



TEXAS TECH UNIVERSITY

College of Human Sciences

Hospitality & Retail Management™

Ph.D. in Hospitality, Tourism, and Retail Management

Guidelines for the Qualifying Examination

Objective

- The purpose of the Qualifying Examination is to assess doctoral students' knowledge and comprehension of the skills necessary for conducting research.
- The student is expected to synthesize and integrate what they have learned through the four Core Courses specified in the HTRM Doctorate Degree Requirements, and apply their knowledge in a truly meaningful way.

** Note: The Doctoral Advisory Committee must be identified prior to the Qualifying Exam. A completed Dissertation Committee Selection Form must be on file with the Department before the Exam is initiated. Students are eligible to take the Qualifying Exam once the four Core Courses are successfully completed.

Exam Procedures

- The announcement of the Qualifying Examination will be sent at the end of the spring semester (for Fall Qualifying Exam) by the Ph.D. Program Director in order for the exam to be completed during the following semester.
- The Qualifying Examination is to be scheduled on the Faculty-On-Duty day (check TTU Academic Calendar) during the fall semester.
- The exam will be given at 306C on the Blackboard portal. HS 306C and computers will be reserved by the HRM Coordinator.
- Faculty members who taught the 4 core courses (see Exam Questions) will write an exam question and should submit their question electronically to the Blackboard portal. If the faculty member is no longer at TTU, the replacement instructor for the course will be asked to write the question.
- Students are advised to make an appointment with faculty who will write exam questions. As a basis for discussion, students may share the syllabus used when they were enrolled in the course.
- Students taking the exam will have the opportunity to go over exam procedures prior to the exam at a group meeting. If the student is required to prepare a reference list, it must be emailed to the faculty member directly before the exam.

**Any student who, because of a disability, may require special arrangements in order to meet the Exam requirements should contact the committee chairperson and HRM Coordinator to make any necessary arrangements. Students should present appropriate verification from Student Disability Services. Please note instructors are not allowed to provide accommodations to a student until appropriate verification from Student Disability Services has been provided. For additional information, contact the Student Disability Services office.

Exam Questions *

- The four courses identified as Core Courses in the HTRM Doctorate Degree Requirements are Curriculum Development, Research Methods, Theory, and Current Literature.
- Students are allowed to send a list of references for each question to faculty member who writes the question prior to the exam.
- Time periods and the framework for the Exam are shown below.
- Students will take the exam over each topic within the same time period.

Qualifying Examination Framework

TIME	SUBJECT	FACULTY WRITING QUESTION
8:00am – 10:00am	HRM 6325 Research Methods	IOR of HRM 6325
10:30am – 12:30pm	HRM 6330 Theory	IOR of HRM 6330
12:30pm – 1:30pm	Lunch	
1:30pm – 3:30pm	HRM 6315 Curriculum Development	IOR of HRM 6315
4:00pm – 6:00pm	HRM 6388 Current Literature	IOR of HRM 6388

*No substitutions for the four core courses can be made except under extenuating circumstances. Approval of the exceptions must be granted by the department chair, the doctoral program director and the student's dissertation committee chair.

Exam Results

- A copy of the HTRM Qualifying Exam Grade Letter is available on the Blackboard portal.
- Grading of the student's responses will be based on the following scale:
 - **Satisfactory** – response indicates that the student possesses a mastery of the subject area
 - **Partially satisfactory** – response lacks sufficient depth and breadth of subject area
 - **Unsatisfactory** – the student does not display sufficient mastery of the subject area
- Faculty members who wrote the question will submit the HTRM Qualifying Exam Grade Letter to the committee chairperson.
- Once all grades have been collected, the student's committee chairperson will use the following matrix to decide the exam results for their doctoral students.

Exam Results	Pass*	Remediation Contract for partially satisfactory and/or unsatisfactory subject areas				Re-take the Exam for partially satisfactory and/or unsatisfactory subject areas						Re-take the Exam			
		None, Written or Oral	Written	None, Written or Oral	None, Written or Oral and Written	1	1	0	2	1	1	0	0	0	0
Satisfactory	4	3	3	2	2	1	1	0	2	1	1	0	0	0	0
Partially satisfactory	0	1	0	2	1	3	2	4	0	1	0	3	2	1	0
Unsatisfactory	0	0	1	0	1	0	1	0	2	2	3	1	2	3	4
		None, Written or Oral	Written	None, Written or Oral	None, Written or Oral and Written	Committee chairperson sends the Grad School Exam Outcome Report (Not Passing) to HRM Coordinator who relays the result on Grad School Enrollment Service Portal. All Departmental funding is discontinued†									
		Remediation for Unsatisfactory must be written. Remediation for Partially Satisfactory can be either written or oral. Partially satisfactory + None qualifies as Satisfactory.				†Students who successfully retake the exam may be eligible to regain departmental funding if the funds are available, but are not guaranteed.									

*Committee chairperson sends the Grad School Exam Outcome Report (Passing) to HRM Coordinator who relays the result on Grad School Enrollment Service Portal. Include the Department Administration Team in the email correspondence.

** Remediation

If remediation is indicated, the student's committee chairperson will use the Remediation Contract Template (available upon request) to prepare a *Remediation Contract* in consultation with faculty member(s) who wrote examination questions. The remediation contract includes:

- the type of remediation required (written, oral)
- conditions for satisfactory fulfillment of the remediation
- the date by which it is to be fulfilled

Then the committee chairperson will meet with the student to discuss the contract and obtain the student's signature. A copy of the signed contract will be provided to the student. The student may contact the faculty member who wrote the exam question to request clarification and more detail regarding their evaluation of the student's performance.

The student's dissertation committee chairperson will be responsible for properly administering the remediation tests.

Required remediation for all subject areas must be submitted to the appropriate faculty member for grading within the designated time frame. If the remediation is not fully completed by that time, the student must re-take the Qualifying Examination for that subject area.

If the remediation effort is judged partially satisfactory or unsatisfactory, the student must re-take the Qualifying Examination for that subject area.

**** Re-Taking the Qualifying Exam**

The student who does not pass the qualifying exam will be required to re-take the examination once after a time lapse of at least four months and not more than 12 months from the date the subject area was judged partially satisfactory or unsatisfactory. A new question will be given to each subject that is being re-taken.

The student's dissertation committee chairperson will be responsible for properly administering the retake of the exam.

If a student repeats the Qualifying Examination (whether all of the examination or only parts of the examination), all questions for which a retake of the examination is required **must** be completed at a satisfactory level. Any other outcome will result in the student's dismissal from the HTRM Doctoral Program ^{a,b,c}.

Exam Results	PASS	Remediation for partially satisfactory subject areas		No remediation or re-taking the Exam; Dismissal from the PhD program											
		3	2	3	2	1	1	0	2	1	1	0	0	0	0
Satisfactory	4	3	2	3	2	1	1	0	2	1	1	0	0	0	0
Partially satisfactory	0	1	2	0	1	3	2	4	0	1	0	3	2	1	0
Unsatisfactory	0	0	0	1	1	0	1	0	2	2	3	1	2	3	4
		None or Oral	None or Oral												

^a Committee chairperson sends the Grad School Exam Outcome Report (Not Passing) to HRM Coordinator who relays the result on Grad School Enrollment Service Portal.

^b A formal recommendation of dismissal will be sent to the Graduate School by the Department Chairperson.

^c A student who is dismissed from the HTRM PhD program yet maintains the minimum performance standards of the institution may apply for admission to another degree program at Texas Tech University.

Exam Outcomes

- The committee chairperson will make the final decision regarding the following potential outcomes for the Qualifying Exam:
 - **Be admitted to candidacy and successfully completed the Qualifying Exam:** Responses to *all* questions are deemed satisfactory
 - **Not be admitted to candidacy and was unsuccessful on the Qualifying Exam:** Any other combination of satisfactory, partially satisfactory, or unsatisfactory. Outcome decision indicates

that the exam was unsuccessful. The committee chairperson will relay this information in writing to the Graduate School Dean.

- The dissertation chair(s) will be responsible for completing the Graduate School Qualifying Exam Report and pass it on to the HRM Coordinator. Meanwhile, the dissertation chairperson shall notify the Department Chairperson, the Department Associate Chairperson, the Ph.D. Program Director, and the Business Manager of the student's exam results.

As specified in the Graduate School Catalog, failure to pass the qualifying examination within the specified time frame will result in dismissal from the program irrespective of the student's performance in other aspects of their doctoral study.

**** The dissertation committee chairperson, committee members, and faculty members who evaluated responses to questions are committed to maintaining confidentiality regarding the outcome of the examination.**

ADMISSION TO CANDIDACY

The dissertation chair(s) will be responsible for completing the Graduate School Qualifying Exam Report for the doctoral student to effectively pass from doctoral student to doctoral candidate. The dissertation chair(s) email the completed Graduate School Qualifying Exam Report to the HRM Coordinator who will submit the information to the Graduate School Enrollment Services SharePoint.

As stated in the Graduate Catalog, you have four years from the semester you are Admitted to Candidacy or eight years from your first doctoral semester (whichever comes first), to complete the Doctorate.