

DOCTOR OF PHILOSOPHY IN GLOBAL AFFAIRS

Global Affairs

The Division of Global Affairs (DGA) offers a Doctor of Philosophy in Global Affairs—a multidisciplinary field concerned with theoretically informed, problem-oriented approaches to transnational issues and their interaction with local issues.

Degree Requirements

Seventy-three (73) credits are required for the degree of Doctor of Philosophy in Global Affairs. All students must complete:

- four Core Courses with grades of B (3.0) or higher,
- two semesters of the Colloquium on Global Change and Governance with grades of Pass,
- two methodology courses,
- six courses in a Concentration,
- four courses in a Distribution,
- 21 credits of Dissertation Research, and
- the language requirement

In addition, students must:

- pass the 52-Credit Review,
- pass the Comprehensive Examination,
- receive approval for a dissertation proposal,
- write, successfully defend, and deposit a dissertation.

Students must maintain a grade point average of 3.50 or higher in all non-language courses taken at Rutgers University, in order to acquire the Ph.D. If academic performance falls below the expected standard, students may fail to pass the 52-Credit Review and the Graduate School-Newark may refuse them the right of future registration and terminate studies. Students with an insufficiently high grade point average may submit an appeal to the DGA Director.

Change of Program

Students wishing to change their field or degree program must obtain the requisite form from the Office of the Dean of the Graduate School-Newark, Hill Hall, Rm. 401, submit it to the graduate program directors for approval, and return it to the Office of the Dean for final authorization. The fall-term deadline is July 1; the spring-term deadline is December 1.

From the M.S. to the Ph.D.

Students who complete the M.S. degree at the DGA may use all relevant accrued credits (with grades of B or higher) to fulfill the requirements of the Ph.D. in Global Affairs—if they first submit a complete application and are admitted into the doctoral program. M.S. students in Global Affairs may not automatically transfer into the Ph.D. program.

M.S. “en Route” to the Ph.D.

Ph.D. students may also acquire the M.S. en route to a doctoral degree. In order to do so, Ph.D. students must receive the permission of the DGA Graduate Program Director, pass the Ph.D. Comprehensive Examination, fulfill all M.S. requirements, complete three forms (Application for Admission to Candidacy for the Master’s Degree, Graduate Diploma Application for Newark Students, and Application for Admission to Candidacy for the Degree of Doctor of Philosophy), and submit them to the Office of the Dean of the Graduate School-Newark, Hill Hall, Rm. 401.

Grades

Courses taken in fulfillment of the Ph.D. are graded in the following manner:

- All Core Courses, courses taken in fulfillment of the Methodology, Concentration, and Distribution requirements, and Independent Study courses receive letter grades. Instructors provide grades for Core Courses, Methodology courses, and Concentration/Distribution courses; DGA faculty members supervising students’ Independent Study provide grades for Independent Study courses.
- The Colloquium for Global Change and Governance and Internships receive Pass/Fail grades. Faculty members organizing the Colloquium for Global Change and Governance provide grades for the Colloquia; students’ DGA faculty advisors provide grades for Internships.
- Dissertation Research receives grades of S (satisfactory) or U (unsatisfactory). Students’ DGA dissertation advisors provide grades for Dissertation Research.

Faculty and Dissertation Advisors

The DGA Graduate Program Director advises students on requirements for the Ph.D. program. All other

questions should be addressed to faculty advisors and dissertation advisors.

Faculty advisors are DGA core faculty members who are assigned to all incoming DGA graduate students in the Ph.D. program. Faculty advisors provide intellectual and academic guidance, approve and provide grades for Internships, provide grades for Master's Theses, and approve Independent Study courses. Students may acquire a different faculty advisor—e.g., one more compatible with their research interests—with the approval of the DGA Graduate Program Director. By the time they pass the Comprehensive Examination, Ph.D. students must replace their regular faculty advisor with a dissertation advisor of their own choosing.

Dissertation advisors are DGA core faculty members who help Ph.D. students choose a dissertation topic, approve the dissertation proposal, and, together with the student, form the dissertation committee. Dissertation advisors also chair dissertation committees, provide grades for Dissertation Research, and monitor Ph.D. students' progress by approving their annual Study Plans.

All Ph.D. students must, by the time they pass their Comprehensive Examination, have a formal dissertation advisor. As a rule, students request that members of the DGA core faculty who share their research interests serve as their dissertation advisors. Faculty members from Rutgers-New Brunswick or Rutgers-Camden may, with the approval of the DGA Graduate Program Director, also serve as dissertation advisors. In rare circumstances, dissertation advisors may, with the approval of the DGA Graduate Program Director, be faculty members unaffiliated with Rutgers University. Once a faculty member has agreed to serve as dissertation advisor, students must inform the DGA Graduate Program Director of that fact in writing. Faculty advisors are *not* automatically dissertation advisors, but they may be asked to serve in that capacity.

Complaints and Appeals

All complaints about any aspect of the DGA program or appeals regarding a student's standing in the program must be directed, in writing, to the DGA Director.

Timetable for Completion of the Ph.D.

Ph.D. students are expected to complete all the requirements in a timely manner consistent with the schedule delineated below:

- Students must take the Comprehensive

Examination within six months of passing the 52-Credit Review—and no later than four years after entering the Ph.D. program (regardless of whether students are part-time or full-time and regardless of whether they entered the DGA with or without transfer credits). Students who fail to take the Comprehensive Examination within this time may, after appropriate deliberations between the DGA core faculty and students' faculty or dissertation advisors, be asked to withdraw from the Ph.D. program. Students may submit a written request for an extension to the DGA Directors.

- Students who successfully pass the Comprehensive Examination must submit annual Study Plans to their dissertation advisors and the Graduate Program Director by November 30 of every academic year. Study Plans should be one page in length; they should provide a detailed schedule of the student's dissertation-related research and writing. Students whose Study Plans are not approved by their dissertation advisors or who fail to produce annual Study Plans on a timely basis may, after appropriate deliberations between the DGA core faculty and students' dissertation advisors, be asked to withdraw from the Ph.D. program. Students may submit a written request for an extension to the DGA Director.
- Dissertation proposals must be approved within one year of a student's completion of the Comprehensive Examination. Students who do not receive approval for dissertation proposals in this time may, after appropriate deliberations between the DGA core faculty and students' dissertation advisors, be asked to withdraw from the Ph.D. program. Students may submit a written request for an extension to the DGA Director.
- Students must defend their dissertations within eight years of admission into the Ph.D. program—regardless of whether students are part-time or full-time and regardless of whether they entered the DGA with or without transfer credits. Students who fail to meet this deadline will have to withdraw from the Ph.D. program. Students may not submit a written request for an extension to the DGA Director.
- Students who withdraw from the Ph.D. program may apply for readmission. Readmission is *not* guaranteed. The Office of the Dean of the Graduate School-Newark, Hill Hall, Rm. 401, handles all applications by former students seeking readmission to the school.

- Students who wish to take a leave of absence from their studies must make a formal request in writing. The leave must then be approved by the DGA Graduate Program Director and the Office of the Dean of the Graduate School-Newark, Hill Hall, Rm. 401. Students who take a leave of absence should register for Matriculation Continued.
- Up to 24 credits of graduate-level course work (with grades of B or higher) completed at the New Brunswick or Camden campuses of Rutgers University or at institutions other than Rutgers may be applied to meet the Concentration and/or Distribution requirements of the Ph.D.

Termination of Studies

Students may be required to terminate their graduate studies and withdraw from the Graduate School-Newark if they fail to meet the minimum requirements of the program or the school. Failure to make continuous progress toward the attainment of the degree may constitute a basis for termination. For more details, see Time Limits and Timetable for Completion of the Ph.D. in the DGA catalogue and Termination of Studies in the *Graduate School-Newark Catalog*.

Matriculation Continued

Students who are obliged to interrupt their studies and students who wish to maintain their student status while away from the campus may, with the approval of the DGA Graduate Program Director, register for Matriculation Continued. There is no tuition fee for this registration, although a student fee is charged.

Students may register for Matriculation Continued only if they have completed all course work and Dissertation Research. Students may not register for Matriculation Continued while taking courses or Dissertation Research.

Foreign students should, after completing all course work and Dissertation Research, register for Matriculation Continued in order to maintain their visa status.

Transfer Credits

Graduate courses completed at other universities or in other departments or schools at Rutgers University may be accepted for credit at the DGA. Students must first complete 12 credits with a grade of B or higher at the DGA and then submit a Transfer Credit Application (available at the DGA and the Office of the Dean of the Graduate School-Newark, Hill Hall, Rm. 401), which must be approved by the DGA Graduate Program Director.

- Students who complete the M.S. degree at the DGA may use all relevant accrued credits (with grades of B or higher) to fulfill the requirements of the Ph.D. in Global Affairs.

- Up to 24 credits of graduate-level course work (with grades of B or higher) completed at Rutgers-Newark in departments or schools other than Global Affairs may be applied to meet the Concentration and/or Distribution requirements of the Ph.D.
- All graduate-level courses count for no more than 3 credits apiece.
- Transfer credit may not be obtained for theses, independent study, or research.
- Transfer credits may not be applied to required Core Courses in the Ph.D. program.
- Three transfer credits may, with the approval of the DGA Graduate Program Director, be acquired for significant and relevant professional experience and applied toward an Internship (which may only be counted toward the Distribution requirement). Credits granted for professional experience may be acquired in addition to the maximum number of transfer credits that can be applied to the respective degrees.

Registering for Courses at Other Divisions, Departments, or Schools

- *Courses Offered by Other Graduate Divisions at Rutgers-Newark*

Students wishing to take courses offered by other graduate divisions of Rutgers-Newark must consult with the DGA Graduate Program Director and then enter the necessary registration transaction through the Rutgers Touchstone Registration System, on the web, or in person at the registrar's office. Some courses with limited enrollment or other restrictions may require submission of a Course Approval Form (available at the DGA) to the relevant Rutgers University department or school. Once the DGA Graduate Program Director authorizes the intra-institutional graduate course, no additional permission is required by the Graduate School-Newark.

- *Courses Offered by the Rutgers School of Law*

Generally, a student in any graduate program at Rutgers can take one or more courses offered at the School of Law-Newark. The Law School has several courses addressing international issues that may be relevant to DGA students. For a list of international courses taught at the Law School, students should refer to the current Catalog at <http://catalogs.rutgers.edu/generated/nwk-law/index.html>. The Global Legal Studies brochure (available at <http://law.newark.rutgers.edu/Global%20Legal%20Studies%20Broch.pdf>) provides a good overview of the Law School's strengths in international law. A tentative schedule of classes for the upcoming academic year is generally available by early May at <http://law.newark.rutgers.edu/students.html>.

There are some limitations on the kinds of courses non-law students can take. First, non-law students cannot enroll in one of the Law School's clinical courses, because students enrolled in such courses act in a professional capacity in representing, or assisting in the representation of, real clients. Second, non-law students will generally be precluded from enrolling in one of the Law School's first-year mandatory courses (i.e., Torts, Property, Contracts, Criminal Law, Civil Procedure, and Constitutional Law). However, such courses likely have little relevance to DGA students. Third, ordinarily a student cannot enroll in a course that has a prerequisite that the student has not taken. For example, International Law is a prerequisite for many Law School courses touching upon international law. The requirement that the student take a prerequisite can be waived in appropriate circumstances (the Law School will in particular want to assure itself that the student can handle the coursework even though he or she lacks the prerequisite course). Fourth, students from outside the Law School will not be able to take courses that are over-subscribed and thus entail the selection of law students by lottery.

Non-law students enrolled in a course have to meet the requirements set by the instructor for that particular course and, in addition, comply with the general academic policies of the Law School. These include the attendance policy (a student who is not present for 80 percent of class meetings will not be permitted to sit for the final examination) and the Honor Code. Also, the Law School's academic calendar differs from that of the rest of the University—for example, Law School semesters (and the summer session) start earlier. The Law School's academic calendar can be found at http://law.newark.rutgers.edu/students_calendar.html.

Students from outside the Law School cannot register for Law School classes online. A student interested in

taking a Law School course should meet with Assistant Dean for Student Services Andrew Rothman (973 353-5671) (or, in his absence, Associate Dean Frances Bouchoux (973 353-1714) to register for a course. Optimally, the student should begin the process 4 to 6 weeks before the relevant Law School session starts. Since many Law School courses build upon and assume certain basic knowledge of a number of the areas of law covered by the mandatory first-year classes (Torts, Property, Contracts, Criminal Law, Civil Procedure, and Constitutional Law), students should exercise caution in enrolling in Law School courses. Students should expect Dean Rothman to discuss this issue when seeking to register for a Law School course.

- *Courses Offered by Other Rutgers Campuses*

Students wishing to take relevant courses at the Rutgers-New Brunswick or Rutgers-Camden campuses may do so by first acquiring the written approval of the DGA Graduate Program Director or Director and then registering at the Rutgers-Newark Registrar's Office. If a special permission number is required for some course, students should contact the relevant Camden or New Brunswick department offering the course.

- *Courses Offered by NJIT*

Students wishing to take courses at the New Jersey Institute of Technology must receive approval from the DGA Graduate Program Director and then go to the Rutgers Registrar's Office to "build a screen". Once the screen is built, students should contact the NJIT Academic Advisor (Michele Collins at michelec@njit.edu, at the time the Catalogue was being compiled) to request an "electronic permit". In requesting an electronic permit, students should provide their full name—including middle initials—and e-mail addresses. After the NJIT Academic Advisor informs students via e-mail that permits have been placed on their record, students should contact the Rutgers Registrar's Office and request that the permit be converted into an actual enrolment.

- *Undergraduate Courses*

In order to fulfill their Distribution requirement, Ph.D. students may, with the approval of the DGA Graduate Program Director and the instructor, enroll in advanced 300- and 400-level undergraduate courses. DGA students taking such a course must enter a "credit prefix" in person at the registrar's office. The credit prefix appears on the permanent record as follows:

E. The undergraduate course is excluded from credit in

the graduate program.

G. The undergraduate course has been approved for graduate credit.

No more than 12 credits at the 300- or 400-level may be used to fulfill the Distribution requirement for a Ph.D.

Independent Study

No more than 9 credits of Independent Study courses (26:478:697, 698, 699), which must be approved by the student's DGA faculty advisor, may be used to fulfill the Concentration and Distribution requirements. Independent Study courses must explicitly deal with topics related to global affairs—a multidisciplinary field concerned with theoretically informed, problem-oriented approaches to transnational issues and their interaction with local issues

In order to embark on Independent Study, students must:

- acquire a DGA Application for Individual Study (available at the DGA);
- receive the approval of their DGA faculty advisor;
- find a DGA faculty member willing to supervise the research and grade the paper or project;
- submit the Application for Individual Study to the DGA Graduate Program Director for approval;
- register for the course;
- complete the paper or project and submit it to the DGA faculty member supervising the Independent Study course for a letter grade.

Internship

26:478:601, 602. Internship or Research Seminar

Students may complete—in partial fulfillment of their Distribution requirement—an Internship, for no more than 3 credits, with an international organization, NGO, government agency, transnational corporation, media organization, or other institution active in some aspect of global affairs. Internships generally entail one day of work per week for the duration of the semester. Full-time Internships involving at least two days of work per week, whether pursued during the academic year or the summer, also count for 3 credits. Students may be paid by the sponsoring agency for their work.

Internships must be approved by the student's faculty advisor and the DGA Director. Students must produce a 15-page research paper or report—on a topic covered by their Internship—and submit it, together with a letter from their supervisor at the place of Internship, to their

DGA faculty advisor for a Pass/Fail grade. The exact procedures for pursuing an Internship are described in the Internship Form available at the DGA.

Transfer credits acquired for significant and relevant professional experience may be applied toward an Internship.

Students are encouraged to seek out internships of particular interest to them and/or to consult with the Career Development Center, Rutgers University, Hill Hall 309-B, Newark, NJ 07102-1801 (973 353-5312).

COURSE REQUIREMENTS

• **Core Courses** (12 credits)

Students must take at least one course from any four of the eight topic listed below.

Students must complete all four Core Courses with a grade of B (3.0) or higher in each in order to remain in the program. Students who do not receive a grade of B or higher in some Core Course must either retake it or take another Core Course from within one of the eight topic areas.

All core requirements must be completed at the DGA. Transfer credits may not be used in fulfillment of core requirements.

1) *Forms of Global Governance*

26:790:521. Theories of Global Politics
26:478:537. Global Governance

2) *International Law*

26:478:584. Introduction to International Law

3) *Environmental Issues in Global Perspective*

26:790:530. Environmental Politics and Policy
26:478:538. Global Environmental Issues
EvSc 615. Global Environmental Problems (NJIT)
EPS 622. Sustainable Development (NJIT)

4) *Global Business*

26:553:601. Theory of International Business
26:553:602. History of International Business

5) *Global Political Economy*

26:478:541. Global Political Economy

26:790:541. International Political Economy

6) *The Global System in Historical Perspective*

26:478:572. Evolution of the Global System

7) *Culture and Identity in a Global Context*

26:478:573. Culture, Globalization, and Political Violence

26:478:573. Culture and Globalization

26:478:585. Social Movements and Globalization

26:790:543. Cross-National Perspectives on Race and Ethnicity in Politics

26:790:544. Comparative Social Movements

8) *International Economics*

26:220:518. International Economics I

26:220:519. International Economics II

- **Colloquium on Global Change and Governance** (4 credits)

Students must complete two semesters of the Colloquium. Each 2-credit sequence (26:478:570, 571, 573, 574) consists of a series of seminars on a topic or geographical area of current significance. The Colloquium is graded on a Pass/Fail basis. Grades are provided by the professor organizing the Colloquium.

Students are encouraged to attend—on a non-credit, non-registered basis—as many Colloquia on Global Change and Governance as possible, but only 4 credits may be counted toward the Ph.D. degree.

- **Methodology Requirement** (6 credits)

Students must complete two 3-credit methodology courses—either by taking a relevant graduate-level course at Rutgers-Newark or by transferring graduate-level credits from another graduate-level institution. The following courses offered at Rutgers-Newark are recommended:

- 26:220:506. Statistical Analysis
- 26:220:507. Econometrics I
- 26:478:533. Research Methods in Political Science
- 26:510:571. Introduction to Historical Method
- 26:510:571. Philosophy of History
- 26:620:557. Social Science Research Methods
- 26:620:660. Qualitative Research Methods
- 26:620:685. Econometrics for the Social Sciences
- 26:630:685. Event Data in the Social Sciences
- 26:630:660. Qualitative Research Methods

- 26:834:561. Analytical Methods
- 26:834:607. Quantitative Methods
- 26:834:609. Qualitative Methods in Public Administration
- 26:988:570. Feminist Research and Methods
- 27:202:641. Advanced Statistical Methods
- 27:202:648. Qualitative Research Methods

- **Concentration** (18 credits)

Students must complete at least six graduate-level courses, for a total of 18 credits, in any one of the following disciplines represented by graduate programs at Rutgers-Newark: Business, Criminal Justice, Global Affairs, History, Law, Political Science, or Public Affairs and Administration.

Dissertations must be written within the discipline of the Concentration.

Internships may not be counted toward the Concentration.

Courses that fulfill the Concentration requirement may be taken at any Rutgers University campus or at NJIT, or transferred as part of a student's Transfer Credits. Advanced undergraduate courses completed at Rutgers or NJIT and taken for graduate credit may *not* be counted toward the Concentration requirement.

- **Distribution** (12 credits)

Students must complete at least four graduate-level courses, for a total of 12 credits, in any discipline or disciplines other than the Concentration. These courses should have a substantial global affairs component.

One 3-credit Internship may be counted toward the Distribution.

Courses that fulfill the Distribution requirement may be taken at any Rutgers University campus or at NJIT, or transferred as part of a student's Transfer Credits. Advanced undergraduate courses completed at Rutgers or NJIT and taken for graduate credit may be counted toward the Distribution requirement.

- **Dissertation Research** (21 credits)

After passing the Comprehensive Examination (see below), students must complete 21 credits of Dissertation Research (26:478:701, 702), either on a full- or part-time basis. Students may register for any number (one or more) of Dissertation Research credits per semester. Students who register for Dissertation

Research may be on or away from campus.

Dissertation advisors provide grades of S (Satisfactory) or U (Unsatisfactory) for Dissertation Research.

- **Language Requirement**

Students must demonstrate, at any time during their course of study at Rutgers-Newark, speaking, reading, and writing proficiency in one modern language other than English, or reading knowledge of two modern languages other than English. Both proficiency and reading knowledge involve comprehension of global affairs issues. Students writing dissertations on historical topics may demonstrate proficiency in non-modern languages.

Students can demonstrate proficiency:

- by completing at least one advanced-level course of a language at Rutgers University or other accredited institutions;
- by passing proficiency examinations at Rutgers University or other accredited institutions; or
- by demonstrating that they are native speakers of the language concerned.

Students can demonstrate reading knowledge:

- by completing four semesters of a language at Rutgers University or other accredited institutions;
- by passing reading-knowledge examinations at Rutgers University (administered by the DGA) or other accredited institutions; or
- by demonstrating that they are native speakers of the languages concerned.

Language courses do not count toward the credits necessary for a Ph.D. degree.

52-Credit Review

After completing 52 credits in the program—i.e. the four required Core Courses, two Colloquia on Global Change and Governance, two methodology courses, and the courses satisfying the Concentration and Distribution requirements—all Ph.D. students undergo a review of their academic record by the DGA Graduate Program Director. Students must complete a 52-Credit Review Form available at the DGA. Only students who have a grade point average of 3.50 or higher in all non-language courses taken at Rutgers University and who successfully pass the review will be permitted to continue with their doctoral studies at Rutgers-Newark.

Students with an insufficiently high grade point average may submit an appeal to the DGA Director.

Comprehensive Examination

After passing the 52-Credit Review, students must take an electronically distributed take-home Comprehensive Examination testing their knowledge of, and ability to think creatively and analytically about, the global affairs issues covered in the Core Course topic areas. Students wishing to take a Comprehensive Examination must inform the DGA Graduate Program Director of their desire to do so in writing by September 30 of the Fall semester or by February 15 of the Spring semester.

Students have two chances to pass the examination. Failure to pass the Comprehensive Examination on the second try will result in the student's withdrawal from the Ph.D. program.

Students must take the Comprehensive Examination within six months of passing the 52-Credit Review—and no later than four years after entering the Ph.D. program (regardless of whether students are part-time or full-time and regardless of whether they enter the DGA with or without transfer credits). Students who fail to take the Comprehensive Examination within this time may, after appropriate deliberations between the DGA core faculty and students' faculty or dissertation advisors, be asked to withdraw from the Ph.D. program. (See Termination of Studies.) Students may submit a written request for an extension to the DGA Director.

Comprehensive Examinations are scheduled twice a year—normally for the weekend preceding the Thanksgiving holiday and for the weekend following the Spring Recess. The examination is distributed by e-mail to students at 9:00am on a Friday; their answers must be returned by e-mail to the Graduate Program Director by 5:00pm on the following Monday.

Students must complete the Application for Admission to Candidacy for the Degree of Doctor of Philosophy (p. 1 and part I, Qualifying Examination Committee Report) immediately after passing the Comprehensive Examination. Applications are available in the Office of the Dean of the Graduate School-Newark, Hill Hall, Rm. 401.

Study Plans

Students who successfully pass the Comprehensive Examination must submit annual Study Plans to their dissertation advisors and the Graduate Program Director by November 30 of every academic year. Study Plans should be one page in length; they should provide a

detailed schedule of the student's dissertation-related research and writing. Students whose Study Plans are not approved by their dissertation advisors or who fail to produce annual Study Plans on a timely basis may, after appropriate deliberations between the DGA core faculty and students' dissertation advisors, be asked to withdraw from the Ph.D. program. (See Termination of Studies.) Students may submit a written request for an extension to the DGA Director.

Dissertation Proposals

Dissertation proposals are developed in consultation with the student's dissertation advisor following the student's successful completion of the Comprehensive Examination. Dissertation proposals must be approved by the student's dissertation advisor and a second reader from the DGA core faculty. A final version of the proposal—signed and dated by the student's dissertation advisor and the second reader on the cover page—must be submitted to the DGA Graduate Program Director.

Dissertation proposals must be approved within one year of a student's completion of the Comprehensive Examination. Students who do not receive approval for dissertation proposals in this time may, after appropriate deliberations between the DGA core faculty and students' faculty or dissertation advisors, be asked to withdraw from the Ph.D. program. (See Termination of Studies.) Students may submit a written request for an extension to the DGA Director.

Proposals should consist of no more than 20 pages of double-spaced text presenting, clearly and concisely, a 200-word abstract of the dissertation, a preliminary chapter outline, a thorough review of the relevant theoretical and other literature, an elaboration of the argument, a discussion of the methodology, a discussion of the empirical material, and a preliminary bibliography. Footnotes, not endnotes, should be employed.

Proposals must be written in standard English, adhere to proper academic form, and be free of typographical errors. The cover page should provide the title of the proposed dissertation, the full name of the student, the student's Social Security number, the date on which the proposal was submitted, and two lines for the signatures of the professors approving the proposal.

Dissertations

Dissertations must address some dimension of global affairs—a multidisciplinary field concerned with theoretically informed, problem-oriented approaches to transnational issues and their interaction with local

issues. Country case studies, single-issue studies, or comparative studies divorced from global affairs as defined above do not qualify as dissertation topics.

Dissertations must be written within the discipline of the Concentration. They must situate their empirical findings within and address the theoretical debates of that discipline.

In general, dissertations consist of the following parts:

- statement of the problem or issue being addressed and explanation of its importance;
- a thorough review of the relevant theoretical and other literature;
- an elaboration of the argument or thesis;
- a discussion of the methodology;
- a detailed presentation of the empirical findings;
- a conclusion; and
- a bibliography.

Dissertations (text and notes, minus the bibliography and ancillary quantitative material, if any) must be 200-250 pages in length, double-spaced. In mathematically oriented disciplines such as economics, dissertations may be shorter. Dissertations must be written in standard English, adhere to proper academic form, and be free of typographical errors. Dissertations that do not meet these criteria will not be admitted to a defense.

The final draft of the dissertation must be prepared in strict accordance with the instructions given in the pamphlet *Thesis and Dissertation Form*, available at the Office of the Dean of the Graduate School-Newark, Hill Hall, Rm. 401.

Students must defend their dissertations within eight years of admission into the Ph.D. program—regardless of whether students are part-time or full-time and regardless of whether they entered the DGA with or without transfer credits. Students who fail to meet this deadline will have to withdraw from the Ph.D. program. Students may not submit a written request for an extension to the DGA Director.

Human Subject Research

Students who conduct research involving “human subjects” must consult with the Institutional Review Board for the Protection of Human Subjects in Research (IRB), the body at Rutgers charged with the protection of individuals who volunteer to participate in research conducted by University personnel. All research protocols that involve human subjects must be reviewed and approved by the IRB prior to initiation of study

procedures. The IRB is an autonomous body. Decisions of the Board may not be influenced by any individual, department, office, or other University entity. For details and procedures, see http://orsp.rutgers.edu/faq_human.asp.

Dissertation Defense

A four-member faculty committee, formed by the student and the dissertation advisor and consisting of the student's dissertation advisor and three other professors, examines the completed dissertation at an oral defense. Dissertation committees are chaired by the student's dissertation advisor who, together with the student, determines its composition. The members of the dissertation committee are usually drawn from the DGA core or associate faculty. It is recommended, though not imperative, that one member of the committee be from an institution other than Rutgers-Newark.

At the time of the defense, it is the responsibility of the student to obtain from the Office of the Dean of the Graduate School-Newark, Hill Hall, Rm. 401, the Application for Admission to Candidacy for the Degree of Doctor of Philosophy (on Part II of which the Final Examination Committee Report is recorded) for completion by the committee at the defense. The

committee members must also sign the title page of the dissertation, signifying their acceptance of it.

Once the Graduate Program Director certifies that all program requirements have been completed, the student must return the candidacy application to the Office of the Dean of the Graduate School-Newark, Hill Hall, Rm. 401.

Deposition of the Dissertation

Upon returning the candidacy application to the Office of the Dean, students should also submit one original copy of the dissertation on 100 percent cotton-content bond paper, one copy of the title page and abstract (not exceeding 350 words), the receipted payment form for microfilming, the microfilming agreement form, and additional survey forms as required. All these materials must be submitted to the Office of the Dean of the Graduate School-Newark, Hill Hall, Rm. 401, no later than the announced deadlines for completion of degree requirements. (Diploma application deadlines are October 2, January 2, and April 2 for conferral of degrees in, respectively, October, January, and May/June.) For more information, see the *Graduate School-Newark Catalog*.