

Neuroscience PhD Program

Dissertation Committee Rules & Guidelines

Sep 2016

Purpose

The dissertation committee (PhD thesis committee) meets once per year, or sometimes more often, to review progress in thesis research. For committee composition, see the last section below.

Meeting schedule

Dissertation committee meetings typically take place once per year. The recommended time frame to hold the meeting is:

3 rd year students	November
4 th year students	October
5+ year students	September

Annual progress report on on-line Glow system

Prior to each year's meeting, the student must write a brief progress report documenting scientific and professional progress. Do this using Glow, at <https://gradlink.berkeley.edu/GLOW/>. Students should fill out:

1. *What progress did you make towards your degree in the past year?* Include specific scientific progress, and discussion of any major obstacles or changes in direction. This should be the longest section—a few paragraphs.
2. *Please describe your current plans for the dissertation, providing a timetable for completion.* Itemize specific steps for the coming year, and general plans for the remainder of your thesis research.
3. *When do you plan on filing your thesis?* This is just a rough estimate.
4. *How many times have you met with your thesis adviser in the past year?* Hopefully a lot.
5. *Checkboxes for specific research and professional development activities this past year.*

This progress report must be completed before the thesis committee meeting.

Meeting format

The student presents an overview of thesis project goals and progress toward those goals, including current experiments and results. Include scientific background, results and critical analysis of any interpretational or methodological challenges. Finish with an explicit list of your next steps and estimated time line. Y3 and Y4 students will usually present their entire thesis project; Y5+ students will often briefly summarize completed portions of their thesis and focus primarily on current, ongoing portions.

Most students present this information as a semi-formal scientific talk. The committee will provide extensive discussion at all levels from scientific question to choice of method, quality of data, necessary controls, and strength of interpretation. Plan on a 2-hour meeting.

Results of the committee meeting

At the end of each committee meeting, committee members sign the **Thesis Committee Meeting Report Form**. This form must be returned by the student to the Neuroscience Program office.

The thesis committee chair also comments on student progress, scientific plans and professional development, in the on-line Glow system. Overall progress is rated ‘excellent’, ‘satisfactory’, or ‘unsatisfactory’. The chair’s comments should represent the committee’s consensus view on the student’s progress. Students have access to these comments on Glow. *Students should remind faculty to fill out the Glow form.*

Dissertation Committee composition – revised Graduate Division rules March 2016

The committee should have 4 members. The chair is the thesis adviser, who must be a regular Berkeley faculty member (not adjunct), and must be a member of the Neuroscience PhD Program. 3 members must be Neuroscience PhD Program faculty (with one exception: an optional non-Berkeley member, see below). The fourth, called the “Berkeley Academic Senate Representative”, can either be from outside the Neuroscience Program, or can be a Neuroscience Program faculty member who has a 0% appointment in HWNI. See list of 0% appointments at the end of this document. Adjunct faculty are eligible to serve, but not as Chair or Academic Senate Representative. One committee member can, optionally, be from a University besides Berkeley – but this requires special paperwork.

If your thesis adviser is an adjunct faculty member, then you must appoint a regular faculty member as chair, and have your adviser as co-chair (member #2).

Chair	Additional Members		Berkeley Academic Senate Representative
1	2	3*	4
Regular member. Not adjunct.	Regular or Adjunct	Regular or Adjunct	<i>Either non-HWNI faculty or HWNI faculty with 0% appt</i>
This is your thesis adviser.			Cannot be adjunct.

If you have two co-advisers for your thesis, then members 1 & 2 are your co-advisers, member 3 is your additional member, and member 4 is your Academic Senate representative.

The thesis committee chair cannot have chaired your QE committee.

* This member can be from another university, as a special exception requiring additional paperwork. Please see the Graduate Program Coordinator for more info.

updated
9/20/2016

HWNI Neuroscience Faculty with 0% Appointments

Feb 2016

Bold are members with 0% appointments. These faculty are eligible to serve as 'Academic Senate Representative' on Qualifying Exam and Dissertation Committees.

Which faculty have 0% appointments is an oddity of whether they were hired into one specific department and later joined HWNI, or were hired jointly into a department and HWNI.

Hillel Adesnik (MCB, Neuro)

Martin Banks (VS)

Helen Bateup (MCB)

Diana Bautista (MCB)

George Bentley (IB)

Sonia Bishop (Psych)

Steve Brohawn (MCB, Neuro)

Silvia Bunge (Psych, Neuro)

Jose Carmena (EECS, Neuro)

Christopher Chang (Chem., MCB)

Anne Collins (Psych)

Mark D'Esposito (Psych, Neuro)

Andrew Dillin (MCB, HHMI)

Yang Dan (MCB, HHMI)

Michael DeWeese (Physics, Neuro)

David Feinberg (Adjunct)

Dan Feldman (MCB, Neuro)

Marla Feller (MCB, Neuro)

Howard Fields (Adjunct)

John Flannery (VS, MCB)

Darlene Francis (PH)

Jack Gallant (Psych)

Gian Garriga (MCB)

Corey Goodman (Adjunct)

Thomas Griffiths (Psych)

Ming Hsu (Business)

Ehud Isacoff (MCB)

Richard Ivry (Psych)

Lucia Jacobs (Psych)

William Jagust (PH, Neuro)

Daniela Kaufer (IB)

Stanley Klein (VS)

Robert Knight (Psych)

Richard Kramer (MCB)

Lance Kriegsfeld (Psych)

Stefan Lammel (MCB)

Dennis Levi (VS)

Chunlei Liu (EECS-Neuro)

Evan Miller (Chem., MCB)

John Ngai (MCB)

Bruno Olshausen (VS, Neuro)

Kaoru Saijo (MCB)

David Schaffer (ChemEng)

Kristin Scott (MCB, Neuro)

Michael Silver (VS, Neuro)

Friedrich Sommer (Adjunct)

Mark Tanouye (ESPM, MCB)

Frederic Theunissen (Psych)

Matthew Walker (Psych)

Jonathan Wallis (Psych, Neuro)

David Whitney (Psych)

Linda Wilbrecht (Psych)

Ke Xu (Chem)

Michael Yartzev (BioE, Neuro)