

TRANSLATIONAL SCIENCE PHD PROGRAM

PRE-CANDIDACY CHECKLIST & TIMELINE

HOME INSTITUTION – UTSA



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. In addition to the TS PhD Candidacy checklist, students must also contact the Home Institution TS Coordinator for the UTSA Translational Science Doctoral Documentation and Deadlines checklist.

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 four 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. **Contact the TS PhD Coordinator and Home Institution 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.

TRANSLATIONAL SCIENCE PHD PROGRAM

POST-CANDIDACY CHECKLIST & TIMELINE

HOME INSTITUTION – UTSA



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; and to contact the Home Institution TS Coordinator for the *UTSA Translational Science Doctoral Documentation and Deadlines* checklist.

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://graduateschool.utsa.edu/current-students/commencement/index.html>

SEMESTER OF GRADUATION

- Begin making arrangements for the final oral exam at the beginning of the semester to accommodate travel plans for committee members.
- Apply for graduation – refer to the UTSA One Stop Enrollment webpage for specific procedures and deadlines:
<https://onestop.utsa.edu/graduation/>

PRIOR TO FINAL DEFENSE

- Schedule the final dissertation defense date. Be sure to defend at least two weeks prior to the UTSA submission deadlines in ProQuest.
https://graduateschool.utsa.edu/current-students/thesis_and_dissertation_deadlines/index.html
- Submit 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 two weeks prior to scheduled defense date.

FOLLOWING FINAL DEFENSE

- Submit final version of the dissertation in ProQuest by the UTSA submission deadline:
https://graduateschool.utsa.edu/current-students/thesis_and_dissertation_deadlines/index.html
- Complete the online Survey of Earned Doctorates (SED) and all required doctoral forms
- Submit the Certification of Dissertation Requirements for Doctoral Degree Form – refer to the UTSA Final Submission Requirements website for additional information:
<https://graduateschool.utsa.edu/current-students/final-submission-requirements/index.html>
- Refer to the Home Institution for commencement ceremony information:
<http://www.utsa.edu/commencement/>