

## Appendix E.2 Candidacy Exam Timeline and Procedures

### *Timing*

A student may take the Candidacy Exam at any time *after* completing the Qualifying Exam and *prior to* completion of the student's 4<sup>th</sup> year (8<sup>th</sup> semester). If the student does not complete the Candidacy Exam prior to the completion of the student's 4<sup>th</sup> year, they will be placed on probation by the Graduate School, which may result in loss of financial support or a financial penalty.

Typically, a student that entered the Ph.D. program with a B.S. will complete their Candidacy Exam at the end of their 3<sup>rd</sup> year. A student that entered the Ph.D. program with a M.S. will typically complete their Candidacy Exam at the end of their 2<sup>nd</sup> year. The Candidacy Exam can be scheduled at any time but specific deadlines are defined by the Graduate School so that the exam counts as being completed in that semester. These deadlines can be found at:

<https://graduateschool.nd.edu/policies-forms/academic-year-deadlines/>

### *Committee Makeup*

The Candidacy Exam is administered by committee of *at least* four members that consists of:

- the student's advisor
- three additional faculty members *or* two faculty additional faculty members and co-advisor (if applicable)

The three additional faculty members serve the role of *readers* of the student's dissertation. Unless special circumstances warrant, at least two of the three readers on the candidacy committee should be members of the AME Graduate Faculty (see Appendix B). In some cases, students have a committee of 5 or more faculty members. If a student wishes to include someone from outside of the University on their Committee, they should see the graduate program administrative assistant as it requires approval of the DGS in consultation with the Graduate Studies Committee. In general, individuals from outside the University should be on the faculty at another university or otherwise have a record of scholarly activity. Company/corporate individuals involved in a student's research may be added as additional committee members, but only after approval from the DGS.

To initiate the Candidacy Exam process, the student should consult with their advisor(s) to identify potential members of a their committee. The student should then reach out to the potential faculty directly and confirm their willingness to serve on the committee. Students' should not assume that any faculty member will agree to be on their committee without contacting them.

### *Timeline and Procedures*

- *Initiate the process:* Complete the Ph.D. Committee Formation form with the names and signatures of the committee members. Complete the Course Approval Form with completed or projected courses and the requirements they fulfill. The forms can be found on the Department resources/forms webpage.<sup>22</sup> Preliminarily identify a potential exam date with committee members.
- *Three weeks (at least) prior to intended exam date:* Send written dissertation proposal to committee members for them to read.

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<sup>22</sup> <http://ame.nd.edu/resources/forms>

- *One week (at least) prior to intended exam date:* Complete the Written Ph.D. Candidacy Examination Form with signatures from all committee members that have read the written dissertation proposal.
- *One week prior to intended exam date:* Send all completed forms to the Program Administrator along with the following information
  - Name and ID number (#900)
  - Date, time, and place of the exam (the Program Administrator can assist with room scheduling)
  - Advisor(s) name
  - All committee members and their department/company affiliations

During the scheduled exam time, the student will present the content of their dissertation proposal to the committee (~30-40 minutes) followed by audience questions and then an oral exam with the committee. After the examination, the student's advisor will excuse the student and call for discussion followed by a vote of committee members. The results are recorded on a Reporting Form that must be returned to the Program Administrator. Official notification of the results of the examination will be sent to the student and their advisor(s) from the Graduate School. (See Appendix I for more detailed information.) **The first portion of the exam – presentation and audience questions is open to the public; the examination by the committee is closed to the public.**

## Appendix E.3 Dissertation Defense Timeline and Procedures

### *Timing*

A student may complete and defend their dissertation *after* completing two semesters following the successful completion of the Qualifying Exam. Students must complete and defend their dissertation *prior to* completion of their student's 8<sup>th</sup> year (16<sup>th</sup> semester). If the student does not complete their dissertation and defense prior to the completion of the student's 8<sup>th</sup> year, they may be subject to dismissal by the Graduate School unless there are extenuating circumstances.

Typically, a student that entered the Ph.D. program with a B.S. will complete their Dissertation Defense at the end of their 5<sup>th</sup> year. A student that entered the Ph.D. program with a M.S. will typically complete their Dissertation Defense at the end of their 4<sup>th</sup> year. The Dissertation Defense can be scheduled at any time but specific deadlines are defined by the Graduate School so that the dissertation counts as being completed in that semester. These deadlines can be found at:

<https://graduateschool.nd.edu/policies-forms/academic-year-deadlines/>

### *Committee Makeup*

The Dissertation Defense is administered by committee of *at least* four members that consists of:

- the student's advisor
- three additional faculty members *or* two faculty additional faculty members and co-advisor (if applicable)

The three additional faculty members serve the role of *readers* of the student's dissertation. In nearly all cases, the dissertation committee is the same as the committee for the qualifying exam. If the student wishes to change their committee, they should contact the DGS in advance.

The makeup of the committee is described in Appendix E.2 but also repeated here. Unless special circumstances warrant, at least two of the three readers on the candidacy committee should be members of the AME Graduate Faculty (see Appendix B). In some cases, students have a committee of 5 or more faculty members. If a student wishes to include someone from outside of the University on their Committee, they should see the graduate program administrative assistant as it requires approval of the DGS in consultation with the Graduate Studies Committee. In general, individuals from outside the University should be on the faculty at another university or otherwise have a record of scholarly activity. Company/corporate individuals involved in a student's research may be added as additional committee members, but only after approval from the DGS.

### *Timeline and Procedures*

- *Initiate the process:* Complete the Release of Ph.D. Dissertation for Distribution to the Doctoral Committee form with the signatures of the student's advisor(s). Completion of this form acknowledges that the dissertation is complete, preliminarily approved by the advisor, and ready to be distributed to the committee.
- *Four weeks (at least) prior to intended defense date:* Send written dissertation to committee members for them to read.
- *One week (at least) prior to intended defense date:* Complete the Ph.D. Dissertation Reader forms with signatures from all committee members that have read and approve the dissertation.
- *One week prior to intended exam date:* Send all completed forms to the Program Administrator along with the following information

- Name and ID number (#900)
- Date, time, and place of the defense (the Program Administrator can assist with room scheduling)
- Advisor(s) name
- All committee members and their department/company affiliations

During the scheduled defense time, the student will present the content of their dissertation to the committee (~40-60 minutes) followed by audience questions and then an oral defense with the committee. After the defense, the student's advisor will excuse the student and call for discussion followed by a vote of committee members. The results are recorded on a Reporting Form that must be returned to the Program Administrator. **The first portion of the defense – presentation and audience questions – is open to the public; the defense with the committee is closed to the public.**