

**Department of Civil & Environmental Engineering (CEE)
University of Connecticut, Storrs, CT**

Structural Engineering and Applied Mechanics (STAM) Technical Group

Supplemental Ph.D. Guidelines

(Date revised: 15 July 2015)

Note: Please see the Graduate School Catalog for the University's requirements for the Ph.D. program. Given below is only a set of supplemental guidelines specific to the Structural Engineering and Applied Mechanics areas of concentrations in the CEE Department.

Step	Action	Timeline
1	<p>Course Work</p> <ul style="list-style-type: none"> - Student in consultation with his/her major advisor selects courses to take each semester - See core course guidelines for MS or PhD degrees in Structural Engineering or Applied Mechanics http://www.engr.uconn.edu/cee/web-content/pdf/stam%20grad%20core_elective%20courses%20_final.07feb2010_rbm.pdf 	<p>from the start of the student's program</p>
2	<p>Faculty Advisory Committee and Plan of Study (POS) Form</p> <ul style="list-style-type: none"> - Student in consultation with his/her Major Advisor select Faculty Advisory Committee for the student's degree program → The Advisory Committee consists of a major advisor (or 2 co-major advisors if desired) and at least 2 associate advisors. - Student completes the Plan of Study for the "Degree of Doctor of Philosophy" form available on the Graduate School's website at http://grad.uconn.edu/forms.html, gets approval from the Advisory Committee and submits to the Graduate School - Check core course requirements http://www.engr.uconn.edu/cee/web-content/pdf/stam%20grad%20core_elective%20courses%20_final.07feb2010_rbm.pdf 	<p>After taking 50%, but before 75% of course work.</p> <p><u>Required course work:</u> 39 credits for student with B.S. degree and 18 for students with M.S. degree. No more than 6 credits may be taken as independent study</p>
3	<p>General Examination (Written)</p> <ul style="list-style-type: none"> - POS has to be approved before taking the General exams. - Major advisor in consultation with student select 4 subjects and gets approval from rest of the Advisory Committee members of the student. Major Advisor contacts the course instructors for exam questions. -To pass at least 70% should be score in each of the 4 subjects. -If failed the first time, 2nd opportunity is given to take the exam in the failed subjects. The retake of the exams should be completed within 3 months of the 1st set of exams. -Advisory Committee will make the decision on other special cases, including if the student fails the 2nd time. 	<p>after at least 75% of regular course work (30 credits for student with B.S. degree, and 15 credits for students with M.S. degree.)</p>

4	<p>General Examination (Oral)</p> <ul style="list-style-type: none"> - Oral part of the Ph.D. General Examination is accomplished together with the presentation of the Dissertation research proposal (see Step 5 below). <p>Important note: At least, total of 5 faculty members must have participated in the student's general exam (written and oral)</p>	Within 6 months after passing the written part of the General exam
5	<p>Dissertation Proposal Presentation</p> <p>General Examination (Written) has to be passed</p> <ul style="list-style-type: none"> - Student prepares his/her dissertation research proposal (around 12 pages) in consultation with his/her major advisor (and if needed with other members of his/her advisory committee). See for dissertation proposal preparation guidelines - http://www.engr.uconn.edu/cee/web-content/pdf/cee%20phd%20general%20exam.pdf - Student submits his/her dissertation research proposal to rest of the Advisory Committee members with his/her Major Advisor's approval. - Oral Presentation of the Dissertation Proposal: The Major Advisor in consultation with the student and other members of the student's Advisory Committee schedules the date for presentation. He/she invites advisory committee members <u>plus</u> at least 2 more other faculty reviewers (including those who participated in the students' written exams, especially if there are any questions of the written exam performance.) - The student presents about 30 minutes of dissertation proposal, followed by Q-A and discussion by faculty members (total duration approximately 1.5 hours) -The Major Faculty Advisor or the student brings the following two Graduate School documents: <ul style="list-style-type: none"> (a) one completed copy of the "Report on the General Examination for the Doctoral Degree" form http://www.grad.uconn.edu/doc/genexamdocdegree.pdf (b) Three completed "Dissertation proposal for doctoral degree" covered sheet http://grad.uconn.edu/doc/dissertation_proposal.pdf - Upon <u>successful</u> proposal presentation and oral portion of the General exam, the Major Advisor shall get form (a) above signed by advisory committee members, and submit it to the Graduate School immediately. (With this, the General Examinations (written and oral) is fulfilled) - If the Advisory Committee and 2 other faculty reviewers in attendance approve the dissertation proposal as presented and <u>there is no revision needed</u>, the Major Advisor will have all 3 copies of form (b) above signed by all members of the Advisory Committee and 2 other faculty 	At least 6 months before graduating

	<p>reviewers. Check the “Student presentation to Advisory Committee and two reviewers” box under section “Reviewed and Approved by the Department or Program.”</p> <ul style="list-style-type: none"> - The student submits 3 copies of the final dissertation proposal with the signed cover sheet attached to the CEE Department for signature by the Department Head or the Graduate Program Director - After signature by the Department, the student submits the 3 copies of the signed dissertation proposal to the Graduate School. - If revision of the dissertation proposal is required, go to Stem 6 below <p>Important note: At least, total of 5 faculty members must have participated in the student’s general exam (written and oral)</p>	
6	<p>Revision and Submission of Dissertation Proposal</p> <ul style="list-style-type: none"> - The student will revise dissertation proposal to incorporate the comments received from the Advisory Committee members and other faculty reviewers in attendance at the dissertation proposal presentation - The student will submit the revised dissertation proposal to his/her Advisory Committee and 2 other faculty reviewers in attendance at the student’s presentation of the dissertation proposal - Upon approval of the revised dissertation proposal, the student shall get the 3 copies of Dissertation Proposal cover sheet (form (b) in step 5 (above)] signed by advisory committee and 2 additional faculty reviewers. - The box “Student presentation to advisory committee and two reviewers” on the form must be checked. - The student shall submit the dissertation proposal copies with the cover sheet signed by the advisory committee members and the additional 2 faculty reviewer to the Department Head or the Department’s Graduate Program Director for approval and his/her signature on the cover sheets. After the approval of the Department, the student shall submit the 3 copies of the final Dissertation proposal with the signed cover sheets to the Graduate School 	At least 12 to 6 months before graduating
7.	<p>Ph.D. Dissertation Research Credits (GRAD 6950)</p> <ul style="list-style-type: none"> - All Ph.D. students in Structural Engineering and Applied Mechanics areas of concentration must have taken at least 21 credits of Doctoral Dissertation Research (GRAD 6950) before graduation 	