

Ph.D. QUALIFYING EXAMINATION INSTRUCTIONS

TIMING

The deadline for completion of the Ph.D. Qualifying Examination (BIOL 700) will depend on the student status at initial registration for the Ph.D. The Exam must be held by one of the two dates indicated below.

1) Within 8 months of the start of their program for students who have transferred from a Biology M.Sc. program

OR

2) Within 15 months of the start of their program for students who are beginning a new Ph.D. program

PROCEDURE

1) Both the student and supervisor must complete and return the form below to the Graduate Coordinator in the Biology Graduate Office (W4/8).

2) The form will be approved by the Graduate Training Committee and the GTC will assign a committee member who will act as Chair of the Examination.

3) When the student is advised that their committee has been approved and who their Examination Chair will be they can proceed to set up a date for the exam. A room must also be booked with Susan Gabe (susan.gabe@mcgill.ca) Students should not make arrangements for the exam until they know who the GTC Chair will be.

4) Once the date and room have been confirmed the student needs to give these details to the Graduate Coordinator who will ensure everyone on the committee receives the exam regulations and appropriate forms to record the grade.

5) Additional regulations and guidelines concerning this exam are detailed on the Biology website http://biology.mcgill.ca/grad/grad_qualexam.html and should be consulted.

6) A copy of the student's research proposal must be given to each member of the Examining Committee, as well as to the Department Graduate Office, at least one week before the examination.

Ph.D. QUALIFYING EXAMINATION

Complete and return the form below to Ancil Gittens, either by fax (514-398-5069), scanned e-mail attachment to ancil.gittens@mcgill.ca, in person or by mail to Ancil Gittens, Graduate Coordinator, Department of Biology, Stewart Biology Building, Room W4/8, 1205 Avenue Dr. Penfield, Montreal, QC, H3A 1B1.

The Examining Committee normally consists of the Thesis Supervisor, the Supervisory Committee members, a member of the GTC who will act as Chair of the Examining Committee, and an additional member suggested by the Supervisor and approved by the GTC. Regulations and guidelines concerning this exam are on the Biology Department web site at http://biology.mcgill.ca/grad/grad_qualexam.html

SC Members: _____

Please confirm with these members that they are able to serve on the Examining Committee.

Suggested Additional Member:

(Name): _____

Area of Expertise: _____

If an SC member will be on sabbatical, please suggest a replacement:

Name: _____

Area of Expertise: _____

Please confirm availability of these examiners BEFORE returning this form.

Student's Research Title: _____

Supervisor Name (print): _____

Supervisor Signature: _____

Student Name (print): _____

Student Signature: _____

Student ID Number: _____