

REQUIREMENTS
AT
THE UNIVERSITY OF PUERTO RICO MEDICAL CAMPUS
IN
PARTIAL FULFILLMENT TOWARDS
MASTER OF SCIENCE
AND
DOCTOR OF PHILOSOPHY DEGREES
MARCH 1976

**REPORTED PREPARED FOR THE
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I. GUIDELINES FOR ACADEMIC GRADUATE PROPOSALS

THE REGULATIONS HEREIN CONTAINED ARE WRITTEN SOLELY FOR THE ACADEMIC GRADUATE PROGRAMS FOR DEPARTMENTS OF THE MEDICAL SCIENCES CAMPUS.

THE REGULATIONS HEREIN CONTAINED ARE WRITTEN FOR THE PURPOSE OF PROVIDING UNIFORM MINIMUM REQUIREMENTS FOR ALL ACADEMIC GRADUATE DEGREE PROGRAMS.

Each department may implement its own additional requirements to meet the needs of its own specific program or programs.

This guide gives the sequence of steps through the academic program in outline form. Details of each step are found in the main body of the Regulations as indicated by the cross-reference in parentheses following each guideline.

1. Admission as a regular student, full or part time. (See Admissions Procedures).
2. Course work under the guidance of the departmental graduate coordinator.
3. Evaluation of satisfactory progress by the Departmental Faculty, once each year. (See Appendix A)
4. The Research Advisor and Research Committee should be chosen by the time the minimum course requirements have been completed. (See III A and B)
5. The Comprehensive Examination is given by the Departmental Faculty, as soon as the Departmental and course requirements have been met. (See II B)
6. Approval as a degree candidate after meeting all Departmental and Graduate Program requirements and for the Ph.D. passing the comprehensive examination. (See II A and B)

7. A research proposal must be submitted for the approval by the Thesis Committee. (See III C)
8. Evaluation of satisfactory research progress by the Thesis Committee, once each academic year. (See Appendix A)
9. Completion of research and writing the thesis. The student should consult frequently with the Committee members, to avoid major revisions in the final copy. (See V and VIII C)
10. Final oral examination. The student must defend the quality of his research, the quality of the written thesis, and his competence in other matters that the Thesis Committee regards as important. (See VI)
11. Granting of the degree when all requirements have been certified by the Graduate Program.

II. THE CANDIDACY

A. 1. Definition

A candidate for a degree is a student who has satisfied the Faculty of his Department that his academic training is adequate for starting an independent research project. This is certified by the Graduate Committee upon recommendation from the Departmental Faculty through the Departmental Chairman.

2. Requirements for Candidacy

- a. Candidacy for the Master's Degree. (Optional by Department)
 1. Approval of at least twenty four (24) credits of course work.
 2. Overall grade average of 3.00 in all graduate courses, and at least a 3.00 average in the required courses of his major Department.

3. Satisfactory completion of required courses in his Department.
 4. Satisfactory completion of any other requirements specified in the Department's program.
- b. Candidacy for the Ph.D. Degree.
1. Approval of at least forty five (45) credits of course work.
 2. Overall average of 3.00 in his graduate courses (all courses), and at least a 3.00 average in the required courses of his major Department.
 3. Satisfactory completion of required courses in his Department.
 4. Satisfactory completion of any language requirements set by his Department Program.
 5. Satisfactory completion of the comprehensive examination (the Qualifying Examination).
 6. Satisfactory completion of any other requirements set by his Department for students in the Ph.D. program.

3. **Certification Procedure**

- a. The Chairman of the Department shall check to ascertain that the student has met all requirements for candidacy.
- b. The Chairman of the Department shall send a letter to the Graduate Program certifying that the student has satisfied the requirements for Candidacy.
- c. The Graduate Program Committee shall certify that the student is admitted to Candidacy. A letter so stating shall be sent to the Registrar, with copies to the student, the Advisor and the Departmental Chairman.

B. The Qualifying Examination

The Qualifying Examination is required for all Doctoral students and is optional for the Master's Degree (as specified in the Departmental program).

1. Definition of the Qualifying Examination

The Qualifying Examination tests the student's overall knowledge of his chosen field of study. The Departmental Faculty will determine the areas to be covered by qualifying examinations.

2. Successful completion of Qualifying Examinations

Examinations may be offered and given by the entire Faculty in a given Department. The Department, under the direction of the Departmental Chairman, determines the procedures within the examination itself. The Chairman must notify the Graduate Program and the student of the decision of the Department to approve or disapprove the examination. This notification must be in writing and must be sent within two (2) calendar weeks after completion of the Examination.

Qualifying Examinations may be repeated only once, within one calendar year from the first unsuccessful attempt. Failure to pass the second Qualifying Examination will automatically drop the student from the Graduate Program.

III. THE THESIS PROPOSAL

A. Choice of Thesis Advisor

The student is responsible for nominating a properly qualified Thesis Advisor. Qualifications are found in Appendix C. The prospective Advisor's name, along with the prospective Advisor's written consent to accept the student must be given to the Departmental Chairman.

The Chairman is empowered to approve or reject the nomination of the student's Advisor. The Departmental Chairman has the responsibility of notifying the Graduate and has the responsibility of notifying the Graduate Program, in writing, that the student's Thesis Advisor has been appointed.

B. Thesis Committee Selection

The student, with the consent of his Advisor, shall nominate the Thesis Committee members. The Advisor shall certify the Thesis Committee to the Graduate Program through his Departmental Chairman. The qualifications for serving as a Thesis Committee member are listed in Appendix C.

1. Master's Degree Candidates are required to have a minimum of three (3) Thesis Committee members, two (2) must be from the student's Department (the Advisor is one of the Departmental members) and one (1) member must be from outside of the student's Department.
2. Ph.D. Candidates are required to have a minimum of five (5) members on their Thesis Committee. Three (3) of the members must be from the student's Department (the Advisor is one of the Departmental Members) and at least one (1) member must be from outside of the Department of the Candidate and Advisor.
3. Acceptance. The Graduate Program must be notified, in writing, of proposed thesis committees. The thesis committee becomes official upon approval by the Graduate Program Committee.
4. Substitutions to the Thesis Committee
 - a. The Thesis Advisor
 1. Under EXTRAORDINARY circumstances the Thesis Advisor may be changed. The student must obtain written permission from the Departmental

Chairman for such a change. The Graduate Program must be notified, in writing, of any change of Thesis Advisor.

2. Any proposed Thesis Advisor must meet the qualifications specified in Appendix C.
3. Any change of Thesis Advisor must obtain the approval of the Graduate Program Committee. The Graduate Program Committee acts as the final authority concerning Thesis Advisor changes.

b. Committee Member Changes

1. The student and the Thesis Advisor shall recommend changes in Committee members and they must obtain written approval of such changes from the Departmental Chairman.
2. Any proposed Committee member must meet the qualifications specified in Appendix C.
3. Proposed changes in Committee composition must meet with the approval of the Graduate Program Committee. The Graduate Program Committee acts as final authority concerning changes in the Thesis Committee.

CONTENT OF THE THESIS PROPOSAL

1. All thesis students whose departmental graduate program requires a thesis must submit a Thesis Proposal prior to registration for thesis work.
2. Definition: The Thesis Proposal is a statement of the subject and intent of the research program that the student wishes to undertake. The Proposal must be based on scientific principles

and it is intended as a preliminary outline of research leading to an original contribution to the scientific literature. This Proposal shall be no longer than five (5) typewritten, double-spaced pages, including references.

3. Preparation of the Thesis Proposal

In order to avoid extensive revisions and unnecessary delays, the student should be consult with his Advisor and the Thesis Committee in the preparation of the Thesis Proposal.

4. Approval of the Thesis Proposal

a. The student must obtain the approval of the Advisor prior to submitting the Proposal to the other members of the Thesis Committee.

b. The Thesis Committee signifies its approval of the Proposal by the signatures of the Committee members on a formal copy of the Thesis Proposal.

c. Once the Thesis Committee approves the Formal Thesis Proposal it must be sent to the Graduate Program Office. The Thesis Advisor carries the responsibility of sending the signed copy of the Formal Thesis Proposal to the Graduate Program through the Departmental Chairman.

d. Final approval of the Thesis Proposal rests with the Thesis Committee.

5. The student's Advisor through the Departmental Chairman, may request research funds from the Graduate Program once the student has been admitted to Candidacy and the Formal Thesis Proposal (duly approved) has been received by the Graduate Program.

The appropriate procedures to follow are outlined in the BORRADOR II "Procedimientos para la Reglamentación de la Asignación y Utilización de Fondos de Investigación para los Estudiantes del Programa de Estudios Graduados", approved by the "Consejo de Educación Superior".

IV. THESIS RESEARCH

A. Candidate Responsibility

1. The Candidate is entirely responsible for his or her thesis research, maintenance of adequate research notes and the security of such notes.
2. The Candidate should discuss the ongoing research with the Advisor and Thesis Committee members regularly.
3. The Candidate should avail himself of the opportunities provided by the facilities and personnel available to him.
4. The Candidate should conduct himself or herself in a professional manner.

B. Advisor Responsibilities

1. The Advisor's principal responsibility is to create an environment of academic excellence for his students and to encourage independent thought from his students.
2. The Advisor is responsible for calling a Thesis Committee meeting at least once a year to evaluate the student's progress. The student and the Advisor will prepare, in consultation with the Thesis Committee, a brief written progress report. The report is sent to the Graduate Program, through the Chairman and will become part of the student's permanent record. This report is due July 1 of each year.

C. Thesis Committee Member's Responsibilities

1. The members must promptly respond to their obligations to the student. This avoids unnecessary delays in the student's progress through his program of study.

2. The members have the responsibility of pointing out problem areas in research and directing the student.
3. The members must be able to attend Thesis Committee meetings and they are responsible for their own active participation during such meetings.

D. Credit For Thesis Research

1. Six (6) credits in Master's Thesis Research are required for the Master's Degree. Master's Thesis Research credits are not transferable to Ph.D. Thesis Research credits.
2. Fifteen (15) credits in Ph.D. Thesis Research are required for the Ph.D. Degree.
- 3a. It is assumed that a student who is enrolled for full-time study on the Thesis is actively engaged in research work for a minimum of forty (40) clock hours per week per summer.
- 3b. A student shall enroll for full time study in research for Master and Ph.D degrees only after his research proposal has been approved by his Thesis Committee.
4. When the student enrolls for thesis credit, each semester he obligates himself to satisfy the hourly requirements for the research credit he will receive. A grade of honors, pass or fail will be given by the Advisor upon completion of the Thesis Research.
5. Students enroll for Thesis Research credit during their academic career, using the same course number.
6. Students for the Master's Degree may enroll in Master's Thesis Research a maximum of eight (8) times during their academic career (i.e. 500a-500h).

7. Students for the Ph.D. Degree may enroll in Ph.D Thesis Research a maximum of eleven (11) times during their academic career (i.e. 501a - 501K).

PREPARATION OF THE DISSERTATION

A. Style

The style of the dissertation shall follow the guidelines set-fourth in the latest Edition of "A Manual of Style" published by the University of Chicago Press". The dissertation must be neat, free from typographical errors and conform to accepted scientific standards. The major responsibility to see that the dissertation conforms to these criteria will be delegated by the Thesis Committee to one member of the committee, preferably one from outside of the student's Department.

B. General Format

The thesis must be organized according to the following format as outlined in "A Manual of Style".

1. Abstract. The abstract of the thesis research shall comprise the first few pages of the dissertation. The abstract must include the thesis title, the author's full name and the name and academic rank of the Thesis Advisor. The abstract may contain up to 750 words and it must be typewritten double spaced. The abstract must conform to the requirements of "Dissertation Abstracts".
2. Title Page. The title of the dissertation shall be in capital letters, centered one-third of the way down on the page. Following the title shall be the author's full name. Following the author's name will appear the following DISSERTATION STATEMENT: "A dissertation submitted in

partial fulfillment of the requirements for the degree of Master's (Ph.D) (Department Name) at the University of Puerto Rico Medical Sciences Campus (year)." At the lower left one-third of the page shall be the degree committee composition. This shall include the name, degree, the academic rank and department of each of the thesis committee members, with the advisor (s) listed first and the other members listed in alphabetical order.

3. Acknowledgements. The acknowledgements shall be on a single page immediately following the title page. The shall be kept to a minimum.
4. Table of contents. The table of contents shall be organized as follows:

ACKNOWLEDGEMENTS	Page
LIST OF TABLES	"
LIST OF FIGURES	"
LIST OF SYMBOLS AND ABBREVIATIONS	"
INTRODUCTION	"
A. STATEMENT OF PURPOSE	"
B. ----- etc.	"
MATERIALS AND METHODS	"
RESULTS	"
DISCUSSION	"

CONCLUSIONS	"
APPENDICES I, II, III	"
BIBLIOGRAPHY	"

C. Specific Dissertation Requirements

1. Paper. For the final dissertation copy, the original must be typed on 8½ x 11 inch opaque white bond paper of 100% rag content and a weight of at least 16 pounds. Erasable paper cannot be used.
2. Margins. The left hand margin of each page in the dissertation must be at least 1¼ inches wide. All other margins must be at least 1 inch wide.
3. Spacing. The written text of each dissertation must be double-spaced for clarity. Exceptions are the bibliography and quotations, which should be single spaced.
4. Paging. The dissertation shall be numbered beginning on the first page of the introduction, with arabic numerals.
 - a. The abstract shall be numbered independently from the thesis.
 - b. The title page shall not be numbered but will be assumed as page roman numeral (i) of the pages which precede the Introduction.
 - c. All other pages preceding the Introduction shall be sequentially numbered with roman numerals.

- d. The location of the page number will be at the top, centered, of every page following the introduction except: The first page of each new section of the dissertation (i.e. Discussion) will be numbered at the bottom of that section head page.
 - e. Numbering shall be consistent throughout the dissertation.
5. Footnotes. Footnotes should be avoided in the dissertation.
6.
 - a. Quotations. Quotations should be used sparingly and only when essential to the understanding of the material being presented. Quotes must be in quotation marks, indented from the rest of the text and must be single spaced. The author of the quote must appear with the quote or just prior to or following the quote in the text of the dissertation.
 - b. Plagiarism. Plagiarism or close paraphrasing of another author's material without proper attribution is not permitted.
7. Reference citation: All references to the literature made in the text and only these references should be listed at the end of the dissertation and under the category BIBLIOGRAPHY. The references must be placed in alphabetical order and numbered sequentially.
(See Form C for Sample Thesis).
8. All graphs and figures must be numbered sequentially in the text. Arabic numbers must be used beginning with 1.
9. All tables must also be numbered sequentially in the text in arabic numbers beginning with 1.

D. Responsibilities

1. The Candidate. The Candidate is responsible for writing the dissertation according to the above criteria. He should consult frequently with the Thesis Advisor and the Committee members concerning details of the thesis writing. The Candidate has the ultimate responsibility to guarantee that the thesis is acceptable as a properly written scientific document.
2. The Thesis Advisor. The Advisor shares almost equal responsibility with the Candidate in terms of the quality of the writing of the dissertation. The Thesis Advisor must proof-read the dissertation and must approve of the document before it is circulated among the other Committee members.

The Advisor assumes the responsibility for circulating and collecting copies of the dissertation among the other Committee members as well as acting as arbitrator in disputes concerning the thesis matter.

3. The Thesis Committee Members. The Committee members have the responsibility of reading and commenting in a constructive manner on the dissertation. One of the members of the committee has the responsibility of assuring that the thesis is of adequate literary quality, worthy of publication.
4. Candidate and Advisor. Both must see that a dissertation is prepared, proof-read and circulated to the thesis committee members. For the first draft, at least one copy of the type dissertation per committee member must be prepared and circulated. Once the dissertation has been approved in final form (including minor corrections following the oral defense of the thesis), five bound copies of the abstract and dissertation and the bound original are required.

VI. THE THESIS DEFENSE

A. Preliminary Requirements

1. At the beginning of the semester in which the Candidate anticipates the completion of his work the Advisor must send the following documentation to the Graduate Program, the Registrar and the Departmental Chairman:
 - a. List of courses taken by the Candidate complete with grades and honor points.
 - b. Title of thesis
 - c. Candidate's thesis committee composition.
 - d. The status of the residence requirements.
 - e. Statement that all requirements for the degree sought have been satisfactorily completed, except for the thesis and its defense.
 - f. The entrance date of the Candidate into the Graduate Program.
 - g. The TIME SCHEDULE FOR PROCESSING THESIS form obtained from the Graduate Office (for a copy of this schedule See Form B.)
2. For the Master's Candidate three (3) neat and legible typewritten copies of the dissertation are required at minimum six (6) weeks prior to the scheduled defense of thesis. The Candidate should give these copies to the thesis Advisor for distribution to the Thesis Committee.

3. For the Ph.D Candidate five (5) neat and legible typewritten copies of the dissertation are required at minimum eight (8) weeks prior to the scheduled defense of thesis. The Candidate should give these copies to the thesis Advisor for distribution to the Thesis Committee.
4. The Advisor and Committee members will have four (4) calendar weeks to complete the reading and to return written criticism of the thesis for the Master's degree.
5. The Advisor and Committee will have six (6) calendar weeks to complete the reading and to return written criticisms of the thesis for the Ph.D degree.
6. The readers may object totally or partially to the thesis that either lacks neatness or fails to meet accepted scientific standards. However, the readers also have the obligation of informing the Candidate, in writing, of their criticisms in order that the Candidate may correct such errors as may exist.
7. The Candidate has six (6) calendar weeks to make corrections to the thesis based on the criticism received from the readers. These corrections or responses to criticisms must also be in writing and should be discussed by the readers.
8. The Candidate should satisfy himself, before he goes to the thesis defense, that the readers criticisms have been answered in the corrected copy of the thesis.

B. Preparation for the Thesis Defense.

1. Candidate

The Candidate shall realize that the oral defense of thesis may cover knowledge of both the thesis itself and knowledge related to the thesis. Accordingly, the Candidate should prepare himself for such questions as may arise during the defense.

2. The Chairman of the Thesis Defense.

The Thesis Advisor automatically becomes the Chairman of the Examiners for the oral defense of thesis. The Chairman will not examine the Candidate but will preside over the oral defense of thesis. He must express his opinion, however, if requested to do so by any member among the Examiners.

3. The Examiners:

The examiners are the thesis committee members, except the thesis Advisor. The examiners shall ascertain whether or not the Candidate is qualified to receive a degree from the University of Puerto Rico Medical Sciences Campus. The examiners must attend oral defense of thesis and are required to examine the Candidate in order to determine the above qualification.

4. The Graduate Program

The Graduate Program will send notices of the oral examination

- a. to each Department in the Graduate Program domain
- b. to each of the Examiners
- c. to the Department Chairman from which the Candidate comes
- d. In addition, the Graduate Program will make public notice of the examination for interested persons. The Graduate Program shall also send a representative from the Program to attend the oral defense of thesis. This representative will serve only as a member of the public audience.

C. Conduct of the Final Oral Defense of Thesis

1. The Chairman of the Examiners will present the Candidate to the examiners and to the guests.
2. The Candidate presents short summary of his research to those assembled, not to exceed 50 minutes.
3. Following the presentation, the chairman asks for questions from the audience at large. The examiners may also participate if they wish to do so.
4. Following the general questioning period, the chairman requests the guests to leave the examination room. At this time the Candidate and the examiners will meet and further discuss the thesis.
5. When the examiners and the chairman are satisfied that the Candidate has been adequately examined the chairman will ask the Candidate to leave.
6. The examiners will then meet in closed session to discuss the outcome of the oral defense. Each member of the examiners has one vote, including the chairman of the examiners. A majority vote will constitute the decision of the examiners.
7. If the defense is successful and the dissertation is complete to the satisfaction of the examiners, then the chairman will prepare a report of the outcome to be given to the Graduate Program. Each of the examiners shall sign the report which will constitute successful completion of the oral examination, and approval of the thesis dissertation. If minor corrections to the dissertation are required then the chairman will withhold his signature from the successful report of the oral examination until such minor corrections have been completed by the Candidate. Upon signing the final successful report, the Chairman certifies that such corrections to the thesis have been completed satisfactorily.

8. If the defense is not successful or if the dissertation is still incomplete or unacceptable, the majority vote of the examiners shall so state these facts in a written report to the Graduate Program prepared by the chairman. Each member of the examiners must sign this report. If major corrections to the dissertation are required then the oral defense must be retaken as specified below.
9. A Candidate who fails the final oral defense of thesis may present himself and his dissertation for re-examination within six (6) months. No student will be allowed to present himself for a third oral defense of thesis without an extremely strong recommendation from the Chairman of the Department in which the student is enrolled.
10. No student may take oral thesis examinations more than three times.

D. Final Dissertation Requirements.

1. Five (5) bound copies and the bound original dissertation and abstract must be submitted to the Graduate Program once the oral defense of thesis has been successfully passed and all minor corrections made.

The five copies, plus original, shall be distributed as follow:

1. Original. Sent to the University of Puerto Rico Medical Sciences Library.
2. Copy: Given to the Student
3. Copy: Given to the Thesis Advisor
4. Copy: Given to the student's Department
5. Copy: Retained by the Graduate Program
6. Copy: Sent to the Archives of the University of Puerto Rico, Río Piedras.

APPENDIX A

EVALUATION OF SATISFACTORY PROGRESS

I. Grade Average.

- A. If the cumulative grade average drops below 3.00, the student is automatically placed on probation by the Graduate Program. If the grades of the probationary semester do not bring the average to 3.00 or higher, the student is automatically dropped from the Graduate Program.
1. The probationary period may be extended by one semester by petition of the Department Chairman to the Graduate Program.
 2. The student may petition the Graduate Committee for a hearing, to ask for a suspension of this rule (See Appendix D).
- B.
1. The Faculty of the Graduate Program must cooperate with the Registrar in the collection of course grades, so that all grades will be available to the Student, Advisor, and the Graduate Program before the beginning of the next semester. The Chairman of the Graduate Program Committee shall consult with the Registrar to insure that the grades are collected and officially entered on time.
 2. The Chairman of the Graduate Program Committee shall request a complete report of the grades (and of the cumulative average) of all Graduate Students active in the Program to be delivered by the Registrar before the beginning of the next semester.
 3. The Graduate Program must notify any Student that has been placed on probation, before the beginning of the next semester. A copy of this notice shall go to the Advisor (if one has been selected), and to the Departmental Chairman.

II. Evaluation by the Departmental Faculty

- A. The Departmental Faculty is responsible for evaluating the satisfactory progress of each student at least once each year, up until the time that a Thesis Committee is certified for the student.
- B. The Faculty must submit a brief written report on each student, to the Graduate Program, for inclusion in the student's permanent record, on or before July 1 of each year.
- C. The Department Faculty may also take action, concerning the student, according to their Departmental regulations even after a Thesis Committee has been certified for the student. A report of these actions must be forwarded to the Graduate Program for inclusion in the student's permanent record, and to the student directly.

III. Evaluation by the Thesis Committee

- A. When the Thesis Committee is approved by the Graduate Committee, it becomes responsible for evaluating the student's progress at least once each year.
- B. The student and the advisor must submit a brief written report to the Thesis Committee. This report will be forwarded to the Graduate Program, for inclusion in the student's permanent record, on or before July 1 of each year.

APPENDIX B

GRADUATE PROGRAM TIME LIMITS

- A. The purpose of the time limits is to automatically call for an investigation where inadequate progress through the program is evidence, in itself, of unsatisfactory performance.
- B. The date used for calculating the time limits is the date of admission as a regular student.
- C. Each student shall be given a time limit form on admission as a regular student (See sample form A).

D. Masters Program:

The oral examination of the Master's thesis must be held no later than four (4) years after the date of admission:

- 1. If the Master's thesis is rejected, it must be resubmitted for a final defense within one (1) year after the first defense.

E. Ph.D Program:

- 1. The Ph.D comprehensive examination for Candidacy must be taken within three (3) years after the date of admission as a regular student.
 - a. If the Ph. D comprehensive examination is not passed, a final reexamination must be taken within one (1) year after the first examination.
- 2. The oral examination of the Ph. D thesis must be held within six (6) years after the date of admission as a regular student.

- a. If the Ph. D thesis is rejected, it must be resubmitted for a final defense within one (1) year after the first defense.

- F. If any time limit is passed without the appropriate action, the Graduate Committee will schedule a hearing to discover the reasons and take appropriate action (See Appendix D).

- G. The Chairman of the Graduate Committee shall be responsible for keeping a list of the deadlines of all students, and checking to see if any have been exceeded without appropriate action.

APPENDIX C
OBLIGATIONS AND REQUIRED QUALIFICATIONS OF
MEMBERS OF THESIS COMMITTEES

I. Qualifications

- A. Purpose of Qualifications.
 - 1. These qualifications set the minimum acceptable standards necessary to serve on thesis committees.
 - 2. The primary function of a thesis committee member is to judge the quality of the thesis and the ability of the student to defend it.
 - 3. An auxiliary function is to provide guidance for the student during the thesis research.

- B. Certification of thesis committee members:
 - 1. The Chairman of the department will be required to furnish documentation of the qualifications of any proposed thesis committee member if the appointment is questioned by the Graduate Committee.
 - 2. The Graduate Committee acts as final authority in certifying that the qualifications have been met.

- C. General qualifications of thesis committee membership. All thesis committee members must meet at least one (1) of the following criteria:

1. Active involvement in scientific research for at least one (1) year prior to nomination, and at the time of nomination.
2. Research experience for the equivalent of five (5) years. Two of these five years may have been devoted to research toward the MS or Ph.D degree; or their equivalent.
3. Publication of at least three (3) papers in recognized scientific journals.

D. Qualifications necessary to serve on Masters Committee

1. In addition to satisfying one of the criteria listed in (C) above, the prospective Masters Committee must:
 - a. Have a valid Masters degree, Ph.D degree, MD degree, DDS degree or their equivalent.
 - b. Be a member of the faculty of any accredited institution of higher learning, or an acknowledged expert in the Candidate's thesis area.
2. Thesis Advisor Requirements for Masters degree:
 - a. In addition to the general committee requirements listed above, the thesis Advisor must also meet the additional criterion of holding a faculty position (from the rank of Instructor to Professor) in the student's department at the University of Puerto Rico Medical Science Campus.

- b. In certain cases, there may be two co-advisors, one of whom must meet requirements (a) above.
 - c. The Advisor(s) should be actively engaged in research.
- E. Qualifications necessary to serve on Ph.D Committees.
- 1. In addition to satisfying one of the criteria listed in (C) above, the prospective Ph.D Committee member must:
 - a. Have a valid Ph.D degree, M.D. degree, D.D.S. degree, or their equivalent.
 - b. Be a member of the faculty of any accredited institution of higher learning, or an acknowledged expert in the Candidate's thesis area.
 - 2. Thesis Advisor requirements for Ph.D degree
 - a. In addition to the general Committee requirements listed above, the Thesis Advisor must also meet the additional criterion of having a faculty appointment (of the rank of Assistant Professor or above) in the student's Department at the University of Puerto Rico Medical Sciences Campus.
 - b. In certain cases, there may be two co-advisors, one of whom must meet requirement (a) above.
 - c. The Advisor (s) should be actively engaged in research.

II. **Obligations**

A. **Committee Members**

Every member must have personal knowledge of the thesis research of the Candidate on whose Committee the members serve. Each member must be able to attend the oral defense of thesis. Each member must also be able to attend at least two Thesis Committee meetings during the course of the student's research.

B. The members (including the Advisor) tacitly assume the added responsibility of complying with Graduate Program and Departmental time limits, when they accept an appointment to a Thesis Committee.

APPENDIX D

THE GRADUATE PROGRAM COMMITTEE HEARING

- I. **Any problem involving the student and the Graduate Program should be referred first to the Advisor, then to the Departmental Chairman, for their aid in resolution on an informal basis.**

- II. **Graduate Committee Hearing**
 - A. Request for a Hearing
 1. A student may request a Graduate Committee Hearing to appeal any decision involving the student and the Graduate Program. This request should normally be transmitted through the Advisor and Department Chairman. Failure of the Advisor or Departmental Chairman to act upon a written request by the student within a time limit of three (3) working days, automatically enables the student to appeal directly to the Graduate Program Committee.
 2. If a graduate Program Deadline has been exceeded without appropriate action, the Graduate Committee Chairman will automatically schedule a hearing with the student (See Appendix B).

 - B. Date
 1. The Graduate Committee Chairman shall set a date for the hearing.
 2. This date must be within one month after the receipt of a written request, or having exceeded a deadline.

C. Invitations

1. The Graduate Committee Chairman shall invite persons that, in his opinion, will provide useful information in the hearing. The Chairman should consider the suggestions of the student in this choice.
2. The student, his Department Chairman, and his Advisor (if one has been approved) must be invited.
3. The invitations must be sent, by certified mail, at least two (2) weeks before the date of the hearing.

D. Procedures

1. The purpose of the hearing is for the Graduate Committee to gather sufficient information to enable them to reach a decision and take appropriate action.
2. The Graduate Committee Chairman will request each of the invited persons to explain the situation. The exact procedure shall be at the discretion of the Graduate Committee Chairman. The student must be offered an opportunity to express his opinions.
3. After the information of the case has been presented, all persons (including Graduate Committee Members) directly involved in the case will leave, and the Graduate Committee will meet in closed session. Persons that are directly involved in the case cannot participate in the closed deliberations and decisions.
4. The Graduate Committee may take the following actions, by a majority vote of all Graduate Committee members.
 - a. To confirm any administrative decision of any member Graduate Program.

- b. To reverse any such decision.
 - c. To act in the place of any member of the Graduate Program, in administrative actions.
 - d. To dismiss the student from the Graduate Program.
5. The Graduate Committee may take the following actions by a majority vote of those members present.
- a. To make written suggestions and send them to any of the persons involved in the case.
 - b. To refer the problem to the appropriate person for his decision.
6. The Chairman of the Graduate Committee must send a written report of any decisions or suggestions to the student, the departmental chairman, and to the Advisor (if one has been approved), within one (1) week after the hearing. If no decision was reached, he shall so state.

III. If the result of the Graduate Committee Hearing is unsatisfactory to the student, then the student may appeal to the appropriate administrative officer.

05/93

jpo

SAMPLE FORM A
GRADUATE PROGRAM TIME LIMIT FORM

Name: _____

Student Number: _____

Date of Admission to the Graduate Program: _____

Degree Program (Masters or Ph.D.): _____

Time Limits (fill in the blanks of the enrolled program),

Master's Degree:

Deadline for defense of thesis: _____

Ph.D. Degree:

Deadline for comprehensive exam: _____

Deadline for defense of thesis: _____

Graduate Committee Chairman

SAMPLE FORM B

TIME SCHEDULE FOR PROCESSING THESIS

Name of the Candidate: _____

Date of Entrance into the Program: _____

Name of the Department: _____

Title of the Thesis: _____

Name of Advisor: _____

Members of the Committee and Members Department or Affiliation:

SCHEDULE

1. Date _____ When the readers are to receive the preliminary thesis.
2. Date _____ When the readers are to return the Thesis with their criticism(s). (Three to five copies should be given to the Advisor.)
3. Date _____ When the Advisor will distribute the criticism(s) to all members of the Committee to the student.
4. Date _____ When the student has to submit his reply to the criticism(s) submitted by the readers.
5. Date _____ Revised thesis must be return to Thesis Committee Members.
6. Date _____ Final oral examination.
7. Date _____ submission of Thesis by the student in final form to the Chairman of the Graduate Committee (five bound copies).