Master’s – Qualifying Examination Checklist

Student Name: ________________________________
Supervisor: ________________________________
UCID: _______________________________________
Annual Registration Date: _____________________

☐ Coursework Complete: Three half-course equivalents (500 level or above) are required with a minimum average GPA of 3.3. Check in Graduate Calendar to make sure you have the required number of courses for your division.

☐ Pre-Qualifying Exam Meeting: The supervisor is required, in consultation with the student, to choose one additional faculty member to attend the Pre-Qualifying Examination meeting. This member will become part of the Qualifying Examination committee. (NOTE: An additional faculty member will also be required but does not have to be identified at this time nor be in attendance at this meeting. The additional faculty members, beyond the supervisory committee, may be, but are not required to be, external to the department. It is recommended that one committee member’s expertise be at arm’s length from the candidate’s research. A neutral chair will be assigned by the graduate coordinator for the oral component of the qualifying examination.)

Pre-Qualifying Exam Meeting Date: __________________________
Supervisor: ________________________________
Examiner 1: _______________________________
Examiner 2 (TBD): __________________________
Neutral Chair (TBD): _________________________

☐ Draft of Research Proposal: You must submit a hard copy draft (minimally 10-pages) of the 25-page research proposal to your committee at least seven days prior to the pre-examination meeting.

☐ Notice of Master’s Thesis Oral Examination Form: A minimum of five weeks prior to qualifying examination, the student/supervisor will provide to the Chemistry Graduate Office final details of the student’s examination arrangements (including thesis title). The Faculty of Graduate Studies, one-month prior to the oral examination, must approve a Notice of Qualifying Examination as prepared by the department graduate office based on the information provided by the student/supervisor.

☐ Final Research Proposal: Final hard copy version must be submitted to your committee at least three weeks prior to the oral component of the qualifying examination.

☐ Feedback on Proposal: At least ten days prior to the oral examination, the committee, including the supervisor, will prepare feedback on the proposal along with a pass/fail grade. The committee will submit this feedback to the supervisor. Once collected, the supervisor will circulate this feedback to all committee members and the graduate studies office. At least seven days before the oral examination, the supervisor will meet with the student to provide feedback (i.e. paraphrased comments, not verbatim) on the proposal and the original extensions and identify any major deficiencies.
Master’s Thesis Oral Examination  Date: _______________ Time: _________ Location: ___________
Supervisor to pick up Report of MSc thesis Oral Examination in Chemistry Department Office (SA 229) on the
day of the exam and Examiners are to bring their Report of Thesis to the exam. Student needs to bring (1)
original Thesis Approval Page (this is for the examiners’ signatures and should not be included in the thesis).

Final Thesis Copies: (Corrections are to be completed and checked over with supervisor): drop off one
disc containing your Final Thesis to the Chemistry Graduate Office.

Departmental Recommendation for Convocation Clearance of Thesis Student Form: must be
submitted first to the Chemistry Graduate Office for the Graduate Program Director to sign off on, then
along with the discs, Partial Copyright Licence, National Library Licence, Thesis Distribution, UMI
Category form, submit to the Faculty of Graduate Studies.

Application for Degree: log onto your http://my.ucalgary.ca, log on to your
http://ucalgary.ca/registrar/students/convocation/index.html to complete this application (check
deadlines in Calendar, form can be completed before date of exam).