

Summary of Candidacy Process

Department of Communication, Media and Film

Month 1-8: Completion of Courses and Supervisory Arrangements

- the student completes 18 units of courses
- student is assigned an interim supervisor and may remain with this supervisor or chose another supervisor (and a co-supervisor if required).
- discussions with supervisor about the dissertation research area
- two additional members are chosen by supervisor (and co-supervisor), in consultation with the student, to form supervisory committee
- the supervisory committee acts as the examining committee for all the following stages of the candidacy process

Month 9-10: Approval of Research Area, Fields of Study (2), and Fields of Study Reading Lists

- submission of research area description and fields of study documents to the supervisory committee
- documents include research area description (2500 words), identification of two fields of study, and a reading list for each field (35-50 items depending on the nature of the field)
- meeting with supervisory committee regarding research area and fields of study documents
- at this meeting the supervisory committee may approve documents or require alterations
- alterations can be delegated to supervisor or another meeting can be arranged with the full supervisory committee
- final submission of any alterations to the area and fields of study documents
- if alterations are satisfactory the supervisory committee signs the **Fields of Study Approval I form**
- if the alterations are unsatisfactory the student is required to withdraw from the program
- a student has the right to appeal the committee's decision to the Faculty of Graduate Studies. See the Faculty of Graduate Studies Calendar (Academic Regulations–Appeals–Appeals against Faculty of Graduate Studies Rulings).

Month 11-15: The written Fields of Study Exam

- the student has four months to read the fields of study lists in preparation for the written fields of study exam
- at least 3 weeks before the written exams, the supervisor solicits questions from the other members of the supervisory committee
- the supervisor composes three questions for each of the two field of study areas

- student receives fields of study questions for written exam; they have two weeks to submit their answers
- student must answer one question in each field (3 choices) with an essay of 3750-5000 words in length plus references in an appropriate style (e.g. APA, MLA)
- supervisory committee provides assessment of written exam within one week of its submission
- student can receive only one fail judgement on each question
- two fail assessments on an exam question requires a rewrite in 2-6 months
- two fail assessments on each exam question means both exams are retaken in 2-6 months
- student has the right to appeal the committee's decision to the Faculty of Graduate Studies. See the Faculty of Graduate Studies Calendar (Academic Regulations-Appeals–Appeals against Faculty of Graduate Studies Rulings).
- with a successful exam, the supervisory committee signs **Fields of Study Written Exam Approval II form**
- a successful written exam allows the student to move on to the fields of study oral exam

Month 16: Fields of Study Oral Exam

- an oral exam is scheduled within two weeks following a successful written exam
- assessment of the oral exam by the supervisory committee must be unanimous for a pass
- the supervisory committee signs the **Fields of Study Oral Exam Approval III form**
- a fail requires the student to retake the exam in 2-6 months
- a student has the right to appeal the committee's decision to the Faculty of Graduate Studies. See the Faculty of Graduate Studies Calendar (Academic Regulations-Appeals–Appeals against Faculty of Graduate Studies Rulings).
- a successful oral exam allows the study to move on to the Dissertation Proposal

Month 17-21: The Dissertation Proposal

- student works with supervisory committee on their dissertation proposal
- when the proposal is satisfactory, a meeting with the supervisory committee is scheduled
- approval by the supervisory committee regarding the proposal must be unanimous
- supervisory committee signs the department's **Dissertation Approval Form**
- if the proposal is a fail, the student can resubmit in 2-6 months
- if the proposal is a fail at the second meeting, the student is required to withdraw

-a student has the right to appeal the committee's decision to the Faculty of Graduate Studies. See the Faculty of Graduate Studies Calendar (Academic Regulations - Appeals – Appeals against Faculty of Graduate Studies Rulings).

-completion of dissertation proposal means student has passed candidacy.

Approved by Department of Communication, Media and Film
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