

## Comprehensive Exam Regulations and Timeline

The examination must occur before the end of the 7th semester of enrollment, but students should aim to complete it sooner. The 4th or 5th semester is ideal. All required courses must be successfully completed prior to the comprehensive exam taking place.

| Checklist                | Action   | Time required (weeks)      |
|--------------------------|--|----------------------------|
| <input type="checkbox"/> | Supervisor informs student, in writing, of sub-discipline in which the candidate will be examined                  | 12                         |
| <input type="checkbox"/> | Supervisory Committee recommends three examiners to Grad Officer (GO) <sup>1</sup>                                 | <1                         |
| <input type="checkbox"/> | Grad Studies Committee (GSC) approves examiners  | 1                          |
| <input type="checkbox"/> | Examination committee recommends examination topic <sup>2</sup> and date of oral examination <sup>3</sup>          | 2                          |
| <input type="checkbox"/> | GSC approves written paper topic; GO assigns a Chair.  | 1                          |
| <input type="checkbox"/> | GO sends examiner and topic recommendation to Dean of Graduate Studies for approval via OSC secretary <sup>4</sup> | >1                         |
| <input type="checkbox"/> | GO notifies candidate via OSC secretary  | 1                          |
| <input type="checkbox"/> | Candidate submits completed written examination to OSC secretary   | 5                          |
| <input type="checkbox"/> | OSC secretary forwards written essay to examination committee  | <1                         |
| <input type="checkbox"/> | Examination committee reads essay and recommends, within a week, if the oral examination is to proceed             | 2                          |
| <input type="checkbox"/> | Oral examination   | <b>Total: 3 - 6 months</b> |

### Notes:

<sup>1</sup>Complete 'Recommendations for PhD Comprehensive Examination Committee Voting Members' form from the OSC website or request a fillable one from the OSC secretary.

<sup>2</sup>Complete 'Recommendations for PhD Comprehensive Examination Topic' form from the OSC website or request a fillable one from the OSC secretary.

<sup>3</sup>The date of the oral examination must be two weeks after the due date of the written paper. These dates are determined by the examination committee by first identifying a date for the oral presentation, and then working backward to determine other due dates.

<sup>4</sup>The form is found at [https://www.mun.ca/sgs/media/production/memorial/academic/school-of-graduate-studies/school-of-graduate-studies/media-library/PhD\\_comp\\_recommend.pdf](https://www.mun.ca/sgs/media/production/memorial/academic/school-of-graduate-studies/school-of-graduate-studies/media-library/PhD_comp_recommend.pdf)