

APPENDIX D. Advancement to Candidacy Exam Checklist

- 1. Write your proposal.** Follow instructions in graduate handbook.
- 2. Schedule your Oral Exam.** You must: (i) identify a time that your committee can attend, and (ii) reserve a room for a two-hour block of time. You are welcome to ask the Program Manager for assistance with room reservations.
- 3. Communicate the location and time.** Email the time and location of your A-exam to sspb@rice.edu and to the members of your Research Progress Committee.
- 4. Submit the written proposal.** Submit the written proposal to: (i) your Progress Review Committee, and (ii) the program at sspb@rice.edu at least two weeks before the Oral Exam.
- 5. Print out copies of the Evaluation Form.** Print out a copy of the “A-Exam Evaluation Form” and “Guidelines for A-Exam Evaluation” for each committee member, fill out the student section, and bring the forms to your Oral Exam along with pens for each of your committee members. Each committee member must complete a separate form.
- 6. Print out a copy of the Approval Form and Faculty Instructions.** Print out the “A-Exam Approval Form,” fill out the student section of this form, and provide this form to the Chair of your Research Progress Committee at the beginning of your A-exam meeting. You should also give them a printed copy of the “Faculty Instructions” page.
- 7. Present your proposed plan.** Give an oral presentation (30-40 min) describing the proposed research plan and answer committee questions. The committee will assess the depth of your general knowledge and determine your familiarity and overall understanding of their thesis topic. At the end of the exam, you will be asked to step out of the room so that the committee can discuss their evaluation in private. At this time, each committee member completes the “Evaluation Form” with their final recommendation, and the Chair must fill out the “Approval Form” which summarizes the committee’s evaluation. Some committee members may request for more time after the A-exam meeting to complete these forms. If this occurs, the student is responsible for collecting these forms from each committee member as soon as possible.
- 8. Submit the completed forms.** Immediately after the exam, the student collects all forms (Evaluation and Approval Forms) from the committee members. The student must electronically submit all forms to the Program Manager and copy all committee members on the email.
- 9. Filing a petition for PhD degree candidacy.** Upon passing the exam, students must coordinate with the Program Manager to complete a Petition to Candidacy Form. This form requires students to identify the members of their thesis committee. Please refer to Section VI of the SSPB Graduate Student Handbook for more information.

All forms and instructions can be found in the SSPB Graduate Student Handbook.
Contact the SSPB Program Manager if you have any questions.