



TO: MD/PhD Student Transitioning to BUSM Curriculum

FROM: Millie Agosto, GMS Registrar

RE: Completion of Ph.D. Degree Requirements

DATE: October 29, 2021

Please note: if you are planning to Transition to BUSM curriculum for the academic year **2022-2023**, 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 Program Director or Advisor and check on Student Link that all degree requirements have been fulfilled. Missing requirements and/or incomplete grades must be corrected prior to submission of the Dissertation. By this time, **PhD Dissertation Prospectus Outline and Qualifying Exam Report** should have been submitted and approved by GMS Registrar.
- Complete and submit MDPHD Program Transition Form via [GMS Student forms page](#).
- Complete and submit Special Service Appointment Form for Reader/Committee member who is not a GMS Faculty via [GMS Student forms page](#)
- 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 all necessary forms, calendars, deadlines, and program completion guidelines
- Please review the PhD Completion of Degree Checklist for additional information.

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 Students 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:** Submit the PhD Dissertation Defense Abstract Form via the GMS website - [GMS Forms Page](#). You must upload the Abstract 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 Chair or Program Director will review and submit decision electronically via 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 February 2022.

- 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.etsadmin.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 Doctoral Exit Survey & Survey of Earned Doctorates available at: https://bostonu.qualtrics.com/jfe/form/SV_86o68mFpNPbJcNv**
 - **Delayed Circulation:** Most students do not request delayed circulation however if desired (due to special circumstances such as a pending patent) (two years max) a request may be made by submitting a letter to the Associate Provost. A sample letter is available on this link: <http://www.bumc.bu.edu/gms/files/2019/02/Embargo-letter-2.4.19.pdf>. You and your primary reader must sign letter. **The GMS Registrar will obtain signature from the GMS Provost.**
- **SUBMIT FINAL DISSERTATION DOCUMENTS TO GMS REGISTRAR:**
Instructions will be send after dissertation format review has been completed.

- **ADDITIONAL NOTES:**

- Student not able to submit the final Dissertation prior to the start of BUSM curriculum must notify the GMS Registrar, Millie Agosto and Dr. Vickery Trinkaus- Randall as soon as possible.
- 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.

- **Be aware that tuition scholarship will not post until your Dissertation has been submitted and approved by the Mugar Library. Please notify millie@bu.edu if a modified curriculum has been approved for 3rd or 4th year of MD years, in order to adjust your scholarship. MD/PHD scholarship is only to be used towards tuition.**

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