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**Report of Advisory Committee Meeting – QUALIFYING EXAM**

**Student:**

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**Program:**

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**Start date:**

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**Examination date & time:**

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**Location:**

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| **MEETING ATTENDANCE** |
| **Chair of the Meeting** |  |
| **Supervisor(s)** |  |
| **Other Committee Members Present** |  |
| **Committee Members Absent** |  |
| **Other Individuals Present** |  |

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| **MEETING MINUTES** |

The Chair welcomed everyone to the meeting and explained the procedure for the qualifying exam. The student began by giving a minute presentation on their progress to date and PhD proposal. This was followed by two rounds of questions from advisory committee members about the PhD proposal, including theory and methodology. Following questioning the student was asked to leave the room for an *in camera* discussion.

**During the *in camera* meeting the committee discussed the following:**

**Outcomes:** **[ ]** The qualifying exam was successfully completed. The student may submit a request to transfer to the Associate Dean, Research and Graduate Affairs.

[ ]  The qualifying exam was unsuccessful. The student is not recommended for transfer to the PhD degree program.

**If the Qualifying Exam is successful:**

**[ ]** PhD Proposal is approved without major revision.

 [ ]  PhD Proposal is approved in principle with the revisions noted under comments.

[ ]  Ph D proposal is not approved. A revised version will be submitted to the committee by the following date:      **.** Approval will be granted by [ ]  email [ ]  meeting.

**Committee Comments:**

The student was called back into the room and the examination outcome and comments were shared.

Meeting adjourned at .

**Signature of meeting Chair:**

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 **Date:**

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**Distributed on:**

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**This form is completed at the time of the Qualifying Exam and is submitted to the CGPS via Advisor Services. Copies are provided to the student and all advisory committee members via email.**

**Form Revised April 2019.**