

ORAL EXAMINATION SCHEDULING FORM
Harvard T.H. Chan School of Public Health

Instructions: Complete and return this form to the Registrar's Office, room G4, **at least three weeks prior** to the date of your exam to allow time for publication. Distribute copies of **both sides** of this form to each examiner. Please **type or print legibly**.

PREREQUISITE: APPROVAL OF FINAL PROGRAM; COMPLETION OF COURSEWORK

(student name)

candidate for the degree of (check one) Doctor of Science Doctor of Public Health

in the department(s) of _____ / _____
Department #1 Department #2 if Applicable

having declared the following: Major Field 1: _____

Major Field 2: _____

Minor Field 1: _____

Minor Field 2: _____

will take o his / o her Oral Qualifying Examination

ON: _____ , _____ , _____
day of week month and day year

at: _____ in room _____ of building _____
time

The following faculty members have been asked to give the examination:

_____ will chair the Examination Committee

REQUIRED SIGNATURES OF APPROVAL:

Candidate's Signature

Advisor's Signature

Department Head's Signature

Department Head's Signature
(Dual Degree Candidates Only)

OFFICE USE ONLY

Office Posting: CRS CMT Print Calendar Email date_____

PROCEDURE FOR SCHEDULING THE ORAL QUALIFYING EXAMINATION

- Schedule a room for the Oral Qualifying Examination. Please contact your department's academic administrator for assistance.
- Submit the form to the HSPH Registrar's Office. It is important that the *Oral Scheduling Form* include the name of the Chair of the exam. **Notification must be done at least three weeks prior to the Examination.** Arrangements then will be made by the Registrar's Office for the announcement of the examination to be placed on the school's event calendar. **Please Note: the examination is not valid unless this announcement has been made.**
- Students who miss the deadline for publication must post notices outlining the date, time and place of the exam in departmental offices and on the first and ground floors of Kresge, making certain that the HSPH Registrar's Office receives a copy of the posting. Notices must be posted at least one week prior to the exam. *The examination is not valid unless this announcement has been made.*
- Outline a proposed plan of research and distribute the plan to the Oral Examination Committee and the HSPH Registrar's Office approximately **three weeks prior to the exam.** The usual format of the research proposal should be similar to that submitted to a granting agency or foundation and should include the following:
 - research objectives
 - methods of procedure
 - anticipated problems and results
 - the overall significance of the research
- Meet with members of the Examination Committee prior to the examination. The student is encouraged to meet with each examiner to discuss the general nature of the questions to be asked during the Examination.
- Distribute copies of both sides of this form to each examiner well in advance of the examination.

The student's advisor should pick up (and return) the student's *Report of Oral Qualifying Committee Form* from the HSPH Registrar's Office prior to the examination. This form must be completed by the examiners at the end of the examination and returned to the HSPH Registrar's Office immediately after the student's exam.

Faculty members other than the examiners may attend the student's examination only if prior permission is given by both the advisor and the student. These other faculty members may question the student only with the consent of the Chair of the examination committee. No one else may attend.

Students usually open the exam with a short presentation outlining the thesis topic. Students may, however, choose not to give a formal presentation. Each examiner may question the student on the thesis research, with emphasis on the field they represent. General questions should be asked to explore the student's understanding of the major and minor fields declared.

The Results of the exam may be the following:

- Pass
- Pass with qualifications
- Fail