SIMON FRASER
UNIVERSITY
Earth Sciences

Department of Earth Sciences: Suggested Procedures for online PhD Candidacy Examination
(Roles for Technician in blue type)

Prior to Candidacy:

- Grad Sec: Gather contact emails and phone numbers for the candidate and examining committee, including chair. Provides this information to PhD Candidacy Examination chair and EASC Techs in case there are any problems during Examination.
- Grad Sec: circulate public announcement of Candidacy Exam, including instructions to the audience members to contact Grad Sec in order to receive meeting link. Also consult Candidate for a list of audience members chosen by the candidate. Advise audience to use a recognizable username when joining the session (random character strings may hinder their admission into the session), and that they will be allowed to join 5 minutes prior to the scheduled start time.
- Candidate: supply Examining Committee members with slide deck (cc Grad Sec) at least the day before the defense.
- Technicians: Candidate and examining committee are made aware of the procedure should there be issues with the meeting platform (e.g. PhD Candidacy Examination hosted on Zoom, if issues and a "key" participant has network/connection issues, they will phone to join if connection issues persist). If platform as a whole is problematic we will migrate to alternate platform, possibly without audience. If issues remain, a conference call will be initiated (requires further planning).
- All: Arrange for a short practice session to test platform.

Candidacy Exam day:
- Grad Sec: 30 minutes before Candidacy, send meeting link to general audience members

- Technician: Attending tech will open the meeting at least 15 minutes prior to start time. Once candidate and examining committee have joined, meeting will be locked until 5 minutes prior to scheduled start time and the candidate and committee will be reminded of procedures outlined above should issues arise during the session. Audience to join 5 minutes prior to scheduled start time. Video and audio will be muted on their entry by Moderator/Host.

- Chair: Introduce candidate and thesis/talk title.

- Chair: Introduce examining committee.

- Chair: Explain proceedings briefly (see below) and remind the audience to mute their microphone and turn off their cameras. Technician: Let audience know that in the event of technical issues, audience members may be dropped from event without notice

- Chair: Invite candidate to give a 20 minutes oral presentation of the thesis proposal.

- Chair: After presentation, ask if there are any questions from general audience and accept no more than three or four. Technician: ask audience to use chat to let host/moderator know they would like to ask a question. Technician will unmute mic (and video?) for questioner. Once complete, mic/video will again be muted. (Raise hand tool can be used in Zoom).

- Audience will be asked to leave the session at this point; Technician will remove any remaining audience members

- Chair: The chair will remind that the examination itself will be divided into two roughly equal parts, each comprising at least one round of questions from the committee: (1) an examination of the candidate's background in the designated focus areas and (2) an examination of the candidate's ability to explain and defend the thesis proposal. During the closed portion of the examination, the candidate must demonstrate graduate-level command of the focus areas and the potential to carry out independent doctoral-level research

- Chair: Call for second round of questions from committee, if required, in same order

- The Chair is expected to be an unbiased observer, who will not participate in the questioning of the candidate or deliberations on the outcome of the exam.

- Chair: Ask t candidate to disconnect, for committee consider outcome Technician: (EASC Tech (moderator) will ensure candidate dropped from meeting and will then lock access to meeting). Waiting Room can be used in Zoom.

- Chair: Invite discussion by committee:
  The outcome of the examination is summarized in a formatted report to be completed by the supervisor, in consultation with the Examining Committee (see below). This report identifies any areas of weakness in the candidate's preparation and may prescribe remedial action, especially in the case of an unsatisfactory outcome

- Chair: Invite candidate to join the meeting again, and inform him/her the result Technician: (EASC Tech will send an e-mail or call the candidate asking them to rejoin the session. Tech will let candidate back in from waiting room in Zoom)

- *Supervisor*: After the examination, fill out Part II of the *Doctoral Candidacy Examination Form,* including the outcome (satisfactory/unsatisfactory), a summary of the examination including any areas of identified weakness and any recommendations for remedial action. Circulate the form for input, and then for signatures or approval by email. Deliver the signed/approved form to the Graduate Secretary with a copy to the student.