

PHD BIOLOGICAL AND CHEMICAL SCIENCES RESEARCH PROPOSAL & QUALIFYING EXAM

BH810 APPROVAL

The Research Proposal and Qualifying Exam is required of PhD students to demonstrate broad knowledge in their research area in addition to their specific research topic. It is normally completed in the 4th and not later than the 5th term after entering the program. The exam is performed in the presence of the Qualifying Exam Committee (QEC), which is composed of the Dissertation Advisory Committee (DAC) and one member external to the committee, who may be a faculty member from outside the program. The external examiner of the QEC is approved by the Program Coordinator after consultation with the DAC. A written Research Proposal outlining the planned dissertation research must be submitted to the QEC at least 8 weeks before the date of the exam.

The examination will be divided into two parts:

1. **Presentation and defence of the research proposal** will constitute the first part of the exam. In this part of the exam, the student gives an oral presentation of 20-25 minutes summarizing the research proposal, which will be followed by a period for questions from members of the audience, excluding the QEC. Only the proposal presentation is open to the university community.
2. The second part of the examination will consist of **two rounds of questions** from the QEC to the candidate, and will be performed *in camera* in the presence of the QEC and the chair. Each round of questions should not normally exceed 60 minutes, meaning the total time for the examination should be two-and-a-half to three hours. The **first round** of questions should be directly related to the research proposal. The **second round** of questions from the QEC constitutes the “qualifying” portion of the exam, and should be related to topics chosen by the QEC and communicated to the candidate in advance of the examination.

Based on the candidate's defence of their research proposal and responses to questions, the QEC will render a Pass/Fail/Deferred decision on the exam. Students must pass both the Research Proposal and Qualifying Exam in order to continue in the program. If the student's performance is deemed to be unsatisfactory (fail), the examination may be repeated no later than 6 months from the date of the first examination. If the student does not receive a pass following the second examination, the Program Coordinator will recommend to the FGPS that the student withdraws from the PhD program.

Student Name		ID Number	
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TITLE OF RESEARCH PROPOSAL:

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Date of Proposal and Qualifying Exam	
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Is this the first scheduled Proposal and Qualifying Exam? ☐ yes ☐ no

If no, when was the first attempted completed?

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To be completed at the Proposal and Qualifying Exam

QEC comments on the written proposal:

QEC comments on the proposal defence and qualifying exam:

QEC DECISION:

For the first examination,

pass: ☐ fail: ☐ deferred: ☐

If fail, approximate date for re-examination (within 6 months):

If deferred, outline what will be completed and date for the decision (within 4 weeks)

Decision after deferral:

pass: ☐ fail: ☐

For the second examination,

pass: ☐ fail: ☐

SIGNATURES

	Name	Signature	Date
Advisor			
Committee Member I			
Committee Member II			
Committee Member III			
External Examiner			
Chair			

Acknowledgments: The student may append additional comments. A student who thinks s/he is receiving unsatisfactory advice is urged to follow the recommended grievance procedure for the program and/or to contact the Program's Graduate Officer, Department Chair, or the Dean of Graduate Studies.

	Name	Signature	Date
Student			
Graduate Officer			