



GRADUATE
SCHOOL



Yarazeth Medina
Dr. Robin Cresiski

Steps towards candidacy



GRADUATE STUDENT &
POSTDOCTORAL DEVELOPMENT

**If you had to
pick one, would
you choose?**

Beach vacation

Urban city vacation

Hiking around the world
vacation

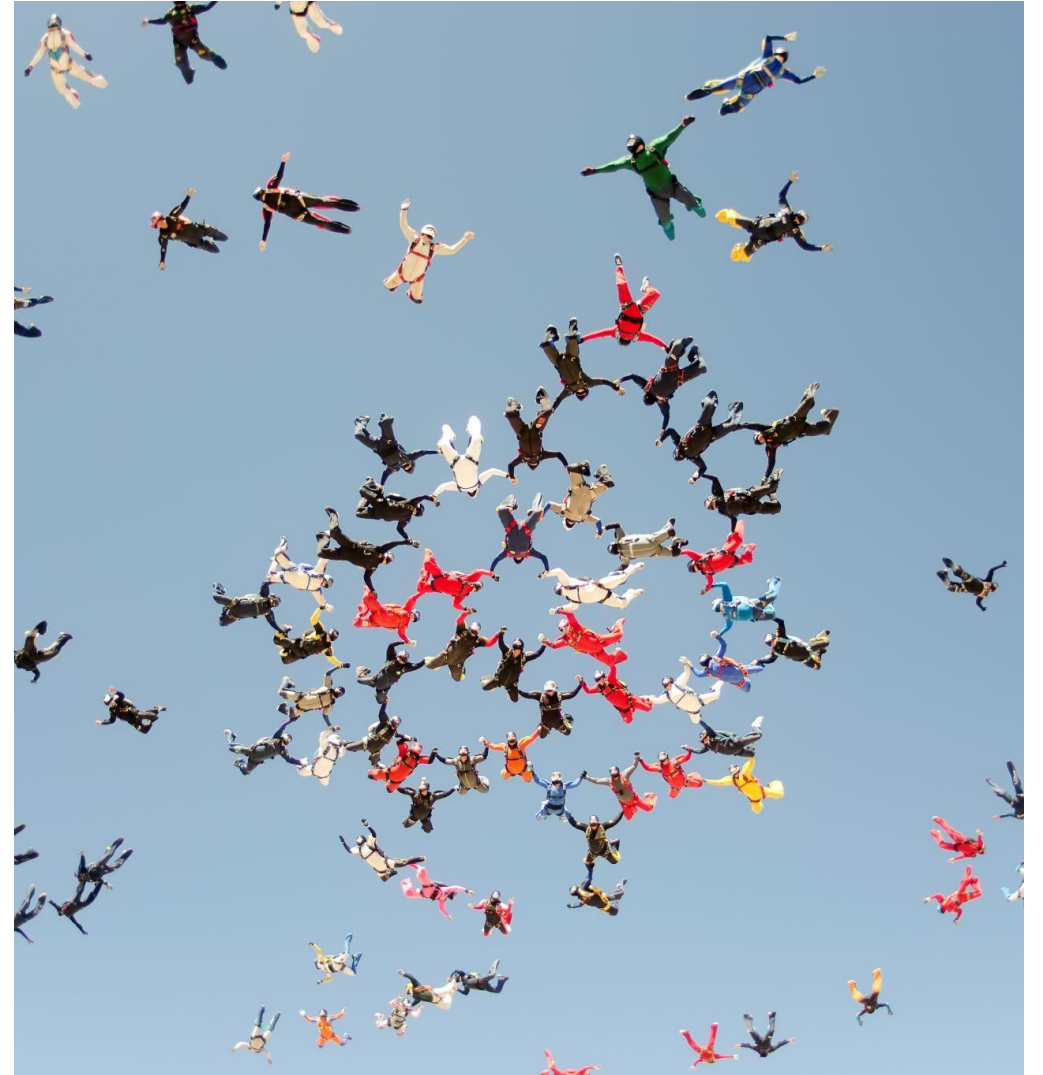
Staycation

What are vacations? :s

Tell us about yourself

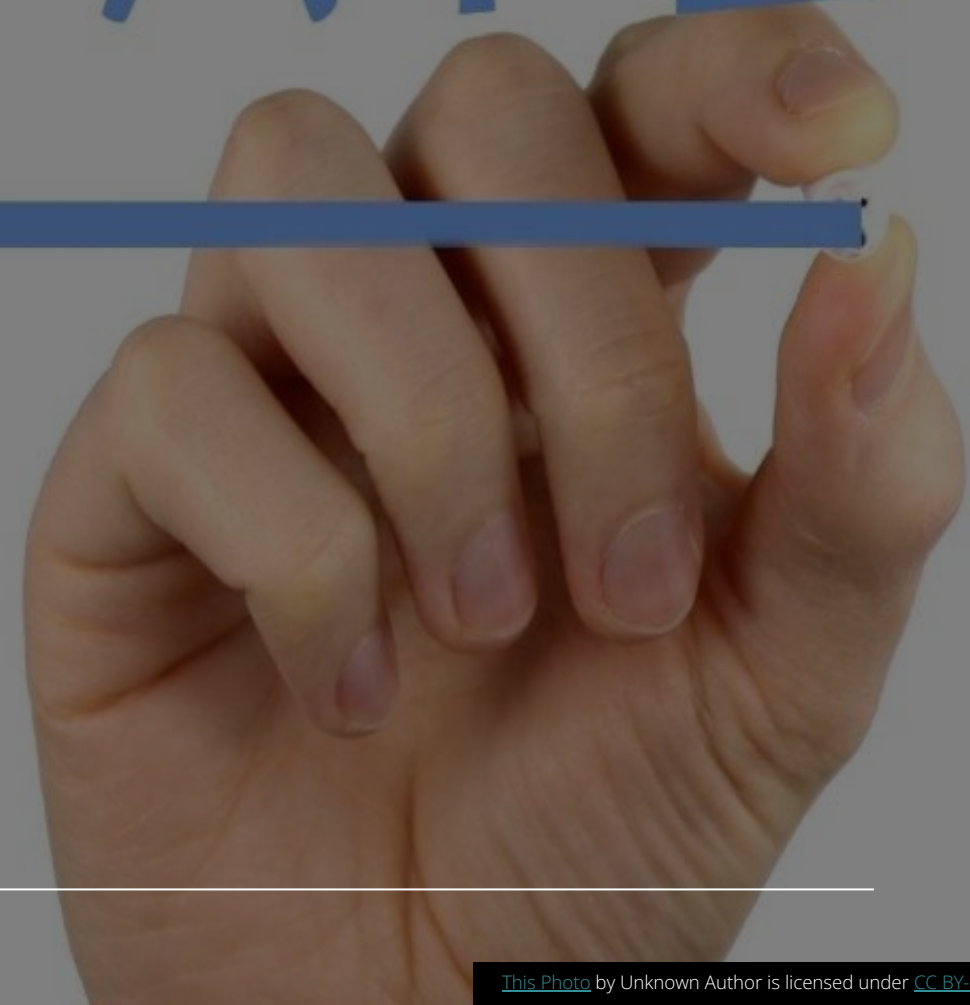
Introduction

- Name
- Pronouns
- Program
- Year in the program
- Fun fact about yourself (ex. , I love to dance, I considered pursuing a career in dancing)



CANDIDATE

Candidacy in doctoral programs is the time after a student's completed required coursework but before the defense of their research dissertation. Preliminary examinations or such other substantial tests as the departments may elect frequently are used as prerequisites for admission to candidacy.



Candidacy requirements

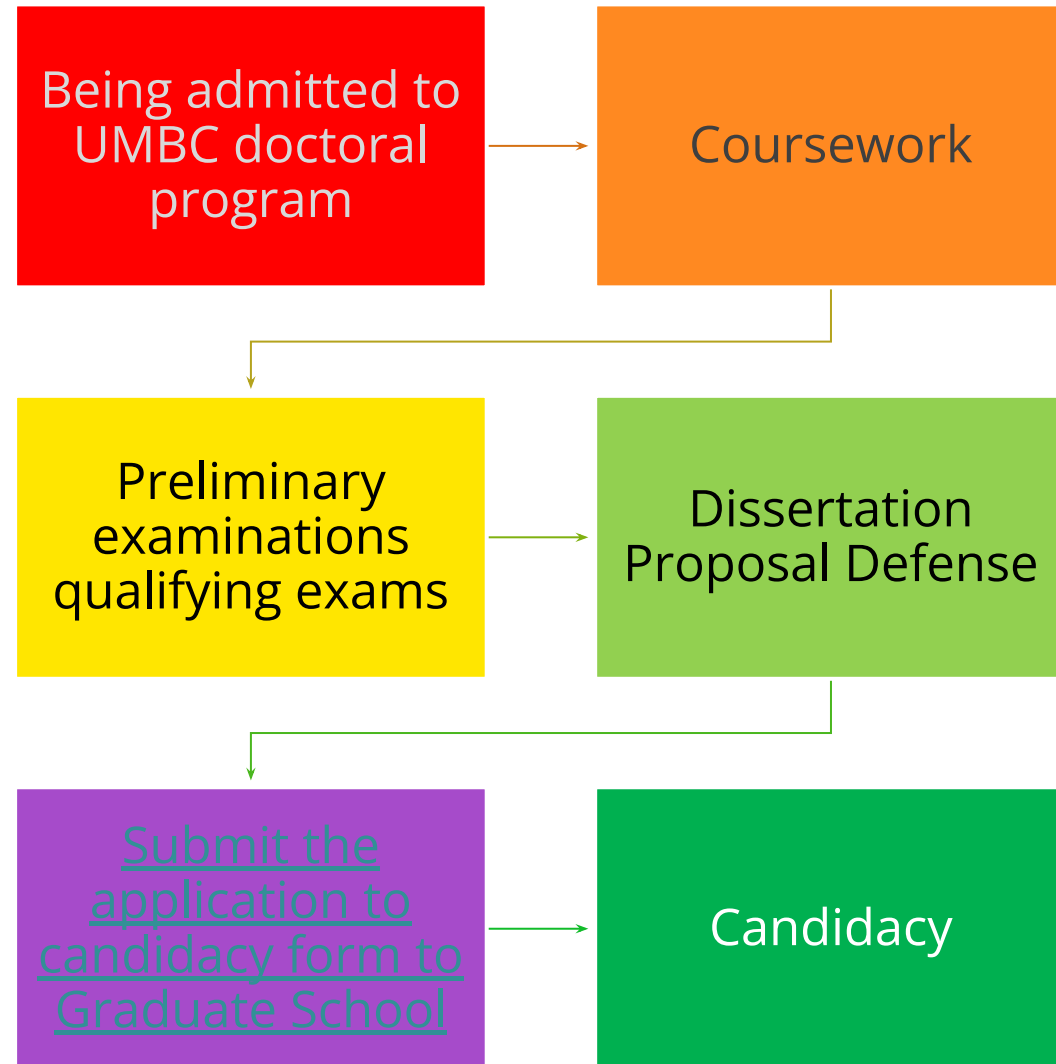
UMBC
Gradschool
requirements

Program
requirements

Advisor
requirements

Steps towards candidacy at UMBC Graduate School

Students must reach
candidacy five years after
Ph.D. program admission.



Form



Application for Candidacy - PhD

The deadline to participate in the candidacy ceremony changes from year to year. This year's deadline is October 11th.

Responsible Conduct of Research certification (CITI training)

Student	*Name <input type="text" value="Yarazeth Medina"/>	*Email <input type="text" value="yarazeth@umbc.edu"/>
Advisor	*Name <input type="text" value="Name"/>	*Email <input type="text" value="Email"/>
Graduate Program Director	*Name <input type="text" value="Name"/>	*Email <input type="text" value="Email"/>
	*Co Advisor <input type="text" value="--choose--"/>	

Next

Pressing the Next button will directly transfer you into the Electronic Signature process

* = Required field.

Form



APPLICATION FOR ADMISSION TO CANDIDACY FOR THE DEGREE OF DOCTOR OF PHILOSOPHY

Name:	Robin Cresiski
Email-ID:	rcresisk@umbc.edu
Campus ID:	YH13659
Graduate Program:	<input type="text"/>
Dissertation Working Title or Topic:	<input type="text"/>
I CERTIFY THAT I HAVE COMPLETED THE RESPONSIBLE CONDUCT OF RESEARCH TRAINING.	

al

Program requirements examples:

Proposal Defense and Candidacy: Doctoral students are required to defend their proposal. The format of the defense is similar to dissertation defense: the student needs to choose a mentor (chair of the dissertation committee) and form a dissertation committee, conduct preliminary research, write a dissertation proposal, and defend the proposal in front of the dissertation committee.

A PhD dissertation or proposal committee must satisfy the following conditions:

1. The committee should have at least five members.
2. At least one member should be external to the Department of Information Systems.
3. At least three members are from the Department of Information Systems.
4. The largest number of members (not necessary majority) must be from the Department of Information Systems (e.g., if your committee has six members, then you can have three from IS department, two from place A and one from place B).

A PhD dissertation proposal must be pre-approved by the mentor and submitted to the dissertation proposal committee at least three weeks prior to the proposal defense. After passing the proposal defense, the student will be admitted into candidacy and can register in IS 899. Before proposal defense, the student needs to register in IS 898 instead (billed at 1/3 rate). A student must be admitted to candidacy within five years after admission to the doctoral program.

Information Systems

Website

Program requirements examples:

Human-Centered Computing

Website

Program Requirements:

1. An admitted doctoral student is strongly encouraged to identify a mentor by the end of the first semester in the program and **must** have a mentor by the end of their second semester in the program. The Director of the Graduate Program will function as a mentor to first year doctoral students unless they have already designated a faculty mentor and thus will approve the student's courses.
2. At the end of every academic year, a dossier must be prepared which includes all significant work/papers written that year, a statement of learning specific to the program of doctoral study and a statement describing future plans: areas needing more coursework and research plans as appropriate for the stage of the student's studies.
3. After completing three offerings of the HCC 810 reading seminar but before the end of the student's sixth semester of studies, the student must complete the Comprehensive Review. As part of the review, the student has to take a written exam and prepare a comprehensive dossier. The HCC group faculty evaluates the written exam and dossier, and determines whether the student should continue toward the doctorate. For a detailed description of the Comprehensive Review, see the link below. Ph.D. students who have successfully completed 30 graduate credits are eligible to earn an MS degree as well.
4. Doctoral students are also expected to attend all research seminars, doctoral proposals and dissertation defenses, and any colloquia with guest speakers as part of their learning experience.

[Comprehensive Review Policy](#) 

Program requirements examples:

School of Public Policy

Graduate Student Handbook

Public Policy

Handbook

As revised May 3, 2022

School of Public Policy
University of Maryland, Baltimore County
1000 Hilltop Circle
Public Policy Building, 4th floor
Baltimore, MD 21250
Telephone: (410) 455-3201
Fax: (410) 455-1172

Program requirements examples:

CENG and ENEN

Website & Handbook

Graduate Program Policies

Graduate Handbook

The department's Graduate Handbook, together with the UMBC Graduate Catalog, contain the general rules and regulations that apply to the graduate degree programs within the Department of Chemical, Biochemical and Environmental Engineering. All graduate students are expected to be familiar with this material, and each graduate student has the ultimate responsibility for following these rules and regulations.

To view the handbook, you must be logged in using your UMBC credentials.

- [CBEE Departmental Graduate Handbook \(Version: May 2023\)](#) – google doc (posted 06.14.2023)
- [CBEE Departmental Graduate Handbook \(Version: May 2023\)](#) – pdf (posted 06.14.2023)

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Milestones

- **MS Thesis Proposal & Defense:** [Checklist](#)
- **Rotation:** a) [Plan](#), b) [Report](#), c) [Self-Evaluation](#)
- **PhD Qualifier:** See [Section 5.3.3 of CBEE Handbook](#)
- **PhD Proposal:** [Checklist](#)
- **PhD Defense and Graduation:** [Checklist](#)

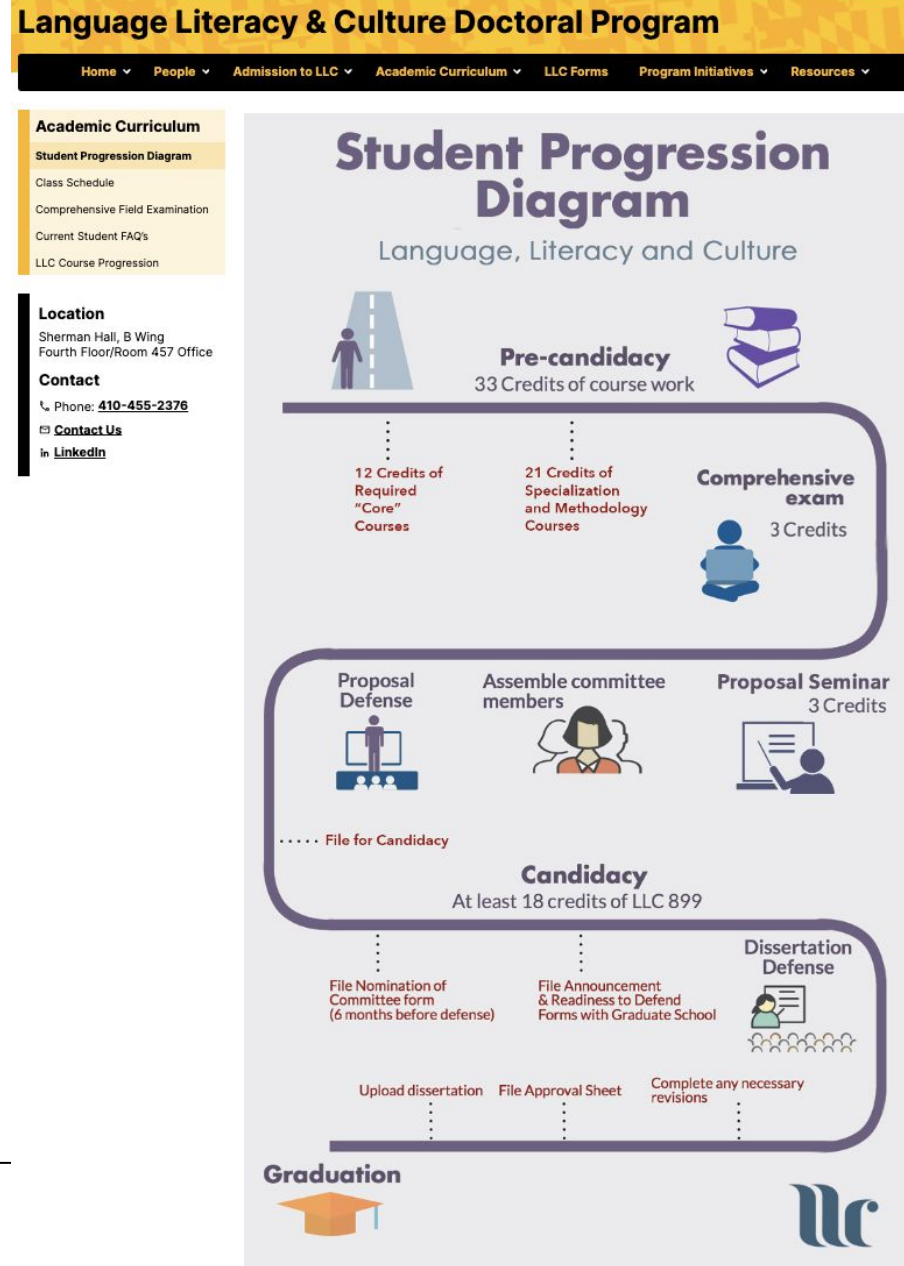
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Classes & Coursework

Program requirements examples:

Language, Literacy and Culture

Website



“In a perfect world” PhD timeline



Year 0 – Admission



Year 1&2 Classes, your research idea, advisor selection



Year 3 & 4 Research, preliminary exam, research question, *select committee*, reaching candidacy



Year 5+ Data processing, submit publications, results, dissertation writing & dissertation defense

Project management 101

How many credits do I need to graduate?

Who is my Graduate Program Coordinator?

What are the requirements of the Graduate School? Does my program have additional requirements? Does my advisor have additional requirements?

Work with your advisor on your research question and chapters

Study for your preliminary exams

Committee, who? How many?

Submit your candidacy form!

Set a date!

Practice!

Let's build your own timeline

1. Search your program requirements (must be written)
 2. Create a draft of a timeline to share with your advisor, starting from your ideal candidacy date. Take into consideration:
 - a. Gradschool 5 year policy
 - b. Your department requirements
 - c. Your advisor expectations
 3. Identify your point of contact in your department
 - a. Your advisor
 - b. Your Graduate Program Coordinator
 - c. Your Graduate Program Director
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Questions?

- General questions can be addressed to gspd@umbc.edu Graduate Student and Postdoc Development Office (us).

Mediation with your advisor Dr. Jeff Halverson at jeffhalv@umbc.edu.

Thank you!
