

TIGP - CBMB

Guidelines for Qualifying Examination Committee (MB Track)

1. The purpose of the Qualifying Examination is to assess a student's logic, judgement, and analytical ability toward his/her proposal rather than testing the details in techniques and experiments.
2. The originality of the proposal was confirmed by the supervisor. It is the Supervisor's responsibility to endorse the application.
3. The Exam Committee will be asked to evaluate the final proposal and the oral exam. The Exam Committee is encouraged to provide suggestions to the student. The Chair of the committee has a responsibility to intervene and moderate when appropriate. The exam committee will be rewarded with faculty points for their contribution.
4. The full proposal must be submitted to the exam committee and the program office at least two weeks before the oral exam. If the student misses the deadline, the student will be considered to fail the exam. When the student accumulates two fails, he or she will not be allowed to take the qualifying exam, which means he or she will not be able to continue in the program.
5. Proposal Evaluation:
 - a. The exam committee should use the evaluation form to provide suggestions and indicate evaluation results. Students can proceed with arranging and holding an oral exam upon receiving approval from the chair of committee based on comments to evaluation results to the proposal.
 - b. If a student's proposal does not meet examination committee's expectation, the exam committee chair can ask the student to rewrite or notify student to make appropriate adjustments or provide sufficient proofs towards his/her ideas specified in the proposal. However, it would depend on the exam committee chair whether the student need to submit a revised proposal before the oral exam.
 - c. Discussions towards the proposal between the exam committee and the student is highly encouraged. If the student does not submit a revised proposal within the regulated time, or the revision is rejected and the

student is unable resubmit before the deadline, he or she cannot proceed to hold the oral exam and this means that the student has failed his or her qualifying exam.

6. Oral Exam Evaluation: the exam committee will assess student based on his/her performance during the exam. The evaluation will be based on creativity, logic, feasibility, research approach, background knowledge, PowerPoint presentation, oral presentation and response to questions. If the student cannot pass the exam, the exam committee will make a suggestion on whether the student should (a) write a new proposal for the same topic and proceed with the oral exam after meeting their standards, or (b) select a new topic for the make-up exam, which must be completed by the end of the second academic year.