

### PhD "Check List"

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Matriculation Date: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Preliminary Advisor: \_\_\_\_\_ Area of Interest: \_\_\_\_\_

Special Advisory Committee: \_\_\_\_\_

PhD "Steps": Candidacy: \_\_\_\_\_ Oral Exam: \_\_\_\_\_ Thesis Proposal: \_\_\_\_\_

In the first week:	Submit proposed 1 <sup>st</sup> Year Course Schedule to the Academic & Student Affairs Office (103 MacLean) approved by your advisory committee.
Before the second term:	Submit proposed PhD Program Plan to the Academic & Student Affairs Office for all PhD courses, approved by your Advisory Committee. Course Equivalence Form ( <b>tan form</b> ) with approvals should be submitted for course transfers.
After three terms*:  (* 1-2 terms with prior MS degree.)	Consideration for PhD candidacy. Minimum of "B" average in courses (6) and research required for consideration by faculty, plus comments from advisor. Possible outcomes: <ul style="list-style-type: none"> <li>• Advance to candidacy (stipend increase)</li> <li>• Postpone candidacy by 3 months</li> <li>• Transfer to MS program</li> </ul>
Within 6 months of PhD candidacy:	Oral Qualifying Examination by a committee appointed by PhD program director (candidate indicates area and may suggest committee members). The Oral Qualifying Exam form ( <b>yellow form</b> ), with committee action indicated, must be signed by exam committee members upon completion. If exam is failed a second attempt is allowed and must be made within 3 months. No third attempt is allowed.
Within 18 months of candidacy:	Defense of Thesis Proposal. A committee of 4 is appointed by the PhD program director (upon recommendations of the candidate). The advisor is the chair and the committee must have a member from outside of Thayer School who is recognized as expert in the area. Two (2) weeks in advance of the defense you must submit a written thesis proposal to your committee and a notice of the defense to the registrar for posting and distribution. The Defense of Thesis Proposal Form ( <b>gold form</b> ) must be signed by committee members upon completion. (Stipend increase.)
Other requirements:	<ul style="list-style-type: none"> <li>• ENGS 195: Science, Technology &amp; Society – one term only, offered fall term.</li> <li>• ENGS 196: Applied Science &amp; Technology – five terms required.</li> <li>• ENGS 197: Competitive Proposal Workshop – candidate attends a series of 4-5 half-day workshops and submits a research proposal or business plan. Offered winter term.</li> <li>• ENGS 198: Research-In-Progress Workshop – each year during March break.</li> <li>• Presentation of elements of doctoral research at a professional conference.</li> <li>• Acceptance of at least one manuscript on the doctoral research with candidate as first author.</li> </ul>