

TRANSLATIONAL SCIENCE PHD PROGRAM

PRE-CANDIDACY CHECKLIST & TIMELINE

HOME INSTITUTION – UNIVERSITY OF TEXAS AT AUSTIN



The Qualifying Exam (QE) should be completed near the end or following the completion of core coursework. Students must complete both components of the QE at least 4 weeks prior to the following semester, so there is sufficient time for the Graduate School and the TS PhD Program to process the paperwork required for enrollment in dissertation hours. Students must also adhere to the Home Institution's Graduate School policies, procedures, and deadlines for advancing to candidacy.

Written Exam on Course Content & Written Dissertation Proposal / Oral Defense of the Dissertation Research:

4 MONTHS
PRIOR TO QE

- Contact the TS PhD Coordinator and set a date to start the course content questions. Scheduling should begin as early as possible so there is sufficient time to solicit and review the questions for the written exam on course content. Students are then given 3 weeks to submit responses via email to the TS PhD Coordinator.
- Begin preparing the written research proposal, the basis for the dissertation research.
- Establish a dissertation committee with the help of the Supervising Professor – this is required for the written proposal and the oral defense of the dissertation research.
- The QE components may be completed in any order. If the course content questions are completed first, the student is given **60 days** to form the dissertation committee and defend the research proposal. If the research proposal is completed first, the student is given **60 days** to complete the course content questions.

Dissertation Committee:

4 MONTHS
PRIOR TO QE

- The committee will have at least five members, but may have additional members if needed for the student's research.
- The Supervising Professor and 2 committee members must be members of the program's Graduate Studies Committees (GSC). Additionally, committee members must have TS graduate faculty status approval by the TS COGS, with the exception of the external member. **Contact the TS PhD Coordinator and Home Institution Coordinator well in advance to verify if committee members have GSC and TS grad faculty membership.**

2 MONTHS
PRIOR TO PROPOSAL
DEFENSE

- Select a date and time with the dissertation committee and TS PhD Program Director for the research proposal defense.
- Reserve a room and make video-conference arrangements, if necessary.

AT LEAST 2 WEEKS
PRIOR TO PROPOSAL
DEFENSE

- Submit the final version of the written research proposal and copies of the QE Assessment Forms (Written and Oral Defense of the Dissertation Proposal) to the dissertation committee and TS PhD Program Director.
- If necessary, all committee members with the exception of the Supervising Professor and student may participate in the proposal defense remotely. Forms require all committee member signatures, but electronic signatures are accepted.

1 WEEK
PRIOR TO PROPOSAL
DEFENSE

- Send a meeting reminder to committee members and the TS PhD Program Director for the research proposal defense, as well as video-conference instructions if needed.

Following the completion of the QE, students must submit the online [Degree Candidacy Application form](#) to enroll in dissertation hours. Be sure to review to the [post-candidacy checklist and timeline](#) for additional information/task items.

TRANSLATIONAL SCIENCE PHD PROGRAM

POST-CANDIDACY CHECKLIST & TIMELINE

HOME INSTITUTION – UNIVERSITY OF TEXAS AT AUSTIN



Following the completion of the Qualifying Exam, it is highly recommended to refer to the Graduate School of the Home Institution for information regarding policies and procedures required for graduation.

FOLLOWING COMPLETION OF QUALIFYING EXAM

- Submit the online Degree Candidacy Application form. **Submission of the Degree Candidacy Application form is required for course registration in dissertation hours.**
<https://gradschool.utexas.edu/academics/theses-and-dissertations/doctoral-candidacy>

SEMESTER PRIOR TO GRADUATION

- Schedule an advising session with the TS PhD Program Director and TS PhD Coordinator.
- Refer to the Graduate School website for pertinent deadlines and graduation information:
<https://gradschool.utexas.edu/academics/graduation/deadlines-and-submission-instructions>

SEMESTER OF GRADUATION

- Begin making arrangements for the final oral exam at the beginning of the semester to accommodate travel plans for committee members.
- Submit a Doctoral Graduation Application form during the appropriate timeframe:
<https://gradschool.utexas.edu/academics/graduation/deadlines-and-submission-instructions>

AT LEAST 4 WEEKS PRIOR TO FINAL DEFENSE

- Submit the written dissertation to the dissertation committee.

AT LEAST 2 WEEKS PRIOR TO FINAL DEFENSE

- Schedule the final oral exam with the dissertation committee.
- Submit a completed and signed Request for Final Oral Exam form and accompanying documents to the Graduate School.
- Send copies of the Dissertation Assessment Forms (Written and Oral Defense of the Dissertation) to the dissertation committee and TS PhD Program Director.

FOLLOWING FINAL DEFENSE

- Submit a completed and signed Report on Final Oral Exam form and signed dissertation signature page to the Graduate School.
- Submit the final approved dissertation to the Texas Digital Library following all required or requested revisions.
- Refer to the Home Institution for commencement ceremony information:
<https://gradschool.utexas.edu/academics/graduation/convocation>