



## Comprehensive Exam Check List 2017-2018

*For students who are in the MSc and would like to transfer to the PhD without MSc completion and for PhD's who must advance to candidacy.*

By December 15, 2017

- Meet all the eligibility requirements as set out on the [department's website](#). Note: For most grads BIOC 530 marks will be entered at the end of April 2018, in the year of your comprehensive.
- Arranged a Committee meeting and let the members know that you wish to transfer to the PhD without MSc completion and/or advance to candidacy.
- Obtain your committee's permission to have the comprehensive exam.
- Inform the Grad Coordinator that you have permission to proceed with scheduling the comprehensive exam. Submit [Committee Report Form](#).
- Obtained a written list of potential topics and suggested external examiners from your committee members during the above committee meeting. [Comprehensive Forms](#)
- Submitted Form One (topics and suggested external examiners) to the Comprehensive Exam Chair/or Grad Coordinator

After the above have been checked, the exam chair will select the external examiner.

By January 25, 2018,

- Submitted the research proposal to all committee members, including the external examiner

The committee members and external examiner will read over the proposal. Once it has been read, please meet with each committee member to discuss and make any necessary revisions to the proposal.

By February 9, 2018,

- Met with each of my committee members and received their approval of research proposal on **Form 3**. If the revised written proposal is unacceptable, **Form 2** will be filled out and returned to the Graduate Secretary.
- Obtained written approval of proposals and topics from the committee members and the external examiner and submitted them (on Form Three) to the Exam Chair.

The Exam chair and graduate program coordinator will schedule the comprehensive exam to take place sometime from March 15 to April 16,

By April 16, 2018,

- Had the comprehensive exam

For more information about each stage of the exam process and for all the necessary forms please see the full exam guideline <http://med-fom-biochem.sites.olt.ubc.ca/graduate/current-students/candidacy-comprehensive-exam/>.