Ph.D. in Education

DISSERTATION PROPOSAL DEFENSE STUDENT CHECKLIST

Students are responsible for reading and completing all items listed

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- ☐ In consultation with the advisor, identify five potential committee members who are willing to serve on committee
  - THREE SCHOOL MEMBERS: The Chair and two others ***must*** be UCI Senate Faculty members who hold either a primary or joint appointment in the UCI School of Education. No exceptions to this requirement will be considered.
  - OUTSIDE MEMBER: One UCI Senate Faculty from outside the field of education and not affiliated with Education. No exceptions to this requirement will be considered.
  - FIFTH MEMBER: The fifth member of the candidacy committee may be any Senate Faculty within the University of California, including the UCI School of Education, in any other unit at UCI, or from any other UC campus.
    - Faculty from other universities or non-Senate UC faculty with equivalent scholarly standing can be considered as a fifth member on an exception basis only. Students who wish to initiate an exception request should consult with the Ph.D. Program Manager/Counselor. ***Exception requests must be received by Graduate Division at least 4 weeks before the proposal defense date***.
- ☐ Once all committee members agree to serve, please provide committee member names, title of proposal and date of proposal defense to Program Manager (lopezg@uci.edu) for program records.
- ☐ Upon advisor's approval, when proposal is ready to go before committee:
  - Contact committee members with advance notice to arrange a compatible day and a two-hour time block for the defense. Committee members appreciate at least a three-week notice when possible.
  - Check room availability and schedule room for defense with Kimberly Pham (k.pham@uci.edu). Try to schedule a room for four hours -- you will need one hour before and one hour after the exam.
  - Confirm defense day, time, and location with advisor and your committee, with copy to Program Director (smreich@uci.edu), Manager (lopezg@uci.edu), and Counselor (sksingh@uci.edu).
    - If you need special tech equipment for that day, please contact Tech Services (Education-tech-services@uci.edu).
  - Distribute electronic copies of proposal to committee members at least two weeks prior to defense date. Provide hard copies or additional materials at the request of members.
- ☐ Schedule a meeting with Program Manager/Counselor to confirm completion of program course requirements
  - *This needs to be done prior to Advancement to Candidacy for the Ph.D. degree.*
- ☐ Complete relevant parts of Ph.D. Form 1 (student portion, names and department of committee members on page 1, conflict of interest statement on page 3) and bring it to your proposal defense.
- ☐ If using PowerPoint slides, either send in advance to committee members or bring print-outs on day of defense or both.

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- ☐ Candidates are advised to rehearse presentation with advisor and possibly fellow students (recommended length – 15 minutes).
- ☐ On day of defense
  - Arrive 1 hour early to set up, check room in advance and arrange to your needs. Dress professionally and bring water for self.
  - If defense is successful, ask committee members to sign Ph.D. Form I.

  Note: advisor holds signed form until designated modifications have been made.
- ☐ When all committee members have signed Ph.D. Form I,
  - *Star* (*) the three committee members who will serve on the final defense committee
    - *The majority MUST be School of Education faculty*
  - Give form to Program Manager for Program Director signature.
  - Take fully signed form and check made out to UC Regents for the currently required amount to the Cashier in Aldrich Hall. Cashier stamps the Ph.D. Form I for payment. Take stamped Ph.D. Form I to Grad Division on lower floor.
  - Send an email to Program Manager (lopezg@uci.edu) when PhD Form 1 has been submitted to Graduate Division.
  - The day you submit your Ph.D. Form I to Graduate Division is the date of your doctoral advancement to candidacy.
- ☐ Graduate Division will submit letter of confirmation of Ph.D. Advancement to Candidacy and copy of recorded Ph.D. Form I to Program Manager for student's records.
- ☐ Update bio and CV information and send to Communications (nchriste@uci.edu) for graduate page on Education website.

Contact the Ph.D. administrative staff for any questions: lopezg@uci.edu and sksingh@uci.edu

Updated 6/21/2018