

Procedure for Oral Subject Exam for Graduate Students in the Department of Physics and Astronomy whose project/advisor is at NSCL.

- 1) Students must form their guidance committee no later than six months after completing the subject exams, and this time limit also defines by when the oral subject exam must be performed - the oral exam and first committee meeting are therefore usually combined.
- 2) The oral subject exam should preferably be held during the regular research discussion slot on Thursday morning at 11 am, but if that is not possible the time and place should be chosen such that a wide audience can attend the oral subject exam. The lecture room or the seminar room are appropriate locations.
- 3) Date and place should be communicated to Debbie Barratt - she will send around the announcement. The announcement itself was changed (physics department wide) by Scott Pratt to the following format:

RESEARCH PRESENTATION
Gravitational Collapses Near Mt. Crumpit
Cindy Lou Who
30-minute public presentation open to public, precedes 1st guidance committee meeting
Saturday, Dec. 24th
11:59 PM
NSCL Lecture Hall

- 4) The event will also be announced in the weekly calendar sent around by Lisa Ruess.
- 5) The admin team at NSCL will hang announcements on the announcement boards, put it on the electronic labwide calendar (visible in outlook), make sure it is placed on the hallway monitors, and that it is announced by intercom.
- 6) Students need to prepare copies of the "Guidance Committee Meeting Evaluation Form" together with an abstract for the audience (the instructions and form are placed on the graduate student wiki page) and the "First Guidance Committee Form" (which will hold, amongst others, the grade given by the committee). These are available on the Graduate Student wiki page: <https://extwiki.nscl.msu.edu/gradwiki/doku.php?id=resources:resources>
- 7) The evaluations by the audience serve as input for the deliberations of the guidance committee for the grade, and for detailed feedback on his/her presentation for the student (this can for example be done in a discussion between the advisor and the student)
- 8) The student submits the "First Guidance Committee Form" to Debbie, and a copy to the NSCL AD for Education.