

Summary of Comprehensive Exam Guidelines

Dear Students,

This letter serves as a summary of the guidelines for your upcoming comprehensive exams. Please review the following key points to ensure you are well-prepared:

Exam Format

- Duration: 4 hours
- Sections: Written and Oral
- Topics Covered: All coursework and relevant literature

Preparation Guidelines

- Review all course materials thoroughly.
- Attend all review sessions scheduled by faculty.
- Form study groups to discuss key concepts.

Day of the Exam

- Arrive at least 30 minutes early.
- Bring necessary materials: ID, stationery, reference materials.
- Follow the designated exam protocol and instructions from proctors.

We wish you all the best in your preparations. Should you have any questions, feel free to reach out.

Sincerely,
[Your Name]
[Your Position]