

Checklist: Scheduling Comprehensive Examination

It is the responsibility of the student to schedule their comprehensive exam. Do this after your proposal has been approved by your committee. The comprehensive exam is attended by the **student, their supervisory committee**, and one of the **Zoology department's exam chairs**.

Currently the comprehensive exam chairs for Zoology are: Prof. Colin Brauner (brauner@zoology.ubc.ca); Prof. Vanessa Auld (auld@zoology.ubc.ca); and Prof. Chris Harley (harley@zoology.ubc.ca).

☐ **Choose one of these chairs**, and then contact them, your supervisor and the rest of your supervisory committee to schedule your exam. If one of these chairs is on your supervisory committee, you must choose someone else.

☐ If a member of the supervisory committee is not available because of leave, substitutions may be made. Please let the Graduate Program Manager know (zool.gradprgm@ubc.ca). Note that it is possible to have a member attend via Zoom.

Note that it is usually necessary to **schedule the exam more than a month in advance** to be able to find a time that fits everyone's schedules. Schedule 2.5 hours for the exam.

☐ **E-mail a copy of your research proposal** to the Graduate Program Manager (zool.gradprgm@ubc.ca) a minimum of 2 weeks before the comprehensive examination date.

☐ Once the date/time is set, please **book a room**. If you would like to book either BioSci 4223 or BioSci 4227 you can do so [online](#). If you have difficulties booking the room, email info@zoology.ubc.ca

☐ If one of your committee cannot attend in person but will attend over Zoom, **schedule the Zoom meeting** (in addition to the physical room) and send everyone the link. The Graduate Program Manager can help with this if asked. Please inform the chair about who will attend remotely.

☐ Please let the Graduate Program Manager know the date/time and location of your comprehensive examination.

After the exam: When you pass, have the Advancement to Candidacy form with your supervisor's signature, and send it to the Graduate Program Manager for the Graduate Advisor's signature.