

PhD students planning to fulfill the Qualifying Requirement should complete this form and submit it to the Graduate Office by September 30 of the second year of PhD4 or the third year of PhD5 (see checklist for the qualifying year on the next page). **Note: As per SGS rules, only three members from a student’s supervisory committee can vote at the Final Oral Exam. Any additional members will be listed as non-voting members.**

Name of Student (Print): \_\_\_\_\_ Student Number: \_\_\_\_\_ Date: \_\_\_\_\_

Program (check one): PhD 4  PhD5  Date of entry into program: \_\_\_\_\_

General description of **Dissertation** topic: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

General description of **Qualifying Paper** topic (paper due by Feb 15): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Thesis Committee**

*(SGS Rule: Only three members from supervisory committee can vote at the Final Oral Exam)*

Chair: Print name \_\_\_\_\_ Signature \_\_\_\_\_

Member: Print name \_\_\_\_\_ Signature \_\_\_\_\_

Member: Print name \_\_\_\_\_ Signature \_\_\_\_\_

**Nature and Timing of Proposed Research Tool**

(Be specific: e.g., the RT consists in taking or auditing a certain course, or passing a certain language exam. Also, say when the candidate plans to complete the RT requirement. The RT requirement must be completed by Aug 31 of the following the qualifying year.)

\_\_\_\_\_

\_\_\_\_\_

**N.B. A copy of the provisional Research Reading List, initialed by the members of the Thesis Committee, should be attached to this form.**

## QUALIFYING YEAR (QY) CHECKLIST

- Establish a (Department-approved) **Thesis Committee** shortly after the completion of coursework.
  - The Thesis Committee must have **three faculty members**, one designated as chair.
  - If appropriate, one faculty member from outside the department is permitted.
- Have all Thesis Committee members sign the **Initial Qualifying Form** & a **provisional reading list** and submit to the Director of Graduate Studies (DGS) by **September 30**.
- Compose a **research reading list** & write an (article-length) **Qualifying Paper** under the supervision of the Thesis Committee. The Qualifying Paper
  - must focus on a **topic in the research area**;
  - should examine some **core philosophical questions** relevant to the reading list;
  - cannot merely present a survey of all reading-list materials.
- **Meet regularly** with all Committee members; in particular, meet with the Committee chair every month.
  - Meetings may be held in person or via Zoom/Skype/Teams as appropriate.
- Submit a **Draft of the Qualifying Paper** to the Committee on or before the **first day of classes of the Winter term**.
  - The student will receive written (and oral, if desired) feedback on the draft from the committee **within two weeks**.
- Submit the **final draft of the Qualifying Paper** to the Committee and the DGS by **February 15**.
- Receive a **written evaluation** of the paper from the Committee by **March 1**.
  - This evaluation also goes to the DGS.
- Take a **written Qualifying Exam** covering the Qualifying Paper and the reading list **before the end of March**.
- Take an **oral Qualifying Exam** covering the Qualifying Paper, the reading list, and the written exam **by April 15**.
- Passing both exams means satisfying the **Qualifying Requirement**.
  - In case of failure, both the written and the oral exams can be retaken **once** each and passed by **August 31**.
- Within two weeks of satisfying the Qualifying Requirement, select a faculty member (usually a member of the Thesis Committee) as **supervisor**.
  - If the supervisor selected is anyone but the chair of the Thesis Committee, submit a fresh Thesis Committee Form indicating the change to the DGS.
- Begin formal work on the **dissertation**.