

**METU CogSci PhD Qualifier Exam Guidelines**  
(Final version. Accepted by COGS academic board; July 2018, effective fall 2018)

Abbreviations:

**QC** “Doktora Yeterlik Komitesi” (DYK) in yönetmelik.

**EC** Exam Committee, “Sınav jürisi” in yönetmelik.

**AB** Annotated Bibliography

**ET** Exam Term

## **Exam Requirements**

AB prepared by the candidate + written exam + oral exam.

## **Annotated Bibliography (AB)**

**The Concept.** “An annotated bibliography is a list of citations to books, articles, and documents. Each citation is followed by a brief (usually about 150 words) descriptive and evaluative paragraph, the annotation. The purpose of the annotation is to inform the reader of the relevance, accuracy, and quality of the sources cited [and must reflect the candidate’s understanding of the source]” (Source: How to Prepare an Annotated Bibliography, <https://guides.library.cornell.edu/annotatedbibliography>).

\* The topic must show potential to converge on a thesis.

\* The portfolio should contain readings grouped in three categories: 1. Foundational 2. Breadth 3. Depth. The minimum reading numbers are, respectively: 10, 20, 50. Monographs and chapters in a collection count as one bibliography point.

\* **AB is intended as a strong preparation for a thesis subject.**

\* The “annotation” in AB refers to a brief assessment of the item by the candidate which includes its relation to the intended research area. It can be a paragraph or two.

## **Timeline**

The terms below complement the ODTU student handbook guidelines for yeterlik. The candidate is responsible for knowing the ODTU yeterlik guideline. See the Middle East Technical University Rules and Regulations Governing Graduate Studies / Orta Doğu Teknik Üniversitesi Lisansüstü Eğitim-Öğretim Yönetmeliği for the regulations (<http://oidb.metu.edu.tr/en/middle-east-technical-university-rules-and-regulations-governing-graduate-studies-0>)

1. The candidate declares his/her intention to take the qualifier and informs the QC about her/his intended track combination and a topic for the AB latest by the end of the first

week of the ET.

2. The candidate petitions the department about these choices latest by the end of the add-drop week of the ET.
3. By the end of the second week of the ET, QC assigns an EC that consists of 5 members, including the advisor and at least two METU-external members. A non-advisor internal member is designated as the committee head, who is responsible for organizing the qualifier process.
4. The candidate sends her/his AB to the EC, at least TWO WEEKS before the written exam.
5. Each member of the EC evaluates and grades the AB -- over a guideline QC will provide -- and prepares ONE question for the written exam. The question will be based on the AB.
6. The candidate takes the written exam (5 questions in total) on the exam date.
7. The EC members evaluate the answers, and submit their AB grades and exam grades.
8. On the basis of weights AB 50/100 and written exam 50/100, the candidate is called for an oral if s/he collects at least 70 from AB+written.
9. The EC conducts the oral exam, where the candidate is assessed with regards to his/her competence in discussing the field and doctorate related questions and issues. Oral exam is pass/fail.
10. A candidate who passes written and oral passes the qualifier. The EC may require at most two extra courses for successful or unsuccessful candidates (taken NI, approved by QC, minimum BB is required).
11. In case the student fails the qualifier, she extends and/or revises her/his AB on the basis of the feedback s/he receives from the EC, and takes a second and final attempt in the following qualifier term.