

GUIDELINE FOR BIOL 850 QUALIFYING EXAM UNDER COVID 19 ERA

PART 1: EVALUATION OF THE PROPOSAL

- 1) When the PhD proposal is completed, the supervisor sends an email to Kelly confirming the student is ready to proceed with the qualifying exam
- 2) The student submits the proposal to Kelly
- 3) The supervisor submits the name of the examining committee members (supervisor + 2 committee members + 2 external examiners) to Kelly, and arranges for a potential date for the defence (about 4 weeks from the submission date)
- 4) The GPD appoints a chair (normally one committee member will act as chair)
- 5) Kelly sends the proposal out for review to the examining committee along with the EXAMINERS EVALUATION FORM, and indicates the date by which the forms should be returned to the CHAIR and to her (normally 14 days from the day she sends the document out).
- 6) Kelly sends the BIOL 850 RESEARCH PROPOSAL EVALUATION REPORT form to the chair
- 7) @The chair:
 - The chair has a maximum of one week to complete the PROPOSAL EVALUATION REPORT. The chair summarises the information from the examiners evaluation forms and comes up with a consensual decision (based on simple majority), and approved by the examining committee. Two outcomes:
 - (i) **SATISFACTORY:** _____

The student will then arrange for an oral examination based on the approved written document. The oral examination should be held about one week from the date the document is approved.

(ii) **UNSATISFACTORY:** _____

The committee must provide detailed feedback to the student on how to improve the document. In this case, the student will normally have two to three months to resubmit the document. In which case the same process described above is repeated. If a second UNSATISFACTORY grade is assigned, or if the document is not submitted within this time frame, the student will be prohibited from continuing in the PhD program.

PART 2: ORAL EXAMINATION

- 8) After receiving the PROPOSAL EVALUATION REPORT, Kelly sends a message to the committee and the student, confirming exam date and time.

9) The oral examination will take place using zoom and will include an oral presentation (about 20 minutes) followed by rounds of questioning to probe the knowledge of the student relevant to their proposal.

10) The committee will the vote, by simple majority, for one of the following 3 outcomes:

(i) PASS_____

The student is admitted to candidacy

(ii) CONDITIONAL PASS_____

the committee will decide what is required for the student to PASS. If the student is required to redo the oral exam it must be done within 2 months. Students may also be required to do more coursework, workshops or assignments. Once successfully completed in a time frame determined by the committee, but usually as soon as possible, the grade will be changed to PASS. Only one CONDITIONAL PASS can be assigned.

(iii) FAIL_____

The student will not be permitted to continue in the PhD program

11) The chair sends the BIOL 850 FINAL REPORT form to Kelly