

Quick start guide to creating your IDPhD comprehensive exam

Overview

Once all coursework is completed, students must **register for the Comprehensive Exam (comps) each and every term of each year** until the comps are completed. The course number and CRNs are here:

https://www.dal.ca/faculty/gradstudies/idphd/current_students/course_registration.html

The comps exam may consist of 1 – 3 individual components. Normally, there is both a written and oral component, but this is not required.

The student and supervisor, with advice from the supervisory committee, should decide on a *comps committee*. This committee does not have to have the same membership as the supervisory committee, although it often does; members should be chosen who have expertise in the subject(s) of the comps. Usually the examination committee will create the comprehensive examination plan.



Comprehensive Examination Plan

The committee SHOULD follow these guidelines to create a **written** comprehensive examination plan:

- 1) Student, supervisor, and supervisory committee agree on:
 - a) topics to be covered
 - b) depth of coverage
 - c) members of the comprehensive examination committee
- 2) Usually, the comprehensive examination committee decides on and creates the comprehensive examination plan, including consultation with the student
- 3) Formats are set for the entire comprehensive examination and each component
 - a) oral, written, applied
 - b) number of individual exams
- 4) Marking criteria are set.
 - a) Be sure to decide *a priori* if a second attempt will be permitted before a decision is reached on the outcome (the IDPhD permits one failure for each component before a component is considered a fail).
 - b) Failure to pass any component is considered a fail for the entire comps, unless an exception is requested and permitted.
- 5) Due dates for individual components are set (i.e. the date the student will begin the component, the date the component will be submitted for evaluation).
- 6) Roles of comps committee members are decided (e.g. Chief Examiner).
- 7) **The plan for the Comprehensive examination is submitted to the IDPHD by the supervisor/Chair of the examination committee.**
- 8) **The examination committee determines the outcome and provides the student with feedback in timely fashion.**

Source:
cla.auburn.edu

Ensuring your comps results are recorded

As each component is completed, please be sure to have your committee sign and **complete an IDPhD Comprehensive(s) Completion Form and submit** to the IDPhD office. This form can be found on the IDPhD website in the list of IDPhD forms. Note: EVERY member of the Comps committee must sign this report. A “pass” grade will not be entered into your GSIS record until all components of the Comps are reported as completed. Once the Director has been notified that all of the comprehensive components are completed, the Director will submit the grade to the Registrar.

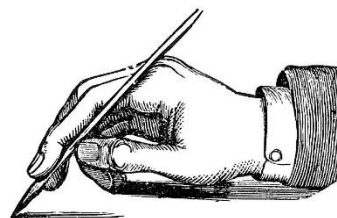
Please be sure to check your academic record when you do your annual progress report and make sure everything is accurate and the result of your comps has been entered in your record.

Don't forget to report on progress on comps in your annual progress report.

Comprehensive Examination Committee:

These guidelines should be followed in setting up the examination committee:

- The comprehensive examination committee MAY include all or some of the supervisory committee. At least one supervisor MUST be a member of the comprehensive committee and will serve as chair of the committee. Additional members of the comprehensive committee may be chosen, to provide needed expertise.
- The Chief Examiner for each component should be the person with most expertise in that component
- The committee ideally should consist of no more than 6 members in total, including the Chair.
- All members of the examination committee must remain on the committee until the examination is completed barring exceptional circumstances
- The IDPhD Director must be notified if examining committee members must be changed after the examination period has begun.



Failure to pass a comprehensive will result in academic dismissal. However, on the recommendation of the committee and IDPhD Director, a student may be readmitted and permitted to repeat the examination (once) within twelve months of readmission.