

## Timeline of PhD Requirements

### Department of Chemistry

#### First Year

- Breadth Exams** – must pass 3 out of 4 (Biochemistry, Inorganic, Organic, Physical). Exams are given in August, January and May.
- Faculty presentations** – Attendance is mandatory; to aid in choice of preceptor.
- First Year Report**
  - Due: 1<sup>st</sup> Tuesday of September of second year.
  - Report should include:
    - A discussion of the background and importance of the project.
    - Progress made on project.
    - Avenues that will be pursued in the future.
    - Detailed experimental section (should be developed in close consultation with research advisor).
    - Pertinent literature citations, with titles.
  - Body of report should be no longer than 1500 words (double spaced, 12 point type), excluding abstract, figures, references, experimental details and other supplementary materials.
  - Reports will be graded as follows:
    - Pass** – Satisfactory research progress and report well-written
    - Pass with reservation** – Must be upgraded to a pass by rewriting report to the satisfaction of the committee; otherwise will be downgraded to fail.
    - Fail** – Unsatisfactory effort. Students must prepare a second report to be given to their committee the second Tuesday of the following January. If a second Fail is given, student is immediately transferred to the MS program.

#### Second Year

- Second Year Oral** – a date in **April** will be supplied to the student one month prior to the exam. (Failure to appear shall result in transfer to the MS program). Required documents and deadlines are as follows:

**Research Progress Report** (a formal, written progress report on his/her research project)

- Two weeks prior to oral date – abstract of the research report must be circulated to the entire faculty.
- One week before oral date – complete report must be submitted to the supervisory committee.
- Report should include:
  - Abstract (not to exceed 250 words) – describes rationale of the research, scientific objective and estimate of the significance to the field of research if the objective is reached.
  - Body (not to exceed 1700 words, double-spaced, at least 12 point type) excluding abstract, figures, references, experimental details and supplementary materials. Should expand on the abstract and include

background on the project, description of progress, its significance and future goals.

- Pertinent literature citations, with titles.

### **Research Proposal Requirements**

- Six weeks before the oral date – topic of the research proposal should be approved by the chair of your committee. (Proposal cannot be in an area directly related to the student's own doctoral research.)
- Two weeks prior to oral date – abstract of the research proposal must be circulated to the entire faculty.
- One week before oral date – complete proposal must be submitted to the supervisory committee.
- Proposal should include:
  - Abstract (not to exceed 250 words) – describes rationale of the research, scientific objective and estimate of the significance to the field of research if the objective is reached.
  - Body (not to exceed 1700 words, double-spaced, at least 12 point type) excluding abstract, figures, references, experimental details and supplementary materials. Should expand on the abstract and include background on the project, description of progress, its significance and future goals.
  - Pertinent literature citations, with titles.

After successful completion of the 2<sup>nd</sup> year oral you may fill out paperwork to receive your Masters of Philosophy degree (MPhil). The following forms (from the graduate school website) and steps will need to be completed:

- Internal admit form to add Chemistry MPhil degree
- Program of Study form
- Hand the forms to Cathy – the department will fill out the Masters of Philosophy completion memo and forward along with the forms. This will not be forwarded until after the summer due to the fact you will need the summer credits to fulfill all the requirements for the Mphil.
- On myslice once you see that the MPhil has been entered you will need to do a diploma request.

### Beyond the Second Year

#### **Annual Research Reports**

- Due: 1<sup>st</sup> Tuesday in April until successful completion of degree (an exception will be made for a student who has scheduled their defense within two months of the first Tuesday in April).
- Report should include:
  - Abstract (not to exceed 1 page) – presents rationale of the research, its scientific objective and an estimate of the significance to the field of research if the objective is reached.
  - Body (12 point font – no page limit) – should expand on the abstract and include background on the project, research progress, its significance and future goals. Pertinent literature citations and detailed experimental

section should also be included. (experimental section done in close consultation with research advisor)

- Outcome:
  - Faculty will meet to discuss progress within one month of receiving reports.
  - Reports will be graded satisfactory and unsatisfactory.
  - Two consecutive unsatisfactory reports may result in transfer to MS program.