

## **Program in Survey Methodology Forms to File with the University of Maryland Graduate School**

There are a series of forms that must be filed with the Maryland Graduate School at various stages of a PhD student's matriculation at Maryland. Most of these can be found at <http://www.gradschool.umd.edu/gss/forms/>. This note summarizes the ones needed to complete the PhD at the Joint Program for Survey Methodology. The Graduate School requirements applicable to all doctoral degrees, regardless of department, are described at [http://www.gradschool.umd.edu/catalog/doctoral\\_degree\\_policies.htm](http://www.gradschool.umd.edu/catalog/doctoral_degree_policies.htm).

1. **Application for Admission to Candidacy for the Degree of PhD.** This form is completed after the student has passed the Comprehensive Examination. It is signed by the academic advisor and the Director of Graduate Studies of JPSM and sent to the Office of the Registrar. The form is located at [http://www.gradschool.umd.edu/gss/forms/Admission\\_to\\_Candidacy\\_Form.pdf](http://www.gradschool.umd.edu/gss/forms/Admission_to_Candidacy_Form.pdf).

### **2. Research Assurances—Human Subject Research**

Everyone at the University of Maryland who is conducting research that involves human subjects must obtain approval in advance from the Institutional Review Board (IRB). The IRB is charged with approving the initiation of research involving human subjects and conducts periodic reviews of that research to ensure that all projects comply with Federal regulations. These regulations are strict, and the Graduate School urges all graduate students to consult with the IRB before beginning any research involving living subjects. For application forms and guidelines on such issues as research involving minors or prisoners, surveys, and the use of audio taping, videotaping, digital recordings, and photographs, please see the Institutional Review Board's website (<http://www.umresearch.umd.edu/IRB/>).

In cases where only secondary data analysis is being conducted, a Human Subjects Research Determination Request should be completed. The form for this can be found at <http://www.umresearch.umd.edu/IRB/nonresearch.html>. Such projects usually do not require IRB review.

3. **Admission to Candidacy Form.** A PhD student advances to candidacy after all preliminary examinations required by a department are passed. In JPSM a student must pass both the Qualifying and Comprehensive Examinations. The Admission to Candidacy form should be filed with the Office of the Registrar after the student passes the Comprehensive Examination. The Graduate Policies on advancement to candidacy are described at

[http://gradschool.umd.edu/catalog/doctoral\\_degree\\_policies.htm#2](http://gradschool.umd.edu/catalog/doctoral_degree_policies.htm#2).

A student must be admitted to candidacy for the doctorate within five years after admission to the doctoral program and at least six months before the date on which the degree will be conferred. It is the responsibility of the student to submit an application for admission to candidacy when all the

requirements for candidacy have been fulfilled. The form is found at [http://www.gradschool.umd.edu/current\\_students/general\\_forms\\_for\\_graduate\\_students.html](http://www.gradschool.umd.edu/current_students/general_forms_for_graduate_students.html).

- 4. Nomination of Thesis or Dissertation Committee.** This form should be completed after the student has passed the Comprehensive Exam and the student has a clear idea of his/her dissertation topic. Membership on a Dissertation Examining Committee requires nomination by the student's advisor and the Graduate Director of the student's graduate program, and approval by the Dean of the Graduate School. The nomination of a Dissertation Examining Committee should be provided to the Graduate School at least six weeks before the date of the expected dissertation examination. The dissertation examination cannot be held until the Graduate School approves the composition of the Dissertation Examining Committee. Furthermore, if the Graduate Faculty status of any member of an approved Dissertation Examining Committee changes, the approval of the Dissertation Examining Committee may be void, and a new Dissertation Examining Committee nomination form may be required to be approved by the Graduate School.

The Dissertation Committee for JPSM students must include at least five members, at least three of whom are "Regular" Maryland faculty members who are on tenured or tenure-track appointments. Students must contact the JPSM/MPSM Examinations Committee for a list of "Regular" Maryland faculty members. Each Dissertation Examining Committee must also have appointed to it a representative of the Dean of the Graduate School. The Dean's Representative should have some background or interest related to the student's research; be from a department other than the student's; and must be a tenured Member of the Graduate Faculty. Each member of the Committee must be a member of the Graduate Faculty of UMCP.

This form is located at <http://www.gradschool.umd.edu/gss/forms/Nomination&Thesis.pdf>.

The dissertation examination cannot be held until the Graduate School approves the composition of the Dissertation Examining Committee. In some cases, a potential committee member may have to be appointed as a Special member of the graduate faculty. For example, government employees, including any adjunct faculty of JPSM, who are asked to serve on committees, will require a special appointment. To nominate a Special Member to serve, the nominee's curriculum vitae, a nomination form, and a letter of support from the Director of Graduate Studies must be submitted to the Graduate School. The letter of support must state that the nominee has been approved by the Full Members of the Graduate Faculty of JPSM. An appointment as a Special Member is for five years. After that period, a person must be re-nominated to continue to serve as a Special Member. Appointment of a Special Member must happen **before** the Nomination of Dissertation Committee Form is sent to the Graduate school.

The Nomination for Membership on the Graduate Faculty form is found at <http://www.gradschool.umd.edu/gss/forms/GradFacForm.pdf>.

5. **Interim Report of the Examining Committee.** This form is for internal departmental use only and can be completed after the student's oral defense. The examining committee will determine whether the dissertation is acceptable or not. If the dissertation is acceptable, then a choice is recorded on the Interim Report that shows the extent of revisions that are required to the thesis and whether the entire committee or only the committee chair will review the changes. This form is signed by both the Chair and the Dean's Representative on the committee. An example of this form is at [http://www.smith.umd.edu/doctoral/pdfs\\_docs/InterimReport.pdf](http://www.smith.umd.edu/doctoral/pdfs_docs/InterimReport.pdf).

See the link, [Maryland Rules for Oral Defense of the Dissertation](#), on the JPSM webpage for a complete description of the choices that may be made by the examining committee.

6. **Report of the Examining Committee.** This form is generated by the Registrar after the dissertation committee has been approved. It is sent to both the JPSM Administrator and the student. All committee members are required to sign and date the form, stating that the dissertation has received their approval.
7. **Thesis and Dissertation Electronic Publication Form.** This form is completed after all changes required by the committee have been done and the dissertation is complete. A student is asked to select a length of time during which electronic access should be restricted to the dissertation through Proquest and the Digital Repository at the University of Maryland (DRUM). The choice should be made in consultation with the student's advisor. This form is at [http://www.gradschool.umd.edu/gss/forms/Publishing\\_Your\\_ETD.pdf](http://www.gradschool.umd.edu/gss/forms/Publishing_Your_ETD.pdf).