



THE UNIVERSITY OF BRITISH COLUMBIA
MEDICAL GENETICS GRADUATE PROGRAM
GUIDELINES FOR THE PHD COMPREHENSIVE EXAMINATION

I. OVERVIEW:

Students in the Medical Genetics Graduate Program who intend to advance to PhD candidacy are required to pass a comprehensive examination in medical genetics and genomics. This oral examination is held after completion of all required coursework. It is intended to test the student's grasp of their field of study as a whole as well as their ability to communicate their understanding of it.

II. PURPOSE OF THE EXAMINATION:

The purpose of the PhD comprehensive examination is to evaluate the candidate's knowledge of the areas of specialization relevant to their research project and of general medical genetics and genomics. The ability to reason and to integrate knowledge of the discipline related to the student's thesis project will be emphasized.

The exam is intended to determine whether the student has developed:

- Strong analytical, problem-solving, and critical thinking abilities;
- Required breadth and in-depth knowledge of the discipline;
- Required academic background for the specific doctoral research to follow;
- Potential ability to conduct independent and original research; and
- Demonstrated ability to communicate knowledge of the discipline.

III. TIMING OF THE EXAMINATION:

A. Timing and deadlines

MSc students: who wish to transfer from the Master's of Science (MSc) to the doctoral (PhD) program must have completed one year of study in the Master's program with a minimum 80% average in twelve credits, of which at least nine credits must be at the 500 level or above and at least nine credits must be at 80% or above. The student must show clear evidence of research ability.

MSc students who have the approval of their Supervisory Committee (see Section IV. A) apply to the Medical Genetics Graduate Program to transfer from MSc to PhD studies **within 20 months of registration in their MSc program**. As a **prerequisite** for transfer, students must **successfully pass a PhD comprehensive examination**. The exam should be completed by **April 15th** of their second year for students who entered their program in September. The MSc student who does not meet the appropriate deadline may be required to remain in their MSc program.

If the student is unsuccessful in the comprehensive exam, they will remain in the MSc program with no effect on eligibility for acceptance into PhD studies after completion of the MSc degree. Passing the comprehensive exam is not required for any student completing their MSc degree.

PhD students: entering directly into doctoral studies should take the comprehensive exam by 20 months and no later than 24 months of initial registration in their program.

Rotation students (MSc or PhD) start in September; they must complete the comprehensive exam by June 30th of their second year (i.e. by 22 months); however, taking the comprehensive exam after April 15th of the second year will affect Four-Year Doctoral Fellowship (4YF) eligibility (see next paragraph).

B. Comprehensive exam timing and eligibility for the Four-Year Doctoral Fellowship (4YF)

MSc students who transfer to the PhD program will be eligible for the departmental Four-Year Fellowship (4YF) competition if they:

- Started their graduate program in September and have passed their PhD comprehensive exam no later than **April 15th** (20 months into their program).
- Started their graduate program in January, and have passed their PhD comprehensive exam by **April 15th** (16 months into their program).

PhD students: Direct entry PhD students who are considered for the 4YF in their first year are not required to have taken the comprehensive examination. When such students are considered for the 4YF in their second year, they must have passed the comprehensive exam no later than **April 15th**.

Rotation students (MSc or PhD): eligibility is determined by their status as MSc or PhD students, see above.

IV. COMPREHENSIVE EXAMINATION PROCEDURE, REQUIREMENTS, AND SCHEDULING:

A. Preparation and Scheduling

The Research Supervisor must ensure that their student arranges for a Supervisory Committee meeting prior to scheduling the comprehensive examination; and that their student provides the following materials to the Medical Genetics Graduate Program Coordinator (medical.genetics@ubc.ca):

MSc students only:

- A brief letter or email addressed to the Graduate Advisor requesting transfer from MSc to PhD studies. The letter should include the name of the student's Research Supervisor and the student's area of research.

All students (MSc and PhD):

- A signed *Student's Supervisory Committee Meeting Form* from the student's Committee indicating its **approval of the comprehensive exam research proposal, as discussed by the student in a one-to-two-page proposal outline and the oral committee meeting presentation**. Additionally, for MSc students, the form must indicate approval to transfer from MSc to PhD studies pending successful completion of the comprehensive exam.
- A 3-5 sentence outline/abstract of the research proposal.

It is the supervisor's responsibility to schedule their student's comprehensive examination. The general procedure is:

- Graduate Program Coordinator forwards the student's transfer request (if applicable) and abstract to Graduate Advisor who will appoint a departmental Chair and alternative Chair to the comprehensive exam. The supervisor, student, Chair, and alternative Chair will be advised of these appointments by email.
- Supervisor emails Graduate Advisor, Dr. Stefan Taubert (taubert@cmmmt.ubc.ca), a list of proposed

external examiners for approval.

- Student writes proposal and submits to comprehensive examination committee three weeks before the exam.
- Supervisor schedules the examination for three hours (to ensure adequate time for questions and discussion); and advises Graduate Program Coordinator of exam details.
- Graduate Program Coordinator forwards examination forms to the Chair.

B. Composition of the Examination Committee:

The Graduate Advisor must approve the composition of the Examination Committee. The Examination Committee is comprised of at least four faculty members, not including the supervisor, who is a non-voting observer. The majority of the examiners are to be from the Department of Medical Genetics:

- The Chair is a Department of Medical Genetics faculty member who has served as an examiner on several previous comprehensive exams. As an active examiner, the Chair may ask questions related to the proposal in addition to general topics in genetics.
- The External Examiner can be either from the Department of Medical Genetics or from another Department, but cannot be from the Student's Supervisory Committee.
- Two examiners are members of the Student's Supervisory Committee.

C. Scope of the Examination:

The comprehensive examination will include an assessment of the following:

- The student's knowledge of basic scientific and genetic principles, and of the field of human genetics;
- Detailed knowledge of the specific area of proposed research.

Students are encouraged to obtain guidance from all examiners as to appropriate reading material to aid in preparation for the exam, including proposal preparation.

D. Document Requirements:

The student should submit the following documents (**10 pages maximum, excluding references and figures**) to their comprehensive Examination Committee at least three weeks before the examination:

1. **Summary of Research Proposal** (1 page)
 - Summarizes the contents of the "Research Proposal" in a single page.
2. **Lay Abstract** (1/2 page) – non-technical, suitable for press release to general public
3. **10 Key Words** (list below Lay Abstract)
4. **Research Proposal** (8 pages)
 - The proposal should stand alone (i.e. it should contain a complete description of your project and all the information required to support your research plan).
 - Formatted into sections:
 - a) **Introduction/Background**
 - b) **Hypotheses**

- c) **Objectives/Aims**
- d) **Materials & Methods, Experimental Details, Research Plan (include caveats)**
- e) **Significance**

5. **References and figures** should be added as addenda after the 8-page proposal. Reference format must include reference titles.

6. **Curriculum Vitae** (1/2 page) including:

- Training and academic background (degrees, research projects)
- Awards, scholarships, qualifications or credentials
- Publications, abstracts, presentations

Formatting Requirements:

- Font: Times New Roman 12 points
- Margins: 1.87 cm (3/4 inch) minimum all around
- Page layout: left margin justified
- Single-spacing: no more than six lines per inch

V. FORMAT OF THE EXAMINATION:

Approximately half of the examination will be focused on a general body of knowledge of medical genetics and genomics, including the content of the core Medical Genetics graduate courses (see section A, below). The other half will examine topics related to the student's proposed research. There will be emphasis on the candidate's ability to relate knowledge from the specific research area to more general areas of human genetics.

A. Core Concepts in Medical Genetics:

- Mendelian Inheritance and Complex Trait Genetics (including sex-linked, mitochondrial, and multifactorial inheritance)
- Linkage Analysis (including linkage disequilibrium and polymorphisms)
- Differentiation and Development and Somatic Cell Genetics
- Genotype/Phenotype Correlations in Human Genetic Disease (including mutations and mutation detection, issues of heterogeneity, penetrance, and expressivity)
- Gene Structure/Protein Structure and Function
- Gene regulation and epigenetics
- Bioinformatic Analysis
- Structure and Composition of the Human Genome
- Comparative Genetics and the use of model organisms
- Ethical issues in Genetics
- Gene Therapy

B. Examination Procedure:

- Chair asks the student to present a 10-20 minute summary of their research proposal.

- Chair next calls on each examiner to question the student for approximately 20 minutes. Generally, the Chair asks questions at the end of the round to ensure that the questioning is evenly distributed between general knowledge of human genetics and the student's specific research area.
- A second round of questions is usual before the Chair asks the supervisor if they have any questions. (Note: The supervisor acts as an observer and is not a voting examiner.)
- A third round is usually not required.

C. Examination Outcome:

Student will be asked to leave the room and the Chair leads a discussion of the proposal and examination.

- Each examiner offers a brief opinion on the strengths/weaknesses of the proposal and the student's defence of it; and the supervisor is to give a brief statement about the student's performance.
- Each examiner votes pass/fail (can be a paper or verbal vote).
- If the opinions are not unanimous, the Chair will decide in consultation with the Examination Committee and acceptable to the majority of the Committee.
- Chair will advise the candidate regarding the examination results.
- In the event of failure, the candidate will be informed of the reasons and will be asked to withdraw from the Graduate Program¹. Under exceptional circumstances, a candidate showing deficiency in one specific area may be given a conditional pass, but will be required to pass an oral re-examination in that area or be required to pass (68%) a course covering that particular field. Subsequent examination or verification to be arranged by the Chair of the Examination Committee in consultation with the Medical Genetics Graduate Advisor.
- If a student fails the examination, they can be allowed one retake of the exam if the Examination Committee recommends this at the time of the first examination. The Examination Committee will remain the same. It is also possible that the student will be asked to rewrite their proposal, be re-examined or meet other criteria to satisfy deficiencies in a subset of the exam material. If re-examination on any aspect is required, the Chair should note requirements on a time frame.
- Chair ensures Examination Committee signs appropriate forms; and emails scans of original forms to medical.genetics@ubc.ca.

Updated: February 25, 2022

¹ Except for the MSc student who has taken the comprehensive exam as part of the requirements for transfer to the PhD program and fails the comprehensive exam - they will then continue in their MSc program.