

# Advancement to Candidacy Contract

Name: \_\_\_\_\_

Starting year: \_\_\_\_\_

**General instructions:** use this form to plan and report your progress toward advancement. Put in *only* those courses used to fulfill the requirements of your degree. Put check marks in the boxes in the leftmost column for those courses and milestones that have been completed.

**Contract must be submitted at the end of each academic year:** this contract must be reviewed and approved by your research advisor at the end of *each academic year*. If there are no changes, review is still required, but approval is automatic. Please submit the original for your student file to the Faculty and Student Affairs Manager (Lauren Clarke, lkc) before the last day of class in the spring semester.

## I. Coursework Requirements

The student must earn eight (8) course credits over the course of their PhD studies, excluding Reading and Research. Of these, six courses will count toward candidacy. For those six courses:

- At least 5 must be in CS at the 1000-level or higher, and two must be at the 2000-level.
- One course outside CS can count toward candidacy; both the DGS and advisor must approve the course.
- At least 3 courses must be completed by June 1 of the first year. Neither Reading-and-Research courses nor credits transferred from other schools can count toward this requirement.
- Courses chosen must three of the four PhD course areas including three of areas. For more information about areas see: <http://cs.brown.edu/grad/phd/reqs/course-areas-phd.html>
- All courses must be completed with a grade of B or better. Students are expected to maintain an A average (better than 3.5/4.0)

Done?	Course Number/Title	Year/ Semester	Area (A,T,C or G)	Grade	Level (1000 / 2000)	Outside CS, DGS must initial
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

## II. Ethics Training Requirement (BEARCORE or CITI certification)

Date class taken: \_\_\_\_\_ (submit form to [fasam@cs.brown.edu](mailto:fasam@cs.brown.edu) when completed)

### III. Research Requirement

There are several milestones, which are meant to give the student feedback as well as to make certain that the process advances, to completing the research requirement. Students should actively engage their research committees and make certain that the entire committee is aware of the student's progress.

Use this checklist to track your progress:

- By March 15, First Year:** the student will select a research project advisor and two additional committee members.

**Name of research project advisor:** \_\_\_\_\_

**Name of two additional committee members:** \_\_\_\_\_

**Date committee was finalized:** \_\_\_\_\_

**Date committee names communicated to fasam@cs.brown.edu** \_\_\_\_\_

- By April 21, First Year:** the student will present a research proposal (1-3 page document describing the intended research & a 10-minute talk) to his or her committee and to any other faculty who wish to attend; the proposal should be formally announced at least **one week in advance** by sending the date, time, location, title, abstract and a URL for the document to fasam@cs.brown.edu no less than seven days before the talk. The advisor should be cc'd on the email. The proposal must be approved by the committee.

**Date announcement was sent:** \_\_\_\_\_

**Date research proposal presentation delivered:** \_\_\_\_\_

**Date research proposal was approved:** \_\_\_\_\_

- During the fall semester, Second Year:** the student should meet with their committee to present progress to date in a form that is agreeable to the committee as a whole (e.g. a talk, a short report, or both). Send email to fasam@cs.brown.edu, cc'ing your advisor, once the progress report is complete.

**Date research progress was delivered:** \_\_\_\_\_

- By March 15, Second Year:** the student will present his or her work to the committee and to any faculty who wish to attend in a 20-minute talk to be followed by questions. This talk should be formally announced at least **one week in advance** by sending the date, time, location, title, abstract and a URL for the document to fasam@cs.brown.edu. Your advisor should be cc'd on the email. If the date and time are approved, it will be announced to the faculty and a room will be reserved. These presentations are not open to the CS department-at-large as they are an examination. The final pdf needs to be sent to [fasam@cs.brown.edu](mailto:fasam@cs.brown.edu) after the defense has been successfully completed.

**Date announcement was sent to Fasam:** \_\_\_\_\_

**Date research presentation was delivered:** \_\_\_\_\_

**Date research project was approved:** \_\_\_\_\_

**Date final pdf of research project was sent to Fasam:** \_\_\_\_\_

Note: if a student needs make a second attempt at the research presentation, this second presentation must be completed by May 15.

	Date	Student Signature	Advisor Name	Advisor Signature
<b>1<sup>st</sup> Review</b>				
<b>2<sup>nd</sup> Review</b>				
<b>3<sup>rd</sup> Review</b>				