



**BME PhD CANDIDACY REGULATIONS**

**SUMMARY / QUICK OVERVIEW**

<b>STAGE 1</b>	Thesis Research Proposal Evaluation	FORM 1, FORM 2, FORM 3
<b>STAGE 2</b>	Field of Study (FOS) Evaluation	FORM 4, FORM 5, FORM 6
<b>FINAL STAGE</b>	Admission into PhD Candidacy	Peoplesoft System Generated FORM

**STAGE 1 Thesis Proposal Evaluation (Exam) – What is involved in the process and preparation?**

**A. Eligibility**

- Supervisor Committee discussion and approval. Recorded in minutes from committee meetings.
  - Includes discussion and preparation of Thesis Research Proposal final version
- Can proceed without having all BME PhD Course Requirements completed & grades posted
  - MUST have all courses completed and grades posted before STAGE 2 Exam

**B. Establish Required Number of and Confirmed Evaluators**

1. Supervisor and Co-supervisor (if applicable) – (YES) VOTING Members
2. Supervisory Committee Member1
3. Supervisory Committee Member2
4. **ADD 1 Examiner** - You can choose Internal Examiner OR External Examiner
  - **“Internal”** Must be a BME Grad Program Approved Supervisor
  - **“External”** : Must be a UofC Board Appointed Member.
    - a) **Cannot** be BME Grad Program Approved Supervisor;
    - b) **Can** be from same department as supervisor(s)
    - c) **Post-Docs** are NOT eligible to be examiners
5. Chair – Can be Primary Supervisor or a BME GP Assigned Faculty Chair

**C. Forms & Documents**

Form(s) / Document(s)	Who is responsible	Where to send completed form	
<b>Stage 1 FORM 1 Set Up</b>	Student/Supervisor	<b>4 weeks prior</b>	BME GP Office, <a href="mailto:bmegrad@ucalgary.ca">bmegrad@ucalgary.ca</a>
<b>Final Version Thesis Proposal (Written Paper)</b>	Student		
Evaluator FORM (Individual Examiner Report Form)	BME GP Office	<ul style="list-style-type: none"> <li>• BME GP Office will send an official announcement to all evaluators with forms and instructions a minimum of 3 weeks prior to scheduled exam date.</li> <li>• EACH Evaluator completes the form after reviewing the students’ Thesis Research Proposal. Collection by Neutral Chair and prior to proceedings</li> </ul>	

**D. OFFICIAL NOTIFICATION TO EXAMINERS – 3 WEEKS PRIOR TO SCHEDULED EVALUATION DATE**

- BME Graduate Program will send the official email notification with forms and instruction to examiners (Faculty Evaluators) Student will be included on notification.
- Exam Package (hard copies) of all forms, voting ballots, regulations, etc will be prepared and delivered for day of exam provided to the designated Neutral Chair



**E. Voting Results – STAGE 1 FORM 3 Final Pass Report**

- Chair (Supervisor) will immediately notify BME Graduate Program Office of the voting results, [bmegrad@ucalgary.ca](mailto:bmegrad@ucalgary.ca) Chair will also ensure that all original Individual Examiner Reports are submitted directly to the BME Graduate Program Office, [bmegrad@ucalgary.ca](mailto:bmegrad@ucalgary.ca) including the Final Pass Report Form 3 – Stage 1.
- PDF copies will be sent to student and supervisor via email by the BME Graduate Program Office

**COVID19 – Chair of Exams**

During COVID19, all exams and evaluations will be conducted via Zoom Conference (or other application Video Conference applications). Supervisors are responsible for creating the Zoom Meeting. Documents and results will be sent and received via email.

Chair of exams can act on behalf of the Evaluators (Pass Report Signatures) by completing the final pass report form based on email voting from each examiner. Chair will be responsible for providing BME Graduate Program office with all individual examiner reports, each voter email confirmations, and final pass report signed.

**STAGE 2 Field of Study (FOS) Evaluation – What is involved in the process and preparation?**

**A. Eligibility**

- Successfully **completed STAGE 1** Thesis Research Proposal **Evaluation (PASS)**
- Supervisor Committee discussion and approval. Recorded in minutes from committee meetings.
  - Includes discussion of topics and student’s knowledge base of Research Proposal area
- Must have all BME PhD Course Requirements completed & grades posted

**B. Establish Number of Required and Confirmed Evaluators**

1. Supervisor and Co-supervisor (if applicable) - **NON-VOTING Stage 2**
2. Supervisory Committee Member1
3. Supervisory Committee Member2
4. ADD Internal Examiner – **“Internal”** Must be a [BME Grad Program Approved Supervisor](#)
5. ADD External Examiner – **“External”** Must be a UofC Board Appointed Member.
  - a. **Cannot** be BME Grad Program Approved Supervisor.(ie: External)
  - b. **Can** be from same department as supervisor(s)
  - c. **External** does NOT mean a faculty member outside UofC
  - d. **Post-Docs are ineligible to be examiners**
6. Neutral Chair – Assigned by BME Graduate Program

**C. Forms & Documents**

Form(s) / Document(s)	Who is responsible	Where to send completed form	
<b>Stage 2 FORM 4 Prep Form</b>	Student/Supervisor	<b>3 months prior</b>	BME GP Office, <a href="mailto:bmegrad@ucalgary.ca">bmegrad@ucalgary.ca</a>
<b>Stage 2 FORM 5 Set Up Form</b> (Full Details of Scheduled Evaluation Day)		<b>4-6 weeks prior</b>	



<p><b>Stage 2 FORM 6 Final Pass Report</b> Neutral Chair to Ensure Completion</p>	<p>BME GP Office</p>	<ul style="list-style-type: none"> <li>• BME GP Office will send an official announcement to all evaluators with forms and instructions approx. 2 weeks prior to scheduled exam date.</li> <li>• An Exam package will be prepared (hard copies) for day of evaluation</li> </ul>
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**D. OFFICIAL NOTIFICATION TO EXAMINERS – 2 WEEKS PRIOR TO SCHEDULED EVALUATION DATE**

- BME Graduate Program will send the official email notification with forms and instruction to Field of Study (FOS) Stage 2 - Faculty Evaluators. Student will be included on notification.
- Exam Package (hard copies) of all forms, voting ballots, regulations, etc will be prepared and delivered for day of exam provided to the designated Neutral Chair

**E. VOTING RESULTS – STAGE 2 FORM 6**

- Neutral Chair (Supervisor) will immediately notify BME Graduate Program Office of the voting results, [bmegrad@ucalgary.ca](mailto:bmegrad@ucalgary.ca) They will also ensure that the signed and completed Final Pass Report is submitted directly to the BME Graduate Program Office, [bmegrad@ucalgary.ca](mailto:bmegrad@ucalgary.ca)

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Chair of exams can act on behalf of the Evaluators (Pass Report Signatures) by completing the final pass report form based on email voting from each examiner. Chair will be responsible for providing BME Graduate Program office with each voter email confirmations, and final pass report signed.

**FINAL STAGE - ADMISSION to CANDIDACY**

**Congratulations! You have successfully passed Stage 1 and Stage 2.**

The BME Graduate Program office will create a Peoplesoft system generated **FORM (Admission to Candidacy)**. Signatures will be required and obtained. Final signed form will be submitted to Faculty of Graduate Studies office for final approval and processing.