

PhD Comprehensive Examination Plan - EBC9998

Student ID:
Student Name: Email:
Student Signature:

Supervisor Name: Email:
Supervisor Signature:

Co-Supervisor Name: Email:
Co-Supervisor Signature:

TAC Professor 1 Name: Email:
TAC Professor 1 Signature:

TAC Professor 2 Name: Email:
TAC Professor 2 Signature:

Written Exam Format (*select one*)

Written Exam Specific Areas for each field:

Primary:

Secondary:

Tentative Time Table

Expected Date Reading List to be provided to CBY - 111

Expected Date Questions to be provided to CBY - 111

Expected Date(s) Student will receive Written Exam from CBY - 111

Expected Date Student will return Written Exam to CBY - 111*

Expected Date of Oral Exam

** Applicable if the exam is Take-Home or Essays format*

Indicate whether CBY-B111 or Supervisor is responsible for making all arrangement for oral exam, including selecting a chair (can be a member of TAC), and scheduling a room

Comments:

Associate Director:

Date:

Signature:

E-Business Comprehensive Exam Process

Registration Form

By the time the student registers to the Comprehensive Exam, a comprehensive exam plan should be on file that is signed by the student, all TAC members, and the Associate Director for the student's primary field. A tentative schedule (date reading list will be finalized, start and due dates for written exam, and date for oral) is specified. The plan should specify the format and specific areas for the written exam. The format and length of time for the oral exam is fixed. Similar to a thesis proposal (but no presentation), it is a maximum of 3 hours in length with each examiner taking turns, in two rounds, asking questions or giving feedback related to the written exam (or the reading list). There is a chair for the oral exam and the chair can be a member of the TAC.

Reading List

Before the end of the first semester, a comprehensive exam reading list will be filed and signed by the student, the TAC and the Associate Director for the student's primary field. It specifies the two topics, the readings to be referenced, and who will be responsible for setting the questions for each topic.

Dates for Written and Oral Exams

Normally, the **due date** for the completion of the written exam is a minimum of 3 months after the reading list is put on file, but it can be a shorter period of time, as agreed to by the student, the TAC and the associate director for the student's primary field. The **start date** for the written exam can be any time after the reading list is officially put on file up to and including being the same day as the **end date** (i.e. written exam completed in one day). The oral exam must take place a minimum of one week and a maximum of 4 weeks after the written exam is completed. The TAC must indicate that the written exam is of acceptable quality before the oral exam can take place. The comprehensive exam, written and oral, must be passed no later than the 5th semester of registration in the program for the student.

As stated in the official university calendar entry for E-Business PhD:

<http://www.grad.uottawa.ca/Default.aspx?tabid=1727&myControl=SubjectDetails&SubjectId=182>

"A student who fails either component of the exam is allowed to repeat it the following session. A second failure in either component leads to withdrawal from the program. The Comprehensive Examination must normally be completed within 4 sessions of commencing the program and, at the latest, by the end of the fifth session. Failure to sit and pass the examination by the deadline counts as a failure."

Exam Questions

No later than the earlier of either the **start date** or one month before the **end date** of the written exam, a copy of the exam questions must be put on file that is approved by all members of the TAC and the associate director for the student's primary field. Usually, there are two questions: one for the primary field and one for the secondary field of the student. They may be multi-part questions (e.g. in the case of an "exam-style" written exam completed in one day) and they may be open-ended questions requiring research and investigation guided by the reading list (e.g. in the case of a "paper-style" written exam which takes weeks to complete). The intent is to ensure that the student is suitably prepared for officially starting their PhD thesis work in their chosen field.