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Division of Infectious Diseases and Vaccinology
2121 Berkeley Way West

Dear Infectious Diseases and Immunity PhD Incoming Class,

Welcome to the IDI Doctoral Program at the School of Public Health at the University of California, Berkeley!

We are delighted that you selected our program for pursuing your graduate education, and look forward to getting to know you through classroom instructions, advising, and in various extracurricular settings.

This handbook will provide you with details on the curriculum; requirements and resources that will help guide you during your time in the program. Nonetheless, it is important for students to read and make reference to the Grad Division Resources for Graduate Students all the time at https://grad.berkeley.edu/students/

Please reach out to faculty and staff with any questions you might have as you begin your studies.

We look forward to getting to know each of you and supporting you in achieving your educational and professional goals in the field of infectious diseases and immunity.

Best wishes

Eva Harris, PhD Professor,
Division of Infectious Diseases and Vaccinology
Director, Center for Global Public Health
Chair, Infectious Diseases and Immunity Graduate Group
School of Public Health, University of California, Berkeley
IDI PhD Program specific competencies

Upon satisfactory completion of the Infectious Diseases and Immunity PhD curriculum, graduates will be able to demonstrate the following competencies.

1. Describe viral, bacterial, fungal, and parasitological agents of infectious diseases of humans; explain biological, molecular, cellular and immunological mechanisms of infection and disease; and demonstrate advanced knowledge of molecular biology, microbiology, immunology, biochemistry and cell biology.

2. Understand various epidemiologic analytical study designs to address infectious disease occurrence and distributions in human populations.

3. Increase our understanding of infectious diseases and immunology through basic and translational research that contributes to developing new diagnostics, treatments, and methods to prevent or control diseases.

4. Apply statistical methods appropriately to analyze laboratory and/or epidemiological data.

5. Develop a research proposal that states a study question, presents a scientific and public health rationale for its significance and specifies a detailed methodology for carrying out the research project.

6. Organize, analyze and present scientific data in a lucid manner through oral communications.

7. Design, conduct, and publish original research in the area of infectious diseases and immunity.
Doctor of Philosophy (PhD) Degree program
Infectious Diseases and Immunity, University of California, Berkeley

Introduction

The Graduate Group in Infectious Diseases and Immunity is an interdepartmental graduate program that provides graduate students an opportunity to obtain a Ph.D. degree that is unique in emphasizing integrated, multidisciplinary training of host-pathogen-environmental interactions. Important areas of inquiry include the molecular biology of host-pathogen interactions where the molecular and cellular biology of pathogenesis will be investigated; the ecology, evolution, and transmission of infectious agents where the mechanisms of infectious disease acquisition through environmental factors, intermediate hosts and vectors are integrated with biology, surveillance and epidemiological analysis; and prevention and control where the relationship between host immunity and preventive public health practices are integrated with molecular approaches for detection and vaccine and drug development.

The objective of this program is to provide students with research-oriented pursuits that will train them to design and implement independent investigations and advance the fundamental knowledge of infectious disease agents and their interactions with the human host and the environment. The goal is to promote health by integration of basic research and applied technologies for the development of new approaches for the diagnosis, treatment, prevention, and control of infectious disease in humans. This program crosses traditional departmental boundaries to combine clinical, epidemiological, and basic laboratory research strategies in modern biology and apply these to specific infectious disease problems affecting human populations.

This guide aims to provide information and counsel for the pursuit of a graduate degree in Infectious Diseases and Immunity at the University of California, Berkeley. This document does not cover all regulations pertaining to graduate studies at UC Berkeley, please take a look at the links included in the Things You Should Know and Services & Resources sections.

A PhD degree in IDI requires coursework completion (Group I to Group V), passing an oral qualifying examination, and a dissertation. Those completing the PhD will have acquired a deep knowledge and understanding of the infectious diseases and immunity subject areas. As graduates with doctorates often assume academic research and teaching careers, a high degree of mastery in research design, theory, methodology, and execution is expected, as well as the ability to communicate and present concepts in a clear, understandable manner.

Course Requirements & Recommended Electives Courses

The following minimum core graduate courses, or their equivalent, are required of all students in the Graduate Group. These courses should be taken before the Qualifying Examination Committee is appointed, and the student must receive a “B” or higher grade average in these courses, except seminars that may be taken on S/U basis.
Group I: Infectious Diseases (2 courses)

- PH 260A Principles of Infectious Diseases (4 units) Riley
- And one of the following:
  - PH 262 Molecular Basis of Bacterial Pathogenesis (3 units); Portnoy
  - PH 265 Molecular Parasitology (3 units); Harris
  - PH 266B Zoonotic Diseases (2 units) (next offer TBA)

Group II: Immunology (1 course)

- PH 263 Public Health Immunology (3 units) (PH 263 is highly preferred)
  Or:
  - MCB 250 Advanced Immunology (4 units); Raulet/Robey

Group III: Biostatistics (1 course)

- PH 142 Introduction to Probability & Statistics (4 units)
  Or:
  - PH 245 Introduction to Multivariate Statistics (4 units)

Group IV: Epidemiology (1 course)

- PH 250A Epidemiologic Methods I (4 units)
- PH 253B* Epidemiology and Control of Infectious Diseases (3 units) Lewnard
  Or:
  - PH 260E Molecular Epidemiology (2 units) Riley

*Note: IDI PhD students without an epidemiology background are strongly encouraged to read more about Epidemiology and/or take 250A prior to taking PH 253B

Group V: Research (2 courses)

- PH 293 IDI Doctoral Seminar (1 unit) required every semester in S/SU grade.
- PH 293 Doctoral Research Seminar (2 units) for pre-QE students in letter grade, other IDI students are welcome. Foundational PH knowledge requirement.
Effective Fall 2022, **PB HLTH W200**: Foundations of Public Health Practice is a required course for IDI PhD students to fulfill the CEPH foundational public health knowledge requirements.

In addition to the required courses listed above, students will elect **several additional courses** appropriate to the student’s area of research interest with the guidance of the Graduate Advisor and other faculty. Examples for electives (also includes courses listed above):

- PH 250B Epidemiologic Methods II (4 units)
- MCB 210 Molecular & Cell Biology (4 units)
- PH 260F Infectious Disease Research in Developing Countries (2 units)
- PH 257 Outbreak Investigation (2 units)
- MCB 230 Advanced Cell Biology (4 units)

**Note:** *Graduate Division requires that no more than one-third of units in an individual’s total curriculum while at UC Berkeley be taken for the Satisfactory/Unsatisfactory grading option. PH 298 (Group Study) and 299 (Independent Research) units are not counted toward this limit. Core Courses and Recommended Courses should be taken for a letter grade.*

**Research Lab rotations schedule and Research Mentor Selection**

Rotation 1: Mon, Sept 19 - Wed, Nov 23 (Nov 24 is Thanksgiving)
Rotation 2: Mon, Nov 28 - Friday, Feb 17
Rotation 3: Tue, Feb 21 (Feb 20 is a holiday) - Friday, April 28

Students should inform IDI Head Graduate Advisor Dr. Eva Harris and IDI GSAO of their lab rotations placement at the start of each rotation. At the end of each lab rotation, the respective faculty member will be asked to evaluate the student’s performance and submit a summary to the student, HGA and the program GSAO. Questions and concerns of the lab rotation should always bring to the HGA’s attention. Students should be able to join a lab by early May in the first year of study.

**Teaching**

Every doctoral student in IDI is expected to serve for two semesters as a Graduate Student Instructor (GSI). Teaching fortifies theoretical knowledge gained in coursework, prepares students for academic careers, and provides service to the Division and the School of Public Health.

**Finding a GSI/GSR position**

Please contact individual faculty with research that aligns with your interests/experience. You are not limited to GSI/GSR positions within BPH, but you would need to contact other departments in which you have expertise for availability, qualification, and departmental deadlines. GSI hiring is managed by the department in which each position is offered, IDI PhD student is required to inform the IDV GSAO with the GSI hiring information immediately if get hired by other department.

For questions not addressed by your hiring department, please contact the GSI Teaching and Resource Center at 510-642-4456 or gsi@berkeley.edu: **GSI/GSR Resources**GSI Teaching and Resources Center
http://gsi.berkeley.edu. Grad Division Academic Appointments FAQs
http://grad.berkeley.edu/policies/guides/faq-appointments/
**Academic Residence Requirement**
IDI doctoral students must register and enroll in at least 12 units per semester for a minimum of four semesters of academic residence at Berkeley.

**California Residency**
IDI PhD students eligible to establish CA residency must do so and submit the documentation to the Office of Residency by the campus hard deadlines. Information regarding residency for tuition purposes can be found at [http://registrar.berkeley.edu/Residency/legalinfo.html](http://registrar.berkeley.edu/Residency/legalinfo.html). Questions regarding residency should be directed to the Residence Affairs Unit at ores@berkeley.edu or (510) 642-5990.
**Pathway through the IDI PhD program**

In the first two years, students must complete the coursework requirement, lab rotations in the first year and apply for QE in their second year. Apply for Advancement to Candidacy in their third year after passing the QE. Third year onwards, proceed with Dissertation research and writing the Dissertation till graduation.

<table>
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<th>Coursework</th>
<th>First and second year: Group I to Group V course requirement.</th>
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<tr>
<td>Lab rotations</td>
<td>First year: Students usually do 3 lab rotations. Students will be evaluated by the faculty member after each lab rotation. Lab decision should be made in early May.</td>
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<td>Major milestone: Qualifying Exam (QE)</td>
<td>Second year: Application for QE. See section on QE</td>
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<tr>
<td>Advancement to Candidacy</td>
<td>Second/ beginning of Third year: Within 3 months after passing the QE, students should apply for advancement to candidacy. See section on Advancement to Candidacy</td>
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<tr>
<td>Doctoral Candidacy Review (DCR)</td>
<td>Third to fifth year: Advanced to candidacy Doctoral student should complete the IDI Program requirement on Annual Doctoral Student review in March and the Grad Division annual Doctoral Candidacy Review (DCR) in May in calcentral.</td>
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<tr>
<td>Teaching Requirement</td>
<td>2 semesters of GSI teaching.</td>
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<tr>
<td>Dissertation Talk</td>
<td>Fifth year: In the last semester student ready to file dissertation, student sign up for present Dissertation talk in the IDI Doctoral Seminar.</td>
</tr>
<tr>
<td>File Dissertation</td>
<td>Fifth year: Student update the Expected term of Graduation in calcentral. Be a registered student or on filing fee to file dissertation. Follow filing Dissertation guidelines and submit by the deadline.</td>
</tr>
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Milestone:

Qualifying Exam (Please see Appendix A for details)

The Purpose of the Qualifying Examination

The intent of the Qualifying Examination is to ascertain the breadth of the student’s comprehension in at least three subject areas related to the major field of study, and to determine whether the student has the ability to think incisively and critically about the theoretical and the practical aspects of these areas.

The examiners should satisfy themselves, by unanimous vote, that the student demonstrated sufficient command of the three subject areas.

To be eligible for the examination, a student must have a grade-point average of at least 3.0 and in satisfactory academic progress and complete the coursework requirement for the program. Student should seek advice from the HGA to identify the QE Chair who must be a UCB senate faculty and a core member of the IDI Graduate Group. The QE Chair and the student will come up with the other members of the QE and work with the Chair on the areas to be tested.

The QE is usually conducted as follows:

1. The candidate is expected to begin with a 45-minute presentation of a dissertation topic, including a review of previous work and the proposal of a sound research strategy.

2. Following this presentation, the candidate is asked to demonstrate an ability to synthesize the methods learned through courses and to soundly apply this knowledge to areas and problems suggested by committee members. To achieve this goal, committee members are likely to ask questions that delve into subjects that go beyond the chosen area of dissertation research.

The student normally takes the Qualifying Examination normally in the third or fourth semester. The student, in consultation with the Head Graduate Advisor, will recommend a four-member Examination Committee, approved by the Graduate Division. This Committee shall have at least three regular faculty from the Graduate Group and include representatives from least two departments. Adjunct Professors may serve as members of the Committee. Non-Senate members and faculty from other campuses may serve upon approval of the Graduate Advisor and Dean of the Graduate Division.

No later than one week before the Examination the candidate will prepare and deliver to the Committee two research proposals, both of the scope and caliber appropriate for doctoral dissertation research. The student develops the topics of both the major and minor proposals in consultation with the Examination Committee Chair.
Qualifying Exam Instructions & Timeline

STEP 1: Consult IDI Head Graduate Advisor, Dr. Eva Harris to identify your QE Chair, and potential QE Committee members. Work with your QE Chair to establish your QE committee, which consists of four faculty members (three "inside" from IDI Graduate Group and one "outside member" from another department (i.e., MCB, epidemiology, bioengineering etc). Note your dissertation chair cannot serve as the QE chair and two of the "inside' members must be core IDI faculty.

STEP 2: Identify an exam date and three hour time period (i.e. 9AM to 12PM) that works for you and your QE committee members. Sending a doodle poll out is helpful. The exams can be held fully in-person, fully remote or hybrid (during Covid campus allow this special accommodation) i.e., some members are physically present and some are remote). Note if the exam is hybrid and the student is physically present, then the chair of the committee also needs to be physically present.

Recommended last day to sit for the qualifying exam to be waived from Non-Resident Supplemental Tuition: Spring - December 1st ; Fall - July 15th

STEP 3: Once a date and time has been finalized, submit the Internal form Application for Qualifying Examination at Appendix A to get HGA and program review and approval.

STEP 4: Once the HGA approval is granted, student submit Higher Degrees Committee eform (via CalCentral) > My Dashboard > Students Resources > Higher Degree Committees eForm to get the Grad Division approval.

This should be submitted a minimum of three weeks prior to the date of your QE. It's okay if you do it slightly later. If you are requesting an exception, then the eform should be submitted even earlier (at least 4 weeks prior to the exam date).

If the QE is hold in person, and if you need help with room reservation, please let IDV GSAO know of the date, time and location of the QE at least 3 weeks in advance of your scheduled exam date. If the QE is held remotely, the candidate should create a bcal calendar invite with the Zoom meeting information for a remote qualifying exam, please share the calendar invite with IDV GSAO at tyl@berkeley.edu. This way, the program can follow up and submit your QE results after the exam to the Grad Division in a timely manner.

STEP 5: The Grad Division approval is given for you to take the QE, proceed with the QE practice and preparation. Send the required proposals to the QE Committee per stipulated by the QE committee and in the IDI guidance of QE. If Grad Division recycled back the eform, student submit must resolve the issue and resubmit the pending form. Do not start a new eform.
Qualifying Examination Committee membership

IDI QE Committee consists of four UCB faculty members, the Chair must be the core member of the IDI Graduate Group. Additionally, the chair of the qualifying examination committee may not serve as chair of the dissertation committee, though it is expected that the proposed chair of the dissertation committee will serve on the qualifying examination committee. The Graduate Division must approve this committee at least three weeks prior to the exam itself. The two other members from the Graduate Group of IDI program plus an UCB senate faculty to serve as the Academic Senate Representative (ASR) who can be from the department (Graduate Group) or outside the Graduate Group. Graduate Division requires that all four QE committee members are Academic Senate Faculty Members. (Adjuncts and Lecturers are not Academic Senate Faculty): https://grad.berkeley.edu/policy/degrees-policy/#f46-academic-senate-status You can request an exception for a non-Academic Senate Faculty member to be on your committee. The exception request requires a memo in department letterhead and pdf format from the IDI Head Graduate Advisor, Eva Harris and a copy of the potential committee member’s CV. Your exception request is most likely to be approved if you have four committee members, three UCB Academic Senate Faculty and one non-Academic Senate Faculty.

Students should apply for advancement to candidacy within 3 months of passing the QE. Students do not pass the QE, per QE Committee recommendation, can take a second and final attempt of the QE and reexamine on the areas not passed.

Advancing to Candidacy (Please see Appendix B for details)

Once a student has passed the Oral Qualifying Examination, the student submits an internal Application for Advancement to Candidacy form for the program. Once HGA approves the internal form, student should submit the advancement to Candidacy via CalCentral and upload a copy of the student’s CITI certification (see below). A charge will appear on a student’s CalCentral My Finances once approved.

Please note: The proposed members of the dissertation committee must be included in the eform. The student must also indicate on the form whether human subjects or animal research will be involved in the dissertation research. Human-subjects protocols and/or animal-subjects protocols must be approved by the appropriate Berkeley committees before any dissertation research is conducted. Please see Research Involving Human and Animal Research.

To be advanced to candidacy, IDI PhD doctoral students must:

a. have fulfilled any additional program requirements;
b. have no more than two courses graded “Incomplete”;
c. have a minimum 3.0 grade-point-average in all upper division and graduate work taken while in graduate standing;
d. have no more than one-third of the total units undertaken for the degree be graded on an S/U basis;
e. passed the Qualifying Examination; and
f. have secured an appropriately configured dissertation committee. More information can be found on the Graduate Divisions website "Advancement to Candidacy for Doctoral Degree".
PhD Dissertation Committee

The candidate's research is conducted under the guidance of a dissertation committee that consists of three UCB senate faculty members, with two “inside” members from the IDI Graduate Group and one ASR from “outside” the department (e.g., MCB, Epidemiology, Bioengineering, etc.). The committee chair, which must be a member of the Graduate Group of IDI, is primarily responsible for supervising the student’s research progress. The dissertation committee must be in place at the time the student submits the Higher Degree eForm for Advancement to Doctoral to the Graduate Division via CalCentral.

Requesting an exception for Non-Academic Senate faculty member or someone outside of UC Berkeley to serve on your dissertation committee:

- An exceptional member is much more likely to be approved if you have a four-member committee.
- Submit the google form to add the person’s information to the database: https://docs.google.com/forms/d/e/1FAIpQLSfTozfpXrD5FWCJSmuJ0LAURUxjDdfN9NFcqWr3WQ6hICV5A/viewform
- Obtain the exceptional member’s CV. They must hold a PhD or MD level degree to be eligible to serve on a dissertation committee.
- Arrange for a memo from the Head Graduate Advisor, Eva Harris explaining why this person is uniquely qualified to serve on your committee. Email Teresa Liu for more details. We usually ask that you draft (in Grad Division template) a paragraph or two explaining how this person has supported your dissertation research so far and why you would like them to be on your committee. This final version must be signed and put in department letterhead and in pdf format.
- Submit the Higher Degree Committees eform in Cal Central. Upload the exception memo and CV to the form.

The nonresident supplemental tuition (NRST)

For nonresident doctoral students who have been advanced to candidacy, are waive out of the NRST tuition for six semesters subsequent to the students’ advancement, whether registered or not. Any student who continues to be enrolled or who re-enrolls after the three-year period will be charged the full nonresident tuition rate that is in effect at the time. For more information you can go to "Reduction in Non-Resident Tuition".

Preparation of the PhD Dissertation

It is important for the student to meet regularly with the chair and other members of the dissertation committee. All members of the committee should approve the dissertation before it is put into final form. Instructions on the preparation and submission of the dissertation are available from the Graduate Division. The student is responsible for following these instructions, including obtaining all signatures of approval, and should allow ample time to complete all requirements well before the date when s/he plans to file the dissertation. A PDF file of the final version of the dissertation should be provided to the IDI PhD program. 

https://grad.berkeley.edu/academic-progress/dissertation/
**Doctoral Candidacy Review (DCR)**

Doctoral students advanced to candidacy are required to meet each academic year at least to complete the Internal review by IDI HGA and the program on their progress. To meet this requirement, student submit the Internal program requirement on **Annual IDI Program progress review for Advanced to candidacy student** in March (sample attached). Then the student should complete the Grad Division annual requirement on Doctoral student advanced to candidacy of the DCR in **May for the Grad Division in Calcentral**. This Grad Division has an annual requirement for Doctoral Advanced student to meet at least once a year with their dissertation chair and complete the online “Doctoral Candidacy Form” eform found on their Calcentral dashboard in May with the Dissertation Chair comments and finalized the review and sign off. Having a current annual DCR on file can help student stay on track for graduation.

**Filing Fee**

The Filing Fee is a reduced fee, one-half of the Student Services Fee (formerly the University Registration fee), for doctoral students who have completed all requirements for the degree except for filing the dissertation (Plan B). Filing Fee is available for the Fall and Spring semesters only. (please check the Office of the Registrar’s Fee Schedule for current fees) The Filing Fee is not a form of registration. If students wish to use University services that are supported by registration fees, they must pay those fees. Students on Filing Fee status are not eligible to receive university funding or hold academic appointments because they are not registered. The Filing Fee may be used only once during a student’s career. If a student does not complete the final degree requirements (filing the dissertation or thesis, or passing the final comprehensive exam) during the semester for which the Filing Fee is approved, the student must apply for readmission and pay regular registration fees during a subsequent semester to complete the requirements.

**Eligibility**

Filing Fee status is only available for students registered in the immediately previous term: Fall semester to be on Filing Fee in Spring; Spring semester or Summer Session (registered for at least one unit) to be on Filing Fee in Fall. Filing Fee status is not available for Summer Sessions. (Students are permitted to file a thesis or dissertation while registered for Summer Session.)

**Duration of the Filing Fee**

The Filing Fee applies for the length of the semester for which Filing Fee status has been approved, up to the last working day of the term, which is the deadline for filing a thesis or dissertation with Graduate Division.

**Filing Fee status and International Students**

In most cases, Filing Fee status can satisfy the SEVIS registration requirement for F-1/J-1 international students. To avoid visa problems with the U.S. Immigration and Customs Enforcement, international students must contact the Berkeley International Office well before the beginning of the semester during which they plan to use the Filing Fee. U.S. resident students may purchase Student Health Insurance Plan (SHIP) coverage for the semester they are on approved filing fee status if they have not already purchased SHIP during a period of withdrawal.
Procedure

To apply, go to CalCentral and click the link to submit a “Special Enrollment Petition.” Students must apply for the Filing Fee by the end of the first week of class of the semester in which they intend to file.

Students do so by completing the Filing Fee Application. Students are billed the Filing Fee on their CalCentral “My Finances” statement. The degree cannot be awarded until the Filing Fee is paid. Students should notify the EHS Program Manager when they have submitted their eform filing fee along with their eform number.

For more information please go to the filing fee on the Graduate Division website.

Graduation

PhD students who have not completed their dissertations may request permission from the ID Program Manager by March, to participate in the SPH commencement in May. The request should be in a written statement, signed jointly by the PhD student and his/her faculty advisor, has been given to the IDI Graduate advisor attesting to that the dissertation has a high likelihood of being completed and filed within 2-3 months after walking in the Commencement.

For more detailed information regarding degree policies and committee’s, please visit the Graduate Division website.

General Information

Financial Support

Admitted students are eligible for various types of financial support, including campus fellowships and funding from Research Grant, the Graduate Group in IDI and Division funds. Students interested in teaching or research positions may apply directly to positions open for application. Information on other sources of financial aid, such as loans and the work-study program, is available through the Financial Aid and Scholarships Office (https://financialaid.berkeley.edu/)

For domestic students (US citizens and permanent residents) who apply for financial aid, need to file the FAFSA (Free Application for Federal Student Aid) initial submission and renewal. It is important that all students submit a renewal of the FAFSA each year, regardless of the desired type of financial support.

For International and Out-of-State Students, the IDI Graduate Group will generally provide at most one year of NRST (Non Resident Supplemental Tuition) funding. Incoming PhD students will be encouraged to take their qualifying exam during the Spring term of second year. After passing the qualifying exam and advancing to candidacy, non CA resident students will no longer charged the NRST for six semesters.
Graduate Student Appointments

**Graduate Student Researchers (GSR)** are selected and appointed by faculty for promise in research. A GSR must be a registered graduate student with a grade-point average of at least 3.0. GSR positions may be held with faculty inside IDI Graduate Group. The more research experience you have, the better the chances of obtaining a GSR position.

**Graduate Student Instructors (GSI)** are chosen for promise in teaching and serve an apprenticeship under the supervision of a faculty member. A GSI must be a registered graduate student with a grade-point average of at least 3.0.

The duties of a GSI include preparing for and conducting problem-solving sessions, holding office hours, assisting to create and grading homework and/or exams, and attending any meetings called by the instructor. Full-time employment is based on a 40-hour workweek: a 50% GSI appointment assumes 20 hours per week, which is the maximum appointment the University allows graduate students to work during the Fall and Spring semesters. US citizens and permanent residents can request an exception to work up 75% during the fall and spring; this option is not open to international students as it violates your student visa agreement. All students are able to work up to 100% during the summers between enrolled semesters.

Traditionally, GSI positions in the IDV Division are for PB HLTH 162A (Public Health Microbiology) and PH 168 (Public Health Microbiology lab). PH 260A and possibly PH 263 and PH 236.

In order to be considered for a GSI appointment, all students who do not speak English as a native language and do not have a bachelor’s degree from a US institution must demonstrate oral English proficiency. This may be done by earning a Speaking score of 26 or higher on the TOEFL exam or passing the Oral Proficiency Test offered through the GSI Teaching and Resource Center.

Additionally, all first-time GSIs must meet various requirements as required by the Graduate Student Instructor Teaching & Resource Center. Among them, new GSIs must complete a 300-level pedagogy course. In the School of Public Health a PH 375A/B are offered in the Fall and Spring semesters.

Student Information

Currently, there are 15 students pursuing degrees in Infectious Diseases and Immunity PhD program. A large number of our graduates have gone on to research scientists, heading an ID research unit and lab director and teaching careers at colleges and universities. Others have pursued careers in the pharmaceutical/biotech industries, at health care organizations, across the US and abroad. The demand for infectious diseases scientists and researchers with advanced training is high, particularly for those seeking research careers.

**Student Groups**
Infectious Disease and Immunity PhD Student GroupThe mission of the IDI student group is to facilitate social interactions within the student body and allow informal discussion of suggestions/concerns for the improvement of the program. The student-led group meets monthly to discuss and plan social events, student recruitment, the annual PhD retreat.
President 2022-23: Joseph Tran, Co-president: Kishen Patel

Campus E-mail and Calendar
All registered students are eligible for, and are required to have, a bConnected account — your official campus email, calendar, and document sharing account. Your campus email address is based on your online identity (your CalNet ID followed by @ berkeley.edu), and it will be used by professors, departments, and university administration to send information regarding enrollment, financial aid, and class assignments. Your calendar is used for scheduling meetings, office hours, etc.

To create your official UC Berkeley email account, visit http://bconnected.berkeley.edu. Once your berkeley.edu email account is set up, update your UC Berkeley official email listing in the CalNet Directory: http://calnet.berkeley.edu/directory/update. Your official email address, @berkeley.edu, will be used for all communication.

Registration and Enrollment- CalCentral
You will enroll in classes using https://calcentral.berkeley.edu. You may use CalCentral during your appointment period drop classes through the second week of instruction at no additional cost. Drops can still be made via CalCentral after the second week of instruction, but will incur a $10 fee, payable on CalCentral MyFinances. You may use CalCentral to add a class through the third week of instruction at no additional cost. Adds can still be made via CalCentral after the third week, but will incur a $5 fee. Students will be able to add, drop, and/or change units (in variable unit courses) with a fee (for adding/dropping courses) through the end of the fifth week. Any changes after the fifth week of instruction will need to be made by downloading and completing the Petition to Change Class Schedule Form and submit it to tyl@berkeley.edu by Monday of the last week of Instruction.

You may also obtain information regarding your current schedule, your final grades from the previous semester, financial aid application/award status, finance/billing information, and much more on CalCentral.

A late registration fee of $150 will be charged to any student not officially arrested by Friday of the third week of instruction. If you are not enrolled in any class by the third week of instruction your registration may be canceled and you will need to apply for re-admission.

To be officially registered, you must meet four criteria:
1. You must be enrolled in at least one course.
2. Your registration fees must have been paid, either in full, or, if on the Deferred Payment Plan, at least your first installment of 20% by September 23, 2016.
3. You must have no blocks against your registration.
4. You must complete the Sexual Violence and Sexual Harassment Training online and in-person.

With CalCentral you will be able to access your current class schedule, financial aid and award status, as well as information regarding your grades, billing, advising appointments, bCalendar and more. You can also update your postal address, email address, and telephone information, view and order copies of your transcript.

bCourses is Berkeley’s Learning Management System (LMS) powered by Canvas. It is an online system specifically designed for the delivery and communications of course content, online engagement
between students and instructors, and the management of student work in support of face-to-face and hybrid classes. Please visit https://bcourses.berkeley.edu to create a site.

Things You Should Know

**Policies and Procedures:** The policies and procedures that govern graduate work at UC Berkeley are found on the Graduate Division website. It is your responsibility to familiarize yourself with these policies and procedures. Note: SPH has its own set of policies and procedures that may be different from the Graduate Division policies, so please check in with the student services staff if you have any questions.

**Facilities Access**
Berkeley Way West is a secure building and anyone entering prior to 8 AM or after 6 PM on weekdays, or anytime on weekends, and those accessing first floor classrooms or fifth floor offices must first obtain a Cal 1 Card, will be distributed to students during Program Breakout Session and then students complete the access request form.

PhD Students:
24/7 access to Berkeley Way West (BWW) building doors, bicycle storage room, 2nd floor Graduate Lounge and the 5th floor. Students submit the BWW access request eform after pick up their Cal 1 card at Program Breakout session on Aug 22. It takes about a week for your card to be activated after your access is approved.
For LKS access, 5th/F, please fill out the LKS access request form. Eva Harris is the faculty sponsor.
For building etiquette, policies, etc on the BWW, please visit website: [http://sph.berkeley.edu/faculty-staff/working-berkeley-way-west](http://sph.berkeley.edu/faculty-staff/working-berkeley-way-west)

**Student Space in BWW**
The Graduate Student Lounge is located in Room 2500 on the second floor. Card-key access is needed to get into the lounge (see access form process above). This lounge is shared by all three Schools in the building (School of Public Health, Graduate School of Education, and the Department of Psychology) and is limited to graduate students only. There is a School of Public Health graduate specific student lounge and pantry in the Student Services Suite 2200 on the second floor that also requires Cal 1 Card access. IDI PhD students have four desks station to use on a shared basis by IDI PhD students in BWW 5421 suite-the IDI desk stations are 5421-10A and 10B and 5421 -25A and 25B. IDI PhD students to work out the space use scheduling.
If you are hired as a Graduate Student Researcher (GSR) there is also a possibility of utilizing a workstation in the 5241 Suite on the 5th floor. Please reach out to your faculty supervisor and the Student Services Team for more information.

**SPH Student Services**
The School of Public Health Office of Student Services and Admissions office is located in Suite 2220 in the Berkeley Way West Building. Student Services staff are responsible for many school-wide events
and procedures such as pre-application advising, admissions, Spring Visit Day, New Student Orientation, and Commencement.

**DREAM Office - Diversity and Inclusion**
The mission of the DREAM Office (Diversity Respect Equity Action Multiculturalism Office) is to increase diversity in the public health workforce by encouraging students from historically underrepresented or disadvantaged backgrounds to pursue graduate degrees in the health professions. DREAM offers support to students at SPH through mentoring, tutoring, advising, hosting events and most importantly holding a safe space where all students can feel like they belong. The DREAM Office is located in Suite 2220 (east entrance).

idi_phd_students@lists.berkeley.edu: You will be automatically added to IDI PhD students listservs sending email through the listserv will be approved by the program

**Career Development:** The Career Services Office within RISE Berkeley Public Health Careers & Leadership Office at SPH assists students and alumni to discover and pursue public health employment that suits their goals and passions and enables them to make a difference in public health. Services include individual career counseling to discuss career decision-making and job search strategies, critiquing resumes and cover letters, conducting mock interviews, evaluating/negotiating job offers, or learning about career resources available to SPH students. You can make an appointment with the Career Services staff or view job openings both on and off campus on the PHLEX platform.

**Berkeley time**
At Berkeley, classes start 10 minutes after their scheduled times, known as “Berkeley Time,” this time provides a buffer for students with back-to-back classes. For example, if your schedule says you have: Class A from 9:00 AM – 11:30 AM, Class B from 11:30 AM – 1:00 PM

**Services and Resources**

**Berkeley International Office:** [http://internationaloffice.berkeley.edu/](http://internationaloffice.berkeley.edu/) - resources and advice on immigration, financial and personal matters.

**Cal Student Central:** [http://studentcentral.berkeley.edu/](http://studentcentral.berkeley.edu/) a one-stop student services center for financial aid, billing, registration, and enrollment in one convenient location.

**Career Center:** [https://career.berkeley.edu/Info/AboutUs.stm](https://career.berkeley.edu/Info/AboutUs.stm) assisting students and alumni with career exploration, internship and job searching, and the graduate or professional school application process.

**Student Parent Central:** [https://studentparents.berkeley.edu/](https://studentparents.berkeley.edu/)

**Cal 1 Card:** Your Student ID Card, access badge, debit account, etc (https://cal1card.berkeley.edu/)

**Financial Aid Office (FAO):** [http://financialaid.berkeley.edu](http://financialaid.berkeley.edu) information for graduate students re: student loans and federal student aid.

**Housing (Cal Rentals):** [https://och.berkeley.edu/](https://och.berkeley.edu/) Berkeley’s own rental listings unit and resource for finding local housing.

**Library Research Services for Graduate Students:**
[http://lib.berkeley.edu/services_for_users/grad_students.html](http://lib.berkeley.edu/services_for_users/grad_students.html)
Office of the Registrar: (http://registrar.berkeley.edu) for up-to-date information on registration fees, adding/dropping classes, CalCentral, residency, grades and more.
Parking & Transportation: (http://pt.berkeley.edu) information about parking permits, campus shuttles and emergency preparedness.
Police: (http://police.berkeley.edu) information about campus safety programs, night escort services and emergency preparedness.
Student Calendar: (http://registrar.berkeley.edu/GeneralInfo/stucal.html) important dates for filing and registration.
University Health Services (UHS): (http://uhs.berkeley.edu/) information about student medical care, counseling, psychological services, insurance, workshops and more.
The Tang Center: Counseling & Psychological Services: (510) 642-9494
Urgent Care Medical Services: (510) 642-3188
Social Services: (510) 642-6074

Graduate Division Resources and Services for Graduate Students: http://grad.berkeley.edu/students/
This website contains everything a prospective or current student needs to know about graduate study at UC Berkeley.
The UC Berkeley website: The website http://www.berkeley.edu provides links to a variety of campus resources, including: course descriptions, course schedules, Financial Aid and Scholarships Office, and most academic departments/units.

Campus Police: http://police.berkeley.edu (510) 642-3333; (510) 642-6760

Night Safety Shuttle and BearWALK Service: (510) 642-7233
Child Care: http://housing.berkeley.edu/child

The Parents Network: (http://parents.berkeley.edu) newsletters, recommendations, and advice for student parents.
Student Legal Services: (510) 642-3916 l http://sls.berkeley.edu Legal advice for currently registered UC Berkeley Students
Student Ombuds Office: (510) 642-5745 l http://students.berkeley.edu/ombuds
Confidential sounding board to help identify possible next steps regarding campus-related conflicts or concerns.
Sponsored Projects Office (SPO): http://spo.berkeley.edu SPO coordinates administration of grants and contracts funded by federal and state agencies, foundations, companies, etc.

Health and Wellness: Graduate school can be stressful, so be sure to create a lifestyle that supports your mental and physical health throughout the program. We encourage you to be physically active, eat well, and pursue methods of relaxation so that you can enjoy the program and do your best work. If you are experiencing difficulty, stress, or hardship at any time while in the program, please let the Student Services Staff, a faculty member, or your advisor know as soon as possible so we can provide resources to assist you.
Counseling Services- University Health Services:
Counseling and Psychological Services (CAPS) provides group and individual counseling for students; personal, academic, and career-related issues. We also encourage you to review the Be Well at Cal
website which provides resources for reducing stress, getting help, and making sure you have a positive graduate student experience at UC Berkeley.

Support Groups

Counseling Services - University Health Services: (http://www.uhs.berkeley.edu/students/counseling/) provides group and individual counseling for students; personal, academic, and career-related issues.

Disabled Students’ Program (DSP): (http://dsp.berkeley.edu) offers services and resources for students with disabilities.

Gender Equity Resource Center: (http://students.berkeley.edu/osl/geneq.asp) a Cal Community Center dedicated to fostering a safe, equitable and inclusive campus experience for all. Provides programs, services and information about gender, sexual orientation, sex, gender identity, sexual and relationship violence and bias-related incidents.

LGBT Services: (https://campusclimate.berkeley.edu/students/ejce/geneq) provides support services and resource referrals and works collaboratively with other departments to develop workshops, programs, conferences on issues of importance to the lesbian, gay, bisexual and transgender community.

Getting Involved

Public Service Center: (https://publicservice.berkeley.edu/) charged with coordinating student volunteer and community service programs.

Graduate Assembly (GA): (http://ga.berkeley.edu) graduate student arm of student government on campus.

Graduate Social Club: (https://ga.berkeley.edu/project/gsc/) events for grad students to meet and mingle.

SPH Student Government (SPHSG): The School of Public Health Student Government is a group of public health graduate students who act as a liaison between the students and the administration and faculty. It functions as a communication vehicle between these entities to involve and inform students of ongoing activities and decision-making at the school http://sph.berkeley.edu/current-students/student-government

Arts and Recreation

Berkeley Art Museum and Pacific Film Archive: (http://www.bampfa.berkeley.edu) information on art exhibits, film screenings and museum collections.

Cal Performances: (http://www.calperfs.berkeley.edu) information on dance, theater, music and other events at Zellerbach Auditorium.

Cal Athletics: (https://calbears.com/) information on tickets to campus sporting events.

Recreational Sports Facility (RSF): (https://recrec.berkeley.edu/facilities/rsf/) information on the campus gym, membership, fitness classes, sports facilities, personal training and more.
Appendix A

Qualifying Examination

Overview: Prior to writing the dissertation, each Ph.D. student in IDI must pass a Qualifying Examination, which is required by the Graduate Division of all doctoral students at UC Berkeley. The qualifying exam process requires the following steps:

1. Preparation of a written prospectus for the dissertation work
2. An Oral Qualifying Examination on the breadth and depth of knowledge in infectious diseases and immunology
3. Discussion and approval of the prospectus with the dissertation committee (Post-QE)

Please refer to for Guidelines in QE.

In most cases, the Qualifying Exam should be completed in the fourth semester of study.

Eligibility
Student should take the qualifying examination (QE) no later than the second year (4th semester) of graduate study, and only after all course requirements have been completed with a minimum grade-point average of at least 3.0 (4-point scale), excluding lower-division courses, seminars and research.

The Graduate Division requires that a student submit a Higher Degrees Committee eform (via CalCentral) a minimum of three weeks prior to the proposed date of the Qualifying Examination.

To be eligible to take the Qualifying Examination, the Graduate Division requires that the student:
1. Be registered for the semester in which the exam is taken or, if taken during the winter or summer break, be registered in either the preceding or the following semester.
2. Have completed at least one semester of academic residence.
3. Have at least a “B” average in all work undertaken in graduate standing.
4. Have no more than two courses graded “Incomplete”.

Students may not take the exam before being notified that admission to the exam has been approved in writing by the Graduate Division. This will be visible on a student’s CalCentral profile under My Academics.

Formation of the QE Committee
Included in the information on the eform for the Qualifying Examination are the three areas in which the student is to be examined. The composition of the QE Committee must meet the requirements of and be approved in writing by the Graduate Division. The student’s faculty advisor (who is presumed to be the chair of the student’s dissertation committee) cannot serve on the student’s Qualifying Examination Committee. The chair and the member on the QE and Dissertation Committees must be UC Berkeley Academic Senate member chosen from IDI Graduate Group. Another UCB senate faculty not a core member of IDI Graduate Group is needed to be designated as Academic Senate Representative (ASR) and has the role in ensuring that the committee is conducted in a fair and
professional manner. The ASR must be a member of the Berkeley Academic Senate. A student’s Qualifying Examination Committee will consist of four faculty members as follows:

1. **Chair**: The Chair of the Qualifying Examination Committee must be a ladder rank UCB faculty (i.e. a member of the UC Berkeley Academic Senate) member of the IDI Graduate Group

2. **1st Member**: A ladder rank UCB faculty member (i.e. a member of the UC Berkeley Academic Senate) of the IDI Graduate Group.

3. **2nd Member**: A second ladder rank UCB faculty member (i.e. a member of the UC Berkeley Academic Senate) of the IDI Graduate Group or non UCB senate faculty serve in the QE Committee must get exceptional approval from the Grad Division. Non UC senate faculty serve in student’s QE and Dissertation Committee must submit the exceptional request memo with the potential non UC Senate faculty CV for the Grad Division approval.

4. **Academic Senate Representative (ASR)**: A ladder rank faculty member of the UC Berkeley Academic Senate who is *not* a core member of the IDI Graduate Group.

**Purpose**

The qualifying exam (QE) is a combination of two written research proposals, oral defense of the proposals and oral exam of general knowledge and in the subject area fields before a faculty committee. The purpose is to assess the student’s knowledge of his or her field and intellectual readiness to undertake their dissertation research. This includes general background knowledge in core biological disciplines including infectious diseases, critical reasoning, clarity of thinking, and verbal and written presentation skills.

The QE is specifically designed to ensure that (1) within their immediate dissertation area, students have in depth knowledge of the fields, can design effective experiments and interpret the data and results; can propose research in a written grant format; and can reason scientifically at a high level and defend their ideas orally with clarity, and, (2) within closely related research areas that are complementary to their dissertation area, students have a strong knowledge of important concepts and methodology.

The Graduate Division requires that a student submit a Higher Degrees Committee eform (via CalCentral) a minimum of **three weeks** prior to the proposed date of the Qualifying Examination.

Students may **not** take the exam before being notified that their application for QE exam has been approved by the Graduate Division. This will be checked on a student’s CalCentral profile under My Academics.
Typical QE Format

Part I: Proposals

The student will develop two proposals that are conceptually and experimentally independent. Each will have a respective Title, Abstract, Specific Aims, Background & Significance, Innovation, Experimental Plan, and References. Suggested format: 10-12 pages (excluding References), double spaced, 12-point font.

The overall research questions and approach for the Proposals should be planned in consultation with the QE Chair. Students are encouraged to consult with knowledgeable faculty for general information, literature suggestions, and advice. However, the specifics of project design and analysis, literature review, interpretation and writing must be solely the work of the student. The Proposals must be sent to the committee at least a week prior to the QE and defended orally during the exam.

Part II: Related Research Areas

The student will identify, in consultation with committee members prior to the exam, a list of three research areas that are distinct from, but related or complementary to, the dissertation research topics per listed in the QE application. These areas will be examined orally. During preparation for the exam, faculty may suggest a few papers to begin the student’s reading in these areas. It is the student’s responsibility to read intensively in these areas and be prepared to demonstrate substantial knowledge of concepts and methods.

Part III: Foundations Questions in Infectious Diseases and Immunity

To test broad and specific knowledge in infectious diseases, students may be asked to answer general knowledge questions that are covered during normal coursework.

Timetable for Preparation for the Examination

Phase I (before February 1, during the second year of study)

- The student must contact, in person, the Head Graduate Advisor.
- The student should submit to the HGA an outline for the research areas and proposition.
- Based on the areas of the research, the student, after consulting with the Head Graduate Advisor, proposes a Chair, and the student will work with the Chair to identify three members, and one faculty member designated to serve at the Qualifying Exam Committee as the Academic Senate Representative. The QE Committee membership should be reviewed by the IDV office and approved by the Head Graduate Advisor.
- Once the student received the approval from the Head Graduate Advisor and consent of the QE members on their consent and availability to search in the QE Committee, the student completes the Internal form on Application for Qualifying Examination form for IDI record in the student file (http://www.grad.berkeley.edu/degrees/pdf/qe_application.pdf) for the IDI PhD program listing the three areas for examination for record.
• To submit an official Application for QE, students should go to CalCentral and submit the Higher Degree Committees eform/Application for QE for the program and Graduate Division approval at least **3-4 weeks before** the actual date of the examination for timely processing and obtaining approval from the Graduate Division. Please be aware of our best practices recommendations for qualifying exams related to COVID-19. Students need to confirm the date and time of the QE, book the room for the exam and inform the QE Committee of the particulars and cc’d the GSAO at least 2 weeks prior to the exam. If students need assistance in room reservation, please contact the GSAO well in advance.

• The student must meet with the QE Committee Chair and each committee members to present **detailed outlines** for his/her written research proposals and get feedback.

Once the QE Committee approves the research propositions topics and outlines, the student submits the completed Proposals for the full QE Committee members to evaluate.

**Phase III (before the end of Spring Semester, during the second year of study)**

• Once the Proposals have been submitted and received approval from the full QE Committee, the student must schedule an exam date, book the room and inform the QE Committee members and IDV office of the exam date, time and location. If students need help with booking a room, please contact the GSAO at least 4 weeks in advance of the proposed exam date. Once the QE exam date, time and location is confirmed, the GSAO will prepare the Report on QE and student’s transcript for the QE Chair electronically a few days prior to the scheduled exam date. A typical QE lasts approximately three hours. The Chair will make sure all QE Committee members sign off on the QE Report Form and return it to the IDV Office directly for onward submission to the Grad Division.

**Exam Outcome**

In the case of a passing exam, the student must apply for Advancement to Candidacy to the Graduate Division in the same semester they passed the QE exam or by the following semester at the latest per Graduate Division policy.

In the case of a failed exam, the student must re-take the exam before the end of the following semester if the original qualifying examination committee recommends re-examination with the same members of the original QE Committee members.

**Examples of Subject Areas examined in past IDI QE Examination**

- Immunology*
- Immunity
- Pathogenesis
- Microbiology
- Cell Biology*
- Intracellular pathogens
• Virology*
  o Molecular Virology
  o Animal Virology

• Viral Pathogenesis
• Host-pathogen Interaction
• Vector Biology
• Arbovirus Biology & Transmission
• Virus-Host Interactions
• Computational Biology
• Infectious Diseases*
• RNA metabolism
• Bacteriology
  o Bacterial Genetics
  o Bacterial Physiology (related to growth and dormancy)
  o Bacterial pathogenesis*
• Epidemiology
  o Molecular Epidemiology
• Biochemistry*
  o Protease Biochemistry

Note: * Indicates subject areas that are frequently examined in the past IDI QE

Find the Internal QE Form pictured below on the division website. Appendix B
**University of California, Berkeley • Graduate Division**

**Application for the Qualifying Examination**

Doctoral students who are preparing to take the Qualifying Examination (QE) must submit this application at least three weeks prior to the proposed date for the examination. Students must be registered for the semester in which the examination is held. If the student has been formally admitted to one of the approved Designated Emphasis (DE) programs on campus, the Head Graduate Advisor of the DE must also approve this application. Submit the completed application to your departmental administrator. Direct questions to your Degrees Office advisor: grad.berkeley.edu/academic-progress/advising.

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<th>S.I.D. #</th>
<th>Degree Granting Program</th>
<th>Proposed exam date</th>
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Designated Emphasis (if applicable): 1.  
2.

Name: ____________________________  
Email address: ______________________

(Please list subject areas at least three subject areas must be listed, including the general field and the nondepartmental fields of knowledge in which the candidate will be examined. Incomplete applications will be returned to the department.)

1. __________
2. __________
3. __________

Proposed committee members to conduct the qualifying examination(s) are (You must provide an email address for committee members that are not from UC Berkeley):

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<th>QUALIFYING EXAM CHAIR, DEPARTMENT</th>
<th>EMAIL</th>
<th>ADDITIONAL MEMBER, DEPARTMENT</th>
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<tr>
<th>ACADEMIC SENATE REPRESENTATIVE, DEPARTMENT</th>
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Proposed faculty member primarily in charge of the dissertation research: ____________________________

Proposed Co-chair (if applicable): ____________________________

Designated Emphasis representative(s): ____________________________

Foreign language requirement. The foreign language requirement, if appropriate, must be satisfied prior to admission to the qualifying examination(s). I hereby certify that the foreign language requirement has been fulfilled.

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Signature of Head Graduate Advisor, Degree Granting Program: ____________________________

Date: ______________

Signature of Head Graduate Advisor, Designated Emphasis (if applicable): ____________________________

Date: ______________

This section for Graduate Division use only

Registration status: ____________________________

Approval date: ______________

Approved by: ____________________________

Expiration date: ______________
Advancement of Candidacy

Doctoral students undertake and pass an oral Qualifying Examination to show they are qualified to advance to candidacy, must apply for Advancement to Candidacy in the same semester they passed the QE or the next semester the latest.

https://grad.berkeley.edu/academic-progress/doctoral/doctoral-advancing-to-candidacy/doctoral-candidacy-review/

Advancing to candidacy means you are ready to research and write a doctoral dissertation and defend the doctoral dissertation (Dissertation Plan A).

- Doctoral students complete the proposed dissertation committee and submit the IDI Advancement to Candidacy application for IDI HGA and IDI PhD program for record before students can submit the Application for Doctoral Candidacy – the Higher Degree Committee eForm in CalCentral

Find the Plan B form pictured below on the division website.
It is the student’s responsibility to ensure that advancement of candidacy is requested and submitted in CalCentral/Submit a form/Higher Degree Committee and to maintain satisfactory progress in research and to completion and filing of dissertation for graduation. Doctoral students who have Advanced to Candidacy will complete their IDI PhD doctoral student progress review with the Dissertation Committee in March and the Dissertation Chair will submit the form* to IDI HGA and IDI program for record before student will complete the Doctoral Candidacy Review (DCR) online using the DCR eForm in Campus Solutions (This eForm replaced the GLOW DCR previously in use).

The Doctoral Candidacy Review, to be completed on an annual basis, is designed to assist doctoral students and their dissertation chair to stay on track with advising and other supportive activities to help facilitate the completion of doctoral work in a timely manner. The Graduate Council of the Academic Senate requires an Doctoral Candidacy Review to be completed each year for all doctoral students after they advance to candidacy until they complete their program. The form* pictured below on the division website.

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### INFECTIOUS DISEASES AND IMMUNITY PhD PROGRAM

**ANNUAL DOCTORAL ACADEMIC PROGRESS REPORT**

<table>
<thead>
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<th>Name:</th>
<th>Student ID Number:</th>
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<tr>
<td>Year Entered:</td>
<td>Anticipated Completion (Semester/Year):</td>
</tr>
<tr>
<td>Last Meeting Date:</td>
<td>Current Meeting Date:</td>
</tr>
</tbody>
</table>

**PRIOR TO THE MEETING**

Prepare an Annual Doctoral Progress Report using the attached template, making sure to consult with your Dissertation mentor. Email the report to your committee members and submit to the Dissertation Chair and members.

**AT THE MEETING**

The mentor and any two of the three remaining members are considered a quorum for the meeting. Signatures on this form should be obtained at the meeting. Toward the end of the meeting, the faculty mentor will leave the room and any remaining issues will be discussed with the student in the absence of the mentor.

**Committee Members Please Complete at Meeting**

- Excellent (exceeds expectations for a student at their stage / dissertation certain to be strong)
- Very Good (meets expectations / dissertation likely to be strong)
- Satisfactory (meets expectations / some uncertainty about dissertation topic or progress)
- Borderline (partially meets expectations / progress needs to be accelerated)
- Inadequate (not meeting expectations / warning letter will be sent)

**Expected filing timeline:**

- 5 years
- 5.5 - 6 yrs
- Other (please explain): [ ]

**Dissertation outline provided (5th, & 60 yrs):**

- Yes [ ]
- No [ ]

**Dissertation Committee Member Names:**

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<tr>
<th>Chair:</th>
<th>Dissertation Committee Member Signatures:</th>
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<td>Inside member:</td>
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<td>Inside member:</td>
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<tr>
<td>Outside member:</td>
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**AFTER THE MEETING**

File the signed Dissertation committee form and submit to the Head Graduate Advisor and Program Manager. After the Dissertation meeting, the student will need to submit Doctoral Candidacy Review eform in CalCentral. The form will become part of the permanent record to be considered in any discussion relating to the “Policy on Graduate Student Support and Time to Degree”.

* If extension is requested beyond Max of the 6th year, the Dissertation Chair must request an extension of the filing deadline no later than Jan. 15th via memo to the Head Graduate Advisor. The GLC will review and vote on all extension requests.
What is the DCR?

1. What is the purpose of the Doctoral Candidacy Review?
   The Graduate Division checks to ensure that there is a completed Doctoral Candidacy Review for the most recent year when a student eligible for the Doctoral Completion Fellowship (DCF) asks to activate that fellowship. The Report is also used to check that a student is in good academic standing for compliance with certain fellowship conditions. The Graduate Division may consult your Doctoral Candidacy Reviews in cases where there is a disagreement about your progress. Finally, the Graduate Division will use aggregated information about students’ activities to inform decisions about new programs and resources for professional development.

Timeline Questions – When to complete the DCR?

1. What should happen when?
   After a year of Candidacy, you should initiate your part of the Doctoral Candidacy Review each academic year. Once your part of the report is complete, the eForm will notify your dissertation committee chair and ask him or her to convene a meeting to review your academic progress. This meeting should involve at least two members of your committee. This consultation should consider your Doctoral Candidacy Review (which your dissertation chair or co-chairs can view once you submit the eForm) and any other documents you provide separately to the committee, such as an updated CV or examples of writing.

2. When should a student file the report?
   The online report for the current year is available from the first day of Fall semester until the day before the Fall semester begins for the next academic year. The Graduate Council does not indicate when during the year the report should be completed. Each student and committee can work out whatever schedule is convenient. If a student will be in absentia in spring, for example, it can be completed in the fall. The DCF process will review the student record to see that there is a satisfactory progress report from the previous academic year, which ends the day before the next fall term.

3. What if a student is intending to file this semester? This is the best proof possible that the student is making good academic progress and as such no DCR is required.
Preparation for filing the dissertation

1. Maintain your Registration

Graduate students are expected to be registered continuously, with a few specific exceptions (such as formal medical or parental withdrawal). Being registered not only maintains your access to libraries and online research resources; it is what gives you the right to work with the faculty. If your research requires you to be away from Berkeley and the immediately adjacent counties in northern California, you may be eligible for in absentia registration, with reduced registration fees.

2. Make Sure You Can Work with Human Subjects or Animals If Needed

If your research plans change after advancement and you will be working with human subjects or animals, you must complete training in human subjects research by taking and passing the online CITI Program, a basic course in the Protection of Human Research Subjects. Before you begin your research, you must have obtained an approved protocol from the Committee for Protection of Human Subjects. If you will be working with animals, there is a CITI module you should complete.

3. Stay on Track with Research and Writing

You will be working relatively independently. Make a point of communicating regularly with your faculty advisor and committee. Doctoral students advanced to candidacy are required to meet annually with at least two committee members (including the dissertation chair) and must complete the IDI program form on Advanced to candidacy review and submit the DCR for the annual Grad Division requirement.

Students writing dissertations may benefit from workshops offered by the Graduate Division’s Academic Services department. Academic Services can also help students form or participate in dissertation writing groups.

You should make every effort to complete your dissertation within the period of time established for your graduate program. For IDI PhD program, it is a 5 yr - 5.5 yr program.

Students must be a registered student or on filing fee when filed dissertation. The deadline is always the Friday of the last day of the semester. If student registered in Spring semester, they can file dissertation before the end of semester session usually Aug 13 for filing in Summer without a fee or need to register in class. See Appendix for dissertation filing.

If you exceed the time limit after the grace period, your candidacy for the degree will lapse and you will not be able to complete the degree until it is reinstated. Reinstating candidacy will require a petition from the program, and is not automatic.

4. Develop your Professional Skills

You may want to deepen your skills as a teacher. The Graduate Student Instructor Teaching and Resource Center offers workshops throughout the year on topics of interest, including developing teaching portfolios and syllabi. The GSI TRC offers a Certificate in Higher Education that you can complete, and participating in some of these workshops fulfills requirements for the certificate.
The Graduate Division also annually offers a Summer Institute for Preparing Future Faculty, an intensive program to help students prepare for the academic job market, with tracks emphasizing teaching and academic writing.

Depending on your field, this may be an appropriate time to being sharing your research at conferences and through publications. The Graduate Division offers a Conference Travel Grant for students at any stage who are presenting their research at professional conferences. The Graduate Division’s Academic Services department offers workshops on academic writing.
Procedure for filing your dissertation

DUE TO THE COVID-19 CAMPUS CLOSURE, THE PROCEDURE FOR FILING YOUR DISSERTATION HAS CHANGED. PLEASE SEE THE DISSERTATION WRITING AND FILING GUIDE FOR MORE INFORMATION:
https://grad.berkeley.edu/academic-progress/dissertation/

After you have written your dissertation, formatted it correctly, assembled the pages into the correct organization, and obtained verbal approval from your committee, you are ready to file it with UC Berkeley’s Graduate Division. To start the process, student must confirm your eligibility to file. Your Expected Graduation Term (EGT) must be current term (i.e. the term in which you expect to file your dissertation). If you need to update your EGT you can use the eForm available in CalCentral. Once your EGT is correct, you will see a number of checklist items (“Tasks”) created for you in CalCentral. You use these checklist items to proceed with filing.

1. **Step 1**: Convert your dissertation into a standard PDF file.
2. **Step 2**: Upload your PDF to ProQuest/UMI (http://www.eldadmin.com) Follow the instructions on the site. **NOTE: DO NOT UPLOAD A DRAFT.** Once your dissertation has been submitted, you will not be allowed to make changes. Be sure that it is in its final form!
3. **Step 3**: When you have successfully submitted the document, a message will be sent to the Graduate Degrees Office to review it on-line. After Degrees staff has reviewed it you will either receive a message that the manuscript has been accepted or that you need to make further changes. If you need to make more changes, you will need to edit your manuscript, create a new PDF, and resubmit it to ProQuest. Degrees staff will then need to review it again. An email approval will be sent to you once the manuscript is accepted.
4. **Step 4**: There are two surveys to be completed: the Survey of Earned Doctorates and the Graduate Division’s Survey of Doctoral Student Opinion. You will find these surveys as “Tasks” in your CalCentral dashboard (as long as you have a current-term EGT). Follow the instructions to complete the surveys and enter the verification codes. You should see the checklist items complete automatically.
5. **Step 5**: Submit the Final Signature eForm, available in CalCentral. On this form:
   1. Review the your committee and email addresses listed — the form will route to each of your committee members for approval.
   2. Make an embargo selection for your manuscript. Keep in mind:
      - If you chose to embargo your dissertation, you will not receive any copies you order from ProQuest until the embargo is lifted.
      - Once the form has been filed, you may not make any changes to your embargo selections
   3. Attach a copy of the approval letter for your study protocol from the Committee for Protection of Human Subjects, or the Animal Care and Use Committee if your research involved human or animal subjects.

Detailed information on filing dissertation can be found: https://grad.berkeley.edu/academic-progress/dissertation/

A Note on Deadlines: You must upload your electronic dissertation AND submit your final signature eform before 5 p.m. on the last day of the term. Both of these steps must be done before the deadline, regardless of whether your submission has been reviewed and approved. The Grad Division can not provide a receipt of filing until your dissertation has been reviewed and accepted (which can take up to 4 business days), but you will get credit for the date of first submission.
## IDI Graduate Group Faculty (core faculty highlighted in blue)

<table>
<thead>
<tr>
<th>Faculty name</th>
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</tr>
</thead>
<tbody>
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### USCF faculty affiliate faculty of IDI Graduate Group posted in the website

<table>
<thead>
<tr>
<th>Faculty name</th>
<th>Email</th>
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<tbody>
<tr>
<td>Greenhouse, Bryan</td>
<td><a href="mailto:bgreenhouse@medsfgh.ucsf.edu">bgreenhouse@medsfgh.ucsf.edu</a></td>
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<td>Rutishauser, Rachel</td>
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<td>Feeney, Margaret</td>
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<tr>
<td>IDI PhD Students</td>
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<tr>
<td><strong>1st yr IDI PhD students</strong></td>
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<tr>
<td>Jaime Cardona Ospina</td>
<td>Dr. Harris</td>
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<td>Scott Espich</td>
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<tr>
<td>Felix Pahmeier</td>
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<tr>
<td><strong>2nd yr IDI PhD</strong></td>
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<tr>
<td>Carolina Agudelo</td>
<td>Dr. Wolf, co-mentor Dr. Stanley</td>
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<tr>
<td>Isabel Lamb-Echegaray</td>
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<tr>
<td><strong>3rd yr IDI PhD</strong></td>
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<tr>
<td>Elias Duarte</td>
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<tr>
<td>Claire Mastrangelo</td>
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<td><strong>4th yr IDI PhD</strong></td>
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<tr>
<td>Eric Jedel</td>
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<td>Kishen Patel</td>
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<td>Reinaldo Mercado-Hernandez</td>
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<tr>
<td>Cuong Tran</td>
<td>Dr. Welch</td>
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<tr>
<td>Joanna Vinden</td>
<td>Dr. Greenhouse, UCSF</td>
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<tr>
<td>Marcus Wong</td>
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