

# University of Hawaii at Manoa

## Department of Electrical Engineering PhD Qualifying Examination Form

Completed form to be turned into the EE Office by **March 1** if entered PhD program in **Fall**; by **October 1** if entered PhD program in **Spring**.

Name:	
UH ID#:	
Semester entered PhD program:	
Semester the examination to be taken:	
Track:	
Advisor:	

Check if petitioning for an extension to take the examination in the first summer semester

Topic of presentation (give title or a brief description or attach one page abstract)

\_\_\_\_\_  
(Student's signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Advisor's signature)

\_\_\_\_\_  
(Date)

(Below this line to be filled by the Examination Committee and the Graduate Chair)

Comments:

Attempt 1  Date: \_\_\_\_\_

Attempt 2  Date: \_\_\_\_\_

	NAME	SIGNATURE	DATE	PASS	FAIL
Advisor:					
Graduate committee pick 1:					
Graduate committee pick 2:					

## **Procedures for handling the EE PhD Qualifying Examination Form**

1. Student fills out top half of the form, including signature and date.
2. Student asks faculty advisor to provide signature and date, ensuring that both the student and the advisor agree on the topic of the examination.
3. Student returns the form to the EE Secretary.
4. EE Secretary gives the form to the Graduate Chair.
5. Graduate Committee determines the Examination Committee by writing their names on the form, then returns the form to EE Secretary.
6. EE Secretary emails the student a copy of the form listing the committee members.
7. Student contacts the committee members to schedule the examination date and time.
8. Student informs the EE Secretary of the examination date and time.
9. EE Secretary reserves a room for the examination and confirms the reservation to the student via email.
10. Student informs the committee members of the room. Student is responsible for providing reminders to the committee members.
11. Prior to the examination, the student retrieves the form and an evaluation sheet from the EE Secretary.
12. After the examination, the committee members sign, date, and indicate Pass/Fail on the form, and fill out the evaluation sheet.
13. Student returns the form and the evaluation sheet to the EE Secretary.