# PhD “Check List”

<table>
<thead>
<tr>
<th>Last Name: ________________</th>
<th>First Name: __________________________</th>
</tr>
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<tbody>
<tr>
<td>Matriculation Term: __________________</td>
<td>Expected Graduation Date: ______________</td>
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<tr>
<td>Advisor: ____________________</td>
<td>Area of Interest: _____________________</td>
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<tr>
<td>Advisory Committee Members: ___________________________________________</td>
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## 1st Year Schedule Plan
In the first week
Submit proposed **1st Year Course Schedule** (available on DartHub) to the Academic & Student Affairs Office (M103) approved by your advisor and the MS/PhD director.

## PhD Program Plan
Before the second term
Submit proposed **PhD Program Plan** (available on DartHub) to the Academic & Student Affairs Office for all PhD courses, approved by your Advisory Committee. **Course Equivalence Form** with approvals should be submitted for graduate course transfers.

## 1st Annual Meeting with Advisor
June of 1st year
Complete **Annual PhD Student Advisory Meeting Report** (on ThayerExpress website) and submit to the Academic & Student Affairs Office. A “B” average or better in research and course work is required to continue in the program.

### Oral Qualifying Exam
**ENGG 194**
Enroll by fall of 2nd year to complete by December.
- **Enroll in ENGG 194**
- **Turn in Oral Qualifying Planning Sheet for oral exam**, get advisor to submit letter on research performance. (Both **Oral Planning Sheet** and **Oral Qualifying Examination** forms are available on ThayerExpress website.)
  - Possible outcomes:
    - Pass by the end of the term – CR (Credit)
    - Conditional Pass – CP (with remedial action recommendations)
    - Scheduled/Not Taken – AD (Administrative Delay)
    - Nothing done – NC (No Credit), triggers academic probation
  - **Turn in Oral Qualifying Exam form** with committee action indicated, must be signed by exam committee upon completion & turn in to Academic & Student Affairs Office.

## PhD Candidacy
is granted if all of these are completed:
- Pass Oral Exam (ENGG 194)
- Academic record and faculty recommendation reviewed by the MS & PhD Committee, if approved, recommendation to admit to candidacy voted at faculty meeting.
- Stipend increased upon committee approval (increase will be effective the first of the month following the committee’s approval).

## Annual Meeting with Thesis Committee
June of 2nd year
- **Form Ph.D. Thesis Committee** in consultation with your advisor (see page 59 of the Guide to Programs & Courses).
- **Meet with committee to complete PhD Student-Thesis Advisory form** (on ThayerExpress website) and submit to the Academic & Student Affairs Office.

## Annual Meeting with Thesis Committee for Thesis Proposal
June of 3rd year
- Complete **Annual PhD Student Advisory Meeting Report** & **Thesis Proposal Form** both signed by committee members upon completion & submit to Academic & Student Affairs Office. (Stipend increase.) For the thesis proposal the faculty require a two-week notice. Please keep this in mind when scheduling your proposal. Further details can be found on the back of the thesis proposal form.

## Other requirements:
- **ENGG 195**: Seminar on Science, Technology & Society – 4 terms (2-3 lunches per term)
- **ENGG 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.
- **ENGG 198**: Research-In-Progress Workshop – each year during March break.
- **Every June** - complete **PhD Student-Thesis Advisory form**, submit to Office M103
- **Presentation of some doctoral research at a professional conference**.
- **Acceptance of at least 1 manuscript on doctoral research as first author**.
- **Dissertation**

*PhD forms are available online at [http://engineering.dartmouth.edu/express/](http://engineering.dartmouth.edu/express/) under “Planning/Advising Sheets”, or in MacLean M103, Academic & Student Affairs Office.*