

Today's Date: _____

Oral Exam Announcement Form



COLLEGE OF
COMPUTER, MATHEMATICAL,
& NATURAL SCIENCES

AMSC | APPLIED MATHEMATICS AND STATISTICS,
AND SCIENTIFIC COMPUTATION PROGRAM

Student's Name: _____

Exam Date: _____ Day: M/ Tu/ W/ Th/ F Time: _____ Room: _____

Building: _____

_____ Ph.D. Candidacy Oral _____ Ph.D. Final Oral _____ M.S. Final Oral

Exam Title: _____

Committee Members: (3 for MS Final, 3 for PhD Candidacy, and 5 for PhD Final)

Chairperson: _____ email: _____

_____ email: _____

_____ email: _____

_____ email: _____

_____ email: _____

If you are defending in a room in the Mathematics Building, did you complete the Math Room Requests form to reserve your room? _____ **YES** _____ **NO**

For M.S. and Ph.D Final Oral Only:

Will any of your committee members participate remotely? _____ **YES** _____ **NO**

IMPORTANT INFORMATION FOR ALL:

- Equipment reservations** can be made through the IT Help Desk at 301-405-8582 or eit-help@umd.edu.
- Room reservations** can be made through this form: <https://booked.ece.umd.edu/>. If you need assistance, contact Jemma Natanson in the Graduate Office. (jnatanso@umd.edu, 301-405-5058).
- MS Final Oral Exam:** Two reports are required during the exam: (1) "Examination Report" and (2) "Interim Report of Examining Committee". Both forms can be found on the AMSC website at <https://amsc.umd.edu/academics/forms/master-s-degree-forms.html>.
- PhD Final Oral Exam:** Two reports are required during the exam: (1) "Interim Report of Examining Committee" found on the AMSC website at <https://amsc.umd.edu/images/documents/InterimReportofExam.pdf> and (2) "Report of Examining Committee" which your committee will receive at least a week prior to your defense after you submit the Google form request for the electronic REC.
- PhD Candidacy Exam:** Two forms are required during the exam: (1) "Examination Report" found at <https://amsc.umd.edu/images/documents/EXAMREP.pdf> and (2) "Application for Admission to Candidacy" found on the UMD Graduate School website.
- Remote Committee Member Participation:** If a committee member will participate in the M.S. or Ph.D. Final Oral Exam remotely, the Committee Chairperson must request permission for the faculty beforehand via email or letter to Dr. Alexander Chen, Associate Dean of the Graduate School (achen@umd.edu). The email/letter requirements and the guidelines for remote participation can be found on this page: <http://apps.gradschool.umd.edu/Catalog/policy.php?doctoral-degrees#procedures-for-the-oral-dissertation-examination>.