



FACULTY RESPONSIBILITIES FOR THE DOCTORAL QUALIFYING EXAMINATION EE/CE/TE Graduate Program

PLEASE NOTE: Core or affiliated faculty should be in the same program as the student applying for the QE.

To be completed by the PhD Dissertation Advisor

- Determines two structured graduate [courses offered](#) by the Erik Jonsson School for the QE Part 1
- Assigns a presentation topic for the first attempt QE Part 2 (can be in an earlier semester than the QE Part 2 application.)
- Signs the [Doctoral Qualifying Examination Application form](#) prepared by the student in accordance with the [QE Policy](#) and [Doctoral Qualifying Exam Process Timeline](#)
- After conducting the QE Part 2 (first attempt), submits the completed [Doctoral Qualifying Examination Part 2 Evaluation form](#) to the [EE Graduate Program Office](#), ECSN 4.524, by the last day of the QE exam period

To be completed by the PhD Program Committee (PPC)

- For the second attempt of the QE Part 2, the PPC will form an Exam Committee to manage the whole QE Part 2 process for the student
- **Chair of the Exam Committee**
 - ◆ Specifies the presentation topic title (in consultation with the PhD Dissertation Advisor, if the Advisor desires)
 - ◆ Informs the student of the details of the presentation topic at least 20 business days before the QE Part 2 exam date
 - ◆ Sets the exam date and time (after communicating with Exam Committee members and the student), and makes a room reservation
 - ◆ After conducting the QE Part 2 (second attempt), submits the completed [Doctoral Qualifying Examination Part 2 Evaluation form](#) to the [EE Graduate Program Office](#), ECSN 4.524, by the last day of the QE exam period

Relevant Links

- [Courses Offerings](#)
- [Doctoral Qualifying Examination Application form](#)
- [CE Graduate Program Forms](#)
- [Doctoral Qualifying Examination Part 2 Evaluation form](#)
- Electrical Engineering Graduate Program Office eegrad_assist@utdallas.edu