**GENERAL EXAMINATION PROCEDURES**

The General Examination policies are set by the Graduate School, and the goal of this exam is to ensure that you are on track to obtaining a PhD. More information is available on the [Graduate School website](https://www.grad.washington.edu/policies/doctoral/general-exam.shtml).

A General Examination may be scheduled if: (a) the student has completed 60 credits (some of these credits may be taken the same quarter of the exam); (b) all required program examinations that do not need Graduate School approval have been completed and; (c) all members of the supervisory committee agree that the student's background of study and preparation is sufficient and have approved the student to schedule a General Examination. At least four members of a supervisory committee (including the Chair, Graduate School Representative, and one additional Graduate Faculty member) must be present at the examination. The Graduate Committee recommends that the supervisory committee be set during the Fall quarter of your 3rd year, and that the General Examination take place during your 3rd or 4th years of your PhD. At the end of the General Examination, the Supervisory Committee will provide feedback to you about your progress, and about areas that you can improve upon.

**Once you have your Supervisory Committee set up, email Karen Wetterhahn and she will set up your committee via the Graduate School website. After this is set up and you have arranged a date, time and exam location, you will officially schedule your exam via** [**MyGrad-Student View**](http://www.grad.washington.edu/mygrad/student.htm)**. You will also post Degree Examination notices for additional audience members to be present at your exam. The template for this notice is located on the final page of this document.**

The exact format of the General Examination will be set by the students’ Supervisory Committee according to the rules set by the Graduate School. Here are suggested guidelines from the Graduate Committee of the MSE department:

1. A written research report should be submitted to your supervisory committee at least 2 weeks prior to the General Examination. It is recommended that the written research report be 50 pages in length. This written report should include an introduction, research objectives, results and discussion, future work and references. Suggested guidelines for this report are provided in the appendices (appendix IV).
2. The oral presentation generally lasts at least one hour (30 minutes for the student’s presentation and 30 minutes for the question and answer period). The exam is a public exam, and you should expect an audience during your oral presentation. After the presentation, there will be time for questions from the general audience. Subsequently, there will be a closed door session with just the Supervisory Committee.

If the General Examination is satisfactory, the supervisory committee members who participate at the examination sign the warrant and return it to the student's graduate program by the last day of the quarter (last day of finals week). If an examination is unsatisfactory, a supervisory committee may recommend that the Dean of the Graduate School permit up to a maximum of two additional reexaminations after a period of additional study. Any members of a supervisory committee who do not agree with the majority opinion are encouraged to submit a minority report to the Dean of the Graduate School.

Registration as a graduate student is required the quarter that a General Examination is taken.  When the Graduate School approves candidacy, a student is identified and designated as a candidate for the appropriate doctoral degree and is awarded a candidate certificate. After achieving candidate status, a student ordinarily devotes his or her time primarily to the completion of research, writing of the dissertation, and preparation for the Final Examination.

General Exam Paper Guidelines/Template

Title of Manuscript

By Author(s)

Supervisor:

((Abstract text. 12 point, double-spaced. Present tense, 500 words max))

**Body of General Paper**

Do not exceed 50 pages of double spaced 12 point text, including figures and figure captions, and excluding references.

Approximately.

15 Pages of introduction, background, and motivation

30 pages of methods, results, and discussion

5 pages of future work with milestones and timeline for graduation (Gaant plot strongly recommended)

Please follow closely the following formatting

1. Introduction

2. First-Order Heading

((Main Text Paragraphs. 12 Point, double-spaced. Please make the first reference to a display item bold **(Fig. 1)**. Display items should be inserted in the same page where they are first cited Equations should be inserted using Equation Editor, not as graphics, and should be set in the main text

((Equation)) (1)

References should be superscripted and appear after punctuation.[1,2]

Please define all acronyms except IR, UV, NMR, and DNA or RNA.

2.1. Second-Order Heading

2.1.1. Third-Order Heading

((Number)). Conclusions

Acknowledgements

[1] ((Reference 1, Example for Journals: a) A. Author, B. Coauthor, *Adv. Mater.* **2006**, *18*, 1; b) A. Author, B. Coauthor, *Adv. Funct. Mater.* **2006**, *16*, 1.))

[2] ((Reference 2: Example for Books: J. W. Grate, G. C. Frye, in *Sensors Update*, Vol. 2 (Eds: H. Baltes, W. Göpel, J. Hesse), Wiley-VCH, Weinheim, Germany **1996**, Ch. 2.))

[3] …((Please include all authors, and do not use 'et al.'))

((Insert Scheme here. Note: Please do not combine scheme and caption in a textbox or frame))

**Scheme 1.** ((Scheme Caption.))

((Insert Figure here. Note: Please do not combine figure and caption in a textbox or frame))

**Figure 1.** ((Figure Caption.))Reproduced with permission from [ref. no.]. Copyright Year Publisher. (delete if not applicable)

**Table 1.** ((Table Caption. Note: Please do not combine table and caption in a textbox or frame))

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Head 1 [units] [a] | Head 2 | Head 3[b] | Head 4[c] | Head 5 [units] |
| Column 1 | Column 2 | Column 3 | Column 4 | Column 5 |
| Column 1 | Column 2 | Column 3 | Column 4 | Column 5 |

[a] ((Table Footnote.)) [b] …

**Degree Examination Notice**

**Department of**

**Materials Science and Engineering**

|  |  |
| --- | --- |
| **CANDIDATE NAME** |  |
| **TYPE OF EXAMINATION** |  |
| **DEGREE** |  |
| **COMMITTEE CHAIR** |  |
| **COMMITTEE MEMBERS** |  |
| **EXAM TIME AND DATE** |  |
| **EXAM LOCATION** |  |
| **THESIS TITLE** |  |
| **ABSTRACT:** | |

**University of Washington**