



Oral Qualifying Examination

The objective of the oral qualifying exam is to determine whether a student's dissertation research interests and methodologies are viable. And, whether they have the academic preparation to complete the program. Successful completion of prior phases and milestones of the program and a well-defined research proposal are required to pass the exam.

All third-year students are required to take and pass their Qualifying exams/Orals by **June 30 (6th semester)**. Make sure to meet with your field advisor soon to ascertain the expectations of your program and review your **program requirements**.

Student checklist:

1. Meet with your field advisor and/or faculty advisors to determine the requirements and expectations of your exam well ahead of your scheduled exam date. Advisors must attest that the student meets all the requirements and is ready to be tested.

Form a qualifying exam committee. Your committee must consist of at least four members, all of whom must be members of the Berkeley Academic Senate; the majority of your committee must be from your home department (Business Administration), and at least one member must be from a department **other than** Business Administration. The minimum requirements for a Qualifying Exam committee are:

- At least one faculty member from the candidate's academic group
- At least three (total) faculty members from Haas
- At least one faculty member from outside of Haas (Academic Senate Representative)

The Academic Senate Representative on your qualifying exam committee may serve as a co-chair on a **Dissertation** committee with a Haas professor, as long as there is an additional stand-alone ASR on the committee.

Please note that the Chair of your Qualifying exam committee must be a faculty member from your program at Haas. You may not have co-chairs on your Qualifying exam committee.

The Chair of your Qualifying Exam committee cannot be the Chair of your Dissertation committee.

Please carefully follow the below Higher Degree Committee instructions.

You must forward approval from all committee members to the PhD Program Office (melhacker@berkeley.edu) before listing them on the online application form.

2. Schedule a date, time, and place for the exam that will work for all your committee members.
The student is responsible for the scheduling process.

3. Reserve a room in which to hold the exam via EMS.

4. Remote Participation by Committee Members or Hybrid Format

If the student requests and/or agrees, a Qualifying Exam may be held entirely remotely or in a hybrid format (i.e., some members are physically present, and some are remote). Remote participants will interact via Zoom or other technology that allows them to communicate and share visuals from different locations. Student consent to the format must be obtained **before** the exam is conducted. All students and examiners are urged to review “**Best Practices for Zoom Qualifying Exams**” before the exam to ensure that there are no technical issues or other impediments to the conduct of the exam.

If the exam is hybrid and the student is physically present, then the chair of the Qualifying exam committee also needs to be physically present.

5. Fill out and submit a Higher Degrees Committee form in CalCentral **at least a month before the date of your exam.** <https://sis.berkeley.edu/qualifying-exam-committee-eform>

The Eform can be found under *Student Resources* in CalCentral. Once there, click on the Higher Degree Committees Form. Then, select the *Qualifying Exam* option from the drop-down menu.

1. Your degree-granting program is Business Administration.
2. Follow the below Higher Degree Committee instructions carefully.
3. You must list at least three subject areas covered in the exam.

Note: The PhD Program Office reviews and approves all Eforms. The application is then routed to the Graduate Division for their approval. Once approved, the date of your exam can only be changed if extraordinary circumstances arise. If the exam is not taken within eighteen months of when your form was approved, a new form must be submitted.

6. Send Melissa Hacker (melhacker@berkeley.edu) from the PhD Program Office, the names of your committee members and which positions they are holding on your committee, the date, the

time, and the location of your exam **at least** one month before the date of your exam. **You must inform Melissa if any members of your committee will be examining you remotely.**

7. Under most circumstances, you will be informed of your exam results on the day of your exam.

8. A week after passing your exam, you **must advance to Doctoral Candidacy.**

The Application for Candidacy for the Doctoral Degree is a Higher Degree Committees e-form. Go to CalCentral > My Dashboard > Student Resources > Submit a Form. You will be charged \$90.00. fee to be advanced to doctoral candidacy. **It is your responsibility to pay this fee. You will be required to list the members of your Dissertation committee on the form. Please remember that the Chair of your Qualifying Exam Committee cannot be the Chair of your Dissertation Committee.** You will be able to change the configuration of your Dissertation committee in the future if need be.

Higher Degree Committees Form

These titles are on many of the forms you must fill out as a PhD student:

- **The Head Graduate Advisor:** For the PhD Program, this is the PhD Faculty Director, not your Field Advisor.
- **Inside Member(s):** The inside member(s) are faculty members from Berkeley Haas. At least one committee member **must** be from your area of study.
- **Academic Senate Representative (Outside Member):** The outside member serves as the Graduate Dean's representative and must be a member of the Berkeley Academic Senate. The outside member must hold an appointment in another department or school outside of Berkeley Haas (not outside your field of study). The faculty member must not hold any appointment with Berkeley Haas, even 0%. No exceptions will be granted.

Satisfactory Progress

An evaluation by the appropriate faculty committee will be conducted to determine that there has been satisfactory progress toward the oral qualifying examination. Please remember that all Berkeley Haas PhD students are required to be Advanced to Doctoral Candidacy by the end of their third year in the program (6th semester). This means that failure to take and pass the oral qualifying exam and to advance to doctoral candidacy by this deadline could result in the PhD Program Office recommending that the Graduate Division place a student on academic probation, probation due to lack of progress in the program, or academic dismissal. If the faculty committee does not recommend a second attempt at the examination, a student may be recommended for dismissal.

*Please consult the **Haas Good Academic Standing Policy** and the **Student Handbook** for policies and procedures for each of these critical program milestones.

Oral Qualifying Exam Contact: Melissa Hacker, phdstudents@berkeley.edu