

THE COMPREHENSIVE EXAMINATION

There are two parts to the Comprehensive Examination

A.) The minor part (bibliography 1)

- basically the same for everyone; it pertains to the Interdisciplinarity question. The bibliography for the minor contains references in both English and French. Students must,

PROCESS FOR THE COMPREHENSIVE EXAMINATION
(the student should be ready for this by the end of the 2nd year)

1. The student and committee formulate the questions; once agreed upon, the *Agreement on Comprehensive Examination Questions* is signed by the committee members; the agreement along with the questions for the minor, the major and its corresponding literature review are submitted, in paper format, to the program director for approval and the process begins.

2. The time span is elastic: the students have 4 to 12 months to work on the responses. During this time they should be meeting regularly / monthly with the committee to go over what has been written so far, make corrections / adjustments / etc. Students should not work alone, and should consult frequently with the supervisor as well as the committee as a whole.

3. When the committee agrees that the student is ready for the oral part of the examination, the members of the supervision committee must each sign the *Authorization for the Comprehensive Examination oral session*. Once signed, this form is to be submitted to the Program Director, at least four weeks prior to the oral session, with the written part of the Comprehensive Examination.

4. The program's administration is responsible to schedule the examination on a mutually agreed date. The committee members and program director will attend the examination oral session. The general public is also invited to attend. The Program Director will chair the oral session of the Comprehensive Examination.

i. Oral Examination (procedures)

A meeting will be held between the Supervision Committee and the Program Director 15 minutes prior to oral session to acquaint themselves of the procedures to be followed (closed session);

The student gives a 30-40 minutes presentation on his/her material for a) minor; b) major (open session);

The student responds to questions first from the Committee members, then from the general audience (open session);

ii. Examination Committee Decision

Immediately after the completion of the oral examination, the Committee members will hold a closed discussion to determine the outcome;

The student and general audience will then reconvene in order for the Chair to convey the committee's decision to the student (open session).

Possible outcomes are: *Pass*, *Incomplete* or *Fail*.

5. Once the student receives a 'Pass' for the Comprehensive Examination, the student is ready to move to the data collection phase of the Ph.D. process (should be about 1 year) and then to writing the dissertation (another year). The Comprehensive Examination part will provide about one third of the dissertation, therefore by the time the dissertation writing part starts, the student is already one third finished. The student should be ready to graduate at the end of the fourth year.

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