychology PhD programs

The **student** will **complete** and **sign** the form and **attach a copy of the list of courses completed that is available to them in their Student Centre**. The **Supervisor** will then **ascertain** that the student has **successfully completed all required coursework**, **sign** the form, and **forward** it to the **Graduate Program Director (GPD)** for signature.

Student name: _____

Student's program: _____

Courses completed	Completion term & year	Grade	Check appropriate category for each course				If substitution, additional, or exception, provide brief rationale
			Required course	Substitution for Required course	Additional to program	Exception to program	

Student signature

Date

The student has completed all the courses required in Stage 1 of the program and is hereby cleared to proceed to Stage 2, Field of Study Examination:

Supervisor name

Supervisor signature

Date

Graduate Program Director name

Graduate Program Director signature

Date

Form 2: Graduate Programs in Education Stage 2: Field of Study Written Examination Timeline

This stage signifies compliance with the **WSE Candidacy Requirements Regulation** as follows:

STAGE 2: Field of Study (FoS) Written Examination

Scheduling of Field of Study (FoS) Written Examination

- The FoS Option A or Option B written components must be submitted to the Supervisory Committee for examination within 3 months of the completion of the last required course prior to Candidacy.
 - The Supervisory Committee must render a decision and fill out the FoS Examination Report form within 2 weeks of the receipt of the FoS written component. (Use Appendix Form 5.)

Form 3: Graduate Programs in Education Stage 2: Field of Study Examination Criteria Option A: FoS Candidacy Portfolio

This form signifies compliance with the **WSE Candidacy Requirements Regulation** as follows:

STAGE 2: Field of Study (FoS) Written Examination

Unless specified by the Program, the student in consultation with the Supervisor and the Supervisory Committee, may choose the type of written component he/she will submit to the Supervisory Committee for examination, in accordance with option A or Option B specified below:

- the choice must be approved by the Graduate Program Director (GPD).
- The FoS Candidacy Portfolio or FoS Candidacy Synthesis paper must be submitted to the Supervisory Committee for examination within 3 months of the completion of the last required course prior to Candidacy.
- Both FoS written exam options follow the requirement of FGS for a pedagogically sound process, whereby the production of the written work is a coherent learning experience that is scaffolded through such factors as, for example, course-linked supports, provision of reading lists, and regular consultation with the Supervisor *prior* to writing the paper.

The intent is that student completes the written candidacy component as a form of take-home examination, with some guidance from the Supervisory Committee.

Option A: FoS Candidacy Portfolio

Option A is the required option for the EdD Program.

A **Portfolio** of 4 papers written in the pertinent specialization areas, accompanied by a **Reflection Paper** that explains how these papers map to the relevant field of study, and leads to the student's explanation of understanding of the field.

- The Supervisory Committee must render a decision and fill out the FoS Examination Report form within 2 weeks of the receipt of the FoS written component. (Use Appendix Form 5.)

FoS Candidacy Portfolio Criteria	Descriptor
Understanding of the field of study as demonstrated through the synthesis of the knowledge components from the specialization papers into an overall conceptual big picture.	<p>The student demonstrates:</p> <ul style="list-style-type: none"> (i) A thorough understanding of the theoretical and conceptual knowledge that is at the forefront of his/her academic discipline/field of scholarship and/or professional practice. (ii) The foundational knowledge to undertake research at an advanced level and contribute to the development of academic or professional skill, techniques, tools, practices, ideas, theories, approaches, and/or materials. (iii) The ability to critically analyze and evaluate current theories and the reporting of research that impacts the ongoing discourse in his/her particular field of study. (iv) Comprehension of the particular area of study by understanding and responding to the broader debates that are positioned within the student's identified field of study. (v) Foundational knowledge in the broader discipline/field not addressed in the reviewed literature.

Criteria for the assessment of the Portfolio components	Descriptor
Knowledge	Each paper should demonstrate: <ol style="list-style-type: none"> I. Depth and Breadth An understanding of a substantial body of knowledge that is at the forefront of their academic discipline or area of professional practice. II. Application of Knowledge The capacity to: <ol style="list-style-type: none"> (i) undertake basic and/or applied research at an advanced level and (ii) contribute to the development of academic or professional skill, techniques, tools, practices, ideas, theories, approaches, and/or materials.
Student as critical thinker	Each paper should demonstrate: <ol style="list-style-type: none"> (i) an ability to analyze and evaluate current theories in their particular area of study; (ii) an ability to analyze and evaluate the reporting of research that advances knowledge and the social good; (iii) an understanding of the particular area of study by understanding, responding to the broader debates that are positioned within the particular field of study.
Logic of Inquiry/ argumentation	Each paper should demonstrate: <ol style="list-style-type: none"> (i) an important and timely topic within the particular area of study; (ii) argumentation that is focused, logical, rigorous, and sustained; (iii) work that is research informed.
Organization and literary competence	Each paper should: <ol style="list-style-type: none"> (i) be well written and organized; (ii) follow the current APA Publication Manual standards; (iii) be clear, concise, fluid, appropriate, and largely free of grammatical errors; (iv) be coherent and focused with writing that contributes to the overall quality of the papers; (v) be between 10 and 20 pages in length.
Overview of Portfolio	<ol style="list-style-type: none"> (i) The student's Reflection Paper meets the required criteria. (ii) The student is able to outline his/her progression of thought and analysis at the doctoral level. (iii) The student is able to synthesize and evaluate the key concepts and theories that have been developed in relation to their field of study.

Form 4: Graduate Programs in Education Stage 2: Field of Study Examination Criteria Option B: FoS Candidacy Synthesis Paper

This form signifies compliance with the **WSE Candidacy Requirements Regulation** as follows:

STAGE 2: Field of Study (FoS) Written Examination

Unless specified by the Program, the student in consultation with the Supervisor and the Supervisory Committee, may choose the type of written component they will submit to the Supervisory Committee for examination, in accordance with Option A or Option B specified below:

- the choice must be approved by the Graduate Program Director (GPD)
- The FoS Candidacy Portfolio or FoS Candidacy Synthesis paper must be submitted to the Supervisory Committee for examination within 3 months of the completion of the last required course prior to Candidacy.
- Both FoS Written Exam options follow the requirement of FGS for a pedagogically sound process, whereby the production of the written work is a coherent learning experience that is scaffolded through such factors as, for example, course-linked supports, provision of reading lists, and regular consultation with the Supervisor *prior* to writing the paper.

The intent is that student completes the written candidacy component as a form of take-home examination, with some guidance from the Supervisory Committee.

Option B: Candidacy Synthesis Paper

A **Synthesis Paper** based on a critical literature review in the relevant field of study that underlies the student's research topic. Beyond the function of the synthesis paper in this examination, it may be subsequently submitted for publication, or be included in the thesis (e.g., a manuscript-based thesis).

- The Supervisory Committee must render a decision and fill out the FoS Examination Report form within 2 weeks of the receipt of the FoS written component. (Use Appendix Form 5.)

FoS Candidacy Synthesis Paper Criteria	Descriptor
<p>Understanding of the field of study:</p> <p>The Supervisory Committee provides the parameters of the background knowledge to be addressed in this paper, written in a journal article format, (approximate maximum length: 25 pages).</p>	<p>The student demonstrates:</p> <ul style="list-style-type: none"> (i) A thorough understanding of the theoretical and conceptual knowledge that is at the forefront of his/her academic discipline/field of scholarship and/or professional practice. (ii) The foundational knowledge to undertake research at an advanced level and contribute to the development of academic or professional skill, techniques, tools, practices, ideas, theories, approaches, and/or materials. (iii) The ability to critically analyze and evaluate current theories and the reporting of research that impacts the ongoing discourse in his/her particular field of study; (iv) Comprehension of the particular area of study by understanding and responding to the broader debates that are positioned within the student's identified field of study. (v) Foundational knowledge in the broader discipline/field not addressed in the reviewed literature.

Form 5: Graduate Programs in Education Stage 2: Field of Study Examination Report

This form signifies compliance with the **WSE Candidacy Requirements Regulation** as follows:

STAGE 2: Field of Study (FoS) Written Examination

Process/Evaluation of FoS examination

What is examined: The component may be constructed in accordance with option A **or** option B

Option A: FoS Candidacy Portfolio

Option A is the required option for the EdD Program.

A **Portfolio** of 4 papers written in the pertinent specialization areas, accompanied by a **Reflection Paper** that explains how these papers map to the relevant field of study, and leads to the student's explanation of understanding of the field.

Option B: FoS Candidacy Synthesis Paper

A **Synthesis Paper** based on a critical literature review in the relevant field of study that underlies the student's research topic. Beyond the function of the synthesis paper in this examination, it may be subsequently submitted for publication, or be included in the thesis (e.g., a manuscript-based thesis).

Assessment: The assessment is on a Pass/Fail basis. In order for the student to pass, there must be a *unanimous agreement* among the examiners.

Assessment of FoS Written Examination – Option A B (circle one)

Student name: _____ **Student's program:** _____

	Name	Recommendation: Pass or Fail	Signature	Date
Supervisor				
Supervisory Committee Member				
Supervisory Committee Member				
Graduate Program Director				

Form 6: Graduate Programs in Education Stage 3: Research Proposal Criteria, PhD and EdD

This form signifies compliance with the **WSE Candidacy Requirements Regulation** as follows:

STAGE 3: Written Research Proposal, Approved by Supervisory Committee

The student's written research proposal must be approved by all members of the Supervisory Committee.

- The written research proposal must contain the following components: overview of the research design; review of the literature; discussion of methodology; and an executive summary of the proposed research project, all of which are written in current APA style. The appropriate length of the research proposal is determined by the Supervisory Committee in close consultation with the student, and is influenced by such factors as the theoretical and conceptual framework, the critical review of literature, the research problem and questions, the selection of research methodology, the data collection and analysis methods, and the overall research plan.
- The Supervisory Committee provides ongoing feedback and guidance to the student, until the research proposal draft reaches the point at which the Supervisory Committee agrees that it constitutes a workable doctoral research plan, and the student is cleared to proceed to the oral examination. It is recognized that changes may be made to the research proposal after the student's successful completion of the oral exam and prior to submission for ethics approval.
- All members of the Supervisory Committee must sign the Research Proposal Approval form to indicate that the research proposal is approved. (See Appendix Form 7.) Approval of the research proposal triggers the administrative process involved in preparing the *Notice of Oral Examination* for submission to the Faculty of Graduate Studies.

Note: At least **6 weeks** is required between the time the Supervisory Committee signs off on approval of the research proposal as ready for examination and the date of the candidacy oral exam.

Criteria for the Research Proposal	Descriptor
Research Design	<p>The research design meets the following criteria:</p> <ul style="list-style-type: none"> (i) Originality, importance, and potential contributions to scholarly knowledge in the discipline, and/or profession; (ii) Synthesis of appropriate literature; (iii) Appropriateness of the theoretical approach or framework; (iv) Appropriateness of the methods/approach; (v) Potential influence and impact within and/or beyond the educational research community; and (vi) Quality of knowledge mobilization plans, including for effective knowledge dissemination, knowledge exchange and engagement within and/or beyond the research community.
Review of the literature	<p>The student is able to:</p> <ul style="list-style-type: none"> (i) Position the research within the broader field of study. (ii) Provide a critical analysis <i>and</i> synthesis of the major theoretical and/or empirical findings that inform the research. (iii) Articulate a coherent and organized approach to the major bodies of literature that inform the topic of study. (iv) Identify a knowledge gap in the literature and demonstrates an original contribution to the research and/or to the profession. (v) Identify the significance of the research.

<p>Methodology</p>	<p>The student is able to:</p> <p>Methodology</p> <ul style="list-style-type: none"> (i) Articulate ontological and epistemological perspectives that inform the methodology selected to frame the proposed study that is in alignment with the theoretical / conceptual framework in the literature review. (ii) Provide a rationale for the appropriateness of how the methodology will inform the research question. <p>Method</p> <ul style="list-style-type: none"> (iii) Develop a clear research design that appropriately addresses the research question and articulates a proposed plan that includes data collection methods and data analysis that is congruent with the research methodology. <p>Ethical Considerations</p> <ul style="list-style-type: none"> (iv) Describe ethical considerations and issues for the proposed study (i.e., informed consent, permission to publish, benefits of research, degree of risk, confidentiality, anonymity, and ownership of data).
<p>Tightly written executive summary</p>	<p>The executive summary demonstrates that the student’s research proposal:</p> <ul style="list-style-type: none"> (i) Addresses important and timely topics within the particular area of study; (ii) Includes argumentation that is focused, logical, rigorous, and sustained; (iii) Exhibits work that is research informed; (iv) The significance is well justified and demonstrates an original contribution to the literature and/or the profession.
<p>Organization and literary competence</p>	<p>The research proposal is:</p> <ul style="list-style-type: none"> (i) Clearly written and organized. (ii) Exhibits accurate, consistent, and scholarly references and formatting that align with the current APA Publication Manual. (iii) Written in a clear, concise, fluid, appropriate manner that is largely free of grammatical errors. (iv) Coherent and focused with writing that contributes to the overall quality of the proposal.

Form 7: Graduate Programs in Education Stage 3: Research Proposal Approval

This form signifies compliance with the **WSE Candidacy Requirements Regulation** as follows:

STAGE 3: Written Research Proposal, Approved by Supervisory Committee

The student's written research proposal must be approved by all members of the Supervisory Committee prior to the candidacy oral exam.

- The written research proposal must contain the following components: overview of the research design; review of the literature; discussion of methodology; and an executive summary of the proposed research project, all of which are written in current APA style.
- The Supervisory Committee provides ongoing feedback and guidance to the student, until the research proposal draft reaches the point at which the Supervisory Committee agrees that it constitutes a workable doctoral research plan, and the student is cleared to proceed to the oral examination. It is recognized that changes may be made to the research proposal after the student's successful completion of the oral exam and prior to submission for ethics approval.
- All members of the Supervisory Committee must sign the Research Proposal Approval form to indicate that the research proposal is approved. Approval of the research proposal triggers the administrative process involved in preparing the *Notice of Oral Examination* for submission to the Faculty of Graduate Studies.

Note: At least **6 weeks** is required between the time the Supervisory Committee signs off on approval of the research proposal as ready for examination and the date of the candidacy oral exam.

Approval of Research Proposal – PhD and EdD

Student name: _____ Student's program: _____

	Name	Signature	Date
Supervisor			
Supervisory Committee Member			
Supervisory Committee Member			
Graduate Program Director			

Note: Most students will require a copy of the completed form so that it can be uploaded to the students' **IRISS application for ethics approval**, as evidence that the supervisory committee has approved the students' research proposal. Once the form is completed, the Graduate Program Administrator (GPA) will forward a copy to the student.

Form 8: Graduate Programs in Education Stage 4: Report of Oral Examination

This form signifies compliance with the **WSE Candidacy Requirements Regulation** as follows:

STAGE 4: Oral Examination of the Research Proposal

Date:

Student Name:

ID:

Program:

Specialization:

Degree:

Date & Time of Examination:

If this is a retake examination, check here

Names of Examiners <i>(Do not include Neutral Chair)</i>	Final Individual Decision	Examining Committee Decision*	Examiners' Initials
	PASS/FAIL		
, department			
,			
,			
,			
,			
,			

*Should the outcome of the Examining Committee vote include one fail vote, the candidate will pass. Should the outcome include two or more fail votes, the Committee recommendation will be 'fail.'

<i>Date</i>	<i>Neutral Chair – Signature</i>	<i>Neutral Chair – Print name</i>
<i>Date</i>	<i>Graduate Program Director – Signature</i>	<i>Graduate Program Director – Print name</i>