

CAROLINA-DUKE GRADUATE PROGRAM IN  
**GERMAN STUDIES**

## Required Forms for All Carolina-Duke Milestone Events

All forms submitted by students should be copied to both UNC and Duke Staff.

Update: October 12, 2015

### Writing Proficiency Review

**Student must pre-submit:**

- CDG Milestone Form (signed by DGS OR advisor)

**Must be signed by advisor during event:**

- CDG WPR Documentation Form (advisor must sign)

### PhD Exam (Prelims): Written and Oral

**Student must pre-submit:**

- CDG Milestone Form (signed by DGS OR advisor)  
*Must be submitted a minimum of 37 calendar days before the first written exam date.  
Allow additional time (submit earlier) if any committee members will need extra approval (see below).  
Failure to meet this deadline may result in both written and oral exams being rescheduled.*
- For any committee member who is not a current member of the regular CDG faculty at UNC or Duke: student must check with staff in both Departmental offices, whether they are already eligible to participate in a committee. If not:
- Duke Departmental Staff needs the committee member's CV as well as his or her date of birth.
- UNC Departmental Staff needs the committee member's CV.  
*CV must include current academic appointment, as well as a section showing academic degrees.*

**Must be pre-submitted by staff:**

- Duke Graduate Faculty Nomination Approval Form (if needed) (needs DGS approval)
- Duke Committee Approval Form (needs DGS approval)  
*Must be approved by Duke Graduate School 30 days before the first written exam date.*
- Duke Request for one faculty member to participate remotely (if needed)
- UNC Graduate Faculty Nomination (if needed) (needs DGS or Chair approval)

**Must be signed by advisor, DGS, and/or faculty committee during/immediately after event:**

- Duke Preliminary Exam Form (committee and DGS must sign)
- Duke SACS Forms (each committee member [minimum 4 people] must submit individual form)
- UNC PhD Examinations Form, parts 1 & 2 (advisor must sign)
- If any faculty member participated remotely, his or her vote is required separately (on letterhead)

### Prospectus/Chapter Review

**Student must pre-submit:**

- CDG Milestone Form (signed by DGS OR advisor)
- For any new committee member who is not a current member of the regular CDG faculty at UNC or Duke: student must check with staff in the UNC Departmental office, whether he or she is already eligible to participate in a committee. If not:
- UNC Departmental Staff needs the committee member's CV.  
*CV must include current academic appointment, as well as a section showing academic degrees.*

**Must be pre-submitted by staff:**

- UNC Graduate Faculty Nomination (if needed) (needs DGS or Chair approval)

**Must be signed by committee and DGS during/immediately after event:**

- UNC Prospectus/Committee form with minimum of FOUR committee signatures



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## Final Dissertation Defense

*Students should carefully read and follow all instructions in the CDG Graduation Timelines document.*

### Must be on file in both departmental offices prior to scheduling defense:

- Clear documentation of having fulfilled the requirement of proficiency in a second foreign language.

### Student must pre-submit:

- CDG Milestone Form (signed by DGS OR advisor)  
*Must be submitted a minimum of 37 calendar days before the defense date.  
Allow additional time (submit earlier) if any new committee members will need extra approval (see below).  
Failure to meet this deadline may result in both written and oral exams being rescheduled.*
- For any new committee member who is not a current member of the regular CDG faculty at UNC or Duke: student must check with staff in both Departmental offices, whether they are already eligible to participate in a committee. If not:
  - Duke Departmental Staff needs the committee member's CV as well as his or her date of birth.
  - UNC Departmental Staff needs the committee member's CV.  
*CV must include current academic appointment, as well as a section showing academic degrees.*
  - UNC Application to Graduate.
  - Duke Application to Graduate.  
*Both of these applications are due by the EARLIER (UNC or Duke) deadline.  
Note: Regardless of when that deadline is, student must apply to graduate at Duke, before they can make an appointment to receive their Duke Phd Exam Card (see below).*
- CDG Dissertation Defense Announcement Form (signed by DGS AND advisor)  
*Student must enter Dissertation Title and coordinate the signing of this form.  
Due in both departmental offices a minimum of 10 calendar days before the defense.  
Failure to meet this deadline may result in both written and oral exams being rescheduled.*

### Must be pre-submitted by staff:

- Duke Graduate Faculty Nomination Approval Form (if needed) (needs DGS approval)
- Duke Committee Approval Form (needs DGS approval)  
*Must be approved by Duke Graduate School 30 days before the defense date.*
- Duke Request for one faculty member to participate remotely (if needed)
- UNC Graduate Faculty Nomination (if needed) (needs DGS or Chair approval)
- UNC revised committee form (needs DGS approval).
- CDG Dissertation Defense Announcement Form (signed by DGS AND advisor)  
*Must be received at the Duke Graduate School a minimum of 7 calendar days before the defense date.*

### Student must receive from Duke Graduate School:

- Duke PhD Exam Card  
*During the week before the defense--once the completed CDG Dissertation Defense Announcement Form has been received at the Duke Graduate School (signed by both Advisor and DGS, and submitted by staff)--the Duke Graduate School personnel will contact student and arrange an Exam Card appointment.  
(Wait to be contacted; notify Duke Departmental Staff if this does not happen).*
- DukeSpace License Agreement.  
*This document will be presented to you at the Exam Card appointment, for your signature.*

### Must be signed by advisor, DGS, and/or committee during/immediately after event:

- Duke PhD Exam Card (committee and DGS must sign).
- Duke SACS Forms (each committee member [5 people] must submit individual forms).
- UNC PhD Examinations Form, parts 3 & 4 (committee must sign).
- If any faculty member participated remotely, his or her vote is required separately (on letterhead).

## Final PhD Forms and Paperwork

### Must be signed by advisor or DGS before Dissertation Submission:

- UNC PhD Examinations Form (advisor must initial part 4).
- UNC Degree Requirements Form (DGS must sign).

### Student must submit:

- Dissertation  
*Upload to the UNC ProQuest program "Carolina-Duke Joint Program in German Studies".*