

Candidacy Timeline

Prepared by the Chemistry Graduate Studies Committee (CGSC) Student Reps

Note: This timeline assumes that your candidacy exam will take place during the winter quarter of your second year. The candidacy exam may be delayed for a number of reasons, including advisor changes or leaves of absence. Additionally, some people choose to work on their candidacy reports part-time over several months rather than writing full-time. This is up to you and your advisor and will affect how early you need to start writing.

Before your second year begins:

- Work on your research project
 - This is a great time to focus on reading relevant literature and making sure you fully understand the background, significance, and future directions of your work
- Ask your advisor for feedback on your progress and the viability of your project – at this point, you still have a lot of time to make changes before you need to start writing
- Attend seminars, read papers, and start thinking about ideas for your propositions

Fall quarter:

- Select your candidacy committee and schedule the exam as soon as possible
- Continue working on your research project
- Attend seminars, read papers, and continue thinking about ideas for your propositions

January:

- Schedule your candidacy exam, if you haven't done so already
- Ask your advisor how much time they would like you to spend full-time writing, and begin setting specific sub-deadlines for yourself based on their preference
 - A minimum of 4 weeks of full-time writing, starting 5 weeks before the exam date, is recommended
 - If your advisor does not want you to write full-time at all, you should begin part-time writing sooner than 4 weeks before your exam, e.g. in the fall term of your second year
- Ask your advisor if they would like to provide feedback on any of your writing or proposition ideas in advance
- Determine what experiments (if any) you would like to run before you begin writing, and carry those out if time permits

Approximately 4-6 weeks before the exam, depending on your advisor's preference:

- Write the research report and propositions
 - Try to allocate at least one week to write each proposal and 1-2 weeks to write the research report
- Ask coworkers, mentors, friends, etc. if they would be willing to provide feedback or proofread your writing

At least 2 weeks before the exam:

- Send a first draft of the report to your editors and incorporate their feedback
- Ask your committee members how they would like your report bounded and submitted
 - You can assume they want a Velo-bound hard copy and a PDF electronic copy, both delivered one week before the exam, unless you hear otherwise

1 week before the exam:

- Make any last-minute edits to your research report and propositions
- Create a title page and table of contents
- Combine your title page, table of contents, research report, propositions, and any appendices into one PDF file
- Print and submit your report!

0-6 days before the exam:

- Up to you! Get some sleep, go back to lab work, study relevant literature, however you think your time will be best spent