



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

October 31, 2024

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 information for guidance on submission of GMS 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 MyBU Student portal that all degree requirements have been fulfilled. Missing requirements and/or incomplete grades must be corrected prior to submission of the Dissertation.
- Students are **required to complete PhD Degree requirements prior to starting M3 clerkship.**
- **PhD Dissertation Prospectus Outline:** Submit by **November 1, 2023** (Date may be flexible, contact your PhD Program Director or Advisor).
- **Transition Form:** Submit by **December 1, 2023** or earlier. The form will be on hold pending completion of degree requirements.
- All students should use the Doctoral Dissertation Pre-page Template and follow the submission guidelines on the [Research, Thesis and Dissertation Information webpage](#).
- **A Special Service Appointment Form:** due by **January 15, 2024** - 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. Please view the [GMS FACULTY LIST](#). First reader must be GMS Faculty.
- **Dissertation Abstract:** last day to submit **February 22, 2024**. Must submit three weeks prior to defense date. Follow the [MDPHD-Abstract Template](#) for correct format. It is advisable to have first reader and Dept Chair or Program Director review and approve abstract, prior to submitting via the online [GMS Students webpage](#) to avoid delays.
- **Last day to hold Dissertation Defense Schedule: March 15, 2024.** Submit defense schedule form two weeks prior to the defense date (Submit only after the abstract has been approved).
- Make sure to check with the First and Second Reader as well as committee members to determine when they would like to receive the Dissertation for content review.

- 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.
- Visit the [GMS Students webpage](#) for all necessary forms, Calendars and Important dates.
- Review the attached PhD Completion of Degree Checklist for additional information.

## DISSERTATION REVIEW

- **Effective September 1, 2020:** All students must scan thesis using **Turnitin** plagiarism detection software. A **final Turnitin report must** be approved by your mentor, advisor, first reader (BU faculty) or external committee member depending on the GMS program. A final Similarity Report must be submitted to your program director. For additional information visit this link: <https://www.bumc.bu.edu/gms/students/research-thesis-dissertation/>
- **Dissertation Format Review:** due by **March 18, 2024** or submit as soon as all committee members have approved final completed dissertation.
- 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.** Reader's signatures are not required at this point.
- After your Dissertation has been reviewed, you will receive the corrections and additional instructions for final submission 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>. You and your primary reader must sign the letter. Submit to [GMSRegistrar@bu.edu](mailto:GMSRegistrar@bu.edu). GMS Provost's signature will be obtained by the GMS Registrar.

## FINAL SUBMISSION: Submit by March 22, 2024.

- **Do not submit via ETDAdmin website or Submit DocuSign until dissertation format review has been sent back along with the step by step instructions on final submission.**

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

Best,

Millie Agosto, GMS Registrar