TIMELINE to the QUALIFYING EXAMINATION – Spring 2012

http://www.einstein.yu.edu/phd/index.asp?qualifying-exam

Qualifying Exam Workshops

**Monday, November 21, 2011, 5-7pm, 5th Floor Lecture Hall** (attendance mandatory)
Meeting of all 2nd year PhD students and 3rd year MSTP students: Introduction to the Qualifying Exam

**Thursday, December 1, 2011, 5-7pm, 5th Floor Lecture Hall** (attendance mandatory)
End Note and Proper Reference Citation: How to Avoid Plagiarism and Other Questionable Writing Practices; Using the NIH Guide to Ethical Writing - http://libguides.einstein.yu.edu/thesis

**Monday, January 9, 2012 – Form 1a and Form 1b due**

**Form 1a (Proposed Committee Members)** – Prepare a list of proposed Qualifying Examination Committee Members, based in general terms on your proposed thesis project. Submit Form 1a to the Graduate Office on or before January 9

**Form 1b (Tentative Specific Aims and Title for Qualifying Exam Proposal)** – Meet with mentor to discuss thesis topic and possible Specific Aims. Submit Form 1b, with student and mentor’s signatures, to the Graduate Office on or before January 9

**January – February 2012 (Dates TBA)**

*Introduction to Proposal Format and Specific Aims* (optional workshop led by Dr. Charles Hathaway, Director of the Office of Grant Support)

*How to Write a Proposal* (optional workshop led by Dr. Joan Berman, Senior Academic Advisor for the Graduate Division)

**Monday, February 6, 2012**

**Form 2 (Proposed Qualifying Examination Committee)** will be sent by the Graduate Office to each Qualifying Examination Chair for review. The approved form will be returned to the Graduate Office by the Chair before February 6

**Friday, February 24, 2012**

On or before February 24, students taking the Qual Exam will receive a list of the confirmed examiners for their exam. Students can now schedule their examination (date, time and room location) with these Committee members for any time within April 23 – June 29, 2012.
Exams should **not** be scheduled during official school holidays and no exams are to be scheduled on the day of the Graduation Commencement Ceremony, May 30, 2012. (See Spring 2012 Academic Calendar)

**Monday, March 12, 2012 – Form 3 due**

*Form 3 (Date, Time, Location of Qualifying Exam)* is to be submitted to the Graduate Office on or before March 12

**March 2012 (Date TBA)**

Meeting with all 2nd year PhD students and 3rd year MSTP students who will be taking the Spring 2012 Qualifying Exam regarding the Qualifying Exam oral format and sample questions

**Friday, April 16, 2012**

Final deadline to submit Qualifying Exam Proposal to your Qualifying Exam Committee members and the Graduate Office

**April 23 – June 29, 2012**

Defend your proposal during the oral examination

**Friday, July 6, 2012**

MS Diploma Form due for those who’ve successfully completed the Spring 2012 Qualifying Exam.

The Timeline and other Qualifying Exam materials and information can be found on the Graduate Division website at [http://www.einstein.yu.edu/phd/index.asp?qualifying-exam](http://www.einstein.yu.edu/phd/index.asp?qualifying-exam)