

PHD Oral Exam Instructions to Students

Revised 11/01/2018

The DPP template, MOA Sample and any form not hyperlinked can be found at
<https://sites.google.com/a/slu.edu/my-cphsj/home/doctoral/public-health/forms>

You may have to sign in with your SLU ID and password

Below is information you need to know or items you are responsible to provide the doctoral program coordinator as you plan your Oral Exam.

1. Any [advanced standing evaluation](#) forms and your [final IPS form with all coursework identified](#) must be sent to the Doctoral Program Coordinator in advance and will be sent in with a Oral Exam Form to Graduate Education (that form must be signed by your chair/mentor and college dean).
 - a. Graduate Education conducts an official degree audit (all courses must be either in process and/or dissertation research to be completed) before you can move to candidacy after your oral exam.
2. An unsigned copy of your [Dissertation Proposal Prospectus \(DPP\)](#) and [Memorandum of Agreement \(MOA\)](#) -- **30 days in advance or your oral exam date**. The final signed versions are turned in 30 days *after* your Oral Exam with revisions mandated by your committee. *Note: The DPP and MOA must be approved by your committee (you may have minor revisions after submission and before the exam but the committee MUST have reviewed and approved the draft you submit).*
 - a. Use the Graduate Education [dissertation formatting guide](#) as you draft your DPP since this is the beginning draft of your dissertation.
 - b. Use our [Guidelines for Quality Dissertation](#) attached to the Dissertation Outcome Evaluation Worksheet to guide you about the elements for a quality dissertation.
 - c. Review the [2017-18 doctoral hand book \(especially Sections 4.1, 4.2 and 5\)](#).
 - d. Use the [Oral Exam Outcome Evaluation form](#) to guide how the oral exam will be judged. *Note: as of 10/6/2016, committee members-at-large vote on oral exams.*
3. Date and time your exam (2-hour block confirmed with all of your committee members in advance) and in coordination with the doctoral program coordinator so there is no overlap of exams. Work as forward as possible (at least 30 days in advance). The doctoral coordinator must find and confirm 2 external committee members (2 faculty outside your concentration area) who also attend.
 - a. Your formal presentation should be approximately 45 minutes with another 15-30 minutes for questions. After that, your committee will meet and then pull you in to discuss the result.
 - b. Assume Salus Center location (1412D).
4. Presentation Title, Names/Titles and Abstract for an announcement that is publicly posted on line and around Salus Center 2 weeks before your oral exam. (See sample on forms page)
 - a. Presentation Title
 - b. Names and titles for yourself and for Committee Members
 - c. A one-paragraph abstract (approved by mentor).
5. Do you have any committee members outside of SLU CPHSJ?
 - a. If so, they need to be approved in advance. The program coordinator can work with you and your mentor for the necessary template. You must provide his/her CV and his/her e-mail address.
 - b. Will any of your committee members be joining by telephone, FUZE, Skype, etc? We prefer your committee to be in person, if possible.
6. Your slides from presentation at least one week in advance of your exam date.