

Graduate Program in Neuroscience Requirements Guideline for Students

General guidelines and forms for PhD Graduate Students can be found on the web at www.mcg.edu/gradstudies/pdf/esdoctor.pdf
<http://www.mcg.edu/gradstudies/pdf.htm>

Advisory Committee:

Students should form an Advisory Committee and hold the first meeting of the Advisory Committee no later than the end of the second semester of the second year of graduate school. For students entering in Fall semester, the end of the second year is defined as the end of the second Spring semester of enrollment.

The Advisory Committee is made up of the 5 faculty members, one of whom is the student's major advisor. Four of the faculty members must have graduate faculty appointments. The Advisory Committee is selected by the major advisor in consultation with the student. The Advisory Committee should be selected at the beginning of the second (usually spring) semester of the second year of graduate school. Approval for the Advisory Committee members must be received from the School of Graduate Studies. Submit *Advisory Committee Form* with signatures from the website: <http://www.mcg.edu/gradstudies/pdf/esdadvisory.pdf>

First meeting: The first advisory committee meeting must be no later than the end of the second year of graduate education at MCG. For students entering in Fall semester, the end of the second year is defined as the end of their second Spring semester of enrollment. Students must have selected and received approval for their Advisory Committee members prior to scheduling the first meeting. The student's Major Advisor serves as chair of the advisory committee and presides at this meeting.

- A. **Coursework proposal:** The coursework proposal should be developed and approved for submission to the School of Graduate Studies at the first advisory committee meeting. (Or discussed/drafted there and then circulated for signatures shortly thereafter.) Courses should be included that satisfy the Research Tools requirement of the School of Graduate Studies. These courses include *Biomedical Statistics* and *The Responsible Conduct of Research and Scientific Communications* courses. Submit *Coursework Proposal form* found at the following website: <http://www.mcg.edu/gradstudies/pdf/escourse.pdf>

- B. **Report of Advisory Committee Meeting:** The results of the committee meeting (i.e., date, members of committee present/absent, a short summary of the research project proposed by the student, and detailed recommendations for formulating the student's formal research proposal) should be written by the student in conjunction with his/her major advisor, using Part B of the *Report of Advisory Committee Meetings and Research Progress Report Form* <http://www.mcg.edu/GradStudies/pdf/esadvrepb.pdf>
This report should be reviewed by the committee members for their input, revision and approval, and submitted to the graduate program director, and the

School of Graduate Studies within two weeks of the date of the committee meeting. If a student finishing his/her second year has not formed an advisory committee, that fact should be noted on the report form a reason provided, and the report signed by the student and his/her advisor or program director.

Advisory Committee Meeting frequency:

There must be at least one Advisory Committee meetings held per year. More frequent meetings are encouraged. Submit the *Report of Advisory Committee Meetings and Research Progress Report Form* for each meeting.

<http://www.mcg.edu/GradStudies/pdf/esadvrepb.pdf>

Research Proposal:

Students in the Graduate Program in Neuroscience will prepare a written research proposal in the format of a pre-doctoral NIH NRSA (National Research Service Award) fellowship application in consultation with their major advisor prior to taking the Second Exam. The *Dissertation Research Proposal form* must be submitted to the School of Graduate Studies. The form can be found at the following website:

<http://www.mcg.edu/gradstudies/pdf/esddissertation.pdf>

Second Exam: At least one semester must elapse after the successful completion of the First Exam before a student can take the Second Exam. The student must have passed the Second Exam (and fulfilled the other requirements) in order to be admitted to candidacy for the degree, and the student must be a candidate for at least two semesters prior to the proposed graduation date.

The Second Exam for the Graduate Program in Neuroscience will be either 1) a written exam or 2) a written and oral exam testing the understanding of the specialized field of study by the student. The written exam will be two half-days or one full day of written exam questions. The written and oral exam will be a half-day of written exam questions and a half-day oral defense of the research proposal. The Advisory Committee and student will meet to establish the exam topics, grading and the passing score of both the written and oral exams in a meeting that includes a representative appointed by the Dean of the School of Graduate Studies. The oral exam will be administered by the Advisory Committee. The Director of the Graduate Program in Neuroscience (or another faculty member in the event that the Director is the Major Advisor) will attend the oral exam and make an audiotape of the exam. The results of the exam will be submitted to the School of Graduate Studies using the *Second Exam form* available at the following website:

<http://www.mcg.edu/gradstudies/pdf/esdsecondexam.pdf>

Research Progress Reports:

Students enrolled for credit hours related to research (Investigation of a Problem or Thesis/Dissertation) and their Major Advisors are responsible for filing a Report of Advisory Committee Meetings and Research Progress Report Form at the end of each grading period. If the Advisory Committee did not meet during the grading period, that fact should be noted and the student and major advisor should complete Part A of the

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Report of Advisory Committee Meetings and Research Progress Report Form <http://www.mcg.edu/GradStudies/pdf/esadvrepa.pdf>.

The student must complete the form and submit it to his/her Advisor for approval. The Advisor's role is to review the report with the student and make additional comments if necessary. The student and Advisor signify approval of the report by signing the form and forwarding it to the program director along with the student's grade (U or S) for the grading period. Failure to file the report by the end of the grading period results in a grade of "incomplete" being sent to the Registrar's office. Should the Advisor disagree with the student's assessment, s/he is responsible for placing in writing comments indicating the specific areas of disagreement, giving the student a copy of the comments and forwarding the form, grade and the comments to the program's director. Copies of the report form and comments are forwarded to the Associate Dean's office by the Program Director and placed in the student's file.

Other requirements: For Admission to Candidacy, Dissertation, Approval of Dissertation, Final Oral Examination and Application for Graduation please see School of Graduate Studies handbook at <http://www.mcg.edu/gradstudies/pdf/esdoctor.pdf>