



UNIVERSITY OF  
MARYLAND

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ROBERT H. SMITH  
SCHOOL OF BUSINESS

**Ph.D. Program**  
**Frequently Asked Questions (FAQs)**

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Dear Ph.D. Students:

Welcome to the Ph.D. Program at the Robert H. Smith School of Business. I believe you will find our program to be an exciting and rewarding experience.

The purpose of this FAQ is to provide you with answers to questions commonly asked of the Ph.D. Program Office. The FAQ should help you in obtaining the maximum benefit from the Ph.D. Program and complete it in a timely fashion. If you have any questions about some aspect(s) of the program, do not hesitate to consult with your Ph.D. Program Faculty Representative (listed on p.4 of this FAQ) or with the Ph.D. Program Office via me, the Ph.D. Program Director, Dr. Debra Shapiro ([DShapiro@rsmith.umd.edu](mailto:DShapiro@rsmith.umd.edu) or 301-405-9549), or via [businessphd@rsmith.umd.edu](mailto:businessphd@rsmith.umd.edu) or 301-405-2214 (which is an email account/PhD Program Helpdesk responded by several program staff members).

Best of luck in your program, and do not be a stranger to the Ph.D. Program Office. Remember, we are here to assist you!

Sincerely,

Dr. Debra L. Shapiro  
*Ph.D. Program Director*  
*Clarice Smith Professor of Management & Organization*

## **Part 1. IDENTIFYING YOURSELF**

### ***Regarding When you Need to Carry Personal ID***

**Q:** When do I need to carry Personal ID?

**A:** You need your Student ID card as the “security-card” to get into the carrel rooms, some classrooms in Van Munching Hall, and at times when the Smith School is locked to outsiders. This Student ID card will also enable you to access library-materials, gym facilities on campus, campus events, etc.

### ***Regarding What Year of the Ph.D. Program You Are In***

**Q:** When do I become a 2nd year doctoral student?

**A:** August 15<sup>th</sup> marks the beginning of an academic calendar year (regardless of what is stated elsewhere as the first day of classes for Year X). Therefore, students starting their programs August 15, 2010 are 1st year doctoral students until August 14, 2011; after that date, these students become 2<sup>nd</sup> year doctoral students until August 14<sup>th</sup> of the next year after which they become 3<sup>rd</sup> year students until August 14<sup>th</sup> of the next year after which they become 4<sup>th</sup> year doctoral students.

### ***Regarding What Your Email Signature Block Should Say***

**Q:** Does my email need to have a signature block in it?

**A:** Yes, if you wish to appear maximally professional to faculty members and/or others with whom you email (such as scholars and/or practitioners you meet at conferences). Your signature block also enables the Ph.D. Program Director and/or staff members to readily reach you if they have good news to share with you (including bonus-money) and/or a question to ask of you. Finally, although it is rare, there is sometimes emergency-news to share, as occurred in summer 2010 when some doctoral students were made instantly homeless by an exceedingly heavy rainstorm/tornado. So please provide an email signature block beneath your name, which can become AUTOMATIC (hence without your constant need to type this) if you use the Mailbox features associated with Lotus Notes.

**Q:** What should my email’s signature block say?

**A:** All email-recipients of yours should see at the bottom of your email (in your signature block) the following:

#### **Your full Name**

Your title (either “Doctoral Student” or “Doctoral Candidate” if you are pre- versus post-candidacy, respectively)

3330 Van Munching Hall

University of Maryland

College Park, MD 20742-1815

PHONE: \_\_\_\_\_ (please place your cell- or home phone here, but please no Van Munching Hall office numbers since these may change over the years;

FAX: 301-314-9611

EMAIL: \_\_\_\_\_ (please use the U of Maryland email address of “yourname@rhsmith.umd.edu”

**Q:** How can I obtain a signature block automatically at the bottom of all emails?

**A:** On Lotus Notes, open your email. Then look at the top of your email-screen for a tab titled “EXTRAS”; click on this and scroll down to “Set Signature Block” and follow the prompts that ask for various fields to be completed, starting with your name, title, etc. Please use the title “Ph.D. Student” if you have not yet advanced to candidacy and use instead the title of “Ph.D. Candidate” if you have advanced to candidacy. You have advanced to candidacy when you have completed ALL required coursework, passed comprehensive exams, AND completed all other requirements that may be unique to your program such as Working Papers, Paper-presentations, First-year Qualifying exams, etc.) If you need help setting your Signature Block, phone our IT Helpdesk at 301-405-2269.

## **Part 2. COURSEWORK/PROGRAM PLANNING**

**Q:** What is my Program Plan?

**A:** Each student develops a detailed program plan in consultation with the Ph.D. Program Faculty-representative associated with his/her particular doctoral program (*see these faculty-representatives' names and contact info on the next page*). A complete program plan, approved/signed by the student's Ph.D. Program faculty-representative and the Ph.D. Program Director, is submitted to the PhD Program Office by the end of the first semester (***December 20th***). The Program Plan may be subsequently modified upon the approval of the student's Ph.D. Program faculty-representative and the Ph.D. Program Director. Although formal transfer credit is not granted, coursework successfully completed at other institutions may be accepted as fulfilling some part of the Program Plan (with the approval of the area PhD committee and the Ph.D. Program Director).

**Q:** What documentation exists for Smith PhD students that can show them ALL the coursework that they may wish to take in the 4-5 years that they are doctoral students at our University?

**A:** The Ph.D. Program Handbook, which all incoming students receive at Orientation. There is a digital copy on the Robert H. Smith School of Business website as well (<http://www.rhsmith.umd.edu/doctoral/students/>)

**Q:** Does the Ph.D. Program Handbook provide brief course-descriptions of any course named within it?

**A:** No, but we are currently working with Department Chairs and Ph.D. Program Faculty-representatives to produce this information.

### **Part 3. KEY FACULTY/STUDENT CONTACTS**

**Q:** Which faculty members should I contact with questions associated with Ph.D. Program-requirements?

**A:** The following faculty members are best-informed about details associated with Ph.D. Program-requirements, so please contact any of the following faculty members first; if you continue to feel uncertain, schedule an appointment with the Ph.D. Program Director (301-405-9549).

Ph.D. Program Director:  
Dr. Debra L. Shapiro  
DShapiro@rhsmith.umd.edu  
301-405-9549

Ph.D. Program Representative of Accounting and Information Assurance:

- Dr. Oliver Kim ([OKim@rhsmith.umd.edu](mailto:OKim@rhsmith.umd.edu); 301-405-2243)

Ph.D. Program Representative of Finance:

- Dr. Vojislav (Max) Maksimovic ([vmaksimovic@rhsmith.umd.edu](mailto:vmaksimovic@rhsmith.umd.edu); 301-405-2125)

Ph.D. Program Representatives of Decision, Operations & Information Technologies:

- Information Systems:
  - Dr. Il-Horn Hann ([ihann@rhsmith.umd.edu](mailto:ihann@rhsmith.umd.edu); 301-405-8592)
- Operations Management/Management Science:
  - Dr. Wedad Elmaghraby ([welmaghr@rhsmith.umd.edu](mailto:welmaghr@rhsmith.umd.edu); 301-405-2351)

Ph.D. Program Representatives of Management & Organization:

- Organizational Behavior/Human Resource Management
  - Dr. Gilad Chen ([giladchen@rhsmith.umd.edu](mailto:giladchen@rhsmith.umd.edu); 301-405-0923)
- Strategic Management
  - Dr. Rajshree Agarwal ([Rajshree@rhsmith.umd.edu](mailto:Rajshree@rhsmith.umd.edu); 301-405-2250)

Ph.D. Program Representatives of Marketing:

- Dr. Amna Kirmani ([akirmani@rhsmith.umd.edu](mailto:akirmani@rhsmith.umd.edu); 301-405-2202)
- Dr. David Godes ([dgodes@rhsmith.umd.edu](mailto:dgodes@rhsmith.umd.edu); 301-405-8163)

Ph.D. Program Representative of Supply Chain & Logistics:

- Dr. Martin Dresner ([mdresner@rhsmith.umd.edu](mailto:mdresner@rhsmith.umd.edu); 301-405-2204)

**Q:** Which students should I contact with questions associated with the Ph.D. Program?

**A:** The following doctoral students are ideally suited to answer questions you have about the Ph.D. Program since they are leaders in the Association for Doctoral Students (ADS); and as such, are devoted to helping doctoral students experience as much ease and community here as possible:

President: Annie Zavyalova ([azavayalo@rhsmith.umd.edu](mailto:azavayalo@rhsmith.umd.edu))

Vice-President: Daniel Malter ([dmalter@rhsmith.umd.edu](mailto:dmalter@rhsmith.umd.edu))

Treasurer: Scott Benjamin ([sbenjamin@rhsmith.umd.edu](mailto:sbenjamin@rhsmith.umd.edu))

Social Chairs: Beth Bush ([ecbush@rhsmith.umd.edu](mailto:ecbush@rhsmith.umd.edu)), Brad Greenwood ([bgreenwood@rhsmith.umd.edu](mailto:bgreenwood@rhsmith.umd.edu)),

Jeongmin Lee ([jeongmin@rhsmith.umd.edu](mailto:jeongmin@rhsmith.umd.edu))

GSG Rep: Scott Benjamin ([sbenjamin@rhsmith.umd.edu](mailto:sbenjamin@rhsmith.umd.edu)), Bryan Stroube ([bstroube@rhsmith.umd.edu](mailto:bstroube@rhsmith.umd.edu))

#### **Part 4. Funding (\$\$\$\$\$\$)**

**Q:** Do most doctoral students at Smith come funded?

**A:** Yes. This is because our doctoral program is solely fulltime; and therefore, there is no possible way for students to make the progress toward completing their doctorate degree if they were to hold part-time jobs.

**Q:** Is the source of funding for Smith doctoral students exclusively “internal” (i.e., via the stipend offered by the Smith School of Business)?

**A:** No. Some doctoral students come funded via external sources, such as foreign universities or the United States military; however, most of the admitted students receive funding from the Smith Business School.

#### ***Regarding University Fellowships:***

**Q:** Are there any funding opportunities *outside* the Smith School for students who are internally and/or externally-funded?

**A:** Yes. And these fellowships can be supplemental to other funding-sources the students already have. More specifically, the Graduate School (*as you will see at <http://www.gradschool.umd.edu> under the tab “Funding & Finances”*) offers several types of Graduate Fellowships, which are merit-based awards that enable the recipient to focus on graduate study, that do not have to be repaid, and that generally include both a stipend and tuition remission. Fellowships differ from Graduate or Research Assistantships, which carry an obligation to teach classes, to work on a research project, or to perform administrative tasks. These Fellowships are:

- [Flagship Fellowships](#) are intended to help graduate programs to recruit and retain truly exceptional students. Flagship Fellowships are multi-year enhancement awards to be added to fellowship/assistantship offers made by graduate programs. Flagship Fellowship enhancements may total \$40,000 per student over the duration of the award. The goal is to award ten Flagship Fellowships per year, reaching a steady state of approximately forty Flagship Fellows. Nominations for Flagship Fellowships are made by faculty for incoming students, and will be due to the Graduate School by the end of January each year (exact dates vary). Programs will be notified of decisions before the end of February.

- [Graduate Student Summer Research Fellowships](#) provide support to outstanding doctoral students at "mid-career," that is, in the period approximately before, during, or after achievement of candidacy, and are intended to enable students to prepare for or complete a key benchmark in their program's requirements. Summer Research Fellowships carry stipends of \$5,000 but carry no tuition remission. Nominations for Summer Research Fellowships are made by either the Graduate Director or the student's department Chair are made by faculty, and will be due to the Graduate School by the end of March each year (exact dates vary). Awards will be announced before the end of April.
- [Ann G. Wylie Dissertation Fellowships](#) are one-semester awards intended to support outstanding doctoral students who are in the final stages of writing their dissertation and whose primary source of support is unrelated to their dissertation. Wylie Dissertation Fellowships carry a stipend of \$10,000 plus candidacy tuition remission and \$800 toward the cost of health insurance. The Graduate School awards 40-45 Wylie Dissertation Fellowships per year. Applicants will be asked to submit an application form; a 500-word abstract written for a general audience, including a statement of the significance of the study; a one-page statement of the work completed to date, the work remaining, the timeline, and the expected completion date; a curriculum vitae; and two letters of recommendation. Recommendations should be written by the student's advisor and the program's or department's director of graduate studies. If the advisor is also the director of graduate studies, the second letter should be written by the program or department chair. Nominations for the Wylie Fellowship are due to the Graduate School in early March each year (exact dates vary). Awards will be announced before the end of April.
- Additionally, the Graduate School administers competitions for four endowed awards: [The Mabel S. Spencer Award for Excellence in Graduate Education](#), [The James W. Longest Memorial Award for Social Science Research](#), [The Michael J. Pelczar Award for Excellence in Graduate Study](#), and [The Phi Delta Gamma Graduate Fellowship](#). Include contact info and application req's. for all Fellowships.
- The Graduate School administers the [Jacob K. Goldhaber Travel Grants](#), which provide funding for graduate students presenting academic work at conferences and professional meetings.

For each of these Fellowship Awards' contact information and application-requirements, contact the Graduate Fellowship Office at 301-405-0371 and/or visit the Graduate School's website at <http://www.gradschool.umd.edu> under the tab "Funding & Finances").

**Q:** Is a student allowed to be nominated for more than one award—including potentially ALL of the awards named above?

**A:** Yes, if he or she is qualified.

**Q:** Should I apply for University Fellowships or other grants while I am enrolled in the Smith Doctoral Program?

**A:** Yes. Winning University Fellowships or other grants will favorably distinguish you when you are competing for jobs.

**Q:** Should I apply for University Fellowships or other grants even when I am currently receiving a stipend and a Dean's Summer Fellowship?

**A:** Yes. One reason why is supplied in the answer immediately above this one. An additional reason is that your stipend and Dean's Summer Fellowship are *not* automatically renewed at the end of each academic year. Such renewal depends on how satisfactorily you are progressing each year in completing your doctoral degree, and producing work whose quality is high. External awards provide evidence that your work-output is indeed of high quality.

**Q:** How do I know what University Fellowships or other grants are available?

**A:** Please see this page <http://www.gradschool.umd.edu/Fellowship/> for additional information regarding available University Fellowships.

**Q:** What actions are needed on my part in order for me to apply for a University Fellowship?

**A:** At a minimum, you need to respond immediately to announcements you receive by email (often from PhD Program Coordinator Justina Blanco) regarding University Fellowships. Additionally, the following five actions are typically needed:

- i. Describe your research-related question of interest, why this is important, how you plan to study it, and how your proposed game plan improves on previous work relating to this research-question;
- ii. Describe your achievements to date associated with research and/or other accomplishments as a doctoral student that can help the Awards-Committee perceive you as highly committed to conducting high-quality research;
- iii. Modify the latter descriptions if necessary to match as closely as possible the Award-criteria that are listed in the description of the Award/Fellowship;
- iv. Get at least one and ideally two faculty members to write a supporting nomination-letter for you;
- v. Submit this packet to the PhD Program Director, Debra Shapiro, so that she can add her own endorsement letter.

**Q:** What actions are needed on the part of Smith Faculty members in order to enhance my chance of successfully applying for a University Fellowship?

**A:** At a minimum, Smith Faculty (in addition to students) need to respond immediately to announcements received by email regarding University Fellowships. Additionally, all Smith faculty members will ideally encourage the doctoral students they are mentoring to proactively seek external funding opportunities as a way to favorably distinguish themselves in the job market, and teach doctoral students fundamental writing skills associated with succinctly describing a research-related question of interest, why this is important, and how a proposed game plan for studying this inquiry improves on previous work. Learning, and practicing, how to “sell” readers on your area of inquiry can never occur too early in the doctoral program. All students are urged to practice doing this, whether or not a faculty member requires you to do so.

### ***Regarding Overhead (Ceiling) Accounts:***

**Q:** What can the ceiling account be used for?

**A:** Solely for research-related or scholarly-related activities that seem likely to your Department Chair as well as to the Ph.D. Program Director to aid your scholarly productivity.

**Q:** Can I be reimbursed for alcohol, if it's on a receipt with a meal?

**A:** No. Alcohol consumption is excluded from travel-reimbursement since it is not deemed a "research-related expense."

**Q:** Will I be reimbursed for luggage fees incurred at the airport?

**A:** Since conferences typically last only 2-3 days, it is expected that you can fit your conference-related clothing and toiletries into one piece of luggage; and as such, you will be reimbursed for one suitcase.

**Q:** Will I be reimbursed for membership fees?

**A:** Yes, but only if you present your authorization form (see the next Q&A below) to Fuping Tong in the Dean's office. Without authorization form prior to your spending, reimbursement is NOT guaranteed.

**Q:** Am I automatically reimbursed for whatever I've spent?

**A: No!** Reimbursement occurs only when you have presented to the Ph.D. Program Director two things, the first of which must be presented at least 2 weeks prior to "purchase" or commitment of funds:

- (1) a completed "Non-Travel Form" or a completed "Travel Form" (available either in hard copy in the Ph.D Program Office waiting area or at the Ph.D. Program website at <http://www.rhsmith.umd.edu/doctoral/students/forms.aspx>), which requires a brief description of how the resource or event will aid your scholarly productivity and requires three signatures (i.e., your Department Chair's, Ann Law's in the school's Dean's Office, and the Ph.D. Program Director's); and
- (2) *itemized* receipts (such as a listing of items bought at Office Depot or, if you are not using the "per diem procedure" which automatically refunds you a certain amount of food each day you are traveling, a listing of food entrees ordered at a conference-related dinner) *and* a credit card statement (if this was your form of payment), reflecting expenditures associated with scholarly activity. If the scholarly activity regards conference-attendance, the dates of the conference must be stated and accompanied by a Conference-related document showing the conference dates.

Your cooperation in presenting the above documentation will ease our ability to record how Ph.D. Program funds are being spent, to prevent you from spending money that you will receive no reimbursement for, and/or to enable the Smith School to maximize funds for doctoral students' career-strengthening needs.

**Q:** Will unused money in my ceiling account roll over from year to year?

**A:** Yes, but within limits set by the Dean's Office. These limits include the availability of overhead account-funds for a guaranteed 4 years (assuming you are progressing satisfactorily through the program), and a total sum across 4 years that matches the overhead account-monies promised to you in your admission letter.

**Q:** If prior to fall 2010 I have unused money in my overhead account, will it be added to the \$1500.00 allocation starting in fall 2010?

**A:** Remaining monies can roll over from year-to-year, but only in the maximum amount of \$500. For example, if you have \$1,000 leftover in your ceiling account, only \$500 will roll over into the following year's ceiling fund.

**Q:** Can I use ceiling account funds to pay for fee-charging Workshops (usually statistical nature) that are offered on the University of Maryland campus or elsewhere?

**A:** Yes, IF the following conditions are true: (a) the Workshop's content is not sufficiently provided in any of the available classes at the University of Maryland, (b) you have arrived at the latter conclusion after searching for classes on our campus with the aid of your PhD Program Area's Faculty-Representative/Advisor, (c) you have explained the above state-of-affairs on the Purchase Approval Form (that you can download from the PhD Program website under "Frequently Requested Forms" in the section for "Current Students"), and (d) you have included among the signatures required on this Form the signature of your PhD Program Area's Faculty-Representative/Advisor (since your explanation for needing the Workshop refers to discussion you've had about this with him/her).

Limiting ceiling-account funds for Workshops whose content cannot be found in available classes here promises to enable you to have funds available for conference travel or other resources you will need between now and the end of our fiscal year (June 30th). Documenting (via your explanation on the Approval-Form) what substance may be missing in our available classes also promises to aid future seminar-planning here. Thanks, everyone, for helping to document this information and for assisting in decisions associated with class- and workshop-needs that strengthen scholarly performance.

**Q:** Can all Smith PhD doctoral students order business cards with the Smith School logo on them at the expense of the Smith School (via their ceiling accounts)?

**A:** No. The above privilege exists solely for Smith PhD students who are currently in September-May of Years 1, 2, 3, 4 or 5 of their doctoral program, and is limited to a one-time order (since 500 business cards come in an order). Students wishing to order a second box of 500 business cards may do so at their own expense; please speak with the Ph.D. Program Director if this causes hardship.

**Q:** What professional title can Smith PhD doctoral students use on their business card?

**A:** The title of “Doctoral Student” is appropriate for students who have not yet advanced to candidacy, and the title of “Doctoral Candidate” is appropriate for students who have advanced to candidacy (which typically occurs during Year #3 in the program).

**Q:** How long after placing the order will it take to actually receive my box of business cards?

**A:** 3-4 weeks

**Q:** What actions are needed to place a business card order?

**A:** Two actions are needed (*at any time during the year; no group-coordination on this is necessary*):

- Step #1:

Please use this template (<http://www.rhsmith.umd.edu/finadmin/forms/businesscard.html>) to complete the information that you would like on your card. Information required on this template will include:

Your Name

Your title (either “Doctoral Student” or “Doctoral Candidate” if you are pre- versus post-candidacy, respectively)

3330 Van Munching Hall

University of Maryland

College Park, MD

20742-1815

PHONE: \_\_\_\_\_ (*please place your cell- or home phone here, but please no office numbers since these may change over the years; and for now funds for this allow only a one-time 500 card-order*)

FAX: 301-314-9611

EMAIL: \_\_\_\_\_ (*place your email address here, being sure that you use the RHSMITH email address*)

- Step #2:

This form will electronically (via the website) go directly to Smith Operations; call 301-405-2304 if you have any questions, and/or email the PhD Program Director, Debra Shapiro, at [businessphd@rhsmith.umd.edu](mailto:businessphd@rhsmith.umd.edu) with the subject-title “business card order-question.”

### ***Regarding Length of Stipend-Funding***

**Q:** Is the “stipend,” after being initially offered or renewed, guaranteed from August through August?

**A:** No. If your performance-satisfactoriness becomes questionable, the continuation of your stipend also becomes questionable; this is because this stipend (just like any salary) is *not* unconditionally guaranteed. Instead, the stipend is conditional on satisfactory performance—a judgment that is likely to occur if you undeniably exceed the performance criteria listed on your Annual Activity Report Template (which you complete and turn in digitally every March 1<sup>st</sup>, as described in the section after “Teaching” below).

**Q:** Is the “Dean’s Summer Fellowship” automatically paid to me every summer that my stipend has been offered or renewed?

**A:** No. The Summer Fellowship is neither a gift nor an entitlement. If your performance-satisfactoriness becomes questionable during the academic year, the amount of your Summer Fellowship also becomes questionable; this is because this Fellowship is *not* unconditionally guaranteed. Instead, the Fellowship is conditional on satisfactory performance. For this reason, your summer vacation plans— minimally, their length— needs to be discussed and approved by the faculty member(s) who are counting on your continued research assistance between May and August’s end.

**Q:** Are we formally assigned RA-work over the summer? And if not, then what is to stop any of us from depositing the \$8,000.00 Dean’s Summer Fellowship into our bank account and vacationing all summer long?

**A:** No, you are not formally assigned RA-work over the summer. Instead, you are expected to use the time between mid-May and August’s end to complete any unfinished Working Papers, or papers you intend to submit to “A” journals, or papers you intend to present to your department’s faculty (which is a requirement for some Smith doctoral programs), or to complete writing (e.g., literature reviews, description of your Research Method, and/or Results) associated with research projects, including (but not necessarily limited to) your dissertation. Every September 1<sup>st</sup> by email to the Ph.D. Program Director (at [businessphd@rhsmith.umd.edu](mailto:businessphd@rhsmith.umd.edu)) via the subject-title of “MAY-AUGUST TANGIBLE DELIVERABLE), you describe the tangible deliverable you produced during this three-month time period. **Students who by September 1st do not describe their tangible deliverable and/or describe producing nearly nothing risk the amount (if any) of future summer-funding.**

**Q:** Are doctoral students in the Robert H. Smith School funded automatically every year they stay here, or does automatic funding expire after 4 years?

**A:** Stipend-levels are NEVER automatic; *their continuance always depends on a student’s satisfactory progress in the doctoral program, as stated in every student’s admission letter.* Barring your failure to reach doctoral program milestones (these being the requirements in your department for advancing to candidacy), you will receive a stipend for four years. Continued stipend-funding for 5<sup>th</sup> year students (through May of their 5<sup>th</sup> year) require the written support of the Departmental faculty associated with the student’s major area of study; such support typically occurs for students who by the end of Year 4 of the program have achieved three things: (1) they have advanced to candidacy, (2) they have demonstrated during their 4<sup>th</sup> year major progress toward completing their dissertation (minimally, via defending their dissertation proposal and nearly completing data-collection), and (3) they have already built a vita that will be unequivocally attractive to top-ranked business schools.

**Q:** If my department’s faculty members view my progress as worthy of 5<sup>th</sup> year funding, how much will this funding be?

**A:** This is currently being considered by the Ph.D. Oversight Committee, guided by budgetary constraints of our school; every effort will be made to enable 5<sup>th</sup> year students with solidly good to excellent records to receive funding.

**Q:** If my departmental faculty members do not view my progress sufficient to warrant 5<sup>th</sup> year funding, are there other sources of income available to me here that will enable me to earn my stipend-level?

**A:** Yes, if you have demonstrated adequate teaching-ratings prior to your 5<sup>th</sup> year in the doctoral program, then you can earn money during your 5<sup>th</sup> year by teaching classes here if there is need for you to do so.

### ***Regarding Bonuses***

**Q:** What achievements are associated with bonus-payments here?

**A:** The achievements by Smith PhD students that are associated with bonus-payments include: (1) advancing to candidacy within 3 years (no later than August 14<sup>th</sup> of your third year in the program); (2) getting unconditional acceptance for a paper's publication in an "A" Journal (if you have documentation from the journal's editor, the journal is listed as an "A" journal in the Dean's office, and this is your first "A" publication). *See Part 8 of this FAQ document for more details regarding conditions needed to earn a bonus for journal-publications.*

**Q:** When do bonuses get paid?

**A:** Advancement to Candidacy bonuses are paid once in the Fall and once in the spring after receiving confirmation of your Advancement before August 14, 2010. Publications bonuses are paid within two months after the documentation supporting your bonus-eligibility (described above) is provided to the Ph.D. Program office. Both are one-time only paid bonuses and are subject to discontinue at the discretion of the Smith School of Business.

### ***Regarding Teaching***

**Q:** How many classes is a student required to teach to receive their financial support package?

**A:** Students are required to teach twice during their time at the Smith School; both classes are at the Undergraduate level.

**Q:** What types of teaching assignments count towards the teaching load? (e.g., full responsibility for a course? Help/lab/discussion sections? Teaching assistant with grading and/or office hour requirements? A mix of these?)

**A:** When teaching, our students assume full responsibility for their courses, which includes grading and holding office hours. This ensures that you have a "realistic job preview" and promises to increase your job marketability.

### ***Regarding Annual Activity Report (due every March 1<sup>st</sup>)***

**Q:** What is the Annual Activity Report-requirement?

**A:** This is a report you write, aided by your need to digitally complete/update a template that you are emailed each year by the Ph.D. Program Office to do this (a hardcopy of which was placed in your Orientation Packet), that updates your Program's faculty about progress you have made on metrics that your Program faculty are interested in tracking.

**Q:** How do I know if my program faculty will evaluate my annual performance as satisfactory?

**A:** First, if you can provide tangible evidence on the report that you are doing (maximally as opposed to minimally) the kinds of things that the metrics on your report ask you to report, then you ought to feel confident that your faculty will evaluate your performance as satisfactory-to-excellent. Secondly, by mid-May each year you will receive written as well as verbal feedback from your program's faculty regarding the data you have reported in your Annual Activity Report. Please email the Ph.D. Program Director (at [businessphd@rhsmith.umd.edu](mailto:businessphd@rhsmith.umd.edu)) by May 16<sup>th</sup> if by then you have *not* received your annual feedback. Ideally, you'll receive your feedback no later than this so that you can utilize it to be maximally productive between mid-May and August's end, and to thereby report on September 1<sup>st</sup> a high-quality tangible deliverable that is reflective of the feedback you've received.

### ***Regarding Tangible Summer Deliverables Document— due every September 1st***

**Q:** What is the Tangible Summer Deliverables Document-requirement?

**A:** This is a report you write, aided by your need to digitally complete/update a template that you are emailed each year by the Ph.D. Program Office to do this, that updates your Program's faculty about progress you have made on anything you stated in your March 1<sup>st</sup> Annual Activity Report as "underway." Importantly, the progress needs to be phrased in a manner that is *externally observable*. Examples of tangible/observable outcomes that you might produce between March 2<sup>nd</sup>-September 1<sup>st</sup> could be completion of any started papers, Tables of literature reviews, data-coding, survey-creation, data-collections, completions of dissertation proposals or dissertation-chapters, conversions of "conference papers" to "papers under journal review," etc. that you named on your March 1<sup>st</sup> Annual Activity Report as "underway."

**Q:** Who reads the Tangible Summer Deliverables Document?

**A:** The Ph.D. Program Director, the Dean, and your program faculty.

## **Part 5. PhD Program Milestones**

### ***Regarding "Passing the 1<sup>st</sup> Year Qualifying Exam"***

**Q:** Will I be given a 1<sup>st</sup> year Qualifying Exam? And if so, when?

**A:** The 1<sup>st</sup> year Qualifying Exam is given only to doctoral students in Finance and Operations Management/Management Science; this exam occurs no later than June 22<sup>nd</sup>.

## ***Regarding “Passing 2<sup>nd</sup> Year Comprehensive Exams”***

**Q:** Will I be given a 2<sup>nd</sup> year Qualifying Exam—which is typically called a “Comprehensive Exam”? And if so, when?

**A:** Yes, ALL doctoral students take Comprehensive Exams at the end of their 2<sup>nd</sup> year—no later than June 22<sup>nd</sup>.

## **Regarding “Advancing to Candidacy”**

**Q:** Is it appropriate for my title (*for example, beneath my email-signature*) to say “Ph.D. Candidate” after I have advanced to candidacy, or is this a title used by all doctoral students here?

**A:** Your title should be “Ph.D. Student” before you have advanced to candidacy and should change to “Ph.D. Candidate” only *after* you have advanced to candidacy.

**Q:** What, precisely, is required for me to be identified as someone who has “advanced to candidacy”?

**A:** To be identified as someone who has advanced to candidacy, you need to have completed the following Ph.D. program requirements, *at a minimum*:

- (1) You have completed with satisfactory grades all required courses in your department (this varies across departments so be sure to check what these courses are with your Department’s Ph.D. Program Faculty-Advisor)
- (2) You have earned a Passing grade or better on your department’s comprehensive exam
- (3) You have mailed or hand-delivered to the Ph.D. Program Director a completed “Application for Admission to Candidacy Form” (including all of its required signatures)

*Additionally, depending on the PhD Program you are in, you need to have also completed one or more of the following requirements:*

- (4) You have mailed or hand-delivered to the Ph.D. Program Director a document titled “Satisfactory Performance on Working/First Empirical Paper” (with your paper’s title and this paper’s First- and Second-Reader’s names (in print), and next to the latter names, signatures of approval on it from the First-Reader and Second-Reader)
- (5) You have mailed or hand-delivered to the Ph.D. Program Director a document titled “Satisfactory Presentation of Working Paper” (with your paper’s title and the names (in print and with accompanying signatures) of faculty members in your Department, minimally consisting of your Ph.D. Program’s faculty-representative, who approve this paper’s presentation)
- (6) You have mailed or hand-delivered to the Ph.D. Program Director a document titled “Satisfactory Performance on Qualifying Exam(s)” with a Passing Grade or better stated on this document, accompanied by the names (in print and with accompanying signatures) of those who judge your exam-performance as satisfactory-- minimally consisting of the name of your Ph.D. Program’s faculty-representative.

You will not be considered “Advanced to Candidacy” until you have completed these steps.

**Q:** What actions on MY part (as opposed to on the part of my Department Chair or anyone else) do you advise me to take if I'm to be correctly identified (as quickly as possible) as having "advanced to candidacy"?

**A:** Indeed, YOU need to be sure (*since dates are tied to financial consequences*) that each milestone-related document is signed by the appropriate authorities. Verify with your Department's Ph.D. Program Faculty-representative (ideally no later than September 15<sup>th</sup> of your first year in the program) which documents these are.

**Q:** Where do I obtain the documents requiring signatures for milestone-achievements during my time in the doctoral program?

**A:** You can obtain the Application for Admission to Candidacy at the Smith School Ph.D. website at: <http://rhsmith.umd.edu/doctoral> or at the Graduate School's website at <http://www.gradschool.umd.edu/gss/forms/>. All other "milestone documents" are available via the Ph.D. Program Director in Van Munching Hall, Room 3330A.

**Q:** Will I be paid a higher stipend *by the Robert H. Smith School of Business* after I have satisfied all requirements needed to advance to candidacy?

**A:** An additional one-time payment of \$2,000.00 lump sum payment is given to students who advance to candidacy within three years (or within 1095 days) of the matriculation date marking the start of their doctoral studies at the Robert H. Smith School of Business. If a student advances between June and November, this payment will be made to you in December of that year. If a student advances between December and May, this payment will occur in June.

### **Regarding "Passing the Dissertation Proposal-Defense":**

**Q:** Is there a form I need to complete for the Ph.D Program Office?

**A:** Yes. There is an initial form, the NOTICE OF PROPOSAL form, which can be obtained from the Ph.D. Program Office that will need to be submitted two weeks prior to your scheduled dissertation proposal-defense.

**Q:** Besides completing the "Notice of Proposal Form," what else must I do to be deemed eligible to have a Dissertation Proposal-Defense?

**A:** In addition to handing to the Ph.D. Program Office a hardcopy of your "Notice of Proposal" Form, you need to do the following **AT LEAST TWO WEEKS PRIOR** to your dissertation proposal-defense date:

**Action #1:** Reserve a room for your Dissertation Proposal-defense by phoning Smith Operations at 301-405-2304; be sure to tell them you will be needing a room with a computer and screen in it (if you intend to show any powerpoint or other visual documents during your defense);

**Action #2:** Email to [businessphd@rhsmith.umd.edu](mailto:businessphd@rhsmith.umd.edu), with the subject-title "Dissertation Proposal Defense-template needed," a note requesting the latter template that you will be needing to prepare your Dissertation Proposal-Announcement;

**Action #3:** Email to [businessphd@rhsmith.umd.edu](mailto:businessphd@rhsmith.umd.edu), with the subject-title “Dissertation Proposal Announcement attached and Separate Dissertation Abstract,” a note that contains two attachments: (1) your dissertation proposal-announcement including in this your Dissertation Abstract, and (2) your dissertation’s abstract (yes, we need your Abstract as a separate document too)

**Action #4:** Hand-deliver to the Ph.D. Program Coordinator, Justina Blanco, whose office is Van Munching Room #3330B, two velo or tape-bound copies of your dissertation-proposal

**Q:** How many members should I have on my Dissertation Committee?

**A:** From the Graduate School's website

(<http://www.gradschool.umd.edu/gss/forms/Nomination&Thesis.pdf>): “The Committee must consist of at least five members, at least three of whom must be Regular Members of the UMCP Graduate Faculty, who are on tenured or tenure-track appointments. Each Dissertation Examining Committee will have a chair, who must be a Regular Member of Graduate Faculty, or, by special permission, has been appointed by the Dean of the Graduate School. Each Dissertation Examining Committee must also have appointed to it a representative of the Dean of the Graduate School. The Dean’s Representative should have some background or interest related to the student's research; be from a department other than the students'; and must be a tenured Member of the Graduate Faculty. Each member of the Committee must be a member of the Graduate Faculty of UMCP.”

**Q:** Will I have to defend a dissertation proposal?

**A:** Yes. The Business School requires its students to have a dissertation proposal as the first formal stage of the dissertation (the second stage is the final oral examination of the dissertation).

Accordingly, students should be advanced to candidacy prior to formally presenting the dissertation proposal. For further information regarding the dissertation proposal, see this page:

<http://www.rhsmith.umd.edu/doctoral/overview/dissertation.aspx>

**Q:** Is a student required to be physically present when defending his/her dissertation proposal?

**A:** Yes, for four reasons it is necessary for students when defending their dissertation proposal to be physically present/onsite at the University of Maryland's Robert H. Smith School of Business.

*Reason #1* is that, unlike University of Maryland University College and some other educational institutions, we are NOT a long-distance PhD-granting program; this is due to the intensive research-oriented mentoring that occurs outside, not just during, classroom-instruction, as part of doctoral-level training at the Smith School.

*Reason #2* is that the defense of one's dissertation proposal is a highly serious milestone-achievement during which final decisions are made by the student's Dissertation Committee members regarding whether the proposed dissertation does/does not contain an acceptable planned dissertation-deliverable. As a result, the quality of (verbal and visual-aided) communications that occur during the dissertation proposal-defense must be high enough to ensure that all participants can hear each other, understand each other, and be able to readily provide and/or see the visual references that communicators need to include to maximize clarity of understanding.

*Reason #3* Strongly related to the previous reason, it is that a maximal understanding between the student and his/her Dissertation Committee members during the dissertation proposal-defense will occur when the student communicates in person (not virtually).

*Reason #4* is that in order to avoid setting an unwanted precedent that dissertation proposal-defenses can occur remotely, the policy of disallowing virtual proposal-defenses must hold for all students. To repeat for emphasis, we are NOT a long-distance/virtual PhD-granting Program. Students wishing to travel and/or be out of the country or College Park for large chunks of time should plan to defend their dissertation-proposal prior to the start of their travel.

**Q:** Is there a form I need to complete and get signed by my dissertation advisor or committee members?

**A:** Yes. An electronic Dissertation Proposal-Outcome Form *completed by YOU* that fully matches the template provided to you for this purpose. (If you do not have this template, please email [businessphd@rsmith.umd.edu](mailto:businessphd@rsmith.umd.edu) with the subject-title "Dissertation Proposal Outcome-template needed.")

**Q:** Do I need to send this form to the Graduate School? If so, when?

**A:** No. The Proposal Defense is NOT a Graduate School requirement; it is a requirement internal to the Smith School. After obtaining signatures on the Dissertation Proposal Outcome Form, bring it to the Ph.D. Program Director.

## ***Regarding “Passing the Final Dissertation Defense”***

**Q:** When should I ask all of my Dissertation Committee members for dates that they are available for my Final Dissertation-defense?

**A:** Students suffer nontrivially (including missing the chance to graduate by their intended date) when they cannot get Dissertation Committee members together on campus to hear their final dissertation-defense. This problem is greatly eased when students begin scheduling the date of their final dissertation-defense ***AT LEAST 8-10 weeks ahead of their desired date***. If you are intending to defend between May and early August, you should gain commitment of ALL Dissertation Committee members *no later than early May* regarding when in the summer they are willing/able to be physically present at your final dissertation defense. Students who failed to plan this far in advance have suffered severe financial penalties (i.e., personal costs associated with paying fall semester tuition which cannot be waived) when they wait too late to ask faculty members to organize their summer plans around a Final Dissertation Defense-date. Early planning is especially needed, too, for students wanting a final dissertation-defense to occur near or after Thanksgiving. To ensure that you have commitment on a Final Dissertation Defense-date from ALL Committee members for a defense-date at least 8 weeks ahead of that time, it is essential that you hand in to the Ph.D. Program Office (for your file) a document that contains on it each Dissertation Committee member’s printed name and signature (with special designation indicating who is the Dissertation Chair), and states the following:

“I,.....(name yourself with first and last name), hereby state that all of my Dissertation Committee members (named below) have agreed:

- that I will probably be ready to defend my dissertation by (name the date, month, and year), and
- that each is able and willing to be physically present at my final dissertation defense, which is scheduled for....(name the date and time), as shown by each Dissertation Committee member's signature below.”

*Below the above statement, please print each Dissertation Committee member’s name and obtain his/her signature next to the name.*

**Q:** What penalties are there for students who do not hand in the above document at least 8 weeks prior to their desired date for their final dissertation-defense?

**A:** The “penalty” is the risk that the student takes by not getting all of his/her Dissertation Committee members to agree at least 8 weeks ahead that they will be physically present at the desired date of the student's dissertation-defense.

**Q:** What paperwork— besides the document named immediately above— do I need to give to the Smith School’s PhD Program office prior to my final dissertation-defense?

**A:** *In addition to the “Final Dissertation Defense-Date Agreed On by Dissertation Committee Members Document” (described above), each student must hand to the PhD Program Director-- at least 8 weeks prior to his/her final dissertation defense-date—a “NOTICE OF FINAL DISSERTATION DEFENSE FORM,” which can be obtained from the Ph.D. Program Office.*

**Q:** What actions on MY part (other than completing and turning in the two forms described above to the Ph.D. Program Office at least 8 weeks ahead of my intended dissertation defense-date) must I take to be allowed to proceed with a Final Dissertation Defense?

**A:** The following actions are needed on your part:

**Action #1:** Reserve a room for your Final Dissertation-defense by phoning Smith Operations at 301-405-2304; be sure to tell them you will be needing a room with a computer and screen in it (if you intend to show any powerpoint or other visual documents during your defense);

**Action #2:** Email to [businessphd@rhsmith.umd.edu](mailto:businessphd@rhsmith.umd.edu), with the subject-title “Final Dissertation Defense-template needed,” a note requesting the latter template that you will be needing to prepare your Final Dissertation Defense-Announcement;

**Action #3:** Email to [businessphd@rhsmith.umd.edu](mailto:businessphd@rhsmith.umd.edu), with the subject-title “Final Dissertation Defense-Announcement attached and Separate Dissertation Abstract,” a note that contains two attachments: (1) your final dissertation defense-announcement including in this your Dissertation Abstract, and (2) your dissertation’s abstract (yes, we need your Abstract as a separate document too)

**Action #4:** Hand-deliver to the Ph.D. Program Coordinator, Justina Blanco, whose office is Van Munching Room #3330B, two velo or tape-bound copies of your final dissertation, being sure this is formatted *as required by The Graduate School* (as described on [www.gradschool.umd.edu](http://www.gradschool.umd.edu)).

**Q:** Will I have to defend my dissertation?

**A:** Yes. The Graduate School and the Smith School require students to complete an oral defense of their dissertation document. This defense is open to all faculty and students. For further information regarding the dissertation proposal, see this page:

<http://www.rhsmith.umd.edu/doctoral/overview/dissertation.aspx>

**Q:** Is there a form I need to complete and get signed by my dissertation advisor or committee members?

**A:** Yes. This form is called the “Report of Examining Committee Form”; it is the responsibility of YOU (the student about to defend your dissertation) to obtain this form from the Ph.D. Program Director— minimally, two weeks before your Dissertation Defense— and to give this Form to your Dissertation Chair at the defense. During the defense, your Dissertation Advisor is responsible for collecting all Committee members’ signatures and returning the form to the Ph.D. Program Director. The Ph.D. Program Director will submit this form to the Graduate School.

## ***Regarding Registering for Courses***

**Q:** WHEN during the summer prior to Year #1 in the program can doctoral students register for the upcoming fall courses?

**A:** Doctoral students can register for courses as soon as they are officially admitted to the Ph.D program AND they have discussed their coursework with their Program's faculty-representative (listed at the near-start of this FAQ document). We urge all students to contact their Ph.D. Program's Faculty-representative to begin registering for classes (before the classes become closed due to oversubscription, especially when these classes are offered outside of the Smith School) during the first week of May for fall class-registration and to do this again during mid-October for spring semester class-registration. Contact your Peer-Mentors or the Ph.D. Program Director for details regarding how to register for courses in departments outside the Smith School.

**Q:** WHO do we see in order to register for courses?

**A:** For information regarding new student registration, see the Ph.D. Program Director.

**Q:** WHAT DOCUMENTATION can I receive to learn about courses I may want to register for?

**A:** For a complete listing of available courses, see <http://testudo.umd.edu/>. Before registering, check with your advisor to see if you SHOULD take the course. Additionally, see your Department's Ph.D. website for descriptions of typically-required doctoral seminars.

**Q:** How do students register for courses?

**A:** Students register for classes at <http://testudo.umd.edu>. If you have trouble registering, please email [DrGrad@umd.edu](mailto:DrGrad@umd.edu).

**Q:** How many credits do Smith doctoral students typically register for?

**A:** All first and second year students are required to register for ten credits. Doing this helps to ensure that students will complete their required coursework within two-to-three years. All third-, fourth-, and fifth year students must register for 8 credits.

**Q:** Does the Smith School pay tuition remission for a limitless number of credits?

**A:** No, the "purse" of the Smith School is *not* limitless; and therefore, the number of credits for which the Smith School pays tuition remission is *not* limitless. The Smith School pays tuition remission up to 10 credits for its doctoral students.

**Q:** In terms of tuition, does it cost more to register for 9 credits than for 8 credits?

**A:** No, it does NOT cost more to register for 9 credits than for 8...or for 10 than for 9...or for 7 than for 6, etc. Why? Because, as stated in the previous Q&A above, the Smith School pays tuition remission up to 10 credits. In terms of mandatory fees (described in the next Q&A), it does cost more to register for 9 or more credits than for 8 or fewer credits.

**Q:** What is the “*mandatory fee*” that is required by the University of Maryland?

**A:** The *mandatory fee* is required of all students in all years, and allows students to have access to basic University services including access to gym facilities, the Student Health Center, Student Union, etc.

**Q:** What is the amount of *the mandatory fee* and does it depend on the amount of credits a student takes?

**A:** The amount of *the mandatory fee* depends on the number of credits each student registers for. For 8 credits and below, the mandatory fee is the same. For 9 credits and up to 12 credits, the mandatory fee is the same. Students can always check with the University of Maryland Bursar’s office website [http://www.umd.edu/bursar/t\\_grd1011.htm](http://www.umd.edu/bursar/t_grd1011.htm). At this time, the Smith School of Business charges Standard Graduate tuition and mandatory fees. However, as you take courses at other schools (e.g. Public Policy, Engineering, etc) you are subject to the tuition charges and fees associated with that school. Always check with the UMD Bursar’s office or the link from the Testudo.umd.edu website, under “Financial” for the most accurate billing. Also, please feel free to contact the UMD Bursar’s Office to obtain the most accurate information at [billtalk@umd.edu](mailto:billtalk@umd.edu).

**Q:** Who is required to register for BMGT 899?

**A:** Students *who have advanced to candidacy* are **automatically registered** for BMGT 899, 6 credits by the UMD Bursar’s Office and in accordance with the Graduate School. The Graduate School will recognize any student who is not registered for 6 credits as cancelled, unless graduated or withdrawal from the program. The only exception to this is during Summer-registration (for PhD students who plan to imminently graduate in August); these students can register for 1 credit of 899.

**Q:** Can a student who has *not* yet advanced to candidacy register for BMGT 899?

**A:** No. Any student who has not yet advanced to candidacy will instead register for BMGT 898 (up to 8 credits) if s/he wishes to register for dissertation-related work and usually at the approval of the PhD Program Faculty Representative.

**Q:** Can a student ever choose *NOT* to register for classes, as may be tempting if a student leaves the University “ABD” (all but dissertation)?

**A:** Unless the student has filed a leave of absence (which requires permission from The Graduate School as well as from the Ph.D. Program Office and program-faculty), a Smith PhD student can never opt *NOT* to register for classes. Indeed, once you advance to candidacy—which is when BMGT 899 is the course assigned to you for dissertation work— all students will be automatically registered by The Graduate School for six credits each semester for BMGT 899.

**Q:** What action(s) on the part of students is/are needed to register for 1 credit of BMGT 899?

**A:** The necessary actions by students—WHICH MUST OCCUR NO LATER THAN MAY 25<sup>th</sup> of the year— include the following:

- (1) email to [businessphd@rhsmith.umd.edu](mailto:businessphd@rhsmith.umd.edu) your need to be registered for one credit of BMGT 899 during Summer Session #1;
- (2) title the email “Need to be registered for 1 Credit of BMGT 899 for Summer Session #1; and
- (3) type in the email your Student ID number, the name of the faculty-member who is your Dissertation Advisor, your intention to graduate in time to obtain an upcoming August graduation date and therefore your need to be registered for only one credit of BMGT 899 in Summer Session #1.

*Failure to do the latter actions before May 25<sup>th</sup> risk being prevented by the University’s Graduate School from enrolling in BMGT 899 for Summer Session #1, hence being prevented from graduating in August.*

### ***Regarding Registration Fees***

**Q:** If a student fails to register, and fails to pay tuition-credits, can the Ph.D. Program pay the student’s late fees?

**A:** No. Each student is required to monitor his or her own account with the Bursar’s Office. If you incur any late fees, it is your responsibility to pay them. Additionally, keep in mind that, should you neglect your student account balance for too long, you may not be able to register for the next semester’s classes.

**Q:** I am a self-funded student. Will the Doctoral Program Office pay the cost of my health insurance?

**A:** No, the Doctoral Program Office will not pay the cost of your health insurance.

**Q:** What is the cost of health insurance for self-funded students?

**A:** The cost of health insurance may vary from year to year, but as of April 2009 this cost is approximately \$1,200/year. For further information about health insurance, call the University Health Center at 301-314-8180.

### ***Regarding Auditing a Course***

**Q:** Can PhD students audit courses?

**A:** Yes, if two attributes of the course are true: (1) the course has been designated as available under the audit option, and (2) the course has space available.

**Q:** How do students audit a course?

**A:** Log on to the registration application and look for the "AUD" designation. For more details, go to: <http://www.president.umd.edu/policies/iii620a.html>

**Q:** Does it cost anything to students to audit a course?

**A:** Yes, students need to pay tuition to audit just like any other course. The following two links probably provide the most reliable, if indirect, information on the subject.

<http://www.president.umd.edu/policies/iii620a.html>

<http://president.umd.edu/policies/vii410a.html>

**Q:** How many credits are associated with audited courses?

**A:** Audit courses and non-credit courses shall be assigned the equivalent number of hours in determining the number of hours which may be carried, and the number of hours for which fees may be remitted. For more clarity, phone the Registrar's office at 301-314-8226 and provide your name, Student ID, course number, and course title. Without all of these pieces of information, the Registrar will be unable to help you.

## **Part 7. Regarding Assistance for International Students**

**Q:** Where can international students get editing/oral presentation help?

**A:** Your students can try MEI (the Maryland English Institute) for classes for international students (for pronunciation, oral communication, and writing). Unfortunately, these classes can be quite expensive, and are not covered by tuition remission (so students will have to pay themselves). See a complete list of classes offered at MEI here: <http://www.international.umd.edu/mei/534>

For editing services, your students can contact the Writing Center in the English Department for two different options: English Department Graduate Students offer editing services for a fee, or the English Editing for International Graduate Students (EEIGS) program (which offers free editing services). For further information, see the Writing Center's website: <http://www.english.umd.edu/writing-center/twc-grad-students/wc-grad-eeigs>.

## **Part 8. Regarding Journal Publications**

**Q:** Do students get paid \$2,000.00 for publishing in an "A" journal?

**A:** Yes, but just once (for the first "A" publication) IF two conditions are met: (1) this publication-acceptance occurs prior to the start of the student's 5th year in the doctoral program, hence PRIOR to August 15th following the student's 4th academic year, and (2) the student brings to the Ph.D. Program Director a copy of the top journal's acceptance letter prior to this date; notice of conditional acceptance is not sufficient to be awarded this bonus. The journals deemed "A" must match those listed as "A" on the Smith Ph.D. Program website (<http://www.rhsmith.umd.edu/doctoral/students/topjournals.aspx>).

## **Part 9. Dissertation Advisors**

**Q:** If a Ph.D. student's Dissertation Advisor leaves the Smith School to permanently join another University's faculty, how long can that Advisor remain as the doctoral student's Dissertation Advisor before a replacement of that Dissertation Advisor (by a Smith School faculty member in the student's major Area of Study) is needed?

**A:** One year. An elaboration of this answer can be found on the back of the Graduate School Form entitled Nomination of Thesis or Dissertation Committee and via information from The Graduate School of the University of Maryland online (at <http://www.gradschool.umd.edu/gss/forms/Nomination&Thesis.pdf>).

## **Part 10. Graduation Requirements**

**Q:** What forms am I required to send to the Graduate School?

**A:** The forms listed below must be sent to the Graduate School before you will be cleared to graduate. For details and deadlines regarding these forms, contact the Ph.D. Program Coordinator or see this page: <http://www.gradschool.umd.edu/deadlines/>

- Application for Graduation
- Nomination of Dissertation Committee Form
- Electronic Thesis and Dissertation Publication Form
- Report of Examining Committee Form

**Q:** What must doctoral students do to ensure that the University of Maryland's Graduate School will deem them "graduated"/eligible to participate in a May or December graduation ceremony? (*Note: those with August graduation-dates typically participate in the December ceremony, as there are only two graduation ceremonies per year.*)

**A:** You will be allowed to participate in the May or December Commencement Ceremony if, and only if, you take ALL SIX actions listed below:

- **Action #1:** You complete the Application for Graduation in time to meet the Graduate School's deadline for receiving this (as stated at <http://www.gradschool.umd.edu/deadlines/>);
- **Action #2:** You pay any debt owed to the University down to a \$0.00 balance via two quick and easy steps: (1) go to [www.umd.edu/bursar/](http://www.umd.edu/bursar/), (2) choose "pay online here," and (3) follow the prompts, including your need to provide your Student ID number. The latter email address will also allow you to see your bill; if you have any questions about your bill, phone the University's Office of the Bursar at 301-314-9000 or email ; [billtalk@umd.edu](mailto:billtalk@umd.edu)
- **Action #3:** You register for BMGT 899 in time to meet Graduate School deadlines for doing this if you wish to graduate by semester's end (note: if you have trouble registering, ask Ph.D. Program Coordinator Justina Blanco for help). *Note: Students who graduate AFTER May of your 5<sup>th</sup> year will need to pay fully at their own expense for the credits of BMGT 899.*

- **Action #4:** You turn into the Ph.D. Program Office no later than 15 days ahead of the Graduate School’s deadline the following three documents:
  - the Report of Examining Committee Form (which Dissertation Committee members sign at your Final Dissertation Defense indicating their approval of your dissertation);
  - your final Dissertation document *in the format required by The Graduate School* (as described on [www.gradschool.umd.edu](http://www.gradschool.umd.edu));
  - the Electronic Thesis and Dissertation Publication Form, available at the Graduate School’s website at <http://www.gradschool.umd.edu/deadlines>
- **Action #5:** You clear ALL “I” and “NG” grades from your transcript (Note: *This will be harder for you to do in a timely manner if you fail to stay on top of this at the end of every semester when you ought to be studying your transcript to ensure that no BMGT 898 or BMGT 899 has these grades; and if they do, you ought to ask the instructor if s/he is satisfied with your work and, if so, to assign you a grade of “S” for “satisfactory” which is typically the grade associated with these two courses; if the instructor is not satisfied, then ask what you need to do to convert the “I” or “NG” to an “S” and update the PhD Program Director, Debra Shapiro, so we can add this information to your file*);
- **Action #6:** You order and pay for “regalia” (cap and gown) in time to meet the deadline for doing so (*you will need to be vigilant for emails stating this deadline every March and November (for the upcoming May and December graduation ceremonies, respectively)*)

**Q:** Must PhD students participate in the Graduation Ceremony?

**A:** No, this is your choice. However, since doctoral graduates are hooded by their Advisor and uniquely allowed to sit on the platform (along with Smith faculty members and other distinguished guests) at a ceremony that pertains solely to the Robert H. Smith School of Business-graduates, you are likely to find this experience highly meaningful and worthwhile (as will your family and friends). If you choose *not* to participate in the Graduation Ceremony, only Bulleted Actions #1, 2, 3, 4, and 5 described immediately above are needed for you to be cleared by The Graduate School for graduation; you can skip Action #6.

**Q:** When is a doctoral student permitted to walk in the Graduation Ceremony?

**A:** See Actions #1, 2,3,4,5 and 6 described above. In addition to these actions, walking in the graduation ceremony is allowable if Condition A or Condition B has occurred at the student's Final Dissertation Defense:

**Condition A:** ALL Dissertation Committee members' signatures are obtained on a form stating that the FINAL DISSERTATION DEFENSE has satisfied "Condition A" on the "Interim Report of Examining Committee Form" that can be found on the Ph.D. Program Website; OR

**Condition B:** ALL Dissertation Committee members' signatures are obtained on a form stating that the FINAL DISSERTATION DEFENSE has satisfied "Condition B" on the Interim Report of Examining Committee Form AND that the nature of the changes still needed in order for the Dissertation Chair are perfunctory in nature; importantly, the changes that are needed must also be specified so that there is a clear understanding about what the "perfunctory" changes are, and that they are indeed perfunctory/minor (editorial) in nature.

**Q:** To minimize credit-related costs, am I allowed to register for only one credit of BMGT 899?

**A:** The answer is "no" if you are intending to complete all graduation-related requirements during the fall- or spring- semesters (during which BMGT 899 is automatically associated with six credits); and the answer is "yes" if you are intending to complete all graduation-related requirements between mid-May and the first week of August AND you register for 899 no later than May 20<sup>th</sup>. (*Please see Section 6 of this FAQ document, titled "Registering," for more procedural details.*)

**Q:** Is it more expensive to graduate in December than to graduate in May or August?

**A:** Yes if you are beyond your 5<sup>th</sup> year since it is impossible to obtain Smith funding from any source (from the Dean's office, from the department, from the Ph.D. Program) beyond May of your 5<sup>th</sup> year and since BMGT 899 credits, all of which will be yours to personally pay after May of your 5<sup>th</sup> year, are six in number for fall- and spring-semester and only one in number between May and the first week of August. This is why if you graduate after May of your 5<sup>th</sup> year, it behooves you to graduate in time to meet the Graduate School's upcoming August graduation-deadlines.

## **Part 11. Regarding Student Carrels and Teaching Offices**

**Q:** Each desk has overhead, locking storage – where can I get a key for it?

**A:** Keys for the desk storage can be obtained from Smith Operations, based on availability. Personnel in the Smith Operations Office (2<sup>nd</sup> floor of Van Munching, Room 2410) will sign a key out to you; that key must be returned to the person giving you this key at the time you vacate your desk. The fee for a lost desk storage key is \$2.00.

**Q:** I am assigned to one of the teaching offices – where can I get a key for it?

**A:** Keys for the teaching offices can be obtained from Smith Operations. Personnel in the Smith Operations Office (2<sup>nd</sup> floor of Van Munching, Room 2410) will sign a key out to you; that key must

be returned to the person giving you this key at the time you vacate your desk. The fee for a lost Teaching Office key is \$5.00.

## **Part 12. Office Etiquette (to enable everyone to be productive and happy)**

**Q:** Our desks are in a communal space, which means conversations that occur in our offices can disturb those of us attempting to study, think, write, etc. What should we do if desk-mates are talking to each other and/or to children they bring in with them and/or on cell phones to others?

**A:** All cell phones should be on “vibrate” when students are at their desks; all conversations (no matter how they take place) should be taken outside of doctoral students’ offices; visitors for students should wait outside of the office.

**Q:** What should we do if the aromas of food that desk-mates bring in are aversive or distracting to us?

**A:** Please eat away from your desk—ideally in the Ph.D. Office kitchen or at Rudy’s Café where you will find a microwave oven to heat your food as well as dining space. If you were in a private office, this request would be unnecessary.

**Q:** How can we politely let a new student (or any student) know that they are violating desirable behaviors (named above) in our offices that disturb our scholarly activity?

**A:** Please POST this FAQ prominently on one or more office walls with the section regarding Desirable Office Conduct yellow-highlighted. Thanks, in advance, for doing YOUR part in role modeling the behaviors we hope everyone will engage in so everyone can be maximally productive and award-winning doctoral students!