QUALIFYING (ORALS) EXAMINATION
TIMELINE

1. **Friday, November 8, 2019:** Select a preliminary dissertation advisor and research topic for your orals examination and report this via email to Graduate Chair/Head Graduate Adviser, Andres Rodriguez-Clare, (andres@econ.berkeley.edu) and Director of Student Services, Patrick Allen, (pallen@econ.berkeley.edu).

2. **Monday, December 9, 2019:** Email Andres a preliminary one-page draft of the title, description of the research question, its economic motivation, the proposed methodology and datasets, if any.

3. **Friday, March 6, 2020:** In consultation with your preliminary dissertation advisor, select your orals committee chair and members. See committee configuration requirements below. Then email Andres and CC Assistant Director of Graduate Student Services a final draft of the 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.

4. **April 2020:** Schedule your oral exam for a date **on or prior to Tuesday, June 30, 2020.** Dates in May are preferred. The probability that all members of your Orals Committee’s availability drops significantly after May 15 (end of spring term). Your exam committee must be approved by Director or Assistant Director of Graduate Student Services prior to submitting the Higher Degrees Committee form.

5. **May-June or as soon as your oral exam date is confirmed:**
   a. Submit the Higher Degrees Committee Form via CalCentral at least **three weeks prior** to your exam date for formal approval.
   b. Reserve 506 Evans.
   c. Request approval from your advisor and then submit your prospectus **one week prior** to your exam date to your dissertation advisor, and CC Assistant Director of Graduate Student Services. The prospectus is included in your file that is provided to the Orals Committee.
   d. Send reminders to your committee members as the date of the examination approaches.

6. **Finally, if you pass your orals exam,** submit your Advancement to Candidacy – Plan B application via CalCentral (Higher Degrees Committee Form) no later than **Tuesday, June 30, 2020.** Enter requested information, including your preliminary dissertation committee. **Please note there is a required fee that will be assessed to your account.** If you do not submit your candidacy application by Tuesday, June 30, 2020 you will be placed on academic probation, and are subject to dismissal.
QUALIFYING (ORALS) EXAMINATION
POLICY AND PROCEDURES

• All updated information and requirements on the Qualifying Examination aka Orals Exam can be found on the department website as well as the Graduate Division’s Degrees policy website. We highly recommend you review the requirements and policies:
  o http://econ.berkeley.edu/grad/current/oral-exam
  o https://grad.berkeley.edu/policy/degrees-policy/#f26-qualifying-examination

• Passing the Orals Exam is required before advancing to candidacy for the doctoral degree. In addition, doctoral students must:
  o have no more than two courses graded Incomplete;
  o have a minimum 3.0 grade-point-average
  o have no more than one-third of the total units undertaken for the degree be graded on an S/U basis;
  o have fulfilled any additional program-specific requirements (eg: seminar below);
  o have secured an appropriately configured dissertation committee, and;
  o have completed and passed at least one seminar (Department of Economics policy).

  More information about advancing to candidacy can be found here:
  https://grad.berkeley.edu/policy/degrees-policy/#f28-advancement-to-candidacy-for-a-doctoral-degree

• The Qualifying Exam Committee is configured of at least 4 faculty members: 1 Chair, 1 Academic Senate Representative (ASR / “outside” member), and at least 2 additional members.
  o The Department of Economics requires at least 4 members, of which, 50% must be from Economics.
  o One Additional Member may be added as long as 50% of the total composition is Economics faculty.
  o The Qualifying Examination Chair cannot serve as the Dissertation Chair for the same student. (See Section F4.8).
  o There cannot be Co-Chairs for the Qualifying Exam.
  o It is the collective responsibility of the Qualifying Examination Committee to ensure that the student’s mastery of the subject matter is broad and comprehensive.
  o If a student is reexamined, the committee for the second examination must be the same as for the first exam.
  o Additionally, the Department of Economics does not permit the dissertation advisor (chair) to sit on the QE Committee in any capacity.

  *Please see Director or Assistant Director if you have questions regarding faculty with 0% joint appointments

  More information about the Graduate Division’s Higher Degree Committees Configuration, including QE and Dissertation Committees, can be found here:
  https://grad.berkeley.edu/policy/degrees-policy/#f47-configuration-requirements-for-higher-degree-committees
• Students in their third year of the program who have fulfilled the coursework and the field requirement must take the Orals Exam by **Tuesday, June 30, 2020.**

• The prospectus takes the form of a dissertation proposal. Responsibility to approve the 3rd year research prospectus lies with your preliminary dissertation 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 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 (DCF) that can be used in either your fourth, fifth, or sixth year. **Please note:** Your department fellowship (if applicable) and DCF 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 adviser and orals committee chair.