

Guidelines for Ph.D. Supervisory Committees

Matters Requiring Action by the Supervisory Committee

1. Acceptance of graduate credit from any other institution. Such credits should be carefully scrutinized both as to the institution attended and in relation to the proposed Program of Studies. Only graduate-level courses will be approved for credit.
2. Approval of the student's Ph.D. *Program of Studies* at Nebraska.
3. Authorization of arrangements for comprehensive examination.
4. Approval of the dissertation subject.
5. Acceptance of comprehensive examination.
6. Approval of the dissertation, including the dissertation abstract.
7. The final oral examination.

Duties of the Supervisory Committee Chair (Supervisor)

1. Create a mentoring environment that encourages the student to learn creatively and independently.
2. Stay informed about university and program policies, requirements and procedures that impact the student. Supervisors should refer to the Graduate Studies Catalog, which details the official UNMC requirements, and/or the [Ph.D. Student Timeline](#) that provides an easy-to-visualize listing of relevant UNMC policies and procedures. Be aware that each graduate program may have additional requirements that must be met.
3. Ensure that the following items are **submitted to the Graduate Studies Office** within the required time frames:
 - Approval of various actions, as required, via *Seguidor*. The Supervisor will receive email prompts when an action or item requires his/her approval.
 - Minutes of each Supervisory Committee meeting. This committee must meet with the student at least once every 6 months.
 - The student's *Program of Studies*, including any graduate-level credit accepted from another institution. This document must be approved by the Supervisory Committee and submitted within 13 months after the student's matriculation. The Supervisory Committee Chair must review the program of study the student
 - Request for Comprehensive Exam, which the student must submit via *Seguidor* at least 2 weeks before the proposed date of the exam. The student must take the comprehensive examination by the end of the third year (full-time students).
 - Comprehensive Exam Grade, which members of the Examining Committee must submit via *Seguidor* within 7 days after the date of the examination.
 - Request for Final Oral exam, which the student must submit via *Seguidor* at least 2 weeks before the proposed date of the exam.
 - Final Oral Exam Grade, which members of the Supervisory Committee must submit via *Seguidor* within 7 days after the date of the examination.
 - Evidence of submission of dissertation material to a peer-review journal, which must be provided by the student as part of the graduation documentation.
 - Report on Doctoral Degree, which must be submitted by the student together as part of the graduation documentation.
4. Ensure that the student presents the Dissertation to members of the Supervisory Committee at least 4 weeks before the Final Oral Examination (dissertation defense).
5. After the Final Oral Exam, meet with the student to discuss whether or not an embargo should be established to delay publication of the dissertation in UNMC's digital repository (DigitalCommons@UNMC). Details regarding embargo options are provided in the [Dissertation & Graduation Instructions for Ph.D. Candidates](#).

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- Form for Report of Supervisory Committee on Program of Studies. A report of the Supervisory Committee outlining a program of studies for the Ph.D. degree must be submitted to the Graduate Office within four weeks of appointment of the Supervisory Committee. When credits earned at other institutions are included in the program, the work should be carefully evaluated both as to the institution attended and in relation to the proposed program. Please follow the transfer credit form and policy. The student will submit the Program of Study via Seguidor.
- Changes in Program of Studies. Subsequent changes in the program that are approved by the Supervisory Committee should be submitted in Seguidor by the student and will be approved by the Chair of the Supervisory Committee and Program Director in Seguidor. Following approval, these changes will be noted in Seguidor.
- Comprehensive Examination. The Request for Scheduling the Comprehensive Examination form is due in the Graduate Office two weeks before the comprehensive. The grades of the Comprehensive Examination are due in Seguidor within 7 days after the date of the examination.
- Application for Candidacy. After the comprehensive examination has been passed, the Chair of the Supervisory Committee will receive a letter to admit the student for Candidacy.
- Application for Final Oral Examination. The abstract and dissertation should be available for review by the Supervisory Committee four weeks before a final oral examination is to be scheduled. A dissertation which has been disapproved by Supervisory Committee members should not be accepted until the basis for the disapproval has been removed. If these criticisms involve extensive changes, the question of rejecting the dissertation entirely or postponing the final oral examination until the following semester should be seriously considered by the Supervisory Committee.

At least two weeks prior to the Final Oral examination the student must enter the Final Oral exam information into seguidor.

Grading of the final examination is due in the Graduate Office within 7 days after the date of the examination.

NOTE: The Supervisory Committee is required to meet every six months to assess the student's progress in the program and to provide support to both the Supervisory Committee Chair and the student.