

Qualifying Examination & Advancing to Candidacy Quick Guide

Graduate Student Affairs
Department of Psychology
University of California, Berkeley

Decide who you want on your
QE committee:

- Grad Div Policy for Committee Configuration
- [Psych department Policy for Committee Configuration](#)
- Talk it over with your faculty advisor. They will have good suggestions!

Submit the paperwork

- Psych department's QE Application Worksheet PDF to complete and send to the Psych department Grad Student Services Advisor.
Access the form in bCourses:
Psychology Graduate Students > Files > Qualifying Examination Information
 - Graduate Division's Application for the QEThis is a Higher Degree Committees e-form:
Go to CalCentral > My Dashboard > Student Resources > Submit a Form

1

Talk with your faculty advisor about the QE/Quals process:

- What to expect
- How to prepare
- What should be on your reading list

Start this process EARLY! It can take months to get all the right people in the same room at the same time. We recommend 4 months.

2

Decide when/where/how to hold your QE

- Plan ahead - it can take months to get everybody lined up and paperwork processed.
- Think about whether to hold this in person or remote. A hybrid option is available.

Start this process EARLY! It usually takes 3 and 6 weeks for the eform to be routed through all reviewers and be approved.

3

4

Once your forms are approved, you're ready to move ahead and take the exams. There is **first a paper exam** (what this looks like can vary by area. Talk with your advisor.) Shortly after that will be your **oral exam**. This is the exam Grad Div cares about.

Relax - You have been thinking and reading about this stuff for a long time! Try to enjoy the opportunity to talk with great minds on topics you are passionate about.

Once your exams are completed, your advisor will submit a report on your exams to the graduate student services advisor who will submit the e-form to Graduate Division.

Once this is all finalized by grad div, [you will see the milestone updated in CalCentral.](#)

Celebrate!

Submit the paperwork to **[Advance to Candidacy:](#)**

- The Application for Candidacy for the Doctoral Degree is a Higher Degree Committees e-form. Go to CalCentral > My Dashboard > Student Resources > Submit a Form
- Try to do this as soon as possible after you pass your qualifying exams.
- This requires that you constitute your committee for your dissertation. Don't worry, you CAN change this later.

Once this is finalized, you will see another milestone updated in CalCentral and will continue to the next step in your career!

Visit our website for more information:

psychology.berkeley.edu/students/graduate-program

Questions? Email us:

psychgradadvisor@berkeley.edu