

Comprehensive Examination Protocol for PhD candidates in Anthropology*

1. PhD candidates will be examined by a 5 person Comprehensive Examination Committee in accordance with the SGS Calendar regulations in 4.8.2.2. Note: The Chairperson of the Committee will be a faculty member who is not serving on the supervisory committee of the candidate.
2. Each PhD candidate will complete three comprehensive examinations.
3. Normally these examinations will be designated as theory, topic and region. Modifications to these designations may be made on a case by case basis to meet the research program of individual students with approval from the Comprehensive Examination Committee.
4. PhD candidates are responsible for developing the focus of the examinations, preparing a reading list and a question for each comprehensive examination in accordance with the following timeline:
 - A. By November 1 of the candidate's first year s/he submits the focus of the three examinations to the Comprehensive Examination Committee along with a short statement explaining the rationale for each of the selected topics. The focus of these examinations is subject to the approval of the examination committee. The Committee Chairperson will document the candidate's submission to his or her file and will be responsible for communicating feedback from the committee.
 - B. By April 1 in the candidate's first year s/he submits one primary bibliography for each of the three comprehensive examinations to his/her supervisory committee. These bibliographies should be accompanied by a brief statement, outlining the rationale behind the selection of these sources. The candidate may also choose to include a list of up to 35 optional sources for each bibliography. Each bibliography is considered as "preliminary" to the final submission on or before October 1 in the candidate's second year.

Note: Each primary bibliography will consist of 35 sources of which a minimum of 15 will be books. The supervisory committee will review the bibliographies in a timely manner and provide advice to the candidate as it deems appropriate. The Supervisor will document the candidate's submission to his or her file and feedback from the supervisory committee.
 - C. By October 1 of the candidate's second year s/he will submit the final version of the three bibliographies to the supervisory committee. In addition, the candidate will submit a question for each bibliography and a cover statement that shows how each question was constructed. The cover statement should include how s/he has addressed previous advice from the supervisory committee. In general, comprehensive examination questions should be worded so that they allow the candidate to address the readings in a comprehensive manner. The Supervisor will document the candidate's submission in his or her file and communicate written feedback from the committee to the student.

- D. By February 15 in the second year of the candidate's program s/he will submit three essays to the Comprehensive Examination Committee; the committee will review the three essays in a timely manner and render a decision based on SGS Calendar regulation 4.8.2.5
5. Each essay will have a range of 8,000-10,000 words, exclusive of notes and references. The candidates are allowed but not required to refer to sources outside of their primary bibliographies.
 6. The assessment of the essays by the Comprehensive Examination Committee will be based on the candidates' mastery of the material included in their primary bibliographies in accordance with the guidelines provide in SGS Calendar regulation 4.8.2.5.
 7. 'Pass with distinction' will be awarded for all three exams as indicated by the unanimous support of the Comprehensive Exam Committee.
 8. Re-examination is allowed for no more than one of the three comprehensive exams as indicated by a majority vote of the Comprehensive Exam Committee. Re-examination will follow SGS Calendar regulation 4.8.2.5.c.
 9. 'Fail' will be based on a unanimous vote of the Comprehensive Exam Committee for any one of the three examinations and result in the termination of the candidate's program.
 10. The Chairperson of the Comprehensive Examination Committee shall report to the Head of the academic unit who shall report to the Dean. The result of the comprehensive examination will be reported to the candidate by the Dean.

* Note: Reference to Calendar regulations has been updated to reflect SGS regulations for the 2014-2015 Calendar.