PhD Program
Epidemiology and Translational Science

Graduate Student Handbook
2014 - 2015

Department of Epidemiology & Biostatistics
University of California, San Francisco
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INTRODUCTION</strong></td>
<td>5</td>
</tr>
<tr>
<td>Welcome!</td>
<td>5</td>
</tr>
<tr>
<td>About the Program</td>
<td>5</td>
</tr>
<tr>
<td>Mission and Objectives</td>
<td>5</td>
</tr>
<tr>
<td><strong>PART 1: INFORMATION FOR PROSPECTIVE STUDENTS</strong></td>
<td>7</td>
</tr>
<tr>
<td>Admissions Requirements</td>
<td>7</td>
</tr>
<tr>
<td>How to Apply to the PhD Program</td>
<td>8</td>
</tr>
<tr>
<td>Suggestions for Writing a Competitive Application for the ETS PhD</td>
<td>9</td>
</tr>
<tr>
<td>Cost of the Program</td>
<td>9</td>
</tr>
<tr>
<td>Funding Opportunities</td>
<td>9</td>
</tr>
<tr>
<td>Normative Time from Matriculation to Degree</td>
<td>10</td>
</tr>
<tr>
<td>Areas of Concentration</td>
<td>10</td>
</tr>
<tr>
<td>Frequently Asked Questions (FAQs)</td>
<td>13</td>
</tr>
<tr>
<td>Important Contacts</td>
<td>14</td>
</tr>
<tr>
<td>Faculty</td>
<td>14</td>
</tr>
<tr>
<td><strong>PART 2: INFORMATION FOR INCOMING STUDENTS</strong></td>
<td>15</td>
</tr>
<tr>
<td>Administrative Resources</td>
<td>15</td>
</tr>
<tr>
<td>Registration &amp; Study List Filing</td>
<td>15</td>
</tr>
<tr>
<td>Academic and Administrative Calendars</td>
<td>17</td>
</tr>
<tr>
<td>Graduate (Academic) Advisors</td>
<td>18</td>
</tr>
<tr>
<td>Research (Dissertation) Advisors</td>
<td>19</td>
</tr>
<tr>
<td>Choosing an Area of Concentration and Courses</td>
<td>19</td>
</tr>
<tr>
<td><strong>PART 3: COURSEWORK</strong></td>
<td>21</td>
</tr>
<tr>
<td>Required Coursework</td>
<td>21</td>
</tr>
<tr>
<td>Sample 4-Year Plan of Study</td>
<td>21</td>
</tr>
<tr>
<td>Optional Electives</td>
<td>22</td>
</tr>
<tr>
<td>Grades</td>
<td>24</td>
</tr>
<tr>
<td>Independent Study</td>
<td>25</td>
</tr>
<tr>
<td>Required Research Team Rotations</td>
<td>25</td>
</tr>
<tr>
<td>Teaching</td>
<td>27</td>
</tr>
<tr>
<td><strong>PART 4: PREPARING FOR YOUR QUALIFYING EXAMINATION</strong></td>
<td>29</td>
</tr>
<tr>
<td>Structure of the Qualifying Examination</td>
<td>29</td>
</tr>
<tr>
<td>Choosing a Qualifying Exam Committee</td>
<td>30</td>
</tr>
<tr>
<td>Preparing for Part 1</td>
<td>30</td>
</tr>
<tr>
<td>Preparing for Part 2</td>
<td>31</td>
</tr>
<tr>
<td>Filing the Relevant Forms for the Qualifying Examination</td>
<td>31</td>
</tr>
<tr>
<td><strong>PART 5: WRITING YOUR DISSERTATION</strong></td>
<td>33</td>
</tr>
<tr>
<td>Structure of the Dissertation</td>
<td>33</td>
</tr>
<tr>
<td>Choosing a Research (Dissertation) Advisor</td>
<td>33</td>
</tr>
<tr>
<td>Choosing a Dissertation Committee</td>
<td>33</td>
</tr>
<tr>
<td>Getting It Done</td>
<td>34</td>
</tr>
<tr>
<td>Working with the Dissertation Committee</td>
<td>35</td>
</tr>
<tr>
<td><strong>PART 6: GRADUATING AND POST-GRADUATION</strong></td>
<td>37</td>
</tr>
<tr>
<td>Graduate Division Dissertation Submission Guidelines</td>
<td>37</td>
</tr>
<tr>
<td>Planning for After Graduation</td>
<td>37</td>
</tr>
<tr>
<td>Graduation</td>
<td>38</td>
</tr>
<tr>
<td>The Final Presentation</td>
<td>39</td>
</tr>
<tr>
<td><strong>GENERAL STUDENT INFORMATION – WEBSITES LINKS</strong></td>
<td>41</td>
</tr>
<tr>
<td><strong>APPENDIX – LIST OF FORMS</strong></td>
<td>42</td>
</tr>
</tbody>
</table>
INTRODUCTION

Welcome!
We are pleased to welcome you to the University of California, San Francisco (UCSF) PhD program in Epidemiology and Translational Science (ETS). The program is housed in the Department of Epidemiology and Biostatistics (DEB) in the School of Medicine and is a joint effort with the university’s Clinical and Translational Sciences Institute (CTSI). The ETS PhD program is designed to provide rigorous training in epidemiologic and biostatistical methods along with opportunities for practical experience in a wide variety of applied areas to enhance classroom training. Because of its location in a School of Medicine on a Health Sciences Campus, the number and diversity of opportunities for training in clinical, basic and population health science areas are numerous. This model, integrating formal and applied training, is preparing a new generation of epidemiologists and translational scientists who we envision will transform both clinical practice and population health research.

About the Program
The PhD Degree Program in Epidemiology and Translational Science typically entails a three to five-year course of study. The training prepares graduates to pursue independent research careers in epidemiology and translational science. Most incoming students have completed training at the Master’s level in a field relevant to the substance or methods of health research, such as epidemiology, public health, health policy, economics, computer science, or statistics. Occasionally, students without a research Master’s degree but with extensive prior research experience (e.g., research engaged clinicians) are also admitted. The PhD program draws upon the strengths of UCSF faculty and the campus to provide in-depth training across a broad range of translational applications for the discipline of epidemiology including epidemiologic and biostatistical methods, genetic, social, environmental, and clinical epidemiology and training in the epidemiology of cancer, infectious, neurologic, cardiovascular, musculoskeletal diseases.

Epidemiology serves as a key discipline, an “epicenter” in team science and in problem-based learning. Epidemiologists need expertise in rigorous research tools, along with an understanding of the determinants of population health and patterns of disease. This entails both relevant physiologic principles, the settings in which patterns of disease prevail, and the systems that shape prevention, treatment and recovery.
Mission and Objectives

The UCSF DEB is the largest department of epidemiology in the University of California system in terms of full-time primary faculty and the number of affiliated faculty. The department pursues its educational and scientific missions within the highly inter-disciplinary context of UCSF, taking a transdisciplinary approach to education and research.

The educational mission of the department is to train students, fellows and faculty in methods and theory for: studying disease etiology and prevention in general populations; evaluating diagnostic tests and treatment efficacy in clinical settings; using evidence-based approaches in clinical practice and population health strategies.

The scientific mission of the DEB is to do outstanding clinical and population-based research across the full range of organization levels – from genes to society – often in collaboration with other disciplines, departments and institutions. The department works to guide the application of research findings in clinical practice and population health.

INFORMATION FOR PROSPECTIVE STUDENTS

Admissions Requirements

- A bachelor’s degree and prior grade point average ≥ 3.0 (on a scale with A=4.0, B=3.0, etc.) or its equivalent.

- A prior Master’s degree in a field relevant to health research, such as epidemiology, public health, clinical research, or a related technical field such as statistics or computer science is usually required for admission to the PhD program. Applicants with exceptional research backgrounds may be accepted without a master’s degree. These students may be required, however, to complete additional coursework.

Note for individuals with a terminal clinical degree (MD, PharmD, RN, NP):
The program encourages applications from clinicians, including MDs without prior master’s degrees. Applicants with terminal clinical degrees but no master’s will be evaluated based on their prior research experience and potential to be a leader in population health research, with the admissions committee recommending one of the following outcomes:
  - Direct admission to the PhD program, based on the assessment that the applicant’s prior work manifests experience and training on par with a research master’s degree.
  - Admission to the PhD program with the requirement that the student complete the first two years in the TICR Master’s program prior to entering the PhD program.
  - Deferral of decision regarding admission to the PhD program with recommendation that the applicant pursue a master’s in the UCSF Training in Clinical Research (TICR) program, with reevaluation of the applicant at the conclusion of year 1 in the TICR program.
  - Denial of admission

- Applicants must have taken the Graduate Record Examination (GRE) or the MCAT within 5 years of the application deadline. For example, a test taken in November of 2009 would be valid until November 2014 and would be considered expired for application for admission in Fall 2015 with a December 2014 application deadline. The GRE scores reflect verbal, quantitative and analytical reasoning and abilities and which will be considered as part of the evaluation for admission.

- Applicants from non-English speaking countries must demonstrate proficiency in the English language by completing one year of study with a minimum GPA of 3.00 at an accredited college or university in the United States, or by obtaining the minimum scores on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). Students must have received a TOEFL score ≥ 570 (paper), ≥ 230 (computer), or ≥ 80 (internet based test). Applicants may also take the IELTS test with a minimum score of 7. You must have taken the TOEFL within the last five years from the date of application. You must request that scores are sent to UCSF (code 4840). Students who have completed degrees in countries where English is the native language are exempt from the testing requirement.

- Affirmation of the Professional Conduct Statement (signed during orientation).
How to Apply to the PhD Program

Application
For information and a link to the graduate admissions process go to: http://graduate.ucsf.edu/admission-requirements. Interested applicants may apply for the program via an online application system found at: https://gradapplication.ucsf.edu. Applications are due in early December for admission the following Fall. Most decisions are made by late February.

Selection Process
DEB faculty on the admissions committee evaluate applications based on::

- Academic background and potential for rigorous scientific work(based on undergraduate and master’s training, including institution, major and minor fields, and GPA, standardized test scores, and letters of recommendation)
- Prior research experience (publications, involvement in research activities, letters of recommendation from leading researchers or public health professionals)
- Clarity of scientific goals and thinking, based on the applicant’s essays
- Commitment to pursuing a career within the umbrella of epidemiology & translational science
- Common interests with program faculty members. Because of the great importance of close faculty mentorship in a successful PhD training experience, we accept only students with interests that match strengths of UCSF faculty. Even highly qualified students whose interests are not a “fit” will not be accepted into the program.

Initial reviews occur in January, and applications ranked in the top tier are then circulated to relevant UCSF faculty members and potential mentors, who provide additional reviews of the applicant’s portfolio. Highly competitive applicants are selected for interviews, usually by one or two faculty and a current student or alumnus. Applicants will have the opportunity to ask questions about the program during these interviews. At a second admissions committee meeting (which typically occurs by early February), the qualifications of applicants are discussed, as are the available sources of funding support and faculty mentoring. The number of students admitted depends on how many can be supported from available funding and training resources. Most admissions decisions will be finalized by late February or early March. In recent years, incoming classes have included four to five PhD students. When there are more competitive applicants than available slots for incoming students, a small number of applicants may be wait-listed with admissions decisions deferred until March or April.

Statistics on admissions, enrollment, student demographics, and time to degree and completion rates can be found by linking to: https://graduate.ucsf.edu/programs/epi-admissions. The ETS PhD program is a highly competitive program with an admissions profile similar to other UCSF PhD programs (e.g., Pharmaceutical Sciences and Pharmacogenomics (PSPG) and Biomedical Sciences (BMS)).

<table>
<thead>
<tr>
<th>ETS PhD Program Admissions Statistics for Fall 2013</th>
<th>PSPG Statistics*</th>
<th>BMS Statistics*</th>
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<tbody>
<tr>
<td>Total Number of Applications</td>
<td>67</td>
<td>115</td>
</tr>
<tr>
<td>Number of Applicants who were Offered Admissions</td>
<td>9</td>
<td>10</td>
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<tr>
<td>Percentage of Applicants who were Offered Admissions</td>
<td>13.4%</td>
<td>8.7%</td>
</tr>
<tr>
<td>Number of Accepted Applicants who Enrolled</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>Percentage Enrolled among Accepted Applicants</td>
<td>55.6%</td>
<td>60%</td>
</tr>
<tr>
<td>Percentage Enrolled among All Applicants</td>
<td>7.5%</td>
<td>5.2%</td>
</tr>
</tbody>
</table>

* PSPG and BMS PhD programs’ Fall 2013 admission statistics are listed here for comparison
Suggestions for Writing a Competitive Application for the ETS PhD

When writing your application, emphasize both why you are prepared to excel in the program and why this program fits your goals. Choose recommenders who know you well and have the professional standing to write a compelling letter of support for you. If your GRE scores were disappointing, consider retaking the exam. Research experience is valued, because it shows us that you can succeed in a research-intensive environment. Focus on articulating clear and compelling scientific goals in your essays. If there are specific weaknesses in your application, it is fine to provide an explanation you would like the review committee to consider (for example, if you were recovering from malaria when you took the GREs, you can mention that). Because of the flexible nature of the program, we expect that the students who will succeed here are highly, independently motivated, and arrive with fairly coherent research ideas. If you have already identified potential research mentors, please mention them in your application; it will be helpful to us to see why UCSF could be a particularly strong training environment for you.

Cost of the Program

Fees are subject to change without notice. Fee payment deadline for Fall 2014 is October 8, 2014.

<table>
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<tr>
<th>2014-2015 Student Fees (Updated May 29, 2014)</th>
<th>Annual</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Service Fee</td>
<td>$972</td>
<td>$324</td>
<td>$324</td>
<td>$324</td>
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<tr>
<td>Tuition</td>
<td>$11,220</td>
<td>$3,740</td>
<td>$3,740</td>
<td>$3,740</td>
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<tr>
<td>Community Centers Facilities Fee</td>
<td>$142</td>
<td>$48</td>
<td>$47</td>
<td>$47</td>
</tr>
<tr>
<td>Graduate and Professional Students Association Fee</td>
<td>$27</td>
<td>$9</td>
<td>$9</td>
<td>$9</td>
</tr>
<tr>
<td>Associated Students of Graduate Division</td>
<td>$36</td>
<td>$12</td>
<td>$12</td>
<td>$12</td>
</tr>
<tr>
<td>Student Health Insurance Premium</td>
<td>$4,027</td>
<td>$1,343</td>
<td>$1,342</td>
<td>$1,342</td>
</tr>
<tr>
<td>California Resident Total</td>
<td>$16,424</td>
<td>$5,476</td>
<td>$5,474</td>
<td>$5,474</td>
</tr>
<tr>
<td>Nonresident Supplemental Tuition</td>
<td>$15,102</td>
<td>$5,034</td>
<td>$5,034</td>
<td>$5,034</td>
</tr>
<tr>
<td>California Nonresident Total</td>
<td>$31,526</td>
<td>$10,510</td>
<td>$10,508</td>
<td>$10,508</td>
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Funding Opportunities

Funding sources include graduate student research (GSR) positions on faculty grants, National Institute of Health (NIH) or foundation fellowships to the student, UCSF graduate division merit fellowships, PhD program funding, and student loans. ETS students appointed to GSR positions currently receive a stipend of $32,500 in 2014-2015, with the expectation that they work approximately half time. Students who receive program funding typically have similar work and stipend expectations. Students have previously been successful in applying for UCSF extramural fellowships and grants sponsored by professional organizations (e.g., American Heart Association, American Cancer Society) and fellowships from public and private research institutions (e.g. F31 and R36 grant mechanisms through the NIH). More information can be found at: https://graduate.ucsf.edu/extramural-fellowships. We prefer that sponsored awards (e.g. an NIH F31 or R36) to PhD students be administered by the DEB. While we are not averse to other departments handling the administration, the DEB PhD Program Director and the Finance Manager would first need to
INFORMATION FOR PROSPECTIVE STUDENTS

discuss and approve. If grants are administered by other departments, please coordinate carefully with the DEB Finance Manager to ensure that your funding is earmarked from the correct sources. A list of funding opportunities available through the NIH is available at: http://grants.nih.gov/training/extramural.htm.

You are also encouraged to identify funding opportunities specific to your interests using the PIVOT database: http://www.library.ucsf.edu/db/pivot-funding-opportunities-researcher-profiles.

Small professional development grants (<$500) are available to attend scientific conferences, outside training, or additional workshops. To apply for these funds, complete the “Student Application for Professional Development Funds” form. More information regarding UCSF fellowships, Travel or Research Awards, and Childcare grants can be found at: http://graduate.ucsf.edu/financial-support.

Other resources for scholarship and grant opportunities can be found at: https://finaid.ucsf.edu/application-process/scholarship-searches.

Financial aid information is available at: http://registrar.ucsf.edu/new-students/financial-aid. When considering student loans, you should be aware of the NIH Loan Repayment Program (LRP). The LRP is a mechanism by which NIH pays off student debt for health scientists in selected areas of work. For epidemiology students who graduate with student debt, the LRP has proven extremely helpful. More information is available at: https://www.lrp.nih.gov.

Normative Time from Matriculation to Degree

The time needed to complete a PhD in ETS will vary, depending on your training and experience prior to enrolling in the PhD program and the time it takes to complete the dissertation research. Students require two years to complete coursework; the qualifying examination is usually taken before Fall quarter of year three, at which time the student advances to doctoral candidacy. A typical program then entails an additional two to three years to complete the dissertation research. Thus, the time to completion of a PhD in ETS at UCSF for students entering with a Master’s degree or the equivalent is expected to be roughly four years.

Areas of Concentration

Clinical Epidemiology & Methods
- Instruction includes both observational and experimental investigative methods spanning the spectrum from disease etiology and prevention to the diagnosis, treatment and prognosis of disease.
- Promotes rigor and clarity in applying clinical research methods for design and execution of informative studies. Training emphasizes the frontier of epidemiologic research methods.

Cancer Epidemiology
- Includes study of cancer prevention and cancer control e.g. the impact of screening, lifestyle, and environmental factors such as diet, physical activity, smoking, and occupational exposures.
- Incorporates cancer genetics, molecular epidemiology, and the discovery/evaluation of biomarkers for predicting cancer outcomes (e.g., plasma, genetic and tumor markers).
- Introduces students to research methods and important issues to consider when making inferences about cancer etiology and trends using epidemiologic data.
- Includes courses on biology, genetics, and clinical management of cancer.
Epidemiology of Aging

- Focuses on aging across the life span and the adaptation and application of research methods to unique health problems in older populations.
- Faculty expertise and research includes population and clinical epidemiology of cognitive decline, dementia, depression, cardiovascular disease, stroke, age-related macular degeneration, musculoskeletal disorders, frailty, osteoporosis, osteoarthritis, multiple morbidities, and successful aging.
- Faculty and mentors are available at DEB, as well as collaborating institutions, including the U.S. Dept. of Veterans Affairs and UC Berkeley School of Public Health and through California Pacific Medical Center.
- Collaborations with the San Francisco Coordinating Center, which develops and maintains several large observational studies and clinical trial databases that can be used by students and others.
- Faculty expertise and research includes design and management of multicenter studies, design of observational studies and clinical trials in musculoskeletal and other chronic conditions, and defining optimal treatment regimes.
- Special emphasis in cardiovascular research on the comparative effectiveness and cost-effectiveness of policy and clinical decisions related to screening, risk stratification and prevention.

Biostatistics

- Research focuses on the development and assessment of methods for analyzing data and designing experiments. Areas of specialty include survival analysis, predictive modeling, longitudinal and clustered data analyses, statistical genetics, analysis of imaging data, datamining methods, epidemiological methods, Bayesian methods, and computational biology.
- Collaborate with students and faculty on statistical aspects of research projects and grants.
- Provide training on the use of biostatistical methods in research.
- Provide statistical consulting services through the Clinical and Translational Sciences Institute (ctsi.ucsf.edu).

Bioinformatics

- Focuses on the development and application of computational and statistical methods to high-dimensional molecular-level data.
- Special emphasis on genomic and proteomic problems represented by data structures deriving from contemporary high-throughput technologies.
- Faculty and mentors are available in the departmental Division of Bioinformatics, the Graduate Program in Biological and Medical Informatics and in partner institutions in the Bay Area.

Infectious Disease Epidemiology

- Provides in-depth study of the biological features of infectious and tropical diseases, both domestically and globally.
- Emphasizes the use of epidemiologic methods to study the social and biological determinants of infectious disease transmission, pathogenesis, immunity and control.
- Students achieve basic mastery of microbiology and immunology in addition to methods to understand transmission dynamics and the impact of prevention and treatment interventions.
- Students are encouraged to take additional coursework in another area, such as implementation science, meta-analysis and systematic review, mathematical modeling and clinical trials.
INFORMATION FOR PROSPECTIVE STUDENTS

Global Health
- In-depth study of the application of epidemiology and population-based interventions to improve health and decrease disease and disability internationally, focusing on low and middle-income countries.
- Students are encouraged to take additional coursework in another area, such as environmental and occupational epidemiology, infectious disease epidemiology, maternal-child health or chronic disease epidemiology and in epidemiologic methods, such as implementation science, meta-analysis and systematic review, and clinical trials.
- Faculty members have strong ties to the Global Health Sciences at UCSF, the Center for Global Public Health at Berkeley and major public health agencies, including the Centers for Disease Control and Prevention, the Pan American Health Organization, the World Health Organization (WHO), the United Nations Joint Programme on HIV/AIDS, the Global Fund to Fight AIDS, Tuberculosis and Malaria and the Global Alliance for Vaccines and Immunizations.

Genetic Epidemiology
- Focus on deciphering the genetic basis of disease using measures such as DNA sequence, RNA/gene expression quantification, copy number variants, epigenetics, and gene-environment interaction measures.
- Training in unique study designs and statistical methods to explore genetic influences in epidemiologic studies.
- Using genetic information to evaluate long term health effects of modifiable phenotypes, e.g., with instrumental variables/Mendelian Randomization models.

Environmental and Occupational Epidemiology
- Study of current issues in the field of environmental and occupational epidemiology, with special emphasis on the use of modern methods of exposure assessment, monitoring, biomarkers and risk modeling.
- Students will apply their epidemiological and biostatistical skills and knowledge to critically evaluate major environmental and occupational health hazards, including natural disasters and occupational and environmental exposures to ionizing radiation.
- Through formal courses and individual studies with primary and affiliated faculty, doctoral students will learn to conduct interdisciplinary, multidisciplinary and integrated research of complex environmental exposures.

Social Epidemiology
- Focuses on theory and methods relevant to understanding the social determinants of health and disease including socioeconomic status, race/ethnicity, geography, the built environment, psychosocial risk factors, and related variables.
- Special emphasis on training in translation of theoretical ideas of social epidemiology into actionable strategies for promoting population health and reducing health disparities.
- Faculty and mentors are available in the department, affiliated faculty and partner institutions.

Screening and Early Detection
- Provides a conceptual and practical understanding of the principles of screening for non-communicable and communicable diseases in developed countries and globally.
- Examines current approaches to screening for specific diseases, including the strengths, controversies and limitations of screening strategies.
Frequently Asked Questions (FAQs)

What are the Topics of Students’ Dissertation Research Projects?
Our students pursue diverse research topics in epidemiology and the translation of knowledge into useful applications. Some recent dissertation topics include:

- Diabetes as a risk factor for dementia and cognitive decline in elderly populations
- The effects of air pollution on asthma in Latino and African American children
- Substance and alcohol use among key populations at risk for HIV: Novel approaches in intervention development
- Physical education policies and implementation in San Francisco public schools

What Kind of Student Are You Looking For?
We seek applicants who have a commitment to population health research and a passion to use rigorous scientific tools to improve health for all people. Our admissions process prioritizes candidates with a strong background and interest in pursuing research across the broad umbrella of epidemiology and translational science, including: epidemiologic and biostatistical methods; genetic, social, and clinical epidemiology; and disease specific training in cancer, infectious, neurologic (Alzheimer’s disease or other dementias), cardiovascular or stroke, musculoskeletal and other diseases.

We also value evidence of a strong quantitative background, for example in statistics or computation, linked to commitment to health research. Because of the importance of a close mentoring relationship between faculty advisor and PhD students, we particularly invite applications from candidates whose interest mesh closely with the areas of expertise of our faculty.

My Background is Different. Would I Be Competitive for Admission?
We won't know unless you apply! Population health research is challenging, and we need people with diverse perspectives and skill sets to most effectively address these challenges. What is important in the application process is that you articulate how your experiences have prepared you to excel in the training program and to emerge with the skills and insights to lead high impact projects. We will have information sessions for potential applicants in the fall (visit our website for specific dates: http://www.epibiostat.ucsf.edu/courses/doctoral.html) You are invited to join us with any specific questions.

What are some examples of Career Outcomes for the ETS PhD Program?
The PhD Program in ETS will welcome its fifth entering cohort in 2014-15. The first cohort of PhD students graduated in 2014. To date, our graduates have had excellent professional outcomes, including post-doctoral research positions at UCSF, full-time research positions at UC Berkeley, and work with the San Francisco Department of Public Health. Our graduates are prepared for research and leadership positions in the public or private sector in public health, pharmaceutical research, and related health industries.

Can I Receive an Application Fee Waiver?
Certain applicants may qualify to have their application fee waived. Select the Application Fee Waiver option in the Payment Area of the online application. Please see the http://graduate.ucsf.edu/content/application fee waivers/website to check your eligibility for this exemption.
INFORMATION FOR PROSPECTIVE STUDENTS

Can I Defer My Admission?
We do not defer admission. If you decide not to join our program after accepting our offer, you will have to reapply and pay the fee; we cannot guarantee admission on the next round. If you reapply within one year, you will not have to resend your transcripts, resume, statement of purpose or reference letters unless significant changes have occurred.

FACULTY
DEB faculty are engaged in a broad variety of clinical research, epidemiologic studies, and methodologic activities that are described in eleven AOC. Each AOC lists the DEB primary faculty and affiliated faculty with links to their personal UCSF profiles or other descriptive sites. The current list of DEB faculty and affiliated faculty can be found at: http://www.epibiostat.ucsf.edu/general/people/index.html.

INFORMATION FOR PROSPECTIVE STUDENTS/IMPORTANT CONTACTS:
ETS PhD Program Director
Maria Glymour, SD – email: mglymour@epi.ucsf.edu
ETS PhD Program Manager
Patty Hoppe – email: phoppe@epi.ucsf.edu
Training in Clinical Research (TICR) Program Coordinator
Claire Dunne – email: cdunne@psg.ucsf.edu
Graduate Division Office
Director of Student Financial Support
Wendy Winkler-Sawyer - email: wendy.winkler@ucsf.edu
Admissions and Student Academic Progression
Rick Wyllie -email: rick.wyllie@ucsf.edu
INFORMATION FOR INCOMING STUDENTS

Administrative Resources

UCSF ID badge - WeID
New students who have not already obtained their student ID card via the student portal will need to obtain a UCSF photo ID card by contacting the UCSF Police Department WeID program at 415-476-2088. You can submit a photo online through the Student Portal and pick up your ID card after the photo is approved at the Parnassus WeID office at 500 Parnassus Ave. Millberry Union, P-7, Room 18, Hours: Monday-Fridays 7:15 a.m. - 4:30 p.m. or by appointment at the Mission Bay WeID office at 600 16th St, Genentech Hall, Room 124, Hours: Wednesdays 9:00 a.m. - 4:00 p.m. More information about ID cards can be found at: http://registrar.ucsf.edu/new-students/weid.

Housing
On-campus housing at UCSF may be a challenge as selection for very few openings is done via a lottery. In addition to relying on the primary source of information about living on campus via the Campus Life Services website (http://campuslifeservices.ucsf.edu/housing), you are encouraged to explore off-campus housing options through typical housing search methods. In addition, the Graduate Division hosts a housing information listserv moderated by members of the Graduate & Professional Student Association. They may offer possible on or off-campus housing opportunities. For more info and instructions to link into the listserv, go to: https://graduate.ucsf.edu/housing-and-commuting.

Student Health Insurance
All registered students are automatically enrolled in the UC Student Health Insurance Plan (UC SHIP). If you have a health insurance plan that meets a minimum benefits level you are eligible to waive the UC SHIP. The deadline to apply for a waiver is September 16 for students beginning in Fall 2014. More information is available at: http://registrar.ucsf.edu/new-students/studenthealth and at: http://studenthealth.ucsf.edu/insurance/enrollment-eligibility. Students who opt for insurance fee waivers must also notify the PhD Program Manager so that fee adjustments may be accurately recorded.

Statement of Legal Residence
New Students will need to complete the Statement of Legal Residence on the “CA Residency” tab on the Student Portal on MyAccess. This must be submitted and processed before you can register for courses.

Registration & Study List Filing
Registration at UCSF is the process by which the registrar is notified of the student’s intent to take classes each quarter. Signing up for specific classes is a separate process referred to as “filing a study list” and is done through the Student Portal of the UCSF MyAccess System. For classes administered by the TICR program (which include many of the courses you will take as an incoming student), you must also notify TICR staff of the courses you intend to enroll in prior to each quarter. This is typically done by responding to an email query sent by TICR staff about 2-3 weeks prior to the start of the next quarter. It is important to let the TICR staff know about your intentions because otherwise you may miss out on important class notifications and assignments. TICR staff does not rely on the UCSF central registration system because for course management they need information much more quickly than is available from the UCSF umbrella registration system. Thus, you will be expected to register with both systems.
INFORMATION FOR INCOMING STUDENTS

Study List Filing
A study list must be filed with both the Registrar and with TICR prior to the start of each quarter in order to enroll in courses. The study list is a record of course enrollment, number of units, instructor, and the grading option. You can change your study list several weeks into the quarter, and also note that it is important to let TICR staff know your enrollment plans before the quarter begins. You must be enrolled for at least 8 units in order to be considered a full time student for that quarter. When you have advanced to candidacy and completed all coursework, you can enroll in “Dissertation units” to fulfill the 8 unit requirement. More information can be found at:
http://registrar.ucsf.edu/registration/study-list-filing.

Human Subjects Research Training
Given the importance of human subjects concerns throughout epidemiologic research, we recommend that students complete CITI training in the Fall quarter of their first year. More info can be found at: www.research.ucsf.edu/chr/Train/CITI_FAQ.asp

Course Enrollment
Study list filing normally opens 4-7 weeks prior to the start of the quarter and closes at the end of the change period (e.g. the Fall 2014 study list filing is available starting August 18, 2014 until October 24, 2014). You must enroll in a minimum number of 8 units by the end of the change period, which is approximately 5-6 weeks after the quarter begins. Please check the “Summary” tab in the student portal for the enrollment deadlines that apply (e.g. the study list filing deadline for Fall2014 is Oct. 24, 2014). A $50 late fee applies if minimum enrollment requirement deadline date is not met.

Note: You will not be able to enroll in courses if a hold has been placed on registration. Please work directly with the office that placed the hold promptly and avoid the late fee for course enrollment.

Financial aid recipients will need to meet the minimum enrollment requirement deadline before release of financial aid can be made.

Study List Filing Dates
Fall 2014 August 18 – October 24, 2014
Spring 2015 February 9 – April 17, 2015

Students are not required to enroll in summer quarters. Enrollment in summer entails additional tuition.

Change Period
After study list filing opens, courses may be added or dropped and, for some courses, instructor changes, number of units or grading option can also be made. Online changes are made via the “Study List” tab. It is important to be aware of the study list filing dates. Changes in the study list after the study list filing deadline date requires a Study List Change Petition to be filed and a $5 fee. Please check the deadline for filing a Study List Change Petition. Any study lists filed after the deadline date will require a Late Study List Petition and payment of $50 late fee.
All of the above deadline dates can be found by linking to:
http://registrar.ucsf.edu/registration/deadlines
INFORMATION FOR INCOMING STUDENTS

Academic and Administrative Calendars
TICR classes use a different calendar. Check the website for each class to confirm the start date.

2014–2015

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<thead>
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<th>49 days of instruction</th>
<th>48 days of instruction</th>
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**Spring Quarter 2015**

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2015–2016

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### INFORMATION FOR INCOMING STUDENTS

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### Graduate (Academic) Advisors

A DEB faculty member will serve as your academic advisor during the 1st and 2nd years in the PhD program, henceforth known as a Graduate Advisor. Graduate Advisors offer guidance to help students clarify their research interests, prioritize training areas to match their goals, identify important professional development strategies and provide oversight for the student’s academic progress, e.g., coursework, professional conferences, identifying other faculty to meet with, possible funding opportunities.

Incoming students will be matched with a Graduate Advisor who has the relevant background to guide you during your first years in the program. You should meet with your Graduate Advisor at least once a quarter to discuss coursework and for general advice. Graduate Advisors are important in helping you identify a
INFORMATION FOR INCOMING STUDENTS

Research Advisor if you do not already have one. In some cases, your Graduate Advisor may become your primary Research Advisor for your dissertation work, but this is not necessary.

Research (Dissertation) Advisors
During the first two years in the program, you will need to identify a UCSF faculty member to serve as your primary mentor for your dissertation work, henceforth known as a Research Advisor. This person may or may not be the same person as your Graduate Advisor. Your Research Advisor’s role is to help you:

- Identify a dissertation topic, i.e., define a specific, manageable set of research questions which would coincide with the required 3 publishable papers to complete the PhD program.
- Identify other appropriate research committee members, i.e., individuals with appropriate expertise to oversee the dissertation research.
- Oversee dissertation research and help you to stay on track, solve problems, and think seriously about the substantive questions in your research area.
- Obtain funding to support your stipend and tuition.
- Plan for next stages of your career. This means considering professional development goals, thinking about post-doctoral programs or other next steps, meeting major researchers in the field, attending conferences, etc.

Part of the role as a student’s Research Advisor is to help students protect time to complete training, e.g., attend classes and pursue his or her independent research project. Note that if your Research Advisor is outside of the DEB or is unfamiliar with the PhD program, you will be assigned a Graduate Advisor who will serve as an academic advisor regardless of your year in the program. If the Research Advisor is closely affiliated with the PhD program, they will also serve as the student’s Graduate Advisor and help the student choose courses. When considering possible Research Advisors, discuss the pros and cons of alternative mentors with your Graduate Advisor. See Part 5 for more information on the dissertation and choosing a Research Advisor.

Choosing an Area of Concentration and Courses

Choose an Area of Concentration (AOC) that fits with your own long-term passion. It is fine to combine areas of concentration or pursue multiple areas, but recognize that there is an opportunity cost to being too diffuse. You should identify areas in which you want to develop a depth of knowledge. The areas of concentration are intended both to help guide you regarding the substantive knowledge and methodological tools you need in particular fields, and to help you communicate to other people (potential employers) what your areas of interest are.

Each AOC has recommended courses. These courses were chosen by faculty to cover specific relevant knowledge, and are therefore likely to include content that would be addressed in your qualifying examination. You should discuss with your Graduate Advisor whether there are other classes that might cover important content for your interests. You may find many other courses at UCSF (in other departments, see the UCSF course catalog at: http://coursecatalog.ucsf.edu), at UC Berkeley, Stanford, or other area universities. The curriculum here is very flexible, with a generous allocation for pass/fail classes or independent studies. The intention of this flexibility is to allow you to pursue topics that are not addressed in an existing class and to take courses that you expect will be very challenging. Your role as an epidemiologist will entail collaborations with people from many fields, including physicians, basic scientists, data mavens, social scientists, and policy leaders. We encourage you to pursue coursework in which you
INFORMATION FOR INCOMING STUDENTS

will encounter classmates and research from these fields. In some cases, a course that seems ideal with respect to content may not quite fit with your schedule or other constraints. If so, it may be possible to enroll in some version of the course as an independent study, either mentored by the primary faculty or by another faculty member.
COURSEWORK

Required Coursework

PhD students are required to spend six quarters in residence taking coursework. You must enroll in a minimum of eight units per quarter and must complete a total of 52 units to complete the ETS requirements. Overall, you are expected to develop expertise in epidemiologic theory and methods, biostatistics, and a “third area” (i.e., not epidemiology or biostatistics) designated by you, relevant to your AOC, and research interests (e.g. demography, anthropology, oncology, behavioral science, virology). To accomplish this, you will take a series of advanced doctoral level courses during your first two years in the PhD program.

Expected courses include: 1) three quarters of advanced epidemiologic methods sequence, 2) a five-quarter intermediate to advanced biostatistics sequence, 3) topic specific epidemiology (“elective”) courses and 4) a PhD Seminar throughout the program.

All ETS PhD students will meet for a two-hour seminar every other week which will include topics of importance in the practice of epidemiology, the opportunity to present and listen to students’ works in-progress (WIP) research, and will address professional development areas. First year students will additionally meet on alternating weeks for a faculty-facilitated seminar emphasizing epidemiologic methods to supplement core coursework.

In addition to the six quarters of residency (during which coursework is typically completed) a written qualifying examination and the completion of an approved dissertation are required for graduation from the PhD program.

Guidelines for typical and acceptable courses of study are provided, but variations are liberally considered by the Graduate Advisor depending on the goals and previous training of the student. Note that the qualifying examination will cover material from core courses in epidemiology and biostatistics, as well as content area specific material likely covered in elective courses associated with each AOC.

In the first year of study, with the assistance of your Graduate Advisor, you will be expected to formulate a program of study concordant with the expected dissertation topic that would guide topic-specific and experiential course work. These areas or others could be chosen by you, and customized as needed. Formulation of the coherence of the program of study will be your responsibility with oversight and advice from your Graduate Advisor, or Research Advisor, if already identified.

Sample 4-Year Plan of Study

A full course load requires a minimum of eight units per quarter, but more may be appropriate depending on other commitments (students have taken up to 15 units in a quarter). This sample program is to provide some basic guidance and a default timeline, but courses and timing should be modified based on your background and goals. Requirements to test out of a course or replace with equivalent coursework can be provided by each faculty member upon request. A total of 52 units are required for graduation.

To facilitate timely progress in the program, all students will be required to complete annual progress reports and to discuss them with their advisor (Graduate Advisor, or Research Advisor, if already identified).
COURSEWORK

Notes: Course Codes (Units) shown below.  
Units noted as (?) depend on your specific course selection.  
Expected courses are noted with an asterisk (*).

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<thead>
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<th>Year 1</th>
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<th>Spring</th>
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<tr>
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<td>EPI 270* – PhD Seminar</td>
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Optional Electives

Many other courses are offered as part of other existing graduate programs at UCSF and at other institutions and UC campuses, such as UC Berkeley, through the Intercampus Exchange Program.

Additionally, through the San Francisco Consortium, any regularly enrolled, full-time matriculated student at UCSF may register for courses offered by other member institutions (members include San Francisco State University, Hastings College of the Law). The UCSF-Stanford Exchange allows UCSF students to cross-register for courses at Stanford. To learn more about the Intercampus Exchange Program and cross-registration at other San Francisco Bay Area universities, go to: https://graduate.ucsf.edu/registration-policies-and-deadlines.

Example Elective Course Options

Cancer Epidemiology
- EPI 217 – Molecular and Genetic Epidemiology
- EPI 240 – Qualitative Research Methods
- EPI 222 – Health Disparities Research Methods
- EPI 252 – Cancer Epidemiology
- EPI 214 – Systematic Reviews
- BMS 230 – Advanced Topics in Cancer Research
COURSEWORK

- EPI 245 – Translating Evidence into Practice
- EPI 255 – Social Epidemiology

Epidemiology of Aging
- EPI 210 – Epidemiology of Aging
- Sociology 233 – Sociology of Aging
- PH C217D – Biological and Public Health Aspects of Alzheimer's Disease**
- PH C129 – The Aging Human Brain**
- PH 217C – Aging and Public Health**
- Nursing 216B – Cardiovascular Disease II

Biostatistics
- PH C240C – Computational Statistics with Applications in Biology and Medicine**

Bioinformatics
- EPI 206 – Medical Informatics
- BMI 206 – Introduction to Bioinformatics
- BMI 203 – Biocomputing Algorithms
- BMI 219 – Special Topics in Bioinformatics

Infectious Disease Epidemiology
- IDS 105 – Infection, Immunity & Inflammation
- GH 202A – Communicable Diseases of Global Importance
- EPI 253 – Infectious Disease Epidemiology
- PH 242B – Modeling the Dynamics of Infectious Disease Processes**

Global Health
- GH 201A – Global Public Health
- GH 202A – Communicable Diseases of Global Importance
- GH 202B - Chronic Diseases and the Environment
- EPI 242 – Program Evaluation in Clinical and Public Health Settings
- EPI 253 – Infectious Disease Epidemiology
- GH 202F – Strategic Information in Global Health

Genetic Epidemiology
- EPI 217 – Molecular and Genetics Epidemiology
- BIOSTAT 219 – Statistical Methods in Genetic Epidemiology
- PH 256 – Molecular and Genetic Epidemiology & Human Health in the 21st Century**
- BMS 255 – Genetics & Genomics

Environmental and Occupational Epidemiology
- EPI 256 - Environmental and Occupational Epidemiology

Social Epidemiology
- EPI 254 – Social Epidemiology: Methods, Measures, and Concepts
- EPI 255 – Social Epidemiology
- EPI 213 – Decision and Economic Analysis
- EPI 217 – Molecular and Genetics Epidemiology
- EPI 249 – Translating Evidence Into Policy
- EPI 214 – Systematic Reviews

** Course is offered at UC Berkeley
COURSEWORK

Grades

Course Grading
Instructors are required to assign specific grades for all students and must file course reports with the Registrar at the end of each quarter. Letters grades are reported as follows:

- A = excellent
- B = good
- C = fair
- D = barely passing
- F = failure
- I = incomplete
- S= satisfactory
- U= unsatisfactory
- IP = in progress
- NR = Not Ready

A course in which you receive a grade of D or F cannot be counted toward a graduate degree, but is calculated as part of the grade point average. If you repeat a course in which a D or an F was reported, the original grade will remain on your record.

Grade points per unit are as follows:

- A = 4
- B = 3
- C = 2
- D = 1
- F = 0
- I = undetermined

Optional Grading (S/U)
Some courses are graded on a satisfactory/unsatisfactory basis only. In all other courses, S/U grading may be offered as an option to graduate students. Unless you elect the S/U option, a letter grade must be assigned. In order to elect the S/U option, you must indicate S/U grading for the course on the study list.

Pass-fail grades for graduate students are reported as S (satisfactory) or U (unsatisfactory). An S grade is awarded for work that would otherwise receive a grade of B or better. Courses graded S are counted toward the unit requirement for a graduate degree but are not calculated in the grade point average. A U grade is assigned whenever a grade of C, D, or F would otherwise be given. You should complete a sufficient number of letter-graded courses to demonstrate concretely the academic quality of your scholarship. We encourage you to consider taking “stretch” courses with the S/U grading; this is a great mechanism to take advanced specialty area courses, for example.

A maximum of ten units of course work for which S/U grading is elected may be used toward the 52-unit requirement for a graduate degree.

Incomplete Grades
The grade “I” is assigned when your work is of passing quality but incomplete for good cause. Assignment of an incomplete grade is at the discretion of the course instructor. You should not request an incomplete grade unless you are unable to complete the work because of sudden illness, personal emergency, or other good cause. An incomplete grade is not to be regarded as the solution to poor performance in a course. An incomplete grade must be removed within one calendar year or by the end of the quarter in which it is next offered. If it is not removed, the grade of F will be assigned.
COURSEWORK

You must petition to have the “I” grade removed. The “Removal of Provisional Grade” form ([http://registrar.ucsf.edu/forms](http://registrar.ucsf.edu/forms)) is used for this purpose. You will also need to pay a fee that will be charged upon submission of the petition.

The Registrar will send the instructor the grade report petition. Upon receipt of the petition by the Registrar from the instructor, the “I” grade will be changed on the permanent record. An “I” grade can delay your progress toward the degree since the Graduate Division will not allow a student to advance to candidacy, apply for filing fee, or graduate with an incomplete grade on the record. You will be reminded of the need to remove “I” grades by the Graduate Division.

Standards of Scholarship

UCSF requires that graduate students maintain a cumulative grade point average of 3.00 (B) in their programs of study and must make satisfactory progress toward the degree as defined by the ETS PhD Program Director and Program Steering Committee (PSC). If you fail to maintain a 3.00 GPA or fail to make satisfactory progress toward the degree, you are subject to dismissal by the Graduate Dean after consultation with the PhD Program Director and PSC.

Your progress toward the degree is reviewed periodically by your Graduate Advisor or Research Advisor on a mutually agreed upon schedule and by submitting a “Student Annual Progress Report”. Completion of ETS program requirements is documented and maintained in the program’s student files by the PhD Program Manager. Any deficiency or failure to meet the standards of the program is discussed with you and confirmed in writing.

Independent Study

Independent study provides an opportunity for advanced students to meet with individual faculty on study topics of special interest in a tailored manner with individualized readings and experiential learning. You should enroll in EPI 296 for up to four units for the quarter in which you intend to do your independent study (usually independent studies are only one or two units and should be based on your time commitment). If you are pursuing an independent study, you will be expected to write a summary describing the independent study and submit it to the PhD Program Director for approval, in addition to giving a presentation during PhD seminar on the independent study at the end of the quarter.

You should identify a topic of special interest for your independent study, although faculty may suggest modifications or a more specific focus than your original idea. Typically, faculty advisors help you develop a reading list related to the topic and meet with you approximately once a week to discuss the readings as well as other problems you have been puzzling over, and help you in general to gain a deeper understanding of the topic. Sometimes the independent study involves more than readings (e.g. a small and clearly defined data project or developing a plan for a research study). As this is an “independent” study, the onus is on you to guide the content and direction. Independent studies are a way for you to pursue specific research areas outside of coursework and the required Research Team Rotations.

Required Research Team Rotations

Research Team Rotations provide extensive specialized experiential training with a specific deliverable (e.g. survey instrument, statistical plan, manuscript) which differentiates them from independent studies. You should enroll in EPI 297 for four units for the quarter in which you intend to do your Research Team Rotation.
COURSEWORK

You are required to complete two quarters of Research Team Rotations (four units each), similar to the Lab Rotation requirement in other established PhD Programs at UCSF (e.g., BMS, BMI and PSPG). The objectives of these Research Team Rotations are for you to have the opportunity to:

- Apply concepts taught in formal classes;
- Learn practical aspects of leading research projects and public health initiatives, including how to work within a research team or group;
- Acquire exposure to areas of research other than your primary area and establish broader expertise and understanding of epidemiology;
- Launch projects with potential for developing into dissertation research topics;
- Decide on a Research Advisor, if not already identified.

At least two Research Team Rotations are required. They are intended to help you expand your breadth of expertise and are not intended to be extensions of work that you are already undertaking with a previously selected Research Advisor. Therefore, if you have already identified a primary Research Advisor for your dissertation work, you are strongly encouraged to pursue Research Team Rotations with two additional faculty or researchers, who are not your Research Advisor. In contrast, if you have not yet identified a Research Advisor, you should pursue Research Team Rotations to help identify a Research Advisor for your dissertation work. Research Team Rotations are most productive after completing the yearlong sequences in epidemiology methods and biostatistics, as described above. We encourage you to wait until at least spring of year one to begin Research Team Rotations.

Research Team Rotations insert you into active research teams at UCSF or affiliated institutions. Rotations outside of UCSF affiliates may be appropriate based on your goals and research interests, provided appropriate mentorship is available. You are apprenticed under a specific member of the research team (the Rotation Director), who manages and is responsible for your experience. The goal for the Rotation Director is to provide author-level involvement (i.e., participation in research at a level justifying future inclusion as an author on a subsequent publication) for the student, and to help define this involvement such that, at the end of the rotation, you are expected to have produced a specific deliverable.

Fill out the Research Team Rotation Description form, in collaboration with the Rotation Director, when you are ready to propose a rotation and email it to the PhD Program Director. You may be asked to provide more details or clarify the goals of the Research Team Rotation before it is approved. Note Research Team Rotation proposals are typically presented during PhD seminars early in the quarter and findings must be presented at the end of the quarter or beginning of the following quarter.

Examples of useful research products include, but are not limited to: 1) a research questionnaire or other data collection tool; 2) an operations manual chapter; 3) a set of research measurements from a wet lab or other setting; 4) an annotated set of statistical analyses/tables/figures; 5) an abstract for a research conference; and 6) a manuscript for submission to a peer-reviewed journal. You should also produce a short proposal for an ancillary study or analytic project based on the research conducted by the Research Team. These proposals may launch future research projects and collaborations for you. A plan for Research Teams Rotations should be part of the Year 2 Plan of Study approved by the Graduate Advisor. The subject matter for each rotation, however, is not prescribed by the PhD Program and would be determined by the Research Team (represented by the Rotation Director) and by you.
COURSEWORK

Previous student examples of Research Team Rotations include:

- Developing an analytic plan for an open label extension of a randomized-clinical trial that included the use of marginal structural models.
- Mapping health services outreach visits in Zambia using ArcGIS and QGIS to show differences in health services coverage between interventions vs. control districts.
- Conducting a Genome Wide Association Study to identify polymorphisms associated with specific cancer phenotypes.
- Developing an instrument to measure care giver-reported diarrheal disease among children under five years old in Ethiopia.
- Learning how to conduct an interrupted time-series analysis using previously collected data.
- Conducting survival analysis and calculating age-adjusted incidence densities using abstracted medical records data.
- Evaluating the efficacy of Topiramate among Alcohol Dependent Individuals with PTSD using biomarkers of recent alcohol consumption and self-report through time-line follow-back.
- Designing a baseline survey to understand study participant profiles to tailor telephone intervention tool and collect baseline data on diabetes measures.
- Summer rotation at WHO developing tools to assist countries with implementation of WHO systematic screening for Tuberculosis guidelines.

At the conclusion of your rotation, the Rotation Director must email the PhD Program Director a letter grade and you are expected to present on your rotation experience in PhD Seminar (EPI 270).

Teaching

You will be expected to participate as a teaching assistant in two basic courses. Students will typically serve as a Teaching Assistant (TA) in one Epidemiology course (i.e., EPI 150.03, 202, 203, 204, 205, 207, 211, 213, 217, or 245) and in one Biostatistics course (i.e., BIOSTAT 200, 208, 209, 212, or 215) over a two-year period starting in the second or third year. In most cases, you will have taken these courses in the first or second year. You may receive independent study credits for serving as a TA. Unit credits for these teaching roles will be determined based on the number of units for the course you are serving as a TA through enrollment as an independent study in EPI 296. Teaching serves a dual role in the preparation of doctoral level epidemiologists/translational scientists. First, it requires you to improve and organize your own knowledge in the field so that you can present and explain the material to others in an effective manner. Second, it gives you a teaching experience that is invaluable should you continue on to academic positions.

A second opportunity to gain teaching experience is to propose a course for which you will serve as the Co-Course Director and Lecturer under the supervision and sponsorship of a faculty member. If approved, you can receive unit credits for teaching your proposed course, again through enrollment as an independent study, EPI 296. If you are considering this, first identify a potential faculty mentor for the course and consult with the PhD Program Director to determine feasibility of your proposed course.

In addition, you can receive teaching training from the Haile T. Debas Academy of Medical Educators (http://medschool2.ucsf.edu/academy); which offers various courses and workshops to faculty and pre-doctoral fellows in writing a course syllabus, assessment instruments and in-class innovative teaching techniques. The Academy also offers the opportunity to participate in the Teaching Observation Program (TOP) (http://medschool2.ucsf.edu/academy/faculty_development/tip-top.aspx).
PREPARING FOR YOUR QUALIFYING EXAMINATION

Structure of the Qualifying Examination
You must take and pass a two-part qualifying examination. Part 1 will assess mastery of core epidemiologic methods and Part 2 will establish a level of expertise related to your anticipated AOC. You must apply to the Graduate Division to take the qualifying examination (using the “Application for the Qualifying Examination” form), with the written approval from the chair of your Qualifying Exam (QE) Committee.

Part 1: Core epidemiologic methods
Part 1 of the QE is offered once a year in June and all students must write the exam at the same time, typically at the end of the second year of the PhD program, after the completion of all required coursework. The exam will be taken over one day with six testing hours at a computer with no internet connection or other resources. The following competencies will be covered: (1) study design and sampling, (2) measurement and validity, (3) bias e.g., confounding, selection bias, information bias and random error, (4) statistical analysis, and (5) surveillance, outcomes, and cost-effectiveness.

Part 1 of the exam is graded by at least two faculty members, masked to the identity of the students. If you receive either a “fail” mark on one or more questions or receive a “marginal pass” mark on two or more questions, we will consider you to have failed Part 1 of the QE. You will be notified of your pass/fail status within 3 weeks of taking the exam. You will only be allowed to take Part 2 after you have passed Part 1. In the event that you fail Part 1, you may take a repeat exam in December or along with the next cohort in June of the following year. The repeat exam will cover all of the above competencies, not just the question(s) you failed. If you fail Part 1 again, you may not continue in the program, subject to final review by the PSC.

Part 2: Topic specific expertise and preparation for independent research
Part 2 of the QE is an open book, take-home, four-question exam. Exam questions will be prepared by your QE Committee (a committee of faculty that you nominate). Each committee member will contribute one question, after discussion and review with the QE chair and the PhD Program Director about the level and appropriate purview of the questions. Each committee member will grade the question he or she wrote (high pass, pass, marginal pass, fail). All QE members will also have the opportunity to make comments on all question responses, whether or not they contributed the question to ensure that the committee reaches consensus regarding whether the student passes the exam. These comments will be submitted to the QE chair who will communicate the grade to the student. To ensure fairness to all students, final review of the questions and the grades will rest with the PSC.

Faculty will provide word count limits for their respective questions. A typical word length for a question would be around 1000-1,500 words, not including references. Students will have two weeks to complete the exam, and may start at any point within three months following successful completion of Part 1 of the QE.

You will be asked to rewrite any section of Part 2 of the exam marked as a “marginal pass” or “fail.” If you receive a “marginal pass” or “fail” on one section, you will have a week after receiving the mark to rewrite the failing sections to be resubmitted for grading (one additional week will be given for each question you must retake). You will submit a point-by-point response to the first review,
PREPARING FOR YOUR QUALIFYING EXAMINATION

following the format of responding to a journal article review, along with a revised answer. These will be submitted to the PhD Program Director, the grading faculty, other committee members, and the QE Committee chair; these individuals will make a final recommendation to the PSC if the exam is still deemed to be failing. If your response to a failed question on Part 2 of the exam is again deemed failing, you cannot continue in the program, subject to final review by the PSC.

Choosing a Qualifying Exam Committee
You will propose a Qualifying Exam (QE) committee of four faculty members, all four of whom should be academic senate members, after consultation with your Graduate Advisor:

<table>
<thead>
<tr>
<th>1) Chair of the QE Committee</th>
<th>The faculty member designated the chair of the QE Committee must be a UCSF Academic Senate member, a DEB faculty member, and cannot be your Dissertation Committee chair. Your Dissertation Committee chair can be on the QE Committee as a member but cannot serve as the chair of the QE Committee. The chair of the QE Committee coordinates integration of results and convenes a group discussion, if needed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2) Epidemiologist</td>
<td>You can petition to include faculty who are not UCSF Academic Senate for the Epidemiologist or the Biostatistician or “outside” members Use the general petition form in the Appendix for this purpose and submit it to Rick Wyllie (email: <a href="mailto:Rick.Wyllie@ucsf.edu">Rick.Wyllie@ucsf.edu</a>) in the Graduate Division, along with the CV of each proposed non-Academic Senate committee member.</td>
</tr>
<tr>
<td>3) Biostatistician</td>
<td>The “Outside Member” must be a faculty member who is not considered core DEB faculty. *</td>
</tr>
<tr>
<td>4) Outside Member</td>
<td>The “Outside Member” must be a faculty member who is not considered core DEB faculty. *</td>
</tr>
</tbody>
</table>

*Academic senate membership is determined based on the faculty member’s exact title (http://regents.universityofcalifornia.edu/governance/standing-orders/so1051.html). If you are uncertain whether a particular faculty member is an academic senate member the Program Manager should be able to tell you.

Each QE Committee member should meet with you prior to the development of exam questions to understand your broad research agenda. The entire committee must review your QE materials and have input into the decision to pass you before a report is made to the Graduate Dean. In the case of a divided vote, individual members of the committee must state their reasons for the affirmative and/or negative votes. The matter is then referred to the Graduate Council for a final decision.

Preparing for Part 1
You should set aside protected time each week to review material in preparation for the QE, typically starting in the Winter quarter of the 2nd year. You are encouraged to develop review materials (e.g., study guides) independently or with others in your cohort who are also preparing to take the QE. The core competencies should guide you in identifying potential topics for the QE

1) Study design and sampling
2) Measurement and validity
3) Bias e.g., confounding, selection bias, information bias and random error
4) Statistical analysis
5) Surveillance, outcomes, and cost-effectiveness
PREPARING FOR YOUR QUALIFYING EXAMINATION

In previous years, students divided up the competencies and each prepared a study guide for a competency. The study guides were then used during group study sessions led by another student (not the student who prepared the study guide). The content from the core expected courses provides the material for Part 1 of the QE. Students have also taken practice exams in sittings that mirror the exam setting and prepared practice written exams for each other, which proved useful.

Preparing for Part 2

You should meet with each QE Committee member and discuss dissertation research plans to identify potential topics for exam questions. Additionally, it is helpful for committee members to have a summary of your proposed dissertation work. Because our program is small, most faculty members have not served on many committees for PhD students. It is important that students remind the QE Committee members about deadlines for QE exam question submission deadlines and inform them about the QE process.

Usually, Part 2 questions will draw on content from classes recommended for your AOC and/or content the student has pursued in working with faculty members. The material will address topics specific to the intended AOC you have chosen. Reviewing relevant materials prior to taking Part 2 of the QE is recommended.

Filing the Relevant Forms for the Qualifying Examination

Application for the Qualifying Examination

- You must be registered at the time the examination is given. For example, if Part 1 is being given in June, you must be registered for Spring quarter of the same year.
- You must apply for admission to the qualifying examination and have it approved by the Graduate Division at least one week before the exam is administered. Typically the “Application for the Qualifying Examination” form is filed early in the Spring quarter if Part 1 of the QE is administered in June of the same year. More information is available at: https://graduate.ucsf.edu/phd-degree.
- The ETS PhD Program requires that this form be returned to the Program Manager prior to processing by the Graduate Division. The Program Manager will document/file and send original documents to the Graduate Division.
- To be eligible for the examination, you must have completed at least one quarter in residence and have a cumulative grade point average of at least 3.00 in all courses taken in graduate standing.
- After submitting the “Application for the Qualifying Examination” form to the PhD Program Manager who will then process the form to the Graduate Division, you will receive official approval for the proposed QE Committee to administer the exam. Once the application is approved, the Graduate Division will notify you and Program Manager via email.

Report on Qualifying Exam

- The chair of the QE Committee shall report the results of the Qualifying Exam, upon successful (passing-grade) completion for Parts 1 and 2, to the Graduate Division via the form: “Report on Qualifying Exam for Admission to Candidacy” found at: https://graduate.ucsf.edu/phd-degree. It is expected that the student ask the QE Committee chair to forward the approved/signed report to the PhD Program Manager before sending to Graduate Division. The Program Manager will document/file form and then send to Graduate Division for processing.
PREPARING FOR YOUR QUALIFYING EXAMINATION

- Once the form is received and QE results have been confirmed by the Graduate Division Admissions Dean, you and the PhD Program Manager will be notified via e-mail of successful completion of the QE and that no deficiencies (such as incomplete grades) will preempt processing. The next step will be to complete the “Application for Candidacy for the Degree of Doctor of Philosophy” form.

Advancement to Candidacy
- Provided that you have no deficiencies as mentioned above, you may advance to candidacy. Students must also be registered in the quarter in which they advance to candidacy.
- The “Application for Candidacy for the Degree of Doctor of Philosophy” form should be completed and sent to the ETS PhD program manager before processing continues at the Graduate Division. For students who finish the exam requirements during the summer, we recommend filing for advancement to candidacy during the first week of the Fall quarter.
- The application for candidacy requires you to indicate your proposed dissertation title, Dissertation Committee nominees (names of your proposed Dissertation Committee) who will guide the research and approve the dissertation, and a $90.00 application fee which will be covered/offset by the PhD Program.
- The proposed Dissertation Committee (as named on the application for advancement to candidacy), typically consists of three or more Academic Senate members. If one or more proposed committee members is not a member of the UCSF Academic Senate, you may petition the Graduate Division to accept a non-senate member to serve on your committee using the general petition form; this form can be found in the Appendix. The non-senate member may not be the chair of the committee, but may serve on the committee as a regular member or co-chair with an approved UCSF Academic Senate member.
- All research involving human subjects, including analyses of previously collected data, must have been approved (or declared exempt) in writing by the UCSF Committee for Human Research (CHR) in order to be included in a dissertation, regardless of which or how many other such committees elsewhere have previously approved the research.
- Candidacy for the doctoral degree is lapsed if you have not completed requirements for the degree within four years (12 quarters excluding summer session) after advancement to candidacy. Leaves of absence count towards this time. Upon lapse of candidacy, a petition for reinstatement must be accompanied by a recommendation from the ETS PhD Program Director on whether or not a new qualifying examination and/or additional course work is required.
- Once you have advanced to candidacy for a doctoral degree, you will be considered full-time for the remaining academic quarters as a registered graduate student in pursuit and preparation of the written dissertation.
- At least three quarters in registered student status must elapse between advancement to candidacy and conferral of the degree.
WRITING YOUR DISSERTATION

Structure of the Dissertation
The dissertation is the final and most important step in a program for the doctoral degree. It should be a work of independent research, which makes an original contribution to knowledge in your academic discipline, and should be of sufficient depth and quality to be published. Analyses for dissertation work should not have begun prior to the formation of the Dissertation Committee.

The goal for the dissertation is to have you conduct original epidemiologic/translational research that will produce publishable results. You are strongly encouraged to carry out primary data collection for at least one component of your dissertation research or seek involvement in a primary data collection initiative via a research rotation. You are expected to have had experience in all of the key phases of epidemiologic research (e.g. conceptualization of the question; critical review of the existing literature; preparation of a grant proposal; collection, management, and analysis of epidemiologic data; and writing of one or more manuscripts for publication) and you will have been tested on these essentials in your QE.

With Dissertation Committee oversight, doctoral candidates will produce three (or more) publishable first authored articles. If one or more of these papers has already been published before the dissertation is filed, the Graduate Division requires that all co-authors of the paper give written permission for the paper to be submitted as part of the dissertation. Research completed and scientific papers written before the student has entered the doctoral program cannot be used as a part of the dissertation under any circumstances.

Choosing a Research (Dissertation) Advisor
This is a very important decision. Of course, you should choose someone with expertise in the area you wish to pursue. But also, consider whether the faculty member can help you find funding, whether you admire his or her research, and whether you enjoy and respect him or her on a personal basis. Talk to other people who have trained with the faculty member, they can serve as great informational resources and provide insight about working with the faculty member.

Have a concrete conversation with your potential mentor about his or her expectations for frequency of meetings, your role in the group as a whole, and the mentor’s level of excitement about the research you want to pursue. Be aware of common pitfalls in choosing an advisor: choosing faculty members who don’t challenge you to do your best possible work; or choosing faculty members based solely on prominence and who may have less time to mentor students than more junior faculty members who are equally brilliant. It is important that students do not underestimate the significance of personality differences in determining whether they are compatible with the potential research advisor. Good mentors will consider how to accommodate the specific strengths and weaknesses of each student.

Choosing a Dissertation Committee
• A Dissertation Committee consists of at least three Academic Senate members nominated by you and approved by the Graduate Dean to oversee the research and unanimously approve the dissertation research:

<table>
<thead>
<tr>
<th>Chair of the Dissertation Committee</th>
<th>The chair of the Dissertation Committee cannot be the chair of the QE Committee. Typically, the Research Advisor serves as the chair of the dissertation committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biostatistician</td>
<td>One of the members of the committee is a biostatistician.</td>
</tr>
<tr>
<td>“Outside Member”</td>
<td>One member must be “outside” the Graduate Group* in ETS</td>
</tr>
</tbody>
</table>

*The Graduate Group in ETS comprises all DEB primary and affiliated faculty who are members of the UCSF Academic Senate.
WRITING YOUR DISSERTATION

- You may have additional Dissertation Committee members if they add relevant expertise to your committee.

- Faculty from UC Berkeley (or other universities) can be appointed to serve on Dissertation Committees at UCSF or serve as the outside member with an approved petition to the Graduate Division Dean's Office (via Rick Wyllie, em: Rick.Wyllie@ucsf.edu), but cannot chair such committees (unless they concurrently hold an adjunct appointment at UCSF and have been approved by the UCSF Graduate Division to chair Dissertation Committees).

- Professors, assistant and associate professors and UC emeritus professors are Academic Senate members. In order to add a non-Senate member to the committee, the student must submit a petition to the Graduate Division. The petition must provide the justification for including non-Senate members, their CV, and be signed and approved by the Graduate Advisor, Dissertation Committee chair, and the QE chair. The petition and CV will be reviewed, then approved or denied by the Graduate Dean. In no instance may a non-Senate member be appointed the chair of the Dissertation Committee. More information can be found at: https://graduate.ucsf.edu/phd-degree.

- The Graduate Division assigns to your Dissertation Committee the ultimate authority to determine what constitutes an acceptable dissertation and to certify that you have successfully completed that task. As a result, some doctoral students may conduct analyses of previously collected data for one or more components of your dissertation. In instances when you use previously collected data in your dissertations, you may be asked to demonstrate your proficiency in field methods, for example by writing a summary of your fieldwork-related activities during the two Research Team Rotations.

Getting It Done

During the dissertation years, without the structure of coursework, you may find it challenging to manage your time and maintain consistent progress on your dissertation. We recommend that you form a support structure including other students in the dissertation phase and set up routine meetings to discuss progress and barriers. Routine meetings with your Research Advisor are also usually very helpful to ensure that you are making timely progress.

The UCSF Student Health & Counseling Services provides many resources for students during this critical period of their PhD career. This includes an in-person workshop that primarily focuses on mental and emotional barriers before, during and after the qualifying examination as well as strategies for completing your dissertation, which students may find helpful. An ongoing open-ended qualifying exam and dissertation support group for graduate students is also available as an additional resource. Other resources can be found at the following:

- UCSF Learning Resource Services: http://learn.ucsf.edu/
- Mind Tools has resources for career and personal development: http://www.mindtools.com
Working with the Dissertation Committee

- The role of the Dissertation Committee is to oversee the development of the dissertation. They should give you feedback and guidance throughout the process, although the most interaction will typically be with the Dissertation Committee chair (your Research Advisor).

- When forming a committee, you should consider the areas of expertise you will need to complete your proposed research and ask people who have expertise in those areas.

- Although not formally required, it is recommended that soon after the completion of the QE; you officially form your Dissertation Committee and file it with the Graduate Division by listing them on the “Application for Candidacy for the Degree of Doctor of Philosophy” form. Furthermore, we recommend that you prepare a dissertation prospectus and meet in person with all dissertation members to solicit their input, feedback, and ensure that all parties are in agreement with regard to your proposed research path.

- The committee must approve and confirm that the dissertation research satisfactorily fulfills the requirements of the PhD. This may be more than simply “publishable research”, but rather constitutes high-quality independent research per the assessment of the committee. During your first committee meeting, you should review your plans for all 3 papers and ensure that all committee members approve.

- The committee should meet, at a minimum, once for each paper (a minimum of three times for a three-paper dissertation format). Committee members may meet via teleconferencing if logistics prevent meeting in-person, in which case the Program would then advise you to meet occasionally on a one-on-one basis with each committee member.

- Committee members are key resources for you in the future – they often provide references and resources later in your career. For them to be able to do this, it helps if they know you reasonably well, and have discussed your science in some depth.

- If one or more papers is published before completion of the dissertation, you should decide with your committee members whether the published version should be in the dissertation or a different version. Typically, in the course of the research, you may have done much more work than is manifest in the published paper, and you may wish to show that work in your dissertation paper.

- Although committee members may be more or less involved in each paper, they must all sign off on each paper.

- At least one paper should be submitted to a peer-reviewed journal by the time you complete your dissertation. Of course, it is great if the papers are further along, but this is a minimum.

- When you submit a dissertation to the Graduate Division which has been signed by all members of the committee, it is a guarantee that all requirements for the degree program have been met and that the degree may be conferred.
GRADUATING AND POST-GRADUATION

Graduate Division Dissertation Submission Guidelines

- The content and style of the dissertation is entirely at the discretion of the ETS PhD program and your Dissertation Committee. Regulations of the Graduate Division are concerned primarily with the form of the final dissertation document. Guidelines for completing the dissertation are available online at: https://graduate.ucsf.edu/submitting-thesis-or-dissertation. Instructions for formatting the dissertation document can be found at: https://graduate.ucsf.edu/document-format.

- The deadline for submitting the dissertation is the last working day of the quarter. You must submit an electronic copy of your dissertation to the Graduate Division through Proquest. Your dissertation then becomes an official and permanent record available for use by other scholars and the public. Previously submitted UCSF dissertations can be found at: http://search.proquest.com.ucsf.idm.oclc.org/pqdt/advanced

- After you submit your dissertation via Proquest and notify Rick Wyllie at the Graduate Division by sending him the dissertation title page with original signatures (email: Rick.Wyllie@ucsf.edu), he will notify the PhD Program Manager to ensure that you have met all of the departmental program requirements prior to approving the PhD degree conferral.

Planning for After Graduation

We recommend that you have a very candid and concrete conversation with your Research Advisor regarding your professional plans after graduation at least a year before graduating. For example, if you will graduate in June 2018, then sometime in the spring of 2017, you should talk with your advisor about possible next steps. If you plan to pursue a typical academic path, you will most likely seek a post-doc. Post-doctoral fellowships are sometimes perceived as a delay before applying for faculty positions; however, post-doctoral years can often be intellectually stimulating and provide an invaluable launching pad for a successful faculty career.

Talk with your Research Advisor about possible post-doc opportunities, and how to position yourself to be most competitive. Submitting your papers is a very high priority. Post-doc reviewers will want to see that you have strong ideas and the technical skills to implement those ideas. Depending on the post-doc, you may be asked to demonstrate that you have gained some level of intellectual independence while under the guidance of your mentors. Consider this when planning your dissertation manuscripts (or other publications). More information about academic jobs can be found at: http://career.ucsf.edu/grad-students-postdocs/career-planning/academic-jobs.

Students can search for potential post-doc opportunities through individual postings at academic institutions, NIH post-doctoral fellowships, US Agency for International Development (USAID) post-doctoral fellowship programs, etc.

Although there are countless other tracks for scientists with your doctorate-level Epidemiological training -- including work in the private sector, for federal or local governments or Non-Governmental Organizations (NGOs), or as staff scientists in various environments – the faculty members students typically speak with, will all have pursued some flavor of an academic faculty career (that’s why they are faculty). You should not be surprised when faculty members circle back around encouraging you to pursue an academic career! Talk to your Research Advisor honestly about other options, other people you could talk with to learn more about other options, and the pros and cons of doing a post-doc if you are ambivalent about academia. UCSF
GRADUATING AND POST-GRADUATION

has several resources for locating non-academic job opportunities, which can be found at:
http://career.ucsf.edu/grad-students-postdocs/career-planning/non-academic-jobs.

A resource for determining which scientific career path may be the best fit for your specific skills and
interests is available at myIDP found at: http://myidp.sciencecareers.org.

Graduation
Filing Fee Status:

• If you have completed all requirements for the PhD degree with the exception of filing the
dissertation, you may as an option, apply for filing fee status in lieu of incurring registration fees
for the last quarter before graduation. The filing fee cost is currently $162 and may be covered
by the ETS PhD Program.

• A “Filing Fee Application” form must be completed and sent to the Graduate Division Office and
the Registrar. Again, it is advisable to present the form to the PhD Program Manager prior to
sending the form to the Graduate Division office. More information can be found at:
https://graduate.ucsf.edu/registration-policies-and-deadlines. Deadlines to apply for filing fee
status can be found at: https://registrar.ucsf.edu/registration/deadlines

• You should not apply for filing fee status unless you are sure that you will complete degree
requirements during the quarter. The first draft of the dissertation should be completed and all
members of the Dissertation Committee must be in agreement that further research is not
necessary.

• As a student on filing fee status, you do not register or file a study list and you are no longer
considered a fully enrolled student. Therefore if you are on filing fee status, your health
insurance will not be covered. You may however continue coverage in the UC SHIPS by enrolling
in the voluntary plan within the first 30 days of the quarter. It is advisable that students contact
the insurance coordinator at the Student Health and Counseling (415) 476-1283 prior to formal
quarter ending. Students on filing fee status do not have access to UCSF facilities (including the
UCSF Library), and are not eligible for student academic appointments (e.g. GSR, TA or tutor)
during the quarter that you are on filing fee status.

Other Graduation Requirements

• In addition to submitting the dissertation online and submitting the original copy of your
dissertation title page, you are required to fill out two online surveys: “Survey of Earned
Doctorates” and “Doctoral Exit Survey”.

• By January of the year when you have decided to graduate (for the subsequent Winter, Spring,
or Summer quarter), the PhD Program Manager should be contacted in order to ensure that
your name is entered into the graduation program to receive information from the Graduate
Division about the annual UCSF Graduate Division graduation ceremony (e.g., RSVP for
graduation and deadlines for ordering regalia). You do not need to have submitted your
dissertation before you participate in the Graduate Division graduation ceremony in May since
the dissertation deadline is the last working day of the Spring quarter, typically in June. If you
are planning to graduate in the summer term, you can still participate in the May
Commencement ceremony.
GRADUATING AND POST-GRADUATION

• You should send the PhD Program Manager a scanned copy of all official paper work submitted to the Graduate Division (all original documents are submitted to the Graduate Division) which should include the following:
  ✓ Application for the Qualifying Exam form*
  ✓ Report on Qualifying Exam for Admission to Candidacy form*
  ✓ Application for Candidacy for the Degree of Doctor of Philosophy form*
  ✓ Any petitions (if used)*
  ✓ Any forms for cross-registration at other Bay Area academic institutions*
  ✓ Dissertation title page*
  ✓ Filing Fee Application form (if used)
  ✓ Dissertation document submitted to Proquest

*Requires original signatures (electronic signatures are not acceptable)

The Final Presentation

• The UCSF PhD program in Epidemiology and Translational Science does not require a formal dissertation defense. However, you are expected to present an aspect of your dissertation research findings to department faculty at a DEB monthly seminar to be scheduled at least 8 weeks in advance. To set up a date, contact Professor Mark Pletcher, MD, MPH (email: mpletcher@epi.ucsf.edu). Please be aware that an open slot may not be available for at least six months. You should invite your Dissertation Committee members to attend your presentation.

• At earlier stages of your research, you are also expected to present your work at sessions of the PhD seminar.
GENERAL STUDENT INFORMATION – WEBSITES LINKS

- UCSF Home Page - http://www.ucsf.edu
- UCSF Department of Epidemiology & Biostatistics website - http://www.epibiostat.ucsf.edu
- Student I.D. - http://registrar.ucsf.edu/new-students/weid
- E-mail account (issued through the Office of the Registrar) - https://mail.ucsf.edu/owa
- MyAccess - https://myaccess.ucsf.edu
- CITI Training - https://www.citiprogram.org
- UCSF Graduate Division Forms - https://graduate.ucsf.edu/forms
- UCSF Course Catalog - http://coursecatalog.ucsf.edu
- TICR Courses - http://www.epibiostat.ucsf.edu/courses/schedule/course_descriptions.html
- Course websites (CLE, Moodle, Teaching & Learning Center) - https://courses.ucsf.edu
- Access to Computer Facilities @ UCSF - http://www.library.ucsf.edu
- UCSF VPN link - https://vpn.ucsf.edu/dana-na/auth/url_default/welcome.cgi
- Student Health Services - https://registrar.ucsf.edu/new-students/studenthealth
- Graduate Division - https://graduate.ucsf.edu
- Office of the Registrar - http://registrar.ucsf.edu
- Office of the Registrar deadline dates - http://registrar.ucsf.edu/registration/deadlines
- Campus Life Services - http://campuslifeservices.ucsf.edu/cls
  - Has links to the following services:
    - Arts + Events
    - Transportation/Parking
    - Housing
    - UCSF Childcare
    - Fitness/Recreation
- Office of Student Life (Graduate Student Association) - http://osl.ucsf.edu
- Student Inside Guide - http://insideguide.ucsf.edu

DEB PhD Program Contacts:

ETS PhD Program Director: Maria Glymour, ScD - em: MGlymour@epi.ucsf.edu
ETS PhD Program Manager: Patty Hoppe - em: phoppe@epi.ucsf.edu, ph: 415-514-8098

TICR Program Contacts:

TICR Program Coordinator: Claire Dunne - em: cdunne@psg.ucsf.edu, ph: 415-514-8135

UCSF Graduate Division Contacts:

Director of Admissions and Student Progression: Rick Wyllie - em: rick.wyllie@ucsf.edu, ph: 415-476-2111
Chief of Staff to Dean, Graduate Division VC, Student Academic Affairs Director, Student Financial Support: Wendy Winkler Sawyer - em: wendy.winkler@ucsf.edu, ph: 415-476-6031
APPENDIX – LIST OF FORMS

Required Forms
- **Arrival Checklist** – Refer to this checklist for necessary preparations prior to start of Fall courses in your first year
- **Graduation Checklist** – Refer to this checklist to keep track of important deadlines and forms needed for progression to graduation
- **Research Team Rotation Description** – Fill out this form when you have made arrangements for a rotation, and submit it to the PhD Program Director
- **Student Annual Progress Report** – Use this form to evaluate your annual progress with your primary advisor (Graduate Advisor or Research Advisor)
- **My Annual Plan (MAP) for UCSF Graduate Students** – Refer to this form when filling out the Student Annual Progress Report
- **Application for Qualifying Examination** - Fill out this form when you have identified faculty members for your Qualifying Examination Committee
- **Report on Qualifying Examination for Admission to Candidacy** – Your Qualifying Exam Committee chair should fill out this form once you have completed the Qualifying Exam
- **Application for Candidacy for the Degree of Doctor of Philosophy** – Fill out this form after successful completion of your Qualifying Exam and when you have identified faculty members for your Dissertation Committee. This form should be submitted the first week of Fall quarter after completing the Qualifying Exam (typically Fall quarter of your 3rd year)
- **Dissertation Title Page** – Fill out this form as soon as you have finalized the title of your dissertation

Optional Forms
- **Removal of Provisional Grade Petition** – Fill out this form if you need to petition for the removal of an “I” grade with a letter grade replacement
- **Petition for non-UCSF Academic Senate Member to Serve on a Committee** – Fill out this general petition form if you need to petition for a faculty member, who is not a member of the UCSF Academic Senate, to serve on a Committee
- **San Francisco Consortium Cross Registration Form** – Fill out this form if you intend to cross register for courses at City College of San Francisco, San Francisco State University, Hastings College of the Law, or the Golden Gate University
- **Application for Exchange Program at Stanford University** – Fill out this form if you intend to cross register for courses at Stanford University
- **Application for Intercampus Exchange Program** – Fill out this form if you intend to cross register for courses at UC Berkeley or other UC campuses
- **Student Application for Professional Development Funds** – Fill out this form to apply for professional development funds through DEB
- **Graduate Division Travel Award** – Fill out this form to apply for a travel award through the Graduate Division. [https://graduate.ucsf.edu/graduate-division-travel-award](https://graduate.ucsf.edu/graduate-division-travel-award)
- **Filing Fee Application** – Fill out this form to register for a quarter under filing fee status, this should only be done for the quarter in which you know you are graduating
These forms can be found at:

https://graduate.ucsf.edu/forms

https://graduate.ucsf.edu/phd-degree

http://registrar.ucsf.edu/current-former-students/registration/sf-consortium

http://registrar.ucsf.edu/current-former-students/registration/stanford-exchange

http://registrar.ucsf.edu/registration/intercampus-exchange