Supervisory Committee
A supervisory committee is formed for each Ph.D. student. This committee must include:

- The thesis supervisor(s)
- Two (2) internal members of CIISE
- One member external to the candidate’s program, within the Faculty of Engineering and Computer Science
- Other members appointed at the discretion of the supervisory committee, with the agreement of the Graduate Program Director.

The Graduate Program Director or a delegate presides over the deliberations of the supervisory committee. The deliberations are based on a majority vote. In the case of thesis co-supervisors, the co-supervisors share one vote.

Comprehensive Examination (ENCS 8501) – Students must have completed 12 credits of course work before writing the comprehensive examination (ENCS 8501), and be in good academic standing. The comprehensive examination is taken within 12 (24) months after the first registration as a full-time (part-time) student in a PhD program.

The objective of this examination is to test the research skills and fundamental knowledge of the student. It includes: 1) a written report and 2) an oral examination.

1) Written Report:

Students must read and assimilate the content of 3 major research articles in the research area in question that are selected by the thesis supervisor and approved by the supervisory committee and the Graduate Program Director.

Doctoral students must study the selected articles and conduct an in-depth review of the literature in the assigned field of study, write and submit to the Supervisory Committee:

- A 20 to 30-page comprehensive summary report, not including reference pages
- Using 11-12 point Font
- 1.5 spacing
- 1-inch/2.5 centimeters margin on all sides.

Completion Deadline: The written report must be completed within one month of the date when the doctoral student receives his or her written examination assignment.

Submission Deadline: Doctoral students must submit an electronic copy of their written report to the Graduate Program Coordinator (graduate@ciise.concordia.ca) and Supervisory Committee members at least three weeks in advance of the oral presentation date.

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1 If deemed necessary by the Supervision Committee, the number of required articles can be changed to suit the student’s research area.
2) Oral Presentation:

Doctoral students must then give a **30-minute oral presentation** to the supervisory committee, which is presided by the Graduate Program Director (or a delegate), followed by a question period. During the question period, the committee may ask students questions about the report, the documents studied, the literature review and any related fundamental knowledge.

At the end of this process, the committee will announce that the student concerned has passed, passed with conditions (e.g., the student must take one or more courses that are considered necessary by the committee) or failed the comprehensive examination. When students fail, they are permitted to repeat the entire process only once.

It should be noted that the comprehensive exam is the student’s own work and it is the student’s responsibility to satisfy all of the above requirements without seeking assistance from the supervisor(s) in the preparation of the report.

**Summary of Comprehensive Exam Steps**

- **Step 1:** The thesis supervisor(s) assigns his or her doctoral student 3 major research articles, which must also be sent (preferably by email) to the Graduate Program Director and Supervisory Committee for approval.

- **Step 2:** The student must complete a written report within 1 month of the date when receiving his or her written examination assignment.

- **Step 3:** The student must submit an electronic copy of his or her written report to the Graduate Program Coordinator (graduate@ciise.concordia.ca) and Supervisory Committee **at least 3 weeks in advance** of the oral presentation date.

- **Step 4:** After receiving the confirmed date/time of the oral presentation from the supervisors(s), the Graduate Program Coordinator prepares the appropriate forms, books the room, and sends email reminders to the Supervisory Committee and student of the presentation date/time/room.

- **Step 5:** The student must give a 30-minute oral presentation to the Supervisory Committee, which is presided by the Graduate Program Director (or a delegate), followed by a question period.