



**RUTGERS**  
UNIVERSITY

School of Arts and Sciences  
Department of Economics

## **Graduate Program Handbook**

2016-2017

Revised: July 1, 2016

## **PURPOSE**

This Handbook is a guide to the procedures and requirements of the Graduate Program in Economics at Rutgers University. The guide contains information regarding the requirements for the master and doctoral degrees, financial aid, and grading policies as well as important rules of the program. Information on the job market and departmental awards is also included. An appendix contains key forms associated with degree requirements. Students should also refer to the general Graduate School - New Brunswick (GSNB) website for university policies, forms and documents.

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## OVERVIEW OF DEGREE REQUIREMENTS

Master of Arts	Doctor of Philosophy
<p>30 total credits including</p> <ul style="list-style-type: none"> <li>21 credits of required core courses</li> <li>3 elective credits in econometrics</li> <li>6 elective field course credits</li> </ul> <p>and either:</p> <p>Master's Essay (defended before committee of three members of the faculty including the chair)</p> <p>or</p> <p>Passing scores on both the micro and macro theory qualifying exams and satisfactory completion of a writing requirement</p>	<p>72 total credits including</p> <ul style="list-style-type: none"> <li>21 credits of required core courses</li> <li>3 elective credits in applied econometrics</li> <li>3 elective credits in economic history</li> <li>21 elective credits (at least 12 in economics) including 12 elective field course credits</li> <li>24 credits of research</li> </ul> <p>and</p> <p>Passing scores on both the micro and macro theory qualifying exams</p> <p>Second year research paper</p> <p>Dissertation proposal</p> <p>Dissertation (defended before committee of three members of the faculty including the chair and one outside member)</p>

## **REQUIREMENTS FOR THE MASTER'S DEGREE**

The following information is for doctoral students who want to obtain a Master's degree while progressing towards their Ph.D. or have decided to end their pursuit of a Ph.D. and obtain a Master's degree. Candidates have two options for completion of degree requirements: the essay option and the qualifying exam option. More detailed information on each requirement is provided in subsequent sections of this document.

### **1. Essay Option**

This option requires 30 credits of course work and a Master's essay. Each course in the program lasts one semester and carries three credits. The course work must include one course in mathematical methods (Mathematical Methods for Microeconomics), four courses in economic theory (Microeconomic Theory I and II and Macroeconomic Theory I and II) and three courses in quantitative economics (Advanced Economic Statistics and Econometrics I plus either Econometrics II, Applied Econometrics for Microeconomics, Applied Econometrics for Macroeconomics, Seminar in Econometrics, or Seminar in Applied Econometrics). Students must also complete two courses in an elective field.

The Master's essay contains original research and should show insight and originality of interpretation. The essay topic is chosen in consultation with a faculty member who serves as Chair of the M.A. committee. Both full and associate members of the graduate faculty may serve as Chairs of the M.A. committee. The student defends the essay to a Master's committee that consists of three members from the graduate faculty in economics. An outside member can only serve with special permission from the Graduate Director and the Dean of the Graduate School.

### **2. Qualifying Exam Option**

Students who complete 30 credits (including the course requirements listed above) and pass the Ph.D. qualifying examinations in microeconomic and macroeconomic theory are eligible for the M.A. but must satisfy a writing requirement. Typically, the writing requirement is satisfied either by using a written assignment or paper from a course taken during the student's second year or the student's second year paper.

## **REQUIREMENTS FOR THE PH.D. DEGREE**

This section contains a brief overview of the requirements for the Ph.D. degree. More detailed information on each requirement is provided in subsequent parts of this document.

Doctoral candidates must complete 48 credits of course work and 24 credits of research. Each course in the program lasts one semester and carries three credits. The course work must include one course in mathematical methods (Mathematical Methods for Microeconomics), four courses in economic theory (Microeconomic Theory I and II and Macroeconomic Theory I and II), two courses in quantitative economics (Advanced Economic Statistics and Econometrics I), one

course in applied econometrics (Applied Econometrics for Microeconomics or Applied Econometrics for Macroeconomics) and three credits in economic history. Students must also successfully complete two field requirements (two courses per chosen field), with a minimum grade of B+ in each field course, and take three additional elective courses.

Students must pass the qualifying examinations in microeconomic and macroeconomic theory to be eligible for the Ph.D. These exams are taken in the summer of the first year after completing the microeconomic and macroeconomic theory courses (Microeconomic Theory I and II and Macroeconomic Theory I and II).

Students begin the research component of their degrees with the second year research paper and submit a doctoral dissertation proposal by the end of summer of their third year.

The doctoral dissertation is an original investigation of an economic problem that makes a meaningful contribution to knowledge within the discipline. Each student works closely with his or her dissertation committee, consisting of three members of the Economics graduate faculty and one external member. The candidate defends the completed dissertation at a final oral examination.

Completion of the Ph.D. requires a minimum of four years of full-time study, or its equivalent, of which at least one year is devoted to research. The Graduate School-New Brunswick (GSNB) requires that the Ph.D. be completed within seven years from the date of initial enrollment, except under special circumstances and with explicit permission. Normally, students complete the degree in five years.

## **QUALIFYING EXAMINATIONS**

To qualify for the doctoral degree, students must pass written tests in microeconomic and macroeconomic theory. Students are expected to take these exams after completing Microeconomic Theory I and II and Macroeconomic Theory I and II at the end of the first year. Students must pass these examinations to qualify for the Ph.D.

Students are allowed two attempts to pass each of the microeconomic and macroeconomic qualifying exams. The exams are given in May and June. Both exams must be taken within the same exam period. Any first year student who fails the written examination in the first sitting in May must retake the failed test(s) during the next examination sitting in June.

The Committee on Examinations and Dissertations assigns grades for qualifying examinations based only on the content of the exam, with every effort to maintain the anonymity of the student. However, when a student receives a "pass" on one qualifying exam but a "marginal fail" on the other, the committee will consider grades in the core PhD courses in Micro, Macro and

Econometrics to determine whether the student has passed the qualifying examination requirement for the PhD.<sup>1</sup>

A student who fails to pass the qualifying examinations after two attempts in the first year may submit a written request for reexamination to the Chair of the Committee on Examinations and Dissertations. The request must include a detailed discussion of the student's current status, transcript, curriculum vitae and a "plan of action" for continuation in the program. If approved, the student will be allowed to retake the test(s) in the next exam period.

## **ACADEMIC STANDING<sup>2</sup>**

The academic standing of all students is reviewed at the end of each semester. For Ph.D. students to be in good academic standing, they must:

- complete all the first-year core courses (500, 501, 502, 504, 505, 506 and 507) with grades of C or better by the end of their first year of studies. The one exception is if the instructor exempts the student from 506 (Adv. Econ Statistics) based on prior coursework.
- take at least 9 credits of coursework both semesters in the second year, except with approval of the Graduate Program Director (for example, when waiting for a course or two offered the next year)
- maintain a grade average of 3.0 or better in all coursework completed to date. The grade requirements consider "minus" grades submitted by the faculty to the Graduate Program, but not to the Registrar.
- receive no more than nine credits (three courses) with grade of C+ or worse
- pass both the Macro and Micro qualifying exams within the first summer
- submit the second-year paper by the deadline and receive a passing grade ("Conditional Pass" or better)
- submit the third-year dissertation proposal by the deadline with a signature indicating approval of the proposal by a full member of the Graduate Faculty in Economics

## **POLICY ON INCOMPLETES**

The Graduate School requires that students finish the coursework in all classes in which they have taken a grade of "Incomplete" within one year. Only the Office of the Dean has the power to grant exceptions and will rarely grant them. Students who have more than one incomplete will be allowed one semester to reduce the number to one (or none), after which they will not be allowed to register for additional courses until these are completed or "abandoned." Non-compliance with the rules on incompletes will jeopardize a student's status in the program.

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<sup>1</sup> Policy on Qualifying Exams, adopted by the Economics Faculty, February 2013.

<sup>2</sup> Policy on Good Academic Standing adopted by Graduate Education and Curriculum Committee, December 2015.

Students are encouraged to talk to the Graduate Director if they experience any problems finishing coursework.

## **REGISTRATION**

All Ph.D. and M.A. students should register for at least nine credits each term, until they have completed (or nearly completed) the course work for their degrees. Registration for nine credits provides students with full-time status. Courses must be in Economics, except with approval in advance by the Graduate Program Director. Once they have completed (or nearly completed) their coursework, Ph.D. students register for credits in Research in Economics with their primary research advisors. Students receiving fellowships, teaching assistantships, and graduate assistantships must register these appointments. Ph.D. students must register for at least one credit of Research in Economics each Fall and Spring term until they graduate and should register for additional credits only to achieve the 24 required by the time of their defense. The Graduate Administrative Assistant is available to answer registration questions.

## **INTERNATIONAL STUDENTS**

International students must attend to their visa status with the assistance of the Center for Global Services at Rutgers. They must consult with this office when they arrive, keep it informed of any changes in their address and program status, and notify it any time they will be leaving the country. The International Student Advisor for Economics is Mr. James Jones (jjones@gaiacenters.rutgers.edu). When students have paperwork related to their international student status, they should start by providing these forms or requests to the Graduate Administrative Assistant, who can assist with getting the Graduate Program Director's signature.

International students who wish to apply for a teaching assistantship must schedule an oral language exam, called the SPEAK (Speaking Proficiency English Assessment Kit) test, before starting their teaching assistantship. Depending on the results of this test, students may be required to take English language courses to hold a TA. For more information on the test visit the [Graduate ESL Program website](#). Successful completion of the SPEAK test and the associated English language courses are factors in determining eligibility for teaching assistantships.

## **FINANCIAL SUPPORT**

Financial support for graduate students has two general forms:

1. Support administered by the Economics graduate program, specifically by the Graduate Committee on Admissions and Standards. The bulk of this support takes the form of fellowships (awarded only to entering students) and teaching assistantships in the Economics Department.

2. Support not administered by the economics graduate program. This support takes three major forms: Fellowships and scholarships (e.g., the University and Louis Bevier Scholarships awarded by the Graduate School), research support external to the program, and teaching in the undergraduate program. In addition, some students are hired by economics and/or other university faculty and researchers on an hourly basis to assist them with research.

## **Financial support administered by the Economics graduate program**

### **For new students**

The Admissions and Standards Committee evaluates applications for the doctoral program. All incoming students are considered for financial aid. The Committee assesses applicants for their potential for success in the program. The Committee considers GRE and TOEFL (where applicable) scores, undergraduate courses and grades, letters of recommendation, and the personal statement. Financial aid offered to new students consists of a fellowship for the first year, typically followed by teaching assistantships in later years.

### **For continuing students**

The financial assistance provided to continuing students consists almost entirely of teaching assistantships (TA) and, to lesser extent, Graduate Assistantships (GAs) (which are research assistant positions). Continuing students may apply for this support. The Admissions and Standards Committee evaluates students who have applied for financial support (including those who do not hold a fellowship) towards the end of the Spring semester each year. First year students are evaluated after the qualifying examinations.

In awarding TAs for continuing students, the department will consider as many of the following factors as are appropriate given the student's stage of progress through the program: (i) first year class and qualifying exam performance; (ii) second year paper and field course performance; (iii) third-year dissertation proposal quality; (iv) prior TA performance; (v) ESL status and communication skills; and (vi) dissertation research progress. Evaluations will be sought from instructors for whom students have served as TAs, second-year paper advisors, and dissertation advisors. Graduate students who have completed core and field courses promptly and taken steps to complete all their coursework as soon as possible will have priority for assistantships.

Excellence Fellowship students in good academic standing are guaranteed financial aid during their second, third and fourth years, as long they have performed their prior TA responsibilities satisfactorily. Starting with the cohort of fellows who entered in academic year 2014-2015, Excellence Fellows in good academic standing will also receive funding for a fifth year of Ph.D. studies. TA and GA support from outside the Economics Department will count towards the total years of support promised to a student.

The department tries to secure three years of financial aid for students without fellowships who make good progress in the program, but this period of support depends on the available funding and is not guaranteed, even for students who are making excellent progress in the program.

Students in their fifth year who do not have TAs often teach in the undergraduate program or work as research assistants for economics or other faculty. Fifth-year students also sometimes receive competitive university fellowships, such as the Bevier dissertation fellowship, or serve as teaching assistants for other departments.

### **Fellowships and scholarships external to the program**

The graduate program encourages graduate students to apply for external aid. To facilitate such applications, the program circulates information on possible sources of support as it becomes available. In addition, the Graduate School will assist students seeking external support through its [GradFund program](#). The economics faculty will assist in the preparation and submission of applications for external support.

### **Part-time teaching in the undergraduate program**

Graduate students may apply for part-time teaching in the undergraduate economics program. These positions pay a wage per course and do not carry health benefits. Under some circumstances, they may provide partial tuition remission.

Part-time teaching positions are filled by the Undergraduate Program Director and Assistant Director on a competitive basis according to programmatic needs. Instructors are chosen based on teaching promise and ability (for those with experience) as well as familiarity with a particular subject area. Interested students should apply for part-time teaching positions by writing to the Undergraduate Program Director and Assistant Director.

### **Research and travel grants**

The Department's Sidney I. Simon Fund provides small grants to support student travel to professional conferences, submission fees for journals and the purchase of data for dissertation research. Students interested in a grant from the Fund should submit a short proposal to the Graduate Program Director. Proposals to the Simon Fund can be submitted at any time and will be considered on a rolling basis. In addition, the Graduate School-New Brunswick offers conference travel support with three application deadlines per year. The department encourages students to apply for these small grants to support their research and help them present their research at venues outside of the department.

### **Departmental awards**

The Graduate Admissions and Standards Committee selects students for the following Departmental awards, each of which includes a small stipend:

The *Sidney Brown Prize in Economics* is awarded to a student who demonstrates outstanding performance and promise in the first two years of graduate study.

The *Rie Ashizawa Prize* is awarded to a student for the best performance on the micro and macroeconomic qualifying examinations.

The *Sidney I. Simon Award for Outstanding Second Year Research Paper* is awarded each year in recognition of distinguished work on the second year paper.

The *Sidney I. Simon Award for the Best Graduate Student Teacher* is awarded to the most outstanding teacher in courses offered by the Department. Only graduate students who have completed (or are completing) their third year in the doctoral program are eligible for this award.

The *Award in Memory of Monroe Berkowitz* is awarded to a graduate student in recognition of outstanding dissertation work in the area of social policy.

The *Alfred S. Eichner Economics Prize* is awarded to an advanced student who has carried out innovative and path-breaking dissertation research. Only students planning to be on the job market are eligible for this award.

The *Peter Asch Memorial Scholarship* is awarded to an advanced student with a distinguished performance in the program. Preference is given to students working in applied microeconomics.

The *Dorothy Rinaldi Graduate Student Award* is awarded to an advanced graduate student who exemplifies outstanding scholarship, leadership, and service to other graduate students.

The *Richard Lock Endowed Fund for Economics Award* is awarded based on academic merit and the ability to communicate basic economic principles. Preference for the award is given to students working on issues related to federal and state economic policy.

The *Hiroki Tsurumi Graduate Dissertation Award* is awarded to a student in recognition of excellence in PhD dissertation research, especially in econometrics.

## FIELD REQUIREMENTS

Each student must successfully complete two fields by obtaining a minimum grade of B+ in two courses (for each field). “Individualized” fields may be constructed but must be approved by the Graduate Program Director. One course from Princeton University, Columbia University, or New York University may be approved by the Graduate Program Director to satisfy part of a field requirement. A course can count toward only one field or other requirement; for example, an Applied Econometrics course may either fulfill the applied econometrics requirement or be a part of a field, but not both.

<b>Field</b>	<b>Courses (choose any two)</b>
Econometrics	Econometrics II, Applied Econometrics for Micro, Applied Econometrics

	for Macro, Seminar in Econometrics, Seminar in Applied Econometrics
Industrial Organization	Industrial Organization I, Industrial Organization II, Game Theory
Labor	Economics of Labor Markets, Seminar in Labor / Human Resources, Econ/Human Resources
Public Economics	Public Economics I or Public Economics II plus either Applied Econometrics Micro, Theory of Social Choice, or Advanced Topics in Microeconomics
Environmental	Public Economics I plus either Public Economics II or Applied Econometrics Micro
Development	Economic Development plus either International Economics or Applied Econometrics Micro
International	International Economics plus either Advanced Topics in Macroeconomics, Seminar in Macroeconomics, or Applied Econometrics Micro
Applied Micro	Economics of Labor Markets, Seminar in Labor Economics, Econ/Human Resources, Public Economics I, Public Economics II, Applied Econometrics Micro, Economic Development, International Economics
Macroeconomics	Applied Econometrics Macro, Seminar in Macroeconomics, Seminar in Applied Econometrics (Macro)
Financial Economics	Structural Financial Systems, Econometrics II, Seminar in Microeconomics (Stochastic Calculus), Seminar in Applied Econometrics (Financial Economics/Econometrics)
Micro theory	Advanced Topics in Microeconomics, Theory of Social Choice, Game Theory
Economic History	American Economic History, European Economic History, Seminar in Economic History
Experimental Economics	Experimental Economics, Game Theory, Advanced Topics in Microeconomics

## **SECOND YEAR RESEARCH PAPER**

The second year paper is an original research paper begun in the spring of the second year. This paper helps students make the transition from studying others' research to conducting their own. The paper often builds upon work begun during second year classes, but may be on any topic in economics that is approved by a student's faculty advisor. A successful second year paper usually has significant faculty input. It should make a novel contribution to the economics literature.

Second-year papers are submitted in three steps with the deadlines below:

1. Proposal due date: First Monday in March after Spring break.
2. First draft due date: August 15.
3. Final paper due date: October 15.

### **Proposal**

The proposal is typically two pages long (but can be longer) and includes a title, abstract, introduction or outline and a list of references (see the appendix for the proposal form). The proposal cover form and proposal is submitted to both the advisor and the Graduate Administrative Assistant.

### **First draft**

The first draft of the second year paper should be a nearly complete research paper with all the main analyses included. The draft (with cover page) is submitted to both the advisor and the Graduate Administrative Assistant. The advisor may send an email to the Graduate AA instead of the signed form, but the student should request this email (and be copied on it).

### **Final paper**

The final paper should be in working paper format, with a title page, abstract, fully written text, legible equations and tables, and properly formatted references. Students should take the time to make this paper professional in content and in format. The final paper (and cover form) should again be submitted to the advisor and Graduate Administrative Assistant and will then be sent to two faculty reviewers for a critique.

The Graduate Awards and Standards Subcommittee assigns grades, taking into consideration consider the faculty reviews, comments by the advisor, and its own reading of the papers. A grade of pass, conditional pass, marginal fail or fail is then assigned to each paper. Students who receive a conditional pass must revise their papers. The revision is reviewed by the advisor and the Graduate Director, who assign a final grade. Students who receive a marginal fail must submit new papers which will be sent to faculty reviewers again.

## **ADMISSION TO CANDIDACY FOR THE PH.D.**

A student should file paperwork to be admitted to candidacy for the Ph.D. degree once he or she has passed the qualifying examinations, completed all coursework, the second year research paper, and the third-year dissertation proposal. Students should complete pages 1 and 4 of the official candidacy form of the Graduate School (the *Application for Admission to Candidacy for the Degree of Doctor of Philosophy*), which the Graduate Administrative Assistant will then circulate for necessary signatures. The form requires the signature of the Graduate Director, one faculty member from each of the two qualifying exam committees and the student's research advisor. The student then brings the form to the Office of the Graduate School. The student later picks up this form from the Graduate School and brings it to the dissertation defense, where it is signed by the members of the dissertation committee. The link for the form is here:

<http://gsnb.rutgers.edu/resources/graduate-student-forms>

## **WORKSHOPS**

Every semester the Department sponsors a series of workshops in six broad fields in economics: Econometrics, Empirical Microeconomics, Experimental Economics, Macroeconomic Theory, Microeconomic Theory and Economic History (the Money, History and Finance Workshop). Speakers include economists from outside universities and institutions, Rutgers faculty and graduate students. Research papers are presented and discussed in a critical but casual atmosphere. These seminars are central to our intellectual community and essential to graduate training. Students at the dissertation-writing stage are required to attend the workshop in their fields of interest. Visitors to the department often meet with graduate students to discuss their dissertation research. Students are encouraged to request to meet speakers or join group lunches and dinners with the speakers. Workshops are announced weekly by email and papers are posted on the [Department website](#).

## **RESEARCH CREDITS**

Students must complete 24 credits of Research in Economics as a requirement for the Ph.D. The credits are assigned course grades of Satisfactory, Unsatisfactory, or Incomplete. Students must complete a Research Progress form and submit it to their advisor (see appendix for form) each Fall and Spring semester that they are enrolled in 3 or more credits of Research in Economics. Failure to submit the form in a timely manner risks an "Unsatisfactory" course grade for Research in Economics.

Students should enroll with their primary advisors as the instructor for these credits (see information below on the eligibility of faculty to serve as dissertation advisors). If students have yet to choose an advisor, they should ask the Graduate Director or other faculty members for advice on whom to advise their research. Students must request permission from the faculty

member to register for research credits with him or her. They may switch advisors during their studies, but must inform both the new and old advisors of the switch.

Students usually register for Research in Economics once they have completed all their coursework (or are nearly finished, but waiting for one or two electives to be offered in a later semester) and, for students holding TAs, during the summers. Students who have completed all their coursework must enroll in one credit of research during each Fall and Spring until they defend their dissertations. Students should plan their enrollment in research credits to take advantage of the tuition remission provided by TA positions but to avoid accumulating more than the required 24 credits by the time they finish. TAs are entitled to tuition remission for 6 research credits for the summer following their TA (3 summer credits for a one-semester TA).

## **PH.D. DISSERTATION**

### **The Dissertation Proposal**

By the end of August after the third year, students must submit a dissertation proposal, which is signed by their advisor and reviewed by the Graduate Program Director.

The proposal may build on a student's second year research paper or may be on a new topic. The proposal should be at least 10 pages (and possibly much longer) and contain:

- a. An objective. The student should state concisely the topic of the research, its theoretical background, and, for empirical studies, the hypotheses to be tested.
- b. A description of the method of investigation. The student should present the methodology and any data to be used.
- c. A survey of the literature and list of references.
- d. A time table. This proposal should outline a realistic schedule for completion of the first draft through final draft for all the proposed chapters of the dissertation.
- e. The dissertation proposal form with signature of dissertation advisor (see appendix for form).

### **The Dissertation Committee**

Students should ask a faculty member to serve as their primary dissertation advisor as early as possible; often a student's second-year paper advisor becomes his or her dissertation chair, but some students do change advisors after the second-year paper. It is a student's obligation to keep the advisor informed as research progresses and to seek the advisor's feedback. If the student cannot find a principal advisor, then the Chair of the Examination and Dissertations Committee or Graduate Program Director will assist the student in finding an advisor.

Once the student's dissertation proposal is approved, the student should form a dissertation committee in consultation with his/her advisor. This committee consists of four members, three of whom are members of the graduate faculty in economics. The Chair of the committee must be

a full member of the graduate faculty. Associate members may serve on doctoral committees, but may not chair them. A listing of full and associate members of the graduate faculty in economics can be found in the [GSNB catalog](#).

The fourth, or “outside,” member of the committee will represent another discipline or institution. If the outside member is not from Rutgers, the student should submit the member’s name and address to the Graduate Administrative Assistant, who will forward it to the Graduate School. Students should identify an outside member well in advance of the doctoral dissertation defense.

The selection of the dissertation committee, and in particular the outside member, will ordinarily be made by the student in consultation with the advisor, subject to the final approval of the Graduate Director. Students may ask faculty members who have an interest in the student’s research area to join the committee after providing them with copies of the dissertation proposal and any research progress.

### **Conducting Dissertation Research**

The doctoral dissertation is an original investigation of an economic problem and makes a meaningful contribution to the knowledge within the discipline. It demonstrates expert knowledge of a particular area of economics and skills in economic analysis. With revision, the research should be appropriate for publication in a scholarly journal or book.

The dissertation usually takes the form of a series of three chapters, each with a format similar to that of research contributions to scholarly journals. However, dissertations often contain more detailed explanations, derivations, and literature reviews than do journal articles.

Students conduct dissertation research independently, but with input from their advisor and other faculty members. Students should communicate regularly with their advisors and other faculty and submit preliminary written work for discussion. If any member of the dissertation committee, in particular the principal advisor, does not respond to the written material that the student has presented within a reasonable time (see guidelines below), the student has the right to request a response. The student may also report such a problem to the Chairman of the Examination and Dissertations Committee or the Graduate Program Director who will assist the student in obtaining a response.

The student should check with the advisor and members of the committee concerning summer availability, as well as any possible sabbatical leaves. The student should verify that the principal advisor and other members of the committee will agree to continue supervising their research during a sabbatical or research leave.

Students are encouraged to write their research results in the form of a discussion paper as early as possible. All students should present their research at least once in the departmental workshop most suitable for their topics. Students are also encouraged to submit research papers to

professional journals and present their research at professional conferences. Students may apply for small grants from the Sidney I. Simon Fund or the Graduate School-New Brunswick (see related section) to travel to conferences to present their research.

The final dissertation must be formatted according to the "[Style Guide for Thesis and Dissertation Preparation](#)," issued by the Graduate School-New Brunswick and all dissertations must be submitted electronically to the [university library](#).

### **Guidelines on Time for Review<sup>3</sup>**

Students should provide adequate time for faculty to review papers and faculty should provide prompt review of students' work. As a guideline, students should allow faculty members two weeks to comment on their work and faculty should review students' work within that window. Faculty members may require more than two weeks to comment on students' work at the end of the semester, when the faculty member is travelling, or under other special circumstances.

## **FINISHING A DEGREE**

Students receiving either a Ph.D. or an M.A. must register for the term in which they defend and graduate, except that students graduating with October degree date need only have registered through the previous spring.

### **Setting Up a Ph.D. Defense**

A student and his or her advisor and committee set a defense date once they agree that the student is ready to defend. The Graduate Administrative Assistant coordinates the logistics and sends an official announcement of defense. Before the actual defense, the student must pick up the [Application for Admission for Candidacy for the Degree of Doctor of Philosophy](#) form (the form that was submitted when the student was admitted for candidacy for the Ph.D.) from the Graduate School. The student brings this form to the defense along with a title page that strictly follows the Graduate School guidelines. The committee signs both forms (in black ink). All four members of the committee must participate in the defense, although remote participation by one committee member (but not the chair) is allowed with approval from the Graduate Director. An outside member who participates remotely must authorize the Graduate Director in writing to sign the outside member's name on both forms. This written authorization must be forwarded to the Graduate School and submitted with the candidacy form. After the forms have been signed by the committee, the Graduate Director also approves the dissertation.

### **Setting Up a Defense for an M.A. With Essay**

Once the student's advisor and committee agree that the student is ready to defend her/his master's essay, they and the student agree on a defense date. The Graduate Administrative Assistant coordinates the logistics and sends an official announcement of defense. The student

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<sup>3</sup> Adopted by Graduate Education and Curriculum Committee on February 29, 2016.

fills out the *Application for the Degree of Master of Arts Form* (available [online](#) from the Graduate School) and brings it to the defense. All three members of the committee on the economics faculty must participate, although one committee member may participate remotely with approval of the Graduate Director. The student must send a copy of the Master's essay abstract to the Graduate Director. The Graduate School requires only the signed Application for the Degree of Master of Arts form.

### **Completing an M.A. with Qualifying Exams**

Once a student has passed the Microeconomic and Macroeconomic qualifying examinations and completed 30 credits, s/he can apply for an M.A. degree. This degree also requires satisfying a writing requirement. Typically, the writing requirement is satisfied either through a written assignment or research paper associated with a course taken in the student's second year or the student's second year paper. The student fills out the *Application for the Degree of Master's Degree Form* available [online](#) from the Graduate School. The Graduate Administrative Assistant will obtain all of the necessary signatures.

### **Diploma Application**

There are three degree dates at Rutgers (October, January and May). Although a student can finish at any time, the official diploma will have one of the three degree dates. The student must complete the online diploma application (<https://grad.admissions.rutgers.edu/Diploma>). If the student misses a degree date, the student must file a new diploma application. If necessary, students can obtain a Certificate from the Graduate Registrar attesting that they have finished their degree until the official diploma arrives.

## **JOB PLACEMENT FOR PHD STUDENTS**

The department provides extensive support for students who are completing their dissertations and seeking academic, research, and other jobs. To go "on the job market" in the following academic year, students should have at least one polished dissertation chapter and one nearly complete chapter and have formed their thesis committee by the middle of the preceding summer. Early in fall term, the department creates a website with the profiles of our candidates, who provide links to their research and teaching information. The American Economic Association's Job Openings for Economists (JOE) often provides a basis for identifying positions; students should consult with their advisors to select positions that will be a suitable match. The student's three committee members usually each write a letter of recommendation and will contact potential employers on behalf of the student when necessary. The faculty conduct practice interviews in December before students travel to the ASSA meetings in early January to interview for positions.

## **GRADUATE COMMITTEES IN THE ECONOMICS DEPARTMENT**

The *Admissions and Standards Committee* reviews applications and ranks students for teaching assistantships and fellowships.

The *Subcommittee for Admissions* reviews applications and related materials in regards to admission related decisions.

The *Subcommittee for Standards and Awards* reviews and ranks second year summer research papers, as well as applications for graduate awards.

The *Graduate Education and Curriculum Committee* reviews proposals for changes in graduate courses or degree requirements.

The *Graduate Examination and Dissertation Committee* recommends committees for the qualifying exams and reviews petitions concerning the qualifying exams.

The *Graduate Placement Committee* works with graduate students on the job market.

The *Subcommittee on Graduate Preparation* is responsible for training and preparing graduate students for the job market.

The *Graduate Advising and Counseling Committee* recommends course, fields, and supervisors.

## **APPENDIX**

The appendix contains the Second Year Paper Cover Form, the Third Year Dissertation Proposal Form, and the Research Progress Form (used when enrolled in Research Credits).

**SECOND YEAR PAPER COVER FORM**  
(for proposal, draft, and final paper)

Name \_\_\_\_\_

Title of Project \_\_\_\_\_

\_\_\_\_\_

Advisor's Name \_\_\_\_\_

Advisor's Signature \_\_\_\_\_

**PROPOSAL DUE:** First Monday in March after Spring break.

**FIRST DRAFT DUE:** August 15

**FINAL PAPER DUE:** October 15

**Please attach submission to this form.**

**Please double space and use a 12 point font.**

**THIRD YEAR DISSERTATION PROPOSAL**

Name \_\_\_\_\_

Title of Dissertation \_\_\_\_\_

\_\_\_\_\_

Field \_\_\_\_\_

Supervisor \_\_\_\_\_

Committee \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PROPOSAL DUE:** August 31 \_\_\_\_\_

Second Draft of Proposal (if requested by supervisor) Due \_\_\_\_\_

Anticipated Date of Defense of Proposal (if scheduled) \_\_\_\_\_

Comments (by supervisor):

Supervisor's signature \_\_\_\_\_

DISSERTATION PROPOSAL APPROVED

\_\_\_\_\_ Date \_\_\_\_\_

Chairman/Examination and Dissertation Committee

Please attach proposal to this form. Please double space and use a 12 point font.

## RESEARCH PROGRESS REPORT

You must file this report at the end of each semester in which you register for three or more research credits. Complete the form as thoroughly as possible, sketching out plans for your full dissertation even if these plans are tentative. Please have your chair sign this form and submit it to the Graduate Program.

### Basic Information

Name \_\_\_\_\_

Date \_\_\_\_\_

Committee Chair (*Name and Signature*) \_\_\_\_\_

Committee Member 1 \_\_\_\_\_

Committee Member 2 \_\_\_\_\_

Outside Committee Member \_\_\_\_\_

Title of Thesis \_\_\_\_\_

Expected Ph.D. Defense Date \_\_\_\_\_

### Timeline

1. Chapter I

Title \_\_\_\_\_

Expected Completion Date \_\_\_\_\_

2. Chapter II

Title \_\_\_\_\_

Expected Completion Date \_\_\_\_\_

3. Chapter III

Title \_\_\_\_\_

Expected Completion Date \_\_\_\_\_

On a separate sheet of paper briefly describe each chapter and any publication plans.