



Memorandum

To: Graduate Committee, Peter A. Allard School of Law
From: [Supervisor's name]
Subject: Comprehensive Examinations: [Student Name]
Date: [Date submitted]

This memorandum outlines the Comprehensive Examination plan and process for [Student Name], currently in the [Year of program] year of [His/Her/their] Ph.D. program, offered for approval by the Graduate Committee.

1. Examining Committee and Examination Areas

The examining committee comprises:

Professor [Name of Chair] (Chair)
Professor [x]
Professor [Name, unit, and university if not UBC Law]

The examination fields are as follows:

A. [Name of Field - Legal theory part]

[Short description of field and objective of examination]

The examination will be set by [Name of Professor setting exam] and marked by all members of the committee.

B. [Name of Field - Substantive law or procedure, and perspectives that define/critique field]

[Short description of field and objective of examination]

The examination will be set by [Name of Professor setting exam] and marked by all members of the committee.

2. Preparation and Approval of Reading Lists

The candidate has prepared a reading list for each examination. They have been approved by the committee and are submitted with this memo. In accordance with the Faculty of Law Graduate Program Guidelines, which requires that the reading lists each contain 25-30 books and scholarly articles, the lists each include [x] books and articles. Each reading list also includes a short description of the statement of objectives for the examination.

3. Preparation of Annotations [Required by the committee]

The candidate has prepared and circulated annotations for each item in the reading lists.

Please attach the annotated reading lists with this memo for approval by the Graduate Committee.

4. Examinations

The candidate will complete each of the examinations in the form of a [Short description of exam format: 3/hour, 3-day, word-processed, hand-written, etc.] examination.

The written examinations will take place on the following days and times:

<u>Name of Subject</u>	<u>Date</u>	<u>Start time</u>	<u>End time</u>
[x]	[x]	[x]	[x]
[x]	[x]	[x]	[x]

The oral examination will take place at [Date and time of oral exam] in [Building and Room].

Please let Carlos Nunez, the Graduate Program’s Administrative Assistant, know if you would like assistance with room booking, arranging av, arranging Zoom calls, etc. Carlo’s email is: nunez@allard.ubc.ca

Kindly forward this comprehensive exam memo and the annotated reading list by email to Joanne Chung (ichung@allard.ubc.ca) for approval by the Graduate Committee no less than two weeks before the first scheduled comprehensive exam is to be written. Joanne will confirm the name of the Chair for the oral examination when the Graduate Committee has approved the comprehensive exam memo.