Written Qualifying Exam (WQE) Fall 2020

If you plan to take the WQE for Spring 2021, please read the following instructions **carefully**. Failure to follow these instructions will result in the rejection of your WQE paper without review.

Steps for submitting your paper:

1. Create an account and register your paper at http://heron.cs.ucla.edu/wqe-f17/ by **Sunday, November 1st, 11:59am.**

After creating the account, start the paper registration by clicking on "New submission". Enter the paper title, the author(s) information, the abstract, and PC conflicts. You do not have to submit the PDF file at this time. Click "Save draft" to register your paper. Note that in the "PC conflicts" item, you can only select your faculty advisor(s) and faculty co-authors of this WQE paper (if they are not on the list, don't worry about it).

2. Fill in a cover page, which must be signed by your advisor, and submit it (hard copy) to the Graduate Student Office (291 Engineering VI) by **Monday, November 2, 11:59am.**
To download the cover page, click here.

If your advisor is out of town, an electronic signature is acceptable by email as long as your faculty advisor attests in his/her email message to the "Ph.D. Advisor's Statement" on the cover page. The text of that statement must appear in the email. The email from the advisor must go to both you and Joseph Brown <jbrown@cs.ucla.edu>. A copy of the email must be attached to your cover page, that you must submit via email to by the above deadline to Joseph Brown <jbrown@cs.ucla.edu>.

3. Submit your paper at: http://heron.cs.ucla.edu/wqe-f17/ by **Monday, November 2, 11:59am.**

4. Note that all the deadlines are at 11:59**am** (not pm). All the deadlines are **firm**. There will be no extensions for any reason. Hence, it is strongly recommended that you perform all the required steps well **ahead** of the corresponding deadlines.

In particular, submit a reasonable version of your paper early. You can keep submitting revised versions of the PDF file up to the submission deadline.

Requirements:

- You must be a Ph.D. student enrolled in at least 12 units this quarter in order to submit a WQE paper.
- Your WQE paper must not exceed **10 pages**. You must use **10pt Times font or larger** (11pt preferred). The margins must be at least **1"** (one inch) on all four sides (top, bottom, left, right). The entire document,

including references, figures, tables, appendices, and any other type of material, must fit within the 10 pages.

- WQE submissions are not anonymous. Each submission must include the names of all the authors. In particular, if the WQE paper is substantially similar to another paper that has been published, submitted, or is expected to be submitted to a workshop, conference, or journal, this must be explicitly acknowledged. Furthermore, the names of all authors must appear in the WQE submission in the same order in which they appear or will appear in the workshop, conference, or journal submission or publication.
- The WQE submission will consist of a high-quality paper, **written entirely by the student**. This means that every sentence of the paper must be written by the student. The advisor or co-author(s) can suggest edits, but those edits must be made by the student. Nobody but the student may directly input or modify the text.
- Any contributions to the paper that are not the student's, including those of their advisor, **must be explicitly acknowledged** in detail. Specifically, on the **first page** of the WQE paper, in a separate paragraph at the end of the abstract, the student is required to specify, in detail, which parts of the paper represent the student's own intellectual contributions. Any parts of the paper that are the contributions of others, including the advisor(s), must also be explicitly acknowledged in detail. There must be a separate sentence detailing the advisor's contribution to the research and paper. In addition, there must be a separate sentence detailing the contributions of each co-author of the paper, if any.
- The WQE paper can be either a research paper containing an original contribution, or a focused critical survey paper.
- The WQE paper must represent work that the student performed as a graduate student at UCLA.
- The WQE paper should demonstrate that the student understands and can integrate and communicate ideas clearly and concisely.

If you have any questions or concerns, please contact this quarter's WQE coordinator, Professor TBD.