

Guidelines for PhD Candidacy Exam

Every PhD student must successfully complete a pass/fail Candidacy Examination **within 16 months from initial registration**. The Candidacy Examination includes two exams: the written exam and the oral exam. The student must pass the written exam before proceeding to the oral exam.

The student must submit the [Candidacy Examination Scheduling Request form](#) and the [PhD Supervisory Committee Approval form](#) to the program office no later than **1 month prior to the Candidacy Exam**.

1. The Written Exam:

- The written exam is to be completed within 16 months from initial registration in the program as a Ph.D. student.
- The supervisor will inform the student of the topics covered in the written exam within 10 months from initial registration in the program.
- The written exam may include problem-solving and/or essay-types of questions on the chemical engineering fundamental and professional topics related to the student's research field.
- The questions for the written exam are to be set up by the Supervisory Committee: supervisor(s) gives 50% of the exam and other supervisory committee members give the other 50% of the exam.
- The duration of the written exam is 3 hours.
- The supervisor returns a copy of the marked exam paper to the student. One copy of the marked exam paper will also be sent to the program director by the supervisor.
- If the student fails the written exam (the passing grade for the written exam is at least 73%), the student will be granted an opportunity to write the exam the second time within 2 months of the first exam date. A **second unsatisfactory grade** for the written exam will result in a **withdrawal** from the program.

2. The Oral Exam:

- The oral exam is held within 16 months from initial registration in the program.
- The student is required to submit soft copies of the research proposal to the committee members 2 weeks before the oral exam date. The research proposal for the oral candidacy exam should not normally exceed 30 pages.
- If the oral exam is unsatisfactory, the student will be granted an opportunity to attempt the oral exam the second time within 3 months of the first exam date. A **second unsatisfactory grade** for the oral exam will result in a **withdrawal** from the program.

For other information, please refer to the [PhD Program Guide](#).