



### Record of PhD Candidacy Examination Packet

**STUDENTS SHOULD NOT SCHEDULE THEIR CANDIDACY EXAM PRIOR TO OGE APPROVAL OF THEIR DOCTORAL COMMITTEE.**

#### The Candidacy Exam:

A student may sit for the candidacy examination, given by his or her doctoral committee, when:

- The student's course work nears completion.
- There is an approved doctoral examining committee on file.
- There is approval of the doctoral committee to take the candidacy exam on file.
- The student completes the appropriate Responsible Conduct of Research online training through CITI Program and provides the Office of Graduate Education and their department with a completion report available for printing at the conclusion of the training.

The Candidacy Exam **must be passed within two years of the date at which the department has formally determined the student is qualified to conduct research** (i.e. qualifying or field exams, or the department equivalent).

A student is admitted to candidacy for the doctorate when he or she has passed the candidacy examination and is recommended for such candidacy from his or her doctoral committee and department. The student is admitted to candidacy upon approval by the Office of Graduate Education. All degree requirements, including the dissertation, must be completed within three years of passing the candidacy exam.

**Upon completion of the Candidacy Exam, departments should submit the following:**

- I. Record of Candidacy Exam form\*
- II. Candidacy Exam Evaluation Rubric\*
- III. CITI Training Completion Report

\* must be submitted even if student did not pass the exam.

#### Instructions:

##### Section I: Basic Information – Complete Form at Time of Exam

##### Section II: Collaborative Institutional Training Initiative (CITI) Training

Students seeking to meet Candidacy requirements must complete the appropriate Responsible Conduct of Research (RCR) training.

All graduate students have a responsibility to understand and uphold the standards of the academic community. Without a commitment from all members of the community to work honestly and fairly, intellectual inquiry will suffer. A high standard of honesty and integrity is expected of you – as a student and as a researcher.

Because academic integrity is a basic element in the scholarly enterprise, it is important for you to review the expectations of the institution and your colleagues in relation to your academic work and your teaching responsibilities. It is the responsibility of every student to understand these standards thoroughly and to act in accordance with them.

### Instructions for CITI registration

1. Go to <https://www.citiprogram.org>
2. As a “new” user, you will click “Register Here” to register
3. Select “Rensselaer Polytechnic Institute” from the “Participating Institutions” list
4. Create a unique “username” and “password”
5. Enter your first and last name
6. Enter your RPI email address
7. Click “Submit”

After logging in under your username and password, click on “Update my profile information” and fill in all required fields (give your RIN under “Employee Number”).

Please be sure to meet with your advisor and choose the Content Series and Learner Group/Course appropriate for your discipline and/or research area:

- Biomedical (*including Life/Biomed/Chemical Engineering/Biology/BCBP/Chemistry*)
- Social and Behavioral
- Physical Science (*including Math, Physics, Astronomy, Earth & Environmental Science*)
- Humanities
- Engineering (*Engineering plus Computer Science*)

Once your training is complete, you will receive notification from CITI Program and instructions on how to print the completion report. **The completion report, listing your completed modules must be included with the signed Record of Candidacy Exam form.** Students who have recently completed the RCR training for the NSF or their department may submit their completion report—as long as the training is current; training generally expires within 3 years of training completion. If your training is current, you do not need to retake the training for Candidacy Exam purposes only.

If you have any questions, please contact The Office of Graduate Education.

### Section III: Candidacy Exam Evaluation Rubric and Exam Results

The rubric must be filled out and signed by Committee Chair with input from the full committee. A completed copy of the Evaluation Rubric should be provided to the student and kept on file at the department.

### Section IV: Committee Signatures

Committee names/signatures must match the Nomination of Doctoral Committee paperwork on file with OGE and any changes made to the committee since initial OGE approval.

Committee signatures should only be obtained after the Candidacy Exam is completed.

**Please submit all forms to the Point of Contact in the Office of Graduate Education.**



### Record of Candidacy Exam

#### Section I

Student Name \_\_\_\_\_ RIN \_\_\_\_\_

Current Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

Department \_\_\_\_\_ Date of Exam \_\_\_\_\_

#### Section II

**PLEASE PROVIDE COPY OF CITI PROGRAM COMPLETION REPORT. See instructions for more details. Indicate below the appropriate Content Series and Course agreed upon by your advisor:**

\_\_\_ Biomedical Sciences      \_\_\_ Humanities      \_\_\_ Social and Behavioral  
\_\_\_ Physical Sciences      \_\_\_ Engineering

#### Section III *Complete and attach the Candidacy Exam Evaluation Rubric and indicate exam results below.*

##### **Recommendation of Examining Committee:**

\_\_\_ Passed    \_\_\_ Failed

#### Section IV

**Print Name**

**Signature**

**Date**

\_\_\_\_\_  
Committee Chair

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

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**OFFICE OF GRADUATE EDUCATION APPROVAL:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

OGE will send copies to: \_\_\_ Student \_\_\_ Registrar \_\_\_ Department

**Committee:** \_\_\_\_\_

**Anticipated:** \_\_\_\_\_

**Deadline:** \_\_\_\_\_



Student Name \_\_\_\_\_ RIN \_\_\_\_\_ Exam Date \_\_\_\_\_

### Candidacy Exam Evaluation Rubric

*(To be completed by the committee chair. Please check boxes for all evaluation criteria that you feel are appropriate within each attribute category.)*

Attribute	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
<b>Technical Depth</b> ___ N/A	___ Presentation reveals critical weakness in depth of knowledge in subject matter	___ Presentation reveals some depth of knowledge in subject matter	___ Presentation reveals exceptional depth of subject knowledge
<b>Overall Breadth of Knowledge</b> ___ N/A	___ Demonstrates rudimentary critical thinking skills ___ Does not reflect understanding of subject matter and associated literature	___ Demonstrates average critical thinking skills ___ Reflects understanding of subject	___ Exhibits mature, critical thinking skills ___ Exhibits mastery of subject matter and associated literature
<b>Expected Contribution to Discipline</b> ___ N/A	___ Limited expansion upon previous research	___ Builds upon previous research	___ Greatly extends previous research
<b>Oral &amp; Written Presentation</b> ___ N/A	___ Poor communication skills	___ Good communication skills	___ Excellent communication skills
<b>Quality of Response to Questions</b> ___ N/A	___ Arguments are poorly presented	___ Arguments are well organized	___ Arguments are skillfully presented
<b>Overall Assessment</b>	<b>Does not meet expectations</b>	___ <b>Meets expectations</b>	___ <b>Exceeds expectations</b>

_____ Committee Chair	_____ Signature	_____ Date
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**Completed Rubric should be included with Exam Form and forwarded to OGE. Please provide a copy to the student and department.**