

Faculty Checklist for Completion of Doctoral Study based on the Policies and Procedures of the Doctoral Program

- 1) Curriculum.** Each student must have a curriculum. That curriculum must propose a course of study that totals at a minimum 72 credits including a minimum of 24 credits of doctoral dissertation research.

Approval of the curriculum by the faculty advisor and the doctoral discipline coordinator and then submitted to the Doctoral Committee is necessary before taking the qualifying examination and may be modified after the exam if a deficiency is noted.

A student's entire course of study, including dissertation research and defense, must be completed within 9 years of admission to the program.

- 2) Qualifying Examination.** The time to speak about a student taking a qualifying examination committee is when they are nearing completion of coursework. (Usually within 3 years of admission).

The committee is composed of at least four (4) members and will include: their advisor and another two faculty members from the department, and a general public health representative responsible for questions on general public health. All members must have either a primary or secondary appointment with the School of Public Health.

The written examinations are given the first Monday and Tuesday of March and October each year (exceptions are made for the department of Biostatistics and Epidemiology who offer the examination annually). Oral examinations are normally scheduled within two weeks of the written examination.

- 3) Advancement to Candidacy and Thesis Development.** Upon passing the qualifying examination, the student becomes a candidate for the doctoral degree and it is time to form a dissertation committee and a thesis proposal. The thesis proposal should be done within one year of advancing to candidacy.

Thesis Proposal Committee: The thesis proposal committee is composed of at least four (4) members including one member who is not a primary or secondary faculty member at the School of Public Health. In addition, you must have a minimum of two members from your department and is either a primary or secondary faculty member, and someone who is a primary department faculty member. A CV from the outside member must be sent to Tina Greco (jgreco@m@sph.rutgers.edu) for approval by the Chair of the Doctoral Committee.

PRIOR TO SCHEDULING THE THESIS PROPOSAL:

Your student must address the issue of ***potential conflicts of interest*** regarding data, support for dissertation work, and composition of the dissertation committee. In addition, the student must obtain assurances from sources of data regarding the ability to publish results and to have access to the data after the study has been completed. The steps triggering the submission of the conflict of interest form include the following:

- The student has passed the qualifying examinations;
- The student, with the approval of his/her advisor, has decided upon a dissertation topic;
- The student has proposed the internal and external members of his/her dissertation committee;
- The student has informed the department chair regarding the dissertation topic and the members of the dissertation committee; and

The Conflict of Interest in Dissertation Research form (sph.rutgers.edu/academics/registration/forms.html) must be completed before a date can be set for the proposal presentation. Please note that a minimum of two weeks is required prior to the date of the presentation is needed for sufficient public notification.

AFTER THE THESIS PROPOSAL:

- Your student should bring to the proposal a thesis proposal form for signature by the entire committee and returned to Tina Greco.
 - Your student needs to also send Tina Greco an electronic version of the approved thesis.
- 4) Seminar/Journal Club Attendance.** Your student is required to attend at least 15 seminars or journal sessions during your doctoral studies and to make a presentation at a minimum of five of them.
 - 5) Teaching Assistantship Requirement.** Your student must meet or have the requirement waived by the Doctoral Discipline Coordinator.
 - 6) Dissertation Defense:** Note: A defense date will not be set unless items #1 -5 have been completed.

Ms. Greco will lay out the timeframe for presentation (generally no defense can occur within the three to four weeks prior to the submission date for the dissertation, so the defense date must be set to allow for this time restriction).

- 7) Ph.D. papers and dissertations are submitted to Barbara Sirman at the Rutgers Graduate School, NB (Sirman@rci.rutgers.edu) and uploaded to the library system.**
DrPH papers and dissertations are submitted to Tina Greco and also uploaded to the library system.
- 8) Graduation Application.** Your student must complete a Graduation Application form (sph.rutgers.edu/academics/registration/forms.html) by the deadlines posted. Your student must contact Tina Greco and let her know that they intend to graduate.