

PRELIMINARY EXAMINATION PLANNING FORM

To be completed by the student. This form is to be submitted to the Dal AC Graduate Studies Office **four (4) weeks BEFORE** the proposed date of the Preliminary Exam.

NOTE: Submit electronic copy of the Research Proposal and the Preliminary Examination Form Part 1 to pamela.sutherland@dal.ca **three (3) weeks** prior to date of the examination.

A. STUDENT INFORMATION

Name:	Student ID	Department
Address:		
Email:	Phone #	

B. RESEARCH AND SUPERVISORY COMMITTEE

1. Proposed Thesis Title:

2. Supervisory committee *(important that all information is completed below)*

Name	Phone #	email	Mailing Address
SUPERVISOR(S):			
Committee member:			
Committee member:			
Committee member:			
Committee member:			

C. PROPOSED DATES:

- A minimum of three possible times is required.
- Preliminary exams will normally be scheduled for 2.5 h, 9:00-11:30 am, or 1:30-4:00 pm
- If a different time is needed, please give time and reason in comment section.

AM					
PM					

Comments: _____

Required Signatures:

The above dates have been set aside in my schedule, and as a committee member I commit to being present for the Preliminary Examination. (The final time will be confirmed when arrangements have been made with the external examiner)

Name	Signature*	List dates for availability by video/telephone only

***An e-mail from the supervisor or committee member confirming these dates is acceptable in lieu of signature if that person is away from campus.**

D. SUGGESTED EXTERNAL EXAMINERS

List the names of three potential external examiners with their contact information, email and complete mailing address. Dalhousie faculty who are members of the Faculty of Graduate Studies may act as external examiners for Preliminary Examinations. (Supervisors or students will contact potential external examiners in advance to confirm willingness and availability to serve on the committee PRIOR to submission of this form)

Name	Phone	E-mail	Mailing Address	Signature (Grad Coordinator)

E. The student is responsible for bringing a laptop computer and ensuring prior to the preliminary examination that they can operate the audio visual equipment.

Graduate Student Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____