



HFE Qualifying Exam Registration Form

The Human Factors and Ergonomics PhD qualifying exam is not administered as a conventional written exam taken on a specific day, but is given as a **seminar oral presentation requirement that must be taken within two semesters** (i.e. Fall and Spring) after registering to take the qualifying exam. Students must satisfy the breadth requirement, and must apply for the qualifying exam prior to scheduling the seminar. Please follow the procedure outlined below prior to and during the exam:

- Seminar oral presentation must be taken within the **first two semesters** after submitting this registration form.
- The student registers to take the PhD qualifying examination and must satisfy the regular department deadlines and requirements.
- In consultation with his or her major advisor, the student requests **two** human factors area faculty members to agree to serve on their seminar committee.
- Planning for the seminar oral presentation is individualized for every student and faculty advisor, and may or may not require that the student prepare a written report as part of their preparation.
- Students must coordinate with their committee to schedule their oral presentation.
- The seminar typically involves a 45-minute public presentation, followed by questions and answers.
- The oral presentation is open to other students and faculty members, followed by public questions by the attendees. After public discussion, the oral exam is closed to other students.
- Please remember to book a conference room on [EMS](#) for your exam.
- Passing the exam requires a judgment of passing by two of the three committee members. The grading is based on the ability to integrate, evaluate, and discuss the literature; to discuss the links between the papers rather than present the contents of the individual papers. The student will receive a grade of "Pass" or "Fail".
- The student will be provided written feedback about why they received what grade they received so they can use this information moving forward.
- The student's major advisor reports the outcome of the seminar presentation to the Student Services Office.
- Students must have this form signed by their faculty advisor before returning it to the **ISyE Main Department Office (ME 3270)**.

Student Name (Printed)

Campus ID #

Student Signature

Date

Committee Members: _____

I am willing to serve as the major professor for this student if he/she successfully completes the Industrial Engineering Ph.D. Qualifying Examination requirements.

Signature of PhD Faculty Advisor

Date