

Information for Students Taking the BME Qualifying Examination (QE)

The student forms his/her BME QE Committee following the Rackham guidelines for the Dissertation Committee. Information on the composition of the Dissertation Committee can be found on Rackham's website at <http://www.rackham.umich.edu/policies/forms/>. Note that at least one core BME faculty member must be on the BME QE Committee, and that for the purposes of administering the oral examination the Chair of the BME QE Committee cannot be the student's research advisor and must be a core BME faculty member. The list of core faculty in the BME Department is available at http://www.bme.umich.edu/people/index.php?query=Core*. The student's research advisor must also be a member of the Dissertation Committee.

The student must submit his/her written qualifying examination proposal (following NIH format) to their BME QE Committee at least two weeks prior to the exam. The student must give a copy of the proposal to me **at least two weeks** prior to taking the exam. Students are encouraged to submit it earlier since early submission allows time for the student to make any changes required by their BME QE Committee. The student must meet with their entire BME QE Committee at least one time prior to taking the exam.

The student's advisor must fill out the Qualifying Examination and Candidacy Student Evaluation Form (the student is responsible for giving this form to their advisor) and return the completed form to me **no later than one month** prior to taking the exam. If the student has more than one research advisor they both must submit a form, or if they prefer they can both sign the same form. The form is labeled "QE Student Evaluation" and is available at http://www.bme.umich.edu/programs/graduate/curriculum_qual.php. Students are responsible for reminding their research advisor to keep a copy of this form and bring it with them to the exam in case other BME QE Committee members have questions or would like to see it.

The student must have their BME QE Committee sign the Qualifying Examination Form (the student is also responsible for giving this form to their BME QE Committee) which states that the student has met with the members of their BME QE Committee. The signed form also needs to be returned to me **no later than one month** prior to taking the exam. The form is labeled "QE Coverpages" and is available at http://www.bme.umich.edu/programs/graduate/curriculum_qual.php.

Most BME QE Committees have members who are not primarily appointed in BME. To better ensure that all BME QE Committee members understand the exam process, the student is responsible for printing off hard copies of the QE Memo for each of their BME QE Committee members and giving the copies to the Chair of the BME QE Committee on the day of their exam. The Chair of the BME QE Committee will then distribute copies to the BME QE Committee before the student takes the exam, and summarize the document so that all members understand the exam process. The memo is labeled "Memo QE Coordinator" and is available at http://www.bme.umich.edu/programs/graduate/curriculum_qual.php.

The student takes the exam.

After the exam, the BME QE Committee will need to submit a brief report (there is no actual form) through the Chair of the BME QE Committee. The report needs to clearly state the outcome of the exam (see memo for grading information) and needs to be sent to me. It will be reviewed by the Graduate Education Committee and a letter with the outcome will be emailed to the student and their BME QE Committee.

If the student passes the exam, the student will be advanced to candidacy providing that they have a minimum of 36 Required Fee Totals (RFTs). Information on RFTs is available on Rackham's website at <http://www.rackham.umich.edu/policies/gsh/>.

Within six months of passing the exam (can be submitted sooner), the student will need to fill out the Nomination of Dissertation Committee form available on Rackham's website at <http://www.rackham.umich.edu/policies/forms/>. The completed form needs to be returned to me.

Please do not hesitate to contact me if you have any questions.

Maria Steele
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Department of Biomedical Engineering

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* For BME QE purposes, the following faculty are not considered core faculty members: Shai Ashkenazi, Kyle Hollman, Aileen Huang-Saad, Khalil Khanafer, Kang Kim, Rachael Schmedlen, and Zhen Xu.