

## UGA NEUROSCIENCE DOCTORAL PROGRAM FRAMEWORK – MILESTONES & TIMELINE

Student Program Milestones	PhD Program Event	Student Required Action	Timeline for Completion	Steps to Take
<p><b>Defining an Advisory Committee:</b> The PhD student has fully discussed with their research advisor the scale and scope of the intended work and arrived at recommendations for committee members who can provide critical input for the benefit of the student's research and professional formation.</p>	Formation of student's PhD Advisory Committee	<b>PhD Advisory Committee form*</b>	<b>Due by the end of student's first year (3<sup>rd</sup> semester)</b>	Ask proposed committee members to serve on your committee. Submit Advisory Committee form online at <a href="http://grad.uga.edu/index.php/current-students/forms/">http://grad.uga.edu/index.php/current-students/forms/</a> .
<p><b>Scoping a program of study:</b> With the input of their Advisory Committee, the student arrives at a planned set of classroom courses and research.</p>	Student completes their Preliminary Program of Study in coordination with the Advisory Committee	<b>Preliminary Program of Study (PPoS) form*</b> ; <b>Final Program of Study (PoS) form*</b>	<b>Due by the end of student's first year; due before the written/oral comprehensive exam</b>	Submit PPS form to Abigail Butcher ( <a href="mailto:abutcher@uga.edu">abutcher@uga.edu</a> ) after obtaining Advisory Committee signatures. Submit PS form online at <a href="http://grad.uga.edu/index.php/current-students/forms/">http://grad.uga.edu/index.php/current-students/forms/</a> .
<p><b>Preparation for candidacy:</b> The student executes their program of study and completes coursework to a point where they are ready for the comprehensive examination.</p>	<b>Scheduling of the Comprehensive Exam:</b> The student has completed their required coursework and is prepared for admission to candidacy.	Scoping the planned dissertation research	<b>The Comprehensive Exam must be completed by the end of the second year. The student must submit exam details to the NEURO Graduate Program Administrator three weeks prior to the exam.</b>	Schedule the exam with your Advisory Committee and reserve a room with the building's administrative assistant. Submit details (day, time, place, etc.) via UGA email to Abigail Butcher ( <a href="mailto:abutcher@uga.edu">abutcher@uga.edu</a> ) three weeks prior to exam.
<p><b>Completion of the Comprehensive Examination.</b> The Comprehensive Exam demonstrates that the student is able to use their knowledge of the field and has the foundational skills necessary to conduct original research. Successful completion enables application and admission to PhD candidacy, after which the PhD student is a PhD Candidate.</p>	<b>PhD Comprehensive Exam:</b> The exam must have both an oral component and a written component. The exam is constituted by oral presentation of a written report on a topic assigned by the Advisory Committee. The topic is distinct from - but may be complementary to - the envisioned dissertation research area. The oral defense will include an opportunity for the Advisory Committee to explore the student's approach and level of understanding achieved in research of the assigned topic.	<b>Application for Admission to Candidacy form*</b> to be completed during the Oral Comprehensive Exam and returned to the NEURO Graduate Program Administrator along with the <b>Report of the Written and Oral Comprehensive Exam form*</b> . NOTE: this form designates whether the student passed both the required written and oral components of the Comprehensive Exam, so it is expected that the written portion of the exam has been completed prior to the oral portion.	<b>The completed Application for Admission to Candidacy form along with the Report of the Written and Oral Comprehensive Exam form must be returned to the NEURO Graduate Program Office within one week of the Oral Comprehensive Exam.</b>	<p>Your committee should receive an electronic copy via email of your <b>Report of the Written &amp; Oral Comprehensive Exam</b> form from the Graduate School prior to exam.</p> <p>Complete the <b>Application for Admission to Candidacy</b> form (<a href="http://grad.uga.edu/index.php/current-students/forms/">http://grad.uga.edu/index.php/current-students/forms/</a>) prior to your exam.</p> <p>Afterward, ask your committee sign your digital forms (they will be in their inbox) and contact Abigail Butcher (<a href="mailto:abutcher@uga.edu">abutcher@uga.edu</a>) to ensure that all signatures have been obtained.</p> <p>All forms are due one week after the attempt.</p>

## UGA NEUROSCIENCE DOCTORAL PROGRAM FRAMEWORK – MILESTONES & TIMELINE (CONT.)

Student Program Milestones	PhD Program Event	Student Required Action	Timeline for Completion	Steps to Take
<b>Execution of the dissertation research</b>	Student undertakes proposed research under the mentorship of their advisor		Timeline for research completion may vary.	
<b>Completion of the dissertation research</b>	<b>Application for Graduation:</b> With the concurrence of the student's Advisory Committee, the application for graduation is made.	Application for Graduation must be filed with the Graduate School online (Athena)	The application is due no later than Friday of the second full week (the first full week for summer) of classes in the semester of the anticipated graduation date.	Submit an online application for graduation in Athena. (See <a href="https://grad.uga.edu/index.php/current-students/important-dates-deadlines/">https://grad.uga.edu/index.php/current-students/important-dates-deadlines/</a> for detailed instructions.)
<b>Preparation of dissertation draft</b>	<b>Format Check of dissertation draft by Graduate School</b>	NEURO is not involved in this action; students submit drafts online directly to Graduate School.	Graduate School deadline is approximately four weeks prior to commencement; see GS site <a href="https://grad.uga.edu/index.php/current-students/important-dates-deadlines/">https://grad.uga.edu/index.php/current-students/important-dates-deadlines/</a> for exact date each term.	Upload dissertation draft to Graduate School site. (See <a href="https://www.etsadmin.com/main/home?siteId=1003">https://www.etsadmin.com/main/home?siteId=1003</a> for detailed instructions.)
<b>Scheduling of the Dissertation Defense:</b> The student has the agreement of their Advisory Committee to defend with the research concluded and the dissertation in or nearing final draft.	With agreement of the Advisory Committee, the student is ready to defend their research.	The student must submit specifics (day, time, place, etc.) to the NEURO Graduate Program Administrator, who then submits it to the Graduate School. The Graduate School announces the defense to the public; the online posting should be in place no less than two weeks prior to the defense.	Specifics must be submitted to the Graduate Program Administrator three weeks prior to the defense.	Schedule defense with your Advisory Committee and reserve a room with a NEURO administrative assistant. Submit details (day, time, place, etc.) via UGA email to Abigail Butcher ( <a href="mailto:abutcher@uga.edu">abutcher@uga.edu</a> ) three weeks prior to defense.
<b>Dissertation submission</b>		An electronic submission of the corrected dissertation	Must be submitted to the Graduate School no later than two weeks prior to graduation – see GS site <a href="http://graduate.uga.edu/index.php/current-students/important-dates-deadlines/">http://graduate.uga.edu/index.php/current-students/important-dates-deadlines/</a> for exact date each term.	Upload final corrected copy of your dissertation online at <a href="https://getd.libs.uga.edu/">https://getd.libs.uga.edu/</a> .
<b>PhD Maximum Time to Completion</b>		All requirements for the degree must be completed	Within five years, beginning with the first registration for graduate courses on the program of study. An extension of time may be granted only for conditions beyond the control of the individual.	Contact Abigail Butcher ( <a href="mailto:abutcher@uga.edu">abutcher@uga.edu</a> ) for additional information.

\*Reviewed by the NEURO Graduate Office, then approved by NEURO Graduate Coordinator