

DEPARTMENT OF ENGLISH

DOCTORAL FIELD OF STUDY; EXAMINING COMMITTEE AND SCHEDULING

- Supervisor:** Hand in this form to the Graduate Program Administrator (SS1148) **at least EIGHT (8) WEEKS** prior to the date of the Oral Field of Study Exam.
- This form officially registers the written and oral Field of Study Examination.
- Once approved, the form will serve as departmental Notice of Written and Oral Field of Study Examination to the student and to the Examining Committee.
- Consult the Department of English Doctoral program regulations at <http://english.ucalgary.ca/graduate/program/phd-program>

Student	UCID	Field of Study
---------	------	----------------

EXAMINING COMMITTEE MEMBERSHIP

Membership Recommendations for the Field of Study Examining Committee	RANK	DEPARTMENT	QUALIFICATIONS - expertise related to this student's area of study	CONTACTED (Yes/No)
<i>Supervisor</i>				
<i>Co-supervisor, if applicable</i>				
<i>Supervisory Committee Member</i>				
<i>Supervisory Committee Member</i>				
<i>Additional Member (internal)</i>				
<i>Additional Member (external to department)</i>				
Neutral Chair <i>(appointed by the Graduate Director)</i>			Examination Committee Approved <i>(signature of the Chair, GEC)</i>	<i>date</i>

DEPARTMENTAL NOTICE of DOCTORAL FIELD OF STUDY EXAMINATIONS

WRITTEN EXAMINATION				I am aware of these arrangements	
Pick up exam questions	Location	Time	Date	<i>Student signature</i>	<i>date</i>
Drop off essay answers	Location	Time	Date	<i>Supervisor signature</i>	<i>date</i>
				<i>Co-supervisor signature (if applicable)</i>	<i>date</i>
ORAL EXAMINATION				<i>Graduate Director name</i>	
SCHEDULED FOR	Location	Time	Date	<i>Graduate Director signature</i>	<i>date</i>

July 2015

For Mac users: saving fillable forms and creating electronic signatures using Preview or other PDF readers

To create an electronic signature:

- Under Tools, go to Annotate>Signature>Create Signature> Manage Signatures (or click on signature icon in toolbar)
- Follow instructions for drawing or taking a photograph of your signature.
- Select your signature, and drag it to the signature section(s) of the form; size if necessary.

How to save fillable forms:

- If you find forms are blank when you send or print them, these steps work with most applications.
- After you've filled out a form, **choose Print from the File menu** (or command-P) and then use the PDF option to save it as a PDF. See screenshot below. You will also see options to preview, save, print, e-mail (or in recent systems, message) the file.
- The form is then saved as a "flat" file (you can't edit text any more, but it also means that the recipient will actually be able to see the form data).
- Note: "Export As" and "Save As" do not accomplish the same thing. You lose your data that way.

