

MIME Design Qualifier Guidelines and Policy

Graduate students in the design area must pass the PhD qualifying exam before being admitted into candidacy. The exam is to be completed by the end of the third week of each winter term and efforts to complete the exam should commence 8 weeks prior.

Students will be assessed on the quality of:

1. a written report,
2. a 30 minute presentation,
3. and a 30 minute question and answer session.

In the first week (which is likely in mid-November), the student is to meet with his/her advisor to determine the following items:

1. the remaining committee members;
2. an appropriate literature review, which is the focus of the written report and the oral presentation;
3. the three ME or IME classes that are closest to the literature review.

The student is responsible for building the committee of at least four faculty members – one of which is the advisor and at least two other faculty are within the MIME Design area. In the case of co-advised students, the only restriction is that at least two members of the committee must not be co-advisors. Prior to five weeks before the end of the calendar year (on or before the 330th day of the calendar), the student must be able to show via emails or signatures that the committee members have come to an agreement about:

1. the date of the presentation which must occur before the end of the third week of the winter term,
2. the details of the literature review topic,
3. and the three ME or IME classes that are the student is to be quizzed upon.

Students who have already earned a master's degree in design from Oregon State or a comparable institution (subject to approval) can also petition to be admitted without completing the written and oral exam. In such cases, the student must be able to show via emails or signatures that their committee agrees that the existing credentials are grounds for accepting the student into PhD candidacy.

Following the agreement of the committee, the student is then to submit a written literature review report in the provided format and length to the committee before January 1st of the new year. This report is to be written without instruction from any of the committee members. If any questions or concerns arise, they must be shared with the entire committee via email so that feedback to the student is clearly documented and considered during final assessment. At the agreed upon 60 minute meeting, the student will give a 30-minute presentation on the details of the literature review paper and the committee will ask question in the remaining 30 minutes about the paper and the fundamentals of the three classes listed prior. Directly following the 60-minute meeting, the committee will discuss the assessment of student's:

1. communication ability,
2. understanding of the fundamentals,

3. and research ability.

Unless otherwise noted, the committee will arrive at a consensus in the 30 minutes following the exam (please note that one should allot 90 minutes to the exam and discussion). In the end, the student will be told whether they pass or fail. Additional feedback on performance is left to the discretion of the committee but will typically be conferred by the advisor. A student may only take the exam twice within a five-year period. This means that a student may take the exam a second time at the next period but if he or she fails a second time they must wait four years before trying again.