QUALIFYING (ORALS) EXAMINATION
TIMELINE

1. **Friday, November 4, 2016:** Select a preliminary dissertation advisor and report your selection via email to Patrick.

2. **November-December:** Meet regularly with your preliminary dissertation advisor and other faculty members to discuss research topics suitable for presentation at the oral qualifying exam.

3. **Friday, December 16:** Select and commit to the research topic you will prepare for the oral qualifying exam in consultation with your preliminary dissertation advisor.

4. **January:** Continue to meet regularly with your preliminary dissertation advisor and other faculty members to discuss progress on your oral exam prospectus.

5. **March:** In consultation with your preliminary dissertation advisor, select and begin consulting with your orals committee chair and members regarding your qualifying exam prospectus.

6. **Friday, March 10, 2017:** Email to Andres Rodriguez-Clare and cc Patrick: a preliminary title, a one page description of the research question, its economic motivation, the proposed methodology and datasets, if any, and the proposed membership of your orals committee.

7. **April:** Schedule your oral exam for some date **on or prior to Friday, June 30, 2017.** Dates in May are preferable to dates in June. The probability that all the members of your Oral Committee are available drops significantly after May 15th. Your exam committee must be approved by Andres Rodriguez-Clare before submitting any of the required paperwork to Patrick.

8. **May-June or as soon as your oral exam date is confirmed:** Submit the Graduate Division and department applications for oral qualifying exam to the Economics Graduate Office in 543 Evans Hall at least 3 weeks prior to the date of your exam.

9. **Warning:** Submit your Advancement to Candidacy – Plan B form and pay the required fee **on or prior to Friday, June 30, 2017.** If you do not submit your Plan B form by June 30, 2017 you will be placed on academic probation, and are subject to dismissal.
QUALIFYING (ORALS) EXAMINATION
POLICY AND PROCEDURES

- All updated information on the Qualifying Examination aka Orals Exam and the necessary application forms can be found on the department website at: http://econ.berkeley.edu/grad/current/oral-exam

- Passing the Orals Exam is necessary before being advanced to candidacy for the doctoral degree.

- A 4-Person Qualifying Examination Committee is appointed for the Orals Exam of each student.

- Students in their third year of the program who have fulfilled the coursework and the field requirement must take the Orals Exam by Thursday, June 30, 2017.

- Submit a research prospectus in the third year (3rd year Research Prospectus) to the faculty member that has agreed to serve as dissertation advisor. The prospectus takes the form of a dissertation proposal. Responsibility to approve the 3rd year research prospectus lies with your preliminary dissertation chair/adviser. An acceptable 3rd year research prospectus should indicate potential ability to conduct research acceptable for a dissertation and need not indicate early achievement of an actual thesis.

- **Please consult with your preliminary dissertation chair/adviser on the structure of your prospectus.**

  The general outline of the 3rd year research prospectus contains several components: discussion of related work, motivation (may contain summary of policy implications of research), description of similarities and contrasts. Frequently, description of the data sources and the general data analysis methods of empirical projects, expected results, strategies, tools and sources.

- It is highly recommended to practice your orals exam presentation with your classmates.

- Successful orals in third year leads to Degree Completion Fellowship that can be used in either your fourth, fifth, or sixth year. **Please Note:** Your department fellowship (if applicable) and Degree Completion Fellowship will be jeopardized if you do not pass the QE in the third year.

- If there is a total partial or partial failure, a new exam can be taken 3-6 months after your initial test date if the committee recommends a reexamination. Students who do not pass the second orals exam will be dismissed from the program and university.

- Students who have not taken the oral exam by the end of their third year will be placed on probation, and will be subject to dismissal if they do not take the oral exam by the end of the fall term of the fourth year.

- Any questions or concerns about should be communicated with your preliminary dissertation chair/adviser and orals committee chair.