

Checklist & Timeline for PhD Students in Medical Sciences Interdepartmental Area

Requirement	Timing	Necessary Documentation	Date Completed
Select Major Advisor and Department	Prior to actual admission to the MSIA	Major Advisor and Departmental Chair submit approval for admission to MSIA Chair for forwarding to Graduate Studies Office (GSO). Copy to MSIA Deptl Rep) Admission paperwork proceeds.	
Appointment of Supervisory Committee (SC)	By the end of the first semester after admission.	Complete form (on web), secure Advisor and MSIA Departmental Representative signatures; forward to MSIA Chair and GSO	
Initial meeting of SC (to designate a proposed program of study)	Within 4 weeks of final approval and appointment of the SC	Form (<i>Report of the Supervisory Committee on Program of Studies for the PhD Degree</i>) must be submitted to GSO prior to completing more than half of the degree requirements	
Prepare Graduate Student Portfolio (Modules 1-4)	By the end of the 1 st semester of graduate study	Submit to Advisor (and SC if appointed) for comments. Approved copy must be filed with MSIA Dept Rep; MSIA Chair and GSO.	
Annual Update Portfolio	By midterm in the spring semester of each academic year	Submit to SC at a committee meeting during the spring semester. Committee appends and forwards document to MSIA Chair by end of academic year. Final document is filed with MSIA Dept Rep; MSIA Chair and GSO.	
Research Plan Approval by SC	Before beginning the dissertation research project	Submit with minutes of SC that approves it to MSIA Dept Rep; MSIA Chair and GSO	
Routine meetings of the SC	At the end of EVERY semester	Written summary of progress provided by student to SC; SC to append comments; Minutes with copies of final document shall be provided to the student; MSIA Deptl Rep, MSIA Chair and GSO.	
Ethics Training (1 day workshop)	Offered annually by UNMC		
Approval of Comprehensive Topic by SC	Usually in 2 nd year, when didactic program is nearing completion	Filed with minutes of SC meeting	
Schedule Comprehensive Examination	No later than 2 weeks prior to the examination	Form (<i>Request for Scheduling Comprehensive Examination</i>) must be signed by Advisor & MSIA Chair and submitted to GSO	
Comprehensive Examination	At least 7 months (but no more than 3 years) prior to Defense of Dissertation; after completing nearly all didactic coursework; ideally, near the beginning of 3 rd year of study	<i>Examination Report Form</i> must be signed by SC members and submitted to GSO within 7 days of completing the exam.	
Admission to Candidacy	After passing Comprehensive Examination <u>and</u> completing <i>all</i> required coursework.	Form (<i>Application for Admission to Candidacy</i>) must be signed by all members of the SC and submitted to the GSO.	
Distribute Dissertation to the SC	At least 4 weeks prior to the Defense of Dissertation	Members of SC must provide feedback to the student within 2 weeks of receiving the document.	
Application for Final Oral Examination (Defense of Dissertation)	At least 2 weeks prior to Defense of Dissertation, <u>and</u> if no serious objections to the Dissertation are raised by SC	Form (<i>Application for Final Oral Examination for the Ph.D. Degree</i>) must be signed by student and Advisor and submitted to the GSO.	
Final Update of Graduate Student Portfolio	Two weeks prior to Defense of Dissertation	Submit to SC with completed dissertation.	
Approval of Dissertation	Upon successful Defense of Dissertation	Form (<i>Report on Doctoral Degree</i>) submitted to GSO within 7 days following the examination. Signed <i>Title Sheet for Dissertation</i> to be included as the 1 st page of the Dissertation.	
Awarding of the Ph.D. Degree	Upon successful Defense of Dissertation	At least 1 week before the end of the semester, submit copies of the Dissertation to the GSO and McGoogan Library of Medicine (with agreement for publication of the abstract and microfilming of the Dissertation).	

*All required forms can be obtained from the Graduate Studies website.