

Admission to Candidacy (ATC) Examination Planning Form & Part 1

To be **completed by the student in consultation with the supervisory committee**. This form is to be submitted to the Dal AC Graduate Studies Office (gradagri@dal.ca) **four (4) weeks** before the earliest proposed date of the ATC.

NOTE: Submit an electronic copy of the **ATC Research Proposal** to gradagri@dal.ca **three (3) weeks** prior to date of ATC. This allows for sufficient time for review by your examining committee.

Part A. Student Information

Student's Name	Student Number
Department	
Email	Phone #
Proposed Thesis Title	

Part B. External Examiner

***IMPORTANT* Before submitting this form:** Identify **three (3)** potential external examiners. Dalhousie faculty who are members of the Faculty of Graduate Studies, but not in the student's department, may act as external examiners for ATC examinations. **Send the names, contact information, and area of expertise of the potential external examiners to the Graduate Student Office at gradagri@dal.ca for approval prior to submission of this form. In this email, please include your proposed thesis title.** After receiving confirmation that the external examiners are appropriate, your supervisor may begin coordinating with external examiners around scheduling.

Approved/Confirmed External Examiner

Name	Phone	Email	Institution/ Department	Expertise

***The external listed above must be approved before submitting this form. An e-mail from the external examiner confirming availability on the chosen date and time is forwarded to the Graduate Studies Office (gradagri@dal.ca).**

Part C. Research and Supervisory Committee

Name	Phone #	Email	Signature*
Supervisor(s)			
Supervisor(s)			
Committee Member			
Committee Member			
Committee Member			
Committee Member			

***Required Signatures:** An e-mail from the supervisor or committee member confirming these dates is acceptable *in lieu* of signature. The emails should confirm that the below dates have been set aside in their schedule, and that they commit to being present for the ATC. The final time will be confirmed when arrangements have been made with the external examiner and exam chair.

Part D. Proposed ATC Dates

A minimum of three possible dates/times are required, in consultation with the supervisory committee. (Fill all the columns)

ATC's will normally be scheduled for 2.5 hours, between 9:00-11:30 am, or 1:30-4:00 pm. If different timing is needed, please give time and reason in comment section.

Date (DD-MM-YY)					
AM					
PM					

Comments:

Note: For in-person/hybrid exams, the student is responsible for bringing a laptop computer (and charger) and ensuring that they can operate the audio-visual equipment prior to the ATC.

Proposed Exam Format: ☐ In-Person ☐ Hybrid ☐ Virtual

Have you had a committee meeting? ☐ Yes ☐ No

If yes, date: _____

Student Name _____ **Date** _____

Signature _____

Admission to Candidacy Examination (ATC) Part 1

Student's Name:	Student Number:
Status (Full-time, Part-time):	Program Start Date:
Supervisor(s):	Committee:

	Classes Taken	Grade		Classes Taken	Grade
1.			4.		
2.			5.		
3.			6.		

Mandatory Training Requirements

1. Does your research involve working with animals that require CCAC approval?

☐ Yes ☐ No

- If yes, attach a copy of your certificate verifying you have completed the "Experimental Animal User Training" course.

2. Does your research involve working with human subjects?

☐ Yes ☐ No

-If yes, attach a copy of your certificate verifying you have completed the Tutorial for the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans.

Synopsis of Research Proposal (please type this section)