

## Comprehensive Examination Planning Form

To be **completed by the student in consultation with the supervisory committee**. This form must be submitted to the Dal AC Graduate Studies Office ([gradagri@dal.ca](mailto:gradagri@dal.ca)) **four (4) weeks BEFORE** the earliest proposed date of the Comprehensive Examination.

**NOTE:** Submit an electronic copy of the Progress Report and Essay to [gradagri@dal.ca](mailto:gradagri@dal.ca) **three (3) weeks before** the date of the Comprehensive Examination. This allows for sufficient time for review by your examining committee.

### Part A. Student Information

Student's Name	Banner Number
Department	
Email	Phone Number
Proposed Thesis Title	

### Part B. External Examiner

**\*IMPORTANT\*** Before submitting this form: Identify three potential external examiners. External examiners for the Comprehensive Examination must come from outside of the Faculty of Agriculture. **Send the names, contact information, and area of expertise of the potential external examiners to the Graduate Student Office at [gradagri@dal.ca](mailto:gradagri@dal.ca) for approval prior to submission of this form. In this email, please include your proposed thesis title.** After receiving confirmation that the external examiners are appropriate, your supervisor may begin coordinating with external examiners around scheduling. Any changes to the list must be approved by the Graduate Coordinator before proceeding.

### Approved/Confirmed External Examiner

Name	Phone	Email	Institution/ Department	Expertise

**\*The external listed above must be approved before submitting this form. An e-mail from the external examiner confirming availability must be forwarded to the Graduate Studies Office ([gradagri@dal.ca](mailto:gradagri@dal.ca)).**

### Part C. Research and Supervisory Committee

Name	Phone #	Email	Signature*
Supervisor(s)			
Supervisor(s)			
Committee Member			
Committee Member			
Committee Member			
Committee Member			

**\*Required Signatures:** An e-mail from the supervisor or committee members confirming these dates is acceptable *in lieu* of signature. The emails should confirm that the dates below have been set aside in their schedule, and that they commit to being present for the Comprehensive. The final time will be confirmed when arrangements have been made with the external examiner.

### Part D: Proposed Comprehensive Examination Dates

A minimum of three possible dates/times must be proposed in consultation with the supervisory committee.

Comprehensive Exams will normally be scheduled for 2.5 hours, between 9:00-11:30 am or 1:30-4:00 pm. If different timing is needed, please give time and reason in comment section.

Date (DD-MM-YY)					
AM					
PM					

**Comments:**

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**Proposed Exam Format:**

☐ In-Person      ☐ Hybrid      ☐ Virtual

**Note:** For in-person/hybrid exams, the student is responsible for bringing a laptop computer and ensuring that they can operate the audio-visual equipment prior to the exam.

**Student Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature** \_\_\_\_\_