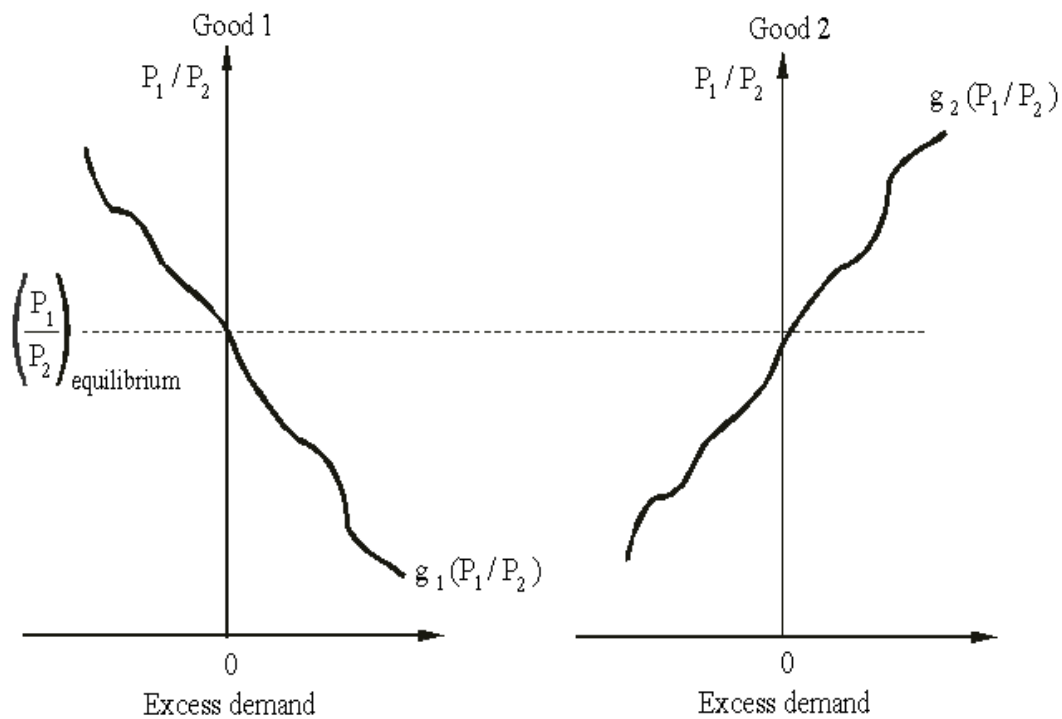


# Requirements for the Ph.D. Degree in Economics

Department of Economics

Texas Tech University

Fall 2016



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### Part I. Coursework

The graduate school requires 20 courses (60 hours) for the Ph.D. degree. The department requires **8 core courses**, 3 areas of specialization – or fields (each area of specialization consists of at least 2 courses in the chosen field, i.e. a total of at least **6 field courses** are required), and **6 approved electives** (normally, these courses will also be economics courses with a maximum of two courses from outside the economics department). Students with prior graduate work may transfer in courses as specified in the Graduate Catalog; however, no transfer credit will be given for any of the 8 core courses. All courses in economics must be passed with a minimum grade of B- in order to count toward the degree.

The eight core courses are as follows:

ECO 5311	Macroeconomic Theory and Policy
ECO 5312	Microeconomic Analysis
ECO 5313	Mathematical Economics I
ECO 5314	Econometrics I
ECO 5315	Mathematical Economics II
ECO 5318	History of Economics
ECO 5381	Empirical Studies in Macroeconomics
ECO 5382	Advanced Microeconomics

These core courses should be completed before any field courses or approved electives are taken. Exceptions may be made with the approval of the Graduate Advisor.

Currently the department offers the following field and /or elective courses:

ECO 5316	Time Series Econometrics
ECO 5317	Natural Resources and Environmental Economics
ECO 5319	Advanced Topics in Environmental Economics

ECO 5321	Labor Markets Theory and Policy
ECO 5322	The Economics of Wages and Income
ECO 5323	Monetary Theory I
ECO 5324	Seminar in Public Finance
ECO 5325	Seminar in Economic Policy
ECO 5328	Monetary Theory II
ECO 5329	Current Problems in Public Finance
ECO 5332	Advanced International Finance
ECO 5333	Advanced International Economics
ECO 5346	Game Theory
ECO 5347	Industrial Organization Theory
ECO 5348	Seminar in Empirical Industrial Organization
ECO 5356	Energy Economics

These courses are usually offered on a two year cycle but note that because at least five students are required in order to offer a course, not all field/elective courses may be offered at a given time unless there is sufficient interest among current students.

The required sequence of core and field courses is as follows (unless an exception is made by the Director of Graduate Studies):

<u>1<sup>st</sup> Year:</u>	Fall Semester	ECO 5311, ECO 5312, ECO 5313
	Spring Semester	ECO 5314, ECO 5315, ECO 5318
<u>2<sup>nd</sup> Year:</u>	Fall Semester	ECO 5381, ECO 5382, one field course
	Spring Semester	3 field courses
<u>3<sup>rd</sup> and 4<sup>th</sup> Year:</u>	Remaining field course, approved electives, and ECO 8000 (12 Dissertation hours)	

## Part II. Degree Plan

Students need to fill out a degree plan in their second or third regular semester. The degree plan lists the courses that are going to be used to fulfill the coursework requirements discussed above. The plan may be changed with relatively little hassle, but it should be kept up to date because when the time comes to graduate, the Graduate School will check the degree plan against the courses the student has actually taken.

## Part III. Comprehensive Examinations

The graduate school requires a set of comprehensive examinations (qualifying examinations in the parlance of the Graduate School) before writing the dissertation. The economics comprehensive examinations are broken down into two parts: the core examination and the field examinations.

The core examination covers the core courses. Students will have to take the core examination as soon as they have finished the 8 core courses (i.e. during their 4<sup>th</sup> full semester in the program).

The examination comprises of two four and a half hour sessions separated by two or three days (i.e. a Friday and a Tuesday or a Thursday and a Monday). The “micro session” will test the following courses: ECO 5312, ECO 5313, ECO 5315, and ECO 5382 and the macro session will test ECO 5311, ECO 5314, ECO 5318, and ECO 5381. Students must take both sessions together the first time, but a student who passes one session and fails the other will only be required to re-take the session that he or she failed. According to the rules of the Graduate School, the student may only take the examination twice in order to secure a passing score (...a student... *“who does not pass the qualifying examination may be permitted to repeat it once after a time lapse of at least four month but not more than 12 months from the date of the unsatisfactory examination.”* TTU 2010/11 Undergraduate/Graduate Catalog, p.81)

The Department of Economics **requires** a graduate student who does not pass all or part of the core exam to repeat it during the semester that directly follows the semester in which s/he took it for the first time. If a student takes the core examination during the Fall semester (Spring semester) for the first time and failed one or both parts, s/he will be required to repeat all or part of it during the following Spring semester (Fall semester). Please note that good grades in core courses **do not** guarantee success in the Ph.D. core comprehensive exams.

The field examinations will be given after the student **completes** the second course of the two-course field. The field examination **will not** be given during the semester in which the student is taking the second field course. The field examinations over the three fields do not

have to all be taken in the same semester. As with the core examination, a student who fails a field examination must fulfill all requirements needed to pass the examination during the semester that directly follows the semester in which s/he took it for the first time. After a student has passed all of the comprehensive examinations, the graduate advisor will notify the Graduate School that the student has passed the qualifying examinations and will request that the student be admitted to candidacy for the degree. The formal admission to candidacy is done by the Graduate Council, which meets monthly in the first part of the month. The Graduate School requires that at least a four month period transpire between the admission to candidacy and the final dissertation defense.

#### **Part IV. Ph.D. Candidacy**

The Director of Graduate Studies in the department will recommend to the Dean of the Graduate School that a student be admitted to candidacy for the degree of Ph.D. in economics after he/she fulfills the following requirements:

- a. Pass the Ph.D. core comprehensive exam.
- b. Pass three Ph.D. field exams (both “a” and “b” are commonly known as the Ph.D. comprehensive exam).
- c. Obtain approval from the Director of Graduate Studies to start taking ECO 8000 credit hours. Note that this approval will only be granted when the student submits evidence that he/she has made significant effort towards his/her dissertation research. As an example of this “significant effort” is a letter from the student’s dissertation chairperson stating (broadly) the dissertation topic and the potential dissertation committee members.

#### **Part V. The Proposal Defense**

After the student has chosen a topic and made an outline of the work he or she will do in order to complete the dissertation, the dissertation chairperson should suggest a proposal defense. This is a departmental requirement intended to assure that the student’s proposed course of research will be sufficient to satisfy the requirements of the members of the dissertation committee. It is also a point in time for the committee members to make suggestions before the student has invested too much time in the dissertation. Students enrolled in ECO 8000 are expected to present a dissertation proposal during the first semester of this enrollment. The

proposal defense is primarily for the student's benefit and as such it is important to hold the defense while the dissertation is still in the planning stage.

Although dissertation committees may vary in terms of communication channels, it is generally expected that students will be working closely with their dissertation advisors at the beginning while periodically updating other committee members with their progress. Students are strongly encouraged to update their committee members twice every semester (as a minimum)—once at the beginning of every semester and once at the end. Such practice ensures that a dissertation stays on track and improves the likelihood of meeting the student's completion target date.

## **Part VI. The Final Defense**

After the student has completed the dissertation, the Graduate School requires that there be a Final Oral Examination (see Exhibit 1). This defense is a public defense, meaning that any interested party can attend and ask questions. The Graduate School will also send a representative to ensure that the proper procedures are being followed.

After this defense, the dissertation advisor will send the Graduate School a notice that the student has successfully defended the dissertation, and this will allow the student to graduate. Please note that in order to graduate in a given semester, a student **must defend approximately six weeks before the graduation date**. The Graduate School has a calendar of various deadlines that must be met that semester, and they will send this to the student at the beginning of the semester that the student has indicated that he or she will graduate.

Before scheduling a final defense date, students should be aware of the process of scheduling one. A **Dissertation Defense Routing Form** has been developed to clarify the department's expectations (see Exhibit 2). Once a student completes a defensible draft<sup>1</sup> of his/her dissertation, he/she will submit a copy to the chair of the committee for approval. The chair will take up to four weeks to review and approve that the dissertation is ready to move forward to other committee members, and sign on the routing form. After securing the chair's approval, the student will then send a copy of the dissertation to his/her committee members. The committee members will take up to four weeks to review, approve, and sign on the routing form. Once all signatures are collected, the student may now schedule a defense no earlier than four weeks after the committee's approval date. Therefore, from the time a student submits a defensible draft of his/her dissertation, it takes about three months to schedule a final defense date.

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<sup>1</sup> A draft that is polished, proofread, grammatically and structurally correct, and free from spelling errors. It is a draft that is as close to the final product as possible, and will include complete bibliography and appendices.

## **Part VII. Annual Review of Progress in the Doctoral Program**

The Director of Graduate Studies will conduct a formal, annual review of each doctoral student's progress in the program. Any student not making satisfactory progress may be placed on probation and given conditions to meet to stay in the program. Continued unsatisfactory progress in any area of a student's work will be cause for dismissal. Graduate students will be given a copy of their annual evaluation.

## **Part VIII. Financial Assistance**

Financial support (scholarship, teaching assistantship) is awarded on a competitive basis for the duration of the two long semesters (fall, spring) of the academic year. Continued financial support is contingent on the student's academic progress in the program as well as satisfactory performance of all the duties associated with the assistantship. The following are events that would lead to losing your financial support from the department:

- a. A student's cumulative GPA falls below 3.33 at any point during his/her graduate studies.
- b. A student receives a grade of "D" or lower in any core, field, or elective course at any point of his/her graduate studies.
- c. A student doesn't successfully complete the Ph.D. Core Comprehensive Examination in both Micro and Macro after the completion of his/her fifth semester in the department.

Furthermore, Ph.D. students, who are making satisfactory progress in the program, are supported for four years. If a student needs more than four years to complete the requirements for the Ph.D. degree and seeks funding for an additional fifth year (or sixth year), he/she needs to submit a proposal to the Graduate Committee by November 15 of their fourth (fifth) year containing the following:

- CV
- A research statement that includes the research topic and what has been done so far.
- An outline that describes the work to be done in the next academic year with a clear timeline showing when graduation is being planned.
- A statement from the dissertation advisor.

In addition to the requirements above, international teaching assistants are required to attend the International Teaching Assistant Workshop (ITA Workshop). This is a university

requirement (see Operating Policy 64.03). The ITA Workshop is conducted each summer to assess the language skills of ITA's. The department offers international students employment in the form of a teaching assistantship with the presumption that they will teach at some point during their employment. As per OP 64.03, an international student will not be allowed to teach without having fulfilled all the requirements of the ITA workshop. This workshop is offered every summer, starts around middle of July, and lasts for three weeks. Please note that if an ITA does not pass all requirements of the ITA workshop at the end of his/her second year in the program, he/she may lose all or part of his financial support from the department.

## **Part IX. Important University Operating Policies and Procedures**

It is very important that you familiarize yourself with University Operating Policies and Procedures (OP). They define your rights and responsibilities as a graduate student and, in the case of many of you, as a teaching assistant. The majority of the OP's related to you are listed in Section 64. The following is a list containing the most important OP's concerning you that you must read:

**OP 64.02:** Defines full-time studies, continuous enrollment, and residency conditions. <http://www.depts.ttu.edu/opmanual/OP64.02.pdf>

**OP 64.03:** Defines the responsibilities and procedural guidelines for TA's and GPTI's. <http://www.depts.ttu.edu/opmanual/OP64.03.pdf>

**OP 64.04:** Defines the academic requirements for continuation of graduate studies. <http://www.depts.ttu.edu/opmanual/OP64.04.pdf>

**OP 64.07:** Outlines the disposition of cases involving graduate student appeals. <http://www.depts.ttu.edu/opmanual/OP64.07.pdf>

**OP 64.11:** Defines guidelines for handling graduate student employee insurance. <http://www.depts.ttu.edu/opmanual/OP64.11.pdf>

**OP 70.05:** Defines university policy and employee eligibility for insurance programs and other benefits. <http://www.depts.ttu.edu/opmanual/OP70.05.pdf>

**OP 32.25:** Defines guidelines for tutoring for payment. <http://www.depts.ttu.edu/opmanual/OP32.25.pdf>



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Additional information can be found at the following websites:

<http://www.depts.ttu.edu/economics/>

## EXHIBIT 1



### **DOCTORAL DEGREE GUIDELINES FOR THE FINAL ORAL EXAMINA**

#### **Scheduling and Announcement**

The final oral examination is required of all candidates for doctoral degrees. Scheduling must be:

- at least four months after the student has been admitted to candidacy
- at a suitable time after the dissertation (not necessarily the final version) has been read by the advisory committee.

The examination is a formal public affair and as such, the examination:

- must be held during weekday business hours, not during academic break periods.
- must begin no later than 4:30 p.m. in the afternoon.
- must be held in a university room so it can be attended by faculty and students.

For the examination, the student is required to:

- submit the signed Notification Form and the Defense Abstract **no later than three weeks** before the of the examination
- provide a copy of the dissertation to the dean's representative **at least a week** before the defense.

#### **Graduate Dean's Representative**

- must be a member of the Graduate Faculty appointed by the Graduate School
- observes and reports on the conduct of the final examination
- has access to the dissertation and may participate in questioning the candidate.
- is chosen from an area related to the student's program.

#### **Conduct of the Examination**

1. The chairperson of the advisory committee convenes the examination and introduces the candidate, his/her background, and indicates the general format of the proceedings to follow, (departmental procedures may vary).
2. The candidate gives an overview of his/her study for the benefit of those who have not read the dissertation (15 to 30 minutes).
3. The candidate (guided by the chairperson) is questioned by members of the committee, the representative, and other audience members.
4. A copy of the dissertation (not necessarily in final form) must be available for reference during the examination.

5. Sufficient opportunity is given for discussion then the non-doctoral committee members are excused
6. The committee and the representative ask further, more detailed, questions about both the dissertation and its research procedures.
7. The candidate is then dismissed from the room while the committee comes to a decision concerning the results of the examination.
8. The chairperson informs the candidate of the outcome and forwards a short report of the examination to the Dissertation Supervisor for the record.

### **Committee Approval**

All members of the dissertation committee must approve and sign the document before it is submitted to the Graduate School for the approval of the Graduate Dean.

The Dissertation Supervisor and the Dean's representative should be notified as soon as possible if a doctoral examination must be postponed.

If a majority of the members of a student's examining committee vote to pass the student's examination, but there is a dissenting vote:

1. The members may all agree on appropriate changes in the final form of the dissertation that resolve the objections of the dissenting member.
2. The dissenting member may accept the majority vote as a committee decision and agree to sign the dissertation.
3. A member voting against approval, and refusing to sign the dissertation as a matter of principle, may resign from the committee, in which case another member may be appointed as a replacement (if needed to make the minimum of three), and the dissertation may be approved. The chairperson must notify the Graduate Dean by letter of the replacement member, who must be approved by the Dean.
4. The dissenting member may refuse to sign the dissertation and not be willing to resign. In such a case, the matter should be referred to the Graduate School.

It is stressed that occasions when committee members vote against approval rarely occur when all of the committee members work closely with the student throughout the preparation of his or her dissertation.

**EXHIBIT 2**

**Texas Tech University  
Department of Economics  
Dissertation Defense Routing Form**

Name \_\_\_\_\_ R \_\_\_\_\_

**This routing form is to seek approval for moving towards final dissertation defense. Ph.D. students should acquire the signatures of the chair and committee members before scheduling a defense date.**

**Dissertation is submitted to chair** \_\_\_\_\_ **Date** \_\_\_\_\_



**Chair Approves** \_\_\_\_\_ **Date** \_\_\_\_\_



**Member 1 Approves** \_\_\_\_\_ **Date** \_\_\_\_\_

**Member 2 Approves** \_\_\_\_\_ **Date** \_\_\_\_\_

**Member 3 Approves (if applicable)** \_\_\_\_\_ **Date** \_\_\_\_\_



**Dissertation Defense Scheduled** \_\_\_\_\_ **Date** \_\_\_\_\_

NOTE: After scheduling a defense date, a copy of this form must be returned to the Director of Graduate Studies.