



Doctoral Preliminary and Final Examination Guidelines

Due to room scheduling limitations, ISE HIGHLY RECOMMENDS that you submit your room request well in advance of your exam. Suggested: 6 weeks

The Preliminary Examination

The Preliminary Examination is essentially an oral examination on a proposed dissertation topic and the student's academic preparation. The examination is taken upon completion of all required coursework for the PhD degree, or the semester in which the final unit of coursework is taken, but no sooner, and is administered by a committee which is appointed by the Graduate College in accordance with department requests. A student must be registered for the entire semester in which they take the Preliminary Examination.

The Dissertation Proposal

The written dissertation proposal shall be no more than 20 double spaced pages in length including introductory pages, figures, etc. It should include: statement of proposed research, its objectives and significance; a brief review of previous work on related research; and a short discussion of tentative methods of analysis and/or experimentation. There are no specific format requirements for the proposal. Individual advisor requirements override.

The Final Examination

The Final Examination consists of an oral defense of the dissertation and is administered by the doctoral committee. This examination is open to the public. The Graduate College does require that all doctoral candidates be registered for the entire academic term during which they take the final examination, regardless of when the thesis will be deposited or when the degree will be conferred. For this purpose only, "academic term" is defined as extending to and including the day before the first day of the following academic term. If enough thesis credits have been accumulated, registration for zero hours is acceptable.

The Dissertation

Detailed instructions for the preparation and completion of the dissertation are found online at the Graduate College Thesis Office website: <http://www.grad.illinois.edu/thesis/format>. The dissertation must be reviewed by the Assistant Director of Graduate Studies prior to submission to the Graduate College. Please submit your dissertation to the Assistant Director of Graduate Studies as a pdf at least one week prior to the Graduate College deadline. Check with the Graduate Coordinator, 111 TB, for other forms that must accompany the thesis and procedures.

The Thesis/Dissertation Approval form is given to your advisor and is part of the deposit. It is the student's responsibility to assure this form is returned to the Graduate Programs Office at least one week prior to the deposit deadline.

The Examination Committee

This committee shall have a minimum of four faculty members from the University of Illinois at Urbana-Champaign with at least one member not from the home department of the candidate. Committee members from outside the University of Illinois at Urbana-Champaign are welcome, but would serve **in addition** to the four University of Illinois at Urbana-Champaign committee members.

Three of the committee members must be listed as Graduate Faculty members and two must be tenured. The committee should include faculty members from more than one area of specialization and at least two from the ISE Department. The Chair must be a member of the Graduate Faculty and may also be the Director of Dissertation Research. The Chair is responsible for convening the committee, conducting the examination, and submitting the Preliminary/Final Exam Result form to the department in which the student is enrolled.

A Contingent Chair, if designated, must be a member of the Graduate Faculty. The Contingent Chair serves if the original chair is unable to serve for any reason. The Committee Chair, defending student, and at least one additional voting member of the committee must be physically present for the entire duration of the examination. If the committee has more than one chair, all chairs must be physically present; in these cases, no additional voting member is required to be physically present.

A Departmental Affiliate cannot serve as a chair or a contingent chair of a preliminary or final examination. Only faculty members of the Industrial and Enterprise Systems Engineering Department may serve in that capacity.

The Director of Dissertation Research is responsible for guiding/advising the student in their thesis research as part of an ongoing research project. He/she may also discuss a tentative course of study or recommend a sequence of courses the student can take reflecting the interest of the student.

If a proposed voting member is not on the Graduate Faculty, a letter of justification from the Committee Chair and a CV from the proposed member must accompany the Request for Appointment of Doctoral Examination Committee. This justification letter should include information about the proposed member's expertise in the area of research and association to the candidate. Non-voting members, such as an external reader, a member of the faculty who is off campus, or others who can make a significant contribution to the research, may be appointed. A letter of justification is not needed for a non-voting member. The Doctoral Exam Committee request cannot be forwarded to the Graduate College without justification and a CV.

Both voting and non-voting committee members may sign the Thesis/Dissertation Approval form that becomes a part of the dissertation document. Only the voting members of the dissertation committee sign the Preliminary/Final Exam Result Form.

If, for some reason, your examination committee has to be changed (committee member dropped or added, etc.), please inform the Graduate Programs Office immediately. A new Examination Committee form must be submitted to the Graduate College before the exam takes place.

Scheduling and Timing **Of the Preliminary and Final Examinations**

Due to room scheduling limitations, ISE HIGHLY RECOMMENDS that you submit your room request well in advance of your exam. Suggested: 6 weeks

Scheduling the exam, securing the committee members, and reserving an appropriate room is the student's responsibility.

1. At least three (3) weeks prior to the proposed PRELIMINARY EXAMINATION date, the candidate must provide the Assistant Director of Graduate Studies with the Request for Appointment of Doctoral Examination Committee (ise.illinois.edu/graduate/ise-graduate-forms). *(To arrange a conference room in the Transportation Building for the PRELIMINARY EXAMINATION, see 117 TB. Recommended rooms: 215 or 304 Transportation Building)*
2. At least one (1) week prior to the proposed PRELIMINARY EXAMINATION date, the candidate must provide the committee and Assistant Director of Graduate Studies with the dissertation proposal.
3. At least three (3) weeks prior to the proposed FINAL EXAMINATION date, the candidate must provide the Assistant Director of Graduate Studies with the Request for Appointment of Doctoral Examination Committee (ise.illinois.edu/graduate/ise-graduate-forms). *(To arrange 303 Transportation Building (recommended) for the FINAL EXAMINATION, see 117 TB. To reserve any other room, see 104 TB-the final exam is open to the public. Final exams may NOT be held in 304 or 215 TB; a room with a minimum capacity of 25 is required.)*
4. At least two (2) weeks prior to the FINAL EXAMINATION date, the candidate must submit his/her dissertation to the committee.

THE DEPARTMENT OF INDUSTRIAL AND ENTERPRISE SYSTEMS ENGINEERING REQUIRES A MINIMUM OF SIX MONTHS BETWEEN THE PRELIMINARY AND FINAL EXMINATIONS

Following the Examinations

After completion of the examination, the Preliminary/Final Exam Result form, must be signed by each committee member and returned to the Assistant Director of Graduate Studies, 111 TB, by the advisor, for processing. Students may not be in possession of this form.

After the dissertation has been approved by the doctoral exam committee, the student or advisor must submit the form to the Graduate Programs Office, no later than one week prior to the dissertation deposit deadline. The Department Head's signature will be obtained on the student's behalf. The form will be electronically submitted by the Assistant Director of Graduate Studies.