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 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/](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. **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](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. 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 with any questions or concerns.

Best,

Millie Agosto, GMS Registrar