

Checklist for Doctoral Qualifier and Prospectus Exams

Department of Electrical and Computer Engineering

ECE Student Affairs Office, Tech L359

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Qualifier / Admission to Candidacy

1. Submit the TGS PhD Qualifying Exam form in GSTS.

- Log in to GSTS, then click TGS Forms
- Complete and submit the form online.
NOTE: Once the form is submitted, you will not be able to make changes to it directly. If you need to correct something after submission, please email the Student Affairs Office with details, and we will make the necessary changes.

2. (For public presentations) Reserve a room for your exam.

- Email conf-res@ece.northwestern.edu with the date and time of your exam to request a room.

3. (For public presentations) Complete the ECE Exam Request Form.

- Download the form at the following link: <https://www.mccormick.northwestern.edu/electrical-computer/students/forms-documents.html>
- Email the completed form as a PDF to the ECE Student Affairs Office (ecegrad@northwestern.edu).

4. Review the TGS website for additional details regarding candidacy.

<http://www.tgs.northwestern.edu/about/policies/phd-degree-requirements.html#candidacy>

PhD Prospectus / Dissertation Proposal

1. Submit the TGS PhD Prospectus form in GSTS.

- Log in to GSTS, then click *TGS Forms*
- Complete and submit the form online.
NOTE: Once the form is submitted, you will not be able to make changes to it directly. If you need to correct something after submission, please email the Student Affairs Office with details, and we will make the necessary changes.

2. (For public presentations) Reserve a room for your exam.

- Email conf-res@ece.northwestern.edu with the date and time of your exam to request a room.

3. (For public presentations) Complete the ECE Exam Request Form.

- Download the form at the following link: <https://www.mccormick.northwestern.edu/electrical-computer/students/forms-documents.html>
- Email the completed form as a PDF to the ECE Student Affairs Office (ecegrad@northwestern.edu).

4. Review the TGS website for additional details regarding prospectus.

<http://www.tgs.northwestern.edu/about/policies/phd-degree-requirements.html#prospectus>