

## Weldon School of Biomedical Engineering

### **PhD Milestone Qualifying Examination, Plan of Study and Mentoring-Committee Process** Guidance Sheet for Students and Faculty

- The Qualifying Exam and plan of study is the first critical milestone in Weldon School PhD program.
- The qualifying exam is **NOT intended as the development of an entire thesis proposal, but rather a 1-2 year in scope** project that addresses the specific goals of our qualifying exam and allows the student to demonstrate the expected competencies for this early milestone (see [rubric](#)).
- Details of the Qualifying Process milestone can be found [here](#).
- Written Submission Package includes (combined into 1 PDF):
  - [Cover Sheet](#)
  - CV
  - [Individual Development Plan](#) (IDP, signed by student and main advisor)
  - Unofficial Transcript
  - Plan of Study Worksheet
    - [BME PhD](#)
    - [IBSc PhD](#)
    - [MD/PhD](#)
  - Written Qualifying Document (5-10 pages, format and required sections described in [Full-Process document](#))
- Evaluation of the Written and Oral portions of the Qualifying Exam will be based on the expectations included in the [rubric](#) which is available to both students and faculty.
- The submitted written proposal will be passed through *Ithenticate* plagiarism-detection software by the Chair. Plagiarism in the qualifying-exam document will be grounds for failure of the exam, and will be reported to the Office of Student Rights and Responsibilities (OSRR).
- Students must also follow the AI usage policy described in the full process document.
- Suggested itinerary for the two-hour oral-exam/mentoring meeting can be found [here](#)
- During the Oral exam, questions on course material and technical foundations critical to the student's topic area are expected to be asked by committee members in order to identify gaps in training and suggest further courses or further training that may be helpful or needed.

#### Student-specific Guidance

- Students are expected to follow the [timeline](#) (see [non-default timeline](#) if Qual is deferred or taken early), failure to meet the deadlines on the timeline will result in a [no pass](#).
- Scheduling the exam with committee members must be done using a scheduling tool like [when2meet](#), [doodle](#) etc.
- While a formal exam, this is also a mentoring meeting – use it to your advantage to obtain the mentoring you desire.

#### Faculty-specific Guidance

- All committee members will use the [Rubric](#) to provide written feedback to the committee Chair (mentor) prior to the Exam date if possible. The purpose of this is to facilitate effective use of the Exam/Mentoring discussion time to focus on areas for which the students can benefit from more mentoring. The Chair will compile all feedback and provide it to the committee prior to the meeting. This feedback is ultimately combined with feedback on the mentoring meeting/oral exam and provided to the student via a Qualtrics rubric completed together at the end of the meeting. **This combined rubric and constructive feedback is shared with the student via email once the Qualtrics is submitted to help them understand their performance and areas for growth.** Note: Written submission package will need to be uploaded in the Qualtrics survey.
- The students Qualifying Exam should be scheduled as early as possible but before May 15<sup>th</sup>. Remember the end of the semester is a busy time so you may want to guide your student to an earlier exam date.