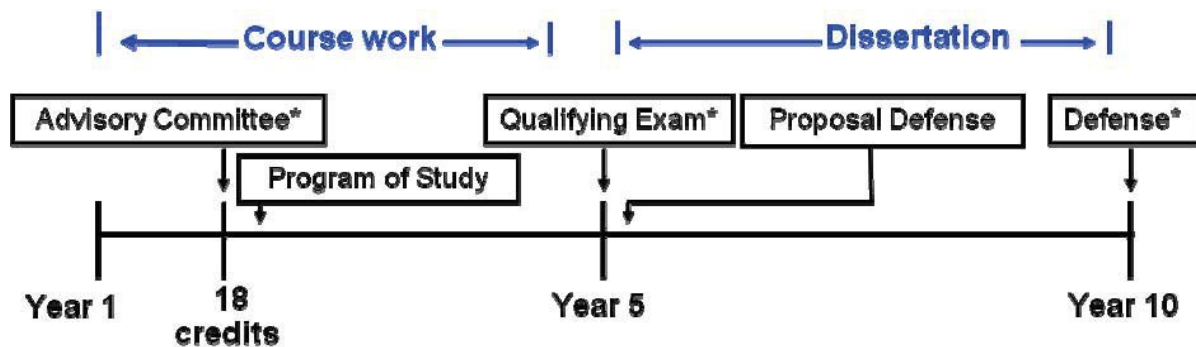


# PhD Faculty and Student Advising Manual

*Note that this advising manual is a guide. It is not intended to replace the College of Nursing Graduate Student Handbook or Graduate School Bulletin rules, regulations, policies or semester deadlines.*

The PhD program embraces a mentor-protégé model of student advising. In the model, faculty advisors are considered mentors and students protégés. It is expected that the advisor and student will meet regularly beginning the first semester of entry into the program to develop and modify the student's plan of study. This manual is intended to serve as guide to assist in this process.

## Summary Timeline for PhD Degree Completion



\*Must be scheduled and/or approved by Graduate School

Timeline: maximum is 10 years; minimum is 3 years post masters

## O Mentor-Protégé

- Mentor is defined as an influential senior sponsor or supporter. Expectations of mentors are to:
  - Encourage excellence
  - Teach principles, judgment, and perspectives in addition to research skills
  - Introduce protégé to colleagues in the field and help establish a network
  - Provide opportunities to develop independence
  - Socialize into academia
  - Provide perspective
  - Serve as a role model
  - Counsel when need
  - Invest time and personal resources to promote success

- Protégé is defined as one whose welfare, training, or career is promoted by an influential person. Expectations of protégés are to:
  - Regularly keep mentor informed of progress
  - Share ideas with mentor
  - Actively seek advice
  - Actively seek learning opportunities
  - Accept constructive criticism/feedback
  - Provide constructive feedback
  - Mentor new students

## **O RESIDENCY REQUIREMENTS**

The purpose of a residency requirement is to encourage doctoral students to experience contact with the academic community: colleagues, libraries, laboratories, on-going programs of research and inquiry, and the intellectual environment that characterizes a university. Such experience is generally as important as formal class work in the process of intellectual development. While the residency requirement is, by necessity, given in terms of full or part-time enrollment, the intent of the requirement is to ensure that the student becomes fully involved in an essential part of scholarly life.

Students must complete the equivalent of two years of residency (Nursing requires 45 credit hours) prior to the qualifying examination and one year (minimum of two semesters) of post-qualifying residency. The ultimate goal of these requirements is to lead students to scholarly accomplishment, not solely to amass semester hours or time spent.

### **O PRE-QUALIFYING RESIDENCY**

Effective fall 2008, post masters entry PhD students must complete the requirement of 45 credit hours of graduate coursework within five years of entry into the doctoral program. Post baccalaureate students must complete 75 credit hours of graduate work. Extensions may be possible to fulfill the pre-qualifying requirement.

After completing pre-qualifying residency student should be eligible for candidacy/qualifying exam.

### **O POST-QUALIFYING RESIDENCY**

After successfully completing the qualifying examination, students first enrolled in the PhD program in the fall 2005 semester and beyond are required to enroll in NUR 767 Dissertation Residency for 2 credit hours Fall and Spring semesters until they defend their dissertation. They will be charged the in-state tuition rate plus mandatory fees. This will constitute full-time enrollment, as registered in SAP – Campus Management student information system. Students will be required to complete a minimum of two semesters of NUR 767 before they can graduate.

Students do not need to enroll during the summer terms unless they are including that summer term towards the required two semesters of residency credit.

Students can defend in the summer without being enrolled in residency credit.

According to University rules, any student who was first enrolled in the PhD program before the beginning of the fall 2005 semester and maintained continuous enrollment, but who has not yet taken the qualifying examination, may opt to follow either the old or new post-qualifying residency rules. Doctoral students who opt for the old 769 rule must have maintained continuous enrollment in the program. Students who are readmitted to a program after stopping out will be subject to the new rules, if they have not yet taken the qualifying examination.

### o **Dissertation-Manuscript Option**

Students have the option of submitting three or more publishable manuscripts to fulfill the dissertation requirement. At least one of these must be a data-based a report of the dissertation research. Others can be non-data-based manuscripts such as high quality critical reviews, state of the science papers, or new theoretical perspectives. Manuscripts can be published prior to defending the dissertation and students are encouraged to submit manuscripts for publication as soon as they are completed. Students are strongly encouraged to meet with their advisors within the first two weeks of each semester to review course papers and discuss potential topics for those papers that could serve as manuscripts for the dissertation.

**Potential papers from courses:** Below is a listing of nursing core courses in which course assignments could be converted to manuscripts for the dissertation with appropriate planning.

### **Coursework**

<b>Course</b>	<b>Examples of Papers</b>
NUR 790 Knowledge Development	Paper on a concept related to area of interest
NUR 791 Qualitative Methods	Using additional data collected as an independent study and with IRB approval
NUR 792 Quantitative Methods	Critical review of literature or state of science outlining gaps in knowledge or limitations of previous research methods.
NUR 793 Measurement of Nursing Phenomena	Paper on a critical review and state of the science related to measurement of a phenomenon Paper on psychometric testing of two or more measures of same phenomenon. IRB approval may be necessary.

NUR 794 Analyzing and Reporting Quantitative Data	Paper using advanced statistical analyses to provide greater understanding of a phenomenon, often using an existing data set.
Dissertation Project	1-3 Manuscripts: number agreed upon by committee

## o Dissertation (traditional format)

Each student must present a dissertation which represents the culmination of a major research project. The dissertation must be a well-reasoned, original contribution to knowledge in the field of study and should provide evidence of high scholarly achievement. Dissertations must be prepared in conformity with the instructions published by the Graduate School. Specific formatting instructions can be found at <http://www.research.uky.edu/gs/thesdissprep.html>. Note that as for Master's theses, the Graduate School, in conjunction with the University Libraries, offers students the option of submitting their doctoral dissertation in wholly electronic format. The dissertation in its final form must be received in the Graduate School within 60 days of the final examination. If this deadline is not met, the candidate may be required to undergo a second examination.

### Other Dissertation Information

- Members of your advisory committee, and others who provided substantive assistance with your research and who meet the following criteria for authorship should be invited to be authors on your manuscripts.
  - <http://www.research.uky.edu/authorship.html>
- Members of your advisory committee, and others who provided assistance but do not meet the criteria for authorship should be recognized in Acknowledgments to the report(s) of your research.
- Your dissertation should be filed with University Microfilms (information available from the Graduate School).
- Allow a MINIMUM of six months from giving your major professor a first draft for review to the date for your final examination.
- The Graduate School requires that you provide two copies of your dissertation (106 Gillis Bldg.). Both copies are forwarded to the University Library for processing. A fee for binding your dissertation is assessed.
  1. You will find *Turabian's Manual for Writers of Term Papers, Theses, and Dissertations* useful as a supplement to the *APA Publication Manual*. This latter book is the primary

guide for reporting your dissertation research. For matters not addressed by APA (e.g., table of contents), Turabian is useful.

- O **Recommended course sequence** – Students should meet with their advisors in advance of registration EACH semester. Students should review the plan of study applicable to them. The applicable plan of study can be found in the CON Graduate Student handbook for the academic year you were admitted <http://www.mc.uky.edu/nursing/StuResources/>
  - o MSN – PHD or,
  - o BSN-PhD

### O **Tips for choosing courses**

- Philosophy of Science and Knowledge Development should be taken early in the program. Ideally before NUR 791.
- Statistics: take statistics courses as early as possible as they are prerequisites for NUR 792 and NUR 793.
- Possible statistics sequences are listed below. It is recommend that students take one of these sequences and not mix courses between sequences.
  - o STA 580 (3), CPH 630 (3), and NUR 794 (3) = 9
  - o STA 580 (3), STA 671/672 (4), and NUR 794 (3) = 10
  - o STA 570 (4), STA671/672 (4), and NUR794 (3) = 11 credits
- Identify cognates as early as possible. A number of courses in other departments are offered only every other year or even less frequently. Students who wait to choose cognate courses until late in their coursework often have limited choices because desired courses are not offered during remaining year(s) or semester(s) the student has to complete coursework.

### O **Cognate**

The cognate is conceptually similar to a minor. It should consist of a series of at least three courses that provide preparation or concentrated learning in an area outside nursing that is relevant to students' research interests. The courses should be interrelated at some level. At the time the students meet with their Advisory Committee to approve their coursework, the students should be able to define their cognate and describe how the courses selected interrelate as well as how the courses help prepare them for their dissertation work and ideally for their future career plans.

### O **Required Research Experience**

All PhD students are required to participate in at least one research project prior to the qualifying examinations. This requirement may be met by serving as a paid research assistant or enrolling for independent study for a minimum of one-credit hour and working on an ongoing project under faculty supervision. The project may be within the College, in another unit of the University, or in a community agency. Scholarly productivity during this experience is encouraged (e.g., submission of a research abstract for presentation and/or

manuscript for publication).

- The director of the experience, the setting for the experience, and the UK faculty member responsible for the experience will be developed with the director of the experience.
- The student will spend the equivalent of at least one semester of experience for 1-3 credit hours or 10-20 hours/week as a research assistant.
- The student will discuss with the advisor how the objectives were met for evaluation of the experience.
- The student will sign an Independent Study Learning Contract with research faculty.
- Examples of experiences are: Collecting and analyzing data and managing a data set using a software package; Analyzing data and reporting results (presentation/publication); or Conducting a secondary analysis of existing data

## O Key milestones

- O **Choosing an Advisory Committee** – The Advisory Committee has a core of four members. This core consists of the major professor as chair, two other members from the major area, and at least one representative from any minor area(s). At least one representative must be from outside the academic program (department). All members of the core must be members of the Graduate Faculty of the University of Kentucky, see <http://www.rgs.uky.edu/gs/> for UK Directory of Graduate Faculty, and three (including the major professor) must possess full Graduate Faculty status.

**Co-Chairs:** The designation of a faculty member as a co-chair of an Advisory Committee is done under special circumstances. The decision to appoint a faculty member as a co-chair of a student's Advisory Committee is made by the student's major advisor in consultation with the Associate Dean for PhD studies.

- O **Required Activity:** Students should work with their advisor/chair on selection of Advisory Committee. Students should not designate a faculty member as a co-chair of their advisory committee unless instructed to do so by their major advisor. The Advisory Committee should be formally submitted/appointed by the Graduate School during your first year, or after **completion of 18 credit hours**, in the program. Student **MUST** submit committee to UK Graduate School for approval at [http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection\\_Screen.cfm](http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm)

- O **Approval of program of study.** As soon as possible after forming an Advisory Committee, students should schedule a meeting with the committee to approve the program of study. Students should prepare the following checklist for the meeting:

- Y Completed and proposed coursework including cognates  
Tentative dissertation topic
- Y Any proposed or completed manuscripts that could be included in the dissertation.

- Y Career plans and goals after completing the PhD. (This is useful as it allows the committee to determine whether the planned coursework will adequately prepare the student for the career.)
- Y Timeline for completion of coursework and dissertation

**O Candidacy/ Qualifying Exam** – The purpose of the qualifying examination is to verify sufficient understanding of, and competence in, the field of study. There are two components to the examination: a written exam and an oral comprehensive exam. The student must satisfactorily complete the individual written exam before proceeding to the oral comprehensive examination. Both components of the examination must be satisfactorily completed to become a Ph.D. candidate.

Time limit: Students are required to successfully complete both components (written and oral) of the qualifying exam within five years of admission to the program. This time limit applies to both full and part-time students.

- All incomplete (I and S) grades must be removed prior to scheduling any of the examinations.
- All requirements for the degree except the dissertation and the final dissertation defense must be fulfilled before beginning the qualifying examinations.
- At the middle of the term prior to the examination, the advisor notifies the Associate Dean that the student (a) is completing (or have completed) the necessary course requirements and (b) is requesting to sit for the qualifying examinations in the next term.
- The Advisory Committee makes the final determination as to whether or not the student is ready to sit for the qualifying examinations.
- The individual examination is prepared by the Advisory Committee and is administered as the committee directs. The Advisory Committee determines the content of the written component of the exam, the form of the exam (e.g., closed session or take home), and the length of time allowed to complete the written component of the exam.
- Ample time for preparation to sit for the qualifying examinations is essential. Students approach study for the examinations in different ways. Consult with your Advisory Committee for suggestions.
- Within one month of completing the written component, the Advisory Committee will evaluate the student's performance on the written examination and determine whether it is a pass or fail.

As appropriate, the committee will then either:

- Inform the student of readiness to proceed with the oral comprehensive examination and notify the director of graduate studies. The director will notify the Graduate School of the date for the oral comprehensive examination, or
- Inform the student of need to retake the individual examination and inform the



program director. The timeline for the retake of the exam is determined by the Advisory Committee. The content of the exam can be the same or modified as needed.

The oral component of the qualifying exam is the official exam recognized by the Graduate School. It is this component that must be scheduled online with the Graduate School. The Graduate School requires a MINIMUM two weeks advance notice of when and where the oral qualifying exam will occur. Student must submit the Request for Qualifying Exam on line at [http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection\\_Screen.cfm](http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm). Students work with their Advisory Committee to plan a time line for: a) receipt of the exam questions, b) date completed written exam is handed in, c) length of time for faculty to review the written exam (usually at least two weeks), and d) a date, time and location for the oral exam.

Upon completion of the exam, the committee informs the student and the program director whether the performance was:

- Satisfactory, meaning the student has completed the qualifying examinations and is a Ph.D. candidate, or
- Unsatisfactory meaning the student will need to repeat the oral examination. The minimum time between examinations is four months. The maximum time is one year. The exam cannot be repeated a third time.

**O Required Activity:** The UK Graduate School requires a ***MINIMUM of 10 days notice*** to schedule the oral examination. **Students MUST submit request for oral qualifying exam to UK Graduate School at** [http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection\\_Screen.cfm](http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm)

Upon successful completion of the qualifying exams students should maintain enrollment in NUR 767 (Advisors' section) each fall and spring term until completion of degree requirements.

## **O Dissertation**

Checklist of Activities to be completed The dissertation has two major components. A formal meeting with the advisory committee to approve the dissertation proposal usually called the proposal defense and the final exam, usually called the dissertation defense.

Time limit: Doctoral candidates have a maximum of 5 years after the date of the qualifying exam to complete all degree requirements. Extensions may be requested from the Director of Graduate Studies. If request is approved, any extension -regardless of length- requires the student to retake and successfully complete the entire qualifying exam before formal approval of the extension by the Graduate School is granted.



**Proposal defense.** The proposal defense can be schedule as soon after successful completion of the candidacy exam as the student and advisor agree that the proposal is ready for the Advisory Committee to approve. The defense typically involves the student sending the proposal to the committee for review and then scheduling a meeting with the committee to discuss and approve the proposal. A formal meeting and agreement among the student and Advisory Committee members is highly recommended as this defines the scope, content, and expectations of what the Advisory Committee considers will constitute the dissertation. Full committee approval of any changes in the dissertation after the defense should be obtained before changes are instituted.

Checklist of Activities to be completed

- \_\_\_\_\_ Set date and time with committee members for oral defense
- \_\_\_\_\_ Schedule a room for oral defense

**Dissertation defense (Final exam).**

The dissertation defense is scheduled when the Advisory Committee determines that the student has fulfilled the requirements for the dissertation and is ready to defend his/her dissertation. The defense is scheduled for two hours. The first 30 minutes is a public defense which includes a presentation of the dissertation with time for public to ask questions. The remaining 90 minutes are a closed defense with the student, the Advisory Committee, and the Outside Examiner appointed by the Graduate School.

Tips regarding the public defense :

- Public portion of defense is open to everyone. Students can invite anyone they would like to attend.
- The maximum length of the public presentation including time for acknowledgements and introductions is 25 minutes leaving a minimum of 5 minutes for questions from public.
- The public talk should be clear, concise presentation key findings. It is not expected that every finding from the dissertation be presented. Therefore, the public talk should be a presentation of important findings that can be provided within the time limit.
- Students should practice the talk with their advisor prior to the defense. The talk should be timed to be sure it can be completed within the 25 minute maximum time limit.

Required Activities:

- \_\_\_\_\_ **Step 1:** In order to be eligible for the degree, the student must complete the Application for Degree card. This card must be received in the Graduate School within 30 days of the start of the semester (or within 15 days of the start of Summer Session II) you intend to graduate. The card must be signed by the Director of Graduate Studies (or the designated representative) in your program. For the exact due date, see the university calendar or the Graduate School Bulletin.

**Step 2:** After consulting with the advisor and committee the student will submit the [Notification of Intent to Schedule a Final Doctoral Examination](#) form on-line at [http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection\\_Screen.cfm](http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm) to the Graduate School **a minimum of 8 weeks** prior to the anticipated date of your final examination date. Upon receipt, the Graduate School will check your file to make sure that all requirements to this point have been met, and will begin the process of identifying an outside examiner for your defense. Do not finalize a defense date with your committee before the outside examiner has been identified and has been consulted for their availability. The student will be notified when the Outside Examiner has been assigned.

The final examination must take place no later than eight days prior to the last day of classes of the semester in which the student expects to graduate. It must also be held while classes are in session. Final examinations may not be scheduled during the period between semesters or between the end of the eight-week summer session and the beginning of the fall semester. Consult the *Schedule of Classes* for deadlines on the scheduling of final examinations.

**Step 3:** Submit the [Request for Final Doctoral Examination](#) form online at [http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection\\_Screen.cfm](http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm) This must be submitted to the Graduate School a **minimum of two weeks** prior to the specific date of the defense. At this point your chair and full committee should have had the opportunity to review your complete draft dissertation.

At this time a copy of the dissertation should be delivered to the outside examiner. Dissertations must be received by the committee and outside examiner a minimum of two weeks prior to the exam.

**Step 4:** After your Final Examination, you have until **the last day of finals week for that term** to submit the final copy of your dissertation to the Graduate School. Students may take up to 60 days to submit the final dissertation however this will result in your degree being awarded for a later term. If this deadline is not met, the candidate must undergo a second examination.

Since the dissertation must conform to Graduate School format requirements, you are required to submit a draft for a First Format Check *before* printing on an approved archival paper. The first format check is returned to you with corrections, and after the corrections have been made, you must set up an appointment with the Graduate School to submit your Final Copy.

The student or the student's representative must be present when the dissertation is being reviewed prior to its final acceptance by The Graduate School; dissertations submitted by mail will not be accepted.

Note that the graduation date (i.e. December, May, or August degree conferral date) is based on the date the final dissertation is accepted by The Graduate School; deadlines are listed in the *Graduate School Bulletin*.

For more details on the Final Examination process, see the *Graduate School Bulletin*. The Graduate School requires two final copies of the approved dissertation, unbound and without perforations. The Graduate School and the Library bind these copies in uniform style.

Helpful links:

Medical Center Room scheduling: (859/) 257-2433 or [schedule@email.uky.edu](mailto:schedule@email.uky.edu)

UK Graduate School <http://www.research.uky.edu/gs/>

Other Resources:

CON Graduate Student Handbook <http://www.mc.uky.edu/nursing/StuResources/>  
Graduate School Bulletin <http://www.research.uky.edu/gs/bulletin/bullinfo.shtml>  
Academic Calendar <http://www.uky.edu/Registrar/AcademicCalendar.htm>  
University Bulletin <http://www.uky.edu/Registrar/Bulletin.htm>

## **Checklist of Activities to be completed**

### Pre- defense

- Look at deadlines and due dates early in the semester the defense will take place
- Send request to schedule exam graduate school
- Set date with committee members for oral defense
- Deliver dissertation to outside examiner minimum of 2 weeks prior to defense date
- Deliver copy to Associate Dean
- Schedule a room for public and oral defense
- Make sure room is PowerPoint capable
- Copy of Final Exam Signature Sheet brought to exam by advisor

### Post defense

- Make all requested changes to dissertation
  
- Submit a draft for a first format check to Graduate School *before* printing dissertation on approved archival paper. (No appointment necessary).
  
- Obtain signatures from advisor and Associate Dean for PhD Studies on the dissertation signature page
  
- Two final copies of approved dissertation in proper format, including original signatures from advisor and Associate Dean for PhD Studies, must be delivered to and accepted by the Graduate School. (Appointment required).

## Checklist for Completion of Requirements for PhD Degree

**○ Choose an Advisory Committee.** Timeline: before completion of 18 credit hours Required activity:

**○** Apply to Graduate School for approval of Advisory Committee:

[http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection\\_Screen.cfm](http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm)

**○ Approval of program of study.** Timeline: ideally during the first meeting after forming the Advisory Committee, but one semester before the final semester of coursework at the latest Required activity:

- Set up a meeting with Advisory Committee to approve program of study
- Schedule room for meeting

**○ Complete Coursework:** Timeline: by the end of 11 semesters after admission to program

**○** Core Nursing Courses (45 credit hours)

**○** Cognate's (9 credit hours)

Course 1: \_\_\_\_\_

Course 2: \_\_\_\_\_

Course 3: \_\_\_\_\_

**○** Research Experience. Timeline: early as possible but the last semester of coursework at the latest

**○ Pass Candidacy/ Qualifying Exam.** Timeline: successfully completed by the end of fifth year after admission to the program.

Required activities:

**○** Advisory Committee and student set timeline (dates) for

- receipt of questions
- return of answers to questions
- length of time for committee to read answers
- oral exam

**○** Schedule oral exam component with Graduate School. This process requires a minimum of two weeks advance notice. .

**○** Schedule room for oral exam

**○** Submit exam request online at

[http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection\\_Screen.cfm](http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm)

**O Proposal defense:** Timeline: as soon as possible after successful completion of the oral exam. Required activities:

- D set defense day and time with Advisory Committee
- D schedule room for defense

**o Final Exam for Dissertation:** Timeline: successful defense within five years of candidacy.

Required activities

Pre- defense

- D Submit online Notification of Intent to request to graduate school a minimum of 8 WEEKS prior to anticipated defense
- D Set date with committee members for oral defense
- D Schedule a room for public and oral defense
- D Make sure room is PowerPoint capable
- D Submit online request to graduate school to schedule exam
- D Deliver dissertation to outside examiner 2 weeks prior to defense date
- D Deliver copy to Associate Dean 2 weeks prior to defense date
- D Copy of Final Exam Signature Sheet brought to exam by advisor

Post defense

- D Submit a draft for a first format check to Graduate School *before* printing dissertation on approved archival paper
- D Obtain signatures from advisor and associate Dean for PhD Studies on the dissertation signature page
- D Two final copies of approved dissertation in proper format delivered to the Graduate School