

**2020-21 Handbook
PhD in Public Health in
Community-Based and Translational Research
Office of Public Health Studies
University of Hawai'i at Mānoa**

Purpose of the Program

The PhD in Public Health in Community-Based and Translational Research in the Office of Public Health Studies (OPHS) at the University of Hawai'i at Mānoa prepares students to lead programs and conduct independent investigations addressing public health topics relevant to culturally diverse groups, with a special focus on those in the state of Hawai'i and the Asia-Pacific region. Emphasis is placed on translational research,¹ i.e., developing, testing, and improving interventions that reduce incidence, morbidity, and mortality, especially in communities that experience health status and health access inequities. The program also focuses on community-based participatory research² methods that engage community members in research processes, which both increases the chance that interventions will be embraced by the community and that community members will gain knowledge, skills, and other benefits from the research. These research methodologies reflect our commitment to working in partnership with people and communities to recognize, quantify, and reduce health disparities.³ In addition to learning to conduct research, students in the program are expected to publish their work in peer-review journals and present at national and international forums.

Goals of the Program

1. Provide students with a multidisciplinary perspective inherent in public health.
2. Prepare students for independent inquiry in public health, with a focus on translational and community-based participatory research that addresses issues of concern to culturally diverse groups, especially those in Hawai'i and the Asia-Pacific region.
3. Prepare students for leadership roles in evidence-based public health and health-disparity reduction.
4. Increase the number of professionals, especially in Hawai'i and the Pacific region, qualified to conduct independent public health research, teach, and lead the practice of public health.
5. Increase the number of doctorally trained public health practitioners from underrepresented groups.

¹ Translational research is the investigation of how to successfully transform scientific discoveries arising from laboratory, clinical, or population studies into community applications to reduce incidence, morbidity, and mortality.

² Community-based participatory research (CBPR) in health is a collaborative approach to research that equitably involves community members and investigators in the research process and recognizes the unique strengths that each brings. CBPR begins with a research topic of importance to the community and has the aim of combining knowledge with action to achieve social change to improve health outcomes and reduce health disparities.

³ Health disparities refer to significant differences in the incidence, prevalence, mortality, burden of diseases and other adverse health conditions or outcomes that exist among specific population groups. For example, in the U.S., many immigrant and minority groups have higher prevalence of chronic diseases, less access to health care, and lower life expectancy than Caucasian Americans.



Our Philosophy of Teaching

To encourage students in original and independent scientific thinking and public health practice, the faculty provides a balance of intensive guidance (e.g., through regular self-assessment and feedback) and freedom for independent ideas and projects.

UH Mānoa Institutional Learning Objectives for Graduates

1. Demonstrate comprehensive knowledge in one or more general subject areas related to, but not confined to, a specific area of interest.
2. Demonstrate understanding of research methodology and techniques specific to one's field of study.
3. Apply research methodology and/or scholarly inquiry techniques specific to one's field of study.
4. Critically analyze, synthesize, and utilize information and data related to one's field of study.
5. Proficiently communicate and disseminate information in a manner relevant to the field and intended audience.
6. Conduct research or projects as a responsible and ethical professional, including consideration of and respect for other cultural perspectives.
7. Interact professionally with others.

PhD Competencies

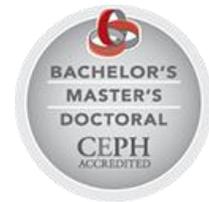
By the end of the course of study, PhD in Public Health graduates should demonstrate competency in four areas:

Research, Data, & Ethics

1. Apply data management, analysis, interpretation, and visualization techniques in: proposal writing, intervention development, evaluation, and monitoring of public health problems and interventions.
2. Select appropriate research designs and methods to address public health questions of importance to diverse communities.
3. Critique research appropriateness, including the ethical aspects of research designs, subject recruitment, and data collection that involve communities.
4. Critically analyze, use, and synthesize data from multiple sources to address public health problems/issues.
5. Promote co-learning between researchers, public health professionals, and communities.
6. Demonstrate and apply high ethical standards to all activities, including research conduct and the handling of information and data.

Leadership

7. Engage stakeholders and manage teams, groups, and organizations to identify issues of concern and develop and translate public health solutions to diverse communities.



8. Analyze and evaluate the impact of local, national, and global trends and interdependencies on public health related problems and systems.

Policy & Program

9. Integrate evidence and community experience to describe, anticipate, and mediate public health needs and problems.
10. Identify and apply appropriate theory and evidence-based approaches to inform the design and evaluation of public health interventions for diverse communities.
11. Apply monitoring and evaluation frameworks to assess global and domestic programs, policies, and systems.
12. Analyze and translate the impact of current and proposed policy on public health.

Teaching & Communication

13. Identify, develop, implement, and evaluate teaching methods that are appropriate to diverse audiences.
14. Demonstrate effective written and oral skills for communicating with persons across the lifespan from diverse cultural, lifestyle, socioeconomic, educational, racial, ethnic and professional backgrounds.
15. Facilitate and expand collaborative relationships with a variety of entities (e.g. government, non-profit, community, and academia).
16. Utilize the integrating concepts and skills involved in culturally appropriate community engagement, empowerment, and intervention translation with diverse communities.

The Faculty

The PhD faculty includes well-known researchers who are funded by the National Institutes of Health, other units of the U.S. Department of Health and Human Services, and private foundations. All members have active programs of research, publishing, and presenting.

A partial list of PhD faculty includes:

Able to Chair a PhD Committee	Able to Serve on PhD Committees Representing PH
Cheryl Albright, PhD, CRCH (PH)	Hyeong Jun Ahn (Med School)
Kathryn Braun, DrPH, CHES (PH)	Mapuana Antonio (PH)
Jane Chung-Do, DrPH (PH)	Melinda Ashton, MD (Med School)
Victoria Fan, PhD (PH)	Vanessa Buchthal, DrPH (PH)
Deborah Goebert, DrPH (Med School)	Kevin Cassel, DrPH (Cancer Center)
Andrew Grandinetti, PhD, MPH (PH)	John Chen, PHD (Med School)
Thadeus Herzog, PhD (Cancer Center)	Lehua Choy, DrPH (PH)
Eric Hurwitz, PhD (PH)	James Davis, PhD (Med School)
J. Keawe Kaholokula, MS, PhD (Med School)	May Rose Dela Cruz, DrPH (PH)
Alan Katz, MD, MPH (PH)	Treena Delormier, PhD (PH)
Hye-Ryeon Lee, PhD (Communications)	Sasha Fernandes, MD (Med School)
Elizabeth McFarlane, PhD, MPH (PH)	Gretchjan Gavero, MD (Med School)
Jason Mitchell, PhD, MPH (PH)	Aimee Grace, MD, MPH (PH)
Rachel Novotny, PhD, CTAHR (Human Nutri)	Jerris Hedges, MD (Med School)



<p>Catherine Pirkle, PhD (PH) Pallov Pohkrel, PhD, MPH (Cancer Center) Tetine Sentell, PhD, MPH (PH) Jeanelle Sugimoto-Matsuda, DrPH, MS (PH) Deborah Taira, MPP, ScD (Pharmacy)</p>	<p>Robert Hirokawa, DC, DrPH (PH) Megan Inada, DrPH (PH) Satoru Izutsu, PhD (Med School) Thao Le, PhD (PH) Thomas Lee, PhD (PH) Winona Lee, MD (Med School) Yuanan Lu, PhD (PH) Gertraud Maskarinec, MD, PHD (Cancer Center) Alike Maunakea, PhD (Med School) Denise Nelson-Hurwitz, PhD (PH) Christy Nishita, PhD (Center on Aging) Rebecca Schweitzer, DrPH (PH) Reni Soon, MD, MPH (Med School) Angela Sy, DrPH (Med School) Seiji Yamada, MD, MPH (Med School) Lynne Wilkens, DrPH (Cancer Center) Yan Yan Wu, PhD (PH) Guangxiang Zhang, PhD (Med School)</p>
--	---

PhD Executive Committee

PhD Executive Committee includes the PhD Graduate Chair and at least 4 full-time faculty members affiliated with the PhD program. The PhD Executive Committee has several responsibilities:

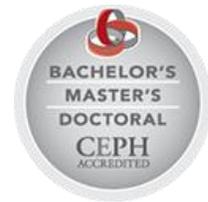
- To review and make decisions on student admissions, coursework, the qualifying exam, qualifying papers, and PhD faculty membership and workload.
- To assure that the PhD program fosters collaboration between students, between students and faculty, and between students and professionals in the field.
- To analyze data relative to student progress, including but not limited to course evaluations, student annual reviews, financial need and support, retention, completion, time to completion, and post-graduation jobs.
- To submit reports as needed to the UH Graduate Division, the UH Assessment Office, the Council on Education for PH, and the OPHS faculty.

Application Requirements

Education. All applicants must have either a master's degree in PH, or a graduate degree in an allied profession.

Scholarly capacity. Applicants must demonstrate scholarly capacity to meet the academic demands of a doctoral program.

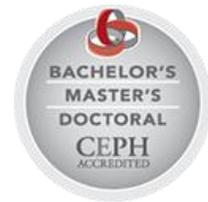
Career goals. Applicants' interests and career goals should be compatible with the stated focus of the PhD program and its faculty.



Materials to be Submitted – Deadline December 1

Each applicant must submit the following:

1. A fully completed University of Hawai'i Graduate Admissions Application and fee (included as part of the application packet - but can be downloaded from the Graduate Division website <http://manoa.hawaii.edu/graduate/>).
2. A fully completed Application for Admission to the PhD Program in PH.
3. A personal statement addressing these 5 areas:
 - Reasons for pursuing a PhD (career goals)
 - Reasons for pursuing a PhD at the University of Hawai'i
 - Current knowledge about and experience with health disparities, translational research, and community-based participatory research
 - How your background, experience, and ideas will contribute to the program's diversity
 - Possible areas for dissertation research in health disparities, translational research, or community-based participatory research
4. Writing samples that demonstrate aptitude for scholarly writing, e.g., a literature review, a report of a needs assessment or evaluation project, a masters thesis, or a published article on a PH topic (not slide shows or case notes) in which the student is the lead author. If no examples of your academic or scholarly writing are currently available, please write a paper as though you would submit it for publication in a professional journal. Please do not submit more than two writing samples. Your writing sample should:
 - Demonstrate conceptual and analytic skills
 - Use appropriate and consistent citation and referencing format
 - Demonstrate writing ability
5. Official transcripts from every college and university attended, even if the credits appear as transferred credits on your records at another institution, and regardless of the number of credits earned or the length of time attended. Official transcripts are original documents issued by the college or university that bear the actual signature of the registrar in ink, and the embossed seal or official stamp of the issuing institution. Request that the official transcript be sent directly to you in sealed envelopes with the registrar's signature stamped across the flap. Include the unopened envelopes with your other application materials. (Note: Applicants who received their MPH degrees from the University of Hawai'i may contact the Department of Public Health Studies at 808-956-8267 to determine if transcripts are on file.)
6. Three letters of recommendation and recommendation forms preferably from professionals who hold doctoral degrees and are in the position to evaluate your ability to succeed at the doctoral level. These letters should be provided in sealed envelopes and signed in the recommender's name across the back flap of the envelope to submit with your application materials. Recommendation forms can be found here: http://manoa.hawaii.edu/publichealth/sites/manoa.hawaii.edu/publichealth/files/downloads/lor_0.pdf



7. Test of English as a Foreign Language (TOEFL) scores are **required** for all international applicants from a country whose native language is not English. **Please note that your application will not be processed until the university receives official TOEFL scores, which are valid two years from the start date of the degree program.** UH Code for TOEFL: 50
8. The GRE General Test is required for all doctoral applicants. GRE test scores acquired within the last five years will be accepted. If you have been out of school for several years, it is advised that you take several GRE practice tests before sitting for this exam. For more information on testing services, contact the Counseling and Student Development Center, Testing Office at **testing@hawaii.edu** or call 956-3454. UH code for GRE: 0616

The Graduate Admissions application, transcripts, and required test scores must be submitted directly to the Graduate Admissions Office.

University of Hawai'i at Mānoa
Graduate Admissions Office
2540 Maile Way, Spalding 354
Honolulu, HI 96822

The OPHS application, statement of objectives, writing samples, and recommendation forms and letter must be submitted directly to OPHS.

Office of PH Student Academic Services
Office of PH Studies
1960 East-West Road, Biomed D204
Honolulu, HI 96822

The deadline for submission of materials is **December 1** for fall admission, although late admissions may be considered on a space-available basis.

For questions about the PhD application process, please contact the Office of PH Student Academic Services, Office of PH Studies, University of Hawai'i, 1960 East-West Road, D-204, Honolulu, HI 96822, 808-956-8267, ophsas@hawaii.edu.

Course Work and Milestones

Students without an MPH must take the following courses (or their equivalents) concurrently with PhD coursework.

- PH 600 Introduction to PH
- PH 602 U.S. Health Care Services and Policy
- PH 623 Introduction to Health Promotion Theory and Methods
- PH 648 Program Planning, Management, Evaluation, and Leadership
- PH 655 Biostatistics I
- PH 663 Principles of Epidemiology I



PhD Course Requirements

These courses are restricted to PhD students.

- PH 770 - Doctoral Seminar on Health Disparities (3 credits; 4 times, for a total of 12 credits)
 - This seminar is offered in fall and spring. Topics focus on health disparities research methods, evidenced-based PH, advanced policy, and leadership.
- PH 771 - Teaching Practicum (3 credits)
 - Each PhD student must work with a faculty mentor to teach a semester-long course.
- PH 772 - Research Practicum (3 credits)
 - Each PhD student must work with a faculty mentor on a research project.
- PH 775 – Public Health Proposal and Dissertation Writing (2 credits)
 - Each PhD students develops a three-paper dissertation proposal.
- PH 800 - Dissertation research (1 credit)
 - Each PhD student carries out and writes up an independent research project. See “Dissertation Phase” for more detail.

Other required courses that are not restricted to PhD students include the following:

- PH 626 – Health Economics (3 credits)
- PH 630 – Cultural Competency in Healthcare (3 credits)
- PH 669 – Epidemiological Study Design Critique (2 credits)
- PH 704 – Community-Based Participatory Research (3 credits)
- PH 765 or any department – Program Evaluation (3 credits)
- PH 742 or any department – Qualitative Methods (3 credits)
- PH 656 or any department – Quantitative Methods (4 credits)

Total Minimum Credits

Students must accrue 42 or more credits prior to graduation from the PhD program.

Length of Study

Based on program history, full-time students entering with an MPH should be able to complete the program in 4 years. The program recognizes the benefit of having people who are employed while being engaged in doctoral studies and will endeavor to make courses available to part-time students. However, it is recommended that students enroll in 9+ credits over the first four semesters.

Students will be placed on probation if: 1) they have not completed the requirements of the Qualifying Phase by the end of their second year in the program, 2) they have not advanced to candidacy after five years in the program, and/or 3) they have not completed the degree in seven years. Students who do not complete the degree within ten years are subject to dismissal. The PhD Graduate Chair may petition



on the student’s behalf for reinstatement for a limited period. The petition must include a detailed plan, with milestones, for timely completion of the degree.

Transfer of Credit

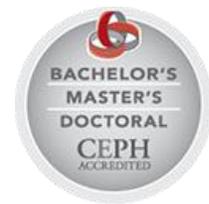
According to UH Graduate Division, credit for courses taken at other institutes of higher education may not be transferred to UH.

Waiver of Courses

Waiver of required MPH prerequisite and required doctoral courses are rare. Students are encouraged to complete MPH prerequisite courses prior to application or while applying. Requests for waivers should be made during the first year in the program. The requestor must submit to the instructor of the required course proof of have taken a similar course or academic training that is equivalent to a semester-long course. Proof would consist of the course syllabus and transcript showing a grade for the course. The reviewing faculty will make a determination whether the request for the waiver is approved. If the student has not taken the course before, the student will be expected to take the course. However, if the course uses an assessment mechanism, such as an exam or paper, the instructor may choose to allow the student to demonstrate mastery of course competencies through the instructor-chosen assessment mechanism. Waivers are excluded from the required credit hours needed to complete the program; students must still complete 42 credit hours of required and approved coursework after admission to the program. If the waiver is granted, students are responsible to ensure that appropriate forms are completed.

Recommended Timeline for Students with an MPH

Fall 1	Sp 1		Fall 2	Sp 2		Fall 3	Sp 3		Fall 4	Sp 4	
Doc Sem (770) x2		Qualifying Paper and Exam for those with MPH	Doc Sem (770) x2		Qualifying Exam (for those without MPH)	Required courses not completed in Years 1 & 2		Comprehensive Exam and Proposal Defense	Dissertation Research (800)		Final Exam and Dissertation Defense
Cultural Competence (630)			Health Economics (626)								
Community-based Participatory Research (704)			Teaching Practicum (771)								
Epi Study Design (669)			Research Practicum (772)								
Evaluation			Qualitative Methods								
Quantitative Methods		Quantitative Methods									
9-11 cr	9-11 cr		9-11 cr	9-11 cr		2-6 cr	2-6 cr		1 cr	1 cr	

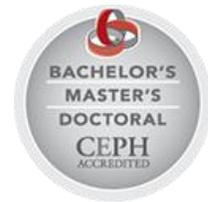


Curriculum Map

The Curriculum Map illustrates how the PhD competency areas are reflected in each required course for the program.

Course Evaluation

	PH 626 Hlth Econ	PH 630 Cult Comp	PH 656 Biostats II	PH 669 Epi Design	PH 704 CBPR	PH 742 Quall Methods	PH 765 Program Eval	PH 770C Hlth Disparit	PH 770D_EBPH	PH 770E Adv Policy	PH 770F Leadership	PH 771 Teaching Pract	PH 772 Research Pract	PH 775 Prop & Diss Wrtg	PH 800 Diss Res
Research and Data															
1. Apply data management, analysis, interpretation, and visualization techniques in: proposal writing, intervention development, evaluation, and monitoring of PH problems and interventions.	X		X		X	X	X	X	X				X	X	X
2. Select appropriate research designs and methods to address PH questions of importance to diverse communities.	X		X	X	X	X	X	X	X				X	X	X
3. Critique research appropriateness, including the ethical aspects of research design, subject recruitment, and data collection.		X		X	X	X	X	X	X	X			X	X	X
4. Critically analyze, use, and synthesize data from multiple sources to address PH problems/issues.	X	X	X		X		X	X	X				X	X	X
5. Promote co-learning between researchers, PH professionals, and communities.		X			X			X	X		X			X	X
6. Demonstrate and apply high ethical standards to all activities, including research conduct and the handling of information and data.					X	X		X	X		X		X	X	X
Leadership															
7. Engage stakeholders and manage teams and groups to identify issues of concern and develop and translate PH solutions to diverse communities.					X					X	X			X	X
8. Analyze and translate the impact of local, national, and global trends and interdependencies on PH related problems and systems.	X	X			X			X	X		X			X	X
Policy & Program															
9. Integrate evidence and community experience to describe, anticipate, and mediate PH needs and problems.		X		X						X				X	X
10. Identify and apply appropriate theory and evidence-based approaches to design and evaluate PH interventions for diverse communities.	X	X			X			X	X	X				X	
11. Apply monitoring and evaluation frameworks to assess global and domestic programs, policies, and systems.	X									X	X			X	
12. Analyze and translate the impact of current and proposed policy on PH.	X										X			X	
Teaching & Communications															
13. Identify, develop, implement, and evaluate teaching methods that are appropriate to diverse audiences.										X	X	X		X	
14. Demonstrate effective written and oral skills for communicating with persons across the lifespan from diverse cultural, lifestyle, socioeconomic, educational, racial, ethnic and professional backgrounds.		X			X	X	X	X	X	X	X	X		X	X
15. Facilitate and expand collaborative relationships with a variety of entities (e.g. government, NGO, comm, univ).					X		X				X			X	
16. Utilize the integrating concepts and skills involved in culturally appropriate community engagement, empowerment, and intervention translation with diverse communities.		X			X									X	



All courses at UH are monitored through an electronic course and faculty evaluation system. Students are responsible to provide honest feedback about courses, as this information is used in planning and curriculum changes.

Annual Review

Each fall semester, continuing students must complete a written report detailing their progress in the PhD program and their plans for upcoming semesters. These reports are presented to the PhD Executive Committee by the student's chair or interim advisor.

Leave of Absence

Students must maintain continuous enrollment (excluding summer) in the program. If a break is needed, a student may request a leave of absence. Each student is allowed up to one year of leave. Time on approved leave is not counted against time allowed to complete the PhD. To apply, a student must be enrolled, have completed at least a semester of course work, and be in good academic standing. For more information, visit the UH Graduate Division website: <http://manoa.hawaii.edu/graduate/>

Student Support Services

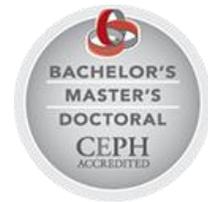
The Office of PH Student Academic Services (OPHSAS) is located in Biomed D204. The OPHSAS staff assists individuals with general information regarding admission, registration, financial assistance, graduation, and alumni relations. OPHSAS acts as a liaison with other university offices, which offer student services such as the Graduate Division, Admissions and Records, Financial Aid Services, and International Student Services. The staff assists students in handling a wide variety of problems, and advocates for student concerns. Please visit OPHSAS for more information about the student work center, library resources, UH ID cards, UH health services, the KOKUA program (for students with disabilities), the Counseling and Student Development Center (CSDC), the Graduate Student Organization, the Writing Center, Career Services, and Campus Security. International students should become familiar with the International Student Services Office at UH. More information on these student support services is provided in the OPHS Handbook, available from OPHSAS.

Milestones

Qualifying Phase

The purpose of the qualifying phase is to determine whether to encourage students to proceed in a doctoral program and, if encouraged, to enable their advisors to assist them in planning an appropriate program and completing the dissertation. The qualifying phase is supervised by the student's interim advisor. In most cases, a student's interim advisor will be an instructor of one of the four required PhD seminars. Students must successfully pass three milestones of this Phase--the Qualifying Paper, the Qualifying Paper Presentation, and the Qualifying Exam--before proceeding.

Qualifying Paper. In the first year of the program, student are required to prepare a systematic literature review of interventions or studies to address a PH problem. In the paper, the student must present: 1) an overview of the PH problem (incidence, prevalence, determinants, impact) and how



the problem impacts health disparities; 2) methods used to search the literature for articles reporting on development and testing of interventions to address this PH problem; 3) an analysis of the interventions (e.g., intervention components), methods used to test intervention effectiveness (e.g., study design, samples, measures, limitation), and study outcomes (e.g., does the literature present sufficient evidence on the effectiveness of the intervention); and 4) recommendations to enhance the intervention and future research to test it. This paper must be approved by a subcommittee of the PhD faculty.

Qualifying Presentation. Once approved, the Qualifying Paper is presented in an open forum.

Qualifying Exam. The Qualifying Exam is held annually. It is a one-day test consisting of questions related to the PhD required courses. About six weeks prior to the exam, students will receive study questions to aid in their preparation for the qualifying exam. Grading options are quantified by “Pass,” “Pass with condition,” and “Fail.” Students who fail the Qualifying Exam have one opportunity to re-take it.

PhD students are expected to complete the requirements of the Qualifying Phase by the end of their second year in the program. Successful completion of the Qualifying Phase is reported on Form I: Pre-Candidacy Progress, accessible at <http://manoa.hawaii.edu/graduate/>

Practice Phase

In the Practice Phase, the student completes his/her coursework, as well as a teaching practicum and a research practicum (previously described). The student also prepares a proposal for a three-paper dissertation in an area of his/her interest.

During the Practice Phase, the student selects a doctoral committee to supervise the last phase of work. The doctoral committee must consist of at least five members of the Graduate Faculty at the University of Hawai'i. For eligible faculty members, see <http://manoa.hawaii.edu/graduate/>

To form this committee, the student must first seek a graduate faculty member to serve as chair. The chair must be a full member of the Graduate Faculty and a full or cooperating faculty in the OPHS. The chair must not have any relationship with the student that could be interpreted as a conflict of interest and thus may jeopardize the integrity of the PhD degree-granting process. Possible conflicts of interest should be disclosed by other committee members as well. The majority of committee members (e.g., three of five members) must be from the approved PhD faculty list. At least one member must be from another field of study, and this “outside member” or “university representative” must be a full member of the Graduate Faculty in another department or school at UH Manoa. As a whole, the committee must have expertise in PH theory/application, qualitative methods, quantitative methods, policy/advocacy/ leadership, and culture /community, as well as expertise in the student’s subject area.

This information is provided to the chair of the PhD program, who assures that the doctoral committee meets Graduate Division requirements. The committee conducts the comprehensive examination and approves the dissertation research proposal, conducts the final defense of the dissertation and approves the final copy of the dissertation.



Approval of any change in doctoral committee membership are made on the Graduate Division “Petition to Revise Dissertation/Thesis Committee.” Access the form at <http://manoa.hawaii.edu/graduate/>

Advancing to Candidacy. During the Practice Phase, the student must complete a dissertation proposal and an oral comprehensive exam, which includes the defense of the dissertation proposal.

Dissertation Proposal

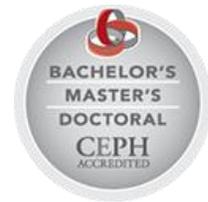
The PhD Program requires the three-manuscript-ready approach, meaning that the dissertation includes an overview and three manuscripts of publishable quality related to the central theme of the dissertation. At least two of the three manuscripts must be based upon empirical research conducted by the student, one using quantitative and the other qualitative methods. The third manuscript may be non-empirical (e.g., a comprehensive literature review or a theoretical policy paper).

A proposal for the dissertation must be approved by the student’s dissertation committee, and the research must be approved by the University of Hawai’i Committee on Human Studies prior to data collection. The dissertation proposal includes an overview of the central theme, a review of the literature (including gaps), and justification for and an overview of the empirical studies proposed under the theme. This should be followed by detailed methodology for the three studies. The recommended outline for the PhD dissertation proposal is available from the PhD Chair. If one of the three proposed chapters is a literature review, it is possible to use or build on a literature review completed in an earlier PhD class, providing that it is relevant to the dissertation research. The doctoral committee is responsible to decide whether a previously completed review can serve as the third chapter and, if so, the extent to which the review needs to be updated or otherwise modified to qualify as a manuscript of publishable quality. The student must be the lead author of each of the three manuscripts submitted as part of the dissertation. More information on the dissertation format is provided in the next section.

Oral Comprehensive Examination and Dissertation Proposal Defense

The chair of the dissertation committee works with the student to decide if the dissertation proposal is ready to send to other committee members. This is done 3-4 weeks before the defense. The chair will ask the other committee members to review the dissertation and tell him/her within 2 weeks if they feel it is sound and if the candidate is ready to proceed with the defense. If not, the student will meet with committee members to receive specific feedback on improving the proposal, and the defense will be rescheduled.

When all members of the dissertation committee believe the candidate is ready to proceed, the defense date/time will be confirmed. About a week before the defense, the chair will ask each committee member to send him/her one or more questions for the candidate aimed to help the candidate strengthen his/her proposal in the five PhD competencies areas: qualitative methods; quantitative methods; community/culture; policy/advocacy/leadership; and theory/application. The chair will forward questions to the candidate so he/she can incorporate responses into the defense presentation and/or provide committee members with written answers.



At the defense, the candidate will give a 20-minute PowerPoint presentation on the proposal. Then the committee members can ask any/all questions, as well as comment on the extent to which the candidate addressed the questions sent prior to the defense. After the presentation and the defense, the candidate will be asked to leave the room while committee members discuss recommendations. Options are pass, pass with changes, or fail. A majority of the committee must vote “pass” in order for the student to pass. Should a member of the committee voting in the minority wish to have the majority decision reviewed, he/she may do so by submitting a written request to the Graduate Division. The request must state specific reasons. Upon approval of the request, the review will be undertaken by the Graduate Council. A student who fails the comprehensive examination may repeat it once at the discretion of the graduate faculty concerned. A student who fails the second examination is dropped from both the program and the Graduate Division. Students who do not successfully pass the oral comprehensive exam will not be permitted to remain in the program.

Once the student successfully passes the oral comprehensive examination, which includes approval of the dissertation proposal, he/she seeks approval from the University’s Committee on Human Studies (IRB) for his/her research. The chair of the PhD program reports the results of the comprehensive examination and the IRB approval of the student’s research to the Graduate Division on Doctorate Form II– Advance to Candidacy. Results of a subsequent retaken examination also are reported on Form II, which can be accessed at <http://manoa.hawaii.edu/graduate/>. Once the form is accepted by the Graduate Division, the student may then register for PH 800 (dissertation research) during the next registration period.

All-But-Dissertation (ABD) Certificate

Upon recommendation by the graduate chair on Form II, a student who passes the comprehensive exam may receive an All-But-Dissertation certificate, which indicates that all requirements for the doctorate have been completed except the dissertation.

Dissertation Phase

The doctoral dissertation will be a substantial contribution to knowledge in which the student exhibits original scholarship and the ability to conduct independent research. The dissertation presents research that has been conducted by the student under the supervision of the chair of the doctoral committee. Students should look to the chair of the doctoral committee for primary direction regarding research methods and presentation of results. It is the joint responsibility of the chair and the student to see that all members of the committee are kept informed of the scope, plan, and progress of both the research and dissertation.

Proprietary or classified information is not an appropriate basis for dissertation research. Data which cannot be made public are not suitable for inclusion in dissertation research. Doctoral research involves free and full dissemination of research results and a public defense of the dissertation.

The doctoral dissertation itself is in the form of an overview and three manuscripts of publishable quality related to the central theme of the dissertation. The overview should contain a brief review of the central theme, problem statement, conceptual framework, and relevant literature, and how the three chapters further our knowledge related to this central theme. At least two of the three manuscripts must be based upon empirical research conducted by the student. The third manuscript



may be non-empirical (e.g., a comprehensive literature review or a theoretical policy paper). Appendices may be included, as the committee deems necessary, for presentation of a student's detailed literature search, project design, data collection instruments, and informed consent forms. A recommended table of contents for the PhD dissertation is available from the PhD Chair.

PhD candidates are encouraged to submit manuscripts throughout their PhD program. If a manuscript is a result of dissertation research and the candidate has not yet defended the dissertation, the candidate must have approval of his/her chair and committee members to submit it for publication. If the candidate submits and/or publishes a dissertation-relevant manuscript prior to formation of the dissertation committee and then wishes for it to be included in the dissertation, the relevant UH Graduate Division rules are followed:

The thesis or dissertation may not have been published previously in its entirety. With the written approval of the committee chair, a student may include previously published material in the manuscript [dissertation]. Such material, however, must be the product of the thesis or dissertation research conducted by the student while enrolled in the graduate program, and may not have been used to obtain another degree. Publication references for the material must be included in the manuscript. Typically, it is not the actual publication but the material from the publication that is incorporated into the manuscript. If the actual publication is to be included, several conditions must be met. In general, the student should be the sole or primary author of any published material to be included. Co-authored material may be included only if the student has made a primary contribution, in terms of both research and writing, and that the nature of the contribution is clearly defined and indicated in the introduction or preface of the thesis or dissertation. Written permission shall be obtained from all copyright owners of the co-authored material and attached to the publication agreement of the thesis or dissertation as applicable.

- The publication must be logically integrated into the manuscript [dissertation] in a coherent manner. Binding reprints of the publication to the manuscript [dissertation] is unacceptable.
- The manuscript must contain an introduction or preface that clearly integrates the publication into the general theme of the manuscript [dissertation].
- The abstract for the manuscript [dissertation] must be comprehensive in the sense that it covers the manuscript [dissertation] as well as any publication to be included.

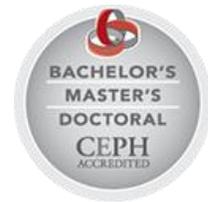
Doctoral students must refer to the Graduate Division website for current dissertation style and formatting requirements. Also download and follow the University of Hawai'i Style and Policy Manual for Theses and Dissertations. Both are found at <http://manoa.hawaii.edu/graduate/>.

Copies of the completed dissertation must be submitted to the committee members at least four weeks prior to the date of the final oral examination.

Candidates must be registered in PH 800 during the entire term in which the work for the degree is completed. Failure to make satisfactory progress on the dissertation does not entitle a student to a refund of tuition.

Final Examination/Defense

A final examination in defense of the dissertation, which may also cover subjects related to the PhD Program Competencies, is required of all candidates for the doctoral degree. The exam is oral and is



conducted by the candidate's full doctoral committee. It is never less than one hour in length. Arrangements for the final examination/defense must be made at least one month in advance, by which time the doctoral committee should have a complete copy of the dissertation, and it must occur prior to the specified deadline <http://manoa.hawaii.edu/graduate/>.

The defense must be announced in the Events Calendar and be open to the public. The announcement must be signed by the dissertation chair and submitted to Graduate Division no later than two weeks prior to the date of the defense.

The dissertation defense may be scheduled on any working day during normal working hours, regardless of whether or not it is during an instructional period. The committee members and graduate chair must agree as to the time and place. If the student or any member of the dissertation committee is unable to physically attend, participation via video- or teleconferencing is allowed. Advance written agreement of the student and all committee members must be obtained and submitted to the Graduate Records Office via the Petition for Remote Committee Participation Form <http://manoa.hawaii.edu/graduate/>.

A majority of the committee, including the committee chair, must read and sign the dissertation. A majority of the doctoral committee members, including the committee chair, must vote "pass," otherwise the candidate fails. Should a member of the committee voting in the minority wish to have the majority decision reviewed, he or she may submit a written request to the Graduate Division. The request must state specific reasons. Upon approval of the request, the review will be undertaken by the Graduate Council.

Candidates failing the final examination may repeat it only with the approval of both the graduate faculty concerned and Graduate Division. Candidates failing the final examination twice are dropped both from the program and Graduate Division. Candidates that pass the examination, all other requirements having been met, are awarded the doctoral degree at the end of the appropriate term. The results of the final examination/dissertation defense and judgment of the content of the final dissertation are reported on Forms III and IV.

Dissertations are due at the Graduate Division by the deadline indicated on the university's Academic Calendar. Students **must** visit the Graduate Division website for specific instructions on the submission of Form IV, the dissertation, and paperwork associated with publishing the dissertation through ProQuest.

Revised 1-10-20