Submitting Competency Exam lists (COMPS exam Process)

STEP 1: At least 6 months before exam, student or Chair sends Graduate Program Assistant the following:

• 3 Reading Lists

• 3 committee member approvals of these lists

• A target date for the oral at least 6 months away

This would normally take place in Term 1 (Fall) of PhD 2. The membership constitution of the committee will be implied by this action.

STEP 2: Graduate Program Assistant (GPA) sends approved Reading Lists to Graduate
Program Director (GPD) for approval.

STEP 3: Graduate Program Director sends approval email to Comps Chair and

student. Step 4: Two months in advance of target date for exam, supervisor confirms

with student, GPD and GPA that all is according to plan and confirms the date and

time of the COMPS exam.

Step 5: Supervisor confirms whether exam will be online or in-person. If online, the Supervisor sets up a zoom meeting for the COMPS exam. If in-person, the supervisor requests a room and indicates if any equipment(s) is required for the COMPS exam. Graduate Program Assistant books the room and informs student, supervisor, and committee of the exam location.

Step 6: After the comps exam, the completed and signed COMPETENCY
EXAMINATION
FORM (https://www.yorku.ca/gradstudies/sts/wp-content/uploads/sites/349/2021/10/Competency-Examination-form.doc?x94055)
is   forwarded to Graduate Program Assistant and the GPD.

Step 7: Graduate Program Assistant puts the Comprehensive Examination form in the student file and records all required COMPS exam information on online student's records.