

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 Mahoney 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 is changes to the supervisory committee <http://www.mun.ca/sgs/ChangeProgram.pdf>
4. Confirm a date 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)

THREE SUB-DISCIPLINES _____

CONFIRMED DATE _____

ALTERNATIVE DATES _____
