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**Milestones Agreement Form for Part-Time Students**

**Translational Science PhD**

Welcome to the Joint Translational Science (TS) Ph.D. program operated by The University of Texas Health Science Center at San Antonio, now called UT Health San Antonio, The University of Texas at San Antonio, and The University of Texas at Austin. The Program Directors and Faculty are very interested in your success in Graduate School. To that end, this form is provided for the purpose of informing you about the academic milestones you will be expected to reach to earn the Ph.D. degree in a timely manner. For guidance, the dates/timelines for reaching expected milestones are indicated. Students who are not making satisfactory progress may lose funding, be placed on academic probation, or be dismissed from the program. If you have any questions about this form or its intent, please contact one of the TS PhD program representatives (Dr. Christopher Frei, UT Austin and UT Health San Antonio; Veronica Ramirez, UTSA; or Dr. Karen Rascati, UT Austin).

Academic Advising

Upon entering the Translational Science Ph.D. program, students are advised by one or more of the Program Directors or a Graduate Advisor assigned by the Program Director on the campus of the student’s Home institution. These individuals will monitor student progress and provide guidance until a Research Advisor (Supervising Professor) is identified. Once a Supervising Professor is indentified, student guidance, supervision, and monitoring will be transferred to the Supervising Professor.

Academic advising includes the following elements that are designed to ensure that students remain in good academic standing and make satisfactory progress through the program. Advisors are responsible for providing guidance in the following tasks:

* Provide the student with experiences and information that will optimize the student’s career opportunities and success.
* Ensure that annual reviews between student and advisor(s) occur through the completion of the Qualifying Exam.
* Following the completion of the Qualifying Exam, ensure the completion of the Semi-Annual Student Evaluation for the TS PhD program:
* Due February 28 for the Fall semester – approximately August – January evaluation period.
* Due August 31 for the Spring/Summer Semesters – approximately February – July evaluation period.
* As part of the evaluation process:
* Review the student’s TS PhD Course Tracking Form to determine if the student is making progress consistent with the expectations of the program, consult with the TS Committee on Graduate Studies if appropriate, and provide guidance if modifications are needed.
* Provide suggestions on course selection and review progress to completion of courses, particularly the completion of core courses prior to the Qualifying Exam.
* Clarify the timetable for completing any remaining course requirements, examinations, and other requirements.
* Provide assistance, if needed, in selecting a research area and a Supervising Professor.
* Provide the student with assistance in assembling a dissertation committee.
* Provide the student with guidance in understanding the requirements for successful completion of the research and dissertation.

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| Milestones for Students in the Translational Science PhD Program |
| UT System Milestone | TS PhD Milestone | Expected Time of Achievement |
|  | Review degree requirements and Milestones Agreement for with Advisor/Program Director | First semester |
| Review of student’s progress (with advisor, Doctoral studies committee – program specific method should be noted here) | Review of student progress with the Advisor/Program Director or Supervising Professor (requires an update of the TS PhD Course Tracking Form; following completion of the Qualifying Exam, also requires submission of the Semi-Annual Student Evaluation) | Annually (August 31st), then semi-annually (August 31st and February 28th)  |
|  | Supervising Professor selected  | End of 2nd year preferred; no later than end of 3rd year |
| Successful completion of oral and/or written qualifying exam | Successful completion of the Qualifying Exam (written and oral) | After completion or near-completion of 75% of all core coursework, including at least one core course in each TS PhD domain); target is by the middle of the 4th year |
| Coursework successfully completed | Successful completion of relevant coursework (including maintenance of a GPA of 3.0 and/or Satisfactory) | Mid-year of 4th year |
| Dissertation Committee appointed and approved by Graduate School | Dissertation Committee appointed and approved | Mid-year of 4th year |
| Dissertation proposal completed and approved | Dissertation proposal completed and approved | Mid-year of 4th year |
| Student admitted to doctoral candidacy | Apply for and be approved for Advancement to Candidacy | Mid-year of 4th year |
| Research protocols and/or IRB approval (as applicable) | IRB (human) or IACUC (animal) approval, if applicable | End of 4th year |
| Dissertation completed, successfully defended, and approved by Committee | Dissertation completed, successfully defended, and approved by the Committee | Before the Graduate School deadline for defense of the dissertation – end of 6th year |
| Student completes and files all paperwork required for graduation | Student completes and files all paperwork required for graduation | End of 6th year |
| Dissertation accepted by Graduate School | Dissertation accepted by the Graduate School | Before the deadline for dissertation completion – end of 6th year |
| Exit interview completed and submitted to SED | Exit interview completed and submitted to *Survey of Earned Doctorates (SED)* [follow procedure of Home Institution] | End of 6th year |
| Other program specific requirements |  |  |

Degree Completion Checklist for Students

* Maintain active student status by registering for courses every fall and spring semester
* Complete *Milestones Agreement Form* with your advisor no later than the last class day of the first semester
* Complete and submit annual/semi-annual reviews, as appropriate for pre- and post-Qualifying Exam requirements
* Complete all required organized coursework
* Select the Chair (Supervising Professor) and members of your Qualifying Exam and/or Dissertation Committee, with membership that meets the guidelines of the TS PhD Program; gain TS Committee on Graduate Studies and Graduate School approvals
* Schedule and successfully complete written and oral portions of the Qualifying Exam
* Prepare and successfully present your dissertation proposal
* Apply for Advancement to Candidacy
* Enroll in required dissertation hours and complete your dissertation
* Successfully complete your defense of your dissertation
* Submit required documentation to the Graduate School for completion and graduation

I have read this form and have had the opportunity to discuss the information contained in it with my Advisor/Supervising Professor. I understand the academic milestones I am expected to reach to successfully complete the Translational Science PhD program, as well as the expected timeline for completing these milestones.

Student’s Name (PRINT)

Student’s Signature Date

Advisor/Supervising Professor’s Name (PRINT)

Signature of Advisor/Supervising Professor Date