

**2014 Admission to Candidacy (Qualifying Exam) Guidelines and Requirements
for Fall 2012 Incoming Students:**

Drafted by T. Seagroves, Jan. 9, 2014

DEADLINES:

Now: Schedule your first committee meeting (~2h duration) **to occur no later than mid-March** (early in March is preferred since written proposal due in full by April 1st).

Now: Begin asking faculty for their availability (3h duration) for the QE, to be held between April and mid-May 2014.

Guidelines/Goals for the First Committee Meeting:

- The committee must collectively agree that the proposed dissertation experimental plan presented in the Specific Aims and justified by the student's seminar presentation is suitable for written preparation of the 6 pg. Research Plan.
- Student should plan to present a ~30 min PPT seminar reviewing: Introduction to the Question, Project Background, Specific Aims, and General Experimental Plan to Execute Aims
- Committee Members should refrain from asking QE-style questions, but rather focus on questions or comments to improve the dissertation research plan.
- Committee will vote on whether the Aims are approved for preparing the written NRSA proposal. It is intended that the written proposal will not be prepared prior to the committee's approval of the research topics/questions.

Feb. 1st: DEADLINE:

Specific Aims page to be submitted (after committee approval/suggestions) to Track Director (tseagro1@uthsc.edu)

April 1st DEADLINES:

1) The written NRSA-style proposal DUE to Track Director (tseagro1@uthsc.edu)

(Specific Aims page, plus 6 pages of Research Plan, examples of proposals are available from Dr. Seagroves).

2) The Admission to Candidacy (QE) Exam date must be set and the date/time communicated to Track Director.

QE DEADLINES and forms required by the CGHS:

The QE exam (i.e., the committee meeting #2) should be held between April and May 31st, in case there are conditions that require addressing prior to June 30th, 2014 (this could include re-writing of written proposal, repetition of the oral questioning period, etc.).

The final outcome of the QE (Pass or Fail by majority vote) should be reported on the required forms, with all relevant signatures, to the CGHS no later than June 30, 2014.

IBS HANDBOOK LANGUAGE:

Qualifying Examination for Admission to Candidacy

Students must be formally admitted to Ph.D. candidacy through examination by their Faculty Committee. The timing and format of the admission exam are defined by each track. A single pass or fail is determined for the entire exam; a simple majority determines the vote. When the student passes, he/she should have each committee member sign the Application for Admission to Candidacy form, which can be printed from the CGHS website at www.uthsc.edu/grad/StudentInfo/Forms/index.php?page=Candidacy. The student will deliver the form to the Program Director's office along with a written summation by the exam chair and a copy of the student's unofficial transcript. Assuming the student is in good standing and has met all core and elective requirements, the Program Director will in turn pass this along to the Dean's office.

If the student marginally passes, he/she may be asked to re-write portions of the proposal if parts are deemed weak, or the student may be told that at the next meeting he/she will be tested on a weak knowledge area. If the student marginally fails, he/she may be required to complete only a portion of the exam rather than completely retake the exam*. If the student completely fails and is in good academic standing, then he/she may be allowed to complete a full second exam at a later date**. Any student who fails the admission to candidacy exam twice may be offered to work toward an M.S. degree or be required to withdraw from the program***.

NOTES on the IBS Handbook:

** Re-exam and completion of requirements must be met by June 30, 2014*

***To be prior to June 30, 2014, unless there are extreme extenuating circumstances, to be determined in consultation with PI, Track Director, Program Director and Dean of CGHS.*

**** Please note that the M.S. degree is not an automatic option. Any student wishing to complete a M.S. degree should meet with the PI, Track Director and Program Director to discuss whether the candidate has produced sufficient high-quality data that will be suitable for publication in the future, which is the current standard for awarding the M.S. degree.*