

You will fill this form online at <https://forms.office.com/r/m088QrmM2P>. The questions are provided here for your convenience.

You will be required to log into the JHU system, and your ID will be recorded. You will not be able to change your answers after submission, so please prepare your answers in advance before filling the form.

GBO_scheduling_request

GBO request -- Physics and Astronomy (PhA)

This form is for PhA students who are planning their GBOs in the current semester. **Fall requests are due September 15. Spring requests are due Feb 7.**

We always try to meet the student's preferences for the schedule and for the composition of the committee (if compliant with the University and Department rules). However, putting together GBOs is very challenging because of conflicting schedules, and students must be prepared that they might not get their top choice of timing and / or committee members. Please remain as flexible as possible.

The University rules are listed here: <https://homewoodgrad.jhu.edu/graduate-board/graduate-board-oral-exams/>.

Hi, ^{your}
_{name} When you submit this form, the owner will see your name and email address.

* Required

1. First name / Last name *

Enter your answer

2. Year of study in the Physics and Astronomy PhD program (typically 2nd or 3rd) *

1st year

2nd year

3rd year

4th year or beyond

3. Please list your thesis advisor or your two co-advisors. This information must agree with the thesis form (which should have already been submitted!). If you are listing advisor(s) not on the thesis form, please contact the Director of Graduate Studies immediately to explain the difference. *

Enter your answer

4. Scheduling: list your preferred week or weeks in order of preference, with any major constraints within these weeks. Alternatively, you may give a list of specific days (no fewer than 5). In general, dates close to the end of the semester (last week of classes, reading period, exam period) are extremely difficult to accommodate. If you are requesting late dates, please provide earlier options as a second choice. *

Enter your answer

5. Have you talked with your advisors and confirmed that they are available during your chosen weeks? If not, do NOT proceed. Go talk to the advisors before filling out the rest of the form *

I have confirmed with my advisor(s) that they have availability during my chosen week(s)


6. INTERNAL EXAMINERS. On your committee, you will have three PhA examiners (including your advisor(s)) and one PhA alternate. One of the examiners and the alternate MUST be in a subfield different from yours. The four subfields of physics in our department are astrophysics, condensed matter physics, particle physics, and AMO (atomic, molecular and optical) physics.
Example 1: CM advisor, another CM faculty, astro faculty, astro alternate is a compliant committee.
Example 2: STScl advisor, astro co-advisor, CM faculty, particle physics alternate is a compliant committee.

Please list your requested internal examiners and another 2-3 faculty members should your primary choices be unavailable. You do not have to list your advisor(s) again. *


Enter your answer

7. EXTERNAL EXAMINERS. On your committee, you will have two external examiners and one external alternate. Research Professors are allowed. At most one of these three people may be in the rank of Assistant Professor or Assistant Research Professor. Faculty members with substantive joint appointments in PhA are NOT eligible to serve as external examiners. **Please provide at least six names of potential external examiners, of whom no more than two are Assistant Professors. Please provide their affiliation, rank and email address.** The most up-to-date information on rank can be found on <https://my.jh.edu/> (search by name). Your list should not be drawn all from the same department. In particular, EPS, Math and Chemistry faculty are heavily burdened with our requests, so do not confine yourself to these departments. You should be prepared that we may have to go beyond your list as it is often challenging to recruit external examiners. *

Enter your answer

8. TITLE AND ABSTRACT. Our external examiners routinely request information about the topic of the student's research. They also report that they find it frustrating to sit through a lengthy technical presentation outside their field. **The GBO presentation should be 20-25 minutes long and be accessible to non-specialist.** In fact, the whole point of the University's requirement to have external examiners on the GBO committees is to make sure that students can present their research to diverse audiences. **With this in mind, please provide a non-technical title and abstract that we will circulate to help recruit external examiners.** Your abstract should not contain any abbreviations or undefined technical jargon. Say something exciting and of general public interest to motivate your research! We are looking for something between 100 and 300 words, although this is just a guidance, not a requirement. * 

Enter your answer

9. Is there anything else we should know regarding your GBO? 

Enter your answer

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