



**DOHA INSTITUTE  
FOR GRADUATE STUDIES**

**Doctoral Studies – Academic Policies  
Prospectus and Comprehensive Exam  
Policy**

This policy aims to set the outline that governs Prospectus and Comprehensive Exam Phase, and sets the rules and conditions required during this phase.

**DI President Office**

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## **Doctoral Studies – Academic Policies**

### **Prospectus and Comprehensive Exam Policy**

#### **Introduction:**

This policy aims to set the outline that governs Prospectus and Comprehensive Exam Phase, and sets the rules and conditions required during this phase.

#### **First - Policy Statement:**

- 1- The second phase of doctoral studies (the Prospectus phase) extends for two semesters, during which the student, with the help of his/her supervisor, seeks to master his/her field of specialization and to deepen his/her knowledge of the most important contributions, theories, concepts, schools as well as the methodologies used in the specialization, especially those related to his/her field of research.
- 2- This is done by delving into the readings included in the Prospectus under the guidance of the supervisor, and expanding in research related to the narrow field of specialization.
- 3- The tasks of the Prospectus phase include initiating and participating in seminars and discussions related to the Prospectus topics, attending conferences in and outside the institute, interacting with peers, in addition to auditing courses if necessary. All this should be in coordination with the supervisor.
- 4- The student's tasks during this period also include producing short research materials in coordination with the supervisor, such as research papers, book reviews, any writings and other interventions, some of which are publishable. The aim is to deepen the student's knowledge of the basics of his/her specialization, and to refine his/her capabilities in the field of research, professional/academic writing, and accuracy in addition to good written and oral expression.
- 5- The prospectus phase includes working on developing the initial dissertation proposal which the student submitted upon his/her enrolment, or amending it in consultation with the supervisor.
- 6- The prospectus phase concludes with a comprehensive examination that has both written and oral parts, which is intended to test the student's success in achieving the goals of the prospectus phase outlined above (more details in the Framework Document).

#### **Second – The Comprehensive Exam:**

- 1- At the end of the prospectus phase, the students take the comprehensive exam with its two parts: written in the form of a closed book and oral that is taken after succeeding in the written part.
- 2- The development and evaluation of the exam is supervised by the prospectus committee, which includes the dissertation supervisor (as a committee chair) and three other assessors from within the Institute to be appointed by the Doctoral Studies Board on a recommendation from the programs and schools.
- 3- The written exam takes place inside the classroom, and the student is given six hours (on the same day) to answer, with a short break during the exam.

- 4- The student will not attend the prospectus evaluation committee sessions held to evaluate his/her exam submission; the committee announces its evaluation within two weeks of the submission of the written exam.
- 5- When evaluating the student's answers, the result options are as follows: 1- “An answer that exceeds expectations”; 2- “An answer that is consistent with expectations” 3- “An answer that is below expectations”. The student succeeds if, at least, all of his/her answers are assessed as “answers consistent with expectations” The student fails if any of his/her answers is - assessed as "answer below expectations".
- 6- In the event of failure, the student can get a second and last chance to re-sit the exam. If he/she fails again, he/she will be dismissed from the Ph.D. studies.
- 7- In the event that the student succeeds in the written part of the exam, he/she gets invited to the oral examination that is based on the written one three weeks after the date of the written exam.
- 8- The oral examination is held in the presence of all members of the committee, and lasts two hours.
- 9- The student is notified of the oral examination results a week after the date of the exam, and the result is pass/fail-
- 10- If the student fails the oral exam, he/she is given another opportunity to re-sit the exam within two weeks of the result date.
- 11- If the student fails the oral exam in the retest, he/she is not allowed to continue studying, and he/she is dismissed from the doctoral studies.
- 12- In case of success, the result is sent to the Doctoral Studies Board, which has to approve it.
- 13- The Doctoral Studies Board informs the Registration Department to initially register the student in the dissertation phase.

**Third- Final registration:**

Registration becomes final when the student submits the completed dissertation proposal to the supervisor, who approves it then notifies the Doctoral Studies Board.

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\* The first draft of this policy was prepared by DI President in September 2020 and was discussed by the DI Council in its meeting on 27/01/2021 and on 03/02/2021, and was reviewed by the Doctoral Studies Board on 31/01/2021.

\* This policy was approved by DI Council on 03/02/2021.

\* It was submitted to DI Board of Trustees on 03/02/2021 and was ratified by letter No. 010/2021 dated 04/04/2021.