

Oral Qualifying Exam

Formal application must be made to take this exam. Forms are available from, and should be returned to, the program coordinator (Ph.D. Associate Director). Advisers must attest that the student meets all requirements and is ready to be tested. The program director reviews and approves the applications. Once approved by the program director, the application is sent to Graduate Division. Graduate Division formalizes the admission to qualifying exam status and then officially notifies the committee members of their appointment and the subject areas of the exam.

The rules for committee makeup are:

1. The chair is usually from the student's major field, but must not be the student's intended dissertation chair.
2. Two members must be from the student's field of specialization.
3. A third member must be from the business school, but not from the student's major field – this is preferred but optional
4. The fourth member must be from outside the business school.
5. The dissertation chair can sit on the orals committee but cannot be the chair.

The student is responsible for arranging a time and place with the committee members. Remember that the application to take the exam must specify the date and time requested, and it must be submitted at least four weeks prior to the date requested for the exam. This allows Graduate Division time to review the request. Once you are admitted to the oral examination, the date can be changed if extraordinary circumstances arise. If the exam is not taken within eighteen months, a new application must be made. Under most circumstances, the student will be informed of the results immediately.

Advancement to Candidacy

When a student has passed the oral examination, he will receive an application for candidacy by mail from the Ph.D. office. This form should be filled out (complete with required signatures) and returned to the Ph.D. office along with a \$65 check payable to the UC Regents no later than the end of the semester following the one in which the exam was taken. Advancing to candidacy qualifies students for the Normative Time Fee Offset, which is considerably lower than the regular registration fees.

Higher Degree Committees

Faculty committees for higher degrees are ad hoc committees acting on behalf of the Administrative Committee of the Graduate Council. Therefore, decisions made by faculty committees for higher degrees are made on behalf of the Graduate Council, not the Haas School. The Chair of Graduate Advisers recommends appointment of faculty members to committees but final approval rests with the Graduate Division.

These titles are on many of the forms you must fill out:

Chair of Graduate Advisers

For the Ph.D. program, this is the Director of the Ph.D. Program, not your field adviser.

Chair

The chair **must** be a member of the Berkeley Division of the Academic Senate, and from the business school. On rare occasions the chair may be outside the business school, but justification must be submitted to the Dean of the Graduate Division for approval. You may have co-chairs.

Outside Member

This is the "outside outside" member as opposed to the "inside outside" member to be discussed later. The outside member serves as the Graduate Dean's representative and must be a member of the Berkeley Academic Senate. The "outside outside" member must hold an appointment in another department or school, 100% outside the business school (not outside your field). **No exceptions will be made!**

Inside Member

The inside member is a member of the faculty of the business school.

Under some circumstances, a non-Senate member may be appointed to a committee as either co-chair or inside member. Approval must be obtained from the Graduate Division so if you want a non-Senate member, remember it will take a little longer to approve your committee and adjust accordingly (this is especially true for your orals committee which is often done, shamefully, at the last minute).

Oral Qualifying Exam Committee

At the Haas School, the orals committee is composed of four members. You will need a chair (usually from your field), an "inside

inside" member (i.e., a faculty member from your field), an "inside outside" member (a faculty member from another field within the business school) is preferred but optional, and an "outside outside" member (outside the business school). The chair of your dissertation committee should not be on your orals committee. Confused yet?

Dissertation Committee: The dissertation committee is composed of three people: the chair, the inside member, and the outside member. You may have a co-chair if you wish. See above for rules regarding the chair and outside member.

Dissertations

The Graduate Division's "Guidelines for Submitting a Doctoral Dissertation" is essential in preparing the dissertation. Be sure to consult it before beginning your final copy. Remember that you must prepare three copies of your dissertation. Two are submitted to the Graduate Division and must be on approved paper; the copy required by the Ph.D. Program office can be on regular paper.

Degrees are awarded in December and May. If you are filing for a December degree, the deadline is the last day of the fall semester. If you are filing for a May degree, the deadline will be the last day of the spring semester. Check with the Ph.D. office for the exact dates, since they change every year.

Filing Fee

Filing fee status is available to doctoral students who have completed all requirements for the degree except for filing the dissertation. The filing fee process was originally designed to allow students who had otherwise completed all degree requirements, and for some reason missed the deadline to file their dissertation in their last registered semester, to save some money. Today, it is a way for students to withdraw their final semester, pay a minimal fee (currently \$178.25) and file their dissertation. It is not to be confused with Normative Time, which is the normal time to degree and which happens when a student advances to candidacy (assuming she/he has not been enrolled as a graduate student at Berkeley for more than 5 years). To file a dissertation, students must either be registered or on filing fee. Students can make only minimal use of the library and faculty while on filing fee. Don't apply for this until you are in the final throes of finishing your dissertation.

The filing fee is valid for **any** four-month period and begins when you file the application for filing fee status. This means that it doesn't have to coincide with the semester schedule. The filing fee may be used only once and the dissertation must be filed before it expires. The rules are different for a student who will be working as a GSI or GSR while on filing fee status. In this instance, the filing fee is valid for the semester, so you have a slightly longer time, but the dissertation must be filed by the end of the semester.

For students who think they will file over the summer, it would be better to register for the spring semester preceding the expected filing, and go on filing fee in the summer. The normal procedure is to make sure that your committee will accept your dissertation and then to apply for the filing fee one month before the actual filing. This avoids the problem of "using up" the filing fee without getting the dissertation filed. The only requirement for filing fee status is that you must have been continuously registered while in the doctoral program, with no more than two semesters of approved withdrawal. It is expected that all degree requirements will have been completed and that you only need to get a final draft of your dissertation to the committee for approval and signature.