



Ph.D. COMPREHENSIVE (QUALIFYING) EXAMINATION

The following regulations pertain to the Ph.D. Comprehensive (Qualifying) Examination.

Scope and Purpose of the Examination

The examination should ascertain whether the student is able to demonstrate a satisfactory comprehensive knowledge, to the B.Sc. level, of a sub-discipline of Chemistry, chosen from analytical, biological chemistry or biochemistry, inorganic, nanoscience, organic, physical-theoretical and polymer, as well as a more advanced knowledge in areas related to his/her research. In special cases, a combined examination covering parts of more than one sub-discipline may be required. The scope of the examination will be defined for the student by the student's Ph. D. Advisory Committee. Normally this will involve the specification of a suitable text or sections of texts to define the coverage and level of knowledge expected.

Conduct of the Examination

The examination will normally be of the oral type. To facilitate the selection of topics to be covered, the student will present a research seminar [Chemistry 795(0)] not more than 6 months after entry into the program for regular students and not later than 6 months after returning from work term for Co-op students. Immediately following the Chemistry 795(0) presentation, the student's Ph. D. Advisory Committee, in consultation with the student's supervisor(s), will define the topics to be covered. The Comprehensive/Qualifying Examination will be scheduled to occur within 6 weeks of the Chemistry 795(0) presentation. Two weeks before the examination, members of the Examining Committee will submit possible questions in writing to the Director. The Director uses these questions to construct an examination paper which meets the criteria defined above as Scope and Purpose. This may well entail solicitation of further questions in a particular area. The candidate is given the paper 30 minutes before the examination and allowed to collect his/her thoughts, write down formulae, etc. In general, the student will be asked to complete 6 questions chosen from among the 9 on the examination paper. There will be an approximate time limit of 15 minutes per question. The student may, if he/she so desires, request one ten minute break in the proceedings to gather his/her thoughts.

Results of the Examination

The results of the examination will be based on majority vote. In the case of failure, if the student wishes to repeat the exam, the Centre Office will reschedule the exam in **not less than two months and not more than four months from the date of the original exam**. Two failures will require the student to withdraw. Please note that only the following results of the Ph.D. Comprehensive (Qualifying) Examination are possible:

- Pass
- Pass. The Examining Committee may recommend the addition of a particular course to the student's course schedule; it will be the responsibility of the Supervisory Committee to ensure that this course is taken.
- Fail, with the opportunity to retake the examination in not less than two months and not more than four months from the date of the original exam

Regardless of the outcome of the examination, the Director will provide a brief written report to the student and his/her supervisor conveying the results of the examination, and indicating any remedial action to be taken. The purpose of the report is to provide guidance for the student's further study.

Timing

The Comprehensive/Qualifying Examination will be scheduled to occur within 6 to 12 weeks of the Ph.D. Seminar presentation, but must be within the second term. Normally, this means that the Comprehensive/Qualifying Examination will be scheduled not later than 8 months after entry into the

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(GWC)² Website: <http://www.gwc2.on.ca>

program for regular students and not later than 8 months after returning from work term for Co-op students.

Students who have not booked and held their PhD Seminar by the stipulated deadline, and have not been in contact with the (GWC)² to discuss the issue, are advised that they still must complete the PhD Oral Comprehensive in the second term of their program (fifth term of the PhD Direct from the Bachelor's program). If the PhD Oral Comprehensive Examination is held after the second term (or fifth term for the PhD Direct from Bachelor's) it is evaluated in terms of a first-time failure.

Procedures

- ✓ The responsibility for scheduling and chairing the Examination is the Director's. In addition, the Supervisor is responsible for providing the (GWC)² with the members of the Examining Committee based on the recommendation of the Advisory/Supervisory Committee.
- ✓ The Examining Committee is made up of:
 - The Director or his delegate (chairperson) and
 - Three faculty members from Guelph and Waterloo, all of whom may be members of the Advisory/Supervisory Committee, and one of whom may be a non-Centre member. The student's Advisory/Supervisory Committee will make recommendations for three Examining Committee members immediately following the student's Chemistry 795(0) presentation. The Examining Committee will normally include some or all of the supervisory committee, but will not include the student's supervisor.

NOTE: The Examining Committee is normally constituted so as to include representation from both campuses of the Centre.
- ✓ The most recent report of the Advisory/Supervisory Committee will be made available to the Comprehensive/Qualifying Examining Committee.