



## GUIDELINES FOR THE QUALIFYING EXAMINATION

### Graduate School Guidelines

The Qualifying Examination is an assessment that is administered when courses listed on the student's *Program for the Doctoral Degree* have been taken. Students must take this examination within one calendar year of completing all requirements listed on the degree plan. Failure to do so will be cause for dismissal from the program, according to the *Texas Tech University Undergraduate and Graduate Catalog*.

The *Doctoral Degree: List of Major Steps Required by the Graduate School* indicates that a student is admitted to candidacy for the Doctoral degree after successfully completing the Qualifying Exam. Planning for and scheduling the Qualifying Exam is important because a student must be admitted to candidacy for the doctorate at least four months prior to the proposed graduation date.

### QUALIFYING EXAMINATION OVERVIEW

- The Doctoral student is advised to project the semester he/she will take the Qualifying Examination when completing the Long Range Plan (discussed at the *Program of Work* meeting the first semester enrolled).
- The Qualifying Examination for the Hospitality Administration Doctoral Degree has both written and oral components. Guidelines for the written and oral components and admission to candidacy follow. The time and subject framework for examination questions is shown on page 3.

\*\*Note, the dissertation committee must be identified prior to the Qualifying Exam.

The student is responsible for reporting the membership of the Dissertation Committee to the Graduate School as well as updating the Hospitality Administration Program's *Dissertation Committee* form. Notify the Graduate School of the membership of the Dissertation Committee and any changes using the *Title or Committee Change Form* that is available at [<http://www.depts.ttu.edu/gradschool/>].

### WRITTEN EXAMINATION

#### Procedures

- The written portion of the Qualifying Examination is to be scheduled in the third week of October and the first week of March barring unforeseen events. The exam date may be postponed to later in each month by decision of the RHIM Graduate Faculty.
- Time periods and the framework for the written Qualifying Exam are shown below-Pg.3. If a formal minor has been declared, the exam will also be administered for the minor area.
- Students will take the written exam over each topic on the same days. Example: All students will answer the research question the same day and time period.
- The written exam will be given over a 4 or 5-day period (see framework below-Pg. 3).
- The exam is taken with no materials other than the computer.
- Any student who, because of a disability, may require special arrangements in order to meet the Qualifying Exam requirements should contact the Dissertation Committee Chair and Hospitality Administration Doctoral Advisor to make any necessary arrangements to complete the written and oral Qualifying Exam. 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 at 335 West Hall.
- Students are on their honor for the Qualifying Exam.
- The Dissertation Chair will confer with the student regarding the examination questions and faculty responsible for writing questions.
- Once decisions are made, the Dissertation Chair will propose the list of questions and faculty members to the Department Chair. After approval is received from the Department Chair, the Dissertation Chair will write a letter to each faculty member and request a question/s for the examination.
- Prior to the examination, students are advised to make an appointment with instructors 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 be asked to meet as a group with the office staff and Doctoral Advisor to go over procedures prior to the exam. Students will also have a chance to try out the laptop that they will be using if SPSS or other software is needed.

#### Exam Questions

- The framework for the written Qualifying Exam is shown below (Pg. 3).
- The examination requires application and synthesis of knowledge acquired during the course of study for the doctoral degree.
- To the extent possible, the faculty member who taught the student's course will be asked to write the exam question.
- If the faculty member is no longer at the university, the replacement instructor for the course will be asked to write the question if the previous faculty member is not able to do so.

#### Exam Results

- Exam outcomes will be reported as *satisfactory*, *partially satisfactory*, or *unsatisfactory*.
- The Dissertation Chair will meet with the student prior to the oral examination to share the ratings on each question.



## ORAL QUALIFYING EXAMINATION

- The oral examination is to be scheduled within three weeks of the written examination-excluding holidays. Normally two hours are blocked for the oral examination.
- The oral examination is required of all students regardless of outcome on the written portion of the exam.
- The student's Dissertation Committee Chair will invite all faculty members who wrote examination questions and Dissertation Committee members to participate in the Oral Examination. Barring unforeseen events, the exam is to be scheduled at a time when all Dissertation Committee members as well as any faculty member for which the student's exam answer was not satisfactory can attend.
- The Oral Examination provides the opportunity for the student to clarify and/or elaborate on written responses to exam questions and to respond to additional questions to indicate mastery of the subject area if written responses were judged *partially satisfactory* or *unsatisfactory*. The exam also provides the opportunity to reflect on responses that were judged *satisfactory*.
- The Dissertation Committee will make the final decision regarding the following potential outcomes for the Qualifying Exam:

Advanced to Candidacy-Proceed with Dissertation: Responses indicate mastery of subject areas.

Advanced to Candidacy-Proceed with Dissertation: Fulfill the remediation contract developed by the Dissertation Committee for questions judged *partially satisfactory* and re-take exam if a question/subject area is judged *unsatisfactory*. Note that only one question may be judged as *unsatisfactory* for this option.

Not Advanced to Candidacy: Indicates that the exam results were unsatisfactory. The Chair of the Dissertation Committee will relay this information in writing to the Graduate School Dean.

The student will be required to fulfill the remediation contract developed by the Dissertation Committee for questions/subject areas judged *partially satisfactory* and re-take the exam after a time lapse of four months and not more than 12 months from the date of the unsatisfactory examination for questions/subject areas judged *unsatisfactory*. Failure to pass the Qualifying Exam within the specified time will result in dismissal from the program irrespective of performance in other aspects of doctoral study. (See the Graduate School Catalog).

The *remediation contract* is developed by the Dissertation Committee in consultation with additional faculty members who wrote exam questions. The *remediation contract* includes the type of remediation required, conditions for satisfactory fulfillment of the contract, and the date by which fulfilled. All requirements of the Remediation Contract must be met prior to the student's taking the Qualifying Examination for a second time (unless the contract indicated a longer time period to fulfill the requirements for a specific subject area of the exam). If the remediation effort is judged unsatisfactory, the student must take a new exam question for that subject area.

- The Dissertation Chair, Committee members, and faculty members who evaluated responses to questions are committed to maintaining confidentiality regarding the outcome of the examination.

## ADMISSION TO CANDIDACY

- A letter of recommendation for admission to candidacy is forwarded to the Graduate School by the Doctoral Advisory (Dissertation) Committee Chairperson after the candidate successfully completes the Qualifying Examination. A student must be admitted to candidacy for the doctorate *at least four months prior* to his/her proposed graduation date. The official date of admission to candidacy is based on action of the Graduate Council. Graduate Council minutes are available at [[www.depts.ttu.edu/gradschool](http://www.depts.ttu.edu/gradschool)].
- *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.*



**QUALIFYING EXAMINATION FRAMEWORK**

<b>Monday: Declared Minor* (4 Hours)</b>		<b>Name of Student:</b>
<b>TIME</b>	<b>SUBJECT</b>	<b>FACULTY WRITING QUESTION</b>
8:15 am – 12:15 pm	*Minor	Dissertation Committee Member (Minor)
<b>Tuesday: Core Curriculum (6 hours)</b>		
<b>TIME</b>	<b>SUBJECT</b>	<b>FACULTY WRITING QUESTION</b>
9:00 am – 12 noon	Hospitality Cost Control (RHIM 6332)	
(Choose 1 core subject)	Hospitality Financial Management (RHIM 6322)	
	Hospitality Operations Mgmt (RHIM 5375)	
12 noon – 1:15 pm	Lunch	
1:30 pm – 4:30 pm	Hospitality Cost Control (RHIM 6332)	
(Choose 1 core subject)	Hospitality Financial Management (RHIM 6322)	
	Hospitality Operations Mgmt (RHIM 5375)	
<b>Wednesday: Research Methods and Statistics (6 hours)</b>		
<b>TIME</b>	<b>SUBJECT</b>	<b>FACULTY WRITING QUESTION</b>
9:00 am – 12 noon	Research Methods	Dissertation Chair or RHIM 5330 <i>Introduction to HRM Issues &amp; Research</i> faculty member
12 noon – 1:15 pm	Lunch	
1:30 pm – 4:30 pm	Statistics	Statistics Representative
<b>Thursday: Core Curriculum (6 hours)</b>		
<b>TIME</b>	<b>SUBJECT</b>	<b>FACULTY WRITING QUESTION</b>
9:00 am – 12 noon	Hospitality Organization Mgmt (RHIM 6340)	
(Choose 1 core subject)	Hospitality Marketing (RHIM 6316)	
	Hospitality Strategic Management (RHIM 5341) or Category Management. (RHIM 6346)	
12 noon – 1:15 pm	Lunch	
1:30 pm – 4:30 pm	Hospitality Organization Mgmt (RHIM 6340)	
(Choose 1 core subject)	Hospitality Marketing (RHIM 6316)	
	Hospitality Strategic Management (RHIM 5341) or Category Management. (RHIM 6346)	
<b>Friday: Hospitality Segment and Education (6 hours)</b>		
<b>TIME</b>	<b>SUBJECT</b>	<b>FACULTY WRITING QUESTION</b>
9:00 am – 12 noon	Hospitality Segment	RHIM / Graduate faculty
12 noon – 1:15 pm	Lunch	
1:30 pm – 4:30 pm	Education	Education Representative
Note: Hospitality Segments: Choose Lodging, Food and Beverage, Travel and Tourism, Event Planning, Retail Management or other hospitality career track.		

Exam questions should be written by the faculty members with whom the student took the course. If the student transferred the course and did not take the subject at TTU, the question must be written by the faculty who is currently teaching the course (names listed above).