

PH.D. DEPARTMENTAL QUALIFYING EXAMINATION INSTRUCTIONS

Mechanical & Aerospace Engineering

BEFORE THE EXAM

- Student completes required coursework as described on the MAE website (maeweb.ucsd.edu/grad/phd)
- In consultation with their faculty advisor, student constitutes an examination committee consisting of the following:
 1. Committee Chair (faculty advisor)
 2. MAE faculty member
 3. MAE faculty member or a faculty member from another department
 4. Optional 4th member from MAE or other department
- In consultation with their faculty advisor, student completes Section I of the Ph.D. Departmental Qualifying Examination Form (form can be obtained from the Ph.D. advisor or online at maeweb.ucsd.edu/grad/phd). Student and advisor sign Section I to acknowledge agreement of examination courses and committee members.
- Student coordinates exam date and time with examination committee.
- Student reserves room for examination by completing one of the following options:
 1. To reserve a space in EBU2, send an email including the following information to ebu2rooms@eng.ucsd.edu:
 - Date & start/end time
 - Anticipated number of attendees
 - Any additional needs (projector, white board, etc.)
 2. To reserve a space in Atkinson Hall, send an email including the following information to reservations@calit2.net:
 - Type and purpose of event
 - Date & start/end time
 - Anticipated number of attendees
 - Contact name, department, phone number and email address
 - Any additional needs (projector, white board, etc.)
- Once they receive confirmation of room reservation, student submits the MAE/MATS Exam Form to notify Ph.D. advisor of the examination (form is available online at <https://goo.gl/forms/LJKA0TYGidCZ2cB82>).
 - Ph.D. advisor will print student's transcript and include it in the student's file which will be available for the faculty advisor to pick up from the mailbox outside of EBU2 170 on the day of the exam (Ph.D. advisor will contact faculty advisor to coordinate pickup).
- Student reminds committee members of date, time and location one day prior to examination.

AFTER THE EXAM

For students without an M.S. degree:

- Examination committee completes Section II of the examination form and student signs to acknowledge examination results and comments.
- Student or faculty advisor returns file and exam form to Ph.D. advisor.
 - Ph.D. Advisor will complete Section III and send email confirmation to student once process is complete.
 - Ph.D. advisor will prepare Application to Candidacy and Final Report for the M.S. degree forms (General Petitions may be required for course substitutions). Ph.D. advisor will contact student when forms are complete (forms may take up to one week to be completed).
- Student picks up Application to Candidacy and Final Report for the M.S. degree forms from Ph.D. advisor and submits to Graduate Division (located on the fourth floor of the Student Services Center).
 - Student will receive confirmation email from Graduate Division once M.S. degree is conferred.

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- Student or faculty advisor returns file and exam form to Ph.D. advisor.
 - Ph.D. Advisor will complete Section III and send email confirmation to student once process is complete.