Written Candidacy Exams and Procedures   Version Aug 31, 2016

The Written Candidacy exam must be successfully completed prior to enrollment in dissertation hours. The exam is broken into four parts:

1. Methods, Qualitative and Quantitative
2. Field, Core and Area

Students failing any part of the comprehensive examination may retake that part one time. If any part of the exam is failed a second time, the student will be dismissed from the program.

Both Methods and the Field Core exams are uniform for each matriculating class of students. The Field Area exam is tailored according to each student's special area.

It is the responsibility of students with disabilities to inform all Written Candidacy Exam Chairs of their need for accommodation.

All exams are taken at home, open-book. The Graduate Program Assistant distributes the exams electronically to students at 9:00AM on the date of the exam. Students have 24 hours to submit their answers electronically to the Graduate Program Assistant (from 9:00 AM to 9:00 AM).[1] The student must work alone and have no contact with other students during the 24 hour period of each Written Candidacy exam.

Methods Exams
- The Methods Qualitative and Quantitative Exams are normally scheduled for the first Friday of the spring semester of Year 1. Students who do not take POS 7745 Advanced Quantitative Methods in the fall of Year 1 will take the Quantitative part of this exam the first Friday of the spring semester of Year 2.
- Administered by the instructors of POS 7745 Advanced Quantitative Methods (Chair) and POS7707 Advanced Qualitative Methods.
- Students will have a choice on the qualitative portion of the exam (they will choose to answer one of two questions). There will be a single quantitative question. The Chair complies the questions and sends to the Graduate Program Assistant.

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[1] For the methods exam the examination period is 9am to 5pm if the student is taking only one part of the two-part exam.

- The Graduate Program Assistant distributes the exams electronically to students at 9:00AM on the date of the exam. Students have 24 hours (from 9:00 AM to 9:00 AM) to answer both questions.
- Guideline of 2-4,000 words per question, not including references.
- Students submit their answers to the Graduate Program Assistant only: *DO NOT submit to the instructors of POS 7745 Advanced Quantitative Methods and POS7707 Advanced Qualitative Methods.
- To promote anonymity in grading, the Graduate Program Assistant compiles and sends completed exams to the two committee members for grading.
- Committee members grade the questions on a pass/fail basis. Graders first process the answers through Turnitin.com.
- Committee members report individual question results to Chair, who then reports the overall result to the Program Coordinator. To pass, student must pass both questions.
- If the graders of both questions agree, the Chair may report that the student passed with distinction.

Field Core Exam
- The Field Core exam tests the student's general knowledge of Security Studies.
- The Field Core exam is normally scheduled for the first Friday of the fall semester of Year 2.
- Administered by the instructors of INR7687 Theoretical Approaches to Security (Chair), INR7337 Issues in International Security, and INR7139 Issues in Domestic Security.
- Each committee member submits one question to the Chair, who complies the questions and sends to the Graduate Program Assistant.
- The Graduate Program Assistant distributes the exams electronically to students at 9:00AM on the date of the exam. Students have 24 hours (from 9:00 AM to 9:00 AM) to answer the three questions.
- Guideline of 2-4,000 words per question, not including references.
- Students submit their answers to the Graduate Program Assistant only. *DO NOT submit to the instructors of INR7687 Theoretical Approaches to Security, INR7337 Issues in International Security, and INR7139 Issues in Domestic Security.
- To promote anonymity in grading, the Graduate Program Assistant compiles and sends completed exams to the Chair, who distributes to committee members for grading.
- Committee members grade the questions on a pass/fail basis. Graders first process the answers through Turnitin.com.

- Committee members report individual question results to Chair, who then reports the overall result to the Program Coordinator. To pass, student must pass all three questions.
- If the graders of all questions agree, the Chair may report that the student passed with distinction.

Field Area Exam
- The Field Area exam tests the student's expertise in their specific research area.
- The Field Area exam is normally scheduled for the last Friday of May of Year 2.
- Administered by the Chair of student's dissertation committee.
- Each of the three internal committee members submits one question to the Chair, who compiles the questions and sends to the Graduate Program Assistant.
- The Graduate Program Assistant distributes the exams electronically to students at 9:00AM on the date of the exam. Students have 24 hours (from 9:00 AM to 9:00 AM) to answer two of three questions.
- Maximum 5,000 words per question, not including references.
- Students submit their answers to the Graduate Program Assistant, who distributes them to committee members.
- Committee members grade the individual questions they submitted on a pass/fail basis. Graders first process the answers through Turnitin.com.
- Committee members report individual question results to the Chair, who then reports the overall result to the Program Coordinator. To pass, student must pass both questions.
- If the graders of both questions recommend, the Chair may report that the student passed with distinction.

Field Area Exam Procedures

1. During the spring semester of their 2nd year in the program each student should arrange a meeting of all internal dissertation committee members. The student will participate in this meeting. The outside reader will not participate.
2. The primary purpose of this meeting is for committee members to discern the student's areas of expertise. This will facilitate the construction of appropriate questions for the Field Area exam.
3. After committee members determine that they have enough information from the student, the student will be dismissed. Committee members then discuss and broadly coordinate the content of the three questions to be drafted, one from each member of the committee.

4. Afterwards, each committee member submits one question to the Chair, who compiles the questions and sends to the Graduate Program Assistant in time for the start of the exam.

Field Area Exam EXAMPLE

Answer two of the following questions, you have 24 hours for the exam, from May X at 0900 until 0900 on May X. Answers are to be submitted electronically to the Graduate Program Assistant as a single document broken out into two sections so they can be separated for grading. Be complete in your answers with references at least to author and title, write in complete sentences, and do not write lists without explanation. Maximum 5,000 words for each question. Think through your answer to the question posed; it should not be a dump of everything. You must work alone and have no contact with other students during the 24 hour period.

Question 1: XXXX

Question 2: XXXX

Question 3: XXXX