

**TIMING**

The QE must be held before the end of the second year in the PhD program. Students entering as PhD1 must complete their QE before the end of PHD2. Students entering as PhD2 must complete their QE before the end of PHD3.

**PROCEDURE**

- ✓ Both the student and the supervisor must complete this form and submit it to the Graduate Program Coordinator in the Biology Graduate Office ([ancil.gittens@mcgill.ca](mailto:ancil.gittens@mcgill.ca)).
- ✓ The form will be approved by the Graduate Training Committee (GTC) and the GTC will assign a GTC member who will act as Chair of the QE.
- ✓ When the student is advised that their committee has been approved and who their QE 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](mailto:susan.gabe@mcgill.ca)). Students should not make arrangements for the exam until they know who the QE Chair will be.
- ✓ Once the date and room have been confirmed, the student needs to provide details to the QE Chair, who will ensure everyone on the committee receives the exam regulations.
- ✓ The student's research proposal must be sent to each member of the QE Committee by e-mail, as well as to the Biology Graduate Office, at least one week before the examination.

**QE COMMITTEE NOMINATION**

The QE Committee normally consists of the Thesis Supervisor(s), the Supervisory Committee (SC) members, a member of the GTC who will act as Chair of the QE Committee, and a member external to the SC, suggested by the Supervisor and approved by the GTC.

Name of student	e-mail	McGill ID
Title of the research project		
Name of supervisor	e-mail	Name and e-mail of co-supervisor (if applicable)

SC member	e-mail	SC member	e-mail
Additional member (optional)	e-mail	Role of additional member	
If an SC member is on sabbatical, suggested replacement:			
Name	e-mail	Area of expertise	

Suggested QE committee member external to the SC	e-mail	Area of expertise
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**All examiners have confirmed to serve on the QE Committee**

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Signature student

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Signature supervisor