

UCI Ph.D. Program in Education

Ph.D. Advancement to Candidacy (Dissertation Proposal) Checklist

1. Secure Advancement Committee, in consultation with Faculty Advisor:
 - a. Per campus policy, the advancement committee needs to consist of a total of five committee members-
 - i. Four members are actively examining you.
 1. Three of these four must be faculty from School of Education
 2. The fourth member can be faculty from School of Education or another UCI faculty member.
 - a. By exception, this member/examiner can be a senate faculty member from another university. Be sure to check in with Ph.D. Staff regarding requirements for the exception process. All exceptions should be initiated at least 45 days prior to your anticipated defense date.
 - ii. One member serves as the Outside Member. Their role is to ensure your defense is being conducted fairly. This member must be a UCI senate faculty member and cannot have any affiliation with the School of Education.
 - b. Notify Ph.D. Staff of your intended committee. This will help to resolve any committee composition issues, if any.
2. Confirm with Ph.D. Staff that all degree course requirements have been met. All course requirements must be completed prior to advancing to candidacy.
3. Upon Advisor's approval, work with your committee to schedule your defense day/time for a two-hour block. It is best practice to coordinate at least three weeks in advance of intended date.
 - a. Defenses can be held virtually, hybrid, or in person.
 - i. For in-person defenses, coordinate with Ph.D. Staff to secure a room.
 - ii. If you anticipate tech support for in-person or hybrid defenses, reach out to education-tech-services@uci.edu at least one week in advance of your defense date.
 - iii. For virtual or hybrid defenses, students will need to create the Zoom link/room.
 - b. Defenses are private; student (aka candidate) and advancement committee only.
 - c. After the date and time has been confirmed, notify Ph.D. staff. This will help staff facilitate the related DocuSign paperwork.
4. Preparation prior to the day:
 - a. Circulate defense proposal to advancement committee at least two weeks prior to defense date.
 - b. Send any materials (PowerPoint, etc.) digitally, in advance, and/or prepare hard copies.
 - c. Rehearse presentation with colleagues (approximately 15-20 minutes in length).

UCI Ph.D. Program in Education

5. Preparation on the day:
 - a. Be ready at least 15 minutes prior to scheduled start of defense.
 - b. Dress professionally.
 - c. Have a beverage readily available as you will be speaking for an extended period of time.

6. Post-defense day:
 - a. Notify Ph.D. Staff when defense is successful and committee members are ready to sign off on DocuSign paperwork. Ph.D. Staff will then initiate DocuSign workflow.
 - b. Follow-up with Ph.D. Staff in event of delay of DocuSign paperwork reaching your inbox for your signature (approximately five business days).
 - c. When completing your portion of the DocuSign paperwork:
 - i. All UCI graduate students are responsible for the university's \$90 advancement fee. You will upload this payment receipt on page 2, at the upload link next to your signature on that page. The online payment can be made at the link below: https://secure.touchnet.net/C21570_ustores/web/store_main.jsp?STOREID=319&SINGLESTORE=true
 - ii. Indicate who will be continuing on to serve on the dissertation committee.
 1. A total of three faculty is the minimum.
 2. The majority of the committee must be School of Education faculty.
 - d. Review your profile on the Ph.D. Directory. In the event of any changes, send revisions to Ph.D. Staff.

For any questions or concerns, reach out to Ph.D. Staff.