



UNIVERSITY OF CENTRAL FLORIDA

**TEXTS & TECHNOLOGY, PH.D.**  
COLLEGE OF ARTS & HUMANITIES  
**T&T Exams Cheat Sheet**

As you are nearing the end of your coursework, it's time to begin thinking about candidacy exams. Here are your next steps:

**No later than the semester before you intend to take exams:**

***Find a chair***

- Your first step is to find your exams chair. This person must be a T&T core faculty member.
  - A T&T core faculty member chairing for the first time must have a co-chair who has successfully chaired T&T exams to completion.

***Form a committee***

- In consultation with your chair, form an exams committee of three T&T faculty.
- Once committee members have agreed to participate, fill out the [Candidacy Exam Committee form](#) (including Dr. Salter's signature!) and submit to the T&T office. Email/scan/electronic signatures are fine.

***Draft your lists***

- The Candidacy Examination consists of three parts:
  1. Core Exam: Based on a selection of 30 texts from the core [Texts & Technology PhD Candidacy Exam Reading list](#). Two questions, six pages per question, 24 hours.
    - The first question of the core exam asks about Texts and Technology as a field, but the specific phrasing is not fixed.
  2. Primary Exam: Based on 25-30 texts in the student's primary field of concentration. Two questions, twelve pages per question, 48 hours.
  3. Secondary Exam: Based on 25-30 texts in a distinct secondary field or subfield of the student's research. Two questions, twelve pages per question, 48 hours.
- The lists must be drafted and approved by your adviser prior to registering for ENC 7919.

**Before your exam semester starts**

***Register for candidacy hours***

- You may not enroll in ENC 7919 Doctoral Research hours or schedule your Candidacy Examination until your last semester of formal coursework.
- Complete a [Restricted Registration Dynamic Form](#) for a minimum of 3 credits of ENC 7919, to be graded S/U.
  - Students who are on graduate assistantships or fellowships may enroll for up to nine hours of ENC 7919 in order to maintain their full-time status.
  - On the form, near the middle, is a box in which you must list what you hope to accomplish during the term (e.g. Exam 1 September 1, Exam 2 October 1, Exam 3 November 1). This box cannot be left empty!
  - Once this form is routed through the system and signed by your chair, it will be routed to the T&T office so that Carla can register you.
- If you do not take and pass all parts of the Candidacy Examination in one semester, you must register for at least one credit hour in ENC 7919 during the semester when you complete the exam. You must be enrolled in order to sit for any portion of the exam.

## **During your exam semester**

### ***Schedule your exams***

- You must complete all portions of the Candidacy Examination within one semester (16 weeks). You may take the series of three exams over a 16-week period that spans two semesters, e.g., Part 1 in September, Part 2 in November, and Part 3 in January.
- You should leave at least two weeks between exams to receive feedback from the examination committee. However, it is strongly recommended to allow a month between exams to have time to incorporate feedback.
- Coordinate your proposed dates and times with your committee.
- To go on to Dissertation (ENC 7980) in the next semester, you must take your last exam no later than two weeks before the UCF College of Graduate Studies candidacy deadline (which is the same as the final dissertation submission deadline for the semester).

### ***Take your exams***

- On the day of your exam, your chair will email you the questions at the agreed time and ask you to confirm receipt.
- Once you have written the exam, you should return it to your chair by email by the end of the exam period (24 hours for the first exam, 48 hours for the second and third).

### ***Receive and incorporate feedback***

- Committee members will generally provide feedback/notes to the student in writing within two weeks of receiving each exam.
- All members provide a score of pass or fail on each exam. Each exam must be approved by the majority of the committee. Students who fail the candidacy examination twice cannot continue in the program.

### ***Find your external dissertation committee member***

- In consultation with your adviser, think of 2-3 scholars from outside of the College of Arts and Humanities (or outside UCF) whose research is particularly relevant for your dissertation.
- With your adviser's help, reach out to the one who seems like the best option and discuss whether they'd like to join your committee. Repeat with the other options as needed.
- You may choose to add the external member to your exams committee. This is optional for exams but will be required for dissertation. It may be beneficial to invite the external member early to contribute to the development of the specialized reading lists. Consult with your chair.
- In order to continue to Dissertation (ENC 7980) after exams, students must have an approved dissertation committee that includes their external member on file prior to the College of Graduate Studies committee deadline.
  - The CV for the external dissertation committee member (if they have not served on a T&T committee before) has to be submitted to [TandT@ucf.edu](mailto:TandT@ucf.edu) for approval no later than four weeks before the UCF College of Graduate Studies committee deadline (the same as the dissertation defense deadline, usually about 2 weeks before the end of classes).
  - The student must submit the dissertation committee form no later than two weeks before the CGS committee deadline.

It's time for your next milestone on the way to your PhD, so we hope this helps you understand the process. Good luck!