The Student’s Guide to the Ph.D. in Intelligent Systems Engineering

Note: This guide does not substitute for the official documents such as the University Graduate School Bulletin. Always consult these documents for further details and official explanations. The benchmarks and explanations may vary if you double major. Consult with the Graduate Studies Office for further details.

**Advisory Committee**

*During your first year after admission*

- Submit completed form, *Assignment of Advisory Committee*, to the Graduate Studies Office (GSO).

**Transfer of Credit**

*During your first year after admission*

- Submit completed form, *Transfer Credit Request*, to the GSO.

**Annual Evaluation**

*Each year of your program (annual date to be decided)*

- Submit completed forms, *Ph.D. in Intelligent Systems Engineering Annual Report* and *Ph.D. in Intelligent Systems Engineering Course Planning Checklist*, to the GSO.

**Minor**

*During course work*

- Submit completed form, *Doctoral Minor*, to the GSO.

**Qualifying Exam**

*After you complete all course work and within the first three years after admission*

- Submit completed form, *Qualifying Examination Approval*, to the GSO.

**Nomination to Candidacy**

*Upon completion of all course work and passing of the qualifying exam, and at least 8 months before the degree is awarded*

- Go to One.IU to complete and submit your *Nomination to Candidacy*.

- Three faculty members or more required; advisor from track + faculty from track + faculty outside track.

- Up to 30 credits may be transferred.

- Each year the Intelligent Systems Engineering Program faculty read your annual report and evaluate your progress.

- Your minor may be internal or external to the Intelligent Systems Engineering Program.

- The qualifying exam includes written and oral components and is determined by the track faculty.

- You must complete all course work and pass the qualifying exam; no I or R grades except for I-890; if any courses older than seven years from the passing date of the qualifying exam were used for your course prescription, a memo requesting revalidation of such courses must accompany the nomination to candidacy form when it is sent to the University Graduate School (UGS) for approval; your candidacy expires seven years after the passing date of the oral qualifying exam; your advisory committee disbands when you are nominated to candidacy.
**Continuing Enrollment**
*During candidacy*
- Ensure that you are properly enrolled each semester.

You must enroll each semester (excluding summer sessions) for any remaining required course work or dissertation credits. Once you have accumulated 90 credit hours in completed course work and deferred dissertation credits, you must enroll for a minimum of 1 hour of graduate credit each semester until the degree is completed. If you have completed 90 credit hours and all requirements for the Ph.D., you are eligible to enroll in G901 for a flat fee of $150 per semester. If you graduate in summer (June-August), you must enroll in a minimum of 1 hour of credit in the current or immediately preceding summer session.

**Research Committee**
*After admission to candidacy status and no later than six months before the defense of the dissertation*
- Go to One.IU to complete and submit the Nomination of Research Committee for the Ph.D.

All members must be from Indiana University; director (who normally serves as the chairperson of the committee), two or more additional faculty members from the major department, and a representative of each minor. All chairpersons of research committees and directors of research must be members of the graduate faculty with the endorsement to direct doctoral dissertations. All members of a research committee must be members of the graduate faculty with the endorsement to direct doctoral dissertations; others may be regular members.

**Dissertation Proposal Colloquium**
*After Nomination to Candidacy is approved*
- Set a date and time with faculty and reserve your room.
- Submit completed form, Ph.D. in Intelligent Systems Engineering Dissertation Research Prospectus, to the GSO.

You present your research plan to your research committee. Your committee may require more than a one- or two-page prospectus of the dissertation research.

**Research Compliance**
*Before dissertation research begins*
- See: http://researchadmin.iu.edu/cs.html
  Approval is given to you by the appropriate committee; provide a copy to the GSO.

If the proposed research involves human subjects, animals, biohazards, or radiation, you must obtain approval from the appropriate university committee.

**Prepare Final Defense of the Dissertation**
*At least 30 days prior to the scheduled defense of the dissertation*
- Set a date and time with faculty and reserve your room. Prepare Defense Announcement (a summary with a maximum of 300 words).
  Go to One.IU to complete and submit your Defense Announcement.

Once the final examination has been scheduled the announced time and place of the defense must not be changed without the approval of the dean. Document should be in Microsoft Word and a hardcopy PDF.

**Defense of the Dissertation**
*At least 30 days after the announcement is submitted to the UGS*
- Present in public meeting and answer questions from your Research Committee.
  Submit completed form, Final Defense Approval/Doctoral Acceptance, to the GSO.

An oral defense meeting, open to the public, is required. The Research Committee must vote on the outcome of the examination: pass, conditional pass, deferred decision, and failure.

**Submission of the Dissertation**
*Within seven years after passing the qualifying exam and acceptance by the Research Committee*
- Fulfill any requirements of your Research Committee and submit your final dissertation using the Doctoral Dissertation Agreement Form. Notify the GSO upon final deposit of your dissertation.

See the policy for submission, either a traditional submission or an electronic submission (preferred). Your Research Committee Chairperson oversees any final revisions.

**Graduation!**
*Your graduation date is the last day of the month, in the month you deposit your final dissertation with the UGS by the 10th*
- Go to One.IU to complete and submit your Application for Graduation, to the UGS.