**Complex Examination Procedure**

**The complex examination has two parts and is open to the public.** It will be graded, following the guidelines as specified in the Medieval Studies Department Doctoral Program Regulations.

1. The Complex Examination Committee (CEC) Chair opens the proceedings:

**“This is the complex examination of [Name of Candidate]. The complex examination has two parts with a short break in between. Now we start with the General knowledge examination for which the doctoral candidate submitted two topical field surveys and that was approved by the Medieval Studies Doctoral Committee. The topics under examination are [Title of first topical field survey], in the form of a bibliography/syllabus, and [Title of second topical field survey], (also) in the form of a bibliography/syllabus.”**

The Chair introduces the committee members.
2. The Chair invites the Candidate to very briefly introduce the the first topical field survey, inviting her/him to pay particular attention to the internal logic of the bibliography or the syllabus. In the case of a syllabus, a comment on the didactic principles informing the order of sessions is expected. [5 mins]
3. The Chair requests the members of the CEC to pose **questions on the first topical field survey** loosely based on the bibliography/syllabus submitted by the Candidate. [25–30 mins]
4. The Chair invites the Candidate to very briefly introduce the the second topical field survey, inviting her/him to pay particular attention to the internal logic of the bibliography or the syllabus. In the case of a syllabus, a comment on the didactic principles informing the order of sessions is expected. [5 mins]
5. The Chair requests the members of the CEC to pose **questions on the second topical field survey** loosely based on the bibliography/syllabus submitted by the Candidate. [25–30 mins]
6. The Chair asks the members of the public whether there are any further questions or comments.

**BREAK (5 minutes)**

1. The Complex Examination Committee (CEC) Chair opens the second part of the proceedings: **“Now we continue with the dissertation prospectus development and research presentation**
2. The Chair invites the Candidate to briefly summarize the development the dissertation undergone since the dissertation prospectus defense and to present a research schedule demonstrating the feasibility of the research to be done. [5-10 mins]
3. The Chair requests the members of the CEC to pose **questions** concerning the development and growth of the dissertation project. [25–30 mins]
4. The Chair asks the members of the public whether there are any further questions or comments.
5. The Chair announces that the CEC is going to retire for adjudication and suspends the proceedings.
6. The committee deliberates, suggesting a grade for the Candidate’s performance (A , A–, B+). B, B– C equals FAIL. In case the candidate submitted syllabi rather than bibliographies, the didactic aspects of the syllabi should be weighed 25 % in grading the Candidate, while knowledge of the topical field as such should account for 75 % of the Candidate’s performance. **Please note that the Medieval Studies Doctoral Committee retains the right of mildly adjusting the grade retrospectively in order to ensure comparability of the results across the cohort.**
7. The CEC returns to the examination room and hands its notes to the the Chair, who then **announces the decision** of the CEC:

The Complex Examination Committee, after due deliberation, declares itself — EITHER
a) satisfied with the Candidate’s performance in the complex examination; it will propose to the Medieval Studies Doctoral Committee to accept it as partial fulfillment towards the doctoral degree [A to B+]; — OR

(b) not satisfied with the candidate’s performance in the complex examination; it will propose to the Medieval Studies Doctoral Committee not to accept it as partial fulfillment towards the doctoral degree [B to F].
8. Finally, the Chair thanks those present for their participation and closes the complex examination

**Evaluation of the comprehensive examination**

The two sections of the complex examination are evaluated separately but the student will receive only one final grade. The outcome of the complex examination is announced immediately after the examination. The complex examination is not connected to the final evaluation of the doctoral dissertation.

**The Complex Examination Committee will evaluate the examination of the general knowledge examination section as follows:**

1. How well the annotated bibliography reflects recent and earlier major debates in the field in a balanced manner;

2. How well the annotations do justice to the summarized items;

3. The quality and depth of the probationary doctoral candidate’s summary five-minute introductions to each bibliography;

4. How well the probationary doctoral candidate answered questions pertaining to the wider historical contexts, based on the bibliography in its entirety and major items consciously omitted from it;

5. How well the probationary doctoral candidate answered questions on specific items in the bibliography;

6. How well the probationary doctoral candidate structured their arguments and recognized methodological problems, etc.

Where a syllabus was presented, the Complex Examination Committee will evaluate:

1. How well the syllabus introduces the students of the targeted level to the chosen field while reflecting major recent and earlier debates in this field in a balanced manner;

2. How well the brief objective and summary of the assigned readings does justice to the weekly topic;

3. The quality and depth of each probationary doctoral candidate’s summary five-minute introduction to the syllabus;

4. How well the probationary doctoral candidate answered questions pertaining to the wider historical context, based on the syllabus in its entirety and major items consciously omitted from it;

5. How well the probationary doctoral candidate answered questions on specific assigned readings in the syllabus, the structure of their arguments and their recognition of methodological problems, etc.

6. Altogether, the didactic aspects of the syllabus must not account for more than 25 % of the grade.

**The Complex Examination Committee will evaluate the dissertation prospectus development and research presentation section on the basis of:**

1. the description and justification of the dissertation prospectus development,

2. the review of the most recent relevant scholarship,

3. the review of any newly acquired research skills,

4. the review of the research schedule.