

# Biomedical Engineering Graduate Group

## Ph.D. Qualifying Examination

### Guidelines For Students

#### SUMMARY

- Form a committee of 5 faculty members
- Write NIH format research proposal, 13 pages excluding references
- Give 30-minute PowerPoint presentation about research proposal followed by questions from committee about the project and general knowledge

#### STUDENT RESPONSIBILITIES

- Complete all coursework and program requirements.
- Review the [BMEGG Qualifying Exam Guidelines for Faculty](#).
- Discuss potential QE members with your Major Professor, Graduate Program Advisor, lab mates and fellow students prior to nomination of the QE committee.
- Ask and confirm each person's willingness to serve on the QE committee.
- Contact the proposed QE committee to find a time that works for all QE committee members and notify them of the final date time and location (if this cannot be done prior to submission of the QE Application form, indicate the target date of the exam).
- Fill out [Qualifying Examination Application \(GS319\)](#) and get approval (signatures) from Major Professor and Graduate Program Advisor.
- Submit the completed application to the Graduate Program Coordinator no later than 3 weeks prior to the proposed exam date. The Program Coordinator will forward this form to Graduate Studies for the Dean's approval.
- The student must reserve a room for the QE for 4 hours for the date and time; the typical time for the examination process is 2-3 hours. [GBSF Conference rooms](#) 3206, 3202, 5202, and 5206 are suitable for QE's but other rooms in proximity to the student or committee members may be used.
- Send each QE committee member the written project proposal two to four weeks before the scheduled examination.
  - Write a research proposal styled like an NIH formatted research proposal: 13 pages (first page is the Specific Aims page, next 12 allocated to research proposal including figures but excluding references), 11-point Arial font, single spaced, 0.5" margin all around.
- Plan to meet with each QE committee member at least once before the scheduled examination.
  - Frequency, duration, and number of meetings between an individual committee member and the student are decided by those two individuals.
  - The purpose of the meetings should be to understand the committee member's expectations for your performance on the QE, to identify relevant material and approaches for preparation, and to familiarize the faculty with your proposed research.

- Prepare a 30-minute PowerPoint presentation on the project proposal to be presented at the start of the examination.
- Do not provide refreshments for the committee.

## COMMITTEE MEMBERSHIP

- **The QE Committee shall include:**
  - Five members (6 maximum, if needed to satisfy a Designated Emphasis requirement)
  - At least 3 committee members must be members of the BMEGG
  - At least 1 committee member must be external to the BMEGG
  - Representation from both engineering and biology/medicine.
- The Chair of the QE Committee must be a member of the BMEGG.
  - Any BMEGG member that is not the student's major professor may serve as chair.
  - It is recommended that the chair have prior experience serving on a BMEGG QE committee.
- All potential committee members must meet the Graduate Council Policy on [Service on Advanced Degree Committees \(GC1998-01\)](#).
  - In general, faculty that hold professorships (i.e., assistant, associate, and full professors) are eligible, see link above for more information.
  - Individuals from outside the University of California may be approved with the submission of an [External Committee Membership Application \(GS311\)](#).
  - Individuals who hold postdoctoral scholar appointments or UC Davis nonacademic staff titles are not eligible to serve on advanced degree committees.
- **The QE Committee shall be established with the submission of the [Qualifying Examination Application \(GS319\)](#).** This form requires the approval of:
  - The Graduate Program Advisor (assigned advisor with approval authority, not the major professor).
  - The Chair of the Designated Emphasis (if applicable)
    - Students wishing to complete a DE must submit the [Designated Emphasis Application \(GS323\)](#) prior to the Qualifying Exam.
  - The Graduate Program Coordinator (BMEGG Staff)
- If one committee member is expected to participate in the exam remotely, indicate that member (not the Chair) on the Qualifying Examination Application and attach the [Committee Member Remote Participation Request \(GS342\)](#).
- **Changes to committee membership** require submission and approval of a [Reconstitution of Committee Membership Request \(GS332\)](#) prior to the examination taking place.

## EXAMINATION RESULTS

- Pass

- Complete the [Candidacy for the Degree of Doctor of Philosophy, Plan C \(GS322\)](#) form to establish your Dissertation Committee.
- Not Pass
  - Work with the Committee Chair to complete any requirements and reschedule the exam (if necessary).
- No Exam
  - The committee determines that the student is unable to continue, whether due to illness or other extreme circumstances.
  - Work with the Committee Chair to reschedule the exam.
- Fail
  - The exam may not be repeated.
  - Discuss next steps with Graduate Program Coordinator.