

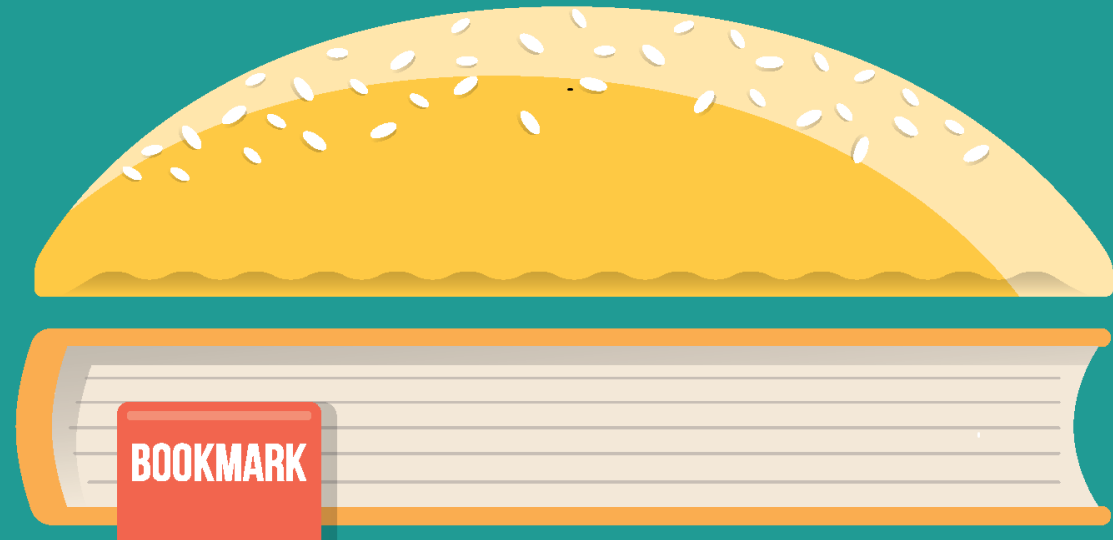
Welcome to  
**GRAD-YOUR-  
LUNCH**

STARTER TOPIC |  
COMP EXAMS

UBC Forestry

Grad Student Services

# GRAD-YOUR-LUNCH!



THE UNIVERSITY OF BRITISH COLUMBIA

Faculty of Forestry

# PATH FROM PROPOSAL, TO COMP, TO ATC!

1. **Resources** - Review GradBook | [LINK](#) – PAGE 30-35
2. **Proposal** – close to final draft or approved proposal
3. **Pre-Comp** (2-3 months prior to comp exam)
4. **Comp Exam** | Part 1 – **Prep** | Part 2 - **Exam**
5. **Advancement to Candidacy (ATC)**



# PROPOSAL

## PRACTICAL TIPS + GUIDANCE

### FRST GRADBOOK QUOTE | PG 30

<https://forestry.ubc.ca/wp-content/uploads/Forestry-Gradbook.pdf>

*The candidate is expected to review the literature and develop research questions and methodologies to be used in subsequent research carried out for the dissertation requirement of the PhD degree.*

*Develop proposal in consultation with your supervisor. Contents of the proposal and the proposed research should be discussed at a committee meeting (discussion, **not** an examination). Committee to make a decision whether the proposed thesis is feasible and is appropriate for doctoral research.*

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- **STUDENT** | communicate with supervisor / discuss expectations + timing
  - **SUPERVISOR** | should approve draft prior to sending to committee (min 2-3 weeks in advance of a committee meeting – **not** exam)
  - **GRAD OFFICE** | no direct involvement at this stage



# PRE-COMP

## PRACTICAL TIPS + GUIDANCE

### FRST GRADBOOK QUOTE | PG 31

<https://forestry.ubc.ca/wp-content/uploads/Forestry-Gradbook.pdf>

*At least 2-3 months prior to the examination, it is required that the student and Supervisor schedule a pre-comprehensive meeting with the Associate Dean to discuss examination format, student's preparation plan, status of the research proposal, choice of Non-departmental Examiner (NDE), and any other concerns or questions the student may have.*

*FORMAT | 30 minutes, in person, student, supervisor, G+PS AD*

- 
- **STUDENT** | email [julie.morey@ubc.ca](mailto:julie.morey@ubc.ca) to request a pre-comp meeting
  - **SUPERVISOR** | should be cc'd on request
  - **GRAD OFFICE** | will offer 2-3 dates / times for AD availability



# COMP EXAM

## PART 1

### PREP

## PRACTICAL TIPS + GUIDANCE

### FRST GRADBOOK QUOTE | PG 31

<https://forestry.ubc.ca/wp-content/uploads/Forestry-Gradbook.pdf>

**SCOPE** | *Before the exam, the Examination Committee defines (to student) areas and scope of questioning. Each member of the Committee will cover an area of questioning and will define the limits of that area.*

**PROPOSAL STATUS** | *Students must have a draft research proposal and distributed it to their Supervisory committee before taking the Comprehensive Exam. The proposal does not have to be approved by the Supervisory committee prior to the exam, but should be in a sufficient state that the examining committee will be able to understand the student's areas of general and specific interest.*

- 
- **STUDENT** | email [julie.morey@ubc.ca](mailto:julie.morey@ubc.ca) to request a comp exam date / time
  - **SUPERVISOR** | should be cc'd on request
  - **GRAD OFFICE** | will offer 2-3 dates / times for AD availability / or alternate chair



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# COMP EXAM

## PART 1

### PREP - NDE

#### PRACTICAL TIPS + GUIDANCE

#### FRST GRADBOOK QUOTE | PG 33

<https://forestry.ubc.ca/wp-content/uploads/Forestry-Gradbook.pdf>

***Who can be my NDE?*** | *The NDE must be from a Faculty of Forestry department outside of the Supervisor's, or from another UBC department, and is normally a member of G+PS. The NDE should have expertise in the student's area of research or a related field, but must have an arm's-length relationship with the student. In cases where all members other than the supervisor are from another faculty/department, the NDE may be selected from the same department as the supervisor, if approved by the Associate Dean.*

*If the student and supervisor are unable to find a suitable NDE from within UBC, exceptions will be made on a case-by-case basis where the following conditions are met:*

- *Expertise in the student's area of research*
- *"Arm's Length" relationship with student (e.g. sufficiently distant)*
- *"Arm's Length" relationship with supervisor (lack of research collaboration, co-authorship, mentoring, teaching)*



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# NDE “Arm’s Length”

## PRACTICAL TIPS + GUIDANCE

### G+PS GUIDELINES| [LINK](#)

*FRST NDE policy aligns with Doc Exam requirements*

### *What is considered “Arm’s Length”*

A person is ineligible to serve as External Examiner if, with respect to the Candidate or any member of the Candidate’s Supervisory Committee, they are:

- a close friend or relative; or
- a research collaborator and/or co-author within the past 6 years; or
- an institutional colleague within the past 6 years; or
- a former supervisor (for the Candidate, Supervisor or Co-Supervisor only); or
- a person who has offered future employment or mentorship to the Candidate; or
- a former student; or
- involved in a dispute; or
- involved in a partnership.



# COMP EXAM

## PART 2

# EXAM

### PRACTICAL TIPS + GUIDANCE

#### FRST GRADBOOK QUOTE | PG 32

<https://forestry.ubc.ca/wp-content/uploads/Forestry-Gradbook.pdf>

**FORMAT (2.5 HRS)** | *The comprehensive is an **oral examination**. A combination of written and oral may be possible but must be approved by the Associate Dean at the time of the pre-comprehensive meeting*

**EXAM COMMITTEE** | *Quorum for examination consists of the Examination Chairperson, a Non-departmental Examiner, and at least two members of the supervisory committee (including the Chair and the Research Supervisor). Preference is that all members of the supervisory committee attend.*

- 
- **STUDENT** | responsible for sending hold notices to supervisory, committee + NDE
  - **SUPERVISOR** | should be cc'd on request
  - **GRAD OFFICE** | will send official calendar invitation, support documents (and zoom link if applicable) 2 weeks prior to exam date



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# COMP EXAM | FORMAT | 2.5 HRS

1. Chair – brief introduction
2. Student – brief (usually 10 minute) talk / presentation on research area + project. *This presentation is not meant to be a discussion of the methodology in the proposal, which should be discussed in regular committee meetings separate from the exam.*
3. Committee members – 12-15 minutes to pose questions (ending with supervisor(s) and chair)
4. Questions – 2<sup>nd</sup> round (not to exceed 5 minutes per examiner)
5. Deliberation (student leaves room) / evaluation of student performance – presentation, oral responses, etc.
6. Recall student – announce committee's recommendation – pass, adjourn, or fail (*GradBook page 34*)

# ATC

## PRACTICAL TIPS + GUIDANCE

### FRST GRADBOOK QUOTE | PG 35

<https://forestry.ubc.ca/wp-content/uploads/Forestry-Gradbook.pdf>

**DEADLINES** | *PhD students should Advance to Candidacy within 24 months of initial enrolment (MSc start date if transferred to PhD). G+PS final deadline is 36 months.*

### ATC REQUIREMENTS

- *Completed all required coursework*
- *Thesis proposal approved by all members of supervisory committee*
- *Passed comprehensive exam*

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- **GRAD OFFICE** | will send ATC forms for signatures once all above requirements are met







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**THANK YOU – AND NOW TIME FOR  
QUESTIONS... or other topics of interest!**

<https://forestry.ubc.ca/programs/graduate/>

FIND US ON:

