**Requirements for ECE Dissertation Committees**

General

The candidate's dissertation committee, especially the chair, has overall responsibility to provide technical, organizational, ethical and administrative guidance for the student for the duration of the doctoral program. These responsibilities should not be taken lightly. The dissertation committee should work well as a team; good communication among all members of the committee is important to insure that the research remains "on track" and the candidate has a satisfying educational experience.

In line with this, the candidate is required to make regular oral reports at a meeting of the dissertation committee following the student's advancement to candidacy so that all members are kept up to date with the research progress. (Quarterly reports are suggested as a guideline.) The chair of the dissertation committee is responsible for convening these meetings.

Administrative Responsibilities

The chair of the dissertation committee shall maintain up-to-date contact information for all committee members and shall be responsible for convening the dissertation committee when and as required.

The chair of the dissertation committee shall provide copies of all written (and electronic) communication related to the candidate’s progress to the ECE Ph.D. Program Committee. Such communication includes (but is not limited to) appointment and changes of committee members, memos to and from the academic council, and notification of meetings, especially the qualifying exam and defense. Failure or refusal to provide copies of such communication may place the candidate’s program in jeopardy.

Qualifying Exams

The candidate must take both written and oral qualifying exams. Although the Academic Council Policy Manual provides that the administering of these exams is the province of the departmental Ph.D. Program Committee, the ECE Ph.D. Program Committee normally delegates these exams to the candidate's dissertation committee.

The dissertation committee will give notice to the ECE Ph.D. Program Committee specifying the technical areas for the written and oral exams and the names of persons writing the questions for the written exam. If there are any abnormal situations such as a substitute oral examiner who is not a member of the dissertation committee, then this should also be stated and must receive approval from the ECE Ph.D. Program Committee. A written memo signed by all members of the dissertation committee must be submitted to the ECE Ph.D. Program Committee at the conclusion of the exam.

Proposal and Advancement to Candidacy

Advancement to Candidacy requires approval of a dissertation topic. Specifically, a written research proposal shall be prepared by the candidate and be accepted by all members of the dissertation committee as a prerequisite for advancement to candidacy. (It is recommended that this proposal be completed as soon as possible after the passing of the oral qualifying exam.) A copy of the proposal must be forwarded to the ECE Ph.D. Program Committee. The proposal should contain as a minimum:

* thorough background literature search
* substantial preliminary results
* outline of research proposed and plan for achieving
* substantial bibliography

Upon acceptance of the proposal the dissertation committee will forward a signed memo to the ECE Ph.D. Program Committee, stating that all requirements have been met and the student is being nominated for advancement to candidacy. The chair of the ECE Ph.D. Program Committee will in turn submit a memo to the Academic Council requesting Advancement to Candidacy for the student.

Defense

The defense should be scheduled only after all dissertation committee members agree that the research is complete. The candidate must prepare a final draft of the thesis and deliver it to all members of the committee no later than two weeks prior to the scheduled date of defense.

The defense shall be announced to all components of the ECE Department at least two weeks prior to the scheduled date. All members of the ECE department shall be invited. Others may also attend as per section 5.4.13 of the Academic Policy Manual.