



PhD PROSPECTUS DEFENSE

1. Candidate:

Family Name	First Name	BU ID	E-mail
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2. Prospectus Title:

Abstract Attached? ()

3. Prospectus Defense Committee: Readers sign to indicate having received and READ a copy of the prospectus.

1st Reader (Advisor):

Signature	Print	Department	Phone	E-mail
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2nd Reader:

Signature	Print	Department	Phone	E-mail
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3rd Reader:

Chair:

Signature	Print	Department	Phone	E-mail
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4th Reader:

Chair:

Signature	Print	Department	Phone	E-mail
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Chair:

4. Preferred Examination Schedule:

Date	Time	Zoom ID
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5. Approval of Examination Committee:

Signature of Grad Chair	Print	Date
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CERTIFICATION OF PROSPECTUS DEFENSE RESULTS (see explanation on reverse.)

6. Committee Decision: Pass () Fail () Pass with conditions () *** **Conditions must be in writing**

7. Completion of the Responsible Conduct of Research (RCR) course of study: Yes () No ()

8. Signature of Prospectus Defense Chair: _____ **Date:** _____

9. Signature of Grad. Chair: _____ **Date:** _____

10. Schedule Next Committee Meeting (at least once in the next 12 months): ____/____/____

Milestones for next committee meeting: _____

FORM INSTRUCTIONS

#1-4 **Candidate** – Complete and return to the ECE department at least two weeks in advance of the desired Prospectus Defense date. Attach a copy of your abstract. The department will appoint one ECE Tenure or Tenure-Track Committee member to serve as the prospectus defense chair. The department may appoint one additional reader.

NOTE:

All College of Engineering PhD students must complete the **RCR** training prior to completing the Prospectus Defense. Successful completion of both the Advanced RCR requirement and the Prospectus Defense are required to receive the Post-Prospectus stipend increase. A copy of the certificate of completion must accompany this form.

#5 **ECE Department** – Sign Item 5. The original goes to the defense chair (abstract attached) and **a copy (abstract attached) to the ECE Department Office**. The schedule must be set and appropriate parties notified at least *two weeks* in advance of the actual Prospectus Defense. The ECE department is responsible for arranging publicity for the defense. The ECE department is also responsible for indicating whether the RCR requirement has been met.

#6, 8, & 10 **Defense Chair** – indicate the committee decision in item #6, sign item #8 and enter the next scheduled committee meeting on line #10 and the milestones for that meeting.

#9 **The original form with signatures (any conditions attached) must be returned to the Academic Program Manager in the ECE department.**

Once item #9 has been signed, the ECE Department will formally inform the student of the committee's decision.

PROSPECTUS DEFENSE CHECKLIST

3 weeks prior to the defense date:

- Student sends written copies of prospectus to committee members
- Student reserves a room <http://www.bu.edu/eng/departments/ece/reserve-a-room/>

2 weeks before the defense:

- Submit the signed Prospectus Defense Form to Academic Programs Manager
- Submit a copy RCR training completion certificate to Academic Programs Manager

Day of the defense:

- Bring the signed prospectus defense form to the defense meeting
- The defense chair will bring this to the Academic Programs Manager with committee decision at the end of the defense.

PROSPECTUS GUIDELINES

LaTeX format is preferred

1. Title Page – This should contain the name, department, phone number, and e-mail address of the author, title of proposed research, name of research advisor, other members of the committee, date and location of proposed defense.
2. Prospectus Summary – The summary is not an abstract - it is a self-contained description of the proposed research. It should be limited to one page in length. The summary should be written in the third person and include a statement of objective that precisely defines what the proposed research is intended to accomplish, methods to be employed, and the significance of the proposed research to the advancement of knowledge. It must be understandable to a scientifically literate reader.
3. References outside of page limit.
4. CV to be included at the end, no more than 2 pages.
5. Prospectus Body—Maximum length 10 pages, 11-point font, and single-spaced with 1-inch margins.