Global Urban Studies

Doctoral Degree Program Guide

**YEAR 1: Course work.**

- Be sure to schedule advisement meeting each semester with Directors to make sure you are taking core courses and some electives (min 18 credits to max 24 credits).
- Consider summer pre-doctoral research options.
- RA assignment with research projects and faculty members.

**Forms to complete:**

- GUS Advisement form: Upload to your OneDrive student folder each semester in advance of advisement meetings.
- GUS Self-evaluation form: Upload to your OneDrive student folder each semester in advance of advisement meetings.
- Updated CV: Upload to your OneDrive student folder each semester in advance of advisement meetings.

**YEAR 2: Complete core coursework and most of the electives. Take the qualifying exam.**

- Be sure to schedule advisement meeting with Directors each semester to make sure you are taking the appropriate courses (min 18 credits to max 24 credits).
- Attend orientation meeting for the Qualifying Exam.
- Prepare and take Qualifying Exam in Spring semester of second year.
- Consider submitting abstract and attending conferences, based upon summer research or collaborative research with faculty.
- RA assignment with research projects and faculty members.

**Forms to complete:**

- GUS Advisement form: Upload to your OneDrive student folder each semester in advance of advisement meetings.
- Application for Candidacy – to be submitted to Kandi Berryman upon completion of the qualifying exam. Upload copy to your OneDrive student folder.

**YEAR 3: Complete course work; Defend proposal; Register for 12 dissertation research credits.**

- Select dissertation advisor
- Work with dissertation advisor on selecting committee members for proposal defense
- Total minimum number of committee members: Proposal defense (3 including advisor); Dissertation defense (4 including advisor)
• Prepare and defend Dissertation Proposal.
• Prepare and secure IRB approval.
• Consider conference attendance and presentation with collaborative research or summer research.
• Begin dissertation research in the summer.
• Option to apply for dissertation fellowships.
• TA assignment assisting faculty on courses.

Forms to complete:

• GUS Advisement form: Upload to your OneDrive student folder each semester in advance of advisement meetings.
• Application for Candidacy – After dissertation proposal defense, complete and collect signatures on this form and submit to Graduate School-Newark. Supply a copy to GUS, and upload to your OneDrive folder.
• GUS Dissertation Proposal and Committee form - this form is completed on formation of the PhD dissertation committee. The committee must be formed within 6 months after passage of the qualifying examination. The policy for the formation of the committee is described in the latest Graduate Student Handbook (located on the GS-N website).

YEAR 4: Work on dissertation; Teach courses; Register for matriculation continued.

• Register for matriculation continued
• Data collection, analysis, writing of dissertation.
• Option to apply for external grants.
• Year four funding does not cover coursework.
• TA assignment includes teaching one course per semester (Last year of funding)

Forms to complete:

• GUS Advisement form: Upload to your OneDrive student folder each semester in advance of advisement meetings.

YEAR 5/6: Defend dissertation; Graduation.

• Register for matriculation continued
• Data collection, analysis, writing of dissertation.
• Option to apply for external grants.
• Defend Dissertation.
• Apply for graduation.
• Job search.

Forms to complete:

• Diploma Application – online submission only
• Dissertation Defense Report - to be submitted to the Graduate School Dean's Office after your defense with all the required signatures.
• Dissertation Title Pages - Two hard copy title pages with the original signatures (in BLACK ink) of all your doctoral dissertation committee members must be submitted to the Graduate School Dean's Office, with your Dissertation Defense Report. The title pages must be printed on 8½” x 11” white
paper. The date on the title pages must be the degree date (October, January, or May followed by the year).

- Provide GUS admin with copy of Dissertation Defense Report and Title pages/upload copy to your OneDrive student folder.

REGISTRATION:

Up until the degree is awarded, students must remain matriculated or must have continuous registration. a) For an October degree, students are NOT required to be registered for the Fall semester as the degree is awarded October 1st. Doctoral students must defend by September 1st, this will give them ample time to edit their dissertation as needed and submit their electronic dissertation. b) For a January degree, students MUST register for the current Fall semester but not the Spring term as the degree is awarded mid-January. Doctoral students must defend by December 1st, this will give them ample time to edit their dissertation as needed and submit their electronic dissertation. c) For a May degree, students MUST register for the Spring semester. Doctoral students must defend by April 1st, (no exception), this will give them ample time to edit their dissertation and submit their electronic dissertation.

Visit https://www.gsn.newark.rutgers.edu/phd for further information on requirements and deadlines for Doctoral Degree Candidates and uploading/publishing your Dissertation.