Advancement to Candidacy Contract

Name: _____   Starting year: _____

General instructions: use this form to plan and report your progress toward advancement. Put in *only* those courses used to fulfill the requirements of your degree. Put check marks in the boxes in the leftmost column for those courses and milestones that have been completed.

Contract must be submitted at the end of each academic year: this contract must be reviewed and approved by your research advisor at the end of *each academic year*. If there are no changes, review is still required, but approval is automatic. Please submit the original for your student file to the Faculty and Student Affairs Manager (Lauren Clarke, lkc) before the last day of class in the spring semester.

I. Coursework Requirements

Each student must take eight computer science courses in the first two years.

- Six of these eight courses must be at the 2000-level, none of these six may be reading and research courses, and four of the eight must be completed in the first year.
- A total of at least six courses (including Reading and Research) must be complete by June 1 of the first year.
- Courses chosen must include five of the PhD course areas including three of areas A, B, C, and D. For more information about areas see: http://cs.brown.edu/grad/phd/reqs/course-areas-phd.html
- All courses must be completed with a grade of B or better. Students are expected to maintain an A average (better than 3.5/4.0)

Complete?	Course Number/Title	Year/ Semester	Area (A-H)	Grade	Level (1000 / 2000)
❑					
❑					
❑					
❑					
❑					
❑					
❑					
❑					

II. Programming Comp Requirement

Year 1 Test Date: _____   Grade: _____ (Pass/Fail)
Year 2 Test Date: _____   Grade: _____ (Pass/Fail)

III. Ethics Training Requirement (BEARCORE)

Date class taken: _____

IV. Research Requirement

There are several milestones, which are meant to give the student feedback as well as to make certain that the process advances, to completing the research requirement. Students should actively engage their research committees and make certain that the entire committee is aware of the student's progress. Note that meeting space may be reserved by sending date, time and room preferences to reception@cs.brown.edu.

Use this checklist to track your progress:

- ❑ **By March 15, First Year:** the student will select a research project advisor and two additional committee members.
  Name of research project advisor: _____
  Name of two additional committee members: _____
  Date committee was finalized: _____

- ❑ **By April 21, First Year:** the student will present a research proposal (1-3 page document describing the intended research & a 10-minute talk) to his or her committee, a member of the Committee of Graduate Examinations (http://cs.brown.edu/people/faculty/committees.html) and to any faculty who wish to attend; proposal should be formally announced at least one week in advance by sending date, time, location, title and abstract to fasam@cs.brown.edu. Proposal must be approved by the committee.
  Date announcement was sent to FASAM: _____
  Date research proposal presentation delivered: _____
  Date research proposal was approved: _____

- ❑ **During the fall semester, Second Year:** the student should meet with his or her committee to present progress to date in a form that is agreeable to the committee as a whole (e.g. a talk, a short report, or both). The committee will file a short report with the Graduate Chair by **December 31**, and the student will receive a copy.
  Date research progress was delivered: _____

- ❑ **By March 15, Second Year:** the student will present his or her work to the committee, to a member of the Committee of Graduate Examinations and to any faculty who wish to attend in a 20-minute talk to be followed by questions. This talk should be formally announced at least one week in advance by sending date, time, location, title and abstract to fasam@cs.brown.edu. If the date and time are approved, it will be announced to the faculty and a room will be reserved. These presentations are not open to the CS department-at-large as they are an examination. A committee approved, conference submission quality research report should be submitted to the Graduate Chair one week before the presentation; the final pdf needs to be sent to fasam@cs.brown.edu.
  Date announcement was sent to FASAM: _____
  Date research report was sent to Graduate Chair: _____
  Date research presentation was delivered: _____
  Date research project was approved: _____
  Date final pdf of research project was sent to FASAM: _____
  Note: if a student needs make a second attempt at the research presentation, this second presentation must be completed by May 15.

	Date	Student Signature	Advisor Name	Advisor Signature
1st Review				
2nd Review				
3rd Review				