

# University Oral Examination



Stanford University

*Please address questions concerning this form and submit the completed form to your home department.*

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## Instructions:

This form is to be submitted by the student or committee chair to the department graduate studies administrator to:

The University Oral Examination form is used to:

1. Initiate and approve the appointment of the student's University Oral Examination Committee.
2. Schedule the examination officially, including:
  - Date, time, and location of the examination
  - Type of examination
  - Title of dissertation or subject of examination
3. Record the result of the examination.

## Deadlines:

This form should be submitted by the student to the department graduate studies administrator at least two weeks prior to the examination date.

## Policy:

See GAP 4.7 for further detailed information on the University Oral Examinations and Committees (<http://gap.stanford.edu/4-7.html>).

Passing a University oral examination is a requirement of the Ph.D. and J.S.D. degrees. The purpose of the examination is to test the candidate's command of the field of study and to confirm fitness for scholarly pursuits. Departments determine when, after admission to candidacy, the oral examination is taken and whether the exam will be a test of knowledge of the field, a review of a dissertation proposal, or a defense of the dissertation. The chairperson of a Stanford oral examination is appointed for this examination only, to represent the interests of the University for a fair and rigorous process.

## Membership:

The University Oral Examination Committee consists of at least five Stanford faculty members: four examiners and the committee chair from another department. All committee members are normally members of the Stanford University Academic Council, and the chair must be a member. Emeritus faculty are also eligible to serve as examiners or chair of the committee.

A petition for appointment of an examining committee member who is neither a current or emeritus member of the Academic Council may be approved by the chair of the department if that person contributes an area of expertise that is not readily available from the faculty and holds a Ph.D. or equivalent foreign degree. The majority of the examiners must be current or emeritus Academic Council members; more specifically, one of four or five examiners or two of six or seven examiners may be appointed to the Oral Examination Committee by means of this petition.

The chair of the examining committee may not have a full or joint appointment in the adviser's or student's department, but may have a courtesy appointment in the department. The chair can be from the same department as any other member(s) of the examination committee and can be from the student's minor department provided that the student's adviser does not have a full or joint appointment in the minor department.

For Interdisciplinary Degree Programs (IDPs), the chair of the examining committee may not have a full or joint appointment in the primary adviser's major department and must have independence from the student and adviser. The Department of Electrical Engineering and the School of Education have been granted exceptions to this policy, whereby "out-of-department" may include a faculty member from another division of the department or school.

Responsibility for appointing the out-of-department oral examination chair rests with the candidate's major department. Many departments invite advisers to participate in the process of selecting and contacting potential chairs. The department should not require the student to solicit the out-of-department chair, although the student may participate in selecting and contacting potential chairs.

### **Scheduling the Oral Examination:**

Department policy determines when, after admission to candidacy, the oral examination is taken. Timing of the examination depends on department policy, on the nature of the examination, and on the estimated readiness of the student. The examination may be scheduled at any time during the year, unless otherwise specified by department policy.

Students must be registered in the term in which the university oral examination is taken. The period between the last day of final exams of one term and the day prior to the first day of the following term is considered an extension of the earlier term. Candidacy must also be valid.

If a member cannot attend the scheduled examination, the examination is rescheduled.

With the agreement of the primary adviser and student, a member of the University oral examination committee may participate by telephone or video conferencing. The primary adviser, the student, and the out-of-department chairperson must be present and may not participate virtually. If the conferencing technology fails and the examiner cannot participate, the committee may fail to reach its quorum. In this case, the examination must be rescheduled.

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## Student Information:

|   |                                  |                      |
|---|----------------------------------|----------------------|
| Last or Family Name   | First                            | Middle               |
| <input type="text"/>  | <input type="text"/>             | <input type="text"/> |
| Stanford Student Number (8 digits, first digit is 0)  | Email Address                    |                      |
| <input type="text"/>  | <input type="text"/>             |                      |
| Department Name   | Minor Department (if applicable) |                      |
| <b>Student Status:</b> <input type="checkbox"/> Valid candidacy <input type="checkbox"/> Registered in exam quarter <input type="checkbox"/> Reading committee form submitted (required for dissertation defense) |                                  |                      |

## Examination Information:

|                                    |                      |  |
|------------------------------------|----------------------|--|
| Expected Date for Oral Examination | Time                 | Location   |
| <input type="text"/>               | <input type="text"/> | <input type="checkbox"/> Area examination <input type="checkbox"/> Dissertation proposal <input type="checkbox"/> Dissertation defense |
| Dissertation or Proposal Title     |                      |  |
| <input type="text"/>               |                      |  |

## Orals Committee Composition Information:

|                    |              |            |   |
|--------------------|--------------|------------|---|
| University Chair:  | Printed name | Department | Academic Council Member? <input type="checkbox"/> Yes <input type="checkbox"/> No |
|                    | Title        |            |   |
| Principal Adviser: | Printed name | Department | Academic Council Member? <input type="checkbox"/> Yes <input type="checkbox"/> No |
|                    | Title        |            |   |
| Examiner:          | Printed name | Department | Academic Council Member? <input type="checkbox"/> Yes <input type="checkbox"/> No |
|                    | Title        |            |   |
| Examiner:          | Printed name | Department | Academic Council Member? <input type="checkbox"/> Yes <input type="checkbox"/> No |
|                    | Title        |            |   |
| Examiner:          | Printed name | Department | Academic Council Member? <input type="checkbox"/> Yes <input type="checkbox"/> No |
|                    | Title        |            |   |

By signing below, we affirm that the student's academic status and the committee composition meet the guidelines for University oral examinations.

|                                    |                      |                      |
|------------------------------------|----------------------|----------------------|
| Chair, Major Department: Signature | Printed Name         | Date                 |
| <input type="text"/>               | <input type="text"/> | <input type="text"/> |
| Chair, Minor Department: Signature | Printed Name         | Date                 |
| <input type="text"/>               | <input type="text"/> | <input type="text"/> |

## Oral Examination Results:

- ☐ University procedures were followed in conducting this oral examination.
- ☐ All of the above members were present and voting
- The candidate ☐ Passed ☐ Failed the examination.

|  |                      |
|--|----------------------|
| Signature of Chair of the Oral Examination Committee | Date                 |
| <input type="text"/>                                 | <input type="text"/> |
| Name of Departmental Administrator                   | Date of Axxess input |
| <input type="text"/>                                 | <input type="text"/> |