

Organization of the Oral Qualifying Exam (including prior to the meeting).

1. Two weeks prior to the meeting, the research advisor and committee should receive a packet from Program Coordinator, Koula which includes:
 - a. Updated transcript of Student
 - b. Updated Curriculum Vitae (CV) of Student
 - c. Final version of the Research Proposal

It is the student's responsibility to get a current transcript of their grades, updated CV, and their proposal to Koula Cozmo at least 2 weeks prior to the date of the exam.
2. Prior to the meeting, the advisor should communicate with the other committee members about who is going to ask questions from the 4 general areas of Biochemistry & Molecular Biology including (the student might want to remind him/her about this!):
 - a. Molecular Biology
 - b. Enzymology and Bioorganic Chemistry
 - c. Physical and Structural Biochemistry
 - d. Metabolism and Regulation

3. At the oral exam, a pre-meeting to discuss the student should occur prior to the start of the exam with the student stepping outside the room. At this 3-5 minute pre-meeting the Research Advisor should confirm the questioning procedures agreed upon and discuss any particular topics that should be stressed during the exam. Once the exam starts, the student will present and defend their research proposal and questions should be asked regarding the proposal itself and/or the 4 general areas. At the end of the presentation, the research advisor should make sure that all four general areas have been tested and that the committee is satisfied that the exam is complete. If not, then additional questions should be posed relating to each area and/or relating to the proposal itself. The student should then step outside the room for the final discussion and the decision regarding the outcome of the exam needs to be made.

The three options are: (1) the student passes and is recommended to be admitted to candidacy; (2) the student fails and must retake the exam within 3 months, with specific stipulations if the committee so desires; or (3) the student fails and cannot retake the exam. In such cases where a student fails and cannot retake the exam, it will be determined by the Program Director whether the student qualifies for a terminal master's degree (appendix 6).

In summary, a typical meeting should be run as follows:

- Committee discussion (without student)
- student presentation about 40 minutes
- Questioning from committee throughout the presentation and/or afterwards
- post discussion of committee to reach a decision (without student)
- discussion between Committee and student about the outcome of exam
- advisor and committee members complete the paperwork which includes;
 - Oral Qualifying Decision Form (all students)
 - First Committee Meeting form (if passed exam)
 - Admission to candidacy form (if passed exam)
- Forms will be given to the Program Coordinator for signature by the Program Director.

Paperwork after qualifying exam: The necessary paperwork includes (Forms are on following pages):

1. Oral Qualifying Exam Decision Form
2. 1st Committee Meeting Form (if passed exam)
3. Form to be turned into the Graduate School (if passed exam)

If the student passes the Oral Qualifying Exam, all three forms need to be completed and it is the student's responsibility to confirm his or her acceptance to candidacy (i.e. check up on the Graduate School until your letter from the Graduate School arrives). Be sure a copy of the letter from the Graduate School is given to Koula Cozmo for your file as well as a copy to your payroll officer so that your payroll can be changed to reflect the next pay step.