



Comprehensive Examination Checklist

The research proposal must be approved by the Supervisory Committee before the student is able to take the Comprehensive Examination.

- The student should discuss the content of the proposal with his/her supervisor.
- The supervisor should then approve a draft of the proposal before it is sent to the Supervisory Committee. This reading should be done in a timely fashion by the supervisor (within two weeks of receiving the draft). Committee members should be advised ahead of time that the proposal will be given to them on a particular date, so that time conflicts can be addressed.
- The Supervisory Committee should be given hard copies of the proposal and allowed a minimum of two weeks to provide feedback and comments.
- The student and Supervisory Committee should meet to discuss the contents of the proposal and the proposed research. At the end of this meeting, the committee should make a decision about whether to approve the proposal.
- For the meeting, you will need to bring the committee meeting form. After the meeting, **please FORWARD the completed form to the graduate secretary.**

All PhD students are required to take an oral comprehensive exam given by members of their supervisory committee.

- Once your proposal receives committee approval, you will need to start thinking about when to schedule your comprehensive examination. Once you and your supervisor have decided tentative dates, please contact Dr. Eric B. Taylor at etaylor@zoology.ubc.ca to check on his availability to serve as Chair for your comprehensive exam. Then, check with your committee on their availability. Note that if you do not e-mail Dr. Taylor at this time, you **MAY** have to reschedule your comprehensive exam. Please allow for adequate time between approval and comprehensive exam date. A **minimum** of two weeks between approval and comprehensive exam date is required, but it could be a month or more depending on availability of committee members and the Chair.
- If Dr. Taylor is on your committee, please let the graduate secretary know **IMMEDIATELY** (before scheduling your comprehensive examination).
- E-mail a copy of your research proposal to the graduate secretary (minimum 2 weeks before comprehensive examination date).
- If a member of the supervisory committee is not available because of leave, substitution may be made. Please contact the graduate secretary.
- Once the date/time is set, please book a room. If you would like to book either BioSci 4223 or BioSci 4227, visit: http://www.biodiversity.ubc.ca/room_booking/day.php?year=2015&month=10&day=30&area=11 If you have difficulties booking the room, email Lilia the information required: date/time and room #. Lilia's email address is info@zoology.ubc.ca .
- Please let the graduate secretary know** the date/time and location of your comprehensive examination immediately. Note that if you do not inform the graduate secretary this information, you **MIGHT** have to reschedule your comprehensive examination.
- The graduate secretary will then send out reminders to your committee and prepare the paperwork for the Chair to bring to your comprehensive examination.

For details on proposal and comprehensive examination guidelines, please see Zoology Graduate Student Policy Handbook under section 'Being a PhD Student'.

Visit: <http://www.zoology.ubc.ca/files/ZoologyGradStudentPolicyHandbookAug2013.pdf>
Committee meeting form: http://www.zoology.ubc.ca/files/committee_meeting_form.pdf