

## GENERAL COMPREHENSIVE EXAMINATIONS

Procedures for the use of graduate programs coordinators (CPES, which stands for *coordonnateurs des programmes des études supérieures*), research supervisors and doctoral candidates, as agreed upon at the March 19, 2002, meeting of the Sous-Commission des études supérieures (last update: November 2011).

These procedures are intended to be general. The goal is not to confine the various individuals involved to a rigid and restrictive process, but to define the basic parameters that are common to all. The people in charge retain the flexibility and freedom to develop and apply specific operating procedures regarding the comprehensive examination, in order to respect the needs and cultures of each department. However, the following procedures must be respected with regard to the new regulations concerning general comprehensive examinations.

- 1) Students must be informed that they must quickly—within the first two semesters—undertake the comprehensive examination procedures. By eight months after the student's first registration, the CPES will create the comprehensive examination board based on the research supervisor's suggestions. Lastly, the Registrar's Office will remind the student, within his/her second semester of study, of the importance and urgency of moving ahead with the comprehensive examination procedures.
- 2) Soon thereafter, the board chair will send the student (with copies to the research supervisor and CPES) a letter, memo or form (see the attached example) specifying the topics of study for the comprehensive examination, the required documents, the submission deadlines for these documents, and the deadlines for the written and oral examinations.
- 3) The comprehensive examinations must begin by the 14th month after the student's first registration, at the latest. The CPES must be informed of any change of examination dates.
- 4) By two weeks before the beginning of the oral examination, the candidate must submit his/her research proposal to the board members, along with a critical literature review on his/her research topic. The form and content of this document are at the department's discretion. This document is the minimum requirement within the present procedure. Depending on the specifics of the program and the board's requests, complementary documents may be required. The candidate must inform the CPES in writing when these documents have been submitted.
- 5) The written examination may take place over several days, but must be finished within two weeks at most. Access to documentation during the examination may or may not be permitted, as per the procedures established based on the board's specific requirements.
- 6) The written examination (corrected by board members or external collaborators) is given to the board. No grade is provided to the candidate, posted or made public regarding this examination. The comprehensive examination is a package (including the written and oral examinations) for which a single grade is given. As such, an interim grade may not be given, even for the written examination. The board contacts the student and informs him/her of the next steps following the comprehensive examination. The board may inform the student of the strengths and weaknesses in the written examination; it may even suggest that the student intensify his/her studies on certain points. The board may also require additional work or require that the written examination be re-taken.

- 7) The oral examination must be completed by the fourth semester after the student's first registration. The oral examination must include a review of the written examination and the presentation of the research proposal. Also, the board members may question the student about any relevant related subjects. In the case of a re-take, the time allotted may not be more than three months and the student is required to once more take the examination in question. Only one re-take may be allotted.
- 8) Following the oral examination, after deliberation, the board informs the student and the CPES of the comprehensive examination result and then advises the Registrar's Office (using the form ES-ET.15F "Rapport du jury d'examen général de synthèse" in French only).
- 9) If the comprehensive examination is not finished by the end of the fourth semester (delay in exam preparation, re-take of an examination, additional work required by the committee, etc.), the note "Conditional authorization to proceed" will appear on the student's transcript. A student who has not completed the comprehensive examination the following semester receives the decision "Not allowed to proceed", which leads to the cancellation of his her candidacy.



Sample sheet given to the student by the committee  
Engineering program: \_\_\_\_\_

This sheet must be filled out by the committee members and the graduate programs coordinator (coordonateur des programmes des études supérieures - CPES ) in triplicate before the candidate is finished his or her first two semesters in the doctoral program. The documents are then submitted to the CPES. The committee is composed by the CPES using the research director's suggestions. After approval, the copies are distributed as follows: a copy is provided to the student, one to the CPES and one to the department's graduate program secretary.

1. Candidate's first and last name: \_\_\_\_\_

2. Degree pursuing: Ph.D. in: \_\_\_\_\_

3. Comprehensive examination committee members:

Chair: \_\_\_\_\_

Research director: \_\_\_\_\_

Research co-director: \_\_\_\_\_

Committee member: \_\_\_\_\_

Other committee member: \_\_\_\_\_

4. Comprehensive examination modalities:

4.1 Topics of study recommended by the committee:

Topic no. 1: \_\_\_\_\_

Topic no. 2: \_\_\_\_\_

Topic no. 3: \_\_\_\_\_

Topic no. 4: \_\_\_\_\_

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4.2 Date and time of the comprehensive examinations:

Written examination:

Oral examination:

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Time: \_\_\_\_\_

4.3 Documents required\*:

Document no. 1: \_\_\_\_\_

Submission date: \_\_\_\_\_

Document no. 2: \_\_\_\_\_

Submission date: \_\_\_\_\_

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Other requirements: \_\_\_\_\_

Candidate signature: _____	Date: _____
Research director's signature: _____	Date: _____
<b>The committee's composition and the comprehensive examination modalities are approved.</b> Please proceed to the comprehensive examinations.	
CPES signature: _____	Date: _____

\* The candidate's research proposal, including a critical literature review, must be submitted by two weeks before the oral examination.