

## **GSPIA PhD Handbook, Abridged Edition**

*Written in and current as of August 2023*

Note: This is not meant to cover every detail in the handbook. Use this as a quick reference guide and turn to the handbook for more detail. Also note that this is a summary of the handbook adopted in 2022. Some elements, primarily in Years 1+2, do not apply to cohorts admitted prior to 2021. (\*'s indicate elements that only apply to cohorts admitted after 2021.)

### Coursework (73 hours\*):

- Up to 30 hours transferred from masters' degree (36 hours if masters is from GSPIA)
- Years 1+2:
  - o Required\*
    - Policy theory
    - Public policy analysis
    - Advanced Quant
    - Qual Methods
    - Year 1, Fall: Prof. Development Seminar (1 credit)
    - Year 2, Fall: (Comp Exam Prep) Independent Study
    - Year 2, Spring: Research Design and Process Workshop
  - o The rest, electives. To be determined with faculty advisor based on research interests and goal; no restrictions on number of courses from other units.
- After: PIA3099 (6 credits) and FTDK.

### Milestones:

- Comp Exam\*:
  - o By May of Year 1: Find two readers and make a reading list with them based on your interests.
  - o May after Year 2: Take the exam.
- 2<sup>nd</sup> Year Paper\*:
  - o Proposal by end of Year 2. Paper due beginning of Fall of Year 3. Presentation in Fall of Year 3.
- Form a dissertation committee, do a dissertation proposal.
  - o Per handbook, by end of Fall of Year 3.
  - o Committee, usually: an advisor (within GSPIA), 2 committee members from GSPIA, 1 committee member from somewhere else (usually a different department at Pitt)
    - Technically, requirement is: a committee of four or more persons (including advisor). Advisor from within GSPIA, one internal

member, and full committee (including advisor) must be at least 50% on Graduate Faculty of Pitt.

- Dissertation proposal: A presentation to committee on plans for dissertation, with written materials provided in advance.
- Dissertation defense
  - Must be at least 8 months after Dissertation Proposal.
  - A presentation to committee on plans for dissertation, with dissertation provided to committee in advance. It is common for the committee to request revisions after defense before final approval.
  - Also note, you'll need to format the dissertation according to Pitt ETD requirements. This takes some time.

#### Advisors:

- First Year Advisor: helps identify courses to take. Discusses general plans.
- Comp Exam Advisor\*: helps construct reading list for exam, supervises independent study in Year 2 to work through reading list.
- Dissertation Advisor: helps guide dissertation research and broader development, including support in job search.
- These three roles can all be the same person, but there is no obligation on either side that they must be.

#### Annual Meetings and Forms:

- Years 1+2: meet with advisor at end of both years. Fill out Year 1+2 Progress Evaluation Form.
- Years >2: at least one meeting with committee per year for progress evaluation. Fill out Year >2 Progress Evaluation Form.

Statue of Limitations: "Requirements for the doctoral degrees must be completed within a period of eight consecutive calendar years from the students' initial registration for doctoral study."

Graduating: "Students must file an application for graduation in GSPIA's Office of Student Services early in the term in which graduation is expected."