

Ph.D. Candidacy Examination Format and Definition

Department of Computer Science

Kent State University

Date: November 15th, 2004

Definition of Candidacy

For a Doctoral student to attempt Candidacy he/she must be in good standing within the Department and have passed the Doctoral Preliminary Examinations. To move into Candidacy the student must pass a Candidacy Examination and have an approved Dissertation Topic and Prospectus. Both of the following University forms must be approved by the Advisor, Committee, and Graduate Coordinator:

1. *Report of Candidacy Examination* Form
2. *Notification of Approved Dissertation Topic and Prospectus* Form

The student will **not** be considered a Ph.D. Candidate and **not** be allowed to register for Dissertation I until they have both of the above forms approved.

Recommended Guidelines for the Doctoral Candidacy Examination:

- The format of the Candidacy Examination is a combined in-depth oral examination of the research area and presentation of the Dissertation Prospectus
- The presentation will cover the major components of the prospectus including: an overview dissertation topic, detailed review of related literature, the importance, any preliminary results, and a research plan.
- The oral examination, by the dissertation committee, will relate to the proposed research and related topics necessary to conduct that research.
- A written Dissertation Prospectus should be submitted to the committee 2 weeks prior to the examination. A Prospectus typically includes: 1) Proposal and definition of dissertation topic; 2) Detailed and in-depth literature review of research area; 3) Description of the importance and impact of the research; 4) Presentation of preliminary results; and 5) Research plan defining how the work will progress.

Management and regulations of the exam:

- The Ph.D. Candidacy Examination is closed and only includes the student, committee, interested graduate faculty, and invited guests. Guests must be approved by the committee.
- The Examination must be announced to the entire CS Graduate Faculty at least 2 weeks prior to the event.
- A Graduate Faculty member has the right to attend any Candidacy Examination.
- The specific format of the exam and prospectus are determined by the Advisor and Committee.
- The date of the Candidacy Examination must be arranged by the student and advisor in conjunction with the Committee a minimum of two weeks prior to the event. The student should submit any written documents to the Committee a minimum two weeks prior to event.
- Any major changes of the Dissertation topic must be approved by the Advisor and Committee.
- The student must pass into Candidacy at least nine months prior to Dissertation Defense (University Requirement).

Assessment and Passing/Failing the exam:

- For the student to pass the exam, the Committee must be convinced that the student has the appropriate background and understanding of the research area to conduct the proposed investigation. Additionally, if the dissertation topic is deemed inadequate, inappropriate, or of little scientific merit the committee may fail the student.
- In the case that the student does not pass, the advisor in consultation with the committee will inform the student of the committee's reasoning and the problems that must be addressed in order to attempt the exam again. The student may request this information in writing.
- Students may have two opportunities to pass the Candidacy Examination.