

Doctoral Program Handbook

Wilf Family Department of Politics, New York University

Academic Year 2020-2021

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1 Introduction to Department of Politics

The Ph.D. program in [Politics](#) is a welcoming and intellectually vibrant home for students interested in pursuing academic careers focused on the analytically rigorous study of politics. The program offers a wide range of opportunities to learn from and work with leading scholars in American Politics, Comparative Politics, Political Economy, International Relations, Political Theory, and Methodology, through research and methods seminars, research workshops, closely supervised research projects, and scholarly collaborations that often extend well past the end of graduate training.

Our program is vastly enriched by the extraordinary diversity of backgrounds that both our foreign and American students bring to the program. Almost 70% of our current students come from places outside the U.S., including from countries as far-flung as Benin, Japan, Chile, Russia, and Italy – just to take a small sample.

Our job placement record is one of the most successful in the discipline, with more than 94% of our graduating Ph.D.s placed in research institutions. Recent placements include tenure-track appointments at Stanford, University of Chicago, UCSD, University of Michigan, University of Rochester, Georgetown, UC Berkeley, ITAM, Essex and other leading research universities, and post-doctoral appointments at Princeton, LSE, the Harris School, IAS-Toulouse, and others.

This Handbook, which was put together with the invaluable help from our Ph.D. program staff, lays out the details of the expectations and requirements of the program and provides a guide for the students and the faculty to various logistical details related to the doctoral training in the Department.

Dimitri Landa
Professor of Politics
Director of Graduate Studies

2 Key Department Personnel for Doctoral Students

- Department Chair: [Professor Sanford Gordon](#)
- Director of Graduate Studies: [Professor Dimitri Landa](#)
- Placement Director: [Professor Neal Beck](#)
- Department Manager: [Kimberly Borden](#)
- Administrator of Academic Programs: [Diana Sooklall-Budhu](#)
- Administrative Aide: [Carlos Rios](#)
- Administrative Assistant: [Chris Bowman](#)

3 Faculty Advising

1st year doctoral students will be assigned a faculty mentor by the Director of Graduate Studies (DGS). There is no expectation that this faculty member will continue advising research going forward in the program. Rather, the expectation is that, along with the DGS the advisor will help guide new students through the first year of their studies in the Department of Politics. Students select faculty members to serve as advisors for their 3rd-Year Paper and as their dissertation advisor. Other committee members for the dissertation are selected through student consultation with dissertation advisor

4 Coursework

4.1 Subfields

The Department offers courses in 6 subfields:

1. American Politics
2. Comparative Politics
3. International Relations
4. Political Economy
5. Political Philosophy and Theory
6. Political Methodology

4.2 Course Types

The Department offers 7 types of courses:

- Tools Courses (Game Theory, Quantitative Methods)
- Subfield Core Courses, general introductions to the subfields listed above
- Scope and Methods in Political Science, a professionalization course
- Topics Seminars in each of the above subfields
- Reading and Research Seminars, arranged individually between students and faculty
- Pre-Dissertation Seminar, which helps prepare the students for the dissertation
- Subfield Workshops, which feature a mix of outside speakers, general discussion of recent work in the field, and presentations of original research by the enrolled students

5 Requirements

5.1 Courses and Credits

Students must earn 72 points of course credit. Students are required to take one core course in each of at least three substantive subfields listed as 1-5 above. To further guard against excessive specialization, students must take at least three courses (12 points) in each of at least two subfields. Course credits transferred from another institution may count toward the fulfillment of this requirement. In consultation with their advisor, students may petition the director of graduate studies (DGS) to create a field of their own making.

This field may be interdisciplinary. Apart from these required courses, students are strongly encouraged to take the following courses:

- Math for Political Science (Fall of 1st year)
- Quant 1 and Quant 2 (Fall and Spring of 1st year)
- Game Theory 1 and 2 (Spring of 1st year and Fall of 2nd year)
- Scope and Methods of Political Science (Fall of 2nd year)
- Pre-dissertation seminar (Fall of 3rd year and 4th year)
- Subfield Workshops (each semester)

5.2 2nd Year Paper

Students are expected to take three subfield core courses in their 1st year. The final project in such a course will (typically) be an extensive paper proposal, with the faculty teaching the course giving feedback on the suitability of the proposal for 2nd-year papers (on a generally agreed-upon scale). Students will be expected to use the summer following the 1st year to write a paper on the most promising of these proposals. The standard for the resulting papers is a high-quality course paper. The papers would be due on the 3rd Monday of September of the 2nd Year and would be graded on the high pass/low pass/fail

scale by a common committee of the faculty, drawn from each subfield. Note that the faculty will not serve as advisors on this project.

If the paper receives a low pass, the student may revise and resubmit no later than the 2nd Monday following Winter Recess of 2nd year. If the final grade for the paper is a low pass, the student must leave the program. Satisfactory 2nd Year paper and record of grades are required to advance toward the Ph.D.

5.3 The Qualifying Exam (3rd Year paper)

The Qualifying Exam is a research paper of publishable quality, satisfying all formal requirements for an article in a given field. The work on the this paper can be and should be assisted by a faculty member(s). Before writing the paper, students should submit a brief proposal to (at least) two faculty members, who become “readers” and approve the proposal. The topic, but not necessarily the field, of the exam paper must differ from that of the 2nd Year paper. Readers evaluate this paper within two months of submission. The readers have the option of accepting the paper, suggesting revisions, or rejecting the paper. If invited to do so, the student may revise the paper and resubmit by the 3rd Monday in July of 3rd year. If the revision is not accepted by both readers, the student is considered to have failed this requirement

5.4 Syllabus Defense

Students must also submit an original annotated syllabus for a graduate introduction to a field. This syllabus should attest to the understanding of the structure of the field, as well as to the knowledge of the primary and secondary literature. Before working on the syllabus students should contact two faculty members to ask them to serve as the oral defense committee for the syllabus defense and ask them for input on the extent of detail and topic. This syllabus is presented at an oral hearing to these faculty members, who then grade it as pass or fail.

5.5 Dissertation Proposal

After completing the qualifying examination, students must present a Ph.D. dissertation proposal. The proposal ordinarily should be presented before the end of the Fall Semester of the 4th year in the program. Students who do not present a proposal within one calendar year of passing their qualifying examination must petition the DGS to be allowed to do so.

Before beginning to work on the Ph.D. dissertation, students must form a thesis committee, comprising of (at least) three faculty members (the committee chair and two members), of whom (at least) two must be members of the department. Students who are preparing the proposal and working on the thesis should consult with the committee.

The proposal should specify the problem to be researched, summarize the current state of knowledge, describe research procedures, and identify the bodies

of relevant information. The proposal must be approved by the dissertation committee. When all members are satisfied with the proposal, the committee meets with the student in an advisory hearing. Acceptance of the proposal signals that the student has satisfied all the requirements for the Ph.D. degree other than the dissertation. An M.Phil. is granted after completion of the Dissertation Proposal signifying that the student has achieved Ph.D. Candidacy

6 Candidacy

Students who successfully complete all the requirements of the program except for the dissertation qualify as candidates for the Ph.D. degree. Students are expected to achieve candidacy by the end of Fall of their fourth year or leave the program, save for exceptional circumstances

6.1 Dissertation Defense

The dissertation must constitute a substantial body of original research of publishable quality. The dissertation should not exceed 100,000 words, except by expressed permission of the chair of the department. Once members of the committee approve the dissertation, an oral defense is scheduled.

When the student's thesis director approves the dissertation and the dissertation committee agrees that it is ready for defense, a final oral defense is scheduled before a panel of five faculty members appointed by the chair of the department or the director of graduate studies. The GSAS regulates the procedures for this defense (see [Graduation section](#) of this document or [GSAS website](#)). The department expects students to complete the dissertation and its defense within four years after finishing the course requirements

7 Program Timeline

7.1 Year 1

Students take four courses per semester in their first year. Of these, two are year-long foundational tools sequences (formal/game theory and quantitative analysis). Students then take two additional substantive courses each semester. Students are expected to take three subfield core seminars during their 1st year. See [1st-Year Checklist](#).

7.2 Year 2

In the second year, students may continue to take courses in formal/game theory and quantitative methodology (either inside or outside the department), Scope and Methods, additional core courses, more specialized seminars in the major and second field and relevant courses outside the department. The bulk of formal

course work is done during the first two years, though students will typically take additional courses, especially advanced or specialized seminars.

Students submit a research paper ([2nd-Year Paper](#)) no later than the beginning of their second year.

7.3 Years 3-5

7.4 Important Program Dates

2nd year Paper due 3rd Monday in September of 2nd year.

2nd year Paper revisions due 2nd Monday following Winter Recess of 2nd year.

Qualifying Exam Paper due 1st Monday in February of 3rd year.

Syllabus Defense due 1st Monday in May of 3rd year.

Qualifying Exam Paper Paper revisions due in 3rd Monday in July of 3rd year.

Dissertation Proposal due by end of Fall semester of 4th year.

8 Administrative Information

8.1 Registration and Enrollment

GSAS requires continuous enrollment of its students each fall and spring semester until the degree sought is granted. This can be accomplished by (A) registering for at least 1 point (or fraction thereof) each fall and spring until the degree is conferred; (B) taking an approved leave of absence, except in the semester of graduation; or (C) registering for Maintenance of Matriculation (MAINT-GA 4747.004) during semesters when no course work is being taken until the degree is conferred. Students in good academic standing will receive a waiver of the fee for maintenance of matriculation.

All students are expected to be enrolled, either in coursework or Maintenance of Matriculation, by the end of the drop/add period of registration.

8.2 Incomplete Grades

An unresolved grade, “I”, reverts to “F” one year after the beginning of the semester in which the course was taken unless an extension of the incomplete grade has been approved by the Office of Academic and Student Affairs (OASA). An unresolved grade, “NR”, reverts to “F” one year after the beginning of the semester in which the course was taken and no extension will be allowed. At the request of the departmental Director of Graduate Studies (DGS) and with the approval of the course instructor, OASA will review requests for an extension of an incomplete “I” grade. A request for an extension of incomplete must be submitted before the end of one year from the beginning of the semester in which the course was taken.

While incompletes can sometimes be unavoidable in doctoral studies, the department highly discourages students from having more than 1 outstanding incomplete at any given time. For the full GSAS policy on incomplete grades, please consult the [GSAS Policies and Procedures Manual](#).

8.3 Leave of Absence

If a student would like to take a leave of absence for medical or personal reasons, she/he should contact the Director of Graduate Studies. Students considering taking a leave should refrain from filling out the online withdraw form until the [Office of Academic and Student Affairs](#) has offered guidance and students have contacted [Cristel Jusino Diaz](#) or [Aida Gureghian](#). Please note that the Department of Politics must submit an [Academic Leave of Absence Request Form](#) for any student seeking leave.

8.4 Academic Good Standing and Probation

The Department of Politics requires students to maintain a GPA of 3.5 or higher and successfully complete at least two thirds of points attempted at NYU, excluding the current semester. Courses with grades of “I”, “NR”, “W”, and “F” are not considered successfully completed. Students must move to Ph.D. candidacy (completion of all program requirements other than dissertation) within 4 years and must complete the degree within 10 years.

Students who have not met the stated program progress requirements and GPA may be placed on academic probation by the Department of Politics. Students on academic probation who do not satisfy the terms of probation may be terminated from the graduate program by the Department of Politics or the Assistant Dean for Academic Affairs.

8.4.1 Appeals

Students have the right to appeal termination, a probation decision, or the criteria set for the reversal of probation within thirty (30) days of receipt of notification of termination or probation. A written appeal must be filed with the departmental Director of Graduate Studies (DGS) which must include: grounds for the appeal, specifying departmental, GSAS or FAS policy, rules or procedures that have not been followed; the facts and evidence in support of the appeal; the remedy sought; a brief history of the attempts to resolve the issue; and identification of individuals who may be contacted for relevant information. All reasonable effort will be made by the DGS, in consultation with the Department’s Fellowships and Progress Committee, to provide a written final determination within four weeks of the date of receipt of the letter of appeal.

If the student is not satisfied with the department’s response, a written appeal may be filed with the Assistant Dean for Academic Affairs of the Graduate School. The appeal must be submitted within two weeks of the date of the response from the department and must include the same elements listed above

along with a statement of what departmental, GSAS or FAS policy was not followed in the departmental appeal. The Assistant Dean's review will be limited to consideration of if departmental, GSAS or FAS policy was followed at the departmental appeal and if the determination reached by the department is supported by the record presented on the appeal. The Assistant Dean should provide a written final determination within two weeks of receipt of the appeal.

If the student is not satisfied that the procedures were fairly and properly executed by the Assistant Dean, the student may appeal the Assistant Dean's determination to the Dean of the Graduate School within two weeks of receipt of the Assistant Dean's decision. The Dean will review only the process resulting in the Assistant Dean's finding to determine if it was fair and impartial and followed the rules and policies of the Graduate School and will render a written decision within thirty (30) days of receipt of the appeal. The Dean's decision will be final for GSAS and its departments

9 Graduation

All students must [apply for graduation](#) by the deadline listed below to be considered as a candidate for graduation:

- [September 2020 graduation](#)
 - Preliminary dissertation deadline: August 7, 2020
 - Final dissertation deadline: September 11, 2020
- [January 2021 graduation](#)
 - Preliminary dissertation deadline: December 4, 2020
 - Preliminary dissertation deadline: December 4, 2020
- [May 2021 graduation](#)
 - Preliminary dissertation deadline: March 26, 2021
 - Final dissertation deadline: May 7, 2020

Students must send their [dissertation paperwork](#) directly to the Graduate School of Arts and Science no less than two weeks prior to the conferral date in the semester they intend to graduate. Students intending to graduate in the upcoming academic year should contact Carlos Rios for additional information.

A detailed description of the dissertation submission process is available on the [GSAS website](#).

10 Financial Support and Funding

10.1 MacCracken Fellowship

10.1.1 Description

All students entering the doctoral program in the Department of Politics receive the [Henry M. MacCracken Program Fellowship](#). The MacCracken Program

provides multi-year full funding support, which includes the following:

- A five-year award term.
- A scholarship for full tuition and registration and services fees for courses required for the degree.
- Full coverage of the premiums for mandatory NYU student health insurance for and individual under the NYU comprehensive plans.
- A nine-month academic-year stipend for living expenses.
- A one-time Dean's Supplementary Fellowship Grant of \$1000 that may be used at the student's discretion.

10.1.2 MacCracken Reserve Program

During each semester that a student receives an external fellowship or teaching compensation, the student has the option of reserving all or a part of the scheduled MacCracken fellowship stipend for use at a later time. Participation in the program is voluntary and the fellowship can be reserved in quarter portions (25%, 50%, 75%, or 100%) of the amount of the semester's fellowship. Using the MacCracken Reserve Program to hold part of the fellowship distribution can allow for guaranteed funding during a 6th year in the PhD Program. Please refer to the [MacCracken Reserve Guidelines](#) for the full policy, examples of its use, and application form.

10.2 Teaching Opportunities

Teaching is a vital part of the doctoral degree. Teaching assignments are typically made available to students who have completed their second year of study in the program. A teaching assignment involves serving as a recitation section leaders or a course assistants for courses offered by the Department of Politics. Doctoral students who elect to participate in the teaching opportunities are compensated for assignment in which they enter. This compensation is separate from, and in addition to, the MacCracken Fellowship Program.

10.3 Summer Funding

The Department of Politics offers summer funding opportunities to supplement the MacCracken Fellowship Program. First-year students automatically receive a \$4,000 summer stipend, which is included in the first-year MacCracken award.

Students in years 2 to 5 who are interested in receiving summer funding (up to \$4,000) should find a faculty sponsor to help cover the stipend and supervise their summer research plans. Faculty sponsors are asked to contribute \$1,500 to support the student, with the department contributing up to \$2,500. In exchange for the summer funding, the student will be asked to do a modest amount of research assistance (about 60 - 75 hours over the course of the summer) for her/his faculty sponsor.

10.4 NYU-Abu Dhabi Fellowship

The NYU-Abu Dhabi Fellowship is available to doctoral students in the NYUNY Department of Politics and requires residence at the NYUAD campus during the academic year, with considerable flexibility for research and personal travel. This fellowship is particularly appropriate for students working on a project that benefits from having a base from which to access field sites in the Middle East, Africa, Europe, and/or South Asia. NYUAD is a rich and collegial intellectual community where the student can collaborate with other social scientists and receive feedback on their project. For any questions, please contact the Political Science Program Head ([Jeff Timmons](#)).

See [NYUAD Fellowship Application Checklist](#) for additional information.

10.4.1 Terms and Conditions

- Politics Ph.D. students in the third and fourth year of their program are eligible to apply if they have successfully completed all of the following: (A) full coursework required for the Ph.D.; (B) the 3rd-Year Paper requirements; and (C) defense of the dissertation proposal.
- Accepted students will then spend their fourth or fifth year of their Ph.D. program in residence at NYUAD, with exceptions for winter or spring break, and short trips for research or personal needs.
- Fellows will engage in full-time research toward their dissertation for the duration of the fellowship.
- They will be appointed an NYUAD faculty mentor by the Social Science Division in consultation with the NYU Department of Politics.
- The student must provide monthly progress reports to their dissertation committee and attend in person meetings with the committee in NYUAD at least once during the fellowship period.
- Fellows are expected to contribute to the intellectual life of the program through collaborations and attendance at Political Science events.
- They will adhere to NYUAD code of conduct guidelines applicable to all students, and will abide by local laws.
- Fellows are not precluded from receiving payment for Research Assistant work done for either an NYUAD or NYUNY faculty member, or Teaching Assistant work done at NYUAD.
- Each award includes a stipend, a waiver of maintenance of matriculation fees, and 100% coverage of the NYU comprehensive health insurance place for an individual.
- The stipend for the NYU Abu Dhabi Fellowship will reflect the GSAS minimum stipend applicable for the year 2018-2019.

10.5 George Downs Prize Grant

George Downs Prize grants are intended to support research or travel expenses for purposes of data collection in a subfield. Examples could include survey

work, field experiments, qualitative research, or data collection from a library, archival, or government sources. In the past, these grants have proved particularly effective in supporting exploratory work by students investigating a potential dissertation topic. All subfields are eligible. The grants are not intended to support normal living or research expenses in New York, nor are they intended to support research on projects unlikely to be the focus of the dissertation. Awards will be limited to \$4,000. Cost-sharing is strongly discouraged. The scope of the project should not exceed what is possible within the \$4,000 maximum award.

12 Students interested in applying for these grants should submit an email to politics.dgs@nyu.edu that includes a three-page proposal including an abstract, project description, and a budget justification, and a brief letter of support from a faculty member, preferably your advisor. The letter of support, which may be in the form of a simple email, should be approximately one paragraph in length and explain why the planned activities would be potentially critical to the quality and success of a dissertation.

10.6 Conference and Travel Grants

Travel grants are available to students in their 2nd to 5th year who will be presenting their research at an academic conference. Students are eligible for \$250 a year. Funding is not available for students in the 1st year or beyond their 5th. The policy and procedure can be found on the travel grant application form.

11 Department Resources

11.1 Office Spaces and Mailboxes

Students in their 1st to 5th year are provided with shared office space within the department at 19 West 4th St

11.2 Placement

The Department of Politics offers support to students looking for academic appointments in both the post-doctoral and tenure-track markets,. Students pursuing academic appointments should receive approval of their faculty dissertation advisor and committee then notify the Department of Politics' Administrative Assistant that they are on the market. Department support includes individual advice for students on the market from the placement director, meetings with presentations from recently hired faculty, proxy letter of recommendation sending, and organizing practice job talks. the placement director, available for individual advice to students on the job market

11.3 Data Center and Computer Lab

An objective of the NYU Politics Data Center is to offer computing technology support to incoming students. This includes training resources on L^AT_EX typesetting system, R statistical computing, or Stata statistical. The lab provides materials on general questions and problems related to the computing resources in the department and can be contacted at politics.datalab.help@nyu.edu.

The Department of Politics hosts a computer lab where desktop machines include a variety of statistical applications (MATLAB, R, STATA, WinBUGS) and Data Collection software (StatTransfer, zLeaf and z-Tree), along with text processing and network and communications software. The lab is available for use by doctoral students outside of scheduled courses.

12 1st Year Checklist

Tasks:

- Meet with mentor in the fall
- Plan course schedule to accommodate 3 core courses during fall and spring semesters
- (If necessary,) seek additional English language training
- (If necessary,) seek help from the NYU Writing Center
- (If possible,) become involved in conducting research, perhaps as an RA and/or co-author
- (Whenever possible,) attend seminars, job talks, etc

In the Spring and Summer:

- Use summer to write 2nd-Year paper on most promising paper proposal developed in core course
- (If appropriate,) acquire additional language or research skills via summer program(s)
- Work as an RA and/or co-author with faculty member

Trouble spots to avoid:

- Failing to plan out course of study and thus finding oneself behind on requirements
- Falling behind with incompletes
- Remaining aloof from the intellectual life of the department
- Not becoming involved in research
- Thinking you are working with a faculty member who doesn't know she/he is working with you

Looking ahead:

Think about how you are going to transition to a scholar/researcher from student. What skills will you need to undertake research? What substantive knowledge will you need to engage the topics that interest you? How will you demonstrate competence on the academic job market.

Important Program Dates

- 2nd Year Papers revisions due 2nd Monday following Winter Recess of 2nd year
- 3rd Year Paper due 3rd Monday in December of 3rd year
- Syllabus Defense Due 1st Monday in May of 3rd year
- 3rd Year Paper revisions due by 3rd Monday in July of 3rd year
- Ph.D. Dissertation Proposal due by end of Fall Semester of 4th year

13 Dissertation Submission In Seven Steps

Source: <https://gsas.nyu.edu/content/nyu-as/gsas/academics/submitting-your-dissertation.html>

The following guide presents the necessary steps involved in a doctoral candidate's dissertation submission as required by the Graduate School of Arts and Science. All candidates should check with their dissertation advisor and department administrator regarding additional departmental requirements.

1. The candidate must meet with his or her dissertation advisor to discuss research goals, timeframes, and scheduling of an oral defense. If an outside reader is being considered as part of the dissertation committee, the candidate's department must complete and sign the [Outside Dissertation Reader Approval Form](#) to include in the candidate's graduation file.
2. Prior to scheduling the doctoral dissertation defense, three dissertation readers, one who is the candidate's advisor, must approve the dissertation for defense. Approval to defend is indicated by the signing of the [Doctoral Thesis Reader Sheet](#).
3. The candidate is required to register for graduation on **Albert at least 3 months prior** to the expected date of graduation. Application deadlines may be found [here](#).

Preliminary Dissertation Filing Steps

4. The candidate must submit the Preliminary Dissertation Paperwork to the GSAS Office of Academic and Student Affairs by the preliminary dissertation deadline. The Preliminary Submission Paperwork consists of the following:
 - One copy of the Title Page, unsigned. If you will need to have this electronically signed, please also submit to us the name and official University email address of your advisor and we will have this done. If you are gathering a physical signature, then only the unsigned Title Page is needed.
 - [Doctoral Thesis Reader Sheet](#) to your department. You may fill out names and dates, but may not handle this form once your committee begins to sign. Your department will assist you in completing this form.
 - [Survey of Earned Doctorates, submit the completion certificate](#)
 - Dissertation Publishing Agreement submitted on the [ProQuest](#) site when you submit your preliminary dissertation. We do not need to receive a separate copy.
 - Dissertation Abstract submitted on the [ProQuest](#) site when you submit your preliminary dissertation. We do not need to receive a separate copy.

5. A candidate must upload his or her dissertation to ProQuest **by the preliminary dissertation submission deadline**. The preliminary dissertation submission will be reviewed for adherence to the formatting requirements, not content. (The dissertation advisor oversees content review.) Once the preliminary dissertation is reviewed, the candidate will receive an email notification that details formatting changes that need to be made before final submission.

Final Dissertation Filing Steps

6. The candidate is advised to take the [Doctoral Thesis Oral Defense Form](#) to the oral defense. The dissertation committee Chair and members sign the Doctoral Thesis Oral Defense Form according to the result of the oral defense in the spaces provided and return it to the department administrator, by the final dissertation deadline. You may not handle this form once committee members begin to sign. If gathering some or all physical signatures is not possible, the department administrator will help gather the remaining digital signature(s). The department administrator will then forward the Doctoral Thesis Oral Defense Form to Office of the Registrar. If revisions to the dissertation are required by dissertation committee member(s), the Chair will retain the form until the revisions are made.
7. After editing the text and format to ensure it is consistent with the comments made during the defense and review of the preliminary dissertation, the candidate must upload a final dissertation to ProQuest by the **final dissertation deadline**, using the link provided after the preliminary dissertation review. If you elected to get a physical signature on your Title Page, you must also submit a signed copy at this time.

Steps beyond dissertation submission

8. The candidate should check with his/her department to ensure all degree requirements have been met, and the department have submitted the signed Doctoral Thesis Oral Defense Form and signed Doctoral Thesis Reader Sheet to the Office of the Registrar by the [graduation deadline](#).
9. The candidate should contact the Office of the Bursar to confirm that his/her account is not in arrears.
10. The candidate should review his/her permanent address on Albert. Diplomas will be mailed to this address, unless the candidate indicated a specific diploma address. You may also elect to have your official or preferred name on your diploma at this time.

Note: Completion of these steps, does not guarantee conferral of a candidate's degree. The final conferral decision rests with the Graduate School of Arts and Science and New York University's Office of the Registrar. After completing the final dissertation submission, candidates should contact the Office of the

Registrar at graduation@nyu.edu if there's any questions regarding graduation status or degree conferral.

14 NYUAD Fellowship Application Checklist

1. Cover Page
2. Dissertation Project Summary
 - (a) Two pages, double-spaced, 12 point Times New Roman, 1 inch margins
 - (b) Header Format: *Student Last Name, First Name, Department, N-Number*
 - (c) The dissertation summary should be written for educated readers, but no experts in your field or members of your department (i.e. at The New York Times level). It should identify the dissertation's research question, thesis, methodology, broader significance, etc
3. Work Plan
 - (a) One to two pages, double-spaced, 12 point Times New Roman, 1 inch margins
 - (b) Header Format *Student Last Name, First Name, Department, N-Number*
 - (c) The work plan should identify the specific research and/or writing project to be undertaken during the fellowship year, including (if the former) the type of information or data to be acquired, the means of acquiring it, or (if the latter) a dissertation progress report detailing how the writing project will enable timely completion of the dissertation. All terms should be accessible to the general reader.
 - (d) The work plan should be written for educated readers, but not experts in your field or member of your department (i.e. at The New York Times level).
4. Curriculam vitae (c.v.)
 - (a) Header format *Student Last Name, First Name, Department, N-Number*
5. NYU Transcript
 - (a) Unofficial transcripts can be viewed and printed from Albert. Navigate to the "My Academic" section of the Student Center to generate. Select "View my unofficial transcript" from the drop-down bar and be sure your pop-up blocker is off on your browser
6. Writing Sample
7. Reference
 - (a) Must be from the applicant's advisor.
 - (b) Faculty should sign, scan, and submit their letters via email to dimitri.landa@nyu.edu and nyuad.dissertation.fellowship@nyu.edu by the deadline

- (c) Must assess the general quality of the applicant's graduate work, the expected contribution of the dissertation to the discipline, and the prospects for its publication either in whole or in part

15 Important Links

- [Department of Politics Website](#)
 - [PhD Program](#)
 - [PhD Student Forms](#)
 - [Schedule of Classes](#)

- [Graduate School of Arts and Science](#)
 - [The PhD Toolkit](#)
 - [Fellowships and Awards](#) and [GSAS Fellowship Announcement list](#)
 - [Academic Calendar](#)
 - [Inter-University Doctoral Consortium](#)