

SCHEDULE OF THE COMPREHENSIVE EXAM FOR STUDENTS PARTICIPATING IN THE DOCTORAL PROGRAMME

PhD Students of the doctoral program starting from the fall semester of 2016 must pass a comprehensive exam. The period of the comprehensive exam typically starts in the second half of the actual exam period and it ends at the end of the final exam periods of the Faculty. The exact and the committee depends on the current applicants and is specified after the registrations. Passing the comprehensive exam is a pre-requisite of the continuation of the PhD-studies.

The pre-requisites of the registration to the comprehensive exam are: collecting 90 credits in the PhD-studies, collecting at least 30 credits from the PhD subjects and fulfillment of the publication requirements (two journal paper in a published, accepted or at least submitted status, one of them must be in English).

1. Alongside the registration to the fourth semester the student must submit a preliminary registration form. There, it can be specified a list, out of which the students ask the DIT to select the main and secondary subjects of the exam. The DIT evaluates the preliminary registrations and selects the subjects. The student is notified about the result by the end of the tenth week.

2. The comprehensive exam's administration follows a similar process in NEPTUN, as the final exams. The registration requires two steps:

2.1. In the NEPTUN system during the registration period under the [Administration/Final exams] menu.

2.2. The submission of the signed partial report

For both registration the time period starts on the retake week and ends on the first day of the second exam week. Pre-requisites of the registration must be fulfilled by this time.

3. Around the end of the second week of the exam period the committee(s) and the dates of the exams are specified and the student gets notified.

4. The examinee submits to the committee in electronic form, at least a week before the exam, a short summary of her/his achieved results that can be developed into theses, and her/his published articles and those submitted for publication. The summary must be 2-3 pages with the same cover required in the theses (margins, font size, line height). (The papers do not count toward this 2-3 pages, of course.)

5. The supervisor sends her/his evaluation of the student's performance to the chair of the committee at least a week before the exam. The evaluation must be 1/2-1 page long.

6. In the second part of the comprehensive exam the examinee presents her/his knowledge of the scientific literature, research results and shows her/his research plans for the second part of the PhD studies in the form of a lecture, as well as the time plan for preparing the dissertation and publishing the results. The presentation must be 10-12 minutes long.