

## PhD Qualifying Exam Procedures 2023/2024

### **Prior to the exam student must initiate: [Nomination for Oral Qualifying Exam Committee](#)**

Nominate the oral qualifying exam committee at least two weeks (preferably one month) prior to the Oral Qualifying Exam date. Access via [R'Grad](#) which can be found in your R'web menu (<http://rweb.ucr.edu>)

### **Exam Procedures:**

- Student/Advisor provide GSAO exam timeline (4-6 weeks prior)
- Advisor/Committee members provide GSAO written exams via email- two weeks prior.
- Four days are scheduled for the written examination.
- Students will have three hours to complete each written exam.
- Prior to taking their first written exam, the students must sign the Academic Honor-Code pledging academic integrity. Provided to student by GSAO and delivered to Committee Chair and GSAO. Electronic signatures are permitted.
- On each exam day, the GSAO will email student exam questions at the start of the scheduled 3hr time frame. Student must email the exam answers as PDF attachments at the end of the 3hr time frame.
- Completed exams will be shared (sent/forwarded) to all (5) committee members each exam day.
- The Committee Chair is expected to read all four written exams; the other Committee Members are only expected to read the written exam for which they wrote questions; the External Member is not expected to read any of the written exams but is welcomed to do so.
- Within a week of completing the written examinations, the student meets with the committee for an oral examination, usually lasting between two and three hours.
- The Committee Chair will be responsible for sending the Zoom link for the two-to-three-hour oral qualifying exam to the Committee Members and the student.

### **Exam Modality:**

\*Students can participate in exam remotely, in-person, or in a hybrid format. (These regulations are temporary through Spring 2024)

### **After the exams students must also initiate: [Report of Oral Qualifying Exam \(and Nomination of Dissertation](#)**

**[Committee](#)**) Report the results of the oral qualifying exam & nominate a dissertation committee. This form should be initiated within 48 hours of the completion of the exam. Access via [R'Grad](#) which can be found in your R'Web menu (<http://rweb.ucr.edu>)

### **Report of Exam:**

Following written exams, and the oral exam completion, exam results are deliberated amongst committee and student is be notified of results.

### **Procedure for Passed Exam:**

The findings of the Oral Qualifying Examination Committee must be reported within 48 hours on the Report of Qualifying Examination via [R'Grad](#).

The form should be completed as follows:

- The exact date of the Oral Qualifying Examinations must be provided.
- Each committee member must indicate whether or not they approve the student's exam.
- The student's dissertation committee must be nominated on the form.
- The approval of the Graduate Advisor (not the student's faculty advisor) is required, verifying the proposed Dissertation Committee.
- The completed form is routed to the Graduate Division via R'Grad.
- Once the Graduate Division reviews the form and the student's degree audit, the student and Graduate Program Coordinator will be notified by email regarding advancement to candidacy.

### **Procedure for Failed Exam:**

Procedure is the same as above, with the following exceptions: The Committee Chairperson must also indicate whether or not a second attempt at the Oral Qualifying Examination is recommended.

Explanation of regulations and procedures can be found <https://graduate.ucr.edu/regulations-and-procedures>  
**Department of Comparative Literature & Languages**