

**2023-2024 TIMELINE to the QUALIFYING EXAMINATION**For PhD and MD-PhD students taking the *Spring 2024 Qualifying Exam*

<b>Wednesday, November 8, 2023</b> 4:00-5:00pm, Zoom	<b>Student Workshop:</b> <i>Introduction to the Qualifying Exam</i> led by Dr. Victoria Freedman
<b>Monday, December 4, 2023</b> 4:00-5:00pm, Zoom	<b>Student Workshop:</b> <i>Proper Reference Citation: How to Avoid Plagiarism and Other Questionable Writing Practices</i> led by Einstein Reference Librarians; <b>attendance mandatory</b> ; <a href="https://libguides.einsteinmed.edu/thesis">https://libguides.einsteinmed.edu/thesis</a>
<b>Wednesdays, December 6, 2023 - March 6, 2024, 4:00-5:00pm</b>	<b>Prep Course:</b> <i>Preparing the Qualifying Exam Proposal</i> - a <b>required</b> , non-credit, proposal-writing course (seven 1-hour sessions) led by Drs. Joan Berman, Tina Calderon, and additional facilitators
<b>Friday, January 19, 2024</b>	<b>Forms Due:</b> 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
<b>Friday, February 16, 2024</b>	<b>Form Due:</b> Qualifying Exam Form 2 ( <i>Confirmation of the Exam Committee Members</i> ) - to be submitted by the Qualifying Exam Committee Chairs
<b>Friday, February 23, 2024</b>	By this date, Graduate Office to notify faculty of their assigned committees
<b>Friday, March 8, 2024</b>	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
<b>Friday, March 22, 2024</b>	<b>Form Due:</b> Qualifying Exam Form 3 ( <i>Date, Time and Location of Qualifying Exam</i> ) - to be submitted by students
<b>Tuesday, April 9, 2024</b> 4:00-5:00pm, Zoom	<b>Student Workshop:</b> Qualifying Exam Oral Format and Sample Questions led by Drs. Victoria Freedman and Joan Berman
<b>Monday, April 15, 2024</b> 12:00-1:00pm, Zoom	<b>QE Faculty Workshop:</b> Review Guidelines and Grading Rubric led by Drs. Victoria Freedman and Duncan Wilson
<b>Friday, April 19, 2024</b>	<b>Qualifying Exam Proposal Due</b> Final deadline for students to submit the Qualifying Exam Proposal to their QEC members and the Graduate Office, by 5:00pm
<b>Wednesday, May 1 - Friday, June 14, 2024</b>	<b>Oral Exam Period</b> Presentation and defense of the written proposal; <i>no exam on program holidays</i>
<b>Friday, June 21, 2024</b>	<b>MS Diploma Form Due</b> (How do you want your name printed on the diploma)
<b>Monday, July 1, 2024</b>	<b>PhD Learning Environment Survey Due</b> All students who successfully complete the exam, must submit this <b>mandatory online survey</b> , distributed by the Office of Institutional Research

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- 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](mailto:qualexam@einsteinmed.edu)