



Ubiquity University, Wisdom School of Graduate Studies
Registrar@UbiquityUniversity.org

Ph.D. Dissertation Advising Agreement

Last Name _____ First Name _____

Street Address _____

City _____ State _____ Zip Code _____

Country _____ Telephone Number _____

Email Address _____

The Dissertation choice is intensely personal and may be a topic that one has explored for some time or is an area of great interest for further exploration. Successful dissertations can range from pure research to creative artistic projects and/or social activism. The best dissertations are those that emanate out of a certain passion of the heart to explore a domain that has deep personal relevance. The dissertation should be on a subject of personal and scholarly significance, and it should be something that is also practicable and doable.

Each dissertation must demonstrate both knowledge of the field in question and be an original contribution to that field. The dissertation must show both a comprehensive knowledge of the philosophy and history of the domain being considered, as well as demonstrate that the student has added something original to that field. Original contributions can cover a wide range of topics and media. The PhD dissertation is a research document, which may focus on a philosophical or theoretical approach to arguing for a thesis, or it may utilize a research methodology in the social sciences or the arts to investigate a question.

Demonstration of Subject/Object Synthesis. At most universities, the requirement for papers is exclusively for objective, dispassionate analysis and research. At The Wisdom School of Graduate Studies, we turn this on its head and require both a rigorous demonstration that the student understands the content of the course or thesis project, and can use footnotes, bibliographies, proper formatting, etc. as well as demonstrate an equally rigorous insight into his or her interior journey as a result of learning the content at hand. In our view, it is the capacity to combine an objective grasp of the material under consideration and also engage in the introspective work of discerning how the material is actually affecting one's inner life and soul growth that is a mark of wisdom.

Responsibilities of the University

The Dean of Students will:

1. Give initial guidance to the Student in clarifying the questions of inquiry, and in thinking through the general direction of the dissertation.
2. Help the student in the choice of a Major Advisor, and will give written approval for the inclusion of the Major Advisor in the student's project.
3. Support the student in meeting his or her timeline.
4. When deemed appropriate or necessary by the Major Advisor and/or Student, be available for phone consultation with the Major Advisor and the candidate.

The Doctoral Committee will:

1. Conduct a Candidate Review with the Student, Major Advisor, and Dean of Students.
2. Convene the Dissertation Proposal Review Committee, and if needed for a particular study, the Ethical Review Committee.
3. Respond to questions from the Student and Major Advisor regarding the dissertation process.
4. Review the completed dissertation, make recommendations for revisions if needed, and select an appropriate External Reader.
5. Convene the Dissertation Defense Committee.
6. In collaboration with the Dean of the School, give final approval to each dissertation following a positive recommendation from the Dissertation Defense Committee.

The Major Advisor Will:

1. Be available to help the student clarify his/her question of inquiry or statement of thesis in preparation for a proposal.
2. Approve the proposal and preliminary outline as presented by the student before it is submitted to Ubiquity University.
3. Support the student in meeting the timeline as outlined in the Dissertation Manual and Student Catalog.
4. Assess whether the Student has demonstrated a thorough knowledge of the subject matter and bibliographical resources of the project.
5. Review each draft in regard to content.
6. Call periodic dissertation meetings, either in person or by conference call.
7. Be available to meet by phone should problems arise.

8. Participate in the Dissertation Defense.
9. Sign the title page of the completed dissertation.

Responsibilities of the Student

Student will:

1. Confer with the Dean of Students as to the initial questions and general outline of his/her dissertation.
2. Confer with the Dean of Students concerning the selection of a Major Advisor.
3. Approach the potential Major Advisor to discuss and request advising.
4. If the advisor is not a University faculty member, present the credentials of the Major Advisor to the Dean of Students, including his/her curriculum vitae for final approval.
5. Complete, sign and submit the PhD Major Advising Agreement form to the Registrar. Copies of this form to be retained by the Student, the Major Advisor, the Dean of Students and the Doctoral Committee.
6. Work under the direction of the Major Advisor in order to develop an initial proposal and preliminary outline of the project.
7. Contact the Doctoral Committee when ready to engage in a Candidate Review process.
8. Be available for meeting with the Major Advisor. This can be done either in person or by conference call. These meetings should occur to develop a proposal and preliminary outline, and after the descriptive outline has been completed to evaluate the first draft of the dissertation.
9. Adhere to the citation guidelines in the *Manual of the American Psychological Association* (APA). If the APA style is not followed, the dissertation will not be admitted.
10. Respond conscientiously to the feedback and advice of the Major Advisor.
11. Submit the Advisor-approved dissertation to the University upon completion.
12. Defend the work to the Dissertation Defense Committee consisting of the Major Advisor, the Doctoral Committee or a delegate University representative, and an External Examiner. If the student passes this step, s/he has met the dissertation requirement for graduation. If not the committee will submit a written explanation of what was lacking and a pathway forward. One additional attempt is allowed within a 12-month period.
13. Finally, the student must complete all the graduation requirements outlined in the Student Catalog.

Anticipated Start Date: _____ **Anticipated Completion Date:** _____

Advising and Dissertation Credit Fees

The Advising fee (\$1500) and Dissertation Credit Fees of (\$3260) for a total of \$4,760 are payable either as one lump sum (with a \$200 discount) or as installments of up to 8 semi-annual payments over a four-year period. Please check your choice of payment option:

- Payment in Full (\$4,760 less \$200 discount for a total of \$4,560 included with form)**
- 1 yr: 2 payments (\$2,380 each)**
- 2 yr: 4 payments (\$1,190 each)**
- 3 yr: 6 payments (1st = \$810, remaining at \$790)**
- 4 yr: 8 payments (1st = \$770, remaining at \$570 each)**

The first installment (\$500) of the Advising fee is paid to the Major Advisor after the signed Advising Agreement and completed Form W-9 for U.S. based individuals or Form W8BEN for non-U.S. based individuals have been received and approved by the University. The remaining installment (\$1000) is paid after the University approves the Dissertation.

Student Name (printed) _____

Student Signature _____ Date _____

Major Advisor Name: (printed) _____

Advisor Signature _____ Date _____

Advisor Email Address: _____

Advisor Mailing Address: _____

(Payment will be mailed to address you list above)

Advisor Home #: _____ Cell: _____

Wisdom School of Graduate Studies, Ubiquity University Administrative Use

Date Form Received _____ **Approved** _____

\$ _____	Dt: _____	\$ _____	Dt: _____
\$ _____	Dt: _____	\$ _____	Dt: _____
\$ _____	Dt: _____	\$ _____	Dt: _____
\$ _____	Dt: _____	\$ _____	Dt: _____