

PHD COMPREHENSIVE EXAM REQUEST

PhD students are required to complete their comprehensive examination normally within the first four (4) sessions of registration (i.e. prior to the end of the Fall term of Year 2). The schedule should be discussed with the Graduate Office and/or Director of Graduate Studies during Year 1. Direct Entry PhD students should complete their comprehensive examination by the end of the Fall term of Year 3.

The Comprehensive Exam Committee is normally made up of at least three members: the prospective dissertation supervisor from the Department, and members of the Department or other relevant graduate departments/affiliate institutions. Students will meet with the Examination Committee in order to define the areas of the examination, the length of study, and such readings and special topics as deemed appropriate.

The comprehensive exam consists of three parts:

- 1) Written exam (in-house) focusing on one of the four fields (Ancient, Medieval, Renaissance/Baroque, Modern). Students are given two sets of three (3) questions, and must answer one (1) from each set in the time allotted.
- 2) Written exam (take home) on the dissertation field. Students are given a choice of three (3) questions for each of the written portions and must answer one (1) in the time allotted.
- 3) Oral exam discussing the first two.

A typical comprehensive exam schedule is as follows:

Day	Time	Examination
1	9:30am-4:30pm (1 hr lunch break)	In-House Written Exam
1	4:30pm	Receive Take Home Exam Questions
4	4:30pm	Submit Take Home Exam Answer
8	Determined by student/committee	Oral Examination chaired by Director of Graduate Studies

Students should propose an Oral Examination schedule for which all Committee members have been confirmed as available for.

If a student fails the comprehensive examinations, one further attempt is allowed, no more than three months later. A second failure results in the immediate removal of the student from the program.

Student Name: _____

Student Number: _____

Start Date of PhD: _____

General Area of Study: _____

Proposed Dissertation Area: _____

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Proposed Comprehensive Examination Dates (DD/MM/YYYY):

Written (In House): _____

Written (Take Home): _____

Oral Exam (include time): _____

Comprehensive Exam Committee Members:

Print Names and Department/Institution. If member is not from the Graduate Department of Art, provide member's email address.

Supervisor: _____

Co-supervisor
(if applicable): _____

Member: _____

Member: _____

Member: _____

Student Signature

Supervisor Signature

Date (dd/mm/yyyy)

Date (dd/mm/yyyy)