

TRANSLATIONAL SCIENCE PHD PROGRAM

PRE-CANDIDACY CHECKLIST & TIMELINE

HOME INSTITUTION – UT HEALTH SAN ANTONIO



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 approved as TS Graduate Faculty by the TS COGS, with the exception of the external member and a UTHSA member in a supporting area outside the program. **Contact the TS PhD Coordinator well in advance to verify if committee members have TS graduate faculty status. If not, submission and approval of a TS graduate faculty nomination form in IMPACT (GSBS student database) will be required.**

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 the TS PhD Program Director.

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 Degree Candidacy Form in IMPACT to enroll in dissertation hours. Be sure to review to the post-candidacy checklist and timeline for additional information and task items.

TRANSLATIONAL SCIENCE PHD PROGRAM **POST-CANDIDACY CHECKLIST & TIMELINE** HOME INSTITUTION – UT HEALTH SAN ANTONIO



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 *Degree Candidacy Form* in IMPACT (GSBS student database).
Submission and approval of the Degree Candidacy Form is required for course registration in dissertation hours.
- Submit *Research Proposal Form* in IMPACT.

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 degree conferral timelines, deadlines, and graduation information:
<https://www.uthscsa.edu/academics/biomedical-sciences/student-life/graduation>
- Apply for graduation – refer to the Office of the Registrar of the Home Institution for specific procedures and deadlines:
<https://students.uthscsa.edu/registrar/2013/04/applying-for-graduation/>

AT LEAST 2 WEEKS PRIOR TO FINAL DEFENSE

- Submit the final version of the written dissertation and copies of the Dissertation Assessment Forms (Written and Oral Defense of the Dissertation) to the dissertation committee and the TS PhD Program Director.

AT LEAST 1 WEEK PRIOR TO FINAL DEFENSE

- Submit a completed and signed *Request for Final Defense Form* (GSBS Form 40), copy of the abstract, vita, and CV to the Graduate Dean's Office.
Failure to submit the form within 1 week will result in the rescheduling of the defense.

FOLLOWING FINAL DEFENSE

- Submit final approved version of the dissertation to ProQuest within 2 weeks following the defense.
- Submit a completed and signed *Report on Final Oral Exam Form* (GSBS Form 43) and signed Approval Page to the Graduate Dean's Office by the deadline put forth in the degree conferral timeline.
- Refer to the Home Institution for commencement ceremony information.