



CSEM Program – Doctoral Candidacy Process & Check-list

Students may apply for candidacy after they have:

- 1) completed all required coursework, and
- 2) passed the proposal presentation and exam

☐ **Submit proposed committee** to Graduate Advisor for approval ([GSC Faculty Member Areas](#)).

Minimum committee requirements:

- 1) Advisor
- 2) CSEM GSC faculty member from Area A
- 3) CSEM GSC faculty member from Area B
- 4) CSEM GSC faculty member from Area C
- 5) Additional faculty member (must NOT be on the CSEM GSC)

☐ **Submit abstract** to each committee member for approval (see [Abstract Guidelines](#)). Each member must sign abstract – to obtain signatures via DocuSign, send abstract to the Graduate Coordinator, who will send it to each member. For any non-UT faculty, provide e-mail address.

☐ **Submit abstract** to Graduate Coordinator for approval by the CSEM Graduate Studies Subcommittee (GSSC). The GSSC meets monthly during Fall & Spring semesters. If you need the abstract reviewed before the next scheduled GSSC meeting, inform the Graduate Coordinator with your submission. Once the GSSC has approved your abstract, you may schedule the proposal.

☐ **Submit proposal** to each committee member and the Graduate Coordinator at least two weeks before the proposal presentation (see [Proposal Guidelines](#)).

- ☐ Title page
- ☐ Abstract
- ☐ Description of proposed work (no more than 20 pages)
- ☐ References
- ☐ C.V.
- ☐ Timeline
- ☐ Appendices (no more than 10 pages)

☐ **Schedule proposal** and inform Graduate Coordinator of date, time, and location. To reserve a room in POB, visit [Oden Institute Room Reservations](#). NOTE: Proposal may be held virtually or in hybrid format.

Proposal attendance: One non-supervisory committee member may be absent from the proposal presentation (regardless of the size of the committee). The student is not required to give a separate presentation to the absent committee member, but must provide them with a copy of the proposal document.

☐ **After the proposal** – The Graduate Coordinator will send you instructions to submit the [Degree Candidacy Application](#) form to the Graduate School AFTER your advisor has confirmed you have passed. Once the candidacy application is approved, you may register for dissertation hours.

Full CSEM Doctoral Program requirements:

<https://www.oden.utexas.edu/academics/phd-program/>

Program Contacts

Graduate Advisor: George Biros – biros@oden.utexas.edu

Graduate Coordinator: Stephanie Rodriguez – slr@oden.utexas.edu