

PhD Comprehensive Examination Process

Timeline:

1 st and 2 nd semester	The PhD student should make sure that a supervisory committee is in place
3 rd semester	The supervisors should confirm the sub-disciplines and examiners
4 th semester	Comprehensive examination to be held Note: the student must have passed all required courses before the comprehensive exam

Student's responsibilities:

1. Pick up the appropriate forms from Colleen Dalton in the Graduate Office.
2. Fill out the PhD Comprehensive Examination Request Form in consultation with the supervisor
3. Complete a Change of Program Form (see link below) if there are changes to the supervisory committee <http://www.mun.ca/sgs/ChangeProgram.pdf>
4. Confirm a date and time with all members of the examination committee and supervisor before submitting the forms.
5. Submit the completed forms to Colleen in the Associate Dean's office, in order to book a room for the comprehensive exam

Supervisor's responsibilities:

1. Supervisors should have the sub-disciplines and examiners lined up by the 3rd semester.

Note:

It would be prudent for the student to have a few alternate dates just in case the room for the exam is not available.

PhD Comprehensive Examination Request Form

STUDENTS NAME _____

STUDENT NUMBER _____

SUPERVISORY COMMITTEE _____

If the supervisory committee is not in place, please fill out a Change of Program (<http://www.mun.ca/sgs/ChangeProgram.pdf>). Please have all members sign the form including the supervisor and the student before returning the form to the Graduate Office.

EXAMINATION COMMITTEE _____
(4 Members)

CHAIR NAME _____

THREESUB-DISCIPLINES _____

CONFIRMED DATE & TIME _____

ONLINE OR IN PERSON _____