

REQUIRED EVENTS

Poster presentation at Fall IDM Research Day

All except 1st year students

Year 2	Year 5
Year 3	Year 6 – if applicable
Year 4	

Annual Department Fall Retreat

Each academic year you are enrolled

Year 1	Year 4
Year 2	Year 5
Year 3	Year 6 – if applicable

PRELIMINARY EXAMINATION *(consult student handbook pages 8-9 for exam requirements)*

Exam usually taken in June after first academic year and within 4 weeks after paper distribution

Ensure 3.0 GPA or above

Faculty Prelim Exam Coordinator, Graduate Programs Director, and SS Coordinator will establish committee chair, and committee members for exam. Student will be notified of the approved committee.

Prepare for exam

Pass exam - **Note:** Your advisor cannot be on the examination committee or attend

COMPREHENSIVE EXAMINATION *(consult student handbook pages 10-11 for exam requirements)*

*Exam usually taken in July after second academic year. **EXCEPTION:** If IDM-MS degree earned, must take comp. exam after 1 year of matriculation in PhD program*

Ensure 3.0 GPA or above

Faculty Comp Exam Coordinator, Graduate Programs Director, and SS Coordinator will establish committee chair, and committee members for exam. Student will be notified of the approved committee.

Attend informal and instructional meeting 3 months prior to scheduled exam – follow timeline outlined at this meeting – multiple deadlines

Write (7 pg.) proposal and have committee chair approve it **before** oral exam

Pass oral exam

PUBLISHED PAPERS

Required to publish 2 papers (invited reviews are excluded from this criterion):

First-Author Publication – Title

Co-Author Publication – Title

DISSERTATION *(consult student handbook pages 12-14 for dissertation requirements)*

Committee Meetings

Establish dissertation committee members with advisor

Adhere to GSPH committee composition rules <http://www.publichealth.pitt.edu/interior.php?pageID=209>

Send dissertation committee to IDM SS Coordinator for official approval 2 weeks before the 1st committee meeting

Notify IDM SS Coordinator the date/time of first committee meeting to schedule a room and complete paperwork

Must have a committee meeting every 12 months and no less than 3 committee meetings before graduation

First committee meeting usually held in December post passed comp. exam

Committee Meeting 1 (Graduation Milestones satisfied: dissertation overview approved, research requirement fulfilled, admit to candidacy)

Submit project proposal to all committee members 2 weeks before scheduled meeting

Submit Committee Progress Report to IDM SS Coordinator

Committee Meeting 2

Submit project progress report to all committee members 2 weeks before scheduled meeting

Submit Committee Progress Report to IDM SS Coordinator

Committee Meeting 3

Submit project progress report to all committee members 2 weeks before scheduled meeting

Submit Committee Progress Report to IDM SS Coordinator

Committee Meeting 4

Submit project progress report to all committee members 2 weeks before scheduled meeting

Submit Committee Progress Report to IDM SS Coordinator

Committee Meeting 5

Submit project progress report to all committee members 2 weeks before scheduled meeting

Submit Committee Progress Report to IDM SS Coordinator

DISSERTATION DEFENSE (*consult student handbook page 14 for dissertation requirements*)

Organize a date/time all committee members can meet

Schedule a room with the IDM SS Coordinator for the agreed date/time

Submit dissertation draft to advisor and one other committee member to approve for submission to the entire dissertation committee

Submit dissertation to committee at least two weeks prior to the defense date

Pass Defense

DISSERTATION SUBMISSION (*consult page 14 of your student handbook to view submission requirements*)

Submit thesis electronically through ETD to GSPH Student Affairs adhering to their [deadlines](#) and [requirements](#)

Submit 1 hard copy of the approved final bound dissertation to advisor

Submit 1 hard copy of the approved final bound dissertation to IDM SS Coordinator

Submit 1 electronic (PDF) copy to IDM SS Coordinator