**9/13/2023 Faculty Advising Reference Sheet - PhD Programs**

**2023-2024 Academic Year**

Division of Materials Science Engineering

College of Engineering, Boston University

*Also available at: Not created yet*

**MSE PhD Degree Offered**

* Doctor of Philosophy in Materials Science and Engineering

**PhD Timeline**

|  |  |  |
| --- | --- | --- |
| Year 1 | Core Coursework and Math Requirement | Graduating Teaching Fellowship, Dean’s Fellowship, Distinguished Division Fellowship, Doctoral Research Fellowship |
| Year 1 | Qualifying Exam | Graduating Teaching Fellowship, Dean’s Fellowship, Distinguished Division Fellowship, Doctoral Research Fellowship |
| Year 2 | Preparation for Prospectus | Faculty funded Doctoral Research Fellowship |
| Year 3 | Prospectus Defense | Faculty funded Doctoral Research Fellowship |
| Year 5 | Final Defense | Faculty funded Doctoral Research Fellowship |

**General Guidance**  
Incoming students without a prior MSE degree are strongly encouraged to enroll in MS 539 – Introduction to Materials Science and Engineering at the first opportunity.

Post-Masters PhD students are strongly encouraged to take the three MS core courses that comprise the MSE Qualifying Examinations and take two concentration area courses to help with their research.

Post-Master’s PhD students who obtained their Engineering Masters degree at Boston University may petition to apply credits not used for their Master’s degree to their PhD 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 Division Associate Head before submitting it to the Graduate Programs Office for processing.

**Program Completion Schedule**

* Course requirements should be completed as early as possible.
* After all credit requirements have been fulfilled, PhD students are permitted to audit one  
  course per semester in order to continue to take advantage of course offerings.
* It is highly recommended that the Math Requirement be completed during the first two  
  semesters.
* The MSE Qualifying Examination is administered twice a year, typically in late May  
  (after the Spring semester ends) and late January (before the Spring semester starts).  
  Incoming students are encouraged to take the three core courses (MS 503, MS 505, MS  
  577) from which the exam is set in their first two semesters at BU and take the  
  Qualifying Examination in May after their first academic year.
* The Prospectus Defense should be presented within two years of passing the Qualifying  
  Examinations.
* PhD students have five years to complete the dissertation after becoming a PhD  
  candidate. Meetings with the dissertation committee must occur at least annually  
  following the Prospectus Defense, and must be documented by submission of the PhD  
  Progress Report form to Division Graduate Programs Manager.

[**PhD Program Overview**](http://www.bu.edu/academics/eng/programs/doctoral-programs-overview/)

[**MSE PhD Program Requirements**](http://www.bu.edu/academics/eng/programs/materials-science-engineering/phd/)

**Coursework**

**Post- bachelor PhD (64 credits total)**

32 credits to complete the MSE MS credit requirements (GPA ≥ 3.0)

16 credits (minimum) of research (MS900/MS991)

**Post masters PhD (32 credits total)**

12 credits of MSE masters core required for PhD Qualifyng Exam (GPA ≥ 3.0)

16 credits (minimum) of research (MS900/MS991)

**Salary structure and milestones**

Students will receive two salary increases as they progress through the program

1. Pre-candidacy Base pay $39,780 ($3315 monthly; $765 weekly)

2. PhD-candidate Base pay plus 5 % $41,769 ($3,480.75 monthly; $803.25 weekly)

3. Post-prospectus Base pay plus 10 % $43,758 ($3,646.50 monthly; $841.50 weekly)

In Fall 2024, the ENG salary structure will have one salary increase.

1. Pre-candidacy Base pay $39,780 ($3315 monthly; $765 weekly)

2. PhD-candidate Base pay plus 5 % $41,769 ($3,480.75 monthly; $803.25 weekly)

**Grading of Research**

MS900 Pre-prospectus Research and MS991 Post-prospectus Research credits are graded Pass/Fail (P/F)

**Responsible Conduct of Research (RCR)**

PhD students are required to take the responsible conduct of research training, typically in year 2 and 3.

All College of Engineering PhD students are required to complete the Advanced Responsible Conduct of Research program prior to completing the Prospectus. The Advanced RCR program includes an online module through CTI and the RCR course. [Information about the modules and a registration link are posted here.](http://www.bu.edu/researchsupport/compliance/responsible-conduct-of-research/)

**Registering the Prospectus or Final Defense**

[Register the Prospectus or Final defense](http://www.bu.edu/eng/academics/departments-and-divisions/materials-science-engineering/resources/resources-students/materials-and-systems-defense-registration/). The Prospectus should be registered no later than two weeks prior to the defense date. The Final defense should be registered no later than 3 weeks prior to the defense date. The Graduate Programs Manager will create and distribute the appropriate form(s) to the student and/or committee members via AdobeSign; for the Final Defense, the graduate programs manager may assist in assigning the Defense Chair. The committee’s electronic signatures indicate that they have read the document and approve that the examination be scheduled.

**Prospectus defense**

The prospectus defense should take place within 2 years of achieving candidacy, typically in year 3. When candidacy, RCR and Prospectus are fulfilled, the student has reached Post-Prospectus status. After prospectus, students should meet yearly with their prospectus committee to review progress and advise the student. Students and committee will sign off on an [electronic annual progress report](https://www.bu.edu/eng/academics/departments-and-divisions/materials-science-engineering/resources/resources-students/division-phd-annual-progress-report-or-masters-activity-report/) that will go into the students file. Before undertaking this phase, the student should consult the [Guide for Writers of Theses & Dissertations](http://library.bu.edu/theses) for formatting requirements. The Prospectus document should include a signature page, a statement of the problem to be investigated, its background and significance, methods and approach(es) to be followed for its resolution, preliminary results, anticipated timetable for completion and pertinent bibliography. The format is similar to a typical research proposal.

**All Post-Bachelor’s PhD degree students should declare a Master of Science degree** when they successfully complete their PhD Prospectus Defense. This is not automatic and the student needs to complete an MS Program Planning Sheet and apply online for graduation.

**Final Defense**The final defense should take place within 5 years of achieving candidacy, typically in year 4 or 5. Refer to the [Guide for Writers of Theses & Dissertations](http://library.bu.edu/theses) while preparing the dissertation and abstract. They both must conform to the requirements of the University Microfilms International. Although students will have an opportunity to make final revisions to the dissertation and abstract after their Final Oral Examination (Dissertation Defense), they should not regard their Final Oral Examination version as a “rough draft.”

[College Resources and Forms](https://www.bu.edu/eng/academics/resources/graduate-student-resources/)

[Deadlines for Applying to Graduate.](https://www.bu.edu/eng/academics/resources/graduate-student-resources/graduate-program-deadlines/)

[Online Application to Graduate](https://www.bu.edu/eng/academics/resources/graduate-student-resources/apply-to-graduate/)

**Division Resources**

MSE PhD Handbook - http://www.bu.edu/eng/files/2021/01/ECE\_PhD-Handbook-2021.pdf

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Division Academic Programs Manager, mse@bu.edu, (617) 358-0351

Division Director, Elizabeth Flagg, [eflagg@bu.edu](mailto:eflagg@bu.edu), 617-353-4622

* [**MSE Student Resources:**](https://www.bu.edu/eng/academics/departments-and-divisions/materials-science-engineering/resources/resources-students/) [MSE Graduate Student Association](https://sites.bu.edu/msegsa/), [Reserve a Room/Room Access](https://www.bu.edu/eng/academics/departments-and-divisions/systems-engineering/resources/se-reserve-a-room/), [Student Wellbeing](https://www.bu.edu/studentwellbeing/), [The International Student Experience](https://www.bu.edu/grad/why-bu/international-student-experience/)
* **Division Forms**, see MSE PhD Handbook
* [**Division Wellbeing Room**](https://www.bu.edu/eng/academics/departments-and-divisions/systems-engineering/resources/se-reserve-a-room/)**,** 15 Saint Mary’s Street, Room 105. The Division Wellness Room is open for telehealth, 2-person meetings, and lactation use. Request Zaius access, [scheduling calendar here](https://budivwellness.youcanbook.me/).
* [**MSE Peer Mentorship Program**](https://www.bu.edu/eng/academics/departments-and-divisions/materials-science-engineering/resources/resources-students/mse-peer-mentorship-program/)

MSE Supplemental Instruction program.

* [**Finance & Operations:**](https://www.bu.edu/eng/academics/departments-and-divisions/materials-science-engineering/resources/resources-students/mse-student-resources/)Division Business and Travel Expense Form, Student Accounting Services, Financial Assistance, Tuition Fees Explained, Semester MBTA Pass, Medical Insurance Waiver.
* [**Course Offerings,**](https://www.bu.edu/eng/files/2023/07/2023-Fall-Materials-Course-Schedule.xlsx) MSE specific courses, University Course Schedule, Course Descriptions
* **Poster Printing & Business Cards**

**Additional Resources**

**Graduate Programs Office**

Administration (617) 353-9760

Stacey Herman – Director, Graduate Programs, smherman@bu.edu

Kirstie Miller - Director of Professional Education & Corporate Relations, kimiller@bu.edu

Andrew L. Martin- Assistant Director, Enrollment Services, andmarti@bu.edu

Debby Chiu-Assistant Director, Financial Aid [dwchiu@bu.edu](mailto:dwchiu@bu.edu)

Stef Kane- Assistant Director of Admissions, LEAP Program, [skane@bu.edu](mailto:skane@bu.edu)

David Apostol- Data Analyst/Graduate Records, [dapostol@bu.edu](mailto:dapostol@bu.edu)

George Zhang - Senior Program Coordinator, [gzhang1@bu.edu](mailto:gzhang1@bu.edu)

**ISSO,** Julianne Cabour, Advisor (617) 353-3565, jacabour@bu.edu

* [**College of Engineering Forms**](https://www.bu.edu/eng/academics/resources/graduate-student-resources/grad-forms/)
* [**Online Application to Graduate**](https://www.bu.edu/eng/academics/resources/graduate-student-resources/apply-to-graduate/)
* [**Reduced Courseload**](http://www.bu.edu/isso/immigration-status/maintaining-status/courseload/)process for international students in their final semester. Students should apply for graduation before the start of the final semester to ensure compliance with ISSO guidelines.
* [**Graduate and Professional Student Life**](https://www.bu.edu/grad/grad-student-life/): Living in Boston, Health & Wellness, Student Groups & Associations, Kids & Family.  
  [**ENG Career Development Office**](https://www.bu.edu/eng/student-engagement-careers/careers/)(CDO), [engcareers@bu.edu](mailto:engcareers@bu.edu) or 617-353-5769). Assists students in finding co-op/internships and permanent employment. Offers resume critiques, cover letter help, mock interviews, and career fairs and workshops.
* [**Career Development for Masters and Professional Students**](https://www.bu.edu/grad/cd-pd/career-preparation/)
* **Fellowship applications,** Jeffrey Berg (617) 358-8061 berg@bu.edu -Director, National & Intl. Scholars. Works with students on fellowship applications and with faculty on recommendation letters.
* [**Professional Development**](https://www.bu.edu/pdpa/for-doctoral-students/)Sasha Goldman - Professional Dev & Postdoctoral Affairs. Runs professional development workshops open to PhD students.
* [**Childbirth and Adoption Accommodation for Full-Time PhD Students**](https://www.bu.edu/academics/policies/childbirth-and-adoption-accommodation/) The childbirth and adoption accommodation policy for full-time or certified full-time PhD students in good academic standing provides for extensions for academic coursework and other requirements to the primary caregiver of an infant or adopted child. It also provides for a continuation of stipend support for funded students during the accommodation period.
* [The Newbury Center](https://www.bu.edu/newbury-center/)Supporting and celebrating first-generation undergraduate, graduate, and professional students at BU.
* [**Sexual Assault and Prevention Office**](https://www.bu.edu/shs/sarp/) Discussions with SARP counselors are confidential and do not trigger a complaint to the University. To file an official complaint with the Offices of Equal Opportunity or Judicial Affairs please see the [EEO/TIX website](http://www.bu.edu/eoo/), the [safety website](http://www.bu.edu/safety/sexual-misconduct/reporting/) or use this [complaint form](https://www.bu.edu/eoo/files/2021/09/BU-Formal-Complaint-Form.docx).
* [**Office of the Ombuds**](https://www.bu.edu/ombuds/) An independent, impartial, informal problem-solving resource serving faculty, staff, and students on the Charles River and Medical Campuses.
* **Mental Health:** [Behavioral Medicine](https://www.bu.edu/shs/behavioral-medicine/behavioral-resources/) offers tips for common challenges, referral services, community resources. [Student Wellbeing Office](https://www.bu.edu/studentwellbeing/) is a campus-wide initiative to support students’ health and wellbeing during their time at BU.

**Laboratory Injuries**

Coverage for PhD Students: http://www.bu.edu/researchsupport/safety/rohp/ If you have questions about costs related to laboratory injuries and exposures, please contact ROHP by phone (617-358-7647) or email (rohp@bu.edu) ROHP. Complete information and procedures for reporting can be found here.