PhD Qualifying Exam Process
Last Updated: September 20, 2018

Purpose:
- The purpose of the Qualifying Exam is to test the student's basic preparation in research and in topic areas that are considered core to computer science and engineering.

Qualifying Exam Eligibility:
- Must have taken or be enrolled in the following courses at UNL at the 400 as an undergraduate or 800 level as a graduate student and receive at least a B+ in both courses 1 and 2 or have received a waiver from the Graduate Committee (see Waivers section and FAQ for options).
  - For CS:
    1) CSCE 823: Design and Analysis of Algorithms
       OR CSCE 828 Automata, Computation, and Formal Languages
    2) CSCE 830: Computer Architecture
       OR CSCE 851: Operating Systems Principles
  - For CE:
    1) CSCE 830: Computer Architecture
       OR CSCE 851: Operating Systems Principles
    2) CSCE 862: Communication Networks
       OR CSCE 836: Advanced Embedded Systems
  - For BioInformatics:
    1) CSCE 823: Design and Analysis of Algorithms
       OR CSCE 828 Automata, Computation, and Formal Languages
    2) BIOS 820: Molecular Genetics
       OR BIOC 831 Biochemistry
       OR CSCE 871: Introduction to Bioinformatics
- Be enrolled in or have taken CSCE 991: Directed Doctoral Research
- Register to take the exam by the Qualifying Exam Registration deadline.
- Submit a topic and abstract to the committee by the Qualifying Exam Abstract Submission deadline (max 1 page). Approval by the committee is required.

Qualifying Exam Format:
- Student writes and prepares a 6-8 page paper (IEEE or ACM conference format, excluding references). It is expected that this paper is developed as part of CSCE 991 with the guidance of their advisor (However, see waivers section and FAQ for options). The research for this paper must be primarily completed by the student. It must be submitted by the deadline to be eligible to present to the committee. The paper can be based on:
  - A literature survey of the intended area of research; OR A research paper that was developed and written by the student.
- 60 Minute closed oral exam with examination committee:
  - 20-30 minute student presentation on their paper.
  - Questions from the committee, focused on the presentation and paper.
  - Followed by private discussion and pass/fail vote by the committee.
  - The majority vote will determine the outcome of the exam. The vote and summary of discussion and/or recommendations of the committee are given to the graduate
committee to make the final decision. The recommendations can include possible conditions for passing the exam.

- Oral exams will be videotaped for review only in the case of appeals. Students can request that the exam not be videotaped.
- See the Waivers section for additional waivers that may apply.

Qualifying Exam **Number of Attempts:**
- A student admitted to the Computer Science and Engineering Ph.D. programs with an MS received at the university or elsewhere must fulfill his/her Qualifying Examination requirement no later than the third semester after admission. A student admitted to the Computer Science and Engineering Ph.D. program without an MS must fulfill his/her Qualifying Examination requirement no later than the fourth semester after entrance. A student may take the exam no more than twice.

Suggested **Timeline** during Fall and Spring Semesters (to be adjusted by the committee):
- Prior to Week 2: Submit the topic and abstract. It is recommended that the student submit the topic and abstract towards the beginning of their enrollment in CSCE 991, well in advance of registering for the qualifying exam. The topic will generally be approved by the committee within 2-4 weeks. Substantial changes to the topic require a resubmission. Course waivers should also be submitted to the graduate committee chair at this time or earlier and will be generally reviewed by the committee within 2-4 weeks.
- Week 2: Registration deadline
- Week 7-8: Submission of report
- Rest of semester: Oral exams, decisions, and appeals based on committee availability

Qualifying Exam **Committee (QEC) Composition:**
- Must have CSE Graduate Faculty status.
- Appointed by the department chair in consultation with the Graduate Chair for a recommended 3 year term. The QEC is overseen by and reports to the Graduate Committee.
- For a given student a QEC sub-committee is assigned by the Graduate Chair consisting of three members, where:
  - The committee cannot include the advisor or co-advisor.
  - The Graduate Chair appoints a QEC sub-committee chair. The QEC sub-committee chair will run the qualifying exam for that student, including review of prior work for similarities and academic integrity, and will provide a written report containing the vote of the QEC sub-committee on both the written paper and oral exam and summary of discussion and/or recommendations to the graduate committee. The majority vote will determine the outcome of the exam.
- The QEC committee should include at least 4 members to avoid scheduling and advising conflicts. If necessary, additional temporary members can be appointed.

Qualifying Exam **Waivers:**
- Parts of the Qualifying Exam may be waived under the following circumstances. Even if you receive a waiver, you must submit the qualifying exam registration form.
- Students who completed an MS thesis in the CSE department at UNL will receive an automatic waiver from the paper and oral portions of the exam. The grade requirements for courses 1 and 2 are not waived.
● Students with a published paper and an MS thesis from another institution may request a waiver from the Graduate Committee for the paper portion of the exam. *Note that the student should be the primary contributor to the original paper.* If a waiver is granted, the student must still do the oral portion of the exam based on the prior paper. The grade requirements for courses 1 and 2 are not waived.

● Students with a grade of A or better in courses 1 and 2, a cumulative graduate GPA of no less than 3.8, and who has published or has an accepted a paper in a strong venue as the lead contributor can be exempted from the paper and oral portions of the exam upon approval by the Graduate Committee. *Note that the student should be the primary contributor to the original paper.*

Qualifying Exam Appeals:

● Appeals will follow the current appeal process administered by the graduate committee.

Transitioning from the existing process:

● All students enrolled prior to and including the Fall 2018 semester will have the option to take either the old written qualifying exam or follow this new format.
  ○ Students who are taking a qualifying exam for the first time will have two chances to take an exam (in any format) within the required timeline. As long as the old written format is available as an alternative to the new oral format, the students can choose to take the old format or the new format in any of the attempts.
  ○ Students who have previously taken the old written qualifying exam may choose to take their subsequent exam in this format, but will have to pass a qualifying exam within the required timeline and number of attempts.
CS Qualifying Exam Registration Form

Name: __________________________________

Planned Semester of Exam (circle one): Fall or Spring 20__

Advisor(s): _______________________________

Course Eligibility Information (IP or ≥ B+ required):

<table>
<thead>
<tr>
<th>Course (circle one)</th>
<th>Semester(s) Taken</th>
<th>Grade (or IP for in progress)</th>
<th>Waiver Granted (YES or NO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCE 823 OR CSCE 828</td>
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<tr>
<td>CSCE 830 OR CSCE 851</td>
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<tr>
<td>CSCE 991</td>
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If you took an equivalent course as an undergraduate or graduate student at another institution, please contact the graduate committee chair to discuss obtaining a waiver prior to submission.

Waiver received or requested for Paper: YES or NO

Oral: YES or NO

If yes, please attach supporting information (e.g., thesis, paper, transcript, waiver notification).

Can the oral qualifying exam be videotaped (circle one): YES or NO

If no, please note that your presentation cannot be reviewed as part of a grading appeal.

Topic of qualifying exam paper: _________________________________

Is the paper based on any prior work (circle one): YES or NO

If yes, please attach a description of the prior work (include co-authors, publication venue) and a statement of how or if the proposed paper will differ from your prior work. Also attach a copy of this work.

Attach a maximum one page abstract describing your proposed paper.
CE Qualifying Exam Registration Form

Name: __________________________________

Planned Semester of Exam (circle one): Fall or Spring 20__

Advisor(s): _______________________________

Course Eligibility Information (IP or ≥ B+ required):

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If you took an equivalent course as an undergraduate or graduate student at another institution, please contact the graduate committee chair to discuss obtaining a waiver prior to submission.

Waiver received or requested for Paper: YES or NO
Oral: YES or NO
If yes, please attach supporting information (e.g., thesis, paper, transcript, waiver notification).

Can the oral qualifying exam be videotaped (circle one): YES or NO
If no, please note that your presentation cannot be reviewed as part of a grading appeal.

Topic of qualifying exam paper: _________________________________

Is the paper based on any prior work (circle one): YES or NO
If yes, please attach a description of the prior work (include co-authors, publication venue) and a statement of how or if the proposed paper will differ from your prior work. Also attach a copy of this work.

Attach a maximum one page abstract describing your proposed paper.
Bioinformatics Qualifying Exam Registration Form

Name: __________________________________

Planned Semester of Exam (circle one): Fall or Spring 20__

Advisor(s): __________________________________

Course Eligibility Information (IP or ≥ B+ required):

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<tr>
<th>Course (circle one)</th>
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*If you took an equivalent course as an undergraduate or graduate student at another institution, please contact the graduate committee chair to discuss obtaining a waiver prior to submission.*

Waiver received or requested for  
Paper: YES or NO  
Oral: YES or NO

*If yes, please attach supporting information (e.g., thesis, paper, transcript, waiver notification).*

Can the oral qualifying exam be videotaped (circle one): YES or NO

*If no, please note that your presentation cannot be reviewed as part of a grading appeal.*

Topic of qualifying exam paper: __________________________________________________________

___________________________________________________________

Is the paper based on any prior work (circle one): YES or NO

*If yes, please attach a description of the prior work (include co-authors, publication venue) and a statement of how or if the proposed paper will differ from your prior work. Also attach a copy of this work.*

Attach a maximum one page abstract describing your proposed paper.
Sample grading rubric (subject to change) attached.
FAQ

- What if I already took one of the required courses at my prior institution?
  ○ You can submit an appeal to the graduate committee chair to obtain a waiver for the course. This requires an evaluation of course materials and grade. In some cases the committee may recommend that you take the final exam in the course to demonstrate your knowledge of the area.

- What if I did not achieve the minimum grade needed to be eligible for the qualifying exam?
  ○ You can retake courses to obtain the minimum grade. It is also possible to appeal to the graduate committee to obtain a waiver if there are special circumstances.

- Can I take the exam before I take one of the required courses?
  ○ You must have taken or be enrolled in the courses before taking the exam. If you are enrolled in, but have not completed, a required course then any pass will be conditional on obtaining at least the minimum required grade.

- What happens if I do not pass the exam?
  ○ You can take the exam twice and appeals are possible. The deadline for passing the exam is 3 semesters for students with an MS and 4 semesters for students starting the PhD program without an MS. Sometimes the committee will recommend a conditional pass where additional courses, revisions, or presentations are required before fully passing.

- What if I do not want to have my oral exam videotaped?
  ○ If you do not want to have your oral exam videotaped, please indicate this on the exam registration form. Note that the videotape, if available, is used as one part of the student appeal process.

- Can I submit a research paper that is co-authored?
  ○ If the research paper is based on a co-authored piece, then the paper should be rewritten or significantly extended and the original paper should be included as an appendix. Regardless, the student should be the primary contributor to the original paper.

- Can I submit a research paper on the same topic as the research I plan to do for my PhD?
  ○ Yes, we encourage you to base your research paper or literature survey on the work you are doing in CSCE 991, which often leads directly into your PhD research.

- Can I submit a research paper based on work I did for my MS or another course project?
  ○ It depends and this should be explicitly disclosed to the committee when submitting your topic to obtain approval. You should also discuss your options with your adviser and in CSCE 991. As an example, if you recently completed an MS, then it may be appropriate to revise and condense your MS thesis into a concise research paper. Or if you already have written a conference or journal paper on your MS work, then it may be appropriate to submit this paper with minor modifications. On the other hand, a paper from a group course project may not be sufficient without significant changes and additions.
- How much can I discuss and/or work on my research paper/literature survey with my adviser?
  - Your research paper can certainly be discussed and developed in consultation with your adviser and as part of CSCE 991 since obtaining feedback is part of the research process. However, the paper should be primarily developed and written by you and you must follow the CSE Academic Integrity Policy.
- What are reasonable topics for my research paper or literature survey?
  - Typically topics are developed in consultation with your adviser and as part of CSCE 991 and then are approved by the committee prior to taking the exam. Topics should be based on or build on current research topics in your field of study.
# UNL CSE Qualifying Exam
## Paper Grading Rubric

<table>
<thead>
<tr>
<th>Category</th>
<th>Evaluation Criteria</th>
<th>Brief Justification (Attach pages as needed)</th>
<th>Max</th>
<th>Score</th>
</tr>
</thead>
</table>
| Abstract and Introduction | • Importance of topic.  
                          • Contribution of paper.  
                          • Research statement. |                                              | 10pts |       |
| Approach / Methods     | • Motivation for approach/method.  
                          • Description of approach/method.  
                          • Technical correctness. |                                              | 35pts |       |
| Results                | • Description of results.  
                          • Analysis of results.  
                          • Addresses contributions, research statement, and suggests new perspectives.  
                          • Conclude with key points. |                                              | 35pts |       |
| References             | • Appropriate references.  
                          • Consistent style. |                                              | 10pts |       |
| Organization, Style, and Grammar | • Logically organized.  
                          • Flows well.  
                          • Grammatically correct. |                                              | 10pts |       |

**Total Points:**

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1 Note that for survey papers, this rubric still applies, but will be interpreted appropriately for a survey paper. For example, the Approach/Methods category may be related to the motivation, rationale, and description of approach/method on how to collect, organize, and classify existing papers. The Results category may be related to classification results, a new taxonomy, and so on.
# UNL CSE Qualifying Exam Presentation Grading Rubric

**Author Name:**

**Paper Title:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Evaluation Criteria</th>
<th>Brief Justification (Attach pages as needed)</th>
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</table>
| **Content**       | • Covers topics.  
                    • Technically correct.  
                    • Appropriate depth.  
                    • Cites sources appropriately. |                                              | 30pts |       |
| **Organization**  | • Logical arrangement, including intro, body, summary, and conclu.  
                    • Logical and clear ideas and arguments.  
                    • Appropriate transitions. |                                              | 20pts |       |
| **Visual Aids**   | • Support content.  
                    • Easy to read.  
                    • Appropriately explained.  
                    • Use appropriate techniques that engage audience. |                                              | 10pts |       |
| **Delivery**      | • Clear speaking.  
                    • Eye contact.  
                    • Enthusiasm.  
                    • Provides sufficient technical details within the time constraints. |                                              | 10pts |       |
| **Answering**     | • Understands and clarifies questions.  
                    • Answers correctly.  
                    • Shows depth of understanding. |                                              | 30pts |       |

**Total Points:**