



## Boston University Chobanian & Avedisian School of Medicine Graduate Medical Sciences

October 25, 2022

Dear MD/PhD Student,

Please note: if you are planning to Transition to BUSM curriculum for the academic year 2023-2024, please review the following important information to guide you for: submission of forms, Dissertation defense, and final Dissertation format review.

### COMPLETION OF DEGREE REQUIREMENTS:

- It is the student's responsibility to meet with their PhD 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.
- **PhD Dissertation Prospectus Outline:** Submit by **October 28, 2022** (Date may be flexible, contact your PhD Program Director or Advisor)
- **Transition Form:** Submit by **December 15, 2022** or earlier. Form will be on hold pending completion of degree requirements.
- **Special Service Appointment Form for Non-GMS faculty:** Submit by **January 16, 2023** or earlier.
- **Last day to hold a Dissertation Defense Schedule:** **APRIL 14, 2023**
- **Dissertation Abstract:** Submit Three weeks prior to defense date. (It is advisable to have first reader and program director / Dept Chair approve abstract, prior to submitting via the online GMS Student Forms webpage to avoid delays or approvals).
- **Dissertation Defense Schedule:** Submit Two Weeks prior to the defense date (Submit only after the abstract has been approved)
- **Dissertation Format Review:** Submit as soon as all committee members have approved final completed dissertation. No later than **April 17, 2023**
- **Dissertation Final Submission to ETDAdmin & GMS:** Submit no later than **April 24, 2023**. Instructions will be sent along with the dissertation format review comments.
- Students are **required to complete PhD Degree requirements prior to starting M3 clerkship.**
- Students not able to meet the GMS completion of degree deadlines must notify their PhD Program Director/Chair, Dr. Trinkaus-Randall, [GMSRegistrar@bu.edu](mailto:GMSRegistrar@bu.edu) and MED Registrar.
- Please visit the [GMS Students webpage](#) for all necessary forms, Calendars and Important dates.
- Please review the attached PhD Completion of Degree Checklist for additional information.

## 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 Students webpage](#)
- 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 Student Forms webpage. 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 webpage](#). The Major Professor and the Department Chair or Program Director will review and submit decision electronically via On-Line system.
- Dissertation Defense Date: Submit two weeks prior to defense date and as soon as your Dissertation Abstract has been approved.
- A Special Service Appointment Form is required for a Reader/Committee Member who is not a GMS Faculty and has a graduate degree or higher. Requested reader/committee member's current curriculum vitae must accompany the form. First reader must be GMS Faculty, please check the [GMS FACULTY LIST](#).

### DISSERTATION FORMAT REVIEW: Submit no later than April 17<sup>th</sup>

- Please email an electronic copy of your completed Dissertation in word format to [GMSThesis@bu.edu](mailto: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.
- Delayed Circulation: Most students do not request delayed circulation however if desired (due to special circumstances such as a pending patent) (one to two years max). Complete a sample letter available on this link: <http://www.bumc.bu.edu/gms/files/2019/02/Embargo-letter-2.4.19.pdf>. Student and primary reader must sign the letter. Submit letter to [GMSRegistrar@bu.edu](mailto:GMSRegistrar@bu.edu). GMS Provost signature will be obtain by GMS Registrar.

Feel free to contact [GMSRegistrar@bu.edu](mailto:GMSRegistrar@bu.edu) with any questions or concerns.

Best,

Millie Agosto, GMS Registrar