

## Ph.D. QUALIFYING EXAMINATION – INSTRUCTIONS FOR SET-UP

### 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 attached form to the Graduate Coordinator in the Biology Graduate Office at [ancil.gittens@mcgill.ca](mailto:ancil.gittens@mcgill.ca) .
2. The form will be approved by the Graduate Training Committee (GTC) 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 through submitting a room booking request through a webform on the Biology website (<https://www.mcgill.ca/biology/about-us/services/room-booking>).
4. Students should not make arrangements for the exam until they know who the GTC Chair will be.
5. 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.
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 – EXAMINING COMMITTEE NOMINATION FORM

Complete and return the form below to Ancil Gittens electronically at [ancil.gittens@mcgill.ca](mailto:ancil.gittens@mcgill.ca) .

*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 (appointed by the GTC), and an additional member suggested by the Supervisor and approved by the GTC.*

**SC Members:**

**Suggested Additional Member:**

**Area of Expertise:**

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

Name:

Area of Expertise:

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Please confirm availability of these examiners BEFORE returning this form (i.e., that they are not on sabbatical or otherwise unable to serve around the proposed time of the Qualifying Exam).

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**Student's Research Title:**

Supervisor Name (print):

Supervisor Signature: \_\_\_\_\_

Student Name (print):

Student Signature: \_\_\_\_\_

Student ID Number:

Date: