

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

Instructions: Please complete this checklist prior to scheduling a defense of your dissertation and submit it to the Doctoral Program Coordinator: Ms. Tina Greco (greco@m@sph.rutgers.edu) for. *This is not meant as a substitution for the policies and procedures document, rather a synopsis. Please refer to that document for further explanation on any of the points discussed below.*

1) Curriculum. Each student in consultation with his or her advisor must develop a proposed course of study that totals at a minimum 72 credits including a minimum of 24 credits of doctoral dissertation research.

Curriculum Submission is to your advisor and then the doctoral discipline coordinator. Submission and approval of the curriculum (by 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.

Curriculum Approved (date):

2) Qualifying Examination.

A qualifying examination committee is proposed, together with your advisor, and is charged with providing guidance to you in preparation for the examination.

The time to think about a qualifying examination committee is when you are nearing completion of your course of study and usually within 3 years of admission.

The committee is composed of at least four (4) members and will include: your advisor, another faculty member from your department (e.g., HEBS, EPID, etc.), a member on methods/evaluation 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.

Qualifying Examination Committee Established (date):

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 and you need to work with your committee and advisor to identify a suitable date and time.

**Qualifying Examination Completed and Passed (date):
(including conditions if needed)**

3) Advancement to Candidacy and Thesis Development

Upon passing the qualifying examination, you become a candidate for the doctoral degree. In consultation with your current faculty advisor, 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.

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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 (one who will serve as your Chair and is either a primary or secondary faculty member, and one who is a primary department faculty member –for this purpose a faculty member in QNME count as faculty in EPID). Your committee must be approved by the Chair of your Department. If you need assistance in determining faculty status, please contact Tina Greco. A CV from the outside member must be sent to Tina Greco for approval by the Chair of the Doctoral Committee.

Once you have identified your committee and a title for your thesis proposal you must prepare a "Thesis Proposal Approval" form and submit it to Tina Greco after all appropriate signatures have been secured, *and* prior to your scheduled thesis proposal presentation. The thesis proposal should be done within one year of advancing to candidacy.

In addition, a 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
- Before a proposal defense date is set.

The student and faculty dissertation chair have the responsibility to provide the doctoral committee with information on potential conflicts of interest. To do so, the student will complete a questionnaire regarding potential conflicts of interest and submit the form to the associate dean for academic and faculty affairs. The associate dean for academic affairs, together with the associate dean for research, will determine from the responses to the questionnaire whether there is a potential conflict of interest that must be addressed by the candidate.

Dissertation Research Committee Established (date):

Your advisor/chair will determine when you are ready to present a thesis proposal. The proposal is formally presented at an open meeting of the thesis committee for approval. Once a date and time has been identified, you must notify the Ms. Tina Greco, at least **two weeks**, before you intend to present your proposal. The doctoral coordinator will make sure there is a public announcement of your presentation. Upon successful presentation of your thesis proposal be sure that an electronic copy of the proposal is sent to the doctoral coordinator.

Thesis Proposal Presentation (date):

Thesis Proposal Accepted (date):

- 4) You are 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. These sessions must be planned ahead of time and approved by the relevant Department doctoral Studies Coordinator for this purpose.

Seminar/Journal Club Attendance Met (date):

- 5) Teaching Assistantship

Teaching Assistantship Requirement Met or Waived by Advisor (date):

- 6) Dissertation Defense

Once all of the above are met, and as you near completion of your research and with approval of your advisor, you will contact the Doctoral Coordinator to schedule a dissertation defense. You must contact the coordinator within **four weeks prior** to the date selected for public notification of your defense. In addition, all requirements for successful dissertation defense must be met **three weeks prior** to the graduate date, so the defense date must be set to allow for this time restriction.

Note: A defense date will not be set unless items #1 -5 have been completed.

Dissertation Defense (date):

- 7) PhD papers and dissertations are submitted to Ms. 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 Ms. Tina Greco and also upload to the library system.

You need to pick up a dissertation packet from either Ms. Barbara Sirman or Ms. Tina Greco which contains information pertaining to your dissertation, the abstract requirements, and login information for the electronic submission of your dissertation.

Payment forms and publishing agreements, etc. will be explained at the meeting with Ms. Sirman or Ms. Greco.

- 8) **Graduation Application.** You must complete a Graduation Application form (sph.rutgers.edu/academics/registration/forms.html) by the deadlines posted. Be sure to contact Tina Greco and let her know that you intend to graduate.