



### Comprehensive Exam Check List 2023-2024

*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 14, 2023

- 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 2024, 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 committee meeting. [Comprehensive Forms](#)
- Submitted topics and names of potential external examiners on [Form One](#) to the Comprehensive Exam Chair/or Grad Coordinator

#### By January 25, 2024

- Prepare and submitted the research proposal to supervisory committee members. Allow committee about 1-2 weeks to review the proposal and come up with exam topics for your comprehensive
- Supervisory committee members, usually 2 committee members, will sign [Form 3](#) and provide exam topics. When you have their approval **send an email and your proposal** to the grad coordinator. This will trigger the invitation for your external examiner, who will be the 3<sup>rd</sup> member of your examining committee.

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

By February 8, 2024

- You will be advised of your external examiner by program coordinator and you should introduce yourself, provide external examiner a copy of your thesis proposal.
- Meet with external examiner obtain their approval and topics on [Form 3](#). Return Form 3 to program coordinator, who will assist in obtaining the signature for the comprehensive chair, who will sign last. If the revised written proposal is unacceptable, **Form 2** will be filled out and returned to the Graduate coordinator.

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

By April 15, 2024,

- Successful comprehensive exam
- Paper work to formalize transfer and candidacy with G+PS

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/> .