ELECTRICAL AND COMPURTER ENGINEERING (ECE)
PHD COMPREHENSIVE PORTFOLIO POLICY
Submission Guidelines

In order to advance to doctoral candidacy, the student must successfully complete the Portfolio. There are three components in the portfolio evaluation: core course performance, research activity report, and faculty support letters.

A. Graduate students may submit the Portfolio if their core courses (total of five courses from groups A and B) GPA is greater than 3.20 and have agreement of a permanent research adviser (signature needed). Students must have a permanent research advisor before submitting the Portfolio.

For transfer students, grades in corresponding core courses may be recognized after equivalency evaluation, but at least two core courses must be taken at UMBC.

B. Portfolio Contents

1. Includes core course grades and a plan of course-work, written Research Activity Report (RAR), two faculty support letters, and copies of any publications.
    a. Core course grades (see above) and a plan of course-work, which includes a complete list of all courses taken, transferred, and to be taken to satisfy the Ph.D. requirements along with a copy of the current transcript.
    b. Research Activity Report
        (i)   The written *research activity report* (RAR) consists of (i) the *Student Research Statement* of work from previous research activities, e.g., academic or job-related projects, research-related courses (698, 699), and/or MS thesis (799), and (ii) copies of your technical reports, scholarly papers, thesis, formally-presented material (poster, conference, etc.), and journal publications.
        (ii)   RAR quality levels: *very good*, *acceptable*, *poor*
               Acceptable-level: MS thesis, or high pass in 698 or 699; or equivalent from previous verifiable R&D work.
               Very good-level: research publications (as first author) needed.
    c. Faculty Support Forms (at least two)
        (i)   Should provide an evaluation of student's RAR and other relevant assessments
        (ii)   One form must be completed by the research advisor, one from another CSEE faculty member with interests that sufficiently align with the student's education and/or research activities.

(iii)   At least one letter must be from a ECE faculty member, corresponding to your program.
2. Full-time students must submit the *portfolio* at the beginning of their *fifth semester* in the Ph.D. program at UMBC.
3. Part-time students must submit the *portfolio* at the beginning of their *seventh semester* in the Ph.D. program at UMBC.

C. **Submission**
Due dates are in January or August. Documents are to be submitted to Keara Fliggins both in hard copy and by email to fliggins@umbc.edu. All the documents should be in pdf format. Scanned copies of signed documents can be included.

D. **Ph.D. Portfolio Evaluation**
Faculty members reviewing the portfolio (each portfolio will be reviewed by at least two faculty members in the student's area) will assess the complete portfolio based on the following three independent areas:

a. Core-course GPA (*very good* $\geq$ 3.45; 3.45 > *acceptable* $\geq$ 3.2; 3.2 > *poor*) and plan of course-work
b. The quality of the presented RAR
c. Faculty-support letters

The portfolio will be evaluated using a scoring guide for each area as *very good (3), acceptable (2), poor (1)*. The portfolio evaluation will result in one of the two following assessments based on a minimum threshold score of 6.

Clear Competence: A score of 6 or greater is a passing score.
Example 1: one "very good" score and two "acceptable" scores [3 + (2 x 2) = 7]
Example 2: three "acceptable" scores (3 x 2 = 6)
After passing the portfolio, the student may advance to candidacy.

Developing Competence: A score of 5 or lower is a failing score.
Example: One "very good" score and two "poor" scores [3 + (2 x 1)] = 5]
The student must resubmit the portfolio and receive a passing score before advancing to candidacy.