



JOHNS HOPKINS  
UNIVERSITY

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Department of  
Mechanical  
Engineering

Ph.D.  
Graduate Student  
Advising Manual

2022-2023

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# 1. Welcome!

**Welcome to the Department of Mechanical Engineering!** This manual is designed to serve as a guide for graduate students in the Department of Mechanical Engineering to work more effectively during the conduct of their research and to describe the basic academic requirements for both the MSE and Ph.D. degrees. The detailed planning of an academic program, such as choosing courses and the like must be done with the guidance of the faculty advisor.

This manual covers policies and procedures, and offers suggestions regarding our program. Please address issues and questions not covered in this manual with these professors and staff:

- Academic Program Manager - Mike Bernard – [me-academic@jhu.edu](mailto:me-academic@jhu.edu)
- Senior Academic Program Coordinator – John Soos – [me-academic@jhu.edu](mailto:me-academic@jhu.edu)
- Your faculty advisor
- Administrator - Marty Devaney – [mdevane2@jhu.edu](mailto:mdevane2@jhu.edu)
- Director of Graduate Studies, Professor Tamer Zaki – [t.zaki@jhu.edu](mailto:t.zaki@jhu.edu)
- Diversity Champion, Professor Vicky Nguyen – [vicky.nguyen@jhu.edu](mailto:vicky.nguyen@jhu.edu)
- Department Head, Professor Gretar Tryggvason – [gtryggv1@jhu.edu](mailto:gtryggv1@jhu.edu)

This document is not phrased to professional legal standards. You will want to clarify any unclear issues with the department.

## 2. General Information

Graduate study is a joint enterprise involving faculty, fellow students, and instructors from other disciplines. Advanced degrees require advanced training through both coursework and individual faculty guidance as well as through innovative fundamental research. The results of this research should be disseminated through conference presentations, archival journals, and other appropriate publications. Our goal is to provide an environment that fosters a stimulating, rewarding, productive, and enjoyable intellectual enterprise.

### 2.1. Residency Requirements

Once students begin their graduate course of study toward a degree, they must complete a minimum of two consecutive semesters of registration as a full-time, resident graduate student. To qualify as a resident student, the student must be present on campus and working toward fulfilling the requirements for the degree. Information is available at the [Graduate Board page](#).

### 2.2. English Language Program for International Students

International students whose native language is other than English are strongly encouraged to strengthen their English language skills, no matter how proficient they are currently. Taking the course AS.370.602 American English Pronunciation (formerly “Accent Reduction”) will help.

- **All students whose TOEFL speaking scores are 27/30 or higher** are exempt from taking AS.370.602 American English Pronunciation, but are strongly encouraged to take AS.370.603 Communication Strategies in the American Academia.
- **All Ph.D. students whose TOEFL speaking scores are 26/30 or lower** must register for AS.370.602 American English Pronunciation and later strongly encouraged to take AS.370.603 Culture and Communication Strategies in the American Academia.

If you feel that your English-language skills are strong enough to avoid taking these remedial courses, you are welcome to participate in English-language assessments by the English Language Program for International Teaching Assistants of the Language Teaching Center (LTC)

Visit the LTC in 523 Krieger Hall to take the English-language assessment listening test and interview. Contact the [Center for Language Education](#) to arrange an appointment.

If you pass the test, you may drop the American English Pronunciation course and you will be eligible to act as a Teaching Assistant right away. If the examiner “recommends” or “requires” taking AS.370.602 American English Pronunciation, then our department requires you to take the course.

If you must take AS.370.602 American English Pronunciation but there is a conflict with another course on your schedule, you may delay taking the course but you cannot be hired as a Teaching Assistant until you take and pass the remedial course.

## **2.3. Required Introductory Courses and Tutorials**

There are three introductory courses and tutorials that most or all graduate students must take.

### **2.3.1. Responsible Conduct of Research**

Many M.S.E. and all Ph.D. graduate students will be required to take the [“Responsible Conduct of Research” course](#).

Each Ph.D. student must complete the in-person training course (AS.360.625) before the start of his or her fourth semester of the program. It is possible to take the course after the fourth semester, but it is recommended to complete it by then, when possible. Failure to complete the course could result in the loss of funding.

### **2.3.2. Graduate Orientation and Academic Ethics**

Graduate students are automatically enrolled in the online tutorial EN.500.603 Graduate Orientation and Academic Ethics, which teaches academic and ethical responsibilities. This online tutorial must be completed in the first eight weeks of the student’s first semester. The Whiting School of Engineering will notify new students when the course is available, which will be added to your course registration in SIS. Do not drop the course when you see it.

### **2.3.3. Laboratory Safety Assessment**

All students working in a research laboratories should take the Laboratory Safety Assessment course modules: an introduction to laboratory safety, including chemical, biological, radiation, and physical hazards. Students learn hazard assessment techniques, laboratory emergencies, and general lab standards for Whiting School of Engineering.

**See Section 16.1.1 of this manual for details on the modules and lectures.**

These should be taken before beginning work in a research laboratory.

### **2.3.4. Opioid Epidemic Awareness and Title IX & Harassment Prevention**

As part of online student orientation activities, you will take the online courses “Opioid Epidemic Awareness” and “Title IX & Harassment Prevention.”

These courses are available in [your My.JHU.edu](#) page under “My Learning” and search the catalog for “Opioid Epidemic Awareness” and “Title IX Harassment Prevention.” Sign in to “My.JHU.edu” with your JHED ID and password.

### **2.3.5. Effort Reporting**

For those receiving a stipend or who will be paid for Teaching Assistant work, the University is required by US Federal Law to account for all work effort performed by every employee – whether staff, faculty, postdoc, or student. This is completed quarterly by certifying an Effort Report.

The academic staff pre-reviews Effort Reports for all student salaries to confirm they are allocated to the correct accounts, then the employee or student is asked to certify the Effort Report. Each employee and student is required to take a brief training of 30-40 minutes.

These courses are available in [your My.JHU.edu](#) page under “My Learning” and search the catalog for “Effort Reporting System – Certifiers.” Sign in to “My.JHU.edu” with your JHED ID and password.

## **2.4. Advisors**

In most cases, a graduate student’s academic advisor will be a full-time faculty member in the Department of Mechanical Engineering.

### **DEFINITION**

An advisor is best defined as a departmentally approved faculty member under whose guidance a student is conducting research and in whose lab the student is associated and expected to participate. All students must have an advisor.

## ONE or MULTIPLE ADVISORS

Occasionally, a student may partake in specialized research where he or she will work with a professor in another department. If this is the case, the student will have two advisors:

- A research advisor, whose primary appointment is in an outside department and may or may not have a secondary appointment in Mechanical Engineering.
- An academic advisor whose primary appointment is in Mechanical Engineering.

## IF YOU HAVE A CONCERN ABOUT YOUR ADVISOR

If you have a concern about your advisor – whether you have concerns about advising quality, if you believe you and your advisor are not a good match, or if there is an unresolvable conflict – please contact the following people in this order:

1. Prof. Tamer Zaki, Director of Graduate Studies – [t.zaki@jhu.edu](mailto:t.zaki@jhu.edu)
2. Mike Bernard, Academic Program Manager – [me-academic@jhu.edu](mailto:me-academic@jhu.edu)
3. Christine Kavanagh, Associate Dean of Graduate Affairs in the Whiting School of Engineering – [christinekavanagh@jhu.edu](mailto:christinekavanagh@jhu.edu).

Prof. Zaki will first try to help you resolve your concern. If he is unable to resolve it, Mr. Bernard will assist, as will Assistant Dean Kavanagh if we cannot resolve your concern within the department.

## 2.5. Course Registration and Credits

### 2.5.1. Credits and Full-Time Status

All Whiting School of Engineering graduate students will register for courses with credits.

- The Mechanical Engineering degree requirements do not change for the number or types of courses.
- All Whiting School of Engineering (WSE) graduate-level courses (EN.600-level or higher) have credits assigned to them.
- To maintain full-time status, all WSE graduate students must be enrolled in at least 9 credits. Students enrolled in fewer than 9 credits per semester will not meet the full-time enrollment requirement, which may affect residency requirements for all and visa concerns for international students.
- PhD students must enroll in at least 20 credits per semester. Students can achieve full-time status by registering for any combination of courses and seminars, as approved by one's advisor.
  - Seminars – 1 credit
  - WSE courses, both undergraduate and graduate – 3 or 4 credits
  - EN.530.801/EN.530.802 PhD Graduate Research – 3-20 credits
  - NOTE:
    - Audited courses do not count toward a full-time credit load.



- Krieger School of Arts and Sciences' graduate-level courses will not have credits listed in ISIS, but will be recognized as 3-4 credits toward one's full-time credit load.
- The maximum per-semester Ph.D. student enrollment limit is 25 credits. If there is a need to register for more than 25 credits, please contact academic staff at [me-academic@jhu.edu](mailto:me-academic@jhu.edu). The Whiting School will consider exceptions.
- Visit the [Whiting School's Frequently Asked Questions page](#) for more information.

### 2.5.2. EN.530.897 Graduate Research – Summer – annual enrollment required

**New in Summer 2022:** The course EN.530.897 Graduate Research – Summer is used as a non-graded, placeholder “course” that has no function other to recognize students as full-time, enrolled graduate students. This is necessary to fulfill a US federal requirement that students be enrolled full-time, year round to be exempt from “FICA” or Social Security Tax from student salaries.

**All Ph.D. students must enroll for this tuition-free course for nine credits each summer in their advisor's section.**

Each advisor will submit Pass grades at the end of the summer term, which will be reflected in student transcripts.

FICA Tax will be withheld from pay of any Ph.D. student who does not enroll for this course.

### 2.5.3. Engineering for Professionals – Many Great Courses

Many interesting and relevant online Mechanical Engineering and other engineering courses are available via our [Engineering for Professionals program](#).

- Up to two Engineering for Professionals courses can be counted toward the master's degree.
- Visit the [EP Courses page](#) to find available courses. The page can be filtered to select [Mechanical Engineering courses](#).
- Please discuss proposed Engineering for Professionals courses with our faculty advisor to confirm that they would qualify for your degree.
- The course registration process is different from the standard registration in the Student Information System (SIS). Visit the [Mechanical Engineering Graduate Academic Advising page](#) > Course Registration – Registering for Engineering for Professionals (EP) Courses for instructions to register.

### 2.5.4. Interdivisional Course Registration

Students may need to register in another division, like the Engineering for Professionals program or in any of Hopkins's eight other schools. Registration for courses in these areas

must be done in person at the Registrar's office in Garland Hall. Visit the [Interdivisional Registration page](#) for information.

## **2.6. Frequency of Course Offerings**

Graduate courses are offered in specific semesters, and sometimes in alternating years. Below is a timeframe of elective course offerings listed in the anticipated order of next offering.

These offerings are subject to change due to instructor sabbaticals or unusual situations. Please confirm these offerings when planning your course schedule.

*(See the next page...)*

MECHANICAL ENGINEERING – COURSES – ANTICIPATED OFFERINGS					
Semester	Math / Design / Computational	Robotics, Systems and Controls	Fluid Mechanics / Energy	Mechanics and Materials	Bio-Mechanical Engineering
<b>Fall 2023 (confirmed)</b>	<ul style="list-style-type: none"> <li>- EN.530.414 Computer Aided Design</li> <li>- EN.530.430 Applied Finite Element Analysis</li> <li>- EN.530.641 Statistical Learning for Engineers</li> <li>- EN.530.761 Math Methods for Engineers</li> <li>- EN.530.766 Numerical Methods</li> </ul>	<ul style="list-style-type: none"> <li>- EN.530.420 Robot Sensors and Actuators</li> <li>- EN.530.424 / 624 Dynamics of Robots and Spacecraft</li> <li>- EN.530.468 / 668 Locomotion Mechanics: Special Topics</li> <li>- EN.530.603 Applied Optimal Control</li> <li>- EN.530.616 Introduction to Linear Systems Theory</li> <li>- EN.530.646 Robot Devices, Kinematics, Dynamics, and Control</li> <li>- EN.530.691 Haptic Interface Design for Human-Robot Interaction</li> <li>- EN.530.721 Medical Robotics Systems Design</li> </ul>	<ul style="list-style-type: none"> <li>- EN.530.418 / 619 Aerospace Structures</li> <li>- EN.530.427 / 627 Intermediate Fluid Mechanics</li> <li>- EN.530.443 / 643 Fundamentals, Design Principles, and Applications of Microfluidic Systems</li> <li>- EN.530.465 Spacecrafts, Submarines, and Glaciers: Solid Mechanics in Extreme Environments</li> <li>- EN.530.483 / 683 Computational Modeling in Aerodynamics and Heat Transfer</li> <li>- EN.530.621 Fluid Dynamics I</li> </ul>	<ul style="list-style-type: none"> <li>- EN.530.418 / 619 Aerospace Structures</li> <li>- EN.530.605 Mechanics of Solids and Materials I</li> <li>- EN.530.656 Deformation Mechanisms</li> <li>- EN.530.763 Intro to Molecular and Atomistic Modeling and Simulation</li> <li>- EN.530.712 Computational Solid Mechanics</li> </ul>	<ul style="list-style-type: none"> <li>- EN.530.429 Musculoskeletal Biomechanics</li> <li>- EN.530.436 Bioinspired Science and Technology</li> <li>- EN.530.468 / 668 Locomotion Mechanics: Special Topics</li> <li>- EN.530.474 / 674 Effective Design for Biomedical Instrumentation</li> <li>- EN.530.610 Quantitative Cell Mechanics</li> <li>- EN.530.633 Mechanics of the Biological Systems and Biophysical Methodologies</li> </ul>
<b>Spring 2024 (anticipated)</b>	<ul style="list-style-type: none"> <li>- EN.530.480 Image Processing and Data Visualization</li> <li>- EN.530.614 Master's Design Project II</li> </ul>	<ul style="list-style-type: none"> <li>- EN.530.421 Mechatronics</li> <li>- EN.530.423 / 623 Design of Marine Robots</li> <li>- EN.530.646 Robot Devices, Kinematics, Dynamics, and Control</li> <li>- EN.530.663 Robot Motion Planning</li> <li>- EN.530.676 Locomotion Dynamics and Control</li> <li>- EN.530.678 Nonlinear Control and Planning in Robotics</li> <li>- EN.530.707 Robot System Programming</li> </ul>	<ul style="list-style-type: none"> <li>- EN.530.432 Jet and Rocket Propulsion</li> <li>- EN.530.464 / 664 Energy Systems Analysis</li> <li>- EN.530.622 Fluid Dynamics II</li> <li>- EN.530.632 Convection</li> <li>- EN.530.767 Computational Fluid Dynamics</li> </ul>	<ul style="list-style-type: none"> <li>- EN.530.411 Composite Materials</li> <li>- EN.530.417 / 618 Fabricatology</li> <li>- EN.530.438 / 638 Aerospace Materials - EN.530.606</li> <li>- EN.530.606 Mechanics of Solids and Materials II</li> <li>- EN.530.712 Computational Solid Dynamics</li> </ul>	<ul style="list-style-type: none"> <li>- EN.530.410 Biomechanics of the Cell</li> <li>- EN.530.441 Intro to Biophotonics</li> <li>- EN.530.480 Image Processing and Data Visualization</li> <li>- EN.530.672 Biosensing and BioMEMS</li> </ul>

MECHANICAL ENGINEERING - COURSES - ANTICIPATED OFFERINGS					
Semester	Math/ Design/ Computational	Robotics, Systems and Controls	Fluid Mechanics / Energy	Mechanics and Materials	Bio-Mechanical Engineering
<b>Fall 2024 (anticipated)</b>	<ul style="list-style-type: none"> <li>- EN.530.414 Computer Aided Design</li> <li>- EN.530.430 Applied Finite Element Analysis</li> <li>- EN.530.761 Math Methods for Engineers</li> <li>- EN.530.766 Numerical Methods</li> </ul>	<ul style="list-style-type: none"> <li>- EN.530.420 Robot Sensors and Actuators</li> <li>- EN.530.424 / 624 Dynamics of Robots and Spacecraft</li> <li>- EN.530.469 / 669 Locomotion Mechanics: Recent Advances</li> <li>- EN.530.603 Applied Optimal Control</li> <li>- EN.530.616 Intro to Linear Systems Theory</li> <li>- EN.530.641 Statistical Learning for Engineers</li> <li>- EN.530.646 Robot Devices, Kinematics, Dynamics, and Control</li> <li>- 530.691 Haptic Interface Design for Human-Robot Interaction</li> <li>- 530.721 Medical Robotics Systems Design</li> </ul>	<ul style="list-style-type: none"> <li>- EN.530.427 / 627 Intermediate Fluid Mechanics</li> <li>- EN.530.443 / 643 Fundamentals, Design Principles, and Applications of Microfluidic Systems</li> <li>- 530.483 / 683 Applied Computational Modeling in Aerodynamics and Heat Transfer</li> <li>- EN.530.621 Fluid Dynamics I</li> <li>- EN.530.629 Simulation and Analysis of Ocean Wave Energy Systems</li> <li>- EN.530.766 Numerical Methods</li> <li>- 530.777 Multiphase Flow</li> </ul>	<ul style="list-style-type: none"> <li>- EN.530.455 / 655 Additive Manufacturing</li> <li>- EN.530.483 / 683 Applied Computational Modeling in Aerodynamics and Heat Transfer</li> <li>- EN.530.605 Mechanics of Solids and Materials I</li> <li>- EN.530.642 Plasticity</li> <li>- EN.530.479 / 679 Modern Tools and Applications in Experimental Solid Mechanics</li> </ul>	<ul style="list-style-type: none"> <li>- EN.530.436 Bioinspired Science and Technology</li> <li>- EN.530.474 / 674 Effective and Economic Design for Biomedical Instrumentation</li> </ul>
<b>Spring 2025 (anticipated)</b>	<ul style="list-style-type: none"> <li>- EN.530.480 Image Processing and Data Visualization</li> </ul>	<ul style="list-style-type: none"> <li>- EN.530.421 Mechatronics</li> <li>- EN.530.423 / 623 Design of Marine Robots</li> <li>- EN.530.468 / 668 Locomotion Mechanics: Fundamentals</li> <li>- EN.530.470 Space Vehicle Dynamics and Control</li> <li>- EN.530.645 Kinematics</li> <li>- EN.530.646 Robot Devices, Kinematics, Dynamics and Control</li> <li>- EN.530.663 Robot Motion Planning</li> <li>- EN.530.666 Magnetically Actuated and MRI Compatible Robots</li> <li>- EN.530.696 Learning-Based Control for Robotics</li> <li>- EN.530.707 Robot Systems Programming</li> </ul>	<ul style="list-style-type: none"> <li>- EN.530.622 Fluid Dynamics II</li> <li>- EN.530.625 Turbulence</li> <li>- EN.530.632 Convection</li> </ul>	<ul style="list-style-type: none"> <li>- EN.530.411 Composite Materials</li> <li>- EN.530.438 / 638 Aerospace Materials</li> <li>- EN.530.606 Mechanics of Solids and Materials II</li> <li>- EN.530.618 Fabricatology</li> <li>- EN.530.673 Introduction to Molecular and Atomistic Modeling and Simulation</li> <li>- EN.530.694 Scanning Electron Microscopy 101: Fundamentals of Nanocharacterization and Nanofabrication</li> </ul>	<ul style="list-style-type: none"> <li>- EN.530.448 / 648 Biosolid Mechanics</li> <li>- EN.530.468 / 668 Locomotion Mechanics: Fundamentals</li> <li>- EN.530.480 Image Processing and Data Visualization</li> </ul>

*Table 1 – Anticipated Course Frequencies*

### 3. Ph.D. Degree Program

The Ph.D. degree certifies that the holder has demonstrated the ability to conduct independent research and develop new knowledge.

As soon as the student is prepared to do so, he/she should fulfill the requirements for candidacy. In addition to general university requirements, the student must pass two exams. The first is an oral Departmental Qualifying Exam based on core courses. This exam is usually taken after the second semester. The second is a preliminary Graduate Board Oral examination satisfying the Graduate Board requirements. This is a comprehensive examination in which students must demonstrate proficiency at the graduate level in their field of specialization.

Although there are no formal course requirements, students are presumed to be prepared by studies equal to six .600-level courses in their field of specialization and six courses in related fields. All candidates for the doctorate must complete two semesters as a teaching assistant as part of their training. All students are required to follow a course of study approved by their individual advisor.

The final and principal requirement for the doctorate is a piece of original research worthy of publication. Candidates must write a dissertation describing their work in detail and successfully defend it in a final oral presentation and examination.

#### 3.1. Degree Requirements

The requirements for a Ph.D. in Mechanical Engineering are as follows:

Fulfill the University-wide requirements by:

- a) Completing a minimum of two consecutive semesters as a full-time resident graduate student,
- b) Passing the Graduate Board Oral examination (GBO), and...
- c) Submitting and defending a dissertation approved by at least three referees appointed by the Mechanical Engineering Department faculty.

*In addition* to the University-wide requirements, students must:

- a) Pass the Departmental Qualifying Examination (DQE) before the start of the fifth semester as a doctoral candidate. This examination is preliminary to the GBO and its primary purpose is to evaluate the candidate's suitability for continuing study.
- b) Act as Teaching Assistant to at least two Mechanical Engineering courses.
- c) For each semester that a student maintains full-time status (that is, not change to non-resident status), each student must register for and pass EN.530.801 Graduate Research.
- d) For the first three years that a student maintains full-time status, each student must register for and pass EN.530.803 Mechanical Engineering Seminar by attending the required number of presentations.
- e) Earn an appropriate grade for all classes taken (see Section 3.1.1).

### **3.1.1. Academic Performance Requirements**

A course is satisfactorily completed if a “P” grade or a grade from A+ to B- is obtained. Grades of C+ or lower are evidence of unsatisfactory academic performance.

A student earning one C+, C, or C- grade will receive notification, with a copy to his or her advisor, of academic performance concerns and an explanation that a second C+, C, or C- or the student’s first D or F grade will typically result in termination from the program.

A student receiving a termination notification can appeal to the Director of Graduate Studies by the official date by which “Incomplete” grades must be resolved for that semester, as established by the Registrar's Office. The chair, who may consult with the student and the student's advisor, is required to formulate a final written decision within two weeks after that date.

### **3.1.2. “Pass” Grade Not Accepted**

Pass grades are not accepted for courses counting toward the Ph.D. degree.

Deviations to this policy must be explicitly authorized in writing by the Mechanical Engineering student advisor before the official last day for dropping courses established by the Registrar's Office.

### **3.1.3. COVID-19 Policy for Spring 2020, Fall 2020, and Spring 2021**

Typically, all courses for the master’s degree must be letter graded. The COVID-19 pandemic has required some exceptions.

#### **For courses taken Spring 2020**

- Any upper-undergraduate course (xxx.4xx +) or graduate course (xxx.6xx +) taken as an undergraduate student that qualifies for the master’s degree could count, as long as it has an S\* grade.
- Any graduate courses taken as a graduate student that are intended to count towards a student’s degree can still be counted if the grading method has been changed to P/F. ‘F’ grades cannot count towards a degree requirement. See the [Whiting School Spring 2020 COVID-19 FAQ page](#) for information.

#### **For courses taken in Fall 2020 and Spring 2021**

- Any upper-undergraduate course (xxx.4xx +) or graduate course (xxx.6xx +) taken as an undergraduate student that qualifies for the degree could count, as long as it has an S\*\* grade or a grade of B- or higher.
- One Fall 2020 graduate course (xxx.6xx +) and one Spring 2021 graduate course (xxx.6xx +) taken as a graduate student can be graded P (Pass).
  - All other courses but one must have a letter grade of B- or higher. The department will accept up to one course for the master's degree with a C- or higher.

- The decision to change a course grade system to Pass/Fail must be made and requested to the course instructor before the beginning of the final exam of the course.

### 3.2. Ph.D. Degree Timeline

Students can generally expect the degree experience to unfold in these timeframes:

#### Year 1

- Discuss program plan with the advisor to determine academic courses, research topics, and research plan
- Take required introductory courses: Academic Ethics, Research Laboratory Safety course modules, Effort Report – Certifier, Title IX & Harassment Prevention, and Opioid Epidemic Awareness
- Take academic courses
- Take required Graduate Research and MechE Graduate Seminar courses
- Begin preliminary research work as determined by your advisor
- Work with advisor to create annual evaluation
- Prepare for Departmental Qualifier Exam

#### Year 2

- Take academic courses
- Take required course: AS.360.625 Responsible Conduct of Research
- Take required Graduate Research and MechE Graduate Seminar courses
- Act as a Teaching Assistant for one of two required courses
- Take Departmental Qualifier Exam, usually in mid-September
- Continue research work, start discussion on dissertation topic
- Work with advisor to create annual evaluation.

#### Year 3

- Take academic courses, as needed
- Take required Graduate Research and MechE Graduate Seminar courses
- Continue research work, continue discussion and decide on dissertation topic
- Act as a Teaching Assistant for the second of two required courses
- GBO Exam / Doctoral Dissertation Proposal
  - **If following the new GBO process**, prepare for and present the Doctoral Dissertation Proposal
  - **If following the legacy GBO process**, prepare for and take the preliminary Graduate Board Oral exam
- Work with advisor to create annual evaluation

*Please see the next page...*

#### Year 4

- Take required Graduate Research and MechE Graduate Seminar courses
- Work with advisor to create annual evaluation
- Continue research work and hone dissertation topic. Perhaps begin writing it.

#### Year 5

- Take required Graduate Research and MechE Graduate Seminar courses
- Work with advisor to create annual evaluation
- Write dissertation
- Dissertation Defense / GBO Exam
  - **If following the new GBO process**, prepare for and complete and final Graduate Board Oral exam and Dissertation Defense.
  - **If following the legacy GBO process**, ensure an unconditional pass has been earned for the preliminary Graduate Board Oral exam, then prepare for and complete the Dissertation Defense.
- Prepare completed dissertation for submission to the JHU Library for publication
- Graduate!

Individual experiences may vary.

### 3.3. Departmental Qualifying Examination

The completion of a doctoral degree at a major research university requires a high level of academic sophistication in the candidate's field, as well as the ability to apply this advanced background in the creation of new knowledge. The Departmental Qualifying Examination (DQE) is an approximately one-hour oral examination in which students are tested in their principal research areas: fluid mechanics, mechanics and materials, bio-mechanical engineering, or robotics, and also in applied mathematics.

The examination is given after two semesters, in early-September or by special arrangement with the Director of Graduate Studies.

#### DQE Result Possibilities

The possible outcomes of the DQE are...

- **Pass** – no additional action is necessary
- **Conditional Pass** – with one of the following three possibilities:
  - Conditions – which are to be met by a specified date
  - Partial Retake - required by a specified date
  - Full Retake - required by a specified date
- **Failure**

Conditions must be met or the retake must be passed to avoid a Failure, which is grounds for automatic dismissal from the Ph.D. program. Only one retake is allowed.



## Students with Disabilities - Accommodations and Accessibility

Johns Hopkins University values diversity and inclusion. We are committed to providing welcoming, equitable, and accessible educational experiences for all students. Students with disabilities (including those with psychological conditions, medical conditions and temporary disabilities) can request accommodations for this exam by providing an Accommodation Letter issued by Student Disability Services (SDS). Please request accommodations for this exam as early as possible to provide time for effective communication and arrangements.

For further information or to start the process of requesting accommodations, please contact [Student Disability Services at the Whiting School of Engineering](#), or contact SDS at 410-516-4720 or [studentdisabilityservices@jhu.edu](mailto:studentdisabilityservices@jhu.edu).

## Responsible Conduct of Research

Each Ph.D. student must complete the in-person training course (AS.360.625) of Responsible Conduct of Research before the start of his or her fourth semester of the program. See Section 2.3.1 of this manual for more information.

### 3.3.1. Fluid Mechanics and Heat Transfer

All students in Fluid Mechanics and Heat Transfer are tested in Math and Graduate Level Fluid Mechanics. The third subject area for most students in this track is Convection, but it may be replaced by another subject area per the recommendation of your Advisor.

#### MATHEMATICS

Based on **EN 530.761 Mathematical Methods in Engineering**, the following topics are covered:

##### Linear Algebra

- Systems of linear equations and their solution
- Linear Independence, Rank of Matrix
- Vector (Linear) Spaces
- Matrix Eigenvalue Problems (Real and Complex Matrices)
- Special Matrices
- Eigenbases, Diagonalization and Quadratic Forms

##### Ordinary Differential Equations (ODEs)

- First Order Exact ODEs
- Linear ODEs (Homogeneous and Nonhomogeneous)
- Solving Systems of ODEs

##### Kernel Transforms

- Laplace Transforms (including solving ODEs, and integral equations)
- Fourier Series and Transforms (including half range expansions)

- Generalized Fourier Series (e.g. Sturm-Liouville problems)

#### PDEs

- Separation of Variables
- d'Alembert's Solution of the Wave Equation
- Method of Characteristics
- Solution by Transform (Laplace and Fourier transforms)

#### FLUIDS

The topics for this subject area of the exam are covered in the courses shown below with these specific topics:

##### EN 530.621 Fluid Dynamics I

- |  |  |
|--|--|
| • The Continuum Model of Fluids        | • Kinetic Energy Balance                             |
| • Lagrangian and Eulerian Descriptions | • Scaling and Dimensional Analysis                   |
| • Mass Conservation                    | • Vorticity and Vorticity Transport Equation         |
| • The Euler Equations                  | • Boundary Layer Theory                              |
| • Potential Flow                       | • Shear Flows  |
| • Local Kinematics                     | • Creeping Flows                                     |
| • Navier-Stokes Equations              | • Quasi-Parallel Flows and Lubrication Approximation |
| • Some Incompressible Flow             |  |
| • Integral Momentum Balance            |  |

##### EN 530.622 Fluid Dynamics II

- Potential Flow (Conformal mapping, unsteady potential flow, bubbles, virtual mass)
- Classical Aerodynamics (Thin airfoil theory and finite wings)
- Interfacial Phenomena, Free Surface Waves
- Instabilities
- Compressible Flow
- Fundamentals of Acoustics

#### NUMERICAL METHODS

The topics for this subject area of the exam are covered EN 530.766 Numerical Methods. The specific topics for the DQE are:

- Finite-Difference (FD) Operators
- Truncation Error, Consistency, Convergence of FD Approximations
- Numerical Stability Analysis (Von-Neumann & Matrix)
- Discrete Conservation
- Boundary Conditions
- FD Methods for Parabolic, Elliptic and Hyperbolic PDEs

- Explicit and Implicit Time Advancement Schemes
- Direct and Iterative Solution Methods for Sparse Systems
- Numerical Dissipation, Dispersion and Modified Wavenumber

## CONVECTION

The topics for this subject area are covered in EN.530.632 Convection. The specific topics for the DQE are:

- Governing Equations
- Conservation Laws in Integral and Differential Forms, and Boundary Conditions
- Dimensional Analysis and Scaling Laws
- Scalar Transport in Boundary Layers and Free Shear Flows
- Laminar Duct Flow and Heat Transfer
- Basics of Mass Diffusion, Natural Convection & Turbulent Transport

### 3.3.2. Mechanics and Materials

In mathematics, students are required to have taken, or have the knowledge equivalent to EN.530.761 Math Methods for Engineers.

Students in this area typically follow either a mechanics-intensive track or a materials-intensive track.

Mechanics-intensive Track: Students are presumed to be prepared on completion of courses EN.530.605 Mechanics of Solids and Materials, and appropriate undergraduate courses in statics, dynamics, mechanics of materials, and vibrations. Depending on their research focus, students will also be examined on EN.560.730 or EN.560.773 Finite Element Analysis, EN.530.612 Computational Solid Mechanics, or EN.510.604 Mechanical Properties of Materials.

Materials-intensive Track: Students are presumed to be prepared on completion of courses EN.530.605 Mechanics of Solids and Materials, EN.510.601 Structure of Materials, EN.510.602 Thermodynamics and Kinetics of Materials, EN.510.604 Mechanical Properties of Materials, and appropriate undergraduate courses in statics, materials selection, and mechanics of materials.

### 3.3.3. Robotics

Students are presumed to be prepared on completion of either EN.530.646 Robot Devices, Kinematics, Dynamics, and Control or EN.530.616 (equivalent to EN.580.616/EN.520.601) Introduction to Linear Dynamical Systems, and at least three of the following courses as approved by the student's advisor:

*Graduate Courses (at least 2 from this list)*

- EN.530.603 Applied Optimal Control
- EN.530.616/EN.580.616/EN.520.601 Introduction to Linear Dynamical Systems
- EN.530.624 Dynamics of Robots and Spacecraft
- EN.530.645 Kinematics

- EN.530.646 Robot Devices, Kinematics, Dynamics, and Control
- EN.530.649 System Identification
- EN.530.653 Advanced Systems Modeling
- EN.530.663 Robot Motion Planning
- EN.530.668 Locomotion Mechanics: Fundamentals
- EN.530.669 Locomotion Mechanics: Recent Advances
- EN.530.676 Locomotion Dynamics and Control
- EN.530.678 Nonlinear Control and Planning in Robotics
- EN.530.691 Haptic Interface Design for Human-Robot Interaction
- EN.530.761 Math Methods for Engineers

*Upper-level Undergraduate Courses (at most 1)*

- EN.530.420 Robot Sensors/ Actuators
- EN.530.421 Mechatronics
- EN.530.470 Space Vehicle Dynamics and Control
- EN.530.485 Physics and Feedback in Living Systems

*Graduate Courses Outside Mechanical Engineering (at most 1)*

- EN.520.621 Introduction to Nonlinear Systems
- EN.520.629 Networked Dynamical Systems
- EN.600.636 (or EN.601.663 beginning Fall 2017)  
Algorithms for Sensor-Based Robotics
- EN.600.661 (or EN.601.661 beginning Fall 2017) Computer Vision

Students should have proficiency in calculus, linear algebra, differential equations, linear systems, physics, statics, dynamical systems, vibrations, and strength of materials as appropriate for the conduct of their research.

In mathematics, students are required to use ordinary differential equations, linear algebra, and multidimensional calculus, as well as to perform frequency domain analysis. It is assumed that incoming students have knowledge equivalent to at least that of undergraduate third-year courses and will have taken two graduate-level mathematically intensive courses as agreed by the student's advisor.

Each student should select a course of study consistent with their research and approved by their advisor.

### **3.3.4. Biomechanical Engineering**

Students in the biomechanical engineering area should demonstrate good knowledge in the areas of engineering mathematics, numerical/computational methods, mechanics and biological sciences.

To fulfill these requirements, the student must successfully complete the mathematics requirement and selected Bio-Mechanical Engineering courses in consultation with your faculty advisor.

1) *Mathematics* - EN.530.761 Math Methods for Engineers

2) *Biomechanical Engineering*

- EN.520.495 Microfabrication Laboratory
- EN.530.410 Biomechanics of the Cell and Organisms
- EN.530.441 Introduction to Biophotonics
- EN.530.443 or EN.530.643 Fundamentals, Principles, and Application of Microscale Phenomena
- EN.530.473 Molecular Spectroscopy and Imaging
- EN.530.474 Effective and Economic Design for Biomedical Instrumentation
- EN.530.480 Image Processing and Data Visualization
- EN.530.605 Mechanics and Solids and Materials
- EN.530.621 Fluid Dynamics I
- EN.530.672 BioMEMS and Biosensing

This is not an exhaustive list. Other courses offered at the Homewood Campus, the Medical School, and the School of Public Health may be approved by your advisor.

NOTE: Some of these courses have prerequisites or require the permission of the instructor to take the course. Please consult the University's *Undergraduate and Graduate Programs* course catalog for further information.

### Examination Best Practices and Resources

In 2020-2021, the Mechanical Engineering department conducted Departmental Qualifier Examinations and Graduate Board Oral examinations online via Zoom and other platforms. Students and examiners have learned best practices by trial and error.

The department has iPads with styluses for students to use during examinations. An iPad is available to borrow for up to two weeks to practice before the exam. Please contact Laboratory Manager Patrick Caulfield at [pdcaulfield@jhu.edu](mailto:pdcaulfield@jhu.edu) to reserve one.

These suggested guidelines will help remote and online examinations proceed smoothly.

- Students should have available some way to write equations on a white-board shared over Zoom. This may be...
  - A tablet or tablet PC with a good stylus - this is the preferred solution, and most students choose this approach. The iPad with Apple Pencil is excellent.
  - A pad of paper with a document camera.
  - A regular physical whiteboard with a high-resolution camera

- A Wacom-style stylus tablet attached to your PC, using a white-board application or the Zoom white board. If you use a Wacom-style tablet, you need to practice using it in advance because your pen is on the Wacom-tablet on your desk, but your writing does not appear on the Wacom-tablet, it appears on your computer screen. It takes some getting used to doing.
- Do not try to use a computer mouse to write equations, it does not work well.
- When using a tablet and stylus, many students find it convenient to connect to Zoom twice:
  - Once with their PC for audio and video connection.
  - Once with their tablet and stylus, with no audio and no video, to share the whiteboard.
- To use Zoom's built-in white-board, during the Zoom session choose "Share Screen" then "White Board".
- PRACTICE MAKES PERFECT: Many days in advance of your DQE/GBQ practice using your tablet and/or computer whiteboard in advance with somebody (a friend, a lab-mate, etc. someone who has already done a DQE or GBO) playing the role of an examiner. They should ask you questions, and you should give full responses using your words, equations, drawings, etc. Do this over Zoom using EXACTLY the same computer equipment, internet connection, room, and room lighting that you plan to use for your actual exam.
- Do one or more practice DQE/GBOs with your friends or lab-mates who have previously completed their exams.

## 4. GBO Exam and Dissertation Defense

### 4.1. Changes in Examination Timing

In November 2022, the department faculty voted to change the structure and timing of Ph.D. examinations, as well as introduce a new dissertation proposal process. These changes are intended to improve the Ph.D. experience and outcomes for the students.

The new process will apply to all students who begin their Ph.D. studies in Spring 2023 and later. Students who began their Ph.D. prior to Spring 2023 are encouraged to adopt the new format, but can elect to follow the procedures from their year of admission.

### Students beginning Ph.D. study in Spring 2023 and later:

Students will follow the “Final-GBO timeline,” which is described in Section 5 – “*New Process - Dissertation Defense and Final GBO.*” This is the approximate timeline for those beginning Ph.D. study in Spring 2023 and later:

- **Department Qualifier Examination** – about one year after beginning Ph.D. study
- **Doctoral Dissertation Proposal** – by the end of the third year of Ph.D. study.
- **Final Graduate Board Oral Examination and Dissertation Defense** – to be conducted simultaneously - usually after five years after beginning Ph.D. study.

The above timeline will be hereafter be referred to as the “Final-GBO timeline.”

### Students beginning Ph.D. study from Spring 2021 and through Fall 2022:

Students are encouraged to follow the “Final-GBO timeline,” which is described in Section 5 – “*New Process - Dissertation Defense and Final GBO.*” This is the approximate examination timeline for the Final-GBO timeline:

- **Department Qualifier Examination** – about one year after beginning Ph.D. study
- **Doctoral Dissertation Proposal** – by the end of the third year of Ph.D. study.
- **Final Graduate Board Oral Examination and Dissertation Defense** – to be conducted simultaneously - usually after five years after beginning Ph.D. study.

However, a student who started the Ph.D. between Spring 2021 and through Fall 2022 can elect to take a Preliminary GBO Examination that is separate from their dissertation defense, which is described in Section 6, “*Legacy Process - Preliminary GBO Exam and Dissertation Defense.*” This is the approximate examination timeline:

- **Department Qualifier Examination** – about one year after beginning Ph.D. study
- **Preliminary Graduate Board Oral Examination** – about three years after beginning Ph.D. study
- **Dissertation Defense** – usually five years after beginning Ph.D. study.



### Students beginning Ph.D. study in Fall 2020 and earlier:

Students are encouraged to follow the “Final-GBO timeline,” which is described in Section 5 – “*New Process - Dissertation Defense and Final GBO*,” in which case they are exempt from the “doctoral dissertation proposal” requirement. This is the approximate examination timeline for this option:

- **Department Qualifier Examination** – about one year after beginning Ph.D. study
- **Final Graduate Board Oral Examination and Dissertation Defense** – to be conducted simultaneously - usually after five years after beginning Ph.D. study.

However, students can elect to take a Preliminary GBO Examination that is separate from their dissertation defense, which is described in Section 6, “*Legacy Process - Preliminary GBO Exam and Dissertation Defense*.” This is the approximate examination timeline:

- **Department Qualifier Examination** – about one year after beginning Ph.D. study
- **Preliminary Graduate Board Oral Examination** – about three years after beginning Ph.D. study
- **Dissertation Defense** – usually five years after beginning Ph.D. study.

Times will vary from student to student.

## 4.2. Course Preparation

Although there are no formal course requirements, students are presumed to be prepared for the Final Graduate Board Oral examination by studies equal to six graduate level (xxx.600-xxx.799) courses in their field of specialization and six advanced (xxx.400-xxx.799) courses in related fields. The student’s faculty advisor will provide guidance on which courses to take to reach this level of preparation.

## 4.3. GBO Examinations – General Structure

For the details of the “Final” and “Preliminary” GBO exam, please refer to the [Graduate Board Oral Exams page](#). Students are encouraged to consult with their faculty advisors about questions on the process. Faculty advisors can consult with the Director of Graduate Studies with questions he or she cannot answer.



#### **4.4. Students with Disabilities - Accommodations**

Johns Hopkins University values diversity and inclusion. We are committed to providing welcoming, equitable, and accessible educational experiences for all students. Students with disabilities (including those with psychological conditions, medical conditions and temporary disabilities) can request accommodations for this exam by providing an Accommodation Letter issued by Student Disability Services (SDS). Please request accommodations for this exam as early as possible to provide time for effective communication and arrangements.

For further information or to start the process of requesting accommodations, please contact [Student Disability Services at the Whiting School of Engineering](#), or contact SDS at 410-516-4720 or [studentdisabilityservices@jhu.edu](mailto:studentdisabilityservices@jhu.edu).

### **5. New Process – Combined Final GBO / Dissertation Defense**

Students who select the new “Final-GBO timeline” as explained in Section 4.1 will follow these steps after they earn an unconditional pass in their Departmental Qualifier Examination.

#### **5.1. Doctoral Dissertation Proposal – New Process**

The dissertation proposal and oral presentation are requirements of the PhD program in Mechanical Engineering. The proposal summarizes the research problem that the student is tackling during the PhD and the approach that the student is adopting. The dissertation proposal should also assist the student to place the work in the context of the literature.

##### **Timing**

The dissertation proposal and presentation must be completed before the end of the third year. A copy of the written proposal should be provided to the committee at least two weeks prior to the date of the presentation.

##### **Dissertation Proposal Committee**

The dissertation proposal committee consists of three faculty members (ideally the same faculty will be members of the GBO/ dissertation defense committee), including the research advisor. The committee is selected by the advisor in consultation with the student. Early formation of the committee is recommended.

## Written Dissertation Proposal

The written dissertation proposal is due two weeks prior to the date of the oral presentation. The proposal must provide a clear outline of the research, its significance, and the approach. The proposal outline is provided below. Students who wish to adopt a different format, e.g. that is preferred for their sub-discipline, must receive the approval of their advisor.

- Title page
- Abstract
- Background and significance (2 pages)
- Research objectives (1 page)
- Proposed approach, including preliminary results (4 pages)
- Planned publications
- Timeline
- References

## Oral Presentation and Discussion

The total duration of this portion is one hour, generally evenly divided between an oral presentation and a discussion with the committee. The format of the presentation (e.g. open/closed to the public) is decided by the advisor. Public presentations must be followed by a closed session where the candidate and the committee discuss the presentation and the written proposal.

## Outcome

If the committee finds that the student has demonstrated a deep understanding of the research questions, their context and a proposed approach, no further action is needed. If the dissertation proposal or presentation do not demonstrate clear command of the topic, the committee can recommend remedial action or re-evaluation of the candidate after six months. A second unsatisfactory performance would automatically lead to academic probation.

## 5.2. Final GBO / Dissertation Defense – New Process

The Final Graduate Board Oral Examination and Dissertation Defense will be presented simultaneously near the end of a Ph.D. student's career.

## Examiners and Alternate Examiners

The examination is conducted by a panel of five faculty members: two Mechanical Engineering professors, two from outside the Department, and one from either Mechanical Engineering or another Department. One departmental alternate and one outside alternate are also required. The examiners and alternates are selected by the Department Chair in consultation with the student's advisor.

The examination is chaired by the most senior of these outside members, who must be tenured. The examination chair has the right to set the scope of the exam. All examiners and alternates must be available at the same day and time.

### **Requesting Examiners**

The Homewood Graduate Board has established the [guidelines for the GBO exam](#) and students should familiarize themselves with these procedures, which include an explanation of how examiners are selected, who should be involved in the process, and obtaining approval for examiners from outside Johns Hopkins University.

### **Scheduling the Final GBO and Defense – Minimum 8 Weeks’ Advance Notice Required**

Students preparing to take the final GBO and Dissertation Defense must contact the academic staff at [me-academic@jhu.edu](mailto:me-academic@jhu.edu) to arrange the exam at least eight weeks prior to the intended exam date. The advisor and Department Head will then select examiners and alternates. Eight weeks’ notice will allow time to confirm availability of the proposed examiners and notify the Graduate Board by their notification deadlines. The academic staff will assist with room arrangements and any special needs.

## **6. Legacy Process - Preliminary GBO Exam and Dissertation Defense**

Students who elect to retain the legacy GBO Exam and Dissertation Defense timeline as explained in Section 4.1 will follow these steps after they earn an unconditional pass in their Departmental Qualifier Examination.

### **6.1. Graduate Board Oral Examination – Legacy Process**

The purpose of the Mechanical Engineering preliminary Graduate Board Oral examination is to test the depth and breadth of the student’s knowledge and reasoning abilities.

#### **Examiners and Alternate Examiners**

The two-hour examination is conducted by a panel of five faculty members: two Mechanical Engineering professors, two from outside the Department, and one from either Mechanical Engineering or another Department. One departmental alternate and one outside alternate are also required. The examiners and alternates are selected by the Department Chair in consultation with the student’s advisor.

The examination is chaired by the most senior of these outside members, who must be tenured. The examination chair has the right to set the scope of the exam. All examiners and alternates must be available at the same day and time.

## Requesting Examiners

The Homewood Graduate Board has established the [guidelines for the GBO exam](#) and students should familiarize themselves with these procedures, which include an explanation of how examiners are selected, who should be involved in the process, and obtaining approval for examiners from outside Johns Hopkins University.

## Scheduling the Preliminary GBO - Minimum 8 Weeks' Advance Notice Required

Students preparing to take the GBO must contact the academic staff at [me-academic@jhu.edu](mailto:me-academic@jhu.edu) to arrange the exam at least eight weeks prior to the intended exam date. The advisor and Department Head will then select examiners and alternates. Eight weeks' notice will allow time to confirm availability of the proposed examiners and notify the Graduate Board by their notification deadlines. The academic staff will assist with room arrangements and any special needs.

## 6.2. Dissertation Defense - Legacy Process

The final and principal requirement for the doctorate is a piece of original research worthy of publication. Candidates must write a dissertation describing their work in detail and pass a final oral examination, which is essentially a defense of the dissertation.

Students should schedule their defense with the academic staff at [me-academic@jhu.edu](mailto:me-academic@jhu.edu) to make arrangements necessary for the successful completion of their program. Dissertation defense preparation information is available in the ["Preparing for Graduation"](#) page.

## International Students must contact the Office of International Services

All international students must contact the Office of International Services (OIS) at least two months in advance of the defense date to ensure that their visa status and application for their EAD card and Optional Practical Training is in place.

When applying for Optional Practical Training, please notify your advisor that you are doing so. As part of the application processing, the advisor will receive a request from the OIS from the iHopkins system. Please ensure that your advisor is aware of your degree level, major field of study (of course, Mechanical Engineering), expected date of degree completion, if you have completed all course work, and your progress on your dissertation.

## Dissertation Readers

The University's Graduate Board requires two readers: your advisor and another JHU professor. The Mechanical Engineering department requires an additional reader for a total of three.

At least one of the three readers must be a full-time tenure-track Mechanical Engineering professor, whether that is your advisor or another professor. With the Department Head's and the University Graduate Board's prior approval, the third reader can come from outside of Johns Hopkins University. Visit the [Graduate Board website on GBOs](#) for info.

## After the Defense

See Section 7.3 for important information on what happens after a successful defense.

# 7. After the Dissertation Defense

## 7.1. Academic Deadlines

Students completing their degrees should contact the academic staff at [me-academic@jhu.edu](mailto:me-academic@jhu.edu) to ensure that all necessary forms and requirements are completed and submitted *prior* to the academic deadlines for the semester. Information is available in the ["Preparing for Graduation" page](#).

The deadlines to submit all certification material are usually:

- Fall: late-October
- Winter: mid- to late-January
- Spring: late-March (PhD), early-May (MSE)
- Summer: late-July

Students who have not completed their requirements by the first day of classes must register for the current semester.

## 7.2. Submission and Printing of Dissertations

Ph.D. dissertations will be submitted only by electronic media. For information, contact the Library ETC office at 410-516-7720 or [dissertations@jhu.edu](mailto:dissertations@jhu.edu).

To celebrate degree accomplishments, the department will order bound and printed copies of dissertations for the student and the advisor. The Academic Administrative staff will arrange for printing and shipping.

### 7.3. Confirmation of Degree Completion

Those who have completed their requirements in the summer or fall will receive an interim certificate from the registrar's office indicating that all requirements have been met, and notation will be made on their transcript. Additional information is available in the [Whiting School Graduate Policies and Procedures page](#).

There are a variety of options to obtain confirmation of degree completion, also called an "anticipated degree completion" letter. This may be necessary if one's diploma has not yet been issued or if confirmation other than a diploma is necessary.

- Many employers, universities, and entities will accept a letter from the Department of Mechanical Engineering. Please contact the academic staff at [me-academic@jhu.edu](mailto:me-academic@jhu.edu) to request an "anticipated degree completion" letter.
- Some employers, universities, and entities will require confirmation at the school or university level. Please contact Christine Kavanagh, Associate Dean for Graduate Affairs at [christinekavanagh@jhu.edu](mailto:christinekavanagh@jhu.edu) to request this "anticipated degree completion" letter.
- The Registrar will provide degree verifications after the degree is conferred. Visit the [Enrollment and Degree Verifications page](#) to request one.

## 8. Policies - General Information

The Whiting School of Engineering and Johns Hopkins University set and administer a variety of policies that affect students. The following websites provide information on these policies; but are not all-inclusive. Your academic staff can help with policy questions and interpretations.

- [Time Off, Vacation, and Leave](#)
- [Policy on Mentoring Commitments for PhD Students and Faculty Advisors](#)
- [Graduate and Postdoctoral Affairs at Homewood](#)
- [Graduate Residency and Registration](#)
- [Whiting School of Engineering's Graduate Academic Policies](#)
- [University General Graduate Student Policies](#) – rights and responsibilities, funding, research integrity, good standing
- Johns Hopkins University [E-Catalog section for Graduate Students](#)
- Johns Hopkins University [Policy on Probation, Funding Withdrawal, and Dismissal](#)

## 9. Miscellaneous Academic Information

### 9.1. Graduate Student Annual Evaluations

Johns Hopkins University and The Whiting School of Engineering requires that once per academic year all full-time Homewood graduate programs carry out a written evaluation of all doctoral and master's students conducting thesis research. The evaluation process includes the opportunity for the advisor to initiate the student evaluation on his or her research and academic progress. [The Ph.D. Professional Development Policies and Resources policy](#) describes what is to occur during an annual evaluation.

Mechanical Engineering Graduate Program Committee, with the support of the faculty and the Mechanical Engineering Graduate Student Association (MEGA) created a formal annual evaluation form, thinking it is good practice and a worthwhile investment. The evaluation form is in the back of this manual and on the [Graduate Advising page](#) → Annual Evaluations.

In Spring, advisors will initiate the evaluation process with their doctoral students and master's students conducting thesis research, who will be expected to complete the evaluation form and meet with their advisors to discuss progress and goals for the next year. The student and advisor will both sign the evaluation, after which it will be delivered to the Academic Administrative staff by June 30.

**For students with more than one advisor** - both advisors should participate in the evaluation process and must sign the evaluation form.



For students with a primary advisor outside the Department of Mechanical Engineering and have a second advisor who is a full-time tenure-track Mechanical Engineering professor - both professors must participate in the evaluation and sign the evaluation form.

Incomplete evaluation forms will be returned to the student for completion.

## 9.2. Departmental Seminars

Part of the graduate experience is to be informed and learn to evaluate the research done by others, both here at Johns Hopkins and at leading institutions worldwide.

**EN.530.803 MECHANICAL ENGINEERING GRADUATE SEMINAR**  
**REGISTRATION IS REQUIRED only for 1<sup>st</sup> year, 2<sup>nd</sup> year, and 3<sup>rd</sup> year Ph.D. STUDENTS. A total of six semesters' attendance is required.**

**Registration is optional for 4<sup>th</sup> year and beyond.**

**Registered students must attend 12 seminars, with at least 8 of them being Mechanical Engineering Graduate Seminars, which occur Thursdays at 3:00 p.m.**

If a student has a scheduling conflict that interferes with his or her ability to attend a minimum of 8 official Mechanical Engineering graduate seminars, the student's advisor can approve attendance at alternate seminars, as long as the student attends 12 seminars in that semester.

There are a number of special department seminars and other department seminars. Materials Science and Engineering, Earth and Planetary Sciences, and Biomedical Engineering; and Centers, such as CEA FM, CAMCS, HEMI, and CISST offer seminars. These seminars are beneficial, as it is common for GBO examiners to include questions addressed in such seminars.

**NOTE:** Students who enroll in informal student seminars or other seminars in addition to EN.530.803 Mechanical Engineering Graduate Seminar cannot double-count attendance at the informal or other seminars and in EN.530.803. Each seminar's attendance requirements must be met with unique seminars. This is not a new requirement. It has always been understood but is now being stated specifically in case there is a question.

## 9.3. Informal Student Seminars - Registration May be Required

In preparation for the dissertation defense, students are required to present their work at informal seminars within the Department. Your advisor will explain the scope and expectations of your role as spectator and presenter in these presentations.

### **EN.530.807 Fluids Seminars**

All Fluids graduate students must register for this seminar.

### **EN.530.809 Mechanics and Materials Seminars**

All Mechanics and Materials graduate students must register for the Mechanics and Solid Materials Student Seminar Series.



## EN.620.745 Seminar in Computational Sensing and Robotics

All Robotics graduate students must register for this seminar using course number.

As information is received, schedules will be sent to you in advance. Students are expected to attend these seminars, which provide an informal opportunity to learn about the ongoing research work of their colleagues.

### 9.4. Ethics

Unethical behavior can lead to a student's expulsion from the program. Graduate students are therefore expected to be aware of what actions constitute unethical behavior. For example, students must submit work that represents their own efforts. Whenever ideas or results are drawn from other sources, those sources must be cited in the submitted or presented work. **Unless otherwise explicitly permitted by the instructor for that course, students must not collaborate or discuss any assignments prior to submission of the work.** Students must be aware of and adhere to the ethical issues associated with the use of, and in particular the duplication of computer software and must abide by the rules of use set by the developer.

## 10. Master's Degree

The M.S.E. degree may be a final degree or it may be earned *en route* to the Ph.D. The requirements for an M.S.E. in Mechanical Engineering as described in Sections "A" and "B", must be met:

**NEW in Fall 2022:** The department requirements for an M.S.E. in Mechanical Engineering are described in Sections "A" and "B":

**Section A:** Completion of a set of advanced one-semester courses as approved by your advisor.

- 1) **Six courses, each 3-credits or more** from any department other than the Center for Leadership Education.
- 2) **Additional courses totaling 6 credits** – which can include any of these options:
  - Two 3-credit courses from any department other than the Center for Leadership Education.
  - One 3-credit (or more) course from any department and up to 3 credits from the Center for Leadership Education (EN.660.xxx, EN.661.xxx, EN.662.xxx, and EN.663.xxx), either two 1.5-credit courses or one 3-credit course.
  - Six credits from the Center for Leadership Education, any combination of 1.5-credit or 3-credit courses.

In addition...

- a) **At least four courses must be at the graduate level** (xxx.600 or higher, up to two Engineering for Professionals xx5.4xx or higher).

- b) **No more than four courses may be at the advanced undergraduate level** (full-time programs xxx.400 – xxx.499, Engineering for Professionals xx5.3xx).
- c) **At least two courses should be in applied mathematics, numerical analysis, or computational methods.** This requirement can be waived in writing by your advisor, if sufficient prior preparation in these areas can be demonstrated.
- d) **Ineligible Courses:** EN.530.800 Independent Study, EN.530.801 PhD Graduate Research, EN.530.820 MSE All-Course Graduate Research, EN.530.821 Master's Essay - Research and Writing, EN.530.822 Master's Essay – Co-Op, EN.530.823 MSE Graduate Research, EN.530.897 Graduate Research – Summer, and other departments' Graduate Research, Independent Study, and Special Studies are not eligible courses to complete Section A's requirement.
- e) At least 4 courses if taking an “all-course option, or at least 3 courses if writing an essay – must be **Mechanical Engineering or related courses**:
  - o EN.530.xxx Mechanical Engineering
  - o Any of these courses:
    - EN.580.451/452 (Fall/Spring) – Cell and Tissue Engineering
    - EN.520.495 Microfabrication Laboratory
    - Intro to Linear Systems – either EN.530.616, EN.520.601, or EN.580.616.
    - EN.560.772 Nonlinear Finite Element Methods
    - EN.560.730 or EN.560.773 Finite Element Methods
    - EN.520.773 Advanced Topics in Fabrication and Microengineering
  - o EN.535.xxx – courses from the [Engineering for Professionals \(EP\) program](#).
    - For all students who were enrolled in the Fall 2020 semester – no more than three “EP” courses can count. This is to accommodate those affected by the COVID-19 pandemic.
    - For students matriculating in Spring 2021 and later – no more than two “EP” courses can count.

**SECTION B:** In addition to the eight courses above, students must also complete either two more courses or an essay:

#### **COURSE OPTION**

- a) **Two additional one-semester graduate-level courses** (xx.xxx.6xx or higher, Engineering for Professionals EN.xx5.4xx or higher).
- b) PhD students earning the MSE degree cannot count EN.530.820 MSE All-Course - Graduate Research nor EN.530.823 MSE Graduate Research.
- c) **Ineligible Courses:** EN.530.800 Independent Study, EN.530.801/802 Ph.D. Graduate Research, , EN.530.821 Master's Essay - Research and Writing, EN.530.822 Master's - Co-Op, EN.530.823 MSE Graduate Research, EN.530.897 Graduate Research – Summer, and other departments' Graduate Research, Independent

Study, and Special Studies are not eligible courses to complete Section B's requirement.

## ESSAY OPTION

An M.S.E. essay (the official title of master's theses at Johns Hopkins) acceptable to your advisor and one other eligible reader.

There are two options to complete the essay:

- **Conduct Laboratory Research**
  - Work with world-renowned engineering professors by conducting original research to produce an essay worthy of publication.
  - [Learn more about the Research option](#)
  - Students must register for the course EN.530.821 Master's Essay Research (through Spring 2022) and Writing or EN.530.823 MSE Graduate Research (Fall 2022 and later) every semester that he or she works on master's essay research and writing. This is separate from the Ph.D. dissertation.
- **Work in a Cooperative Educational Environment (Co-Op)**
  - To broaden the practical training for master's students, the [Institute for Nanobiotechnology \(INBT\)](#) teams with companies to provide an immersive [master's industry "co-op" experience](#) in a professional working environment. Goals and objectives are developed for the student in conjunction with faculty and INBT academic advisors, which will be used to complete the master's essay.
  - [Learn more about the Co-Op program here!](#)
  - Course Registration
    - All students must register for EN.530.822 Master's Essay – Co-Op and EN.910.600 (Fall and Spring) or EN.530.897 (Summer) Graduate Research – Summer every semester that he or she works in a co-op program to prepare to write a master's essay.
    - International students completing the degree with an Essay - Co-Op option must also enroll for EN.500.851 Engineering Research Practicum and apply for Curricular Practical Training (CPT). Visit these sites for information: [applying for CPT](#) and [extending the F-1 visa](#).

The courses can be taken in one semester of six credits or split into three-credit courses over two semesters. If a student needs subsequent semesters to continue essay work, he or she can simply register for the same course each semester.

*See the next page...*

## **COURSE LEVELS DEFINED**

Subject to the degree requirement restrictions, one-semester advanced courses include:

### **Graduate**

- Full-time program courses numbered xxx.6xx and higher (e.g. EN.530.621)
- Engineering for Professionals program courses numbered xx5.4xx and higher (e.g. 535.415).

### **Undergraduate**

- Full-time program courses numbered xxx.400-xxx.499

## **10.1. Eligible MSE Essay Readers**

While the University requires one reader for master's essays, departments are allowed to enforce stricter standards by requiring more than one reader. The Mechanical Engineering department requires two readers, the first one being the person (ordinarily a member of the Department's faculty) who supervised the student's project. The second reader is any duly appointed member of a department holding the rank of assistant professor or higher (excluding lecturers). The advisor will consult with the Department Chair if there are questions of eligibility for a proposed second reader, or if the proposed second reader is from outside Johns Hopkins University.

## **10.2. Required Mechanical Engineering Courses**

There are a minimum required number of courses that must be taken for the M.S.E. degree, including at least two .600- or .700-level courses, that must be offered by the Mechanical Engineering department (numbered EN.530.xxx) or the Engineering for Professionals' Mechanical Engineering program (number EN.535.xxx):

- Four courses for the "all-course" option
- Three courses for the "essay" option

## **10.3. Grading and Double-Counting Policies**

No more than one C grade (C+, C, or C-) can be counted toward the master's degree course requirements.

Pass grades are not accepted for courses counting toward the master's degree.

The Mechanical Engineering department double-counts courses using Whiting School of Engineering policy on the [Whiting School Graduate Policies page](#).

## **10.4. Degree Completion Information**

Students who have completed the requirements for the M.S.E. degree should complete both the "Application for Graduation" and the "Certificate of Departmental Approval."

The master's degree completion deadlines are available at the [Whiting School Graduate Policies page](#). Be sure to meet the deadlines when completing your degree and related applications to graduate.

Masters essays will be submitted only by electronic media. For information, contact the Library ETC office at 410-516-7720 or [dissertations@jhu.edu](mailto:dissertations@jhu.edu).

To celebrate degree accomplishments, the department will order bound and printed copies of essays for the student and the advisor. The Academic Administrative staff will arrange for printing and shipping.

Visit the [“Preparing to Graduate” page](#) for more information.

## 10.5. Master’s Degrees Outside Mechanical Engineering

Students can earn a master’s degree outside of Mechanical Engineering in lieu of the MSE Mechanical Engineering degree. Students should consult with their advisors to include required courses for outside degrees in their course and research plans.

Students can earn master’s degrees in Robotics, Applied Math, Materials Science, Computer Science, Earth and Planetary Sciences, and more! Visit these pages for available degree programs:

- [Whiting School of Engineering master’s degrees](#)
- [Engineering for Professionals master’s degrees](#)
- [Krieger School of Arts and Sciences master’s degrees](#)

## 11. Part-Time, Non-Residency, and Leave of Absences

### 11.1. Part-Time Status

Mechanical Engineering Ph.D. students may switch to part-time status after the successful completion of the Graduate Board Oral examination and the Teaching Assistant requirement, with approval of both the research advisor and the Graduate Program Chair, as well as the International Office for international students.

#### PART-TIME TUITION

Students are charged tuition per-credit, which in the 2022-23 academic year is US \$2,041 per-credit. The student’s advisor or the department may choose to cover this charge, but that is not guaranteed.

#### COURSE REGISTRATION

Part-time students will take three credits of EN.530.801 Graduate Research each semester and some may continue to take the one-credit EN.530.803 Mechanical Engineering Graduate Seminar.

Once a student is on part-time status, the research advisor may excuse the student from the EN.530.803 Mechanical Engineering Graduate Seminar requirement. Part-time students or their advisors will pay the part-time per-credit tuition.

## PART-TIME RESTRICTIONS

- Part-time students are ineligible to work as a student worker, including as a Teaching Assistant, and will not be eligible for graduate student salary.
  - EXCEPTION: International students in their final semester who are part-time are eligible to work as a student worker. (International students are full-time students every semester except for the last semester if they need less than a full-time course load to complete the degree. They can then become part-time.)
- Part-time students enrolled in the University health insurance must pay the full premium, which in 2022-23 is US \$1,241 per semester.

## HOW TO OBTAIN PART-TIME STATUS

- Contact the academic staff at [me-academic@jhu.edu](mailto:me-academic@jhu.edu) to confirm eligibility to switch.
- Obtain approval from both the research advisor and the Graduate Program Chair
- International students must first obtain approval from the Office of International Services.
- Information on [Whiting School Graduate Credit Hours](#)

## 11.2. Non-Residency Status

Whiting School graduate students are eligible for non-residency status when all degree requirements except the writing of the dissertation are complete. The dissertation research must be finished before the non-resident status can be obtained.

Whiting School graduate students are typically granted only one semester of non-residency with the expectation that the dissertation will be written and prepared for defense in that semester. The dissertation defense can occur during that semester or shortly thereafter. The Whiting School will consider exception requests for an additional semester of non-residency.

### NON-RESIDENT TUITION

Non-resident students pay only 10% of the full-time tuition but will still have all the privileges of full-time students such as access to campus services and faculty advising.

### NON-RESIDENT RESTRICTIONS

Non-resident students cannot enroll in courses and would lose the Whiting School's financial support for health insurance. The department could choose to cover health insurance charges, but that is not guaranteed.

Non-resident students are automatically enrolled in health insurance, but can waive the insurance, if eligible, for waiver by proof of enrollment in another health insurance plan with similar coverage.

To maintain non-resident status, students will have to register for non-resident status each semester and provide a letter explaining their progress toward the degree's completion.

## HOW TO OBTAIN NON-RESIDENT STATUS

- Contact academic staff at [me-academic@jhu.edu](mailto:me-academic@jhu.edu) to confirm eligibility for non-resident status.
- Complete the Non-Resident Status for Whiting School form, which the staff will send to the Whiting School Academic Affairs office for review and approval.
- If the Non-Resident request is denied, a student may be eligible for part-time status.

### 11.3. Leave of Absence

Occasionally, extenuating circumstances may require graduate students to take a leave of absence from their studies.

Graduate students may apply for up to four semesters of leave of absence when medical conditions, compulsory military service, or personal or family hardship prevents them from continuing their graduate studies.

Visit the [Homewood Graduate and Postdoctoral Affairs page for Enrollment Change forms](#). Select the appropriate form to either request, extend, or return from a Leave of Absence.

The forms will explain that student privileges, degree progress, and access to health insurance may be affected.

Please complete the form, obtain the appropriate signatures, and obtain the required documentation as noted on the form, and send the completed form and supporting documentation to the academic staff at [me-academic@jhu.edu](mailto:me-academic@jhu.edu).

## RESOURCES

- [Homewood Graduate and Postdoctoral Affairs page for Enrollment Change forms – non-resident and leave of absence](#).
- [Graduate Residency and Registration Policies](#)
- [Graduate Board Forms](#), which include the **Non-Resident Application** and the **Non-Resident Annual Report**
- [Whiting School of Engineering Policy on Health Insurance](#) > select **Health Insurance**

## 12. Financial Aid

There is a variety of sources of financial aid available to Mechanical Engineering Ph.D. students.

### 12.1. Tuition Fellowships

At the Dean's discretion, tuition fellowships may be awarded to full-time Ph.D. students who are supported by the Department through either faculty research projects or fellowships. Ph.D. candidates are eligible for 100% tuition fellowships in their first year as a Ph.D. student, 80% tuition fellowships in years 2-6, and 60% in years 7 and later.



## 12.2. Research Assistantships

Students working directly on funded research projects are paid by the faculty member's projects conducting that research. Ph.D. students are fully funded – tuition, health insurance, salary, and a one-time matriculation fee – for the duration of their Ph.D. program while they are in a full-time, resident status. This support allows students to progress towards completion of their degrees, but also requires the completion of specific research accomplishments.

In the 2022-23 academic year Research Assistants are typically paid a salary of US \$1,541.67 semi-monthly at an annual full-time rate of US \$37,000, effective January 1, 2023. This rate will rise to \$38,500 on July 1, 2023; then \$41,000 on July 1, 2024. This rate may vary depending on the grant or funding agency, but will be at a minimum of the standard graduate student rate.

There are a few basic rules regarding the holding of a Research Assistantship.

- Regular meetings between the student and faculty advisor are the norm, but vary from advisor to advisor.
- Both the Intersession in January and the summer, June through August are particularly important periods for research progress. Students are expected to make significant effort during these periods.
- Students should discuss any planned absences with their advisors.

## 12.3. Departmental Fellowships

Mechanical Engineering offers the Departmental Fellowship, provided to an outstanding first-year student to allow the opportunity to find an appropriate advisor and embark on research. The current fellowship award includes full tuition remission, health insurance, matriculation fee, a one-time \$2,000 admission bonus, and a stipend of \$1,500 semi-monthly at an annual full-time rate of US \$36,000. This rate will rise to \$37,000 on January 1, 2023; then \$38,500 on July 1, 2023; then \$41,000 on July 1, 2024.

The one-time \$2,000 admission bonus will be paid in the first month of the Department Fellow's matriculation.

The Whiting School of Engineering maintains a [website on additional external fellowships](#) where a student can apply for additional financial aid.

## 12.4. Teaching Assistant

To assist in the teaching function of the Department, Teaching Assistant opportunities are provided to students who grade papers, conduct laboratories and hold office hours. TAs are remunerated for their efforts according to a formula that quantifies the number of hours required for a particular course, multiplied by an hourly rate, to be determined by the beginning of each semester. The remuneration is paid semi-monthly.



## 12.5. Other Financial Aid

The Office of Student Financial Services has other financial aid sources available, even to those who current have full financial support, including research assistantships and some fellowships. Any enrolled or accepted graduate student who is a U.S. citizen, U.S. permanent resident, or eligible non-citizen may apply for federal and state financial aid. [Sources of aid, eligibility requirements, applications, and other information](#) are available.

## 12.6. Student Employment

The [Student Employment Services office](#) offers opportunities for employment for many positions on the campus. They will help you determine your work eligibility. Should you wish to obtain additional employment, please speak with your advisor so you will be able to fulfill the obligations of your education and research.

# 13. Administration

## 13.1. Department Offices

The Department Administrative Office is located in Latrobe 223. The office provides services and assistance to faculty, staff, graduate students, and undergraduate students. All purchasing, payroll, budget and accounting transactions, shipping, receiving, and other administrative services are handled through this office.

## 13.2. Supplies and Services

Most of the services you will need will be provided through the Department Office.

**COPIER and SCANNER** - Graduate students are welcome to use the department copier in Latrobe 217 for tasks related to the conduct of research or the academic pursuits of the faculty. Informal training of use of the copier and its features is available.

**FAX MACHINE** - The number for the fax machine in Latrobe 217 is 410-516-4316. Since many people rely on this machine, incoming faxes must be labeled or have a fax cover sheet. Students may use the outgoing fax for communication related to the conduct of research or the academic pursuits of the faculty.

This is how to dial a fax number for the following types of numbers:

- Local Number in the Baltimore area, with area codes 410, 443, or 667:  
*Dial 9, the area code and telephone number; e.g. 9-410-555-3818.*
- Long Distance numbers in Maryland (area codes 240, 301, some numbers in area codes 410, 443, and 667), the United States, Canada, and Caribbean locations using a three-digit Area Code: *Dial 9, 1, the area code and telephone number; e.g. 9-1-717-555-8203.*
- Elsewhere: *Dial 9, 011, the country code and telephone number; e.g. 9-011-39-555241156.*

**STUDENT MAILBOXES** - Graduate students may opt to have a mailbox on the 3<sup>rd</sup> floor of Latrobe Hall. Mail is ordinarily distributed daily. It is important to check your mailboxes regularly. The administrative staff will help with questions regarding pickup, delivery, postage, and Express Mail services.

**SHIPPING AND RECEIVING** - FedEx regularly delivers to the Department Office. FedEx picks up on demand and delivers as required. Other carriers may be used in special circumstances.

An e-mail will be sent to you notifying you of any delivery that has arrived for you, which is stored in the receiving area in Latrobe 217. When picking up a package, sign and date the package log before taking your package. Outgoing shipments must be received in the Department Office before 2:00 p.m. As a convenience, personal items may be shipped and received through the Department Office, but the Department does not pay shipping fees for these. Please contact the administrative staff in Latrobe 223 with your questions.

**OFFICE EQUIPMENT** - Paper cutters, staplers, and other items are available for general use. **These items must be kept in Latrobe 217.**

**KITCHEN, including COFFEE and TEA SERVICE** - A refrigerator and microwave oven are available on the 3<sup>rd</sup> floor of Latrobe Hall to store and heat your meals. Please help keep the kitchen area clean.

### 13.3. Additional Services and Resources

The University offers a variety of services. These are among some that cater to graduate students:

- [Registrar](#)
- [Parking and Transportation Services](#)
- [Center for Social Concern](#) – service opportunities and advocate for social change
- [Campus Ministries](#) – for all faiths and those seeking spiritual growth
- [Counseling Center](#) – whenever we need a little extra help from our friends
- [The Hub](#) – the University’s official news publication
- [Johns Hopkins Magazine](#)

## 14. Purchasing and Travel Reimbursements

### 14.1. Account Numbers are Necessary for Purchases

Account or “budget” numbers for research project expenditures are extremely important. Your advisor has a series of account numbers, and will supply you with the number to use for purchases. Orders cannot be processed without this number, which is either a 9-digit “Internal Order” number for sponsored projects or a 10-digit “Cost Center” for non-sponsored accounts.

### 14.2. Ordering Equipment, Supplies, and Services

Orders for the purchase and acquisition of supplies, equipment and materials must be arranged with the Accounting Specialist. Orders must be received by 3:00 p.m. to allow the

possibility of same-day ordering. Orders received after 3:00 p.m., in most cases, will be ordered the next business day.

Send your orders with the following information:

- The vendor's name and contact information – include when possible the postal address, telephone number, e-mail address, and the vendor's website address.
- Description of the item
- Part number
- Price or valid vendor quote
- The complete Internal Order or Cost Center number to be charged.
- Approval from your advisor or principal investigator, as necessary.
- Tag number for any "equipment" (see sections 9.2.1 and 9.2.2).

Do not send a "shopping cart" link or other link to the product, because the information on the link may change between the time you send the request and the time of the order.

#### **14.2.1. Equipment Items**

Equipment is defined as an article of non-expendable, tangible property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. To order such equipment, three quotes from three vendors are necessary, or a sole source justification letter explaining why a specific vendor must supply the item must be provided.

#### **14.2.2. Tag Numbers**

The JHU Office of Cost Analysis is responsible for identifying, recording, and tagging equipment. Whenever possible, equipment items costing \$5,000 or more are tagged with a University property tag, using a tag that contains a bar-coded property identification number. Property tags are affixed to equipment by Cost Analysis staff in a standard, visible location on the equipment.

*Never remove the Tag Number from your equipment!* The bar-coded Tag Number labels are self-destructive. When removed, bar-coded labels leave a checkered design imprinted on the equipment and the tag cannot be reapplied.

#### **14.2.3. Component Parts**

Component parts are those that will be used to fabricate or build a piece of equipment. Parts to be used in the fabrication of an item of equipment are defined as "equipment" when the total cost is more than \$5,000.

Installation costs and freight charges are considered a part of the cost of equipment. They should be included in the total cost and charged to an equipment object code if the total cost is more than \$5,000.

#### **14.2.4. Supply Items**

Supply items are defined as articles that cost less than \$5,000 and/or have a useful life of less than one year.

#### 14.2.5. Replacement Parts

Items purchased as replacement parts for a particular piece of equipment are considered supply items since they do not enhance the value of the piece of equipment.

#### 14.3. Return of Merchandise Purchased with a Purchase Order

In the case where merchandise must be returned to the vendor because it is not suitable or a duplicate shipment was received, please observe the following procedures:

- It is your responsibility to contact the vendor to explain the reason for the return and request a Return Merchandise Authorization (RMA) Number. Ask the vendor if they will pay the return shipping charges, and if so, what procedure should be used to ship the merchandise. Often the vendor will send you a return-shipping label.
- Label the item with the vendor's name and address; write the RMA Number clearly on the package next to the mailing label.
- Bring the package to the Department Office and notify our Administrative Coordinator that the package is a return. Be sure to provide an account number to apply shipping charges.

#### 14.4. Get a Tax Exempt Sales Certificate

JHU is a non-profit organization, and therefore, is exempt from paying sales tax. **If purchases are made with personal funds, sales tax will not be reimbursed to you.**

Purchasing equipment or materials with a personal credit card or with cash is not recommended, but if you absolutely need to do so, please obtain a copy of the tax-exempt sales certificate in the Department Office before making your purchase. Presenting this certificate at the time of purchase will eliminate sales tax from your bill, in most cases.

Please print and keep the [current Tax Exempt Sales Certificate](#).

Note that some stores, e.g. Wal-Mart will require that you obtain an in-store tax exemption certificate in addition to the JHU tax exemption. Please check with the store before making purchases to ensure that you have all required documents.

#### 14.5. Reimbursements

The Department office processes reimbursements for official travel and out-of-pocket expenses for the purchase of materials and supplies.

Reimbursements may be obtained in one of two ways:

- Up to \$100.00: from the Petty Cash Office in Garland Hall using a Petty Cash Voucher.
- Over \$100.00: Check requested from and paid through the Accounts Payable Office. Please allow up to three weeks for the reimbursement to be processed.

## **14.6. Travel**

### **14.6.1. Preferred Vendor: World Travel Services**

[World Travel Services \(WTS\)](#) is a preferred vendor for travel arrangements. They will send invoices instead of requiring a credit card up front, so your credit line will not be accessed or held while waiting for reimbursement or payments. Contact [jhuttravel@worldtravelservice.com](mailto:jhuttravel@worldtravelservice.com) for information.

### **14.6.2. Travel Expense Reimbursements**

Reimbursement for travel expenses must be submitted with a completed and signed Travel Expense Report and will be processed and forwarded to the Accounts Payable Office. Allow two to three weeks for the reimbursement to be processed. Travel Expense Report forms can be obtained from the staff in the Mechanical Engineering administrative office.

It is the student's responsibility to complete the form and attach the necessary original receipts, obtain a signature approval, and account number from the Principal Investigator. In 2019, business mileage is reimbursed at 58 cents per mile and may change yearly.

### **14.6.3. Reimbursements for Air Travel**

To reimburse air travel costs, you will need a credit card statement reflecting the cost of the ticket, along with payment confirmation from the airline. For upgrade, luggage, or other additional charges, a receipt is required. A flight itinerary from the airline will not be accepted because proof of payment is not indicated.

### **14.6.4. International Air Travel and the Fly America Act**

The Fly America Act should be followed when foreign travel is required. Federal regulations require that individuals whose travel is supported by federal funds use American flag carrier airlines. Most sponsored accounts have federal fund sources. If you have questions, please see our Administrative Coordinator before arranging air travel.

### **14.6.5. Automobile Insurance**

JHU carries automobile insurance coverage; therefore, if you rent a car that is used for University business, DO NOT purchase additional insurance coverage. You will not be reimbursed for that purchase.

## **15. Payroll**

Pay is distributed semi-monthly, on the 15<sup>th</sup> and the last day of the month. If payday falls on a weekend or holiday, paychecks are distributed the last regular working day preceding the payday. Checks will be placed in your mailbox.

You may set up direct deposit in your person Employee Self-Service file.

1. Visit [My.JHU](#). Sign in with your JHED ID and password.
2. Select the "HR" Icon on the left side of your "home" screen.
3. Then select the "ESS" icon. Follow the instructions to sign in and select the "Payroll Information" link

## 15.1. Research Assistantships

The department determines the stipends for Research Assistantships. Other financial assistance, criteria of the grant or contract on which you are performing research may cause your salary to vary from those of your colleagues. Research Assistants are paid from the research funds of their particular advisor.

Research Assistantship stipends are subject to Federal and State tax withholding, which is done automatically through HR/Payroll Shared Services and will be reflected on the pay stub. Students will want to complete a W-4 Federal Tax withholding form and a MW-507 Maryland State withholding form and return them to University Experiential Learning (formerly Student Employment Services).

## 15.2. Fellowships

Stipends are paid to those students on Departmental or other Fellowships.

*NOTE: Fellowship stipends usually have no income tax withheld. Students on fellowships are responsible to file and pay income taxes.*

Students receiving stipends may have to file quarterly withholding reports with the Internal Revenue Service. For information contact the [Tax Office](mailto:tax@jhu.edu) at 443-997-8442 or [tax@jhu.edu](mailto:tax@jhu.edu).

## 16. Safety and Security

### 16.1. Laboratory Safety

Lab Safety is the responsibility of all who use, maintain, or visit the labs within the Mechanical Engineering department. Laboratory researchers are responsible for working with the principal investigator to become familiar with the appropriate hazard information and safety policies before performing any work.

For each lab, a Principal Investigator (PI) is assigned. That person is responsible for the safe operation of the lab, training on all chemicals in the work area, the training of the persons on the equipment within the lab, and is a ready source to answer any questions on a specific lab concerning its operation and all safety aspects. The PI's for each lab are listed on the entrance door to each lab.

#### 16.1.1. Research Laboratory Safety- Training

The University offers research laboratory safety training, which is now a requirement for all Mechanical Engineering graduate students. The training is offered in the following modes:

#### LABORATORY SAFETY ASSESSMENT - REQUIRED

A series of eight online learning modules, which all graduate students must take:

- Introduction in ethics, hazards, and risk evaluation
- Physical hazards
- Chemical hazards
- Biological
- Radiation



- Hazard analysis
- Design for safety
- Writing protocols and procedures

All new Mechanical Engineering graduate students should complete the online learning modules within the first two weeks of their first enrolled semester.

The online modules are currently available at My.JHU.edu -> My Learning. Search for “Laboratory Safety Assessment Part 1...,” “Laboratory Safety Assessment Part 2...,” and so on. Once all eight courses are completed, an internal SIS “course” numbered EN.990.600 will be entered on students’ records, which will allow students to enroll in EN.500.601 (but EN.990.600 will not appear on a student's transcript nor on a student's course registration in SIS).

### EN.500.601 RESEARCH LABORATORY SAFETY

The course **EN.500.601 Research Laboratory Safety** is available. Completion of the Laboratory Safety Assessment online learning modules is a prerequisite. Advisors may encourage or require Mechanical Engineering graduate students to take EN.500.601 Research Laboratory Safety.

#### 16.1.2. Safety Resources

The [JHU Department of Health, Safety and Environment](#) maintains a website to ensure updated information on policies, issues, and concerns are available to all. Their website offers directives concerning Safety Responsibilities and Policies, Environmental Monitoring, Fire Safety, Chemical Safety, Laboratory Safety, and Radiation Safety.

Also, visit the [Laboratory Safety page](#) for important information.

## 16.2. Campus Security

While the Hopkins Security Department provides ample and appropriate security to the campus, they remind us that we must play our part. Please exercise common sense when entering and leaving your office, classrooms, and labs.

- When you leave your office, if you are the only one there, **lock the doors** even if you leave only for a minute! Thefts take only a few seconds and valuable equipment and your work can disappear instantly.
- **Secure your computers**, especially laptops! Take your laptops with you when you leave your office.
- **Back up your work** onto separate systems in case something happens to computer via virus, equipment problems, or theft. The University provides free [anti-virus software](#).
- **Secure your laptop cases** or any bag that might be mistaken for a computer bag.
- **Lock your car** and do not leave any items inside your car in plain sight. Secure them in your trunk or bring them with you.

- **Secure your personal items** such as your purse, wallet, books, equipment, and your coat or jacket.
- **If you see someone suspicious** in your lab or office, do not confront the individual, contact Security at 410-516-7777 right away. Your personal safety is most important.
- If you are uncomfortable walking through campus or to your car at night or otherwise are concerned for your safety, the Security department provides **escort services** to selected locations. Call 410-516-8700 to arrange for an escort.

## 17. Email Etiquette

Email is an important tool where information can be communicated, hopefully efficiently and succinctly. Here are some suggestions to ensure your email communication is professional, courteous, and efficient.

### SUBJECT LINE

- In the subject line, include the topic of the main message. If an event date and time is in the message, include those in the subject line.
- Make it clear whether the message requires response or is for information purpose.
- Don't leave the subject line blank.
- Provide a brief 5-10 word subject description in the subject line, where possible.
- Do not forward a previously sent e-mail and subject line to ask a new question completely unrelated to the previous e-mail content. Start a new e-mail instead.

### MESSAGE BODY

- In the salutation, show your courtesy.
  - Address someone by name – either “Dear Mr. Smith” or “Good Morning, Prof. Jones” to those in authority or considered higher rank. A salutation like, “Hi Mary,” is acceptable if the recipient is a peer, if the person is okay with being addressed by first name, or is a familiar person with whom a working relationship is established.
  - Do not address someone by their full name: “Dear Joe Smith” – while that is culturally acceptable in some areas of the world, it is typically undesirable in American business culture.
- In the first sentence or two, provide the most important and relevant parts of the entire message. Most people skim quickly through their messages. You want the most important part to be the first thing they read.
- Keep your emails as short as possible. If the e-mail is of medium length, create headers for each main paragraph. If the e-mail is long, provide a bullet-point summary at the beginning of the message and invite readers to read the details that follow.
- If you seek a response, try to make the reader's job as easy as possible by asking specific questions that can be answered by short messages, even “yes” and “no,” where possible.



- You can include an e-mail “trail” for information/documentation purposes but don’t expect the reader to read through every attached message. A summary of the e-mail trail on the top of your message is best.

## 18. Facilities

### 18.1. Graduate Student Offices

As space provides, full-time Ph.D. graduate students are provided with a desk in a group office. In consultation with the faculty Space Committee, the department assigns the desks. *The department does not furnish computers or other desk supplies.*

The department will provide you with your office assignment, as well as arrange to issue you keys or provide J-card swipe access. A \$5 deposit is charged for each key issued, which will be returned to you when you return the keys.

### 18.2. Libraries

The [Milton S. Eisenhower Library](#) offers a variety of online, research, and book lending services.

We have a dedicated librarian who will help students with finding research information, library services, and other resources. The librarian also advocates and budgets for subscribed online resources. Mr. Stephen Stich is the librarian for the Department of Mechanical Engineering. He welcomes your inquiries at [sstich@jhu.edu](mailto:ss Stich@jhu.edu).

The Library also purchases books and journals based on departmental requests. Student requests for books and journals should be discussed with their advisor who may communicate the request to the faculty member designated as the Library Liaison, currently Professor Jaafar El-Awady, who is located at Latrobe 124, and can be contacted at [jelawady@jhu.edu](mailto:jelawady@jhu.edu) or 410-516-6683.

### 18.3. WSE Manufacturing

The WSE Manufacturing student machine shop is located in the basement of the Wyman Park Building, and is open to students, faculty, and staff across the Johns Hopkins University. An orientation regarding shop safety, shop rules, and equipment operations is required before one can work in the student machine shop.

To learn more about the WSE Manufacturing equipment and services available to students, please visit [their website](#).

### 18.4. Computing

There are a cornucopia of computing facilities and services available to the Johns Hopkins community. The [Information Technology website](#) offers an overview of the IT

Organization, its projects and services, support for applications and general questions, and news about emerging technologies and strategic imperatives, as well as e-mail, web, and file sharing services.

#### **18.4.1. JHU Information Technology**

Information Technology at Johns Hopkins is the online resource for IT-related information. Their primary focus is to support the missions of the Johns Hopkins Institutions and provide technology solutions for faculty, staff, patients, and students in support of teaching, research, and patient care.

This Web site serves as a repository for all IT-related information at Johns Hopkins. You will find a lot of useful information within this site, including an overview of the IT Organization, its projects and services, support for applications and general questions, and news about emerging technologies and strategic imperatives.

#### **18.4.2. WSE Information Technology**

WSE IT is tasked with supporting the IT needs of the Whiting School of Engineering community. They are a component of the WSE Dean's office, and not a branch of IT@JH. Please visit [their website](#) to learn how WSE IT can serve you.

#### **18.4.3. Software Downloads**

The university owns licenses of many [software packages](#), many of which may be downloaded from the WSE IT website.

### **19. Student Disability Services**

The [Office of Student Disability Services \(SDS\)](#) assists full-time undergraduate and graduate students in the Krieger School of Arts and Sciences and the Whiting School of Engineering with disability concerns, in compliance with the provisions of the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. SDS assists the University community in understanding the effects of disabilities and in eliminating the physical, technical, attitudinal and programmatic barriers that limit the range of opportunities for students with disabilities, as well as provides individuals with reasonable accommodations. The SDS maintains and protects the confidentiality of individual records as required by law.

For additional information and to access the services of the SDS office, please contact them at 410-516-4720 or [studentdisabilityservices@jhu.edu](mailto:studentdisabilityservices@jhu.edu), or visit their office in 385 Garland Hall.

## 20. Student Groups and Activities

### 20.1. Mechanical Engineering Graduate Student Association (MEGA)

[MEGA](#) is a social and advocacy organization for the graduate students of Mechanical Engineering. As a graduate student, you will be invited to various events throughout the year.

### 20.2. University and Departmental Graduate Student Representation

Each year the graduate students elect a full-time Ph.D. student to serve as a departmental representative to the Homewood Campus's [Graduate Representative Organization](#). The GRO is an advocacy group for all graduate students. They serve the student body as a liaison to Homewood's schools, administration, and dean's offices as well as hosts social activities and provides extensive information about life on campus and in and around Baltimore.

Each department sends a graduate student representative to serve in the GRO, and an announcement is made each year as to who will represent the department. You are welcome to forward to the representative your questions and concerns, which will be presented at GRO meetings.

### 20.3. American Society of Mechanical Engineers (ASME)

Visit the [ASME](#) faculty advisor, Dr. Steven Marra ([marra@jhu.edu](mailto:marra@jhu.edu)) in Latrobe 123 for information and application materials.

### 20.4. Extracurricular Activities

As a department, Mechanical Engineering participates in University intramural athletics. Mechanical Engineering has and will continue to field strong teams in softball, and periodically participates in basketball, volleyball, and other sports.

Periodically, students, staff, and faculty will host social events off-campus. You will be notified of these events as the department hears of them. If you want to host a social event, notify academic staff at [me-academic@jhu.edu](mailto:me-academic@jhu.edu). The staff will announce it to the Mechanical Engineering community.

Many groups and organizations throughout the University provide many opportunities for social times and fun. Check out these websites for information:

#### 20.4.1. Johns Hopkins University

- [Campus Life](#)
- [Arts and Culture](#)
- [Recreation Center](#) – grad students have free membership.
- [Hopkins Athletics](#)

#### 20.4.2. In the Baltimore Area

- [Baltimore Collegetown](#) – things to do and resources for college students
- [Baltimore Area Convention and Visitors Association](#)
- [Baltimore Office of Promotion and the Arts](#)

## 21. Notice of Non-Discriminatory Policy

The Johns Hopkins University admits students of any race, color, sex, religion, national or ethnic origin, handicap or veteran status to all of the rights, privileges, programs, benefits and activities generally accorded or made available to students at the University. It does not discriminate on the basis of race, color, sex, religion, sexual orientation, national or ethnic origin, handicap or veteran status in any program or activity, including the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other University-administered programs. Accordingly, the University does not take into consideration personal factors that are irrelevant to the program involved.

Questions regarding access to programs following Title VI, Title IX, and Section 504 should be referred to the Affirmative Action Officer, 205 Garland Hall, 410-516-8075.

## 22. Appendices

Please see the next page for appendices.



Department of Mechanical Engineering, Johns Hopkins University

## Graduate Student Evaluation Form

Name: \_\_\_\_\_

Calendar Year: \_\_\_\_\_

**Part 1 - to the student:** This form is intended to summarize your accomplishments in the past year and indicate your plans for the coming year. Please complete, sign, and discuss this with your advisor. Your advisor will also sign it and see to it that it is placed in your student file. Continue on as many sheets as necessary.

Responsible Conduct of Research course completed? ☐ No ☐ Yes (When? \_\_\_\_\_)

- COURSES COMPLETED IN THE PAST 2 SEMESTERS:
- PLANNED COURSES FOR THE NEXT 2 SEMESTERS:
- TEACHING ASSISTANT REQUIREMENTS:
- PAPERS SUBMITTED OR PUBLISHED:
- CONFERENCE AND INTERNAL/INFORMAL PRESENTATIONS:
- MAJOR RESEARCH ACCOMPLISHMENTS:
- RESEARCH, ACADEMIC, AND OTHER GOALS IN THE COMING YEAR (advisor must agree):
- YOUR COMMENTS:
- ADVISOR'S COMMENTS:

I have reviewed this document with my advisor and I have seen his/her comments

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor signature \_\_\_\_\_ Date \_\_\_\_\_

**Part 2 - to the advisor:** This form is intended to guide a discussion with your student about their accomplishments, progress, and areas for improvement. This discussion is an opportunity to evaluate the student/advisor relationship and create a more effective research partnership. Below are several topics that should be covered in the discussion. Please think about these issues before meeting with the student. Space is provided for notes. **Both you and the student will sign this form.**

- ☐ **Research** (discuss as applicable: thesis topic, future publications, ability to conduct quality research, ability to think of and discuss new ideas, overall progress)

**Comments:**

- ☐ **Professionalism** (discuss as applicable: conduct, presentation skills, writing skills, communication skills, teamwork)

**Comments:**

- ☐ **Logistics** (discuss as applicable: graduation timeframe, future state of student funding, specific grant requirements, present funding, progress towards students post-graduate goals)

**Comments:**

- ☐ **Educational Progress** (discuss as applicable: academic progress, progress towards DQE or GBO, teaching opportunities, TA opportunities)

**Comments:**

- ☐ **Career Goals** (discuss as applicable: plans after graduation, including exploration of academic and non-academic opportunities and networking events)

**Comments:**


- ☐ **Other** (discuss as applicable) – Unaddressed student or advisor concerns
  - Importance of research with respect to greater research community
  - Students impressions of their progress
  - \_\_\_\_\_
  - \_\_\_\_\_

Student signature \_\_\_\_\_

Date \_\_\_\_\_

Advisor signature \_\_\_\_\_

Date \_\_\_\_\_

Certificate of Degree Completion					
Master of Science in Engineering - Department of Mechanical Engineering					
	Name				
	Hopkins ID#				
	Faculty Advisor				
	I am a...	<input type="checkbox"/> Master's student	<input type="checkbox"/> PhD student earning an MSE		
	Semester of Graduation				
	Last Semester Registered				
	Required Introductory Courses	EN.500.603 Academic Ethics	Title IX Anti-Harassment	Opioid Epidemic Awareness	Responsible Conduct of Research
	Semester Completed				

## SECTION A: Six courses, each 3-credits or more

Semester	Course Number	Course Name	Grade	Credits	Double Counted from JHU BS?	Is the Course Transferred from Another Institution?	Math Course?

**Two to four courses, 6 credits total - can include up to 6 credits of EN.660.xxx, EN.661.xxx, EN.662.xxx, and EN.663.xxx Center for Leadership Education courses (1.5-3 credits)**

Semester	Course Number	Course Name	Grade	Credits	Double Counted from JHU BS?	Is the Course Transferred from Another Institution?	Math Course?

- At least 12 credits must be at the graduate level (xxx.600 or higher).
- No more than four courses may be at the advanced undergraduate level (full-time programs xxx.400 – xxx.499, Engineering for Professionals xx5.3xx).
- At least two courses should be in applied mathematics, numerical analysis, or computational methods (“Math Course?” above). This requirement can be waived in writing by your advisor, if sufficient prior preparation in these areas can be demonstrated.
- Ineligible Courses:** EN.530.800 Independent Study, EN.530.801/802 PhD Graduate Research, EN.530.820 MSE Graduate Research, EN.530.821/822 MSE Essay, EN.530.823 MSE Graduate Research, and all other departments’ Graduate Research, Independent Study, and Special Studies are not eligible courses to complete Section A’s requirement. See Section B to see how Graduate Research could be counted.
- At least 4 courses if taking an “all-course” option, or at least 3 if writing an essay - must be Mechanical Engineering: either - all EN.530.xxx Mechanical Engineering or EN.535.xxx Engineering for Professionals’ Mechanical Engineering.
- EN.535.xxx – [Engineering for Professionals \(EP\) program](#).
  - For students enrolled in the Fall 2020 semester – no more than three “EP” courses count. This is to accommodate those impacted by the COVID-19 pandemic.
  - For students matriculating in Spring 2021 and later – no more than two “EP” courses count.
- A course is satisfactorily completed if a grade from A+ to B- is obtained.** Grades of C+ or lower are evidence of unsatisfactory academic performance. If necessary, one course with a C+, C, or C- final grade can be counted toward the degree. “Pass” or “P” grades are not accepted. Exceptions are available for courses taking in Spring 2020, Fall 2020 or Spring 2021. See the Master’s Advising Manual for details.

**Please see the next page for SECTION B...**

## SECTION B: Complete either the “Course Option” or the “Essay Option” but not both.

### Course Option

Two additional one-semester courses, at least 6 total credits, approved by the faculty advisor.

- Two additional one-semester graduate-level courses (xx.xxx.6xx or higher).
- EN.530.820 MSE All-Course Graduate Research or EN.530.823 MSE Graduate Research\*
  - BS/MSE and MSE students only: one of these two courses can be EN.530.820 or EN.530.823. Students must also have completed the appropriate Responsible Conduct of Research and Research Laboratory Safety courses.
  - PhD students earning the MSE degree cannot count EN.530.820 or EN.530.823.
- **Ineligible Courses:** EN.530.800 Independent Study, EN.530.821 Master’s Essay - Research and Writing, EN.530.822 Master’s Essay – Co-Op, and all other departments’ Graduate Research, Independent Study, and Special Studies are not eligible courses to complete Section B’s requirement.

Semester	Course Number	Course Name	Grade	Credits	Double Counted from JHU BS?	Is the Course Transferred from Another Institution?	Math Course?

\* If counting EN.530.820 MSE All-Course - Graduate Research or EN.530.823 MSE Graduate Research, complete this section.

Requirement	Date or Semester Completed / Training Description
AS.360.624 (online) or AS.360.625 (in-person, for NIH funded) <a href="#">Responsible Conduct of Research</a> . Proof must be provided with this form through SIS or copy of online certificate.	
Research Laboratory Safety – date completed and briefly describe training done.	

### Essay Option

Write an essay acceptable to the faculty advisor and one other reader, plus these requirements.

Requirement	Date or Semester Completed / Training Description
AS.360.624 (online) or AS.360.625 (in-person, for NIH funded) <a href="#">Responsible Conduct of Research</a> . Proof must be provided with this form through SIS Registration or copy of online certificate.	
Research Laboratory Safety – date completed and briefly describe training done.	
EN.530.821 Master’s Essay - Research and Writing or EN.530.822 Master’s Essay - Co-Op or EN.530.823 MSE Graduate Research Six credits (one 6-credit or two 3-credit courses). List the semester(s) and number of credits for each course(s) completed.	

Essay Title: \_\_\_\_\_

### ADVISOR’S CERTIFICATION

After reviewing the degree requirements, I am satisfied that this student has completed all of the requirements for the Master of Science in Engineering Degree in the Department of Mechanical Engineering.

\_\_\_\_\_  
Advisor’s Signature

\_\_\_\_\_  
Date





JOHNS HOPKINS  
UNIVERSITY

DEPARTMENT of  
MECHANICAL  
ENGINEERING



## Graduate Board Oral Examination for Ph.D. Degree

Student: \_\_\_\_\_ 6-digit Student Hopkins ID: \_\_\_\_\_ Advisor: \_\_\_\_\_

*Please submit this form to the Mechanical Engineering staff eight weeks in advance of the earliest proposed date of the GBO to help ensure that the examiners and alternates will be available on at least one of the dates.*

### EXAMINATION DATES

Please provide choices of examination dates and periods, with at least a one-month span of dates where possible.

Choice	Date	Preference		
1st		<input type="checkbox"/> morning	<input type="checkbox"/> afternoon	<input type="checkbox"/> either
2nd		<input type="checkbox"/> morning	<input type="checkbox"/> afternoon	<input type="checkbox"/> either
3rd		<input type="checkbox"/> morning	<input type="checkbox"/> afternoon	<input type="checkbox"/> either
4th		<input type="checkbox"/> morning	<input type="checkbox"/> afternoon	<input type="checkbox"/> either
5th		<input type="checkbox"/> morning	<input type="checkbox"/> afternoon	<input type="checkbox"/> either
6th		<input type="checkbox"/> morning	<input type="checkbox"/> afternoon	<input type="checkbox"/> either

GBO Examination Committees have two examiners whose primary faculty appointment is with the Mechanical Engineering department and two professors from other departments, plus one from either Mechanical Engineering or another Department. One of the outside professors, who will serve as the examination chair must be tenured. One Alternate Examiner from the Mechanical Engineering department and one from another department must also be chosen.

Advisors are asked to confirm availability with each prospective examiner and alternate about their availability to serve on the committee before submitting this form. University policy does not allow or require students to contact potential examiners and alternates.

Faculty with these primary appointment titles are eligible to serve on GBO Examination Committees: Assistant Professor, Associate Professor, Professor, Assistant Research Professor, Associate Research Professor, Research Professor, Academy Professor, Emeritus Professor.

Faculty with other appointment titles are generally ineligible to serve on GBO Examination Committees, and require prior approval of the Graduate Board. Lecturers, Senior Lecturers, Associate Teaching Professors, and Teaching Professors are ineligible to serve on GBO Examination Committees.

A complete list of academic titles and their eligibility to serve on GBO Examination Committees is provided in a table in the document "Description of Academic Titles" available on the [Homewood Academic Council website](#).

**EXAMINERS and ALTERNATES**

- A. Please list, in order of preference three or more Mechanical Engineering professors to serve. The advisor and the first available choice will serve as examiners. The next available choice will serve as an alternate.

Choice	Professor's Name	Professor's Rank	Professor's E-mail
1 <sup>st</sup> - Advisor			
2nd			
3rd			
4th			
5th			
6th			

- B. Please list, in order of preference at least four and up to 10 professors from other departments, any of whom you would like to be the examiners or alternates. The first three available will serve as examiners. The next available will serve as an alternate.

Choice	Professor's Name	Professor's Rank	Professor's E-mail
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			
8th			
9th			
10th			

Please note any equipment needs or special circumstances:


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For additional information, please review the Graduate Board Oral Exams policy at <http://homewoodgrad.jhu.edu/academics/graduate-board/graduate-board-oral-exams/>.

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Date Received by Mechanical Engineering staff: \_\_\_\_\_

Received by: \_\_\_\_\_

	<b>Certificate of Degree Completion</b> <b>Doctor of Philosophy - Department of Mechanical Engineering</b>			
	Name			
	Hopkins ID#			
	Faculty Advisor			
	Semester of Graduation			
	Last Semester Registered			
	Required Introductory Courses	EN.500.603 Academic Ethics	EN/AS.360.625 Responsible Conduct of Research	Research Laboratory Safety
	Semester Completed			

## REQUIREMENTS

Requirement	Requirement Level	Date or Semester Completed
Complete a minimum of two consecutive semesters as a full-time resident graduate student.	University	
Serve as Teaching Assistant for at least two courses.	Department	
Departmental Qualifying Exam – unconditional pass.	Department	
Graduate Board Oral Exam – unconditional pass	University	
Register and Pass EN.530.801 (and formerly EN.530.802 – Spring) Graduate Research every semester while full-time	Department	
Register and Pass EN.530.803 (Fall) and (and formerly EN.530.804 - Spring) Mechanical Engineering Graduate Seminar each semester for the first three years while full-time, unless there is documented exoneration that must be provided with this document.	Department	
Defend dissertation	University	

## DISSERTATION

**Dissertation Title:** \_\_\_\_\_

Was the Dissertation submitted to the Library? ☐ No ☐ Yes Date Submitted, if “Yes:” \_\_\_\_\_

## ADVISOR’S CERTIFICATION

After reviewing the degree requirements, I am satisfied that this student has completed the requirements for the Doctor of Philosophy Degree in the Department of Mechanical Engineering.

\_\_\_\_\_  
Advisor’s Signature

\_\_\_\_\_  
Date