

2023-2024 TIMELINE to the QUALIFYING EXAMINATION

For PhD and MD-PhD students taking the *Spring 2024 Qualifying Exam*

Wednesday, November 8, 2023 4:00-5:00pm, Zoom	Student Workshop: <i>Introduction to the Qualifying Exam</i> led by Dr. Victoria Freedman
Monday, December 4, 2023 4:00-5:00pm, Zoom	Student Workshop: <i>Proper Reference Citation: How to Avoid Plagiarism and Other Questionable Writing Practices</i> led by Einstein Reference Librarians; attendance mandatory ; https://libguides.einsteinmed.edu/thesis
Wednesdays, December 6, 2023 - March 6, 2024, 4:00-5:00pm	Prep Course: <i>Preparing the Qualifying Exam Proposal</i> - a required , non-credit, proposal-writing course (seven 1-hour sessions) led by Drs. Joan Berman, Tina Calderon, and additional facilitators
Friday, January 19, 2024	Forms Due: Qualifying Exam Form 1; Mentor Acknowledgement Form Form 1 <i>Proposed Committee Members and Tentative Specific Aims</i> - to be submitted by students <i>Mentor Acknowledgement Form</i> - to be submitted by the mentors
Friday, February 16, 2024	Form Due: Qualifying Exam Form 2 (<i>Confirmation of the Exam Committee Members</i>) - to be submitted by the Qualifying Exam Committee Chairs
Friday, February 23, 2024	By this date, Graduate Office to notify faculty of their assigned committees
Friday, March 8, 2024	By this date, Graduate Office to notify students of their Qualifying Exam Committee members. Students will then schedule their exam (date, time and location) with their QEC to be held any time during the oral exam period, except on program holidays. See 2023-24 Academic Calendar for holidays
Friday, March 22, 2024	Form Due: Qualifying Exam Form 3 (<i>Date, Time and Location of Qualifying Exam</i>) - to be submitted by students
Wednesday, March 27, 2024 4:00-5:00pm, Zoom	Student Workshop: Qualifying Exam Oral Format and Sample Questions led by Drs. Victoria Freedman and Joan Berman
Week of April 1st, 2024	QE Faculty Workshop: Review Guidelines and Grading Rubric led by Drs. Victoria Freedman and Duncan Wilson
Friday, April 19, 2024	Qualifying Exam Proposal Due Final deadline for students to submit the Qualifying Exam Proposal to their QEC members and the Graduate Office, by 5:00pm
Wednesday, May 1 - Friday, June 14, 2024	Oral Exam Period Presentation and defense of the written proposal; <i>no exam on program holidays</i>
Friday, June 21, 2024	MS Diploma Form Due (How do you want your name printed on the diploma)
Monday, July 1, 2024	PhD Learning Environment Survey Due All students who successfully complete the exam, must submit this mandatory online survey , distributed by the Office of Institutional Research

-
- The Timeline, Forms and Guidelines are available on the Graduate Division website: <https://einsteinmed.edu/education/phd/current-students/qualifying-exam.aspx>
 - Submit forms and proposal to the Graduate Office via email: qualexam@einsteinmed.edu