

## **GENERAL EXAM INFORMATION**

### **BEFORE SCHEDULING A GENERAL EXAM**

- A student should schedule the General Examination at the earliest time agreeable with the Research Adviser and Supervisory Committee.
- The Supervisory Committee must be established with the Graduate School at least 4 months before the General Examination is scheduled. If you haven't established your Supervisory Committee, please submit the Supervisory Committee <https://phys.washington.edu/supervisory-committee-form>.
- If you haven't been in contact with your Graduate School Representative recently, you may want to make sure he or she is still at the UW and is not on leave before you schedule your exam.
- If you would like to add or remove Supervisory Committee members, please do so before you schedule your exam. Notify the Graduate Program Adviser at [grad@phys.washington.edu](mailto:grad@phys.washington.edu) about these changes, such that the Graduate School can be informed immediately and the make-up of the committee in their records is correct. Otherwise, e.g., the Examination Warrant they generate will be outdated.

### **HOW TO SCHEDULE A GENERAL EXAM**

- Reserve a room **before** submitting the request to the Graduate School for a general examination. The conventional room for general and final examinations in our Department is PAT 520, but other rooms such as B-042, and C421 (in the afternoons only) are sometimes used instead. Contact the receptionist in the Physics Department main office ([reception@phys.washington.edu](mailto:reception@phys.washington.edu)) for how to make such reservations.
- Complete the "Schedule a General Examination" webform via the Graduate School's MyGrad Student View, at <http://www.grad.washington.edu/mygrad/student.htm>. This should be done at least three weeks before the scheduled date of the General Exam.
- After the Graduate School checks the student's requirements and receives approval from the Department, the General Examination warrant will be sent to the Graduate Program Adviser. The GPA will give the warrant and the student's file to the Chair of the Supervisory Committee the day before the exam. The student is not allowed to carry the file nor the warrant. After the exam the Chair of the Supervisory Committee returns the file and warrant to the GPA.

### **DURING THE GENERAL EXAM**

- The usual format of a General Examination in the Physics Department is a public presentation about 45 minutes long of research already performed and research proposed, followed by an examination with only members of the graduate faculty.
- The Supervisory Committee is responsible for administering the General Examination. At least 4 members of the Supervisory Committee (including the Chair, Graduate School Representative, and one additional Graduate Faculty member) must be present at the General Examination.

### **AFTER PASSING THE GENERAL EXAM**

- Upon passing the General Exam, you will receive a promotion to either a Predoctoral Teaching Associate 2 or Predoctoral Research Associate 2 starting the next pay period after the date of your General Exam. Please check the Graduate School TA/RA salaries WEB site for current rates.