IE-PhD Program Guidelines
2021-2022

[Last Update: 10/18/2021]
Outline

• PhD Program Milestones

• Several reminders for GRA and GTA
Contacts

• Department Chair: Dr. Pratik Parikh, pratik.parikh@louisville.edu

• IE-PhD Director (PhD-DGS): Dr. Monica Gentili, monica.gentili@louisville.edu

• PhD Program Coordinator: Mrs. Nancy White, nancy.white@louisville.edu
**PhD – Requirements**

**ADMISSION.** Student must be formally admitted to his or her degree program.

**COURSEWORK.** Student must complete a curriculum of courses:

1. Approved Master’s level course work: **30 credit hours**
   - *If you already have an approved Master’s degree, you automatically get 30 credit hours*
2. Technical electives: **at least 15 credit hours** (must be approved by advisor or Department Chair)
3. IE700 (dissertation research in IE): **at least 9 credit hours**
4. 3.0 GPA or better
5. At most 6 hours of C grades counted towards your degree

**ADVANCEMENT TO CANDIDACY.** A student is advanced to candidacy for the PhD when he or she has completed satisfactorily all the required coursework and has completed Milestone 1 (Dissertation topic and Advisor’s selection) and Milestone 2 (passed the Doctoral Qualifying Exam - DQE-).

**DISSERTATION.** The candidate must present a dissertation on a topic related to his or her area of specialization that presents the results of original research and gives evidence of excellent scholarship. The dissertation must be approved by the professor or committee under whose direction it is written. At the time of the final defense the student is supposed to have at least one paper submitted to a peer reviewed journal.
## PhD Curriculum – Milestones

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milestone 1: Dissertation Topic and Advisor’s selection</td>
<td>9-12 months from enrollment</td>
</tr>
<tr>
<td>Milestone 2: Doctoral Qualifying Exam (DQE)</td>
<td>12-16 months from enrollment</td>
</tr>
<tr>
<td>Milestone 3: PhD Committee Members selection</td>
<td>In agreement with your advisor (ideally before the end of the 3rd calendar year)</td>
</tr>
<tr>
<td>Milestone 4: PhD Proposal Defense</td>
<td>In agreement with your advisor (ideally before the end of the 4th calendar year)</td>
</tr>
<tr>
<td>Milestone 5: PhD Dissertation Defense</td>
<td>In agreement with your advisor (within 4 years from candidacy)</td>
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</tbody>
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What else beyond 24 (15+9) credit hours?

• Your doctoral research and dissertation!!!

• Get engaged in research as early as possible.
  • Ideally, during the first semester.
  • At the latest, by the end of the first year.
  • Identify your research advisor at the end of the first year, if not sooner (Milestone 1).

• Additional courses may be taken with mutual agreement between you and your advisor.
Milestone 1:
Dissertation Topic and Advisor’s Selection

• By the end of the 12th month from enrollment, PhD student must accomplish Milestone 1 (300 words summary of dissertation topic) and advisor signature.

• PhD student fills Milestone 1 section of the PhD Student Milestone form and submits it to the PhD-DGS and cc the Department Chair. PhD student Milestone form has to be requested to the PhD program coordinator.
Milestone 2:
Doctoral Qualifying Exam (DQE)

a) Student passes a DQE posed by a committee, led by student’s research mentor, two other IE faculty members selected by the student’s mentor. Committee chair may decide to add one non-IE faculty member.

b) Suggested time: by the end of the 16th month from enrollment (4th semester including summers).

c) The qualifying exam will contain two parts: written and oral. The lengths for written and oral exams are expected to be 1-2 weeks and 2 hours, respectively. However, the exam committee makes the ultimate decision on the exact length for both exams.

BEFORE THE DQE:

a) One week before the DQE: student will inform PhD-DGS and the Program Coordinator about the intention to take the DQE and must provide the following information: Name of committee member including the dissertation chair, and Date/Time of Written part of the exam; Date/Time/Place of oral part of the exam, if available, should also be provided or can be provided as soon as available (but no less than 1 week before the oral exam).

b) One week before the DQE: student will send the committee members a 2-3 page document with the following information: 1) summary of research idea; 2) achieved accomplishment/work; and 3) next steps in the research.

AFTER THE DQE:

a) Advisor fills and signs Milestone 2 section of the PhD Student Milestone Form, have it signed by the committee members, and sends it to PhD-DGS and cc the Department Chair. PhD student Milestone form has to be requested to the PhD program coordinator.

b) Student notifies PhD-DGS after a successful DQE (with an attached updated transcript). PhD-DGS will then change student status to PhD candidacy upon evaluating student’s transcripts.

c) If the student DID NOT pass the DQE. Upon DQE committee recommendation, the student may be allowed to retake the exam. Retake must occur at the end of the following semester. Failure on the 2nd attempt would result in the student being dismissed from the program.
Candidacy

• Student enters into candidacy after the completion of
  a) Required coursework
  b) Milestones 1 and 2

• After entering candidacy status, students need to be enrolled in DOCT 600-03. They should only need to enroll themselves in the first semester and then they will automatically be enrolled for every semester after that until they apply for their degree with necessary credit hours to either maintain their full-time status (e.g., for fellowship or assistantship recipients) or continuous enrollment.

• Time between entering candidacy and final successful dissertation defense (Milestone 5) is ≥9 months, but ≤4 years. If the 4-year mark is exceeded, then the candidate may be dismissed from the program, unless an extension is requested to the Graduate School and granted.
Milestone 3: Form your PhD Dissertation Committee

• The dissertation committee will consist of at least four voting members of the graduate faculty.
• At least three of the committee members will be from the IE department.
• A non-IE member, but a faculty from UofL, can be from any department (e.g., CECS, Mathematics) with approval by the advisor and the Director of the Doctoral Program (PhD-DGS).
• If the non-IE faculty is a non-UofL member, then they MUST be approved by the Speed School; please contact the PhD-DGS for information on the approval process.
• The chair of the dissertation committee will be the student’s research advisor.
• Consult with your research advisor on forming the committee.
• Documents to be filled:
  1. Student has the Thesis Dissertation Advisory Committee Form signed by committee members and sends it to the PhD-DGS. Form signed by PhD-DGS and Department Chair is sent to Katherine Markuson (who will send it to Courtney Kerr). The form is available on the graduate school website (https://louisville.edu/graduate/forms/thesis-dissertation-advisory-committee-appointment-form/view).
  2. Student fills Milestone 3 section of the PhD Student Milestone Form, have it signed by the advisor and the committee members and sends it to the PhD-DGS and cc Department Chair. PhD student Milestone form has to be requested to the PhD program coordinator.
Milestone 4: Proposal Defense (1/2)

• Consult with your advisor to set up the date for your proposal defense

• Proposal defense will take at least 100 minutes: 40 minutes for student’s presentation (open doors) + 10 minutes of Q&A with the audience (open doors) + 50 minutes or more for Q&A with the committee (closed doors)

BEFORE THE PROPOSAL DEFENSE

• One month before the defense, student or advisor informs PhD-DGS and Program coordinator about the intention to defend the proposal and provides the following information to PhD-DGS: Dissertation Title, Abstract, Advisor Name, Committee Member Names, Date/Time/Place of Defense

• At least two weeks before the proposal defense, students send the committee members the dissertation proposal for review. All committee members will review the entire dissertation proposal and provide feedback either prior to the decision to move forward with the student’s dissertation proposal defense or during the proposal defense.

• At least two weeks before the proposal defense the student fills the flyer template for proposal defense announcement and send it to the PhD-DGS and Program coordinator.
Milestone 4: Proposal Defense (2/2)

RESULTS OF THE PROPOSAL DEFENSE

➢ **Satisfactory**: the committee has accepted the proposal, and the student is cleared to continue working on the proposed research and finish writing the dissertation.

➢ **Unsatisfactory**: the committee may recommend either i) that a second defense is permitted after a period of additional preparation, or ii) that the student is dropped from the PhD program.

AFTER THE PROPOSAL DEFENSE

If the defense was satisfactory:

a) Advisor fills and signs Milestone 4 section of the PhD Student Milestone Form, have it signed by the committee members, and sends it to the PhD-DGS and cc the Department Chair. **PhD student Milestone form has to be requested to the PhD program coordinator.**

If the defense was unsatisfactory:

a) Advisor communicates to the IE-PhD DGS the result of the proposal defense was unsatisfactory and whether the student is either allowed a second defense or must be disenrolled from the program
Milestone 5: Final PhD Defense (1/4)

• Consult with your advisor to set up the date for your final defense

• To qualify for dissertation defense at least one manuscript must be under review, in press, or published by a peer-reviewed journal prior to scheduling the final defense.

• Final defense will take around 150 minutes: 45 minutes for student’s presentation (open doors) + 15 minutes of Q&A with the audience (open doors) + 60-90 minutes for Q&A with the committee (closed doors)

• Suggested organization of the final defense
  o Student presentation (open-doors)
  o Q&A from the audience (open-doors)
  o Q&A from the committee members (closed-doors)
  o Committee discussion (closed-doors)
  o Convey decision to the candidate (closed-doors)
Milestone 5: Final PhD Defense (2/4)

RESULTS OF THE FINAL DEFENSE
There are three possible evaluation decisions for the doctoral defense. Final decision cannot have more than one opposing vote.

Pass: it requires that both the defense and the dissertation are acceptable, the student is considered ready to earn the doctoral degree.

Pass with revisions: the committee considered both the defense and the dissertation are acceptable, but the committee requires revisions to the dissertation, which will be checked by the entire committee or by the advisor only. The committee should also agree upon the length of time allowed for submission of the revised dissertation. All of these must be communicated clearly to the student at the end of the defense. Once the revised document has been approved, the student is ready to earn the doctoral degree, and the committee members sign the PhD signature page and the Milestone 5 section of the PhD Milestone form.

Fail: the committee has decided that the dissertation is unsatisfactory and may not be rewritten. Committee sign the PhD signature page and the Milestone 5 section. This decision normally results in the termination of a doctoral student’s program. In rare circumstances, the committee may decide to give the student another chance to return at a later date and defend the work. This must be agreed upon by the committee (unanimously), accepted by the student, and also approved by the PhD-DGS.
Before the Final PhD Defense (3/4)

1. **Application for degree.** At the beginning of the semester in which the student will graduate, the student completes the application for degree via ULINK. Due date for applications are listed on the graduate school website:
   http://louisville.edu/registrar/registration/dates-1/special-dates-for-graduating-seniors

2. **Dissertation draft review.** Student emails draft of dissertation to Courtney Kerr in SIGS for approval of formatting. See
   https://louisville.edu/graduate/sigs/Programs/theses-dissertations

3. **One month before** the defense, student or advisor informs PhD-DGS and Program coordinator about the intention to defend the proposal and provides the following information: Dissertation Title, Abstract, Advisor Name, Committee Member Names, Date/Time/Place of Defense.

4. **At least two weeks before** the final defense, students send the committee members the entire dissertation for review.

5. **At least two weeks before the final defense** the student fills the flyer template for dissertation defense announcement and send it to the PhD-DGS and Program coordinator.
After the Final PhD Defense (4/4)

Once the student is considered ready to earn the doctoral degree:

1. **Final dissertation document.** Student emails final dissertation to Courtney Kerr in SIGS. See [http://louisville.edu/graduate/current-students/thesis-dissertation-information](http://louisville.edu/graduate/current-students/thesis-dissertation-information)

2. **Original signature page.** Student submits signature page (electronic signatures might be available) to Courtney Kerr in SIGS (Houchens building or via email), Program coordinator, and PhD-DGS. Signature page is available from the University of Louisville Graduate School website: [https://louisville.edu/graduate](https://louisville.edu/graduate)

3. **Milestone form.** Advisor fills and signs Milestone 5 section of the PhD Student Milestone Form, have it signed by the committee members, and sends it to the PhD-DGS and cc to Department Chair. **PhD student Milestone form has to be requested to the PhD program coordinator.**

4. **Dissertation evaluation form.** Committee members fill the Dissertation evaluation form and send it to Program coordinator - Nancy White ([nancy.white@louisville.edu](mailto:nancy.white@louisville.edu))

5. **Exit survey.** Student fills the exit survey form and sends it to Program coordinator - Nancy White ([nancy.white@louisville.edu](mailto:nancy.white@louisville.edu))

6. **Department chair submits change of grade forms** (one form for each semester IE 700 was taken) to change all IE 700 grades from X (deferred grade) to P (pass).
Communications

• Keep your communications alive with your advisor, and if necessary, with the PhD-DGS and Department Chair.

• We won’t know the issues unless you tell us!

• For PhD students, regular communication with your advisor is extremely important.
  o What things should I communicate on? Examples include: expectations on publications, expectations on works that would constitute a PhD proposal, expectations on travel support, excused absence, etc.
  o When should I communicate? As early as possible.
  o Whom else should I contact, if a topic is sensitive? PhD-DGS and department chair.
Requirements for continuous advising

a) Each student MUST meet with the advisor at least once a month. Typically, it is expected that they meet twice a month to ensure continuous progress towards their dissertation. The advisor may require weekly meetings as well.

b) If the student is unable to meet per advisor requirements (and a gap of no more than a month), they must inform their advisor ahead of time. After two missed appointments without informing the advisor (or without a legitimate reason), the advisor may decide to step down from his/her role. If this occurs, and a new advisor is not identified in 30 days, then the student will not be able to continue in the program.

c) Your advisor may also determine that sufficient progress has not been made over several months and decide to step down. If an advisor decides to step down and a new advisor is not identified in 30 days, then the student will not be able to continue in the program.
Reminders for GRA, GTA, and Fellows

1. Maintain your **full-time status (see next page)** in order to be eligible for funding.
2. Keep satisfactory performance (course, research and TA work) in order to get continued funding. Annual assessment takes place in May.
3. If you are a GRA, it is an academic courtesy to inform your research advisor beforehand about your activities (e.g., travels, job employment) that may affect your research work.
4. If you are a GTA, it is required that you are present on campus on the first day of the semester and stay present on campus until the end of the final examination period upon completing your GTA duties. In case there is a conflict (e.g., travels, job employment), inform your responsible instructor beforehand for permission.
5. A first-time GTA who will perform an actual teaching job has to take an English proficiency test organized by graduate school (SIGS). You will receive a notification from SIGS directly.
6. For unfunded graduate students, always check with Department Chair and PhD-DGS for the availability of teaching assistantship. Although rare, sometimes limited assistantships do exist.
Full-time Study

• Full-Time Study is defined as enrollment in:
  1. 9 credit hours during the Fall semester, OR
  2. 9 credit hours during the Spring semester, OR
  3. 6 credit hours during the Summer semester, OR
  4. In degree candidacy status.

• Full-Time Study for University Fellows and Graduate Assistants
  1. All University Fellows and Graduate Assistants receiving financial support must be enrolled as full-time students during the period for which they are receiving support.
  2. Maximum number of hours in a semester is 12.

• International students must comply with F1 visa requirements:
  1. Maintain full-time status in the Fall and Spring semesters
  2. NO requirement in the Summer, unless funded as a GRA, GTA, or fellow
Other Points of Contacts

• F1-extension, OPT, CPT, etc.
  o International Center (Thomas Beard: thomas.beard@Louisville.edu)
  o F1-extension: PhD-DGS will write verification letter.
  o CPT (curriculum practical training) applicants:
    ▪ Your research advisor will write a letter stating that performing the job (usually
      away from campus) is essential to helping finish your dissertation.

• Other related issues (e.g., not receiving a paycheck, seeing an unexpected
  balance in your account):
  o Fellows/GTAs financial related: Laura Newton (laura.newton@louisville.edu). Make
    sure you copy PhD-DGS and Department Chair.
  o GTA human resource related: Susan Cunningham (susan.cunningham@Louisville.edu)
    and Debbie Hudson (debbie.hudson@Louisville.edu). Make sure you copy PhD-DGS
    and Department Chair.
  o GRA supported by advisor’s grant: contact advisor.
Additional Information

• More information can be found on the University of Louisville Graduate School website:

https://louisville.edu/graduate