



QEII Oral Defense Scheduling Form

(Date must be submitted to the Department Office **no later than April 1st**
and the oral defense must be taken **no later than June 1st**)

TO: Department of Biomedical Sciences

FROM: _____
Student Name

RE: QEII Oral Defense Date

DATE: _____

This memo is to inform you that I have scheduled my QEII Oral Defense, as follows:

PLEASE TYPE ALL INFORMATION

Date: _____

Time: _____

Location: _____

Title: _____

APPROVALS: _____
Signature of Mentor Date

For Department use only:

Date to receive electronic version of the proposal: _____

Date proposal distributed to dissertation committee: _____

QEII ORAL DEFENSE INSTRUCTIONS:

The student will write the proposal in the format of a mini-grant application, equivalent to a NRSA fellowship.* The written proposal should be no longer than 10 single-spaced pages (not including references) and should consist of an abstract, background and significance, specific aims and experimental design. **Preliminary data are not required.** If preliminary data have been obtained, then it should be included in the background materials and may be included in the oral presentation. The student may consult with anyone in the course of preparing the proposal, but the written document must represent the student's own work. The mentor may aid in the development of specific aims and construction of a topical outline for the dissertation proposal. The mentor also may direct the student to relevant literature and may edit an initial draft. However, the mentor should not act as co-author. The research proposal will be judged on standard criteria, including, but not limited to, the student's grasp of the field, significance of the proposed work, originality and depth of thought and the feasibility of the experimental approach.

**Additional information on the NRSA/F31 application can be found at <http://grants.nih.gov/grants/guide/pa-files/PA-10-108.html>*

The Qualifying Exam Part II must be completed by **June 1 of the second year of full-time study**. Students must adhere to the following deadlines when preparing for the Qualifying Exam Part II: **April 1** – Notify Department Office of the date of the oral defense by submitting the QEII Oral Defense Scheduling Form.

Two weeks before Defense Date – Provide the Department Office with an electronic version of the written proposal for distribution to all members of the dissertation committee.

June 1 – The oral defense must be held **no later than June 1** of the second year of study. The Department Office will provide the dissertation committee chair with course grades, laboratory rotation evaluations, and Qualifying Exam Part I results to review with the committee prior to the Qualifying Exam Part II oral defense. At the oral defense, the student will answer questions on the proposal and on related topics, focusing on (but not restricted to) the student's program area.

The Dissertation Committee will provide a grade of Pass, Conditional Pass, or Fail. The student must pass the exam by a majority vote of the Committee. If the student does not satisfactorily complete this part of the exam, the Dissertation Committee will make appropriate recommendations to the Graduate Academic Committee, which may include modifying the proposal and re-taking the exam, completing remedial course work, or dismissal from the program. The date and results of the exam will be communicated by the Dissertation Committee Chair to the Graduate Academic Committee and the Department Chairperson. If the student receives a Conditional Pass on the exam, the conditions must be met within three months or the student will receive a grade of Fail. If the student receives a grade of Fail, the exam may be re-taken once, and must be completed within three months. All students are strongly encouraged to submit proposals for pre-doctoral training awards following completion of the Qualifying Exam Part II.