



## Comprehensive Exam Meeting Checklist

To be admitted to candidacy and to continue in the Program, the candidate must have their Research Proposal accepted and successfully pass the oral comprehensive exam. Normally this will be completed by the start of the third year of enrolment in the graduate program.

A pre-comprehensive meeting is held 3 months before the comprehensive exam and includes the student and Examining Committee (including the External Examiner, but not the Chair). The goal of this meeting is to set up parameters for the comprehensive exam. The comprehensive examination is held a few months after the pre-comprehensive meeting, and has both a written and an oral component. Please use the follow checklist to help prepare for the pre-comprehensive and comprehensive exams.

### Timeline

To see a sample timeline of your progress through the Graduate Program, please visit <https://neuroscience.centreforbrainhealth.ca/current-students/how-long-should-it-take-complete-neuroscience-graduate-program>.

6 months before comprehensive exam	Meet with supervisor
4 months before pre-comprehensive exam	Invite external examiner
2-3 months before pre-comprehensive exam	Schedule pre-comprehensive exam meeting
1 Week Prior to Pre-Comprehensive Exam	Send a title and one-page summary of your Research Proposal to the Examining Committee
3 months before comprehensive exam	Hold pre-comprehensive exam
1 Week after Pre-Comprehensive Exam	Share notes with Examining Committee and Graduate Program
2-3 months before comprehensive exam	Schedule comprehensive exam
1 month before comprehensive exam	Contact Neuroscience Graduate Program to request a chair

### Getting Started

Task	Completed
Read Graduate and Postdoctoral Studies policy: <a href="https://www.grad.ubc.ca/faculty-staff/policies-procedures/comprehensive-examination">https://www.grad.ubc.ca/faculty-staff/policies-procedures/comprehensive-examination</a>	
Read Neuroscience policy: <a href="https://neuroscience.centreforbrainhealth.ca/current-students/comprehensive-exam">https://neuroscience.centreforbrainhealth.ca/current-students/comprehensive-exam</a>	
Finish coursework	



Meet with supervisor to discuss Examining Committee and select an External Examiner	
Schedule Pre-Comprehensive Exam meeting (Try <a href="#">Doodle</a> or <a href="#">When2Meet</a> )	
1 Week Prior to Pre-Comprehensive Exam Meeting: Send a title and <b>one-page</b> summary of your Research Proposal to the Examining Committee	

**Pre-Comprehensive Exam (Held 3 Months Before Comprehensive Exam)**

Task	Completed
Have meeting	
Take notes on discussion of meeting	
1 Week After: Share notes with Examining Committee and Graduate Program ( <a href="mailto:ubc.neuroscience@ubc.ca">ubc.neuroscience@ubc.ca</a> )	
Create PowerPoint slides for Comprehensive Exam (20-30 minutes)	

**Preparing for the Comprehensive Exam**

Task	Completed
2-3 Months before Exam <ul style="list-style-type: none"> <li>Schedule Comprehensive Exam -Book the room early and make sure it has the equipment you need (projector, screen, white board, etc.)</li> <li>Contact <a href="mailto:ubc.neuroscience@ubc.ca">ubc.neuroscience@ubc.ca</a> to request a chair for your exam</li> <li>Meet separately with your committee members to go over subjects of study early in the process</li> </ul>	
2 Weeks before exam <ul style="list-style-type: none"> <li>Send full proposal to committee</li> </ul>	
1 Day before Exam <ul style="list-style-type: none"> <li>Send an email reminder with date, time and location to all committee members</li> <li>As a reminder, your supervisors are not required to attend</li> </ul>	

**Comprehensive Exam**

Task	Completed
Arrive early the day of the exam to set up the room and prepare	
If you successfully complete the comprehensive exam, complete the Recommendation for Advancement to Candidacy form and return it to <a href="mailto:ubc.neuroscience@ubc.ca">ubc.neuroscience@ubc.ca</a>	
If comprehensive exam needs to be retaken, reschedule new date and work on proposal	

