ERE
Policies and Procedures Workshop
Agenda

- ERE administration
- Program Overview
- Milestones
- Transfer Credits (PhD only)
- Enrollment and Funding
- Resources

Note: This presentation provides an overview of detailed policies and procedures from the Stanford Bulletin and ERE Student Handbook. These source references should be consulted for any clarifications and before taking any degree program actions.
ERE Administration

ERE administration collaborates with students, faculty and staff in pursuing the department’s academic goals. The Office provides services and resources on policies and procedures regarding academic programs, research, funding, admissions, and recruiting.

- Degree Program Administration (Joanna)
- Research Administration (Thuy and Yolanda)
- Reimbursements (Karen)
- Events and Websites (Joleen)
- Keys and Building (Kay)
- Overall Administration (Sandy)
Degree Requirements

- Research and Teaching Assistantships
- Course Requirements
- MS and PhD
- Milestones
Degree Requirements

- 135 units of coursework required for the PhD; 45 units for MS
  - At least 90 Stanford units dedicated exclusively to the PhD
  - Additional 45 units from prior advanced degree or coursework, or while at Stanford (PhD)
- All students must complete a course list (Program Proposal for MS first quarter; Candidacy for PhD during qualifying exam fourth quarter)
PhD Milestones

- Qualifying Exam
  - During 4th quarter with committee of 3 faculty members (includes primary advisor)
  - Determines additional training needs and readiness for dissertation research
- Advance to Candidacy
  - Acknowledges potential to complete the degree requirements
  - Occurs after passing the qualifying exam
- Dissertation Reading Committee
  - Comprised of at least 3 faculty readers (includes primary dissertation advisor)
  - Readers can be from outside of ERE
  - One reader can be from outside of Stanford, but must hold a PhD and be approved by the chair (e.g., a professor from UC Berkeley)
- Oral Exam
  - Tests command of field and confirms fitness for scholarly pursuits
  - Defense of your dissertation
- Dissertation submission

MS Milestones

- Program Proposal
  - During 1st quarter consult advisor on course plan
  - Determines additional training needs and readiness for research
- MS Thesis
Transfer Credits for PhD

- Refers to **graduate** courses taken at another institution (i.e., outside of Stanford).

- Up to 45 quarter units of previous graduate work from accredited institution outside of Stanford or previously completed at Stanford may apply toward your 135 units.

- One semester unit equals 1.5 quarter units
  - E.g.: 4 semester units = 6 quarter units

- At least 33 of the 45 quarter units should be equivalent to Stanford courses (exact match not required)
  - 12 quarter units can be “non-parallel” credit, which includes:
    - Courses without Stanford equivalents
    - Research or thesis courses
    - Independent study courses

- Wait until at least your second quarter to decide whether to transfer external credit.
Enrollment

- 10 units each quarter of regular academic year (fall, winter, and spring)
- Students must enroll in at least 8 units to be in full-time student status, regardless of visa status
- Focus on Area and field of concentration courses
- MS Students should enroll in Energy 361 for research units
- PhD students should enroll in Energy 363 for research units
- DO NOT enroll in 285A-G research group
- Energy 801/802 is only for students in TGR status (this is a special registration status once student complete all of their course and unit requirements). Please do not enroll in 801 or 802 unless you’ve been approved for TGR.
TGR (Terminal Graduate Registration)

- This is a special status for students who have satisfied the unit and course requirements
- MS students must have at least 45 units on the transcript; PhD students must have at least 135 and reading committee.
- Students must file for TGR the quarter prior to TGR quarter (if you want to advance to TGR in winter, you must file in autumn)
- Students in TGR status are no longer enrolling in courses, only Energy 801 (for MS) or 802 (for PhD) for zero units
- Graduate tuition drops to about 1/3 of the regular tuition rate

Grad Quarter Registration

This is another special status for students who only needs to complete the thesis in order to graduate. Students may petition for grad quarter only once (in the last quarter of program) if all course/unit and milestone (including oral defense for PhD students) requirements are satisfied. Tuition for grad quarter drops down to $100. Petition must be filed the quarter prior to grad quarter status.
Department Funding

- Covers 10 units of tuition and a salary stipend for Autumn, Winter, Spring
- Pay Periods: Autumn 10/1-12/31; Winter 1/1-3/30; Spring 4/1-6/30
- Students are paid twice a month on 22\textsuperscript{nd} (for first day of month to 15\textsuperscript{th}) and 7\textsuperscript{th} (for 16\textsuperscript{th} to last day of the month)
- Please refer to fingate.stanford.edu if you have specific payroll or tax questions
- All students must complete an I-9 form
Additional Resources

- Student Handbook (pdf on department website)
- University Student Affairs (Registrar’s office)
  http://studentaffairs.stanford.edu/registrar/forms/grad
- Student Services Center
  http://www.stanford.edu/group/studentservicescenter
- Vice Provost for Graduate Education
  http://vpge.stanford.edu
  Graduate Academic Policies and Procedures
  http://gap.stanford.edu
- Bechtel International
  http://icenter.stanford.edu/