PhD Milestone Qualifying Examination, Plan of Study and Mentoring-Committee Process
Guidance Sheet for Students and Faculty

- Details of the Qualifying Process milestone can be found here.
- The qualifying exam is **NOT intended as the development of an entire thesis proposal, but rather a 1-2 year in scope** project that addresses the specific goals of our qualifying exam and allows the student to demonstrate the expected competencies (as outlined on the cover sheet) for this early milestone.
- Written Submission Package includes (combined into 1 PDF):

    - Qual Cover Sheet—should be used as a checklist for needed documentation
    - CV or Biosketch
    - Individual Development Plan (IDP)
    - Unofficial Transcript
    - Plan of Study (PoS) Document/Worksheet
    - Written Qualifying Document

- Evaluation of the Written and Oral portions of the Qualifying Exam and research progress will be based on the expectations included in the Qual rubric which is available to both students and faculty.
- The submitted written proposal will be passed through *Ithenticate* plagiarism-detection software by the Chair. Plagiarism in the qualifying-exam document will be grounds for failure of the exam, and will be reported to the Office of Student Rights and Responsibilities (OSRR).
- Students must also follow the AI usage policy described in the full process document.
- Suggested itinerary for the two-hour oral-exam/mentoring meeting can be found in your grad handbook.
- During the oral exam, questions on course material and technical foundations critical to the student's topic area are expected to be asked by committee members in order to identify gaps in training and suggest further courses or further training that may be helpful or needed.

Student-specific Guidance

- Students are expected to follow the Qualifying Exam Timeline (see non-default timeline if Qual is deferred or taken early), failure to meet the deadlines on the timeline will result in a no pass (See Qualifying Exam Results Flowchart).
- Scheduling the exam with committee members should be done using a scheduling tool like when2meet, doodle etc.
- While a formal exam, this is also a mentoring meeting – use it to your advantage to obtain the mentoring you desire.

Faculty-specific Guidance

- All committee members will use the rubric to provide written feedback to the committee Chair (mentor). This feedback is ultimately combined and provided to the student via a Qualtrics rubric completed together at the end of the meeting. **This combined rubric and constructive feedback is shared with the student via email once the Qualtrics is submitted to help them understand their performance and areas for growth.** Note: Written submission package will need to be uploaded in the Qualtrics survey.
- The students Qualifying Exam should be scheduled as early as possible but before May 15th. Remember the end of the semester is a busy time so you may want to guide your student to an earlier exam date.