

**Ph.D. PROGRAMS
in
ENGINEERING
at
BOSTON UNIVERSITY
(Ph.D. Handbook)**

A Guide for Students and Faculty

2009/2010 Academic Year

**College of Engineering
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1 INTRODUCTION

This document presents an expanded description of the requirements for earning a Ph.D. in an engineering discipline at Boston University. It also outlines the administrative and operational details involved in completing these requirements. It is intended to serve as a reference guide for students and faculty in the College of Engineering. The degree of Doctor of Philosophy (Ph.D.) may be earned through programs of study and research in the following disciplines:

1. **Biomedical Engineering**
2. **Computer Engineering**
3. **Electrical Engineering**
4. **Engineering Science**
5. **Materials Science and Engineering**
6. **Mechanical Engineering**
7. **Systems Engineering**

2 ADMINISTRATION OF THE Ph.D. PROGRAM

The Departmental/Division Graduate Committees, and in particular the Chairpersons of these committees, are involved in most aspects of Ph.D. students' programs. These committees serve as admissions committees, administer the qualifying examinations in their respective special field areas, recommend petitions, and monitor the progress of each student toward completion of degree requirements. The Department Graduate Associate Chairs and Division Associate Heads are also members of the College of Engineering Graduate Committee. The Associate Dean for Research and Graduate Programs serves on this Committee as an ex-officio (non-voting) member.

The College of Engineering Graduate Committee administers the qualifying examination Engineering Science. The Committee also serves to recommend policy and regulations which impact College-wide graduate program issues.

Faculty and students are encouraged to contact the Graduate Associate Chair or the Division Associate Head in their department/division or the Associate Dean for Research and Graduate Programs for assistance in matters relating to an Engineering Graduate Program. Please refer to the Directory in Section 16.

3 ADMISSION

Students may be admitted to the Ph.D. program with either a Bachelor's or a Master's degree, or its equivalent, in engineering or a closely related field. Individuals who enter the postbachelor's Ph.D. degree program are required to declare the M.S. degree upon fulfillment of the degree requirements of their department/division. Part-time study may be considered in some circumstances.

Students are encouraged to matriculate in September to avail themselves of financial aid, orientation programs, and annual course sequences. January matriculation is also possible. International students requesting financial aid for September must submit a completed application by December 15th. The deadline for U.S. citizens and permanent residents (domestic applicants) requesting financial aid is January 15th. The application deadline for admission without financial aid is April 1st for the fall semester. All applications for the semester beginning in January must be received by October 1st. Financial aid for January applicants is limited. Decisions for financial aid are made in conjunction with the admission application.

All applicants are required to submit results from the General Graduate Record Examination (GRE). Applications submitted without the application fee of \$70 are not considered. Additional information and requirements can be found in the College of Engineering Graduate Programs Bulletin, at www.bu.edu/bulletins/eng, or at www.bu.edu/eng/grad/apply.

4 ADVISOR AND STUDY PLAN

4.1 Advisor

All degree-seeking students must have an advisor in the department/division of their major field. New students will be assigned an advisor at registration. If one is not assigned by the time of registration or if the student wishes to change his/her advisor, the student should consult with the Department Graduate Associate Chair or Division Associate Head (see the Directory in Section 16). As soon as an advisor has been assigned or changed, it is up to the student to provide that individual's name to the Department/Division Office.

4.2 Program of Study

A program of study must be approved by the student's advisor and submitted for further approval to the appropriate Departmental/Division Graduate Committee no later than the end of the first semester. A copy of the plan should be submitted to the Department/Division Office for the student's file. Failure to obtain approval of such a plan of study within this time frame will preclude registration in the subsequent semester.

4.3 Academic Standards

Grades of C+ or lower are interpreted as failures for Ph.D. degree programs. Students in the program who receive such grades in more than two semester courses (or more than a total of eight credit hours) will be withdrawn from the program. Students in the postbachelor's Ph.D. program who declare an M.S. degree may use coursework with grades of C or C+ to satisfy the M.S. degree requirements.

4.4 Auditing Courses

An auditor is a student who attends a class to acquire knowledge, but not to earn credits or a grade. Audited classes do not count towards degree requirements. An auditor may not change his or her status after the fifth week of classes. Auditors must attend classes regularly, do assigned reading, and participate in discussions, but they are excused from examinations.

Auditors are admitted to a course on a space-available basis subject to the rules of the School or College offering the course. Auditors are subject to the full tuition and fees of the course. Scholarships will not cover tuition for audited courses.

Ph.D. students who have completed all credit requirements as outlined in Sections 8.4 and 8.5 are entitled to officially audit one course each semester, excluding summer term, at no charge. Engineering graduate courses at the 900 level, language courses, physical education courses, studio courses, or courses with laboratories may not be audited. Students eligible to audit a course should confirm their eligibility with the department.

5 TUITION

2009 - 2010 Tuition and Fees

Tuition for part-time students is \$1,184 per credit plus a registration fee of \$40 per semester. Students registering for twelve credits or more each academic semester are obliged to pay the full-time tuition of \$37,910 per academic year plus fees.

George Sherman Union Fee

Full-time Graduate students - Charles River Campus **\$190 per academic year**

Health Fee

Full-time Graduate students - Charles River Campus **\$196 per academic year**

Engineering Graduate Student Fee

\$30 per academic year

Medical Insurance-Student Basic

\$1,517 per academic year

***The medical insurance requirement.** Students enrolled for 3/4 time or more and all international students must enroll in the University's medical insurance plan unless proof of other comparable health insurance is provided. If a student has other coverage and fails to submit a Waiver to Student Accounting Services by the deadline, that*

student is still obligated to pay the medical insurance charge. The University cannot accept medical insurance waivers based on coverage by an insurance company outside the United States. For additional information, see www.bu.edu/comp/saweb/medins.html.

6 TUITION SCHOLARSHIPS

6.1 Graduate Research Assistantships

Graduate Research Assistants in good academic standing, who receive a qualifying stipend, \$9,200 per semester, to conduct research from a qualified grant providing the required indirect cost, are eligible to receive up to ten credits tuition for graduate courses *applicable toward their degree* during each semester they work as an RA. Partial stipends, of at least \$5,000 per semester, paid from a qualifying grant, will entitle a partially funded Research Assistant to two credits of tuition scholarship.

6.2 Graduate Teaching Fellowships

Graduate Teaching Fellows in good academic standing, who receive the full stipend rate of \$9,200 per semester during the academic year, are eligible to receive up to ten tuition credits during each semester during the academic year, for graduate courses *applicable toward their degree*. In addition, Graduate Teaching Fellows are eligible to receive up to four tuition credits for each semester taught during the academic year to be used the following summer for courses *applicable toward their degree*. A maximum of twenty-four credits may be used over a calendar year. For example, if a Graduate Teaching Fellow uses ten credits in the Fall semester and ten credits in the Spring semester, he or she is eligible for four credits of required coursework the following summer. A Graduate Teaching Fellow who uses eight credits in the Fall semester and eight credits in the Spring semester, is eligible for up to eight credits of required coursework the following summer.

6.3 Dean's Fellowships

Dean's Fellows receive full-time tuition scholarship for coursework applicable toward their degree during the academic year and must maintain a full-time course load of sixteen credits. Dean's Fellows will be paid a monthly stipend of \$2,300 during the academic year (eight payments, September through April) as long as they maintain good academic standing. In addition, Dean's Fellows receive a one-time, first-year relocation supplement of \$1500 at the end of September. The Dean's Fellowship is a one academic year, non-renewable scholarship.

6.4 Additional Benefits and Restrictions

The scholarships listed above provide for individual enrollment in the Boston University Medical Plan, a cost of \$1,517 for the 2009/2010 academic year.

Only courses applicable toward the degree will be covered by any type of tuition scholarship. Courses not applicable toward the degree and courses for which the grade of "W" (withdrawn) or "AU" (audit) is received will not be covered by tuition scholarship. ***The tuition scholarship will be withdrawn in such cases and the student will be responsible for full payment of the tuition charges.*** No student may work as either a Research Assistant or Teaching Fellow during the academic year without pursuing coursework toward their degree.

For more information please contact the Manager of Financial Aid in the Graduate Programs Office, 48 Cummington Street, Second Floor.

7 SCHEDULE

Obtain an Advisor	By the end of first semester after matriculation.
Submit Study Plan	By the end of first semester after matriculation.
Register for classes	<u>Before</u> the start of the semester.
Apply for Certified Full-Time Status (if required)	<u>Before</u> the start of the semester.
Mathematics Requirement	See specific departmental/division requirements. Must complete by the end of the fifth semester.
Subject Qualifying Examination	See specific department/division requirements. If no specific department/division requirement, then a student must take and pass by the end of the fifth semester.
Ph.D. Candidacy	Official candidacy is achieved after passing the qualifying examination and completing the mathematics requirement no later than the end of the fifth semester. Both the postbachelor's and post-master's degree programs must be completed within five years of the student's acceptance into Ph.D. candidacy.
Meet with Major Advisor	Prior to each semester to discuss course of action for degree program. Set up a research project for prospectus.
Scheduling of Prospectus Defense	See section on Prospectus Defense. A student is required to present a Prospectus Defense within two years of attaining candidacy. No student will be allowed to present a Prospectus Defense who has not become a candidate in the Ph.D. Program.
Declare M.S. degree	Postbachelor's Ph.D. students should declare their M.S. degree. See section 8.4.
Diploma application	To be submitted to the Department Office by: November 1, 2009 for the January 2010 Graduation; February 1, 2010 for the May 2010 Graduation.
Dissertation Abstract	See section on Final Oral.
Last day to hold Final Oral Examination	December 31, 2009 for the January 2010 Graduation. April 9, 2010 for the May 2010 Graduation.
Approved and signed dissertation due in the Department Office	January 8, 2010 for the January 2010 Graduation. April 16, 2010 for the May 2010 Graduation.
Library Submission	See section on Library Submission.

8 REQUIREMENTS

8.1 Registration

All students are required to register each academic semester (Fall and Spring) unless on an approved Leave of Absence. A continuing student is required to register prior to the registration deadline or a late fee will be assessed. If a student needs to be registered for either of the summer terms, it is his/her responsibility to do so.

8.2 Leave of Absence or Withdrawal

Normally, students must register for each academic semester (excluding summer term) until the completion of all degree requirements. If a student requires a leave of absence, it is the student's responsibility to submit a completed "Withdrawal/Leave of Absence" form (see the list of forms in Section 15) to the Graduate Programs Office. Students are allowed a maximum of two semesters of leave without having to re-apply to the program. Beyond two semesters, the student must submit a petition approved by the advisor and the Department Graduate Associate Chair or Division Associate Head to the Graduate Programs Office. *The Leave of Absence/Withdrawal form must be submitted before the first week of classes, or the student is responsible for a certain percentage of the cost of his/her tuition, based on the exact day the form was submitted to the Graduate Programs Office.* Mere absence from classes does not reduce a student's financial obligation or guarantee that a final grade will not be recorded.

A student who withdraws from the University before classes start is eligible to receive full credit of tuition and fees excluding non-refundable deposits and the application fee. No fees are returned after classes start. A request for a withdrawal or leave of absence is effective on the day it is received in the appropriate office; charges are canceled based on the effective date in accordance with the University's published refund schedule available at www.bu.edu/reg. A credit balance (overpayment) resulting from withdrawal, cash payment, and/or other adjustment will be refunded by request in writing, or in person, at the Student Accounting Services, 881 Commonwealth Avenue, Boston, MA 02215.

The period of authorized leave of absence is counted as part of the time allowed for completion of degree requirements.

International students must also contact the International Students and Scholars Office when taking a leave of absence or when withdrawing from the University.

All students receiving financial aid or student loans should contact the Manager of Financial Aid, Graduate Programs Office, 48 Cummington Street, Second Floor, regarding their continued eligibility for those funds. ***Tuition scholarship will not cover the cost of courses from which a student withdraws.*** Federal funds will be disbursed on a pro-rated basis, depending upon the actual date of leave or withdrawal.

8.3 Full-Time Status

Normally, no more than four (4 credit) courses should be taken concurrently. Students such as RA's and GTF's generally register for eight credits each semester until completion of all credit requirements. The only exception is an authorized Leave of Absence. *All International students must be classified full-time to maintain their visa status.* Students who need to be certified full-time **must** complete a "Certificate of Full-Time Participation in Graduate Program" form (see the list of forms in Section 15). This form must be completed **each semester** at the time of registration. This form must have the appropriate eligibility box checked off with the signatures of the Advisor and the Department Graduate Associate Chair or Division Associate Head before it can be processed by the Graduate Programs Office.

8.4 Credit Requirement for Postbachelor's Ph.D. Students

Postbachelor's Ph.D. students are required to complete a minimum of 64 credits applicable to their degree. Of this total, 32 credits must be structured courses of which 28 credits must be at the 500 level or higher. A minimum of 16 research/dissertation credits is required. In addition, each Department/Division has specific requirements as described in the Engineering Graduate Programs Bulletin. Students should consult their Department Graduate Associate Chair or Division Associate Head for further information.

Students admitted to BME with an M.D. degree or to the dual M.D./Ph.D. program are required to complete a minimum of 48 credits. Of this total, 20 credits must be structured courses and a minimum of 16 credits must be research/dissertation.

Postbachelor's Ph.D. students admitted to the program beginning Fall 2005 are required to declare the M.S. degree upon fulfillment of the degree requirements. Students enrolled in the dual M.D./Ph.D. program are exempt from this requirement. A completed prospectus may be used to satisfy an M.S. project or thesis requirement.

It is strongly recommended that students admitted to the postbachelor's Ph.D. program prior to Fall 2005 also declare the M.S. degree upon completion of the degree requirements.

8.5 Credit Requirement for Post-Master's Ph.D. Students

There are no structured course requirements for post-master's Ph.D. students; however, students are required to complete 32 credits applicable to their degree. Of those, a minimum of eight credits of research/dissertation are required. Students should consult with their Department Graduate Associate Chair or Division Associate Head to determine specific departmental requirements. Post-master's Ph.D. students, who have completed all credit requirements, are required to register for a minimum of two research or dissertation credits each academic semester unless taking a specific course or on an approved Leave of Absence. *Courses below the 500 level are not applicable to the post-master's Ph.D. program.* Post-master's Ph.D. students are not permitted to declare an M.S. degree. Questions concerning this policy should be directed to the department graduate administrator.

No courses may be transferred from other universities to reduce the 32 credit requirement. Specific requirements relative to the selection of courses, seminars, and research or directed study will be determined in consultation with the student's advisor.

Post-master's Ph.D. students who obtained their Engineering Master's degree at Boston University may petition to apply credits not used for their Master's degree to their Ph.D. program. Only credits that are applicable to degree requirements are acceptable (i.e., 500 level and above, a B or better, etc.). The student is required to fill out a petition form and have it signed by his/her advisor and Department Graduate Associate Chair or Division Associate Head before submitting it to the Graduate Programs Office for processing.

8.6 Residency Requirement

Each student must satisfy the minimum residency requirement of two consecutive regular semesters of full-time graduate study at Boston University. Full-time study in this context is a full-time commitment to the completion of degree requirements as determined by the Associate Dean for Research and Graduate Programs. **In order to graduate**, students must be registered as full or part-time students in the semester in which they complete degree requirements and in the preceding semester.

9 QUALIFYING EXAMINATION & MATHEMATICS REQUIREMENT

9.1 General Information

Students must:

1. satisfy a mathematics requirement, and
2. pass a comprehensive examination covering basic knowledge in one area of specialized study (the special field or subject exam)

The student's area of concentration determines the specific nature and scope of the subject examination. The subject matter of the examination is typically covered in advanced undergraduate courses, although the questions require an understanding and insight beyond the coursework normally achieved by undergraduates. Each department/division coordinates the administration of the subject exam. The College of Engineering Graduate Committee administers the Engineering Science Examination. The qualifying examination is limited to two attempts.

Departments/divisions may limit attempts of the subject examination to one if they so choose. Students who do not pass the qualifying exam or who do not fulfill the mathematics requirement are withdrawn from the Ph.D. program. All Ph.D. students are required to pass the Subject Qualifying Examination and fulfill the mathematics requirement no later than the end of their fifth academic semester unless required to do so earlier by their department/division.

For specific departmental/division requirements see Sections 9.3 through 9.9.

9.2 Requirements for Transfer Ph.D. Students

Transfer students must provide ample evidence they have satisfactorily passed comparable examinations to the Departmental/Division Qualifying Examination and satisfied the mathematics requirement.

A student interested in waiving a qualifying examination requirement or a mathematics requirement should submit a petition (see the list of forms in Section 15) for review by the College of Engineering Graduate Committee. The petition must be approved by the advisor and the Department Graduate Associate Chair or Division Associate Head. Copies of qualifying examination(s) taken at the previous institution must be attached. The petition is then submitted to the Director of Graduate Programs, 48 Cummington Street, Second Floor, to be placed on the agenda for the next Engineering Graduate Committee meeting. The Graduate Committee will require a recommendation for a waiver from the student's department/division.

9.3 Mathematics Requirement

Students must satisfy a mathematics requirement which is determined by the department/division and approved by the College.

9.3.1 Mechanical Mathematics Requirement

Postbachelor's Ph.D. students

Complete, with a grade of B+ or better, one of the listed courses available from the department's academic programs manager.

Post-master's Ph.D. students

Complete the postbachelor's requirement; or,
Submit evidence of successful completion, a grade of B+ or better, of an equivalent course as determined by the department's graduate committee.

All Ph.D. students are required to fulfill the mathematics requirement no later than the end of their fourth academic semester.

The list of courses will be reviewed periodically by the department's graduate committee.

9.3.2 Biomedical Mathematics Requirement

All Ph.D. students are required to pass the BME Ph.D. mathematics requirement. Additional information is available from the department's academic programs manager.

9.3.3 Electrical and Computer Mathematics Requirement

Postbachelor's Ph.D. students

Complete, with a grade of B+ or better, one of the following courses:

Any major:	EK501
EE:	EC501, EC505, EC515, EC516, EC574
CSE:	EC504, EC533, EC534, EC541, EC561

Post-master's Ph.D. students

Complete the postbachelor's requirement; or,
Submit evidence of successful completion, a grade of B+ or better, of an equivalent course as determined by the department's graduate committee.

All Ph.D. students are required to fulfill the mathematics requirement no later than the end of their fourth academic semester.

The list of courses will be reviewed periodically by the ECE Graduate Committee.

9.3.4 Materials Science Mathematics Requirement

Postbachelor's Ph.D. students

Complete, with a grade of B+ or better, one of the following courses:
ME512, EK501, MS/EC574, MS508, MS/ME527

Post-master's Ph.D. students

Complete the postbachelor's requirement; or,
Submit evidence of successful completion, a grade of B+ or better, of an equivalent course as determined
by the division's graduate committee.

All Ph.D. students are required to fulfill the mathematics requirement no later than the end of their fourth academic semester.

The list of courses will be reviewed periodically by the division's graduate committee.

9.3.5 Systems Mathematics Requirement

Postbachelor's Ph.D. students:

Complete, with a grade of B+ or better, one of the following courses:
SE/EC/ME501, SE/EC524, EC505, EK500, SE/EC/ME710, SE/ME714

Post-master's Ph.D. students:

Complete the postbachelor's requirement; or,
Submit evidence of successful completion, a grade of B+ or better, of an equivalent course as determined
by the division's graduate committee.

All Ph.D. students are required to fulfill the mathematics requirement no later than the end of their fourth academic semester.

The list of courses will be reviewed periodically by the division's graduate committee.

9.4 Subject Qualifying Examinations

9.4.1 All students must pass one of the following subject examinations in the department of his/her major field:

- (a) Mechanical Engineering
- (b) Biomedical Engineering
- (c) Electrical and Computer Engineering
- (d) Materials Science and Engineering
- (e) Systems Engineering
- (f) Engineering Science

Next offering of subject exams:

Mechanical	April 2010
Biomedical	June 2010
Electrical/Computer	April 3, 2010
Materials Science	January 2010
Systems	May 2010

9.4.2 Rules Governing the Subject Examinations

**DEPARTMENT/
DIVISION**

POSTBACHELOR'S Ph.D.

POST-MASTER'S Ph.D.

Mechanical

Must pass within the first two

Must pass within the first two

	times the exam is offered.	times the exam is offered.
Biomedical	Must pass oral qualifier at end of first academic year.	Must pass oral qualifier at end of first academic year.
Electrical/Computer	Must pass within four semesters. Those matriculating in January must pass within five semesters.	Must pass within four semesters. Those matriculating in January must pass within five semesters.
Materials Science	Should take within three semesters and must pass within four semesters.	Should take within three semesters and must pass within four semesters.
Systems	Must pass within three semesters. Those matriculating in January must pass within four semesters.	Must pass within three semesters. Those matriculating in January must pass within four semesters.

9.4.3 A leave of absence will not exempt an individual from completing the Subject Qualifying Examination within the required time frame.

9.4.4 Subject examinations are generally administered by Departmental/Division Graduate Committees. The Engineering Science examination is administered by the Engineering Graduate Committee. Information regarding content and scheduling should be directed to the Chairpersons of the Department/Division Graduate Committees (see the Directory in Section 16). Copies of previous subject examinations may be obtained from the Department/Division Office.

9.4.5 The Subject Qualifying Examination is normally taken by admitted Ph.D. students; but, it may be taken by a currently enrolled Master's student upon the recommendation of the student's Department/Division Graduate Committee.

Any person not registered as either a College of Engineering Master's or Ph.D. student **will not be allowed to participate** in the Subject Qualifying Examination.

9.4.6 Two failures of the subject examination result in withdrawal from the program, with the exception that departments/divisions may limit the exam to one attempt. If a student fails the examination for a second time, the student does have the right to petition the outcome of that exam. A petition **MUST** be completed within thirty (30) days after the notification of failure. The student must fill out a "College of Engineering Petition" form, obtain his/her advisor's signature, and submit it to the Department Graduate Associate Chair or the Division Associate Head for the department's/division's recommendation. The petition form is then submitted to the Director of Graduate Programs, 48 Cummington Street, Second Floor, to be placed on the agenda for the next Engineering Graduate Committee meeting. The student will receive written notification of the Engineering Graduate Committee's decision.

9.5 Mechanical Subject Qualifying Examination

The Mechanical Engineering Ph.D. Qualifying Exam is held once a year in April. It consists of written and oral components.

All ME doctoral students must pass the examination within the first two times that it is offered after their matriculation. If the student chooses not to take the exam the first time it is offered, the student will only have one opportunity to take the exam (i.e., during the second offering). Students who fail the exam in the first offering must retake the entire exam. Failing the exam twice results in withdrawal from the Ph.D. program. Students must register for the exam in advance by completing an application form (available on the ME webpage) and submitting it to the ME Graduate Coordinator. The application deadline is in early March.

9.6 Biomedical Subject Qualifying Examination

The BME Qualifying Examination is an oral qualifying examination. The emphasis of the exam is on integration of basic knowledge gained in the core courses, and, relating that knowledge to the student's chosen research interests.

Please refer to the Department of Biomedical Ph.D. Guidelines handout for specific exam, registration deadlines and format information and contact the department office to register for the exam.

For students receiving conditional passes, conditions for qualification are determined by the BME Graduate Committee. Students who fail the exam are not allowed to re-take it and are withdrawn from the program. Such students can request to remain in the program only by formal petition to the BME Graduate Committee within 30 days of receiving exam results.

9.7 Electrical and Computer Subject Qualifying Examination

The Electrical and Computer Engineering examination is offered once a year. The 2009/2010 examination will be held on Saturday, April 3, 2010. Copies of previous exams are available online, under the Student Tools section of the ECE website.

Ph.D. students have four semesters to pass the exam (five semesters for those matriculating in January). Master of Science students who will be continuing on to the Ph.D. program are encouraged to attempt the exam during the last semester of their Master's degree studies.

The exam is graded on a pass/fail basis. Students have two opportunities to pass the exam within the allowed time frames. The examination is closed book and based on advanced undergraduate and introductory master's level material. Questions are written to stress mastery of major concepts and problem solving ability.

9.8 Materials Science Subject Qualifying Examination

The Materials Science and Engineering subject qualifying examination will cover the core courses listed in the College of Engineering Graduate Bulletin. The examination will be offered each year in January and, as needed, in May.

The exam consists of two parts, written and oral. The pass/fail decision will be based on the student's performance in both parts. Depending on the performance, students will be placed in one of the three following categories: Pass, Re-take, or, Fail. Students in the Re-take category will get one more chance to pass the exam the next time it is offered. Students who fail the exam will be withdrawn from the Ph.D. program. Such students can request to re-take the exam through a petition endorsed by the research advisor to the Materials Science and Engineering Graduate Committee within 30 days of receiving exam results. The Materials Science and Engineering Graduate Committee will evaluate the petition in consultation with the Area Exam Committee.

9.9 Systems Subject Qualifying Examination

The Division of Systems examination is offered once a year. The 2009/2010 examination will be held in late May 2010.

Ph.D. students have three semesters to pass the exam (four semesters for those matriculating in January).

The exam will be graded on a pass/fail basis. The students have two opportunities to pass the exam within the allowed timeframes. The examination is closed book. Information regarding the content of the exam is available online, under the Ph.D. Program section of the Division of Systems Engineering website.

10 Ph.D. CANDIDACY

A student is admitted to Ph.D. candidacy upon successful completion of the mathematics requirement and the subject qualifying examination. At that time the candidate will receive formal notification of Ph.D. candidacy from his/her Department/Division Office. Students should take the initiative by checking with his/her department/division if they do not receive a candidacy letter within a reasonable time after fulfilling both requirements.

The maximum period allowed between matriculation and acceptance to Ph.D. candidacy is usually five semesters, but departments/divisions can specify a lesser time frame based on qualifying examination results. The period of an authorized leave of absence is counted as part of the time allowed for completion of degree requirements.

Students are required to present their Prospectus Defense within two years of attaining candidacy.

In no instance will a student be allowed to present a Prospectus Defense until he/she has become a Ph.D. candidate.

Ph.D. students enroll for research credits until they pass their Prospectus Defense. After that time, they are eligible to enroll for either dissertation or research credit.

Once entered, Ph.D. candidacy will expire on its fifth anniversary. The student may need to petition the Engineering Graduate Committee for an extension of time. The "College of Engineering Petition" form (see the list of forms in Section 15), with appropriate signatures should be submitted to the Director of Graduate Programs, 48 Cummington Street, Second Floor. The petition should include a plan or timeline for completion; an explanation of why the dissertation has not been completed on time; and, confirmation from the advisor that he/she agrees to the plan. The petition will be reviewed by the Engineering Graduate Committee and the student will be advised in writing of the outcome. **No student will be allowed to defend a completed Ph.D. dissertation if he/she is not a Ph.D. candidate.**

11 DISSERTATION PROSPECTUS DEFENSE

11.1 Overview

Within two years of attaining candidacy, it is required that a Ph.D. candidate will present an Oral Dissertation Proposal to the prospective dissertation committee and obtain approval for the dissertation. A complete package of information and necessary forms can be obtained from the Department/Division Office. In no instance will a student be allowed to present a Prospectus Defense until he/she has become an "official" Ph.D. candidate. Ph.D. students should check with their Department/Division office for any additional rules or restrictions.

11.2 Dissertation Topic

A research problem is selected after initial discussions between a faculty Research Advisor and the student. The student registers for research credits until sufficient investigation of the topic has been undertaken to believe the subject is worthy of a dissertation, and at that time a Dissertation Committee is formed.

11.3 Prospectus Defense Committee

The Prospectus Defense Committee will normally consist of a minimum of three College of Engineering tenured or tenure-earning faculty and must include at least two faculty members of the academic department in which the student is enrolled. Membership of the committee generally constitutes the nucleus of the Final Oral Examination Committee.

The composition of the Prospectus Defense Committee is to be reported to the Department Graduate Associate Chair or Division Associate Head by the Research Advisor prior to scheduling the Prospectus Defense. The Chairman of the Committee is the student's Research Advisor. A major doctoral Research Advisor who is not a member of the doctoral student's department/division may serve under the following two conditions:

- a. He/she is approved by the department's/division's Graduate Committee.
- b. A faculty member of the doctoral student's department/division accepts to serve as co-major Research Advisor.

Occasionally scholars from outside the University serve on dissertation committees. When a scholar is from outside the University a "Special Service Appointment" form (see the list of forms in Section 15) must be completed. A copy of the person's vitae and the completed form, with the Department Graduate Associate Chair's or Division Associate Head's approval is submitted to the Associate Dean for Research and Graduate Programs. The student will be notified in writing of the approval or disapproval of the person requesting special appointment.

11.4 Dissertation Prospectus

The student must provide a copy of the Dissertation Prospectus to all members of the Prospectus Defense Committee. The proposal should include:

- a statement of the problem to be investigated
- its background and significance
- approach(es) to be followed for its resolution
- preliminary results
- anticipated timetable for completion
- pertinent bibliography

The proposal should specifically document the anticipated contribution that this work will have to the body of knowledge. A separate page listing the proposed title, author's name, Research Advisor's name and an abstract of no more than 350 words must also be submitted.

The preferred format is similar to that of proposals submitted to a Federal Agency. There is a 25 page (single space) limit on the scientific portion of the proposal. This includes tables and figures but does not include the bibliography. Please refer to the "Guide For the Writers of Theses and Dissertations" (see list of forms in Section 15).

After reading the Dissertation Prospectus and agreeing that the student is ready, the Prospectus Committee members will indicate their approval on the "Ph.D. Dissertation Prospectus Defense" form (see list of forms in Section 15). It is the student's responsibility to obtain the necessary committee members' signatures and an agreed upon date and time for the presentation. The student is responsible for reserving a room for the presentation. When all this has been completed and noted on the "Dissertation Prospectus Defense" form, the form (with abstract attached) is submitted to the Department Graduate Associate Chair or Division Associate Head for approval. The Department Graduate Associate Chair or Division Associate Head must indicate approval on the form, send a copy of the form and the abstract to the Department Office and then forward the original form to the Chair of the Prospectus Committee. It is the Chair's responsibility to bring the original form containing the Committee Members' signatures to the oral presentation.

11.5 Oral Presentation of the Prospectus

A public oral presentation of the Prospectus must be held to describe the research and demonstrate the student's preparation. The schedule of the oral presentation is distributed by the department once the student is advised by the Committee that the proposal is accepted for the oral defense.

The oral defense will be scheduled no earlier than two weeks after the written Prospectus is accepted by the committee. The title, abstract, date, time and location of the Oral Proposal Defense must be submitted to the Department Graduate Associate Chair or the Division Associate Head, with a copy to the Department/Division Office, two weeks before the Prospectus Defense. Necessary form(s) and description of defense procedures are available in the Department/Division Office.

It is the Department's/Division's responsibility to provide adequate publicity for the student's Prospectus Defense.

The faculty Research Advisor should chair the Defense and begin with an introduction of the Ph.D. student. The introduction should include a brief description of the student's academic background. The student should restrict the length of the presentation to approximately one hour. During this period, questions may be asked by Committee Members or the audience. The Chair should guard against digressions and inappropriate questioning during the presentation. Following a reasonable question period, the student and the audience are dismissed and the Committee remains to complete its assessment of the Prospectus Defense.

11.6 Assessment of the Prospectus Defense

The Dissertation Prospectus Committee is charged with assessing the appropriateness of the problem and the student's preparation based on the written dissertation proposal and the oral presentation. The Committee must decide if the student passes, passes with conditions, or fails. The Committee may determine that the student needs additional courses and/or suggest revisions to the dissertation topic goals and approaches to the solution. If there are required revisions to the written proposal, or if additional course work is required, such conditions must be appropriately documented and attached to the Ph.D. Prospectus Defense Form.

11.7 Reporting of the Prospectus Defense

The Chair of the Committee will complete the "Prospectus Defense Results" section on the "Ph.D. Dissertation Prospectus Defense" form (see list of forms in Section 15). If the student is required to meet certain conditions, those conditions should be listed on a separate sheet and attached to the form. Those conditions should also contain time frames for completion. The Chair then signs the form and forwards it to the Department Graduate Associate Chair or Division Associate Head for signature.

After the Department Graduate Associate Chair or Division Associate Head records the results of the defense, the signed original "Ph.D. Dissertation Prospectus Defense" form is forwarded to the Department/Division Office. The department/division will confirm the results of the Prospectus Defense to the candidate in writing. If the results indicate that more work must be done and/or that specific conditions must be met, these conditions will be indicated in the letter to the student.

11.8 Registration after Passing Prospectus Defense

If they have not yet met the requirement of 64 credits as outlined in Section 8.4, postbachelor's Ph.D. candidates must enroll for a **minimum** of eight credits of dissertation or research each semester until the requirement is met. If post-master's Ph.D. students have not yet met their 32 credit requirement as outlined in Section 8.5, they must enroll for a minimum of eight credits of either dissertation or research credits each semester until they have met the requirement. Once all credit requirements have been satisfied, Ph.D. candidates must enroll for a minimum of two dissertation/research credits per semester until completion. Registration each semester allows the student to use all academic facilities of the University and entitles Ph.D. candidates to audit one course per semester, excluding summer term, at no charge. Students may not audit 900-level courses, language, physical education, studio courses or courses with laboratories. **Failure to register for two consecutive academic semesters without having been granted an authorized Leave of Absence will result in termination of degree status.**

12 FINAL ORAL REQUIREMENTS

Ph.D. candidates are expected to prepare and carry out an independent and original research project in their field of study in partial fulfillment of the Ph.D. requirement. The dissertation will be primarily guided by the Dissertation Advisor, with the advice of the remaining members of the Dissertation Committee. Students shall present themselves for a Final Oral Examination in which they must defend their dissertation as a worthy contribution to knowledge in their field and demonstrate mastery of their field of specialization as related to the dissertation.

Students are expected to read and follow the latest edition of the "Research Guide for the Writers of Theses and Dissertations" (see the list of forms in Section 15). Although students will have an opportunity to make final revisions to the dissertation and abstract after their Final Oral Examination, they should not regard their Final Oral Examination version as a "rough draft." Specifically, this version of the abstract is the version circulated to the College of Engineering, members of the examining committee and the Office of the Provost and Executive Vice President. A final version of the abstract is submitted with the definitive version of the dissertation for publication in *Dissertation Abstracts International*.

No student will be allowed to defend a completed Ph.D. dissertation if he/she is not a Ph.D. candidate. These are the minimum requirements of the College of Engineering. Ph.D. students should check with their Department/Division Office for any additional rules or restrictions.

12.1 Final Oral Defense Committee

The nucleus of the Final Oral Examination Committee is normally comprised of the Prospectus Defense Committee. **The minimum Final Oral Committee size is five:** two of the five members on the committee must be (tenured or tenure earning) faculty from the student's academic department/division; the student's major advisor serves as the first reader; and, the Chair for the committee is assigned by the department/division. A reader cannot also act as the Chair for the committee. The Chair does not have to be a member of the student's academic department/division, but must be a member of the College of Engineering. A major doctoral Research Advisor who is not a member of the doctoral student's department/division may serve under the following two conditions:

- a. He/she is approved by the department's/division's Graduate Committee.

- b. A faculty member of the doctoral student's department/division accepts to serve as co-major Research Advisor.

When a scholar is from outside the University a "Special Service Appointment" form (see the list of forms in Section 15) must be completed. The completed form and a copy of the person's vitae, with the Department Graduate Associate Chair's or Division Associate Head's approval is submitted to the Associate Dean for Research and Graduate Programs. The student will be notified in writing of the approval or disapproval of the person requesting special appointment. If this process was followed during the Prospectus Defense, the information should already be in the student's file and will not need to be repeated. However, if this is a new member or for some reason the process was not followed at the time of the Prospectus Defense, it will need to be done prior to scheduling a date for the final defense. This is a College rule that will serve as a minimum requirement. Departments/divisions may adopt additional rules or prohibit outside major advisors.

12.2 Ph.D. Dissertation Defense Abstract

The candidate submits the abstract, maximum of 350 words, along with a "Ph.D. Dissertation Defense Abstract" form (see the list of forms in Section 15) to his/her major professor for approval and signature. Once the abstract has been approved by the major professor, signed, and a tentative defense date determined, the student is responsible for bringing the signed form along with a copy of the abstract to the Department/Division Office. **This must be at least three weeks prior to the proposed date of the dissertation defense.**

The Department/Division Office notifies the candidate in writing if it is acceptable or needs revisions. Once a final abstract has been approved, it is the responsibility of the student to send an electronic (e-mail) version of the abstract to the Department/Division Office for announcement purposes.

12.3 Final Oral Examination

The Final Oral is a public presentation of the candidate's dissertation. The presentation should clearly define the problem, describe the method(s) used to solve the problem, report results and establish significance of the results. The candidate should contact the Department/Division Office for **current** forms, guidelines and deadlines.

The purpose of the Final Oral Examination is to ensure that the dissertation constitutes a worthy contribution to knowledge in the candidate's field and that the candidate has attained mastery in his/her field of research specialization.

12.4 Arranging for a Final Oral Examination

In preparation for the Final Oral Defense, it is the candidate's responsibility, in conjunction with his/her Research Advisor, to appoint a Defense Committee. The Committee consists of those tenured or tenure-earning faculty who participated in the Prospectus Defense and others to make a minimum of four readers. A minimum of two members must be tenured or tenure earning faculty in the student's department/division. The chair, who cannot be a reader, for the Final Oral Examination is assigned by the department/division for a minimum total of five members. The Chair does not have to be a member of the student's academic department/division, but must be a member of the College of Engineering. If any Committee member is not a member of the Boston University faculty a "Request for Special Service Appointment in Engineering" form (see the list of forms in Section 15) must be submitted with his/her curriculum vitae to the Associate Dean for Research and Graduate Programs.

The candidate must provide a copy of the Dissertation to all members of the Final Oral Examination Committee prior to requesting that his/her examination be scheduled. The student can obtain a copy of "Guide for the Writers of Theses and Dissertations" (see the list of forms in Section 15), from the Department/Division Office. It is the candidate's responsibility to ensure that all formatting and reproduction requirements are met, including his/her Abstract and Dissertation.

The student is responsible for obtaining a preferred date and time for the presentation by having the agreement of all his/her Committee members.

It is the candidate's responsibility to obtain signatures of all Committee members on the "Ph.D. Final Oral Examination" form indicating they have read the dissertation and agree the individual is prepared to proceed. It is suggested that the candidate practice his/her presentation with his/her advisor prior to the actual presentation. The

candidate obtains the Department Graduate Associate Chair's or Division Associate Head's signature indicating approval of the Committee and scheduled Defense date. The candidate then submits the form to the Department/Division Office. **This must be done, at a minimum, two weeks prior to the defense.** Candidates must adhere to the current deadlines for completing the Final Oral Examination and submitting their Dissertation (see the list of deadlines in Section 14).

Room arrangements are made by the Department/Division Office. The name of the Chairperson, who cannot also be a reader, is provided to the candidate by the department/division. It is the student's responsibility to arrange a meeting with the Chair prior to his/her presentation. The student is also responsible for providing the Chair with a copy of the dissertation.

It is the department's/division's responsibility to provide adequate publicity for the student's Final Oral Defense a minimum of two weeks prior to the Dissertation Defense.

The signed original "Ph.D. Final Oral Examination" form is sent to the Chair by the Department/Division Office. The Chairman brings the original form to the presentation.

12.5 Conduct of the Final Oral Examination

No Final Oral Examination may begin unless all College approved committee members, as listed on the "Final Oral Examination," form are present. It is the Chairman's responsibility to enforce this requirement. The faculty Research Advisor or Committee Chair should introduce the candidate and include a brief academic background description.

The candidate should restrict the length of the presentation to approximately one hour. The candidate's conduct should be of a professional manner, and any handouts, slides etc., should be neatly prepared. During this period, questions of clarification may be asked by the Committee members or the audience.

The Chair should guard against digression and inappropriate questioning during the presentation. It is the Chair's responsibility to ensure the student's presentation is given the respect it deserves by not allowing Committee or audience members to have side discussions.

Following a reasonable question and answer period, the audience should be dismissed by the Chair. The Committee may wish to ask additional questions of the candidate at this time. Following this additional questioning by the Committee, the candidate should be excused so the Committee may complete its assessment of the Defense and Dissertation.

12.6 Assessment of the Final Oral Examination

The Final Oral Examination Committee is charged with assessing the completeness of the research, contribution to knowledge, and the candidate's mastery of his/her research area, based on the written dissertation and the oral presentation. Vote may be ballot or voice. A unanimous vote is required for a candidate to pass. It is the Chairman's responsibility to call the candidate back after the Committee has reached a decision. The Chairman will advise the student of the Committee's decision. At this time the candidate should be advised of any changes that must be made to the final title, abstract or dissertation document.

12.7 Reporting the Results of the Final Oral Examination

The College's "Ph.D. Final Oral Examination Form" must be completed at the examination, with specific indication of whether the title, abstract and dissertation are acceptable as submitted. It is the Chair's responsibility to see that this form is completed and signed. Any required revisions are to be noted on the form and a separate piece of paper indicating what is to be done is then attached to the form. Time frames should be included in the listing. Committee members should sign off on the "Ph.D. Final Oral Examination" form at this time, **but will refrain from signing the Approval page until all conditions have been met.** Any revisions must be completed as soon as possible and in accordance with the committee's requirements. If all requirements are acceptable, the Approval page (see the list of forms in Section 15) of the dissertation is to be signed by **all** Committee members, except the Chair.

The Chair delivers the signed "Ph.D. Final Oral Examination" form and any attachments to the Department Graduate Associate Chair or Associate Division Head. The Department Graduate Associate Chair or Associate

Division Head records the results and sends the signed document to the Department/Division Office. It is the responsibility of the Department/Division Office to ensure that all necessary information is recorded with the University.

12.8 Dissertation Approval

Final approval of the title, abstract and dissertation, if not given at the time of the examination, will be indicated by the signatures of **all** Committee members, except the Chairperson, on the Dissertation Approval page.

It is the student's responsibility to deliver copies of the Dissertation to the major Research Advisor and to his/her department to satisfy final department/division requirements. At this point the student will complete the "Boston University Mugar Memorial Library Thesis and Dissertation Approval" form (see the list of forms in Section 15), and the Department Graduate Associate Chair or Division Associate Head will sign approval.

It is the student's responsibility to visit the Department/Division Office to have the Approval page verified BEFORE submitting it to the Library. One copy of the Approval page and Title page will be retained by the Department/Division Office for recording purposes.

Doctoral candidates are expected to submit the significant results of their research to recognized journals for publication.

12.9 Library Submission

It is the Department/Division Office's responsibility to ensure that the Approval page for the dissertation has been signed by **all** the Committee Members (except the Chair). The student's record and account balances should be checked at this time. When it is verified that the student has completed the necessary requirements, the Department/Division Office will initial the "Mugar Memorial Library Thesis and Dissertation Approval" form and allow the student to proceed to the Library.

The student is required to deliver the pink copy of the Mugar library form, signed by the Library representative, to the Department/Division Office. After receiving the pink copy of the Library form, the Department/Division Office will submit the student's file to the Graduate Programs Office for final graduation review.

It is the responsibility of the Graduate Programs Office to ensure that the University records reflect that the candidate has completed all necessary requirements for his/her Ph.D. degree and that the student's name appears on the official graduation list.

13 GRADUATION

A "Diploma Application for the Degree of Doctor of Philosophy" form must be submitted by the deadline indicated in Section 14, or, at the time the dissertation is submitted to the Library, whichever is earlier. The Department/Division in conjunction with the Graduate Programs Office will advise the student of the graduation proceedings. It is the student's responsibility to inform the Graduate Programs Office of his/her current address.

14 DEADLINES

MASTER'S STUDENTS

Official Graduation Date:	January 25, 2010	May 16, 2010	September 25, 2010
Diploma application to be received in the Graduate Programs Office*:	November 1, 2009	February 1, 2010	July 1, 2010
Thesis proposal submission:	August 28, 2009	December 21, 2009	May 11, 2010
Thesis defense:	December 31, 2009	April 22, 2010	August 27, 2010
Approved and signed thesis documentation from Mugar Library to be turned in to the Graduate Programs Office:	January 8, 2010	April 29, 2010	September 3, 2010

Ph.D. STUDENTS

Official Graduation Date:	January 25, 2010	May 16, 2010
Dissertation Prospectus due to Student's Research Committee:	A MINIMUM of two weeks prior to the Defense	
Diploma application due in the Department/Division Office*:	November 1, 2009	February 1, 2010
Dissertation abstract (350 words) due in the Department/Division Office:	A MINIMUM of three weeks prior to the Final Oral Examination date.	
Schedule of Final Oral Examination due in the Department/Division Office:	A MINIMUM of two weeks prior to the Final Oral Examination date.	
Last day to hold Final Oral Examination:	December 31, 2009	April 9, 2010
Approved and signed dissertation due in the Department/Division Office**:	January 8, 2010	April 16, 2010

* The diploma application is valid only for the graduation date specified. A new application must be filed if the student does not graduate as planned.

** All Ph.D. degree requirements are complete only when both copies of the dissertation have been approved by the department/division, accepted by the library, and a bound copy has been submitted to the department/division.

15 Ph.D. PROGRAM FORMS AND REQUIRED SIGNATURES

The following forms may be required from Ph.D. students throughout the duration of their program. All forms are available in the Department/Division Office.

1. **Withdrawal/Leave of Absence** - To be submitted to the Graduate Programs Office for approval and processing.
2. **Certificate of Full-Time Participation in Graduate Program** - To be signed by the advisor, the Department Graduate Associate Chair or Division Associate Head and then submitted to the Graduate Programs Office for signature.
3. **General Petition** - To be signed by the advisor and the Department Graduate Associate Chair or Division Associate Head and then submitted to the Graduate Programs Office for approval by the Associate Dean for Research and Graduate Programs.
4. **Request for a Special Service Appointment in Engineering** - To be signed by the Department Graduate Associate Chair or Division Associate Head and then submitted to the Graduate Programs Office for approval by the Associate Dean for Research and Graduate Programs. Attach a copy of the individual's curriculum vitae.
5. **College Ph.D. Dissertation Prospectus Defense** - To be signed by all the Readers, Chair and the Department Graduate Associate Chair or Division Associate Head and then submitted to the Department/Division Office.
6. **Approval Page for the Final Dissertation** - To be signed by **all** committee members, except the Chairperson, and anyone else required by the department/division.
7. **Ph.D. Dissertation Defense Abstract** - To be signed by the Major Professor and submitted to the Department/Division Office.
8. **Ph.D. Final Oral Examination** - To be signed by all committee members and the Department Graduate Associate Chair or Division Associate Head and then submitted to the Department/Division Office for the appointment of a Chairperson.
9. **Research Guide for Writers of Thesis and Dissertations** - Instructions for preparing the dissertation for submission to Mugar Library. Visit www.bu.edu/library/guides/theses/index.html.
10. **Boston University Mugar Memorial Library Thesis and Dissertation Approval** - Four page form to be submitted to the Department/Division Office for final approval prior to Library submission.
11. **Diploma Application** - To be signed by the student and then submitted to the Department/Division Office.
12. **Survey of Earned Doctorates** - This questionnaire should be completed at the time of library submission, signed by the student and returned to the Graduate Programs Office.

16 DIRECTORY

16.1 Dean of the College of Engineering

- * Kenneth R. Lutchen
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16.2 College of Engineering Department Chairmen and Division Heads

- * Ronald Roy, Chairman
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- * Solomon Eisenberg, Chairman
Department of Biomedical Engineering
44 Cummington Street
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- * Franco Cerrina, Chairman
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- * Uday Pal, Division Head
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(617) 353-2842 upal@bu.edu
- * Christos Cassandras, Division Head
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16.3 College of Engineering Department Graduate Associate Chairs, Division Associate Heads, and Graduate Committee

- * Professor Xin Zhang
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- * Professor Joyce Wong
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- * Professor Pirooz Vakili
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- * Professor Soumendra Basu

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- * Associate Dean M. Selim Ünlü (ex-officio)
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- * Cheryl Kelley (non-voting)
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16.4 College of Engineering Department Graduate Administrators

- * Megan Cunniff
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- * Julie Guthrie
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- * Elizabeth Flagg
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Division of Systems Engineering
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16.5 College of Engineering Graduate Programs Office 48 Cummington Street, Second Floor, (617) 353-9760

- * Director of Graduate Programs
Cheryl Kelley, Room 207, cdk@bu.edu
- * Graduate Admissions
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M. Isabel Tereso, Room 208, mit@bu.edu
- * Master of Science Records
Linda Hession, Room 204, hession@bu.edu
- * Financial Aid and LEAP
Helaine Friedlander, Room 206, hrf0@bu.edu