

Department of Kinesiology, McMaster University TODAY'S DATE:   
**COMPREHENSIVE EXAMINATION - PhD SUPERVISOR'S ARRANGEMENTS**

Student:

General Topic:

Committee member 1:

*include affiliation &  
contact information*

Sub-topic:

Committee member 2:

*include affiliation &  
contact information*

Sub-topic:

Committee member 3:

*include affiliation &  
contact information*

Sub-topic:

***PLEASE NOTE: Committee members EXTERNAL to McMaster must receive SGS approval before the committee sits. Please ensure such approval is sought at least one month before committee plans to sit.***

***PLEASE COMPLETE ALL HIGHLIGHTED SECTIONS***

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Student:

Reading Start Date:

*Reading begins no earlier than 8 wks before intended written exam; committee members may each provide UP TO fifteen (15) readings for a student. Citations only; no links, no abstract shall be included. Please copy the reading list to the Grad Administrator.*

Written Date:

*8 wks after reading begins*

Room:

Time:

Oral Date:

*1 wk after written exam is complete*

Room:

Time:

Checklist for progression through the process

- Reading lists sent to Grad Administrator
- Rooms, times, dates, A/V equipment & USB booked through Grad Administrator
- Committee members are confirmed to attend
- External members approved by SGS
- Comprehensive exam Chair confirmed through Grad Administrator
- Received questions from committee members; copy to Grad Administrator
- Reconfirm arrangements with Grad Administrator the day before written
- Receive answers from Grad Administrator (*if answers are received direct from student, copy same to Grad Administrator*)
- Confirm that all answers are sent to all committee members
- Confirm that answers are sufficient to allow oral to proceed; inform chair & Grad Administrator
- Reminder 1 day before oral to committee and Grad Administrator
- Confirm paperwork has been prepped for the Comprehensive Chair
- Following oral, Chair confirms that paperwork has been completed
- Chair returns paperwork to Grad Administrator
- Paperwork submitted to SGS by Grad Administrator to update student's file

**PLEASE COMPLETE ALL HIGHLIGHTED SECTIONS.**