



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

## **To be completed by Student**

- Review the [Doctoral Qualifying Exam Policy](#) and the [Doctoral Qualifying Exam Process Timeline](#).
- Secure a PhD Dissertation Advisor: requirement before the [Doctoral Qualifying Examination Application form](#) may be submitted. Please verify that your faculty advisor is either a core or affiliated faculty in your EE, CE, or TE degree program, respectively.
- Complete the [Doctoral Qualifying Examination Application form](#) (typewritten; fillable PDF) according to the PhD Dissertation Advisor's instruction. Obtain signatures and submit it to the Electrical Engineering Graduate Program Office [eegrad\\_assist@utdallas.edu](mailto:eegrad_assist@utdallas.edu) before the deadline (last day of submission is the Census Day of the full-term session of the semester to be presented.)
- Make a room reservation for QE Part 2 presentation (first attempt) during the QE exam period (starting at 25 business days after the Census Day and ending at 5 business days before the last day of weekday classes.)
- Submit [PhD QE Part 2 Presentation Details Online](#) (presentation title, abstract, date, time and venue) within 10 business days after the above mentioned application deadline. This information will be posted onto the EE Department website within 20 business days after the Census Day.
- Complete the student information portion of the [Doctoral Qualifying Examination Part 2 Evaluation form](#) (typewritten; fillable PDF.) Provide one copy for each of your Evaluating Members the day of your examination.
- Take the QE Part 2 as scheduled. The presentation (excluding questions and answers) should be 30 to 40 minutes long.
- Pass with B+ grade or better each of the two structured graduate courses offered by the Erik Jonsson School as determined by the PhD Dissertation Advisor.

## **Relevant Links**

- [CE Graduate Program Forms](#)
- [Doctoral Qualifying Examination Application form](#)
- Electrical Engineering Graduate Program Office [eegrad\\_assist@utdallas.edu](mailto:eegrad_assist@utdallas.edu)
- [PhD QE Part 2 Presentation Details Online Submission](#)
- [Doctoral Qualifying Examination Part 2 Evaluation form](#)