

PhD students planning to fulfill the Qualifying Requirement should complete this form and submit it to the Graduate Office by September 30th of the 2nd year of PhD4 or the 3rd year of PhD5 (See timeline 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 non-voting members.**

Name of Student (Print): _____ Student Number: _____ Date: _____

Program (circle one): PhD 4 PhD5 Date of entry into program: _____

General description of Dissertation topic: _____

General description of Qualifying Paper topic (paper due by Feb 16): _____

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, initiated by the members of the Thesis Committee, should be attached to this form.

Timeline and Instructions for the Qualifying Year

Shortly after completing coursework, the student establishes a Thesis Committee (approved by the Department) consisting of three faculty members with one designated as chair. Students are permitted to include one faculty member from another department, if appropriate. The Initial Qualifying Form together with a provisional reading list, must be signed by all members and submitted to the Associate Chair Graduate by September 30. The Committee assists in constructing a research reading list and oversees the writing of an (article-length) qualifying paper on a topic in the research area. This paper should not be a survey of all the reading list materials, but should focus on some core philosophical questions relevant to that list. Students are expected to meet with all Committee members regularly during the Qualifying Year; in particular, students should meet with their chairs at least once a month. Meetings via Skype are encouraged when faculty or students are not able to meet in person.

The qualifying year student submits to the committee a draft of the qualifying paper on or before the first day of classes of the winter term, and receives written (and oral, if the student wishes) feedback from the committee within two weeks. The final draft is to be submitted to the committee and by email to the Associate Chair Graduate by February 16. By March 2 the Committee submits to the student and the Associate Chair Graduate a written evaluation of the paper. Before the end of March, the student takes a written Qualifying Exam covering the paper and the reading list. Then by April 16 the student takes an oral Qualifying Exam covering the paper, the reading list, and the written exam. Passing these exams constitutes satisfaction of the Qualifying Requirement. (In the event of a failure, both the written and oral exams must be “retaken” and passed by August 31. Only one ‘retake’ is permitted.)

Within two weeks of satisfying the Qualifying Requirement, the student selects a faculty member (normally a member of the Thesis Committee) to be his or her thesis supervisor and begins formal work on the dissertation. In the event that a student decides to select a faculty member other than the chair of the Thesis Committee to be the thesis supervisor, a fresh Thesis Committee Form indicating the change must be submitted to the Graduate office.