

2021-2022 TIMELINE to the QUALIFYING EXAMINATION

For PhD and MD-PhD students taking the *Spring 2022 Qualifying Exam*

Tuesday, November 9, 2021, 4:00 pm, Zoom

Workshop: *Introduction to the Qualifying Exam* led by Dr. Victoria Freedman

Monday, December 6, 2021, 4:00pm, Zoom

Workshop: *Proper Reference Citation: How to Avoid Plagiarism and Other Questionable Writing Practices* led by Einstein Reference Librarians; **attendance mandatory**; <https://libguides.einsteinmed.edu/thesis>

Wednesdays, December 8, 2021 – February 23, 2022, 4:00-5:00pm

Prep Course: *Preparing the Qualifying Exam Proposal* – a **required**, non-credit, proposal-writing course (seven 1-hour sessions) led by Drs. Joan Berman, Fernando Macian, Tina Calderon, and additional faculty facilitators.

Friday, January 21, 2022 – Form 1 due; Mentor Acknowledgement Form due

Form Due: *Form 1 (Proposed Committee Members and Tentative Specific Aims)* – to be submitted by students

Form Due: *Mentor Acknowledgement Form* – to be submitted by the mentors

Friday, February 18, 2022 – Form 2 due

Form Due: *Form 2 (Confirmation of Exam Committee Members)* - to be submitted by the Qualifying Exam Committee Chairs

Friday, March 4, 2022

By this date, students will be notified of the examiners for their Qualifying Exam Committee. Students will then schedule their exam (date, time and room location) with their Exam Committee to be held any time during the oral exam period dates noted below. **Note: No exams are to be scheduled on official school holidays (See 2021 – 2022 Academic Calendar for listing of holidays; <https://einsteinmed.edu/education/phd/current-students/calendar.aspx>)**

Friday, March 18, 2022 – Form 3 due

Form Due: *Form 3 (Date, Time and Location of Qualifying Exam)* – to be submitted by students

Tuesday, March 29, 2022, 4:00 pm, Zoom

Workshop: *Qualifying Exam Oral Format and Sample Questions* led by Dr. Victoria Freedman

Monday, April 25, 2022 Qualifying Exam Proposal due

Final deadline for students to submit Qualifying Exam Proposal to the Qualifying Exam Committee members and the Graduate Office, by 5:00pm.

Monday, May 2, 2022 – Friday, June 10, 2022

Oral exam period; presentation and defense of the written proposal

Friday, June 17, 2022 MS Diploma Form due

Form Due: *MS Diploma Form* – to be submitted by students

Friday, July 1, 2022 PhD Learning Environment Survey due

Mandatory online survey due: following successful completion of the exam, the link to the survey will be sent to each student from the Office of Institutional Research

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- The Timeline, Forms and other Qualifying Exam information are available on the Graduate Division website at: <https://www.einsteinmed.edu/education/phd/current-students/qualifying-exam.aspx>
 - Submit completed and signed forms to the Graduate Office via email to qualexam@einsteinmed.edu