

Meeting Date: _____

BIOLOGY GRADUATE STUDIES

PHD SUPERVISORY COMMITTEE MEETING REPORT – (First Meeting)

APPENDIX 1

Comprehensive Examination Study Topics

Student ID: _____ First Name: _____ Family Name: _____

Study Topics:

1. _____

2. _____

3. _____

CONFIRMATION OF AGREEMENT AND UNDERSTANDING OF APPROVED TOPICS.

Student Signature

Printed Name

Supervisor

Printed Name

Comprehensive Examination Committee Member

Printed Name

Comprehensive Examination Committee Member

Printed Name

Comprehensive Examination Committee Member

Printed Name

**BIOLOGY GRADUATE STUDIES
COMPREHENSIVE EXAM (CE) CHECKLIST/PROCEDURE**

APPENDIX 1B

1. Admission/Transfer to Ph.D. program

2. Nine (9) months – 1st Supervisory Committee Meeting after Ph.D. registration

- Prepare for potential examiners
- Discuss time frame
- Identify three (3) study topics
- Student reads information and signs form to confirm agreement and understanding of approved topics.

3. Nine (9) weeks prior to CE date

For approval, please provide the Comprehensive Examination Committee List as outlined below to biolgrad@mcmaster.ca and cc: Associate Chair (jpxu@mcmaster.ca)

- minimum of 4 members
 - supervisor,
 - two supervisory committee members,
 - and another McMaster faculty who is not a member of the supervisory committee and has no conflict of interest to serve as Chair of Comprehensive Exam.
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4. Six (6) to eight (8) weeks prior to CE date. Student contacts all supervisor and Comprehensive Examination Committee members and confirms a date of the Comprehensive Examination Date.

Student prepares a one-page outline of the research work to be undertaken.

Information to be provided to Biology Graduate Studies Committee Chair

- name of student
- supervisor
- seminar title
- date of presentation
- location and time
- brief (no more than one page) outline of proposed research.
- Lay abstract 100 maximum (for seminar notice)

5. Biology Graduate Studies Committee Chair confirms approval in writing to student, supervisor, CE Committee members and Academic Program Assistant – **THIS APPROVAL INITIATES START OF CE PROCESS.**

6. Academic Program Assistant prepares and posts seminar notice. Information is posted on website.

NOTE: A minimum of 6 weeks is required after this approval date to hold the examination

7. Eight (8) to twelve (12) days prior to examination date:

Student submits copy of research proposal to each member of the CEC and an electronic copy to Biology Graduate Office.

The exam will consist of a public seminar following by an in-camera (private) session with the candidate and the CEC.