



Interdisciplinary Graduate Studies – Comprehensive Exam Plan

This plan should be completed within 2 months of completing coursework (see IGS Comp. Guidelines 2018, 7)

Section 1 – Student and Examination Committee Information

Date:

Student Name:

Student #:

Comprehensive Examination Committee Members (at least 3 members no more than 5):

Note: At least 3 members of the Supervisory Committee of the student from different academic disciplines. If the student has co-supervisors, at least two members of the committee must be neither the supervisor or co-supervisor. An external member of the examination committee must be a faculty member who is not from the same discipline (and, if possible, not from the same academic unit) as the primary supervisor of the student (can be a member of the supervisory committee or someone serving only on the comprehensive exam committee). For further details see section 3.7 of the Guidelines for the Comprehensive Examination Process for Doctoral Students in the Interdisciplinary Graduate Studies Program.

Taking into account the above note, please list the Comprehensive Examination Committee below and indicate the external member of the committee.

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Section 2 - Examination Content

Written Portion of the Exam: “The specific format for the written examination may be comprised of multiple phases and is contingent on the needs and research intentions of the student and the norms of the disciplinary programs that are spanned by the dissertation research project that the student proposes to conduct” (IGS Comp. Guidelines 2018, 6).

As the written portion of the exam may be diverse for each student, please detail the written portion of the Exam below, including a rationale for each exam, as well as the order of written components (which piece will come first). Please keep in mind the following regulations:

- 1) “students should complete and pass one component of the examination process before undertaking the next component” (Section 3.5 #6);
- 2) Examination committees are expected to read the submitted written components within 4 weeks (Section 3.5 #9) and confirm that the student has passed (see section 3.5 #6);
- 3) Suggested Formats for the Comprehensive Exams appear in Appendix A, if students are writing papers, “the total number of words across all papers shall not exceed thirty-five thousand (35,000) words, and it is recommended that no single paper should exceed fifteen thousand (15,000) words” (IGS Comp. Guidelines 2016, 15).

Please list the **format and order** of the written portion of the comprehensive exams below, as well as a **rationale** for each piece.



Oral Portion of the Exam: “If the examination committee deems satisfactory the written materials that the student has submitted, the comprehensive examination moves to the oral component” within 6 weeks of completion of all written components of the exam (IGS Comp. Guidelines 2018, 9). Further details on the content and format of the oral portion of the Exam are found in Section 3.6 of the guidelines.

Please provide the name of your neutral chair below. If this should change in the time period between this plan and the date of the exam, please update as needed.

Neutral Chair for Oral Examination: _____

The neutral chair is responsible for filing the appropriate post-exam paperwork with CoGS immediately after completion of the exam, which communicates to CoGS the decision of the examination committee. See:

https://gradstudies.ok.ubc.ca/wp-content/uploads/sites/84/2018/06/Doctoral_Comprehensive_Examination_Report.pdf

Section 3 – Timeline of the Exam

Written Examination Preparatory Period: This period occurs before the start of the written portion of the comprehensive exam. For more details on what this period entails, see section 3.3 of the IGS Comprehensive Guidelines. Please indicate below the length of time you anticipate for the preparatory period and if this time period changes, update the program coordinator as needed.

Written and Oral Examination Timeline: Keeping in mind that “this element [the written portion of the exam] is to be completed within a clearly articulated period of time that cannot exceed six (6) months” (IGS Comp. Guidelines 2018, 8) and that examination committees are allowed 4 weeks to read each written submission as they are completed, please provide a timeline for the written portion of the exam below, as well as details on when the oral exam will be scheduled (within 6 weeks of final written submission).



Section 4 – Signatures

Student:

Name	Signature	Date
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Supervisor:

Name	Signature	Date
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Co-Supervisor if applicable:

Name	Signature	Date
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Program Coordinator:

Name	Signature	Date
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For reference the Comprehensive Exam Guidelines can be viewed in full here:

https://gradstudies.cms.ok.ubc.ca/wp-content/uploads/sites/84/2018/11/Guidelines_Comprehensive_Examination_Process_Doctoral-Students_IGS.pdf