

**Check-Off List for Scheduling
Dissertation Overview and Defense
Meetings**

Katz PHD 2010-11



Summary of Steps in the Process

- Step 1: The Proposal
- Step 2: Committee Formation
- Step 3: The Overview
- Step 4: The Defense
- Step 5: Graduation Registration
- Step 6: Final Submission of Electronic Dissertation and Supporting Graduation Documents.

Step 1 : The Proposal



**Consult your interest
group for
procedures for the
dissertation
proposal meeting.**

Step 2: Committee Formation

- It is usually a good idea to speak to all intended members of the committee before notifying the doctoral program office. Once you have talked to all members, you and your chairperson should officially form the committee by notifying the doctoral program office. Please list the committee members' names, affiliations and email addresses. The doctoral office will officially invite each member to serve on your committee. This committee must be approved by the doctoral program director. Once all have agreed, you will be notified in writing by the doctoral office that the committee has been approved and formed.

Step 3 : The Overview

- You and your chairperson should check with each committee member to secure a date and time for the overview. You and/or your chairperson should then contact the doctoral program office so that an official letter can be sent to each member. Please do this as far in advance as possible. The doctoral office requests a two week notice. This meeting will be announced on the Katz Research Calendar.
- **Deadline:** Please note that you must complete the dissertation overview within two years of completing comprehensive exams.



Step 4: The Defense

- Three weeks prior to the defense, you will need to provide a copy of the complete dissertation to each member of your committee. Please check with each member to secure a date and time for the defense. (Please see the *Attendance Attachment* for more information about requirements for minimum attendance at this meeting.) Once you have secured a time and date, please notify the Doctoral Office. Include your committee, dissertation title, date, time, and room. **THIS MUST BE AT LEAST THREE WEEKS BEFORE THE DEFENSE.** This meeting must be announced University-wide through the *University Times*. This lead time is required. The doctoral program office will send official notification to each member of the committee and announce the meeting to the University community.
- Two weeks before the scheduled defense you will need to provide a complete copy of the document to the doctoral program office.
- **Deadline:** Please note that you must complete the dissertation defense and graduate from the program within four years of completing comprehensive exams.

Step 5: Graduation Registration



- During the term that you plan to graduate, please note that you must be registered for the full-time dissertation study (\$500 + fees) or one credit of dissertation study (standard credit rate). You may discuss a waiver of this policy with the doctoral office staff.
- All students must submit an application for graduation by an established deadline each term.
- During the term that you plan to graduate, please arrange a meeting with the assistant director of the doctoral program to review the policies pertaining to dissertation defense and graduation.
- Please ask the Doctoral Office for the final submission date for each graduation period.

Step 6: Final Submission of Electronic Dissertation and Supporting Graduation Documents

<http://www.pitt.edu/~graduate/etd/>

- **BE SURE THAT YOU HAVE COMPLETED YOUR DISSERTATION ACCORDING TO THE REQUIRED ELECTRONIC THESIS AND DISSERTATION GUIDELINES. (A REALLY GOOD IDEA: Review the ETD website and attend training at the proposal stage. It will save you lot of time and during the dissertation process.) Also, see the attached *Check off List for Final Submission of Doctoral Dissertations.***

More Info - Dissertation Meetings

Proposal Meeting

- Students must meet with their committees to have their topic reviewed. The proposal meeting is intended to give the student permission to pursue the topic. A favorable agreement at this time indicates that the committee believes that the topic as outlined has sufficient merit for a dissertation. Note that what is agreed to *is* a topic, *not* the details of the project. The topic may subsequently be modified by the student with the consent of the committee for any one of a variety of reasons which need not be spelled out here. A change in topic is different from the normal work which is required to implement the proposed topic.
- Interest Groups vary in their approach to the proposal stage. Some require a formal presentation to the Interest Group, others do not. In some groups approval of the Interest Group may be required.
- The proposal does *not* require a form from the Doctoral Office. However, it is acceptable to file some information about the proposal with the office for your file. It is after the proposal meeting that the student's dissertation committee is officially formed.

Overview Meeting

- The overview takes place at a point in the dissertation's progress where a contract can be written between the candidate and the committee. This can vary with the type of dissertation. Since most KGSB dissertations involve data collection of some type, the overview typically takes place after the collecting of the data from any pilot study and before the collection of the final set of data. It represents the point at which the final adjustments are made in the data to be collected and the method of data collection.
- The result of this meeting is a signed form provided to the chair by the Doctoral Office and returned to it and an memorandum of agreement between the candidate and the committee describing what should be done. This "contract" serves to protect both parties. The student who fulfills his/her part of the agreement has satisfied the obligation. A student who does not fulfill the contract may be refused the right to defend.

Defense

- The nature of the defense is to demonstrate that the dissertation has been completed based on the agreed upon contract resulting from the overview meeting. An important point that should be reviewed is that four members *must* be present and the fifth must have submitted a letter to the Doctoral Office *before* the defense indicating that he/she approves the dissertation. Please see Step 4 for details about scheduling the defense.

More Info: All About Graduation

Katz doctoral students are eligible to apply for official graduation from the University of Pittsburgh in December, April, June or August.

In order to officially graduate with a Ph.D. from the Katz Doctoral Program, students must satisfy the following before the established deadline for each term:

- Complete all coursework, independent study credits and dissertation credits (72 credits [may include up to 30 credits from an appropriate master's degree]).
- Comprehensive exams.
- Successfully pass a dissertation overview and defense.
- Teach at least 6 credits (GSA/TA/TF are required to teach more).
- Submit a final, committee approved electronic dissertation and supporting materials to the Katz Doctoral Office by the established deadline (see *Check-off List for Final Submission of Doctoral Dissertation* supporting document list attached).
- Complete an application for graduation by the deadline.
- Clear all financial obligations to the University of Pittsburgh.
- Register for at least one credit in the term of graduation.

Once all of the above have been confirmed, the Director of the Doctoral Program will send confirmation of your graduation to the University of Pittsburgh Registrar. The Registrar will send you a final diploma and a transcript.

More Info: What about the Graduation Ceremony

Official graduation and the graduation ceremony are not the same.

The graduation ceremony is an unofficial celebration. **There are two ceremonies that you will be invited to attend:** April/May (The University Ceremony) and a Katz Ceremony currently –April .

University of Pittsburgh Ceremony: This ceremony will celebrate the completion of coursework and the graduation or pending graduation of undergraduate, masters, and doctoral students University-wide. You will be invited to this ceremony if you graduated in the previous June, August, December or if you plan to graduate in April of the ceremony year. The University's Office of Special Events will notify you of the date, time and place, and assist you with purchasing regalia, how to invite guests, and any other information that you might need. Expect to receive information from the University in March of the ceremony year.

The Katz Graduate School of Business Ceremony: You will be invited to attend this ceremony if you graduated in the previous June, August, December, or plan to graduate in April of the ceremony year. August graduates, please note: You must have held a successful dissertation defense in order to attend this ceremony. Expect to receive details for this ceremony from the Katz School in the late fall. The Doctoral Office would be happy to discuss graduation with you if you have questions.

More Info: Rules for Forming the Dissertation Committee

- At least five members (chair + 4)
- At least one member must be from outside of Katz (either another department at Pitt or from another institution.)
- The majority of the committee must be members of the graduate faculty and the chair must be a member of the graduate faculty.
- The majority of the committee must be Katz faculty and at least two members must be from the current list of Katz Doctoral Faculty (available in the doctoral office).
- Please see more information about committee formation at: www.pitt.edu/~graduate/regphd.html

More Info: Attendance at Meetings

- Every effort should be made to include all members in all meetings.
- In cases where this is impossible, one member may be absent, provided that they provide a written statement prior to the meeting indicating that they have reviewed and approved the document. The statement may include comments and revisions. This statement should be sent to the chair of the committee and to the doctoral office.
- When absolutely necessary, a member may participate by telephone. Equipment must be reserved in the doctoral office.
- Any exception to this policy must be approved by the Director of the Doctoral Program.

More Info: Summary of Reference Sites

- University Regulations Pertaining to Graduate Study:
<http://www.pitt.edu/~graduate/regphd.html>
- Electronic Thesis and Dissertation:
<http://www.pitt.edu/~graduate/etd>
- Ph.D. Handbook:
<http://mail.business.pitt.edu>

More Info: Check-off List for Final Submission of Doctoral Dissertation

- Upload your electronic dissertation.
- Notify the doctoral office that the file is ready for review.
- Complete and submit the Survey of Earned Doctorates (available in the doctoral office).
- Complete and submit the UMI Agreement form (available in the doctoral office and also available from the UMI website).
- Submit three paper copies of your dissertation title page.
- Submit three paper copies of your dissertation abstract.
- Submit three paper copies of your unsigned committee page.
- Submit a receipt for dissertation and binding (you will get this at the registrar when you pay \$81.50 for this required service.)
- Submit a \$65.00 money order if you wish to copyright your dissertation.
- Submit a bound, signed paper version of your dissertation.
- Submit the signed and completed Electronic Dissertation Agreement Form (available at: <http://www.pitt.edu/~graduate/etd>)

All of these documents must be submitted by an established deadline each term in order to graduate in that term. The deadline will be announced by the doctoral office at the beginning of each term. There are no exceptions to this deadline. If you do not meet this deadline and submit all materials, you will be moved to the next graduation period and will be required to register for that term. Submission Deadline: _____