



TO: MD/PhD Student Transitioning to BUSM Curriculum

FROM: Millie Agosto, GMS Registrar

RE: Completion of Ph.D. Degree Requirements

DATE: October 3, 2016

Please note: if you are planning to Transition to BUSM curriculum for the academic year 2017-2018, please review the following important information to guide you for: submission of forms, Dissertation defense, and final Dissertation submission. Submit a **Transition Form** via on-line [GMS Forms Page](#).

Please do not hesitate to contact our office for any questions you may have.

COMPLETION OF DEGREE REQUIREMENTS:

- It is the student's responsibility to meet with their Advisor and check on student link or degree advice that all degree requirements have been fulfilled. Missing requirements and/or incomplete grades must be corrected prior to submission of the Dissertation.
- It is recommended that you plan to complete all PhD degree requirements and submit final Dissertation paperwork **prior to entering BUSM III**.
- Please visit the [GMS Website Students Page](#) for Calendars-All Deadlines (Graduation Calendar) for all the necessary forms and program completion guidelines:

1. DISSERTATION WRITING, REVIEW AND FINAL SUBMISSION:

- All students should use the Doctoral Dissertation Pre-page Template and follow the submission guidelines on the Research, Thesis and Dissertation Information page on the GMS website student page.
- All students should check with their First and Second Readers as well as their committee members to determine when they would like to receive the Dissertation for content review.
- **Dissertation Abstract:** Meet with GMS Registrar prior to submitting the PhD Dissertation Defense Abstract Form via the GMS website - [GMS Forms Page](#). You must upload the Abstract (maximum of 350 words) at least **three weeks** prior to the scheduled dissertation defense. The Abstract must be in the exact format illustrated in the updated Dissertation template on the Research, Thesis and Dissertation Information page on the [GMS Website Students Page](#). The

Major Professor and the Department Chairman or Program Director will review and submit decision via the On-Line system.

- **Dissertation Defense Date:** Once your Dissertation Abstract is approved by the GMS Registrar, you may submit the on-line PhD Oral Defense Schedule Form - **two weeks** prior to defending, along with the final approved abstract via the GMS website - [GMS Forms Page](#).
- All members of the committee must be a GMS faculty member or have been granted a Special Service Appointment by the Associate Dean of GMS. The office will distribute an electronic copy of the Schedule of Oral Defense to the Members/Chair of the Examination Committee.

2. DISSERTATION FORMAT REVIEW: set to begin in early March 2017

- Please email an electronic copy of your completed Dissertation in word format to GMSThesis@bu.edu. **Label with Last name, First name, BU ID #, MD/PhD.**
- After your Dissertation has been reviewed you will receive the corrections via email. This usually takes 2-4 days.

3. DISSERTATION SUBMISSION GUIDELINES: (Prior to submitting final paper work to GMS)

- Upload Final Dissertation: Following corrections and revision of your Dissertation submit the final approved document electronically as a PDF to the ETD Administrator, (<http://www.etdadmin.com/bu>). Be sure to review the final PDF to make sure it was converted properly and **label with Last name, First name, BU ID #**.
 - ETD Video Tutorials are available to assist you in the electronic submission process (<http://www.bu.edu/buniverse/search/?q=dioa&submit>)
 - If you wish to copyright you will have the option do such on ETD Admin website (cost - \$55.00).
 - **NOTE: You must submit the final Dissertation "PDF" via the ETD administrator, prior to submitting the final paper work to GMS Registrar.**
 - **Dissertation Processing Fee \$115.00 – Submit your processing fee using this link ([CREDIT CARD](#)) – select – Division of Graduate Medical Sciences.**
 - **Complete the BU Exit Survey & Survey of Earned Doctorates available at: https://bostonu.qualtrics.com/SE/?SID=SV_20nLcJFYmekAVP7**
 - Submission of final paperwork to GMS Registrar is as follows:
 - Allow yourself reasonable time on the day of submission for completion of paper work and any last minute corrections.
 - **(By Appointment Only)**
 - Contact: millie@bu.edu
 - **REQUIRED PAPERWORK:**
 - Submit to the GMS Registrar the following pages as they appear in the final version of the Dissertation submitted to the ETD Administrator.
 - Submit to the GMS Registrar 2 copies of the Dissertation Title Page.

- Submit to the GMS Registrar 2 copies of the Approval Pages with original signatures. (Neither a proxy nor another faculty member may sign for readers.)
 - Submit to the GMS Registrar 1 copy of the Abstract.
 - **Delayed Circulation:** Most students do not request delayed circulation however if desired (due to special circumstances such as a pending patent) a request may be made by submitting a letter to the Associate Provost. A sample letter is available on the Research Guide for Writers of Theses/Dissertations and the student forms page and must be signed by you and your primary reader. **Signature from the GMS Provost (Dr. Linda Hyman) will be obtained by the GMS Registrar.**
 - In addition to these forms, the GMS office must be in receipt of the Exam Report indicating that you passed your Dissertation defense and the Department/Program Certificate of Completion Approval. Please confirm with your Department/Program Director that they have sent the forms to the GMS office.
- **ADDITIONAL NOTES:**
- Please contact the GMS Registrar, Ms. Millie Agosto (millie@bu.edu) immediately in the event that you may be having problems meeting the deadlines for the completion of your degree.
 - If GMS or Mugar Library notifies you of necessary Dissertation corrections or changes, you must complete them **immediately**. It may take some time before the final library review is complete.
 - Student not able to submit the final Dissertation prior to the start of BUSM curriculum must notify the GMS Registrar, Millie Agosto and Dr. John Schwartz as soon as possible.
 - **Be aware that tuition scholarship will not post until your Dissertation has been submitted and approved by the Mugar Library. Scholarship will need to be reduced in the event that you modify your curriculum in either 3rd or 4th year. The MD/PHD scholarship is only to be used towards tuition. Make sure you send me an email of any changes to your BUSM curriculum.**

*Best wishes as you progress towards the completion of your degree requirements.
If you have already achieved this goal, Congratulations!*