



PHD COMPREHENSIVE EXAM REQUEST

PhD students are expected to complete their comprehensive examinations within the first four sessions of registration (i.e., before the end of the fall term of Year 2). The schedule should be discussed with the Graduate Office during Year 1. Direct-entry PhD students should complete their comprehensive examinations by the end of the fall term of Year 3.

The comprehensive exam committee is normally made up of at least three members: the prospective dissertation supervisor, and members of the department or other relevant graduate departments/affiliate institutions. Students will meet with the examination committee in order to define the areas of the examination, the length of study, and such readings and special topics as deemed appropriate.

The comprehensive exam consists of three parts:

- 1) Written exam (in-house) focusing on one of the four fields (ancient, medieval, renaissance/baroque, modern). Students are given two sets of three questions, and must answer one question from each set in the time allotted.
- 2) Written exam (take-home) on the dissertation field. Students are given a choice of three questions and must answer one in the time allotted.
- 3) Oral exam discussing the first two.

A typical comprehensive exam schedule is as follows:

Day	Time	Examination
1	9:30am-4:30pm (1 hr lunch break)	In-house written exam
1	4:30pm	Receive take-home exam questions
4	4:30pm	Submit take-home exam answer
8	Determined by student/committee	Oral examination

Students should propose an oral examination schedule for which all committee members have been confirmed as available.

If a student fails the comprehensive examinations, one further attempt is allowed, no more than three months later. A second failure results in the immediate removal of the student from the program.

Student name: _____
Student number: _____
Start date of PhD: _____
General area of study: _____
Proposed dissertation area: _____

Proposed comprehensive examination dates (DD/MM/YYYY):

Written in-house: _____
Written take-home: _____
Oral (include time): _____

Comprehensive exam committee members:

Give names and department/institution. If member is not from the Graduate Department of Art History, provide member's email address.

Supervisor: _____
Co-supervisor
(if applicable): _____
Member: _____
Member: _____
Member: _____

Student Signature

Date (dd/mm/yyyy)

Supervisor Signature

Date (dd/mm/yyyy)