

Oral Qualifying Exam Request Form

Name: _____

Date: _____

Proposed Exam Date (MM/YY): _____

Doctoral Committee

Name	Title	Department / Affiliation	Email Address

Oral Preliminary Examination Guidelines and Procedures

Submit the Oral Qualifying Examination form 6 weeks prior to the exam.

Students are encouraged to take the Oral Qualifying Examination (OQE) by the end of the 6th Quarter. All coursework, Oral Preliminary Examination, and Written Examination must be completed prior to the University Oral Qualifying Examination.

Students should work with the Student Affairs Officer to arrange an agreed upon date and a room for the oral qualifying exam. The exam is open only to the student and members of the doctoral committee. If a member of the doctoral committee requests remote participation, the student must petition the committee chair in advance of the examination. The committee chair must provide written approval to the student ahead of the examination. Only one non-Chair committee member may participate remotely with prior approval.

A dissertation prospectus must be submitted to the doctoral committee members two to four weeks before the exam. Students will need to complete *Archaeology M201C* or another approved doctoral research methods course in order to develop the prospectus. The prospectus should be a minimum of 8,000 to 10,000 words and include a timeline, research design, and an innovative bibliography that represents a diversity of approaches to examining the research subject.

The prospectus needs to show that the research can be accomplished within the allotted timeline. It should include information about the background and significance of the area of research, the specific aims to be

addressed, and experiments proposed, if applicable. The prospectus must represent independent work and offer the doctoral committee the opportunity to evaluate and provide feedback on the student's ability to think creatively and to formulate significant ideas for research.

The nature and content of the University Oral Qualifying Examination are at the discretion of the doctoral committee. The exam is a review of the student's prospectus. The student's presentation should convey to the doctoral committee that the prospectus is a meritorious proposal for a PhD. During the presentation the committee questions the candidate on the proposal, on the general knowledge of the subject area, and on the dissertation research progress. The committee will assess the merit of the proposal in its mastery of research design, depth of knowledge, reflection on the research subject, understanding of the research process, familiarity with the literature, and creative thinking.

The committee's decision to advance a student to candidacy or allow the student to repeat all or part of the oral qualifying exam, or to disqualify the student, is based on the student's overall record at UCLA as reflected in coursework, examinations, and the student's research ability and productivity. After successful completion of the oral qualifying exam, the Committee Chair submits the *Report on the Oral Qualifying Examination* and *Request for Advancement to Candidacy* to the Student Affairs Officer for processing.