

TIMELINE to the QUALIFYING EXAMINATION

2017-2018

For PhD and MD-PhD students taking the spring 2018 Qualifying Exam

Monday, September 25, 2017, 4:00pm, 5th Floor Lecture Hall, Forchheimer

Introduction to the Qualifying Exam workshop led by Dr. Victoria Freedman

Monday, October 16, 2017, 4:00pm, 5th Floor Lecture Hall, Forchheimer

Proper Reference Citation: How to Avoid Plagiarism and Other Questionable Writing Practices workshop led by Einstein Reference Librarians; **attendance mandatory**; <http://libguides.einstein.yu.edu/thesis>

Wednesdays, November 8, 2017 – January 10, 2018, 4:00-5:00pm (see separate description and schedule)

Preparing the Qualifying Exam Proposal – a **required**, non-credit proposal writing course led by Drs. Joan Berman, Fernando Macian, Tina Calderon and additional faculty; All Qual students will be registered for the course. There are seven 1-hour course sessions.

Friday, December 1, 2017 – Form 1a and Form 1b due (students submit to the Graduate Office)

Form 1a (Proposed Committee Members) – Prepare a list of proposed Qualifying Exam Committee members based, in general terms, on your proposed thesis project.

Form 1b (Tentative Specific Aims for the Qualifying Exam Proposal) – In consultation with mentor, develop thesis topic and possible Specific Aims. (Mentor signature required on Form 1b.)

Friday, January 5, 2018 – Form 2 due (from Exam Committee Chairs)

Form 2 (Confirmation of Exam Committee Members) – Each Qualifying Exam Committee chair must approve the exam committee(s) on which they serve as chair.

Friday, January 12, 2018

On or before January 12, students will be notified of the examiners for their Qualifying Exam Committee. Students will then schedule their exam (date, time and room location) with their Exam Committee to be held any time between March 1 and March 30, 2018.

Note: No exams are to be scheduled on official school holidays (See 2017-2018 Academic Calendar for listing of holidays; <http://www.einstein.yu.edu/education/phd/current-students/calendar.aspx>)

Friday, January 26, 2018 – Form 3 due

Form 3 (Date, Time and Location of Qualifying Exam)

Monday, February 5, 2017, 4:00pm, 5th Floor Lecture Hall, Forchheimer

Qualifying Exam Oral Format and Sample Questions workshop led by Dr. Victoria Freedman

Friday, February 16, 2018 – Qualifying Exam Proposal due

Final deadline to submit Qualifying Exam Proposal to the Qualifying Exam Committee members and the Graduate Office, by 5:00pm.

Thursday, March 1 – Friday, March 30, 2018

Oral exam period; presentation and defense of the written proposal

Friday, April 13, 2018

MS Diploma Form due