

**Report on the Results of the PhD Comprehensive Examination**

(To be completed by the supervisor(s) and then submitted to the Departmental Graduate Coordinator)

_____ Name of Student	_____ Supervisor	_____ Supervisor(s)
_____ Examiner	_____ Examiner	_____ Examiner

Note: The examination committee should consist of 3-5 members, including at least 1 supervisor who should normally chair the exam, 2 other (non supervisor) FGPS members of which at least 1 should not be from the advisory committee and at least 1 should be a regular CBE member. All examiners and supervisor(s) may ask questions and have equal votes.

<b>Report of the Committee</b>			
Evaluation:	Pass <input type="checkbox"/>	Pass with Conditions <input type="checkbox"/>	Re-Exam <input type="checkbox"/> Fail <input type="checkbox"/>
Comments and/or Conditions:			
Date that all conditions must be met:			
If conditions are imposed, indicate who should verify the satisfaction of the conditions (Not necessary for requirements of additional courses, student will be responsible to take the required courses)			
Supervisor <input type="checkbox"/> Committee members individually <input type="checkbox"/> Committee needs to meet to decide <input type="checkbox"/>			

_____ Signature of Examiner	_____ Signature of Examiner	_____ Signature of Examiner
_____ Signature of Supervisor	_____ Signature of Supervisor(s)	_____ Date of Examination

After collecting all the signatures, the supervisor(s) is to send a scanned version of this form to the Graduate Office.  
The responsible supervisor is required to keep the original form until one year after the student's graduation or withdrawal.

**(A signed PDF version of this form needs to be filed at CBE Graduate Office, by the supervisor.)**

Please read instructions on the back of this form

## **PhD Comprehensive Examination**

(1) The purpose of the PhD comprehensive exam is to assess the suitability of the student for the proposed research projects and to identify weaknesses. Therefore, the exam should focus primarily on the research topic and related background knowledge. This is one of the very useful measures we ensure quality of our students.

(2) The examination committee should consist of 3-5 members, including at least 1 supervisor who should normally chair the exam, 2 other (non supervisor) SGPS members of which at least 1 should not be from the advisory committee and at least 1 should be a regular CBE member. The examination committee should be formed at least 3 weeks before the proposed examination date and needs the approval of the Associate Chair – Graduate, who will ensure that each comprehensive exam committee has sufficient members who are knowledgeable of the subject area of the student's research project.

(3) The candidate is required to submit a research proposal of min 15 pages not including figures/tables/appendixes and max of 30 page including figures, tables and appendixes, 1.5 line spacing and font 11, at least 10 working days before the comprehensive exam, to each examiner.

The written research proposal prepared by the student must include the following 3 sections:

- Description of research thesis problem (including motivation, objectives) with appropriate literature survey.
- Description of proposed experimental and/or theoretical approach, literature studies, and/or results (including tables and graphs) based on research completed to date to clearly show competence in carrying out research.
- A discussion of directions along which the research project is likely to evolve and the techniques to be developed, i.e., future proposed work to show that scope of the work is sufficient for PhD. This section must be at least 3 pages, plus a time table for the proposed thesis project.

(4) The candidate is also required, following a standard format, to provide personal and educational background, professional experiences (if any), areas of specialization or competence, graduate courses taken and grades (Western or elsewhere), list of any further evidence of the student's ability to perform original research such as special studies, reports, publications, manuscripts prepared conference presentations, etc. In case of publications and other written materials, the candidate is required to bring one hard copy to the examination.

(5) The exams may have 3 outcomes: (a) pass without condition, (b) pass with conditions (re-take the exam, and/or take courses), (c) fail with the opportunity to re-take the exam, and (c) fail without the opportunity to re-take the exam. In the case that a student is required to re-take the exam but failed again, the student cannot be given another opportunity to re-take again.

(6) The comprehensive exam should be completed within the third term of registration, but may be extended by another term with a formal request from the research supervisor to the Associate Chair-Graduate at least one month before the end of the third term.

(7) The comprehensive exam will be 1.5-2 hours. The candidate will make a presentation of 15-20 min, followed by questions. The examiners should take turn (like in thesis exams) to ask questions and then leave 10 min in the end for discussion. We would require each examination sticks to the (max) timing to ensure faculty members are not overloaded with work, as well as the (min) timing to ensure students get enough exposure to questions.

(8) The PhD comprehensive exam will be open to other faculty members, PDFs/Res Associates, and other graduate students.

(9) In case that the project contains confidential information, a special 15-20 min close session will be organized near the end (with all "visitors" requested to leave), when the examiners shall ask questions relating to such confidential information. The candidate is required not to include any confidential information in the presentation but a complete description of the research must be included in the proposal (marked confidential). The examiners will also not ask related questions during the open portion of the exam, but they will limit their questions on matters that may be confidential to the last 15-20 min during the closed session.

**At the end of the comprehensive exam, a scanned version of the fully signed Report on the Results Form must be submitted to CBE Graduate Office via email, within one week of the Date of Exam, either directly by the supervisor or by the student but copied to the supervisor on the same email. (For your record, please ensure to ask an email confirmation from CBE Graduate Office.) The supervisor is responsible for sending the e-file and for keeping the originally signed form on file until 1 year after the student's graduation or withdrawal. The exam cannot be considered completed until the submission of this form.**