

Name \_\_\_\_\_

Date \_\_\_\_\_

## QUALIFYING EXAMINATION/ADVANCEMENT TO CANDIDACY PLANNER & CHECKLIST FOR DOCTORAL STUDENTS

Requirements prior to taking the qualifying examination:

1. Completion of all Ph.D./D.M.A. required course work.

- For **Ph.D** students, one research paper judged to be of publishable quality must be completed prior to qualifying examinations. The subject of the publishable paper will be developed during the student's first two years and must be approved by the student's Ph.D. committee chair.
- For **Composition** students, in addition to the publishable paper, a folio of not fewer than three compositions (not previously accepted for an MA degree) must be completed prior to qualifying examinations.
- For **Integrative Studies** students, a dissertation prospectus must be submitted to the student's committee no later than three weeks prior to the oral portion of the qualifying examination. The dissertation prospectus is a document that presents the research topic of the dissertation, places it in the context of the relevant literature or in the context of recent artistic developments, discusses its significance, specifies and justifies the research methods, theoretical orientation, and/or artistic approach, and indicates the anticipated steps leading to completion.
- For **D.M.A.** students, one major recital plus either (a) an abstract of the thesis or research project will be given to the Doctoral Committee at the qualifying examination; or (b) a substantial portion of the works from the student's first two major recitals will be presented at the qualifying examination. [Discuss options with your Chair.]

The qualifying examination will consist of: A written and oral defense of three questions provided by the Doctoral Committee pertaining to appropriate areas of specialization. For **Integrative Studies** students, one question will involve a defense of the student's dissertation prospectus and the remaining two questions will pertain to the student's primary and secondary specialties.

### **1-2 Quarters Prior**

- Schedule Degree Check with Graduate Advisor: Review degree/course requirements. Complete course work. Resolve any grading issues. 3.0 GPA minimum. No more than 8 units of "U" or "F." Discuss qualifying exam logistics. Submit any necessary course substitutions via internal petition form.

### **1 Quarter Prior**

- Identify [Doctoral Committee](#). Consult your Chair on inside members; he/she should assist you by suggesting possible outside members. **Inform Grad Advisor of final committee.**

Grad Advisor files **Appointment of the Doctoral Committee for the Degree of Doctor of Philosophy/Doctor of Musical Arts** with Graduate Division. The Dean reviews nominees and, on approval, issues letters of confirmation to all committee members. **The deadline to have the committee approved by the Dean is no later than two weeks prior to the oral qualifying exam.**

- Enroll in MUS 298 with you Music Faculty Committee Members. Research completed on an individual basis with committee members in preparation of your PhD/DMA qualifying exam.

- Obtain Committee Approval for Ph.D. Publishable Paper or D.M.A. Recital(s): DMA students specify recitals and attach program notes. Ph.D. students submit FINAL publishable paper. Composition students specify three approved compositions. (DocSign process initiated by Grad Advisor)

Discuss academic residency requirement. Three quarters registration required between Advancement and doctoral defense. To count the quarter in which qualifying exam occurs, **Report of the Qualifying Examination and Advancement to Candidacy** form MUST be filed at Graduate Division prior to the end of that quarter.

Plan entire timetable with committee and Grad Advisor, and reserve room for Oral Exam with Facilities Manager (mus-facilities@music.ucsd.edu)\*. To satisfy Pre-Candidacy Time Limit and 100% Non-Resident Tuition reduction, advancement form MUST be at Graduate Division **prior to the first day of instruction**. You must be registered when your advancement is filed (if filing in summer, you must have been enrolled the Spring immediately preceding).

\*If exam is being held virtually be sure to email everyone the Zoom link and password.

**One Month Prior**

**When all have agreed, student confirms ENTIRE timetable by email** to all 4 members, Grad Advisor and Facilities Manager at [mus-facilities@music.ucsd.edu](mailto:mus-facilities@music.ucsd.edu) if the exam is taking place in person.

Student verifies committee membership. If committee changes since initial appointment, Grad Advisor files **Reconstitution of the Doctoral Committee** with Graduate Division no later than two weeks prior to qualifying examination.

Decide on start date of writing period and inform Graduate Advisor of who will be providing the exam questions.

		<b><u>DATE</u></b>	<b><u>TIME</u></b>	<b><u>ROOM</u></b>
<b>Music Faculty (3) Submit Questions:</b> To Grad Advisor via email *Student sends reminder to faculty writing questions*	1-2 days before "Day 1"			
<b>Grad Advisor Sends Questions (day/time):</b> TWELVE full days to complete written exam	Day 1			
<b>Answers Due (same time as start time):</b> Email ALL committee members, cc Grad Advisor	Day 13			
<b>Oral Exam (3-hour time block):</b> Allow 5 - 10 days for faculty to read answers. Student reserves room ( <a href="mailto:mus-facilities@music.ucsd.edu">mus-facilities@music.ucsd.edu</a> ) OR provides Zoom link	5-10 days after Day 13			

**Begin Date of Writing Period**

Receive questions from Grad Advisor at pre-determined time. Department Guidelines for written exam: Exams should be typed, double-spaced. Any use of secondary sources must be documented in a consistent way, whether in footnotes or in brief intra-textual references together with a Bibliography. Musical examples must be legible and clearly labeled, and their specific relationship to your discussion made clear. The inclusion of unreadable musical examples in qualifying exam documents may result in failure or provisional passes (requiring further evidence in the form of legible documents) before candidacy is approved.

**End Date of Writing Period**

Turn in written answers on Day 13 at the time agreed upon above. Student emails electronic copy to each committee member as well as cc's Grad Advisor.

**Date of Oral Exam**

Grad Advisor will initiate **Report of the Qualifying Examination and Advancement to Candidacy** via Docusign for committee to sign on day of oral exam.

Sign where indicated on Docusign form when it's routed to you; pay the \$50 advancement fee via Tritonlink. To satisfy Pre-Candidacy Time Limit and 100% Non-Resident Tuition reduction, form MUST be submitted to Graduate Division **prior to the first day of instruction of the following quarter**.