

Purpose of the Handbook

This Handbook is designed to provide both applicants to and current students in the PhD in Economics program at the University of South Florida a guide to the policies and procedures of the University, College, and Department as they pertain to the doctoral program in economics. Additional information may be obtained from the USF Graduate Catalog.

Program Objectives

The PhD program in Economics at the University of South Florida offers a challenging environment for personal intellectual development. The program prepares students for teaching and research positions in universities and for economist positions in business and government.

Admission Requirements

A bachelor's degree from an accredited college or university is required for admission to the program. In addition, applicants must meet the following entrance requirements:

Quantitative GRE score of at least 65th percentile

For students from non-English speaking countries:

TOEFL (iBT) at least 79; paper-based test at least 550

PIE-A at least 53

IELTS at least 6.5 on the overall score

GRE Verbal at least 153

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An overall GPA of at least 3.0 or better in the last 60 hours of undergraduate coursework as well as in any previous graduate coursework.

A grade of "B" or better in each of the following prerequisite courses:

Calculus (at least two semesters)

Statistics (at least one semester)

Intermediate Microeconomics

Intermediate Macroeconomics

Inasmuch as graduate work in economics is highly theoretical and quantitative in nature, the above prerequisite courses represent the bare minimum necessary to be considered for admission. Students who have taken additional courses in mathematics (such as linear algebra, differential equations, etc.) and statistics (such as probability theory) will have a comparative advantage upon entering the program. The PhD in Economics is a full-time program and will only admit students who are in a position to attend on a full-time basis.

Students from countries that are not predominantly English speaking and who receive funding from the department should be aware that they must demonstrate proficiency in speaking English by the beginning of their third year in the program. The Office of Graduate Studies has determined that speaking proficiency is met by either a minimum score of 26 on the spoken portion of the

internet based TOEFL or of 160 on the spoken portion of the TOEIC. These scores are valid for up to 5 years after administration. As an alternative, the university administers its own test of spoken English. Failure to meet this requirement may result in a loss of funding.

Application Procedure

The PhD program admits students each fall. The deadline for applying for admission is January 31. This deadline applies to both domestic and international applicants and to applicants who are interested in applying for financial aid as well as to those who are not.

Applicants must complete the online Office of Admissions application at <http://www.usf.edu/admissions/index.aspx> and pay the required application fee. As part of this application, the names and contact information for three letter writers must be included. In addition, applicants must submit their application by completing the following form <http://economics.usf.edu/forms/phd.aspx>. The required personal statement can be attached to the department's application. Applicants interested in applying for financial aid should mark the appropriate box on the department's application.

Copies of unofficial transcripts must be uploaded into the university's application system. Should admission be granted, then official copies of all transcripts must be sent to the Office of Admissions by standard mail.

Official copies of GRE scores, and for international students, TOEFL/IELTS/PTE-A must be sent by ETS directly to the Office of Admissions. For the GRE and TOEFL, USF's Institution Code is 5828. To expedite the admissions process, it is recommended that applicants upload unofficial copies of their test scores into the university's application system.

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***During students' first semester in the program, the PhD Director will provide students with the set of eligible courses. Other electives will be chosen with the advice of the PhD Director or the student's Major Professor(s) (see below).**

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Qualifying Examinations

The Department requires doctoral students to pass two qualifying examinations, one covering courses taught during the first year of graduate study and one covering the second year of graduate study. Each qualifying examination is comprised of a section of questions drawn from each of the courses that comprise the examination (see below).

For purposes of determining which qualifying examinations a student is required to take and when, the Department counts years of graduate study rather than years in the doctoral program. As an example, students who are initially admitted into the MA program and are then admitted into the PhD program for the following academic year are considered to be in their first year of graduate study. Therefore, they will be expected to take the First Year Qualifying Examination during the summer prior to their formal entry into the PhD program.

The First Year Qualifying Examination covers material from Mathematical Economics I, Mathematical Economics II, Microeconomics I, and Macroeconomics I. Questions will be written by the faculty member who taught the course the previous fall or spring semester. The exam will be offered in mid-June with a retake offered in early August. To be eligible to receive doctoral funding for following year, the student must pass the exam within two tries. Should the student fail the exam on both tries, s/he will be funded only for the fall semester and, conditional upon passing the MA oral, be awarded the MA degree at the conclusion of the fall semester at which point the student will be dismissed from the PhD program.

The Second Year Qualifying Examination covers material from Microeconomics II, Econometrics II, and Econometrics III. Questions will be written by the faculty member who taught the course the previous fall or spring semester. P f t u s m o n o w e w h i c

This document should be submitted as soon as possible once the criteria for candidacy have been met. When all necessary signatures have been obtained, both forms are submitted to the CAS Office of Graduate and Undergraduate Studies in BEH 201 no later than the Wednesday of the final week of instruction in the fall, spring or Summer B semesters. Check with the PhD Director to verify these dates as they may change slightly from year to year.

Once a student has entered candidacy, s/he is eligible to enroll in ECO 7980 Dissertation Under Office of Graduate Studies guidelines, students in candidacy must enroll in a minimum of two credit hours in each semester up to and including the student's final semester in residence. Failure to do so will result in the student having to file for readmission to candidacy. However, if the student already defended the dissertation in a particular semester but has not yet graduated because the defense was after the deadline, it is not necessary to register in the semester of graduation.

Dissertation

The final stage of the PhD program is the writing and defense of a dissertation. The doctoral dissertation must represent original and significant research and is undertaken with the guidance of the student's doctoral dissertation committee chair or co-chairs. As part of the process of writing and defending the dissertation, the candidate must:

Write a detailed dissertation proposal and defend it orally before the candidate's committee as well as all other interested persons.

Upon passing the dissertation proposal defense, incorporate the comments of the committee and interested persons into the candidate's research as work on the dissertation moves forward.

When the doctoral committee is satisfied with the dissertation, provide a final dissertation defense before the committee and all other interested persons.

The following subsections provide additional information on the doctoral committee, the dissertation proposal defense, and the dissertation final defense.

Doctoral Dissertation Committee

The Doctoral Dissertation Committee has the responsibility of guiding and approving the student's dissertation. The committee must have either a single major professor (chair) or two major professors (co-chairs). At AU, neither of the above is a default nor is there a set number of members.

whatever reason, it is necessary to file a

proposal to obtain the necessary approval and do so within the relevant time frame. Failure to meet this deadline may result in placement on probation or eventual dismissal from the program.

Requirements for Eligibility for Adjunct Positions

For students currently in their fourth year of graduate study who either are unfunded or will see their doctoral funding end that summer, priority for adjunct funding in the following year will be given to those students who successfully defend their dissertation proposal by the last day of instruction of the fall semester of the fourth year of graduate study. If adjunct positions for the next year remain available after this first allocation, then students in their fourth year of graduate study who defend their dissertation proposal by the last day of instruction of the spring semester

yet be signed by the committee members at the time when it is submitted by the student to CAS. The Chair of the dissertation defense will receive this form from CAS and bring it on the day of the defense; the committee members will sign it at that time if the defense is successful. Students who changed their dissertation committee since entering candidacy and who have not submitted the form "Changes to the Graduate Supervisory Committee"

For additional information on the procedures of the final defense, students should consult the section titled Degree Requirements from the Graduate Catalog on the following webpage: <https://catalog.usf.edu/index.php?catoid=18>

Probation

Failure to meet any of the requirements for progress towards dissertation listed in this handbook by the relevant deadline will result in probation. A student on probation must complete the requirements for progress towards dissertation by the next deadline. Failure to do so will result in suspension.