

TIGP BIODIV Program SOP for Preliminary Examination
For Student

Oct. 2014 revised

Student Eligibility	Complete two basic required courses and one core course Held before the end of the 4 th semester	
Format	Oral Examination within two hours Student presentation of 15-20 min for each question with ppt Q & A by Exam Committee members and the student	
Documents	Application Form Pre-proposal or Brief description for the research topics/thesis proposal (within 500 words) Brief CV (e-file) Report of all grades taken in the Program (e-file from NTNU system) Abstract of Master Thesis, for a student with a Master degree (e-file)	
Submission	6 weeks	Properly fill out Preliminary Examination Application Form and submit requested documents
	5 weeks	Exam Committee members appointed by the Curriculum Committee
	4 weeks	Exam Day confirmed and meeting room reserved by the program office
		Email all parties about the Exam Day and place by the program office
	3 weeks	Questions by Exam Committee to the student for preparation and the student selects at least one question from each committee member
		For fairness to all, each student will have at least three weeks of time, but no more than four weeks, to study the questions before the exam day
	1 week	Inform program office for equipment and assistance, e.g. recorder or laptop, if there is any
The student should inform the program office/Exam Committee which problems he/she selects one week before the Exam day		
2 days	Remind Exam Committee members and cc to the student by the program office	
Exam Day	1hr	Come to the program office for equipment check out and complete ppt test run
	After the Exam	Please leave the room so the Exam Committee can discuss and make the final decision
Note	<ul style="list-style-type: none"> ● Attending fee and result sheet for Exam Committee members will be prepared by the program office ● The student may ask help from classmate for recorder taking and other miscellanies 	

* It is strongly recommended a student should apply before April 30 and take the first exam before May 31 in case a student fails the first exam, then he or she will have enough time to re-take the exam before the final deadline--the end of the fourth semester (July 31).