

COMMITTEE TERMS OF REFERENCE

PhD COMPREHENSIVE EXAMINATION COMMITTEE

A. Purpose	The purpose of the Comprehensive Examination Committee is to assess student’s readiness to proceed with their doctoral thesis work.
B. Reporting	The Comprehensive Examination Committee reports to the School’s Admission and Progression Committee.
C. Mandate and Duties	<ol style="list-style-type: none"> 1. The Comprehensive Examination Committee has the responsibility to: <ol style="list-style-type: none"> a. Attend comprehensive exam preparation meetings; b. Prepare questions for student’s comprehensive examinations (both written and oral components); c. Review, assess and validate proposed comprehensive exam questions; d. Establish evaluation criteria and evaluate student’s performance on written and oral examination; e. Invigilate written examinations and attend oral examinations;
D. Membership	<p>Membership of the Comprehensive Examination Committee shall include a total minimum of six Faculty from:</p> <ol style="list-style-type: none"> 1. A selection of the School’s PhD core course instructors 2. The School’s PhD Program Director 3. Volunteer SPPH Faculty
E. Leadership	The Chair of the Committee shall be nominated by the committee for a minimum four year term.
F. Operations	<ol style="list-style-type: none"> 1. The Committee will meet at least twice annually and at the call of the chair. 2. Meetings will normally be no longer than two hours in duration, unless otherwise agreed by the members. <p>A majority of voting members (50% plus one) will constitute a quorum for the Committee.</p>
G. Evaluation	A full review of the Terms of Reference, deliberations and effectiveness of the Comprehensive Examination Committee will be conducted on an annual basis by the Committee with findings to the Student Admissions and Progression Committee.

H. Recording	<ol style="list-style-type: none">1. Minutes will be recorded by the Education Manager of the PhD Program.2. Approved minutes will serve as the official record of the Committee's deliberations.
I. Document Control	Date approved by Student Admission and Progression Committee: