



Department of
Public Health Sciences

PhD Program in Prevention Science and Community Health

Doctoral Student Handbook
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INTRODUCTION

Welcome to the Doctoral program in Prevention Science and Community Health! As a Doctor of Philosophy (Ph.D.) student in prevention science and community health, you will need to familiarize yourself with procedures and requirements that are set forth by both our Department, the Miller School of Medicine's Office of Graduate Studies, and the University of Miami's Graduate School. This student handbook is meant to serve as an introduction and basic overview of these requirements as well as provide information on communications and logistics to assure your success as a student. It is important to note that, although this handbook is meant to provide you with basic information and general requirements of the doctoral program, it is not intended to be used in isolation. Rather, this handbook should be used in conjunction with the UM Graduate School bulletin. In this regard, it is also highly recommended that you become familiar with the information that is on our Departmental website (publichealth.med.miami.edu), as well as the information on the University's Graduate School's website (<http://www.grad.miami.edu>). Many of the required forms (e.g., candidacy forms, forming of dissertation committees) to be completed during your doctoral program can be found on this site.

STAGES IN THE DOCTORAL DEGREE

After admission to the Doctoral Program, there are two major stages in your program to be completed prior to obtaining your Ph.D. degree. These stages are *Pre-Candidacy* and *Candidacy*.

Pre-Candidacy

As a Pre-Candidate, your major tasks are to complete the departmental course requirements, and successfully pass the written (and oral) Qualifying Examination requirements. You must also write a qualifying paper and submit for publication at least one journal article.

Candidacy

As a Candidate, your major tasks are to: (1) develop (and have approved by your Committee) a written dissertation proposal that describes your research plan, (2) execute your research plan, and (3) successfully present and defend your dissertation to your dissertation committee, and receive their approval for your dissertation. The dissertation will consist of three publishable manuscripts on a single topic, with an introductory chapter that introduces and connects the three chapters. You are strongly encouraged to submit these papers for publication, with collaboration from your dissertation committee.

In general, the doctoral program takes a total of 4-5 years to complete if you entered the program with a Master's of Public Health degree (or other relevant master's degree). The time frame needed to complete the degree largely depends on how soon you complete and pass your qualifying examinations, complete your Dissertation Proposal, and complete and defend your Dissertation. Although this time frame differs for every student, a typical timeline might be: matriculation in the fall term with a relevant Master's degree or pre-requisite coursework; forming the Dissertation Committee and successfully completing the qualifying paper and exam by the end of Year 2; and completing the dissertation, including the final oral defense and written document, by the end of Year 4.

TIME LIMITS FOR DEGREE COMPLETION

A student must complete the qualifying paper and examination within 3 years from the date of original enrollment. The program must be completed within 8 years from the date of original enrollment.

STEPS FOR ADVANCING TO CANDIDACY

The process of transitioning from Pre-Candidate to Candidate is referred to as “advancing to Candidacy.” The three primary requirements for advancing to Candidacy are: (1) research rotations during Year 1, (2) acquiring the necessary number of Departmental course credits, and (3) successfully submitting the qualifying paper and passing the written and oral Qualifying Examinations.

Requirement 1: Research Rotations

Incoming students will not select a research advisor initially. Rather, each incoming student will be required to complete three rotations during her/his first year in the PhD program. The first rotation will last from August through December, the second from January through March, and the third from April through June. Each rotation will be housed within the research team headed **by a UM faculty member. (These faculty members do not necessarily have to be housed within the Division of Prevention Science and Community Health, or even within the Department of Public Health Sciences.)** Following their first year in the program, students will be required to choose a research advisor. This advisor can be, but does not have to be, a faculty member in the Department of Public Health Sciences.

During each rotation, students will be expected to participate in research within the faculty member’s research program. This research participation can include (but is not limited to) participating in data collection, observing intervention activities (where applicable), collaborating on statistical analyses, and preparing manuscripts and grant proposals. Rotations are intended to immerse students within a variety of research programs, to familiarize them with the research process, and to help them select the research program that they would like to work in for the remainder of their PhD studies. **The student and the rotation member are required to sign a contract that lists the deliverables and expectations for the rotation period. This contract will also be signed by the PhD program director.**

Requirement 2: Selecting a Faculty Advisor

At the end of Year 1, students should select a faculty research advisor who will supervise the remainder of their doctoral research. The advisor is expected to support the student’s stipend through research grants or discretionary accounts. Students may also serve as teaching assistants (see Teaching Assistantships, below) to cover part of their stipends.

Note that the faculty advisor DOES NOT have to be housed within the Department of Public Health Sciences – but students selecting advisors outside DPHS should seek approval from the Program Director.

Students and their advisors will sign yearly contracts detailing the terms, deliverables, and expectations for the collaboration. The PhD program director will also sign the contract. Changes in the terms of the contract must be agreed upon by the student and the faculty advisor, and approved by the PhD program director. Disputes between students and faculty advisors will

be handled by the PhD program director and the director of graduate studies. Disputes must be initiated in writing and will be granted a formal hearing.

Requirement 3: Completing the Course Requirements

As a Pre-Candidate, a total of 55 course credits must be completed. Students are required to earn a grade of “B minus” or higher in all core (required) courses. Additionally, students must continually maintain a GPA of 3.0 over all courses. A student will be notified that he/she is not making sufficient progress if his/her cumulative GPA falls below 3.0 in any semester or if a single grade below a B-minus is obtained in any course. The Graduate Programs Office will provide notification by written letter immediately following the close of the semester in which the non-passing grade occurred. This letter will place the student on academic probation. The cumulative GPA must be raised to at least a 3.0 by the end of the following semester, at which time the probation period will end. If the student’s grade point average is not raised to 3.0 or above within one semester of probation, the student will be dismissed from the degree program. No longer than 2 summer sessions or one fall or spring semester may pass without registration for at least one class once a student has been placed on academic probation.

A minimum of one public health course (i.e., EPH 600, Introduction to Public Health) and 2 biostatistics courses (i.e., EPH 601, EPH 602) at the master’s level are required prior to entering the doctoral program. In very unusual circumstances, students who do not meet these requirements will have to complete them after being admitted to the doctoral program (which will increase the duration for completing the doctoral program) with a special waiver by the PhD Admissions Committee.

The Biostatistics Program Director (MS) will administer a written pre-test assessment on medical biostatistics before students begin the program. Based on the pre-test assessment, the introduction to biostatistics course sequence (EPH 601 and/or 602) may be required. **Pre-requisite coursework completed during the doctoral program (ex. EPH 600, EPH 601, EPH 602) will not count as accumulated credit toward completion of the PhD in Prevention Science degree. Public health coursework completed in a previously earned degree (ex. earned MPH) cannot count for credit towards earning the PhD degree.**

Coursework requirements for the doctoral program include:

Year 1, Fall

1. EPH 617 Introduction to Disease Prevention and Health Promotion (3 credits)
2. EPH 700 Professional Development Seminar Series (1 credit)
3. EPH 717 Integrating Behavioral Health Theories and Models into Prevention Science (3 credits)
4. EPH 651 Research Methods (3 credits)
5. EPH 703 Advanced Statistical Methods I (4 credits)

Year 1, Spring

1. EPH 705 Advanced Statistical Methods II (3 credits)
2. EPH 700 Professional Development Seminar Series (1 credit)
3. EPH 625 Research Ethics (3 credits)
4. Elective #1 (3 credits)

Summer Semester

1. EPH 604 Clinical Trials (3 credits) (Summer I)
2. EPH 623 Determinants of Health and Health Disparities Across the Life Course (3 credits) (Summer I)

Year 2, Fall

1. PSY 633 Structural Equation Modeling OR EPS 673 An Introduction to Structural Equation Modeling for Multivariable Data (both 3 credits)
2. EPH 731 Designing and Adapting Preventive Interventions (3 credits)
3. EPH 700 Professional Development Seminar Series (1 credit)
4. EPH 752 Advanced Research Methods (3 credits)
5. Elective #2 (3 credits)

Year 2, Spring

1. EPH 656 Qualitative Research Methods (3 credits) – *this course is offered every other year*
2. EPH 700 Professional Development Seminar Series (1 credit)
3. Elective #3 (3 credits)
4. EPH 732 Implementation Science Theories and Methods (3 credits)
EPH 647 Community Based Participatory Research (3 credits)

Year 2, Summer

Qualifying Exam takes place during the summer of Year 2.

Year 3, Fall

1. EPH 830 Doctoral Dissertation (pre-candidacy) or EPH 840 Doctoral Dissertation (post-candidacy) (3 credits)
2. EPH 701 Innovations in Prevention Science Methodology (1 credit)

Year 3, Spring

1. EPH 830 Doctoral Dissertation (pre-candidacy) or EPH 840 Doctoral Dissertation (post-candidacy) (3 credits)

Year 4, Fall

1. EPH 830 Doctoral Dissertation (pre-candidacy) or EPH 840 Doctoral Dissertation (post-candidacy) (3 credits)
2. EPH 701 Innovations in Prevention Science Methodology (1 credit)

Year 4, Spring

1. EPH 830 Doctoral Dissertation (pre-candidacy) or EPH 840 Doctoral Dissertation (post-candidacy) (3 credits)

Electives can include:

1. COM 698 Using Communication to Change Health and Environmental Behavior: Theory and Practice
2. EPS 674 Introduction to Multilevel Modeling
3. PSY 634 Hierarchical Linear Evaluation

4. EPH 652 Health Policy
5. EPH 628 Social Epidemiology
6. EPH 626 Methods of Environmental Epidemiology
7. CTI 601 Introduction to Clinical and Translational Research
8. CTI 602 Writing for Translational and Clinical Science
9. PhD Courses from DPHS Epidemiology or Biostatistics programs
10. PhD courses from Community Well-Being, Developmental, Clinical, or Health Psychology programs
11. Other courses as determined by advisor

Note: PhD students should not take master's-level elective courses. Our experience is that these courses are not rewarding for PhD students.

Note: PhD students cannot use their tuition fellowship to take undergraduate or language courses.

Students who do not have a background in public health (BSPH or MPH) at the time of admission must take EPH 600 (Introduction to Public Health), in addition to the other courses listed on the curriculum. Additionally, students who have not taken two biostatistics courses prior to admission must take EPH 601 (Medical Biostatistics I) and/or EPH 602 (Medical Biostatistics II) prior to beginning the PhD program.

All of the courses toward the PhD program, with the exception of the professional development seminar, dissertation credits, and courses beyond the requirements listed above, must be taken for a letter grade and cannot be taken pass/fail. The above list of Electives is not comprehensive; students may select other electives with permission of their Advisor.

Requirement 4: Submitting the Qualifying Paper and Successfully Passing the Qualifying Examinations

The Qualifying Examinations are traditionally administered after the second year of the doctoral program, although this time frame is flexible. The exams are only offered once per calendar year, usually in May or June. It is recommended that students who plan to take the Qualifying Examinations consult with their faculty advisor and discuss preparatory coursework and readiness for taking the examination several months in advance of the scheduled examination date.

Students must form a qualifying exam committee, which consists of at least 3 members. Three members must be from the Department of Public Health Sciences, although more members may be added from other departments at the University of Miami. This committee will choose the questions that are asked of students in their oral and written exams, and will evaluate the student's qualifying paper.

Qualifying Examination Format and Structure

In general, the exams are intended to ensure students have sufficient competency in the broad areas of prevention science and community health to be prepared for a career in this field. These broad areas include study design, statistical methods, and other analytic approaches.

The Qualifying Examination is not designed to be a recitation of a collection of facts presented in a specific course, but rather is designed to probe the student's ability to identify important issues when presented with a problem, generate a series of arguments relevant to these issues, and be able to formulate a well-reasoned approach based on the arguments being presented. These exams are also designed to evaluate a student's knowledge of basic and advanced conceptual, methods, and biostatistical issues.

The written exam will occur first, and the oral examination is generally held within 4 weeks of the written exam. After completion of the written portion of the exam, the student's qualifying exam committee will review and grade the written exam and then meet with the student for an oral examination. The primary purpose of the oral examination is to have the students defend their responses to the written exam, although new questions may be asked by the Committee. Students are generally notified of the exam results within one week of completing the oral examination.

In addition to these two required exams, students will be required to write a qualifying paper. This paper should address key issues, advances, and problems in the student's area(s) of interest, and it should demonstrate mastery of the field and a vision for the direction the field is going (or could potentially go). *The qualifying paper must be submitted by July 15th of the student's second year, unless the deadline is changed by the committee and approved by the PhD program director.* Qualifying papers will be evaluated by the student's qualifying exam committee. Students will be encouraged to submit their qualifying papers for publication, possibly with faculty members or other students as coauthors.

Intention to Take the Qualifying Exams and General Timelines

All students must notify the Graduate Program Administrator of their intention to take the exams before the end of the spring term of the year they plan to take the exam. Students who intend to take the exam will then be notified with specific details pertaining to the written and oral exams.

Students will have only two chances to take the qualifying exams. Students who fail the qualifying exams twice will be dismissed from the program.

Grading Process

Each exam question will be read and graded by the faculty member who wrote the question. Faculty in leadership roles at the Graduate School may choose to recuse themselves from grading the qualifying exams. If they recuse themselves, such faculty will nominate another faculty member who will grade their exam questions. Each question will be graded on a three point Likert scale (0 = fail, 1= conditional pass, 2 = pass). The faculty member grading each question will assign a final grade for each student's answer and will make a recommendation of pass, conditional pass, or fail. In the case of a conditional pass, the Examination Committee will meet to review the exam and approve any conditions for the student to pass the exam. Following this meeting, the following materials will be made available to students to review in the Office of the Graduate Program Administrator: (a) the overall results, and breakdown of results per content area--pass, conditional pass, or fail; (b) the requirements of a conditional pass or next step for failed exams (if necessary); and (c) a copy of student answers with graders' comments (if available).

Criteria for Qualifying Exam Grades

There are three possible outcomes for the written and oral qualifying exams: pass, conditional pass, and fail.

- A **pass** requires that the student be rated as passing on all questions.
- A **conditional pass** can occur when the student has failed or conditionally passed some of the questions, but is rated as passing on at least 50% of the questions. For a conditional pass to be granted, no more than 25% of the questions can be rated as failed. Students who receive a conditional pass will be required to satisfy a condition in each area in which they received a score of conditional pass or fail. Conditions may include, but are not limited to, taking courses for credit, completing exercises in addition to the course for credit, tutorials, or taking another exam question. Any conditions that are imposed must be satisfied before students are admitted to candidacy and can begin working on their dissertation proposal. Furthermore, students should complete the condition(s) before the qualifying exams are offered again. Failure to meet this deadline will result in retaking the entire examination. It must be emphasized that *the conditional pass must be replaced with a pass before the exam is offered again – or else the conditional pass becomes a fail*. Students who receive a conditional pass on their first exam attempt are required to score a full unconditional pass on their second exam attempt. Failure to secure a full unconditional pass on the second attempt results in dismissal from the program.
- A **fail** requires a failing score on more than 25% of the questions. Students who fail will be required to complete remedial work (ex. retake classes, other requirements) in a specified timeframe outlined by the Examination Committee and then sit for the exam a second time at a regularly scheduled exam time. Failure to secure a full unconditional pass on the second attempt results in dismissal from the program.

Appeals Procedure

Students may appeal the decision on the results of their exam. Students wishing to do so should submit a formal written request to the PhD program director within 30 days of receiving the results of the Qualifying Examination. If no appeal is filed within 30 days, the student forfeits the right to appeal the qualifying exam result. Appeals will be evaluated by the committee, by the division director, and by the chair of the Department of Public Health Sciences.

TEACHING ASSISTANTSHIP

During Years 2, 3, and 4, students are encouraged serve as teaching assistants for master's level courses. Serving as a teaching assistant involves the following:

- 1) Per the Graduate School, Teaching Assistants (TAs) must complete a “New TA orientation” offered by the Graduate School and the Instructional Advancement Center- http://www.miami.edu/gs/index.php/graduate_school/new_students/orientation/new_teaching_assistant_orientation/. Students must complete this seminar before they begin their formal teaching assignment. The topics for the online seminars include (but are not limited to): University policies, procedures and resources, training in sexual harassment awareness, Americans with Disabilities Act, Family Educational Rights and Privacy Act (FERPA), lecturing, leading class discussions, and grading.

- 2) Assisting the faculty in preparing and teaching one lecture in a course in the Department of Public Health Sciences
- 3) TA with a faculty member by collaborating in the development and teaching of a graduate course within the Department of Public Health Sciences, and present at least 1 lecture in that course or teach a lab section of a course. The Faculty member must formally evaluate the TA's teaching and provide constructive feedback on their teaching skills and lecture content.

FORMALLY ADVANCING TO CANDIDACY

When a Pre-Candidate has satisfied all the requirements and is ready to advance to candidacy, the student should complete an Application for Admission to Candidacy for the PhD Form, which is available at <https://grad.miami.edu/policies-and-forms/forms/index.html> and submit this application through Dynamic Forms. The Graduate School has strict deadlines for completing the requirements to advance to Candidacy, and it is the responsibility of the student to check the website of the Graduate School and/or speak to the Doctoral Program Administrator regarding these deadlines. Per University policy, no student may receive the degree in the same semester or summer session in which he or she is admitted to candidacy.

FORMATION OF THE DISSERTATION COMMITTEE

In preparation for the Dissertation, students, with consultation and collaboration from their faculty advisor/Prevention Science Program Director, will choose a Dissertation Chair. The student, should then, in consultation and collaboration of their Dissertation Chair (and their faculty advisor, if needed) choose the remaining dissertation committee members. Upon formation of the Dissertation Committee, the Dissertation Committee Form should be completed and submitted to the Graduate School via Dynamic Forms. This form can be found at <https://grad.miami.edu/policies-and-forms/forms/index.html>. If the composition of the Dissertation Committee changes at any point during the dissertation process, students must resubmit the Committee Composition Change Request Form (through Dynamic Forms) to reflect the revisions.

Composition of the Dissertation Committee

Dissertation committees must have at least **four** members. Other requirements with regards to the composition of the Dissertation Committee Members are as follow:

- 1) The Chair of the Dissertation Committee must have a primary/secondary and Graduate Faculty appointment at the University of Miami (not necessarily in the Department of Public Health Sciences).
- 2) At least two of the additional committee members must have a Graduate Faculty Appointment (primary or secondary) in the Department of Public Health Sciences.
- 3) The fourth, "outside" member of the Committee can be external to the Department (i.e., elsewhere at UM) or outside the university. The student must obtain approval from the Dissertation Chair for this fourth member.
- 4) Students are strongly encouraged to have at least one basic researcher (e.g., etiologist, epidemiologist, developmental psychologist) and at least one interventionist, implementation scientist, or community researcher on their committees.

Eligibility for Service on Dissertation Committees

Nominations for faculty to engage in dissertation committee service are made by means of the Application for Admission to Candidacy for the Ph.D., which must be signed by the Graduate Program Director and the PhD Program Director. All nominations must be approved by the Graduate School and are subject to the guidelines of the Graduate School.

THE DISSERTATION PROPOSAL

Following the formation of their dissertation committee, doctoral students are required to satisfactorily develop their dissertation proposal. During the defense of the proposal, the student presents their dissertation proposal to the dissertation committee. It is expected that students will give their presentation within 6 to 12 months of successful completion of the Qualifying Examination. If this does not occur, students must present a valid reason and a plan for proposing their dissertation as soon as possible. This reason and plan must be approved by the student's Dissertation Chair and by the director of the doctoral program. Students must be registered for at least one dissertation credit during the term in which they present their proposal.

The Written Dissertation Proposal

The written proposal should include the following elements and should be between 5-10 pages using standard font and format:

- 1) **Summary Abstract** (1 page)
- 2) **General Literature Review**
- 3) **Overall Research Questions and Hypotheses**
- 4) **Integrative Plan for the 3 manuscripts (how they will be tied together)**
- 5) **Research Methods (including source of data for secondary analyses)**
- 6) **Data Analytic Plan for each manuscript**

Although every proposal should contain all the required elements, the particular emphasis, subject matter and page lengths will depend upon the nature of the proposed research.

Format and Structure of the Oral Proposal

The oral presentation and submission of a written dissertation proposal implies prior planning and review by the student's dissertation chair, as well as consultation with other members of the student's dissertation committee. Both the student and mentor share responsibility for informing members of the dissertation committee about progress or modifications in the research protocol. The oral proposal defense should proceed only when all committee members indicate that the student is ready to propose.

The Oral Presentation of the Dissertation Proposal

Although the format and specific content of the oral presentation of the dissertation proposal is up to the Chair and the Committee, the oral presentation of the dissertation proposal should include a statement of research questions and/or hypotheses and the following elements:

- 1) A rationale for the questions, including the public health significance or implications
- 2) The degree to which the research draws upon appropriate theoretical or conceptual models
- 3) Adequacy of the study design to address the research questions
- 4) Data gathering approaches - the degree to which the data gathering approaches address threats to validity of the research (for secondary analyses, this refers to the ability of the available data to answer the research questions proposed)
- 5) Data analysis plan, including implications for inference and generalizability

6) Strengths and limitations of the study

Following the presentation, the Committee members will have an opportunity to ask questions and then decide whether the student has passed, passed with conditions, or failed the dissertation proposal oral defense. It is expected that no more than two attempts at this stage will be required for the student who expects to achieve a doctoral degree. Upon satisfactorily defending the dissertation proposal, the student can begin carrying out their research plan.

THE DISSERTATION

After successful development and defense of the dissertation proposal, the student is ready to execute their research plan. This phase generally takes 6 to 12 months. It is expected that the student meet with his/her Dissertation Chair during this time to ensure the accurate and timely completion of their research plan. Detailed formatting requirements are provided for each format, please see <https://grad.miami.edu/electronic-thesis-and-dissertation/index.html>. Students are strongly encouraged to consult this site often for all stages of their dissertation to ensure all Graduate School requirements are met. Dissertations previously submitted electronically are also available at this site. Please contact the Doctoral Program Administrator for a complete list of student names/dissertation titles available on this site. (Please note that the three manuscripts should appear as chapters in the dissertation, which will be submitted to the Graduate School as a single document.)

Scheduling the Dissertation Defense

After the Dissertation Chair agrees that the student is ready to defend his/her dissertation and all members of the Dissertation Committee have read the dissertation and provided feedback to the Chair and student (generally within 4 weeks of receipt of the dissertation document), the student can schedule his/her dissertation defense with all committee members. Students are responsible for setting their defense date within the stated Graduate School deadline for the semester they plan to defend. A deadline is set and stated on each semester's Academic Calendar, available at <https://grad.miami.edu/electronic-thesis-and-dissertation/defense-and-submission-deadlines/index.html>.

It is expected that the student e-mail a copy of the dissertation to all Committee members 4-6 weeks prior to the oral defense. After the oral defense date is scheduled, the student is to notify the Doctoral Program Administrator as to the defense date of the dissertation. The student will then submit the Defense Notice Form to the Graduate School. (through Dynamic Forms). A copy of the form is provided at: <https://grad.miami.edu/policies-and-forms/forms/index.html>. The Doctoral Program Administrator will e-mail the Department notifying all faculty, students, and staff of the defense of the dissertation. It is the responsibility of the student to work with the Doctoral Program Administrator to secure space for the defense as well as to secure the necessary equipment (e.g., projector), if needed. Please note that dissertation defenses are public events and are open to faculty, students, and members of the general public.

The Oral Defense of the Dissertation

In addition to the requirements for the proposal, the oral dissertation defense (usually 1 hour, but can be longer or shorter at the discretion of the Dissertation Chair) should include:

- 1) The results for each of the research questions or aims, including a description of the statistical methods used
- 2) A discussion of the study findings

- 3) Conclusions
- 4) Limitations of the study
- 5) Recommendations for future research

Following the presentation, the Chair will ask everyone except the members of the Committee and the student to leave the room. At this time, the Committee will have an opportunity to ask questions about the dissertation, the defense, and other related issues. Following the questions, the student will be asked to leave the room to allow the members of the Dissertation Committee to discuss his or her performance. The Committee will decide whether the student has passed or failed the dissertation defense. Following this decision, the Committee will invite the student to return and inform her/him of the Committee's decision. If the student is not successful in defending the dissertation, the Chair and the Committee members will inform the student as to what the next steps are in his/her program of study. If a student is successful, the Certificate of Defense Form must be completed, signed by the dissertation committee members (student circulates electronically to the committee via Dynamic Forms).

COMPLETION AND PUBLICATION OF THE DISSERTATION

There are several steps students must take in the final stretch towards completing the dissertation and getting it published. It is strongly recommended that students visit the Graduate School website at <http://grad.miami.edu/electronic-thesis-and-dissertation/post-defense-essentials/index.html> for more detailed guidance on the parameters for completing the dissertation.

Formatting Your Dissertation

All doctoral dissertations must be formatted according to University of Miami Graduate School requirements. All formatting requirements are available at http://grad.miami.edu/_assets/pdf/2016-17-formatting-guidelines-4-9-17.pdf. This site also includes examples, templates and necessary forms required during the dissertation process. Previously submitted dissertations are listed in the University Dissertation Library (EDT).

PUBLISHING YOUR DISSERTATION

Students are strongly encouraged to speak to their Chair and other dissertation members about submitting peer-reviewed manuscripts for publication during their dissertation and immediately following their defense. <http://grad.miami.edu/electronic-thesis-and-dissertation/copyright-and-publishing-information/index.html>

DEADLINES FOR COMPLETING THE FINAL REQUIREMENTS

The University of Miami has strict deadlines for each term by which you must have completed all of your final requirements, including turning in the correct number of dissertation copies and electronic submission to the Graduate Schools. These deadlines can be found at <http://grad.miami.edu/electronic-thesis-and-dissertation/defense-and-submission-deadlines/index.html>.

ADDITIONAL REQUIREMENTS FOR CANDIDATES

In addition to the required coursework, the successful completion of the qualifying examinations, the teaching assistantship, successfully defending the dissertation proposal, and successfully defending the dissertation, doctoral students are required to complete the following requirements:

- 1) The Departmental Grand Rounds consists of a series of educational lectures in the area of epidemiology and public health. Speakers at the Grand Rounds include both Department faculty and speakers from other institutions around the country. Students are expected to attend most of the Department Grand Rounds. Students may also elect to attend other lecture series offered by the Department or other Departments on the medical campus (eg. Distinguished Lecture Series, Biostatistics Round Tables). Students are responsible for tracking their Grand Rounds/Lecture Series attendance and submitting an attendance sheet to the Program Director at the conclusion of each Fall and Spring semester.
- 2) Students must submit at least one first-authored manuscript for publication during their doctoral program. The manuscript does not have to be accepted for publication (in order to graduate), but it does have to be deemed publishable by the student's faculty advisor or mentor

GRADUATE STUDENT FINANCIAL SUPPORT

The Department of Public Health Sciences has limited resources with respect to student financial support. The University will provide doctoral students with a tuition scholarship during their doctoral program (student must remain in good standing during their studies to receive tuition support). Additionally, students will receive a one-year stipend of \$30,000 (effective June 1, 2019) for their first year of study only. After this time, students must work with their faculty advisor to find funding from a Department faculty member (or another faculty member in other departments) to support their stipend for the remaining years of their doctoral program. Additionally, students are strongly encouraged to work with their faculty mentor to seek their own funding (e.g., F31 or F30 dissertation awards through NIH, fellowships through foundations such as the Robert Wood Johnson Foundation, or other training fellowship across campus such as the fellowships from the Developmental Center for AIDS Research).

WEBSITE QUICK REFERENCE GUIDE

There are many helpful websites that you can visit, not the least of which is our own Department of Public Health Sciences homepage at <http://publichealth.med.miami.edu>. Below are also links to other useful websites that has pertinent information for doctoral students:

Graduate School website: <http://grad.miami.edu>

Miller School of Medicine, Office of Graduate Studies: <http://biomed.med.miami.edu/>

U Miami Graduate Bulletin: www.bulletin.miami.edu

Doctoral Student and Faculty Forms: <https://www.grad.miami.edu/policies-and-forms/index.html>

Electronic Dissertation (ETD): <https://www.grad.miami.edu/electronic-thesis-and-dissertation/index.html>