

QUALIFYING EXAMINATION

QUESTIONS: Pam Murphy at pmurphy@ucsd.edu or 534-6871.

ADVANCEMENT TO CANDIDACY OVERVIEW 2009-2010

We hope your research is going well, and that you are excited at the prospect of presenting your preliminary findings and proposed thesis project to your Doctoral Committee to Advance to Candidacy for the PhD. This is the last oral exam you will take before you defend your thesis. Please let us know if you have questions about the process or procedures described below. Best of wishes for your continued success!

To officially advance to candidacy, you must complete ALL of these steps:

- Have a Doctoral Committee approved by SDSU and UCSD at least two weeks prior to the Oral Qualifying Exam
- Pass the Oral Qualifying Exam
- Have the required advancement paperwork signed off by the Doctoral Committee, chemistry departments of both campuses and Graduate Studies Dean's Offices of both campuses.
- Pay the UCSD Cashier the advancement fee

Your records will only show you as Advanced once you are advanced for a *full* quarter. For example, to be considered an Advanced student in fall, 2010, you must complete the steps above by the first day of classes of fall, 2010. Since there is not an official summer quarter at UCSD, it is not possible to advance in the summer.

ADVANCEMENT TO CANDIDACY DEADLINE: JUNE 11, 2010

To remain in good academic standing in the PhD program, you must complete all of the steps listed above by June 11, 2010. Extensions require prior approval by the Thesis Adviser, SDSU, and UCSD Graduate Affairs Committee. *Students who do not advance by deadline will have a hold placed on their fall quarter registration.*

DOCTORAL COMMITTEE

To meet University requirements for naming a doctoral committee, students must submit a "Nomination of Doctoral Committee for the Qualifying Examination" form signed by both UCSD and SDSU. Ph.D. Coordinator can assist you with obtaining and completing this form. Students should email Ph.D. Coordinator, Pam Murphy, pmurphy@ucsd.edu of their committee a minimum of four weeks prior to the examination date.

Note: It can take several weeks to obtain all required signatures from both campuses, allow for this in scheduling your exam.

Below are guidelines for selecting a committee; please contact Ph.D. Coordinator, Pam Murphy (pmurphy@ucsd.edu) if you have questions.

One of the purposes of a doctoral committee is to provide students with mentorship and guidance beyond that provided by the Thesis Adviser. Requirements on who serves on the committee were developed, in part, to provide some consistency across departments. Exceptions to these policies require both Graduate Affairs and Deans' approval. The Department policy of having Departmental Exam Committee members continue to serve on the doctoral committee is to provide students with faculty who, over time, are familiar with the student, their research, and the history of the exams. If a student has found other faculty with particular interests pertinent to the research, it is quite permissible to expand the committee to additional members; it is not necessary to delete a Departmental Exam Committee member to compensate. Students should inform Pam Murphy, Ph.D. Coordinator at pmurphy@ucsd.edu of their committee a minimum of four weeks prior to the examination date. Below are guidelines for selecting a committee; please contact Pam if you have questions.

- Member 1 SDSU Thesis Adviser as chair
- Member 2 SDSU Chemistry, from the Departmental Exam Committee
- Member 3 SDSU, non-Chemistry
- Member 4 UCSD C&B, from Departmental Exam Committee
- Member 5 UCSD C&B, from Departmental Exam Committee
- Member 6 UCSD, non-C&B (outside the department, tenured faculty)

Others: More members are optional, and there are no constraints.

A minimum committee of six faculty members is required. Other members may be appointed at the student's discretion. Of the six-member committee:

- Three members must be from SDSU and three from UCSD.
- Two members must be tenured: one from chemistry and one not from chemistry.
- All members of the Departmental Exam Committee continue to serve on the Doctoral Committee
- There may not be more than one adjunct professor.
- If the Thesis Adviser is adjunct, a ladder-rank faculty must be appointed as Co-Chair.
- Subsequent changes to a committee require both SDSU and UCSD approval. Contact Ph.D. Coordinator, Pam Murphy pmurphy@ucsd.edu

ORAL QUALIFYING EXAM

The University requires a Qualifying Examination for Advancement to Candidacy for the Ph.D. The purpose of the examination is for students to gain approval of their proposed thesis research project from their Doctoral Committee.

Scheduling the examination. The exam must be scheduled at least two weeks in advance. Students first confirm with ALL of their committee members the date and time of the examination, and then contact Pam Murphy, Ph.D. Coordinator, pmurphy@ucsd.edu

Students submit an abstract to their doctoral committee and to Pam Murphy (pmurphy@ucsd.edu x46871) at least **two weeks before the Qualifying Examination**. The abstract is approximately two single-spaced pages, and it should include a comprehensive description of the proposed thesis research (including key references), its significance, and the progress that has already been made.

The day of the examination, Ph.D. Coordinator ensures the needed forms in the file. The Thesis Adviser will pick up the file and take it to the exam; the adviser is in charge of returning the file.

At the examination, students first give a 30-minute presentation. The presentation is followed by a question-answer period when the committee examines students for indications of the knowledge, insight, motivation, and demonstrated productivity required to produce an acceptable thesis in the normal time. The student may or may not be asked to leave the room for a time prior to hearing the committee's evaluation. Students may Pass, Provisionally Pass, or Fail the exam. The committee will inform students of the results, and will explain any recommendations or requirements. These will be written on the internal "Comments" form; original stays in the student file, and students receive a copy.

FINISHING UP: PAPERWORK & FEE PAYMENT

Once a student has fully passed the Oral Qualifying Examination, the committee will sign the "Report of Qualifying Examination" form. Your file is then returned by the thesis advisor. Ph.D. Coordinator ensures that required Departmental review/signatures are requested for "Final Report of the Qualifying Exam" form. Students are responsible for following up with the Ph.D. Coordinator after exam regarding the pick-up of "final" paperwork required for filing/fee payment. Be certain to ALLOW REASONABLE TIME between contacting Ph.D. Coordinator for pickup of forms and the advancement deadline. Files with original paperwork may take 2-3 days to return to Ph.D. Coordinator and/or availability of required Departmental reviews/signatures may require 1-2 days.

It then needs to be signed by the department (typically Vice Chair for Graduate Education). Student Affairs strives to notify students quickly when forms are ready for pickup; students should follow up with Ph.D. Coordinator on readiness of forms for required filing with Cashier/OGS. Next, the student pays the Advancement to Candidacy fee to the UCSD Cashier. From there, the student turns in the form to OGS.

Congratulations, you are now Advanced to Candidacy for the Ph.D.!