OTTAWA-CARLETON GEOSCIENCE CENTRE

ERTH 6908 – Ph.D. Comprehensive Examination

GUIDELINES AND PROCEDURES

GUIDELINES

The Ph.D. Comprehensive Examination is held to determine whether or not the student is adequately prepared for doctoral research in the chosen fields of study.

The examination must be completed within the **first 3 terms of initial registration**. The examination is conducted mainly at the senior undergraduate level. In consultation with the supervisor (or co-supervisors), the student will define three areas of specialization, of which at least one must be within the scope of a typical core curriculum in Earth Sciences.

The examination is conducted orally by an assembled board, which includes the student's supervisor and advisory committee, each member of the committee representing one of the areas of specialization, and is chaired by the chair of the department or his designate.

The Advisory Committee is typically comprised of **THREE** faculty members and must include: the thesis supervisor (or co-supervisors), one OCGC member from Carleton and an OCGC Member for the University of Ottawa. The composition of the Advisory board shall be communicated to the student by the end of the first term of registration in the program.

Following the examination, the board will judge the candidate's performance as satisfactory or unsatisfactory. If judged unsatisfactory, the candidate will either a) permitted to repeat the examination once, or b) pass conditionally or performing supplementary work to the satisfaction of the board, or c) required to withdraw from the program.

PROCEDURES

The supervisor should select the fields of examination and examiners in consultation with the student and advisory committee **in the 2nd term of registration . This date should be no later than 6 weeks** before the proposed date of comprehensive examination. The individual members of the examination board should be contacted prior regarding their willing to be a member of the board.

This form should be submitted to the Department for the Graduate Supervisor/Chair/Director of the Centre for approval and signature to approve the chosen fields and examiners.

When the form has been approved, the student can obtain their signatures on the form. The student shall be responsible for consulting the members individually before the examination, for their advice.

A thesis proposal should be completed and approved by the thesis supervisor(s). The thesis proposal should be submitted to the department **4 weeks** before the proposed date of comprehensive examination. The proposal must be read and approved by all examiners no later than **3 weeks** before the proposed date of comprehensive examination.

This form must be submitted to the Graduate Studies Administrator (2115 D HP) **3 weeks** before the examination date. All deadlines must be met or the comprehensive examination will be postponed until all procedures have been completed.