

## Comprehensive Examination Planning Form

To be **completed by the student in consultation with the supervisory committee**. This form is to be submitted to the Dal AC Graduate Studies Office **four (4) weeks BEFORE** the earliest proposed date of the Comprehensive Exam.

**NOTE:** Submit electronic copy of the Progress Report and Essay to [gradagri@dal.ca](mailto:gradagri@dal.ca) **three (3) weeks** prior to date of the comprehensive examination.

### Part A. Student Information

Student's Name	Student Number
Department	
Email	Phone #
Proposed Thesis Title	

### Part B. Suggested External Examiners

Identify three potential external examiners. External examiners for the Comprehensive Examination should come from outside of the Faculty of Agriculture. **Send the names and contact information to the Graduate Coordinator by email for approval.** After confirmation by the Graduate Coordinator that the external examiners are appropriate, the student and/or supervisor may begin coordinating with external examiners around scheduling.\* Any changes to the list must be approved by the Graduate Coordinator before proceeding.

Name	Phone	Email	Institution/ Department	Expertise

\*An e-mail from the external examiner confirming availability on the chosen date and time is forwarded to the Graduate Studies Office ([gradagri@dal.ca](mailto:gradagri@dal.ca)).

**Part C. Research and Supervisory Committee**

Name	Phone #	Email	Signature*
Supervisor(s)			
Supervisor(s)			
Committee Member			
Committee Member			
Committee Member			
Committee Member			

**\*Required Signatures:** An e-mail from the supervisor or committee member confirming these dates is acceptable *in lieu* of signature. The below dates have been set aside in my schedule, and as a committee member I commit to being present for the Comprehensive Examination. (The final time will be confirmed when arrangements have been made with the external examiner.)

**Note:** Not all supervisory committee members need to attend the Comprehensive Examination. As per the Comprehensive Exam Guidelines, the Examination Committee consists of a Chairperson, External examiner, the Supervisor(s), and at least two other members of the Supervisory Committee.

**Part D. Proposed Comprehensive Dates**

A minimum of three possible dates/times are required, in consultation with the supervisory committee. Comprehensive Exams will normally be scheduled for 2.5 hours, between 9:00-11:30 am, or 1:30-4:00 pm. If different timing is needed, please give time and reason in comment section.

Date (DD-MM-YY)					
AM					
PM					

**Comments:**

**Note:** For in-person/hybrid exams, the student is responsible for bringing a laptop computer and ensuring that they can operate the audio-visual equipment prior to the Comprehensive.

**Proposed Exam Format:**     In-Person             Hybrid             Virtual

**Student Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**Signature** \_\_\_\_\_