



Hello School of Engineering Research Faculty,

To plan a Comprehensive or Proposal Exam:

Make sure to send in the documents no less than 2 (two) weeks in advance for the exam to engineering.graduate@ubc.ca

Find the appropriate form on the School of Engineering Website:

Comprehensive: <https://engineering.ok.ubc.ca/resources/forms/phd-comprehensive-knowledge-examination-scheduling-form/>

Proposal: <https://engineering.ok.ubc.ca/resources/forms/phd-research-proposal-examination-scheduling-form/>

You will also need to submit a PDF copy of the proposal at this time. Please also distribute it to the committee members at this time.

Some important dates:

The **Comprehensive** should be done no later than **18 months** after the start of the program. (If there is reason to schedule this exam outside of this time frame, please consult with Dr. Siddiqua about an extension)

The **Proposal** must be completed with **36 months** of the start of the program (If it is not possible to meet this deadline, it is necessary to fill out this COGS form - <https://gradstudies.ok.ubc.ca/resources/forms/request-for-extension-to-time-allowed-for-advancement-to-candidacy-form/>)

At this time, we will create a calendar hold and invite all participating parties. If a room is required we will also book that. Once the defense has been approved by the College of Graduate Studies, you will get an email from them and our office will set up a zoom/room assignment. We will also book IT services if the exam is scheduled to be hybrid.

If you create a calendar hold yourself, please invite brittany.parr@ubc.ca to the calendar hold. That way, we can keep track of the scheduling process on our end.



REGARDING CHAIR SELECTION: We require these forms a minimum of 2 weeks in advance of the exam. If you give us an extra week we would be happy to look for a chair on your behalf. Please use the information sent out by Sumi to find someone who still has capacity. Of course, if you have a chair in mind you can select them.

Chair Requirements:

Must be a UBC Okanagan Faculty Member;

Must be a Tenure-Stream Faculty – nobody on a term contract;

Must not be the same specialty (CIVIL,ELEC,MECH) as the supervisor or student, also, if the chair supervises many students in the same discipline it is considered too close;

Can be a Teaching Faculty if not on a term contract;

Can be from a different faculty if they meet the above requirements.

Please send all documents to engineering.graduate@ubc.ca