



# REPORT ON THE COMPREHENSIVE EXAMINATION

Doctoral Candidate: \_\_\_\_\_ Date of Exam: \_\_\_\_\_

**Committee Members Present:**

Chair: \_\_\_\_\_

Supervisory Committee:

_____	_____
_____	_____
_____	_____

**Proposed thesis title:**

\_\_\_\_\_

\_\_\_\_\_

Outcome of examination:

- 1. Unconditional pass
- 2. Conditional pass
- 3. Re-examination required
- 4. Fail

**Comments:** Please highlight the committee's recommendations. Comment on the handling of the questions, outline any differences of opinion within the committee, and describe any special concerns. In the case of an unsatisfactory comprehensive examination, recommend the process to be followed. Continue overleaf or on separate page if necessary.

Next Committee Meeting Date: \_\_\_\_\_

Name & Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name & Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name & Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name & Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature (Candidate): \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor to return to: Candidate, all members of the committee and the Graduate Advisor, Department of Civil Engineering

(Please find guidelines on back page)



### Guidelines

Each Ph.D. Candidate in Civil Engineering is required to present in writing, and to defend orally, a research proposal. The purpose of the research proposal and its subsequent oral examination is to demonstrate to the Candidate's supervisory committee that the Candidate has the knowledge and ability to pursue a Ph.D. in their chosen field. The Comprehensive Examination will include questions of a fundamental nature that are relevant to the proposed research topic. All candidates shall complete the research proposal and schedule the oral examination within 24 months of starting their Ph.D. program. The Comprehensive Exam cannot be held until a student has successfully completed their coursework. Written letters need to be submitted to the graduate advisor from the student and their supervisor if an extension for the comprehensive exam is required for special cases, with a maximum of one-year extension.

The research proposal, not exceeding 25 double-spaced pages, will consist of a cover page, a table of contents, a main body, tables, figures, and a reference list. The research proposal will include: a statement of the research questions to be explored, a literature survey that provides a critical evaluation of previous work, and a description of the methodology to be employed. The proposal should end with a justification of the research as a potentially significant contribution. Also, students shall include a Gantt chart schedule indicating the various stages of the proposed research program as well as the estimated time for completing each stage. The written proposal, if acceptable to the Candidate's supervisor(s), will be made available to the supervisory committee at least 10 business days before the scheduled date of the examination.

The defence of the research proposal will be chaired by a faculty member appointed by the departmental Graduate Advisor. The chair will be someone other than one of the supervisory committee members. The defence will consist of a brief (no more than 20 minutes) oral presentation by the Candidate summarizing the highlights of the proposal, followed by a longer period of questions from the supervisory committee. The first round of questions will assess the breadth of the candidate's knowledge in the proposed field of research. The second round of questions will be specific to the research proposal that the candidate intends to pursue. The Candidate is permitted to meet with individual committee members prior to the oral examination to discuss the scope of the first round of questions.

After both questions period are over, the Candidate will be asked to leave the room. The supervisory committee will then discuss the Candidate's performance and decide on one of the following possible outcomes:

1. The Candidate passes unconditionally, in which case the Candidate would be expected to proceed immediately with research in the area proposed.
2. The Candidate passes, but only conditionally. Because of perceived weaknesses in their background understanding or research plans, the Candidate will be required to fulfill requirements specified by the supervisory committee (e.g., remedial courses, supplemental literature reviews, etc.) in addition to carrying out the proposed thesis work. The supervisor(s) will be responsible for monitoring the Candidate's progress and for ensuring that these additional requirements are satisfactorily completed.
3. The Candidate is asked to appear for re-examination at a date to be set by the supervisory committee. The Candidate may be asked to improve or modify all or parts of their proposal and to present it again at that time, and/or the Candidate may be asked to study areas of basic science and/or engineering underlying the proposal.
4. The Candidate fails and is asked to withdraw from the Ph.D. program.

Once the Candidate has unconditionally passed the Comprehensive Examination, the Faculty of Graduate and Postdoctoral Studies will be notified and the Candidate will be formally admitted to Candidacy.