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
### 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.

### 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.