

Name _____

Date _____

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

Curriculum Requirements:

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.

____ 2. Schedule Degree Check: 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.

____ 3. Obtain **Guidelines for the Ph.D. Publishable Paper** on the Music Department Intranet site, and the **Committee Approval for Ph.D. Publishable Paper or DMA Recital(s)** forms from Grad Advisor.

____ 4. Identify Doctoral Committee: 3 department "inside" members and 2 "outside" member, OR 4 department "inside" and 1 "outside" member; for either combination, one outside member must be UCSD tenured (full or associate professor). Consult your Chair on 3 inside members; he/she should assist you by suggesting possible outside members. **Advise 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.**

____ 5. Get signatures on **Committee Approval for Ph.D. Publishable Paper or D.M.A. Recital(s)** via Docusign and submit to Grad Advisor **prior to** qualifying exam. DMA students specify recitals and attach program notes. Ph.D. students submit FINAL publishable paper. Composition students specify three approved compositions.

- ___ 6. 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.
- ___ 7. Plan entire timetable with committee and Grad Advisor, and create a Zoom Meeting ID for the exam. 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.
- ___ 8. **When all have agreed, student confirms ENTIRE timetable by email** to all 5 members, and Grad Advisor.
- ___ 9. At least ONE month prior, 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.
- ___ 10. **TWO days prior to distribution of written exam**, student sends reminder to 3 music members to submit questions.
- ___ 11. Receive questions Day 1 at the time agreed upon below. Department Guidelines for written exam: Exams should be typed and 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.

		<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Music Faculty (3) Submit Questions: To Grad Advisor via email <u>*Student sends reminder to music members*</u>	1-2 days before "Day 1"	_____		
Grad Advisor Sends Questions (day/time): TWELVE full days to complete written exam	Day 1	_____	_____	
Answers Due (same time as pick up): Prepare SEVEN sets of answers: One each for committee members, Student, and Grad Advisor	Day 13	_____	_____	
Oral Exam (3-hour time block): Allow 5 - 10 days for faculty to read answers.	5-10 days after	_____	_____	_____

- ___ 12. Two weeks prior, student sends ENTIRE timetable reminder to all 5 members and Grad Advisor.
- ___ 13. Send in written exam answers on Day 13 at the time agreed upon above.
- ___ 14. Oral Exam: Graduate Advisor will initiate **Report of the Qualifying Examination and Advancement to Candidacy** via Docusign. Committee will sign, the Department Chair will sign, and then the form will be sent to the Dean's office for further submission and filing.
- ___ 16. Student will pay the \$50 Candidacy fee via Tritonlink account.
- ___ 17. Once fee is paid and form is processed, a notice of advancement and recalculation of time limits will be issued for the student. This is accessible via Letters in Tritonlink; Graduate Advisor will also send a copy of the Announcement of Advancement.