

Timeline for preparing, sitting, and assessing Ph.D. examinations

Program in Comparative Literature

The new Ph.D. examinations in Comparative Literature are taken in three parts: a field examination (two three-hour written examinations, to be taken on the same day), the written component of the focus examination (a 48-hour take-home written examination), and the oral component of the focus examination (a one-hour oral examination for which the student is provided with a set question one week before the day of the exam). Normally, the written component of the focus examination will be taken around 2 weeks after the Field examination, and the oral component around 2 weeks after that.

Here is a brief timeline, for students and advisors, to assist in preparation of the Ph.D. examinations:

4-6 Months before Field Exam:

Student prepares rough draft of Field and Focus examination reading lists
Advisor circulates reading lists to committee for additions and changes

2-3 Months before Field Exam:

Student prepares list of study questions for field examination
Advisor circulates study questions to committee for additions and changes

Students are strongly urged at this point to arrange face-to-face meetings with each committee member to discuss the examination process, review the reading lists and study questions, and confirm each committee member's commitment to participate in the examination.

4-6 Weeks before Field Exam:

Student submits reading lists and study questions to DGS for final approval
Student schedules Field Examination with Erin Kalbarczyk (student may also schedule written component of Focus examination at this time)

Once the Field examination is scheduled, the advisor will be notified by the DGS that she must prepare the Field examination in consultation with the committee

1-2 Weeks before Field Exam:

Advisor submits Field Examination to DGS and Erin Kalbarczyk
Student confirms date of Field Examination with DGS and Erin Kalbarczyk.
Student schedules the focus examination with Erin (if not already done)
Student schedules L1 component of focus examination (normally taken around 2 weeks after written component of focus examination)

1-2 Weeks after Field Exam:

Advisor and examining committee send grades and comments on field examination to DGS

Student is informed of results of field examination

Advisor submits question for written component of focus examination

1-2 Weeks after Focus Exam:

Advisor and committee read and assess written component of focus examination

Advisor delivers grades and comments to DGS

Advisor (in consultation with committee) selects question for oral examination for advance preparation by student; advisor provides DGS with this question, which will be given to the student one week prior to the oral component of the focus examination