



Ph.D. Qualifying Examination Protocol

Candidate Name: _____ **Date:** _____

The student and committee members introduce themselves. This is followed by a brief overview by the sub-committee chair of the procedures, including the format and time frame of the examination. The entire exam process should last no more than 2 hours.

The Committee briefly meets in the absence of the student. During this time, the student's rotations, intended area of research and chosen paper are reviewed and discussed.

Approximately 40-50 minutes are allocated for the presentation by the student in the framework of the selected paper. Interruptions by the committee should be kept to a minimum.

Following the presentation, the student is excused and the sub-committee meets in the absence of the student to discuss the presentation and the potential questions and/or areas of concern.

The remaining time is devoted to an oral exam consisting of questions related to the paper, the student's proposal (including the background knowledge, critical analysis of the paper, hypothesis, methods, specific aims, experimental design, etc.), and general knowledge questions based on the student's course work and lab rotations as well as cell and molecular biology.

Following the oral exam, the student is dismissed. The Committee meets in the absence of the student to discuss all aspects of the examination and record their assessments on the "Ph.D. Qualifying Examination Evaluation" form based on the "Ph.D. Qualifying Examination Evaluation Rubric".

The entire Qualifying Examination Committees will meet after the last Qualifying Exam takes place. At this meeting, the performance of each student taking the exam during that cycle will be evaluated and the outcome decided by majority vote. The possible outcomes are: Pass, Fail with the option to retake, or Fail with no option to retake. These results and as well as a copy of the Ph.D. Qualifying Examination Evaluation assessment will be communicated to each student. This will happen no later than 2 weeks after the last exam of the cycle.

We verify that the examination was given in compliance with the above policies:

	Student Signature	Date
Committee Member Name (print)	Signature	Date
Committee Member Name (print)	Signature	Date
Committee Member Name (print)	Signature	Date