

Forms and Process for PhD Students

The following steps and their associated digitally fillable forms (1-6) are required for progression to PhD. Please note that individual programs may have additional requirements and you should follow those.

We strongly suggest that you use the DocuSign system to obtain digital signatures on the forms. DocuSign Rutgers' chosen secure electronic signature system to replace paper-intensive processes. Students can request a new account at <https://www.docusign.com>. Enter your email address / username as NetID@rutgers.edu when prompted. Log in to your new DocuSign account at <https://account.docusign.com>. Visit <https://eds.rutgers.edu/docusign> for training and support resources.

- 1) At the end of your first year complete the Thesis Advisor Selection Form and read The AAMC Compact Between Biomedical Graduate Students & their Research Advisors
- 2) Qualifying Exam A Form
- 3) Annual Research Advisory Committee Meeting form– **please note that this must also be completed at time of Qualifying Exam B (Proposition).**
- 4) Qualifying Exam B (Proposition) form
- 5) Final Examination (Thesis Defense) forms
- 6) Annual Individual Development Plan form (found on Sakai and submitted via Sakai)

After you have completed each form, please

- a) **first** send the form to your graduate program **Administrative Assistant**
- b) **then** send the original form to **Tina Marottoli**, tina.marottoli@rutgers.edu

675 Hoes Lane West, Research Tower Room 102, Piscataway, 732-235-2106

- c) the Qualifying Exam B (Proposition) form and Final Examination (Thesis Defense) forms need to also emailed to sgs.degree.submissions@grad.rutgers.edu