## **Appendix L – PhD Comprehensive Exam Memo**



**MEMO FOR PhD COMPREHENSIVE EXAM**

**DATE**:

**MEMBERS OF THE EXAMINATION COMMITTEE:**SUPERVISOR:  
SUPERVISORY COMMITTEE MEMBERS:  
EXTERNAL MEMBER: (optional)

**PhD STUDENT:**

Please be advised the doctoral student, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ completed his/her written comprehensive exams that were comprised of:

1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The written exams were deemed to be sufficient to progress to an oral exam.

The oral exam was undertaken on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and was chaired by \_\_\_\_\_\_\_\_\_\_\_\_*\_\_\_\_\_\_\_*. It began at \_\_\_\_\_\_ and finished by \_\_\_\_\_\_. The examination committee asked two/three rounds of questions. The order of questioning was \_\_\_\_\_\_, \_\_\_\_\_\_, \_\_\_\_\_\_, \_\_\_\_\_\_.

At [insert time], the student was sked to leave the room while the committee deliberated about his/her performance. The Examination Committee Members were unanimous/not unanimous about their decision to provide the student with a **Pass/Conditional Pass/Fail**. [*could include a few details*]

[*describe steps for follow-up, if any*]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comprehensive Exam Chair Signature

***Please complete this memo and provide a copy to the RHSC Program Assistant and the Chair of the RHSC Graduate Programs.***