

Written Candidacy Examination – Topic Approval
Department of Chemistry, University of Florida

Student Name:

Ph.D. Advisor:

Qualifying Division:

Tentative Date of Oral Candidacy Exam:

Topic Approval Date:

General Instructions: The purpose of the written candidacy examination is to assess broad knowledge on a specified topic. The topic may or may not be related to the student's current research, depending on Divisional and/or advisor preferences. The topic should be a contemporary research theme that is on the cutting edge of the student's area of chemistry, broadly defined. Please consult the Exam Template (questions) to help guide your topic selection.

Honor Code: The responses given on the written qualifying examination must come solely from the student with limited consultation with colleagues, coworkers, advisors, or AI-powered language models.

Protocol and Timeline:

1. The purpose of the written candidacy examination is to assess broad knowledge on a specified topic. The topic may or may not be related to the student's current research, depending on Divisional and/or advisor preferences. The topic will be identified by the student and must first be approved by the Ph.D. advisor, and subsequently approved by at least two additional members of the Ph.D. committee by no later than 3 months before the oral qualifying examination. It is recommended that the written examination be completed during the 5th semester (e.g., the spring semester of the second year for students who start in fall). The request for topic approval, made electronically, should use the template provided below.
2. Once approved, the student will complete the written qualifying examination using the examination template and following the directions provided therein.
3. The written examination document must be distributed electronically to all members of the dissertation committee by no later than 2 months before the oral qualifying examination. The written qualifying examination will be graded pass/fail by the Ph.D. committee based on a departmental rubric (attached below), of which $\geq 50\%$ criteria must meet passing expectations. $\geq 50\%$ of committee members must agree on a pass. The committee discussion may be done via e-mail or meeting.
4. The student will be informed of the pass/fail grade no later than 1 month before the oral candidacy exam is to take place. The oral component of the candidacy exam will only be held after successful completion of the written qualifying exam. Students with an unsatisfactory performance on the written qualifying examination will be extended a second and final opportunity to pass, due within 1 semester of the originally proposed oral qualifying exam date.
5. The student could be asked by their graduate committee to field questions, discuss, and defend the written qualifying examination during the oral qualifying examination period.
6. Missing deadlines and/or not following the exam instructions will result in a failing grade.
7. Students who do not earn a pass on the written qualifying examination after a maximum of two attempts may be able to complete a M.S. degree, but will not be able to continue on the Ph.D. track. If the student believes there are exceptional circumstances that warrant special consideration, a third and final attempt may be granted if a formal written petition to the Director of Graduate Studies is approved.

Topic (one sentence maximum):

Committee Member Signatures (Click to Sign in Acrobat):