

Preliminary Examination Planning Form & Part 1

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 (gradagri@dal.ca) **four (4) weeks** before the proposed date of the Preliminary Exam.

NOTE: Submit an electronic copy of the **Research Proposal** to gradagri@dal.ca **three (3) weeks** prior to date of Preliminary Exam.

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. Dalhousie faculty who are members of the Faculty of Graduate Studies, but not in the student's department, may act as external examiners for Preliminary Examinations. **Send the names and contact information to the Graduate Coordinator by email for approval prior to submission of this form.** After confirmation by the Graduate Coordinator that the external examiners are appropriate, the supervisor may begin coordinating with external examiners around scheduling.* A potential external examiner should be asked to temporarily hold the prospective exam dates/times in their calendar. 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).

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 Preliminary. The final time will be confirmed when arrangements have been made with the external examiner.

Part D. Proposed Preliminary Dates

A minimum of three possible dates/times are required, in consultation with the supervisory committee.

Preliminary 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 Preliminary.

Proposed Exam Format: In-Person Hybrid Virtual

Have you had a committee meeting? Yes No

If yes, date: _____

Student Name _____

Date _____

Signature _____

Preliminary Examination Part 1

Student's Name:	Student Number:
Status (Full-time, Part-time):	Program Start Date:

Supervisory Committee

Name	Role (e.g. primary supervisor, member)	Department/Unit

Preliminary Examination Committee (see Note below)

Name	Role (e.g. supervisor, external, member)	Department/Unit

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

Courses completed, in progress, or to be taken

Course No.	Course title	Grade received

Mandatory Training Requirements

1. Does your research involve working with animals that require CCAC approval?

Yes No

- If yes, attach a copy of your certificate verifying you have completed the “Experimental Animal User Training” course.

2. Does your research involve working with human subjects?

Yes No

-If yes, attach a copy of your certificate verifying you have completed the Tutorial for the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans.

Synopsis of Research Proposal (1 paragraph only; please type this section)