



## **Doctor of Nursing (DN) Doctoral Candidacy Regulations**

*Approved March 21, 2024*

*Revised w Minor Edits October 15, 2024*

The University of Calgary [Doctoral Candidacy Regulations](#) (“the Regulations”) govern the conduct of admission to doctoral candidacy at the University of Calgary. This document establishes program specific requirements associated with the conduct of admission to graduate candidacy in the Doctor of Nursing (DN) Program under the *Regulations*.

*This policy is in effect for students admitted into the Doctor of Nursing program January 2023 onwards.*

### **Statement of Purpose**

The DN program is focused on the scholarship of integration, in particular, but also on the scholarship of application, as identified by E.L. Boyer.<sup>1</sup> “The scholarship of integration emphasizes the interconnection of ideas and brings new insight to bear on original concepts and research”.<sup>2</sup> The scholarship of application on the other hand may focus on delivery of healthcare and evaluation of its impact.<sup>3</sup> Given that the DN program is focused on developing nurse leaders and innovators for senior roles in healthcare and related organizations, these candidacy requirements are geared to prepare the student to undertake applied research (e.g., evaluation, quality improvement/quality assurance approaches).

Admission into Candidacy in the DN Program:

1. ensures that students have a well-developed plan for their applied research, a sound proposal with a well-developed question and potential for the ability to pursue and complete independent applied research, scholarship, or discovery at the doctoral level; and
2. requires that students have abilities to conceptualize, interpret, critique, and synthesize information from a variety of sources and translate it to healthcare leadership and innovation.

### **Supervisory Committee Composition**

Students will be assigned a supervisor within the first three months of the program. A supervisory committee will be identified within the first six months of the program. The committee

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<sup>1</sup> Scholarship Reconsidered. Priorities of the Professoriate. Special Report for The Carnegie Foundation for the Advancement of Teaching, 1990 <https://www.umces.edu/sites/default/files/al/pdfs/BoyerScholarshipReconsidered.pdf>; and the scholarship of engagement. Journal of Public Service and Outreach, 1996; 1(1), 11-20.

<sup>2</sup><https://www.aacnnursing.org/newsinformation/position-statements-white-papers/defining-scholarship>

<sup>3</sup><https://www.aacnnursing.org/newsinformation/position-statements-white-papers/defining-scholarship>

membership will be identified by the supervisor, in collaboration with the student, and approved by the Associate Dean Graduate Programs and Faculty of Graduate Studies by submitting the graduate program service request form to officially set up the committee.

<https://nursing.ucalgary.ca/current-students/graduate/undergraduate-and-graduate-programs-office/graduate-service-requests>

Normally, the supervisory committee will be comprised of:

- the faculty supervisor,
- two other academic members (depending on the need) from relevant faculties/institutions,
- and the workplace or related mentor (who will be included as a non-voting advisory committee member, as per Faculty of Graduate Studies guidelines). However, if the workplace or related mentor holds a doctoral degree, then that individual may serve as a voting committee member if approved by the Faculty of Graduate Studies.

The faculty supervisor, and the supervisory committee, will work closely with the student throughout their program to frame and articulate the focus of their applied scholarship provide guidance on the project plan; support the implementation and evaluation of the project and related dissemination/KT; as well as identifying the leadership lessons learned from undertaking their work. The committee members will contribute relevant subject matter expertise and/or operational/theoretical/methodological to support for the successful development, implementation, and evaluation of the project. Committee members will also engage in the required proposal and project defense activities (e.g., both written and oral).

### **All students in the DN Program must successfully fulfill the following requirements**

- 1) All course requirements,
- 2) Approval of a thesis proposal,
- 3) Approval of a reading list,
- 4) A Field of Study (FoS) examination which includes:
  - a. Written FoS examination (theory and breadth of topic)
  - b. Oral FoS examination (theory and breadth of topic)

### **Thesis Proposal**

The thesis proposal will be completed normally within 18-20 months following admission to the DN program and before undertaking the FoS exams. Building on the course work and working with the supervisory committee, the student will complete a thesis proposal. The student is expected to submit early drafts of the proposal to the supervisor first, then to the committee members for further feedback and refinement. The proposal should be presented in a scholarly format, double-spaced and be approximately 20 pages in length (excluding references, figures, and tables). The following thesis/dissertation format is a useful guideline:

- 1) Abstract
- 2) Statement of the problem
- 3) Review of literature
- 4) Theoretical framework, as appropriate
- 5) Methods and applied research plan
- 6) Timeline
- 7) Dissemination plan
- 8) References

The entire committee must be satisfied that the thesis proposal has sufficient substance to guide high quality applied scholarship in the topic area.

### **Reading List**

It is the responsibility of the student, in consultation with the Supervisor, to assemble a Reading List within 18-20 months after entry into the program. The Reading List, which should be assembled to ensure that students have both breadth and depth of knowledge in at least one, but no more than three, subject areas (including primary works, theory, methodology, and implementation, when appropriate), will normally contain approximately 30-40 entries (i.e., books, chapters in books, and journal articles). The entire committee must be satisfied with the reading list.

### **FIELD OF STUDY EXAMINATION**

#### **Format of the Written and Oral Field of Study Examinations**

The Field of Study (FOS) examination tests a DN student's knowledge of a field or fields related, but not identical to, their applied research. The FOS examination encourages the student to develop both breadth and depth of knowledge within a given field or fields of enquiry. The written FOS examination, which is to be based on the approved Reading List, requires students to respond to one question over the period of twenty-one days. The oral FOS examination, which is also based on the same Reading List, tests a DN student's ability to respond orally to questions that extend beyond (i.e., are different from) those on the written FOS examination. It requires that the students articulate their responses in a clear and concise manner and that they evaluate the results of previous research and rely on the relevant theories, methods, and results (from the Reading List) to substantiate arguments.

## **Composition of the FOS Examination Committee**

The FOS written and oral examination committee is to be formed by the end of the student's 20th month in the program. The FOS examination committee will consist of:

- 1) The Student's Supervisory Committee,
- 2) one additional member from within the program,
- 3) and one member external to the program recommended by the students' supervisor and appointed by the Associate Dean Graduate Programs, after reviewing the recommendation.

A member of the academic staff appointed by the Graduate Program Director will serve as the Neutral Chair for the written and oral examination. The Neutral Chair is not a member of the examining committee and is nonvoting.

## **Scheduling of the FOS Examination**

The Written FOS Examination requirement must normally be fulfilled during the first 23 months after entry into the program, and the Oral FOS Examination requirement must normally be fulfilled during the first 24 months after entry into the program, except when unforeseen circumstances prevent the student from meeting the program requirements. Although the Written and Oral Field of Study Examination take place separately, the scheduling of both examinations will take place at the same time. It is the supervisor's responsibility to schedule the date and time of the exams, ensuring availability of all examination committee members. Once a date and time has been established, the supervisor completes graduate service request form to schedule the exam and confirm the proposal and reading list have been approved by the supervisory committee. The exam is then approved by the Associate Dean Graduate Programs, the Faculty of Graduate Studies, and then officially scheduled by the nursing graduate office.

<https://nursing.ucalgary.ca/current-students/graduate/undergraduate-and-graduate-programs-office/graduate-service-requests>

## **Written Field of Study Examination**

Upon initiation by the Supervisor, the members of the Supervisory Committee will craft two questions related to the approved Reading List. The questions should require students to synthesize knowledge, apply theory, and/or demonstrate understanding of methodologies and be amenable to producing a response that is publishable. Upon receiving the question, students will choose one question and have 21 calendar days to submit a written, essay-style response, of approximately 20 pages (12-point font) excluding references, figures, and tables.

The Examination Committee will have up to two weeks to read and evaluate the essay based on the following criteria:

- clarity and organization in responding to the question that was posed; and
- ability to evaluate the results of previous research, quality improvement, etc. and rely on the relevant theories, methods, and results to substantiate arguments.

At the end of this period, they will submit constructive written feedback on the student's written performance as well as a recommendation (pass/fail) on the Written FOS Examination to the Neutral Chair via email.

If all examiners vote pass on the Written FOS Examination, or at most one fail vote, the student will pass the Written FOS Examination and move forward to the Oral FOS Examination. A student who does not pass the Written FOS Examination will not move forward to the Oral FOS examination and will have the opportunity to retake the Written FOS Examination as outlined below. The Associate Dean Graduate Programs will share the results of the Written FOS Examination along with feedback provided by Examination Committee members with the student within two days of receiving the result and committee feedback.

After the first failed Written FOS Examination, the student will be entitled to retake the exam no sooner than two months and no later than four months from the date of the first examination. A second failure on the Written FOS Examination requires the Student to withdraw from the program. The graduate program must send the *Recommendation of Required Withdrawal from Graduate Program for Failure to Maintain Academic Progress* to [gpoform@ucalgary.ca](mailto:gpoform@ucalgary.ca).

### **Oral Field of Study Examination**

The Oral FOS examination should be scheduled to take place no more than one week after the vote on the Written FOS examination and will only proceed if the student has passed the Written FOS Examination. The Neutral Chair, who is not a member of the examining committee and is non-voting will oversee the Oral FOS Examination. Questions, which are usually asked in rounds, will be based on the written paper and the approved reading list. The Oral FOS Examination should not exceed two hours (excluding requested breaks and deliberation time for the Committee members). Examiners are encouraged to ask clear and succinct questions. The student will be given reasonable time to answer and should feel free to ask for questions to be repeated or rephrased. If the student has understood the question and cannot answer, the examiner should pass to another question, and not attempt to extract an answer by prolonged interrogation or by leading the student. The Neutral Chair will ensure these guidelines are followed during the exam. At the end of the examination, the student is asked to leave the (virtual) room. Before any discussion of the student's performance, each examiner must provide a non-binding recommendation (pass/fail) of the student's performance on the Oral FOS Examination by secret ballot. This procedure provides the committee members with a frame of reference upon which to base a full discussion of the student's overall examination performance. The final vote, which is provided orally, is taken after the Committee's discussion.

Performance on the Oral FOS Examination will be judged on the student's ability to:

- clearly and concisely respond to the questions posed; and
- summarize and critique relevant previous research, quality improvement, etc. from the student's reading list.

Every effort should be made to reach a unanimous recommendation. Should the outcome of the final votes include at most one fail vote, the student will pass the Oral FOS Examination. If the final vote is not a pass, an assessment of the student's oral performance as well as suggestions for improvement should be conveyed in writing to the student. A student who does not pass the Oral FOS examination will have the opportunity to retake the examination as outlined below.

Should the outcome include two or more fail votes, the committee's recommendation to the Graduate Program Director will be *fail*. In the case of a fail,

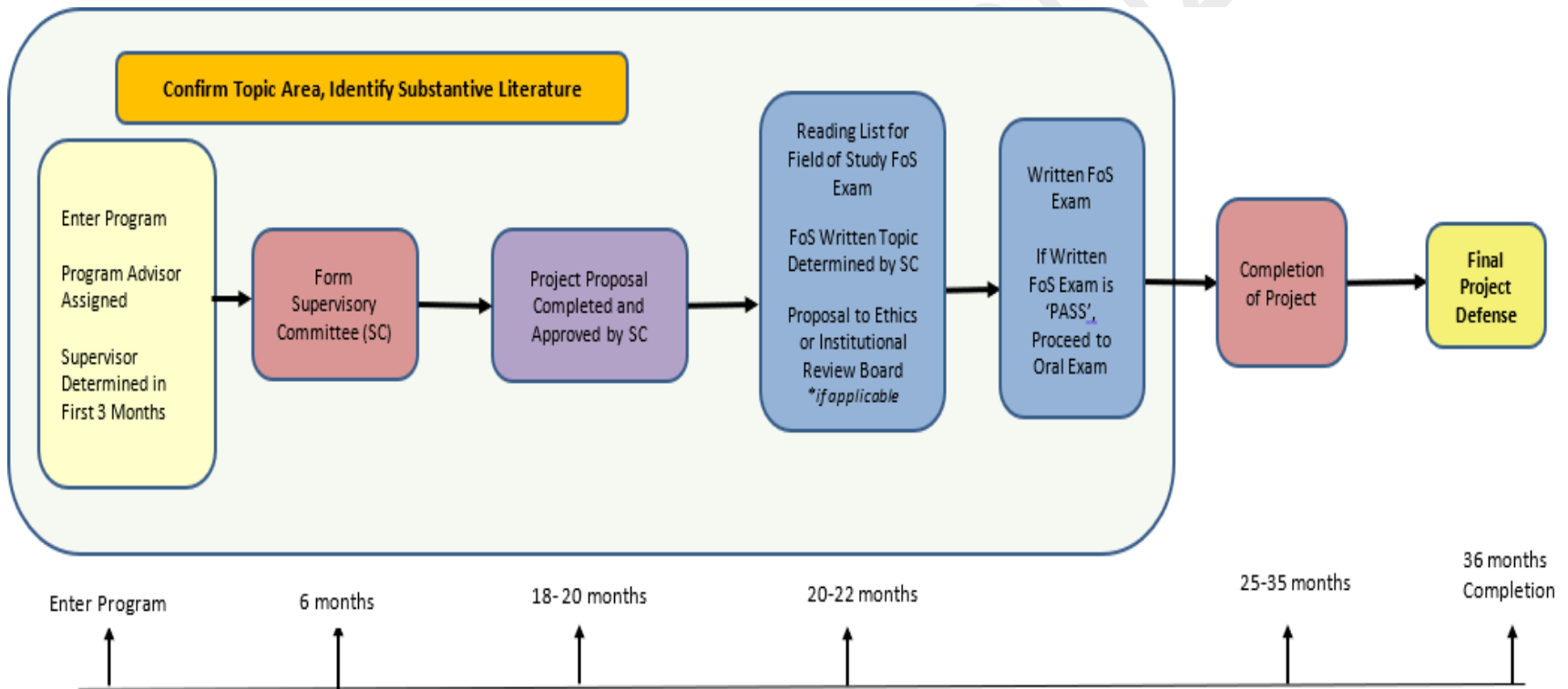
- **The Neutral Chair** must inform the Student of the Committee's recommendation immediately following the vote of the examination committee. The Neutral Chair will submit the final recommendation of fail as well as a written report to the Associate Dean Graduate Programs within one working day of the completion of the examination.
- **The Examiners** write brief memos to the Associate Dean Graduate Programs explaining the reasons for their votes and submit these memos within five working days from the date of the examination.
- **The Associate Dean Graduate Programs** may uphold the fail in the case of a clear fail or refer to FGS for decision in the case of an unclear fail. If the Associate Dean Graduate Programs upholds the fail, after consultation with the Supervisor, they then summarize the essential points from the memos to the student, copied to the Supervisor and Faculty of Graduate Studies ([gpoform@ucalgary.ca](mailto:gpoform@ucalgary.ca)).
- **The Graduate Program** must send the *Notice of a Failed Candidacy Component* to the student within ten working days from the date of the examination. The *Notice* and the post-exam memos must be kept in the student's file. If there is an appeal, the *Notice* and supporting documents must be submitted to Faculty of Graduate Studies ([gpoform@ucalgary.ca](mailto:gpoform@ucalgary.ca)).

*Note: In instance of a potential of a conflict of interest such as when the Associate Dean Graduate Programs is a member of the examining committee, the Dean or a designate will substitute for the Associate Dean Graduate Programs.*

After the first failed Oral FOS examination, the student will be entitled to retake the exam no sooner than two months and no later than six months from the date of the first examination. A second failure on the Oral FOS Examination requires the student to withdraw from the program. The graduate program must send the *Recommendation of Required Withdrawal from Graduate Program for Failure to Maintain Academic Progress* to [gpoform@ucalgary.ca](mailto:gpoform@ucalgary.ca).

In the case of a failed Oral FOS examination, the student has the right to appeal directly to the Faculty of Graduate Studies following the procedures described in the *Graduate Calendar* under [Academic Regulations – Appeals – Appeals Against Faculty of Graduate Studies Rulings](#).

**Appendix A**  
**Faculty of Nursing**  
**Doctor of Nursing Program Flow Chart and Timeline**  
**Candidacy Examination Process in Box**



**FACULTY OF NURSING – GRADUATE PROGRAMS**
**Approval of DN Project Proposal**

This form can be completed to confirm approval of your proposal by your supervisor(s) and supervisory committee and used for your ethics application if applicable. The form can be submitted to the Graduate Programs Office – [nursgrad@ucalgary.ca](mailto:nursgrad@ucalgary.ca) for safe keeping.

Date:

Student:

UCID:

Proposed Title of Project:

***We the undersigned Supervisory Committee Members have reviewed and approved the DN project proposal:***

Supervisory Committee Signatures	
Printed Name	Signature
Supervisor:	
Co-Supervisor (if applicable):	
Supervisory Committee Member:	
Supervisory Committee Member:	
Supervisory Committee Member:	

- Instructions:
- (i) Please type all sections, excluding signatures
  - (ii) If a signature line is not required, please insert n/a to acknowledge any blank lines
  - (iii) Please ensure all signatures are obtained prior to submission of this form
  - (iv) Document Management as follows:
    1. Original to Supervisor
    2. Copy to Student
    3. Electronic copy to Graduate Programs Office – email to [nursgrad@ucalgary.ca](mailto:nursgrad@ucalgary.ca)
    4. Electronic copy uploaded by student to IRISS documentation section for ethics applications, if applicable for scope of work





## FACULTY OF NURSING – GRADUATE PROGRAMS Notice of Candidacy Oral Examination

*This form must be used when a Candidacy component requires an examination committee.*

*Please note that the form is to be kept at the program and forwarded to the Faculty of Graduate Studies only if there is an appeal of a failed examination.*

### Student and Examination Information

Student:

Department/Program: **Faculty of Nursing**

Degree: **DN**

Date and Time of Examination:

Place of Examination:

Examining Committee:

Neutral Chair

Supervisor

Supervisory Committee Member, Faculty of Nursing

Supervisory Committee Member, Faculty of Nursing

Workplace mentor,

Internal Examiner, Faculty of Nursing

Internal/External Examiner

### Acknowledgment

**I am aware of and have agreed to these arrangements.**

*Date:*

*Student Signature:*

*Date:*

*Supervisor Signature:*

**The Graduate Program Director's signature** below approves the membership of the examination committee.

*Date:*

*Graduate Program Director Signature:*



**FACULTY OF NURSING – DOCTOR OF NURSING PROGRAM  
Report of Candidacy Oral Examination**

**STUDENT:**

**UCID:**

**Date & Time of Examination:**

Names of Examiners <i>(Do not include Neutral Chair)</i>	Written Exam Individual Recommendation*		Oral Exam Individual Recommendation*		Examiners' Initials
	PASS/FAIL				
Dr. Supervisor, Faculty of Nursing					
Dr. Supervisory Committee Member, Faculty of Nursing					
Dr. Supervisory Committee Member, Faculty of Nursing					
Dr. Internal Examiner, Faculty of Nursing					
Dr. Internal/External Examiner					

*\*Should the outcome of the final vote include one negative vote, the student will pass. Should the outcome include two or more negative votes, the committee's recommendation to the Associate Dean Graduate Programs will be fail.*

Date	Neutral Chair - Signature	Neutral Chair – Print name
Date	Graduate Program Director - Signature	Graduate Program Director – Print name



## FACULTY OF NURSING - DOCTOR OF NURSING PROGRAM Candidacy Examination

Student:

UCID:

Date when exam to be sent electronically to the candidate:

Date when exam to be returned electronically to [nursgrad@ucalgary.ca](mailto:nursgrad@ucalgary.ca):

Supervisors:

Instructions to candidate:

Attached are two questions. Upon receiving the questions, you will **choose one question** and have twenty-one calendar days to submit a written, essay-style response, of approximately 20 pages (12-point font) excluding references, figures, and tables. Your response to your chosen question will comprise your Written Field of Study Examination. The question you choose to answer will require you to synthesize knowledge, apply theory, and/or demonstrate understanding of methodologies. You must follow APA guidelines and your writing should be amenable to publishing in a peer reviewed journal.

**You may contact your supervisor at any time during the exam, however, at no time during the written portion of the candidacy examination are students permitted to seek assistance related to exam content/processes from other students or other colleagues. Such input on the written examination would constitute cheating.**

**The purpose of the examination is to assess the capabilities of only the student who is writing the examination.**

**This is a confidential document. The questions or answers are not to be shared with anyone other than the examining committee.**

Questions: