

## PhD “Check List”

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

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

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

Advisory Committee Members: \_\_\_\_\_

<b>1<sup>st</sup> Year Schedule Plan</b> In the first week	<b>Submit proposed 1<sup>st</sup> Year Course Schedule</b> (available on DartHub) to the Thayer Registrar approved by your advisor, the Registrar will get the approval of the MS/PhD director.
<b>PhD Program Plan</b> Before the second term	<b>Submit proposed PhD Program Plan</b> (available on DartHub) to the Thayer Registrar for all PhD courses, approved by your Advisory Committee. <u>Course Equivalence Form</u> * with approvals should be submitted for graduate course transfers.
<b>1<sup>st</sup> Annual Meeting with Advisor</b> June of 1 <sup>st</sup> year	<b>Complete Annual PhD Student Advisory Meeting Report</b> (on ThayerExpress website) and submit to the Thayer Registrar. A “B” average or better in research and course work is required to continue in the program.
<b>Oral Qualifying Exam ENGG 194</b> Enroll by fall of 2 <sup>nd</sup> year to complete by December.	<ul style="list-style-type: none"> <li>• <b>Enroll in ENGG 194</b></li> <li>• <b>Turn in Oral Qualifying Planning Sheet for oral exam</b>, get advisor to submit letter on research performance. (Both <u>Oral Planning Sheet</u> and <u>Oral Qualifying Examination</u> forms are available on ThayerExpress website.)</li> </ul> <p>Possible outcomes:</p> <ul style="list-style-type: none"> <li>• Pass by the end of the term – CR (Credit)</li> <li>• Conditional Pass – CP (with remedial action recommendations)</li> <li>• Scheduled/Not Taken – AD (Administrative Delay)</li> <li>• Nothing done – NC (No Credit), triggers academic probation</li> </ul> <li>• <b>Turn in Oral Qualifying Exam form</b> with committee action indicated, must be signed by exam committee upon completion &amp; submit to the Thayer Registrar.</li>
<b>PhD Candidacy</b> is granted if all of these are completed:	<ul style="list-style-type: none"> <li>• Pass Oral Exam (ENGG 194)</li> <li>• Academic record and faculty recommendation reviewed by the MS &amp; PhD Committee, if approved, recommendation to admit to candidacy voted at faculty meeting.</li> <li>• Stipend increased upon committee approval (increase will be effective the first of the month following the committee’s approval).</li> </ul>
<b>Annual Meeting with Thesis Committee</b> June of 2 <sup>nd</sup> year	<ul style="list-style-type: none"> <li>• <b>Form Ph.D. Thesis Committee</b> in consultation with your advisor (<a href="https://engineering.dartmouth.edu/academics/graduate/phd/requirements">https://engineering.dartmouth.edu/academics/graduate/phd/requirements</a>).</li> <li>• <b>Meet with committee to complete PhD Student-Thesis Advisory form</b> (on ThayerExpress website) and submit to the Academic &amp; Student Affairs Office.</li> </ul>
<b>Annual Meeting with Thesis Committee for Thesis Proposal</b> June of 3 <sup>rd</sup> year	<ul style="list-style-type: none"> <li>• Complete <b>Annual PhD Student Advisory Meeting Report</b> &amp; <b>Thesis Proposal Form</b> both signed by committee members upon completion &amp; submit to the Thayer Registrar. 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.</li> </ul>
<b>Other requirements:</b>	<ul style="list-style-type: none"> <li>• <b>ENGG 195:</b> Seminar on Science, Technology &amp; Society – <b>4 terms (2-3 lunches per term)</b></li> <li>• <b>ENGG 197:</b> PhD Professional Workshops – candidate attends a series of 4-5 half-day workshops and submits a research proposal or business plan. Offered winter term.</li> <li>• <b>ENGG 198:</b> Research-In-Progress Workshop – each year during March break.</li> <li>• <b>Every June</b> -complete <b>PhD Student-Thesis Advisory form</b>, submit to Thayer Registrar</li> <li>• <b>Presentation of some doctoral research at a professional conference.</b></li> <li>• <b>Acceptance of at least 1 manuscript on doctoral research as first author.</b></li> <li>• <b>Dissertation</b></li> </ul>

\*PhD forms are available online at <http://engineering.dartmouth.edu/express/> under “Planning/Advising Sheets”.