



RUTGERS
UNIVERSITY

Department of Economics
School of Arts and Sciences

Graduate Program Handbook

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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 Rutgers School of Graduate Studies (SGS) 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"> 21 credits of required core courses 3 elective credits in econometrics 6 elective field course credits <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"> 21 credits of required core courses 3 elective credits in applied econometrics 3 elective credits in economic history 21 elective credits (at least 12 in economics) including 12 elective field course credits 24 credits of research <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 (with no more than 3 grades of C) 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.

Per SGS regulations, doctoral candidates must complete 48 credits of course work (with no more than 3 grades of C) 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.¹

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 beginning of their fourth year.

The doctoral dissertation is an original investigation of an economic problem; it 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 Rutgers School of Graduate Studies 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 or six 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

¹ Economics 585 (Advanced Microeconomic Theory) and Economics 586 (Advanced Macroeconomic Theory) cannot count as elective or field courses within the Economics PhD or MA programs.

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.²

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 STANDING³

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 B 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 six credits (two 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 dissertation proposal by the deadline with a signature indicating approval of the proposal by a full member of the Graduate Faculty in Economics
- receive no "U" grades for research credits
- present (or have plans to present) research at a departmental seminar or external conference by the end of the fourth year

² Policy on Qualifying Exams, adopted by the Economics Faculty, February 2013.

³ Policy on Good Academic Standing adopted by Graduate Education and Curriculum Committee, October 2016.

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. 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 (or ESL courses required for TAs), 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 and are required to complete 24 credits of Research in Economics by graduation. Students receiving fellowships, teaching assistantships, and graduate assistantships must register these appointments. Ph.D. students must register for at least one credit each fall and spring term until they graduate. The Graduate Administrative Assistant is available to answer registration questions.

INTERNATIONAL STUDENTS

International students must attend to their visa status with the assistance of Rutgers Global—International Student & Scholar Services. 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 Ms. Erica Sewell (esewell@global.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. The Graduate Administrative Assistant can often obtain the Graduate Program Director’s signature directly, which will expedite the paperwork.

International students who wish to apply for a teaching assistantship must schedule an oral language exam, called the VEPT (Versant English Placement 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 VEPT 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

1. 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.

2. 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). All continuing students may apply for this support. The Admissions and Standards Committee evaluates students who have applied for financial support toward 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) performance in classes; (ii) qualifying exam performance; (iii) second year paper quality; (iv) dissertation proposal quality; (v) prior TA performance; (vi) ESL status and communication skills; and (vii) 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 through fifth years, as long they have performed their prior TA responsibilities satisfactorily. 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 provide financial assistance for students without fellowships who make good progress in the program, but no support is guaranteed, even for students in good academic standing. Provision of financial assistance in one year does not guarantee provision of financial assistance in future years.

Advanced students who do not have TAs sometimes teach in the undergraduate program or work as research assistants for Economics faculty or other Rutgers faculty. Advanced 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 help in the preparation and submission of applications for external support.

Part-time teaching in the undergraduate program

Post-qualifying graduate students may apply for part-time teaching in the undergraduate economics program. 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 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 funding should submit a short proposal to the Graduate Program Director. Proposals can be submitted at any time and will be considered on a rolling basis until funds allocated for this purpose are exhausted. Students may request partial reimbursement for travel to one conference per university fiscal year. To be eligible for the conference travel funding, the student should have his or her research accepted for oral or poster presentation at a major domestic or international professional conference. The department does not normally support travel to summer schools where the student is not presenting research.

In addition to departmental support, the Rutgers School of Graduate Studies offers two small grants program. It also provides Off-Campus Dissertation Development Awards that may be used to support travel to summer schools and dissertation field work. Information on these programs can be found at the SGS website.

Departmental awards

The Graduate Admissions and Standards Committee selects students for the following Departmental awards, each of which includes a 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 choose two advanced fields. Each field consists of two related courses, in which the student must obtain a minimum grade of B+. A listing of fields and their component courses is provided below. "Individualized" fields may be constructed but must be approved in advance 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 one field requirement. A course can count toward only one field or other requirement; for example, an applied econometrics course may fulfill the applied econometrics requirement or be a part of a field, but not both.

Field	Courses (choose any two)
Econometrics	Econometrics II, Applied Econometrics Micro, Applied Econometrics Macro, Seminar in Econometrics, Seminar in Applied Econometrics (Bayesian Econometrics)
Industrial Organization	Industrial Organization I, Industrial Organization II, Game Theory
Labor	Economics of Labor Markets, Seminar in Labor / Human Resources, Economics of Human Resources, Applied Econometrics Micro
Public Economics	Public Economics I or Public Economics II plus either Applied Econometrics Micro, Theory of Social Choice, or Advanced Topics in Microeconomics
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 of Human Resources, Public Economics I, Public Economics II, Applied Econometrics Micro, Economic Development, International Economics
Macroeconomics	Applied Econometrics Macro, Seminar in Macroeconomics, Advanced Macroeconomics, Math Methods for Macro
Financial Economics	Financial Economics I, Financial Economics II, Econometrics II, Seminar in Microeconomics (Stochastic Calculus)

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 Friday after spring break (in March).
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 are 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 second-year paper

The completed second-year 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, considering 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.

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 Research in Economics. Failure to submit the form in a timely manner may result in 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 research credits by the time they finish their PhDs.

PH.D. DISSERTATION

The Dissertation Proposal

By the first Friday of term of their fourth year, students must submit a dissertation proposal, which is signed by their advisor and reviewed by the Graduate 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 choose their primary advisor for their dissertation with the approval of the Graduate Director and the advisor. Ideally, students select advisors while completing course work or working on their second year research papers.

It is students' obligation keep their advisors informed about their research progress and seek the advisor's feedback on their work. If a 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 dissertation proposal is approved, students should form a dissertation committee in consultation with their advisors. 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 [School of Graduate Studies catalog](#).

The fourth, or “outside,” member of the committee will represent another discipline or institution. The student should submit the outside member’s name and contact information to the Graduate Administrative Assistant, who will submit it to the Graduate School for approval. Members of the Graduate Faculty in Economics may not serve as outside committee members. Students are strongly encouraged to 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 department or Graduate School (see related section) to travel to conferences to present their research.

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

Guidelines on Time for Review⁴

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.

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 dissertation proposal. Students should complete pages 1 and 4 of the official candidacy form of the School of Graduate Studies (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 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>

FINISHING A DEGREE

Students receiving either a Ph.D. or an M.A. must register for the term in which they defend and the term in which they graduate, unless they are graduating with an October degree date and were registered the previous spring.

Setting Up a Ph.D. Defense

Once the student's advisor and committee agree that the student is ready to defend her/his dissertation, a defense date is set. 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 three inside members of the committee must participate in the defense, although remote

⁴ Adopted by Graduate Education and Curriculum Committee on February 29, 2016.

participation by one inside committee member (but not the chair) is allowed with approval from the Graduate Director. The outside member may participate remotely in the defense or may read and approve the dissertation separately with an email to Graduate Director. A member who participates remotely must authorize the Graduate Director in writing to sign the member's name on both forms. This written authorization must be submitted to the Graduate School 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 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 (with no more than 3 grades of C or worse), 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 with the job candidates in mid-December. Students arrange to attend the Allied Social Science Association (ASSA) meetings in early January where they interview for positions. Successful ASSA interviews will usually result in "fly-outs" in which the job candidate visits the employer to conduct additional interviews and, for academic positions, to present their dissertation research. Fly-outs usually occur after the ASSA meetings in winter or early spring. Most students accept a job and then defend their dissertations in late spring or summer.

GRADUATE ECONOMICS STUDENT ASSOCIATION

The Graduate Economics Student Association (GESA) is a student-run organization that hosts social and professional development activities for graduate students with financial support from the department.

ACADEMIC INTEGRITY

Throughout their graduate studies, students must represent their research and its sources accurately and present only truly original text and research as their own. The department rigorously enforces the Rutgers Academic Integrity Policy: <http://academicintegrity.rutgers.edu/academic-integrity-policy/>. Students must familiarize themselves with this policy: ignorance is not a defense.

STUDY AND RESEARCH SPACES

Various study and research spaces are available in New Jersey Hall, including the Simon Library on the third floor, small conference room, and NJH Room 107. A lab with networked computers is adjacent to the library and available to all economics graduate students; students will be given credentials when they join the program. Advanced students, especially those with teaching obligations, may be assigned to shared office spaces on an annual basis. Students without offices may request a locker in the building, but must use the department-issued locks. Students must clean up after themselves when they use any these NJ Hall facilities. Small electric appliances, such as coffee makers, may be used with caution in the offices, but may not be used in any of the other spaces by order of the Fire Marshal. New Jersey Hall closes at midnight; students must arrange to leave the building before then.

APPENDIX 1: FORMS

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

SECOND YEAR PAPER COVER FORM

Name _____

Title of Project _____

Date _____

Circle one: Proposal First Draft Final Paper

Advisor's Name _____

Advisor's Signature _____

PROPOSAL DUE: First Friday after Spring Break (mid-March)

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.

PHD DISSERTATION PROPOSAL

Department of Economics, Rutgers University

Due: first Friday of term of the student's fourth year

Name _____

Committee Chair _____

Committee Member 1 _____

Committee Member 2 _____

Outside Committee Member _____

Title of Dissertation _____

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 _____

Plans for presentation of your research _____

Comments (by committee chair):

Approval:

_____ Date _____

Dissertation Chair

Please attach a dissertation proposal to this form. The proposal should be at least 10 pages (and possibly much longer) and contain:

- a. An objective. Concisely state the topic of the research, its theoretical background, and, for empirical studies, the hypotheses to be tested.
- b. A description of 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.

RESEARCH PROGRESS REPORT
Rutgers University, Department of Economics

File this progress report at the end of fall and spring terms in which you register for research credits. Please make at least **two copies** of this form, one for your research advisor and one for the Graduate Program. Your advisor may send an email approval instead of a signature, if that is more convenient.

Name _____

Date _____

Research advisor _____

Research advisor's signature _____

Current research project title _____

List other completed or in progress papers _____

Expected Ph.D. Defense Date _____

1. Briefly describe the progress that you made this term on your research.

2. Attach an extended abstract (2 pages or more) or draft of the paper(s) on which you worked this term.

APPENDIX 2: BYLAWS

BYLAWS

of the

GRADUATE PROGRAM IN ECONOMICS

Rutgers University

I. Preamble

These bylaws govern the affairs of the Graduate Program in Economics (hereafter the “Graduate Program”) and will not be suspended except by way of amendment. These bylaws will be consistent with all applicable sections of University Regulations and with the Bylaws of the Department of Economics (“Department”), the School of Arts and Sciences (SAS), and the School of Graduate Studies (SGS). University, Department, SAS, and SGS regulations will supersede these bylaws in the event of any conflict.

II. Membership in Graduate Faculty

All Rutgers faculty members who have doctoral degrees in economics or related fields or who have sufficient research and publication in economics are eligible to apply for Full or Associate Membership in the Graduate Faculty of Economics. Full members, who must be tenured or on tenure-track appointments, may chair student Ph.D. committees, attend and vote in graduate faculty meetings, and teach courses in the graduate curriculum. Associate memberships are usually for non-tenure track faculty in Economics or related fields, or for faculty with affiliations in other departments who anticipate limited involvement in the ongoing activities of the program. Associate members may serve on student Ph.D. committees but not chair them, attend and vote in graduate faculty meetings, and teach courses in the graduate curriculum.

- A. All tenured or tenure-track faculty members of the Department of Economics will be appointed as full members of the Graduate Faculty in Economics.
- B. For faculty outside the Department of Economics, applications for Associate or Full membership must be made in writing and circulated to all of members of the Graduate Faculty at least one week before a meeting.
- C. The application will consist of the SGS application form and a complete curriculum vitae. These materials will be circulated before discussion and available upon request from the Graduate Office.
- D. Discussion of the application and voting will be carried out at a regularly scheduled graduate faculty meeting. Approval requires a two-thirds majority vote.

III. **Organization**

A. Graduate Director

1. The Graduate Director must be a tenured faculty member of the Department of Economics and a full member of the Graduate Program in Economics. He or she will be responsible for the administration of the Graduate Program. In consultation with the Graduate Faculty, s/he will coordinate processes governing graduate admissions, schedule graduate classes, oversee curriculum design, monitor graduate student supervision (including student-advisor relations), oversee student financial support, supervise the graduate curriculum and scheduling of classes, manage routine program administration, and maintain relations with the SGS.
2. The Graduate Director will work closely with the Chair of the Department of Economics, serving ex officio on the Department Executive Committee. The Graduate Director will cooperate with the Department Chair in matters of graduate curriculum development, graduate program funding, and the assignment of graduate teaching, based on faculty requests and program needs.
3. The Graduate Director's term of service shall be limited only by the pleasure of the Chair and the Dean of the School of Arts and Sciences.

B. Committees

1. Membership in the graduate committees listed below will consist of the Graduate Director and members appointed for one-year terms by the Department Chair in consultation with the Graduate Director.
2. The Graduate Education and Curriculum Committee will consider curricular matters and recommend changes to the full Graduate Faculty. A majority vote of the full or associate members of the Graduate Faculty in Economics is required for the adoption of changes recommended by this committee. It also advises the Graduate Director on student problems (see Grievances below).
3. The Admissions and Standards Committee shall oversee the admission of new students, the granting of student aid, and related matters. From its ranks shall be appointed a Subcommittee for Admissions and a Subcommittee for Standards and Awards.
4. The Subcommittee for Standards and Awards selects student to receive teaching assistantships and other financial support from the department, assigns grades for second-year papers, awards departmental prizes, and nominates students for university-wide prizes such as the Bevier Fellowship. This Committee will award students teaching assistantships, but the assignment of

teaching assistants to particular classes and professors is the responsibility of the Undergraduate Program in Economics.

5. The Subcommittee for Admissions shall admit applicants to the graduate program and prioritize students for fellowships and other financial support for incoming students. During the graduate-student recruiting season, the Graduate Director will extend fellowship offers in on-going consultation with the chair and other members of the Subcommittee for Admissions.
6. The Graduate Advising Committee shall assure that each graduate student receives adequate guidance.
7. The Examination and Dissertation Committee shall oversee the qualifying examinations, the application of standards to dissertations, and related matters. A subcommittee of the Examination and Dissertation Committee will decide whether students may retake qualifying examinations in their second summer.
8. The Graduate Placement Committee shall aid students as they search for employment and support professional development activities for graduate students.
9. Other committees may be formed as necessary upon agreement by the Chair and the Graduate Director.

C. Meetings

1. At least once each semester, the Graduate Director will call meetings of the Graduate Faculty, providing at least two weeks advance notice.
2. The Graduate Director will distribute the meeting agenda at least three days in advance. Ordinarily, items that are not included on the agenda may be introduced as new business, but will not be voted on until a subsequent meeting where they are formally on the agenda. If the matter is urgent, an emergency online ballot may be used.
3. Special meetings of the Graduate Faculty may be convened on the written request of three or more faculty members. They must observe the same deadlines as above except if circumstances require an expedited schedule. The Department Executive Committee will resolve any disputes regarding adequate notice.
4. Quorum is one third of the Graduate Faculty membership, excluding faculty members on leave that year.

5. All votes will be taken by a show of hands or by ballot if one member so requests. Proxy opinions may be reported, but proxy votes will not be permitted. Meetings will be conducted following general parliamentary procedure. Except where otherwise stated, a majority vote will be considered at least 51% of those present at a Graduate Faculty meeting.
6. Two graduate student representatives are entitled to attend and have full voice at Graduate Faculty meetings. These representatives are selected by the Graduate Economics Student Association. The student representatives may not attend meetings that involve evaluations of specific students or faculty.

IV. Student Requirements and Procedures

A. Academic Requirements and Procedures

1. All student requirements and procedures for the M.A. and Ph.D. program are described in the Economics Graduate Program Handbook.
2. Any substantive revisions or additions to the Economics Graduate Program Handbook on matters of program policies, requirements, or procedures must be approved by the Graduate Education and Curriculum Committee. Committee approval is unnecessary for routine updates or clarifications.
3. Any inconsistencies or ambiguities in the Economics Graduate Program Handbook will be addressed by the Graduate Director. If any parties are still dissatisfied, they may appeal to the Graduate Education and Curriculum Committee.

B. Advisors and Dissertation Committees

1. Students will select dissertation chairs by the time of dissertation proposal submission. Students will register for any required research credits with their dissertation chairs, unless both faculty members and the Graduate Director approve a different registration.
2. A student's committee for the dissertation defense must consist of the student's main advisor, at least two other members of the Graduate Faculty of Economics, and at least one outside member. An outside member is usually from another graduate program at Rutgers or from another university. Independent scholars deemed qualified by the advisor and approved by the Graduate School may also serve as outside members. Once these requirements are met, additional members of the graduate faculty and/or outside members may also serve.
3. Dissertation chairs and other committee members may be changed, with agreement of all parties concerned, including existing and proposed advisors

and committee members, as approved by the Graduate Director. The Graduate Director will try to resolve any conflicts, although any of the parties may appeal the Graduate Director's decision through the process described in Article V.

V. Grievances and Appeals

A. Student Appeals

1. A student who wishes to appeal actions by an instructor should first discuss the matter with the faculty member(s) involved. If the matter cannot be resolved to the student's satisfaction, the student may bring the matter to the Graduate Director. If the student or other parties to the issue are still dissatisfied, they may then follow the appeal process in #3 below.
2. Students who wish to appeal non-instructional matters such as advisor and committee arrangements or who have a conflict or problem with another student should first approach the Graduate Director who will attempt to resolve the matter in coordination with the student's advisor when appropriate. If the student or other parties to the issue are still dissatisfied, they may then follow the appeals process in #3 below.
3. To file an appeal in the above circumstances, the student should appeal in writing to the Graduate Education and Curriculum Committee. The Committee will either consider the matter themselves or form an *ad hoc* Committee of Review. If the complaint is directed against the Graduate Director or another member of the Graduate Education and Curriculum Committee, those members will not participate in the Committee deliberation and will not vote. If the matter remains unresolved to the satisfaction of all parties involved, it will be referred to the Dean of the SGS for final determination.
4. A student who wishes to appeal a Graduate Faculty recommendation of termination from the graduate program will submit a written appeal to the Graduate Director within 30 days of receipt of notification. The appeal will then be discussed by the Graduate Faculty at its next meeting. If the Graduate Faculty reaffirms the original recommendation for termination, the student may request that the matter be referred to the Dean of SGS for final determination.

B. Faculty Appeals

A member of the faculty who believes that s/he has been adversely affected by a voted decision of the Graduate Faculty or any of the graduate committees may submit a complaint to the Graduate Director. If the Graduate Director cannot resolve the matter to the faculty member's satisfaction or if the complaint is against the Graduate Director, then the faculty member may appeal to the Department of Economics Executive Committee. If no resolution is forthcoming, the matter will be referred to the Dean of SGS for final determination.

VI. Amendments

Amendments to the adopted Bylaws shall be considered at a regular or special meeting of the Graduate Faculty, provided that the amendments shall have been circulated at least two weeks before the meeting and have been moved by three or more members of the graduate faculty. Those present at the scheduled meeting will vote on amendments. Approval requires a two-thirds majority vote.

Accepted by the Graduate Faculty in Economics
November 15, 2017