Responsibilities of PHS Faculty who Mentor Graduate Student

1. Help students to devise a course plan that is individualized, but also satisfies:
   1. program core course requirements.
   2. total credit requirements.
   3. course requirements are based on the curriculum for the academic year that the student was admitted.

2. Help the student select a Supervisory Committee (Qualifying and Dissertation Committee):
   1. The same committee is used for both the Qualifying Exam and Dissertation.
   2. Committee must have 5 members.
   3. Non-biostats students must have a biostatistician or recognized methodologist.
   4. Biostat committees should include 1-2 non-biostatisticians.
   5. Consider diversity and inclusion when recommending committee members.
   6. Make sure the student completes the committee form so we can get graduate school approval for the committee. The form must be submitted prior to the qualifying exam.

3. Schedule and help the committee administer the Qualifying Exam:
   1. Committee members appoint the chair of the Qualifying Exam. The chair of the qualifying exam cannot be the chair of the Supervisory/Dissertation Committee.
   2. The exam should ideally be no later than the second semester of the third year.
   3. Students must be registered for credits in the semester/summer that they take the exam. It can be 1 dissertation credit in the summer (or up to 3 credit depending if the student is on the Tuition Benefit Program (TBP)). Students on the TBP can use the program to pay for summer credit hours.
   4. Typically, the dissertation proposal has been drafted and circulated to their committee prior to the exam.
   5. Schedule the exam with the student.
   6. The exam includes both a written and oral component (see student handbook).
   7. Make sure the qualifying exam approval form is submitted to Program Manager within a week of when the exam is passed.

4. Dissertation Proposal (Written and Oral Components see Dissertation proposal checklist):
   1. The department requires a written dissertation proposal written in an NIH grant format.
   2. See the student handbook for detailed policies about the proposal.
   3. The student orally presents the proposal to their dissertation committee in a closed meeting.
      i. One note taker may be present if the student desires.

5. Dissertation
   1. Student should check the Thesis Office deadlines for the semester they wish to graduate in.
   2. Schedule the oral dissertation defense at least 30 days in advance so it can be advertised to the department.
   3. Students must apply for graduation by the deadline and must be registered for credits when they defend their dissertation. If graduation is delayed, students will need to reapply for graduation in the subsequent semester.
   4. Students and faculty should understand the dissertation requirements:
      i. The department allows a 3 SUBMITTED paper dissertation.
      ii. See student handbook and University of Utah Thesis Office for details.
   5. A dissertation template is available online.

6. The Thesis Office approves the formatting of the dissertation. The Committee completes online approval of dissertation and program of study (coursework). Supervisory Committee and Chair of the Department’s final signatures are collected virtually in OnBase.