

## Comprehensive Examination Proceedings

1. The comprehensive examination will begin with an oral presentation by the student outlining the thesis proposal. **This is strictly limited to 10 minutes and will be enforced by the Chair.**
2. The examination committee will have an open round of questions to the student regarding the thesis proposal, the oral presentation, and general knowledge in the student's research area (e.g., Microbiology, Biochemistry or Immunology). Each examiner will have 15 minutes to ask questions. The supervisor is NOT one of the examiners and is not permitted to ask questions.
3. A second round of questioning will follow in which each committee member can ask additional questions, if they feel it is necessary. This second round should be limited to 15 minutes per examiner but can be extended at the discretion of the Chair.
4. Following completion of the question period(s), the student will be asked to leave the examination room.
5. The student's supervisor will then be asked by the Chair to comment on the proceedings, after which he or she will leave the room.
6. The committee members and Chair will then discuss a decision and vote on the examination outcome. To pass the examination, the student must achieve a passing score on both: a) the thesis proposal and its defense and b) the questions related to assigned topic areas and general knowledge.
7. The committee has the following options:
  - (1) awarding a pass,
  - (2) awarding a conditional pass requiring re-writing of part or all of the proposal (the student will distribute the re-written proposal to the entire examining committee, including the chair, and also provide the graduate program coordinator with a copy),
  - (3) asking for a re-examination of the student on part of the material covered in the comprehensive, or
  - (4) asking for a repeat of the comprehensive examination. Only one re-examination will be allowed; it must be held within six weeks of the first examination.

8. If a conditional pass is given, the chair will provide a description of what actions must be taken (e.g. specifics of how the proposal should be rewritten) and the deadline for completing this on the “Comprehensive Report Form”, which will be given to the Graduate Program Coordinator.

9. If the student fails either of the two components upon re-examination, withdrawal from the program is mandatory.

10. The chair will submit a report on the decision of the committee at the end of the exam to the Graduate Program Coordinator who will distribute copies of the report to the student, thesis supervisory committee and Faculty of Graduate Studies.