



DrPH Doctoral Project Manual

Class of 2021

Guidelines and Procedures for DrPH Degree Candidates and Committee Members

TABLE OF CONTENTS

Part I: An Overview

- ✦ The Doctoral Project
- ✦ Deliverables from the Doctoral Project
- ✦ Milestones and Timetable Acknowledgement

Part II: The Doctoral Project

Part III: Deliverables from the Doctoral Project: Doctoral Thesis, Reflection Report on Leadership and Enabling Change, and Other Deliverables

- ✦ The Doctoral Thesis
- ✦ Doctoral Thesis Components
- ✦ Style and Formatting of the Doctoral Thesis
- ✦ Submission of Doctoral Thesis
- ✦ Reflection Report & Other Deliverables

Part IV: Doctoral Project Committee

- ✦ Members and Brief Roles and Responsibilities
- ✦ Declaration of Doctoral Project Committee
- ✦ Changing Doctoral Project Committee Members
- ✦ In Case of Conflict

Part V: Doctoral Project Milestones Timetable & Descriptions

- ✦ Doctoral Project Milestones Timetable
- ✦ Milestones & Deliverable Descriptions

Part VI: Oral Final Examination

- ✦ Criteria for Evaluation
- ✦ Oral Final Examination Preparation
- ✦ Oral Final Examination Format

Part VII: Registration during the Doctoral Project

- ✦ Resident v. Non-Resident Status
- ✦ Visa
- ✦ Health Insurance
- ✦ Travel Waiver

Part VIII: Ethical Considerations

- ✦ Expectations of Degree Candidate in a Professional Context
- ✦ Use of Human Subjects
- ✦ Documenting the Contribution of Others and Plagiarism
- ✦ Guidelines on Public Availability and Confidentiality

Appendices

- ✦ Appendix A: Examples of Doctoral Projects & Other Deliverables
- ✦ Appendix B: Doctoral Proposal Map
- ✦ Appendix C: Doctoral Proposal Framing Questions
- ✦ Appendix D Doctoral Thesis Title Page
- ✦ Appendix E: Doctoral Thesis Signature Page
- ✦ Appendix F: Travel Guidelines
- ✦ Appendix G: Considerations for a Host Organization Agreement
- ✦ Appendix H: Where to Find a Form or Document

This handbook has been tailored with specific guidelines for the DrPH graduating class of 2021. It is subject to change.

Part I: An Overview

The Harvard DrPH degree program integrates foundational knowledge of public health theories and methods with the competencies of leadership, management, communication, and innovation necessary for bringing about significant change. As a practice-oriented degree, the goal of the program is to prepare future public health leaders for high-level roles in the fields of public health and healthcare, enabling them to translate knowledge into action as they address complex problems.

The Doctoral Project

The DrPH Doctoral Project is the culminating experience of the Harvard DrPH degree program, and the primary locus of the knowledge translation elements of the degree. The pedagogical intent behind the Doctoral Project's design is to provide an opportunity for the DrPH degree candidate to practice and develop personal leadership skills while engaging in a project that contributes substantively to advances in public health or healthcare.

A typical project is built around a student and host organization relationship, although in some cases more independent work may be appropriate. Through an 8- to 10-month field-based experience,¹ DrPH degree candidates engage in a partnership with a health care related organization in order to apply their advanced training from the first two years of the program.

The Doctoral Project Deliverables

The final products of the Doctoral Project include a Doctoral Thesis, a Reflection Report on Leadership and Enabling Change, and other deliverables. The Doctoral Thesis is a substantive piece of written work that documents the background, justification, and results of the project work. The Reflection Report is an opportunity for doctoral candidates to reflect on their personal leadership growth and development during the program. The other deliverables category includes additional written work resulting from the project that may not be in the usual academic format.

The Doctoral Project Committee

The Doctoral Project is guided by the candidate's Doctoral Project Committee. The committee assists in preparing the project proposal, supports the candidate during the project period, and examines the candidate on the project deliverables. Students will follow a specific series of steps and milestones beginning in the second year of the program, culminating in the completion of the DrPH program. Each milestone plays an integral part in ensuring that a degree candidate is making satisfactory progress toward their deliverables and graduation, and is getting adequate support.

Milestones and Timetable Acknowledgment

The Doctoral Project timetable and milestones have been designed to enable a student to complete all degree requirements for a May Commencement in the program's third year. Key milestones include nominating a committee, submitting a final program of coursework, developing a project proposal, passing an oral qualifying examination, submitting progress reports, completing the Project Thesis and Reflection Report, and the DrPH Oral Final Examination. Kindly refer to pages 11 – 13 for further details.

¹ The project may extend beyond this time by mutual agreement between the student, the host organization and the program.

Part II: The Doctoral Project

Throughout the Doctoral Project students will develop, apply, and integrate competencies in foundational academics, enabling change, personal leadership, and knowledge translation. The project should make a significant contribution in the field of public health or healthcare. The impact of the project may be achieved by directly improving outcomes in population health or in organizations, or through the creation of significant innovations that have the potential to effect such change. Examples include the creation, implementation, or evaluation of a public health initiative; managing and enhancing existing initiatives; engagement in developing the strategy of an organization or policy initiative; or development of an innovative product or service. The project will also help develop the degree candidate's personal leadership capabilities, and their ability to facilitate change.

The Doctoral Project Committee plays a key role in the development of the project, supervision of the student's progress, and final assessment of the project's sufficiency for awarding of the degree. The scope and criteria that the project is intended to satisfy are defined broadly in this manual. But the assessment of the project work will ultimately rest with the committee through a process of committee review and assessment, and an oral final examination.

Throughout the Doctoral Project, the student is expected to be in close contact with his/her/their Doctoral Project Committee for feedback, discussion, and evaluation, and is expected to provide all deliverables to the Committee. Students may consult with the DrPH Faculty Director or his/her/their designee, but this should typically be done in coordination with the Doctoral Project Committee chair.

To develop a successful Doctoral Project, students should follow a set of linked steps, aligned with the administrative timetable outlined below. The order of these steps is not fixed and may differ for different students and projects as students and committee members iterate toward a final project. For example, students need to:

Table 1: Recommended steps to develop a successful Doctoral Project

| | |
|----------|--|
| A | Identify a public health issue, problem, or concern on which to focus. The specific focus of the project should fit within a larger complex public health issue. |
| B | Engage with a Harvard Chan faculty member who agrees to chair the Project Committee, and other potential committee members according to the program guidelines. |
| C | Seek out and engage with a host organization with which the student will work, except in conditions where independent work may be approved by the Project Committee. |
| D | Identify means for funding the third year project experience, including travel, housing and living stipend (if applicable). |
| E | Develop deliverables, role, and scope of work with host organization or stakeholders. |
| F | Develop an entry plan with the host organization supervisor and doctoral committee members. ² |

² A recommended reading would be Barry Jentz and Joan Woffard's *The EntryPlan Approach* (2006) available on <http://www.entrybook.com/book-approach/index.html>

Part III: Deliverables from the Doctoral Project: the Doctoral Thesis, Reflection Report on Leadership and Enabling Change, and Other Deliverables

The Doctoral Thesis

The Doctoral Thesis is the primary academic product of the Project, and reflects the competencies that the student has developed through doctoral coursework, field immersions, and the enabling change curriculum that is a core piece of the degree program.

The thesis itself is a descriptive, analytic and reflective account of the student's leadership contributions to a strategic project within a host organization, or in an independent project. It is a demonstration of the student's ability to engage others, develop a strategy to successfully address and diagnose challenges, work toward a vision and goals, and learn from the results. The thesis should position the student's specific project within a larger complex public health context, and include a review of relevant public health and related literature.

The pedagogical origins and goals of the DrPH program differ from those of a traditional PhD, SD, or DPH program. Traditional doctoral programs prepare students for a career in original research and/or academics, and the final written products of the degree are typically three articles prepared for peer-reviewed journals. Because the DrPH program is practice-oriented, the final Thesis presents the results of the student's final project in which they tackled a complex public health issue and focused on translating knowledge into action, and enabling and facilitating change.

The Doctoral Thesis is expected to be a 60 – 90 page double-spaced document prepared using standard doctoral thesis formatting. The Doctoral Thesis will be submitted to and retained in the Harvard University Archives.

The Main Components of the Thesis

The main components of the Doctoral Thesis are described below with suggested page lengths. Every project and thesis is unique, so the structure and content of the thesis has some flexibility; the degree candidate should discuss the specific details of their thesis with their committee. Also, the page length guidelines are recommendations only. The actual length of written deliverables for the Doctoral Project should be appropriate to the content.

- I. **Thesis Title Page**
See Appendix D for formatting guidelines
- II. **Abstract** (suggested page range: 1 – 2 pages)
Provides a brief summary of the public health issue and the specific project undertaken by the student and why it is important, the results/findings, and key lessons learned.
- III. **Table of Contents**
- IV. **List of Figures and/or Tables**
- V. **Acknowledgements (optional)**
An optional section in which the student acknowledges and thanks those who have helped support them through the project and degree program.

VI. **Introduction** (suggested page range: 4 - 5 pages)
The introduction provides an overview of the broad public health issue that will be the focus of the project, and describes the specific project being tackled and its goals. Also provides a brief overview of the thesis contents.

VII. **Background, Literature Review and Framework for Change** (suggested page range: 15 - 25 pages)
This section provides a deeper discussion of the broad public health problem that motivated the project work, a review of relevant literature, a description of a framework for change that the student utilized during the project, and a detailed description of the project itself.

The purpose of the literature review – which should include public health and related literature – is to explore and substantiate existing knowledge of the problem, and to provide a context for the project. The framework for change provides a theory or approach that the student will use to help analyze, understand and address the problem, and to design an approach to improvement and change.

The literature review and framework for change should provide the underpinning for a discussion of the project in explicit detail, including a description of the design, project goals, and expected strategy.

VIII. **Methods and Analyses** (suggested page range: 15 – 20 pages)
In this section should be presented a description of the qualitative and/or quantitative methods and approach used to explore the problem, generate data and insights, and identify options for intervention. This section should also present the major findings from these analyses.

IX. **Results** (suggested page range: 20 - 30 pages)
The results section focuses on the outcomes of the project, and presents a narrative discussion of what transpired during the project, including the degree to which stated goals and objectives were achieved. Not every project must be successful or achieve its goals; a project that did not achieve its goals might still yield important results for both the degree candidate and host organization. A project may also not have sufficient time to achieve its goals or to ascertain if it has achieved them. Some results statements will focus more on process and related learnings than outcomes.

In presenting results, students should reconsider the framework for change they selected for use in this project, and how useful – or not useful – it was in helping to structure an approach and enable change. In addition, the results statement may include a discussion of issues in leadership, management and organizational behavior that were relevant to the outcome of the project, including a description of the organizational context in which the project was situated, barriers encountered, and how the barriers were or could be overcome.

The results statement may also discuss what the host organization has learned due to the project and implications for the future work of the organization. It is important to note, however, that the thesis will be a public document. Other deliverables could also be a vehicle for recommendations to the organization that should not be made formally public.

The results statement is an opportunity to reflect on how the project can contribute to broader learning in public health, and students may propose questions and topics for future investigation.

The Doctoral Project Committee will assist DrPH students in crafting an effective results statement in the thesis. Drafts should be reviewed with the committee before the final oral examination.

- X. **Conclusion** (suggested page range: 7 – 10 pages)
The concluding section broadly reviews the project, key findings, and main analytical takeaways, as well as issues for the reader to explore, and considered beyond this work.
- XI. **Bibliography**
A complete list of APA formatted and cited material and sources.
- XII. **Appendices**
Additional relevant material for the thesis can be included as appendices. When compiling these documents, consultation with Doctoral Project Committee is suggested. If appendices are included, they must be cited in the thesis and properly referenced in APA format.

Style and Formatting of Doctoral Thesis

It is the degree candidate's responsibility to ensure the Doctoral Thesis meets the Harvard Chan School's doctoral thesis formatting criteria and uses proper APA citation style. To ensure proper style and formatting, please visit the [Registrar's Website](#) for details and follow the directions carefully.

The DrPH Program follows the dissertation/thesis formatting and style listed on the Registrar's Website with the *exception* of the **title and signature page**. Please see Appendices D & E for the Thesis Title and Signature page templates. All formatting and style work must be completed prior to submitting the Doctoral Thesis for the Oral Final Examination and to Harvard's Electronic Thesis and Dissertation System (ETDs@Harvard).

Submission of the Doctoral Thesis

For a May 2021 commencement, degree candidates are required to upload the final approved electronic version of their Doctoral Thesis via Harvard's Electronic Thesis and Dissertation system (ETDs @ Harvard) no later than **April 16, 2021 at 5:00PM EDT**. Once each member of a degree candidate's Doctoral Project Committee signs the Signature Page for the final *approved* version of the thesis, this page should be uploaded along with the thesis to ETDs@Harvard (further details will be provided by the Registrar's Office closer to time of submission). The Signature Page should be signed once each committee member approves the final version of the doctoral thesis. This may be at the Oral Final Examination or at a later date after revisions have been completed.

Please remember, no exceptions can be made to the submission date and time. If the date and time are missed, the candidate will not be able to graduate May 2021.

As of 2015, the Harvard T.H. Chan School of Public Health does not require students to submit hard copies of their thesis or dissertations. For more information on ordering a bound dissertation/thesis, please visit the [Registrar's Office webpage](#).

The Reflection Paper on Leadership and Enabling Change

The second written deliverable of the Doctoral Project is the Reflection Paper on Leadership and Enabling Change, a 15 - 20-page double-spaced statement about the degree candidate's leadership development journey, insights into effectively enabling change, and cumulative experiences in the DrPH Program. Students are encouraged to keep a journal throughout their project to help recall progress and challenges, and to extract valuable insights on these topics at the conclusion of the project.

The Reflection Paper is not required to be retained as part of your thesis submission to the Harvard University Archive, although it could be submitted as an Appendix if the student desires and the Committee agrees. However, it must be submitted to your Doctoral Committee for discussion during your Oral Final Examination and **a copy also must be submitted to the DrPH Program for our records**. Your Reflection Paper will not be shared with anyone outside of the DrPH Program.

The Reflection Paper could include answering such questions as:

1. What were your main personal development goals when you started the program? Were you able to accomplish these? Why or why not? Were there things that surprised you during this journey?
2. What challenges did you face and how did you work to overcome them? How might this shape your leadership practice for the future?
3. What value did the project add to your future role and growth as a public health leader?
4. What did the DrPH experience contribute to your understanding and ability to enable change in an organization of your choosing and the broader public health field? Think about your own personal qualities as well as aspects of an organization that may impact your ability to be an effective leader.

Other Deliverables

In addition to the Doctoral Thesis and Reflection Paper on Leadership and Enabling Change, the degree candidate is expected to produce other deliverables of public health interest. These deliverables will vary by student and can take a variety of forms and media. These deliverables do not need to be defined or proposed before embarking on the Doctoral Project as they will be developed during the project, with a host organization, and in consultation with the committee. Other deliverables may include a program or project evaluation, a results report, or an evaluation plan or policy statement for the host organization. It may also include products in other media such as a blog, new media report, movie, webinar or website. Other possibilities may include resources for dissemination (toolkit, educational/communication materials, or presentation to community group) or advocacy products, policy briefs, or presentations to legislative representatives.

For more examples on how the other deliverables may be tied into the project see Appendix A.

Part IV: Doctoral Project Committee

The Doctoral Project Committee is the primary vehicle in the DrPH Program for guiding and evaluating DrPH students in their Doctoral Project. The committee should advise and guide the student on the development of the Doctoral Project final proposal, and provide guidance and feedback during the experiential learning phase itself with the

overall objective of assisting the student to achieve their professional and personal goals as outlined in the project proposal.

Members

The Doctoral Project Committee plays a valuable role in the development, satisfactory progress and evaluation of the Doctoral Project. The committee will consist of three members:

- A **Committee Chair**: must be a faculty member (Professor, Associate Professor, Assistant Professor, Senior Lecturer, Lecturer) holding an appointment at the Harvard T.H. Chan School of Public Health.
- **Committee Member #2**: must be a faculty member (Professor, Associate Professor, Assistant Professor, Senior Lecturer, Lecturer) at the Harvard T. H. Chan School of Public Health or elsewhere within Harvard.
- **Committee Member #3**: may be either a faculty member (adjunct faculty included) or a professional in the public health field (with appropriate education and experience to assess work at a doctoral level at Harvard). To avoid any conflict of interest, the professional **cannot** be employed at the student’s host organization. He/she/they must agree to take on the responsibilities of a committee member in writing.

The Committee Chair has special responsibilities on the Doctoral Project Committee and should be the first committee member a degree candidate identifies. The Chair can assist with identifying other committee members. The Committee Chair manages and leads the outlined processes for ensuring satisfactory progress of the degree candidate, including communicating clear expectations about the deliverables for the project. The Chair should also be the primary point of contact for both the host organization and the student if challenges should arise.

Committee Members Attending Exams Virtually

Two of the three committee members must be physically present for all exams. The Committee Chair must be physically present for all examinations, and cannot attend any exam virtually. One of the committee members (#2 **or** #3) may attend the OQE and OFE virtually (using Skype, BlueJeans, etc.). The student must submit a General Petition to the Registrar’s Office to get approval for that member to attend virtually.

Table 2: Roles and Responsibilities of Doctoral Project Committee Members

| Committee Roles and Responsibilities | Committee Chair | Committee Member #2 | Committee Member #3 |
|---|--|--|---|
| <i>Summary of key responsibilities</i> | Serves as the primary point of contact for the student and the DrPH Program; Chairs the Doctoral Project Committee and signs off on all required paperwork. | Contributes in area of expertise to project, and feedback and evaluation milestones. | Contributes from an organizational perspective and provides feedback and evaluation based on milestones. |
| <i>Availability</i> | Agrees to be Chair of committee through degree candidate graduation. Must be physically present for examinations. Should participate at least virtually in Student | Available for consultation on the Project Proposal. Should participate at least virtually in Student Progress Reports, will provide email/phone consultation with degree candidate. Must commit to | Available for consultation on the Project Proposal. Should participate at least virtually in Student Progress Reports, will provide email/phone consultation with degree candidate. Must commit |

| | | | |
|-------------------------------|---|---|--|
| | Progress Reports, will provide email/phone consultation with degree candidate. Will provide periodic in person/virtual/email/phone communication. Must commit to being Chair for a minimum of 12 months or until the student graduates. | being a committee member for a minimum of 12 months or until the student graduates. | to being a committee member for a minimum of 12 months or until the student graduates |
| <i>Feedback</i> | Primary individual managing Project Proposal feedback and responsible for prompt and timely signatures of approval of all Project milestone components, Doctoral Thesis drafts, and outreach for host organization feedback and evaluation. | Reviews and offers feedback on areas of expertise for proposal, drafts of thesis and deliverables. Should provide resources, guidance in areas of expertise, and ask questions for deepening project. | Reviews and offers feedback on leadership development, public health expertise, drafts of thesis, and deliverables. Should provide resources, guidance in areas of expertise, and ask questions for deepening project. |
| <i>Oral Final Examination</i> | Attends and chairs the Oral Final Examination | Attends and participates in the Oral Final Examination. | Attends and participates in the Oral Final Examination. |
| <i>Evaluation</i> | Leads evaluations and signs off on Oral Qualifying Examination and Oral Final Examination for graduation. | Will inform and sign-off on Oral Qualifying Examination and Oral Final Examination evaluations. | Will inform and sign-off on Oral Qualifying Examination and Oral Final Examination evaluations. |

Declaration of Doctoral Project Committee

Degree candidates may consult their academic advisor, other advisors and mentors, the DrPH Program staff and possible committee chairs prior to naming their committee. The identification of the chair and committee members is the sole responsibility of the student.

To officially declare the members of the Doctoral Project Committee, all DrPH degree candidates must submit a completed *Nomination for Doctoral Project Committee Form* with all required signatures by **May 1, 2020**. It is recommended that degree candidates obtain all committee member signatures of commitment before this time. Failing to submit this form by the appropriate date will delay the student's ability to schedule their Oral Qualifying Examination, which may put them at risk for falling behind on their Doctoral Timetable.

Changing Doctoral Project Committee Members

Occasionally, after officially declaring a Doctoral Project Committee, a degree candidate may need to change a committee member. In such cases, the student must petition the Committee Chair and DrPH Faculty Director for permission to make the change by completing a *General Petition* form. Changing a committee member should be considered carefully as it could impact the timing of degree completion.

In Case of Conflict

In the case that conflict or challenges arise, below are guidelines for handling these types of matters.

Student and Host Organizational Conflict

If a student or host organization is experiencing conflict, the student should approach the committee Chair for advice on resolving the conflict in a timely manner. Should the conflict not be resolved in a timely manner, potentially affecting satisfactory progress of the Doctoral Project, the student should notify the DrPH Program Administrator who will bring it to the attention of the necessary school personnel.

Student and Committee Conflict

If a student or Doctoral Project Committee is experiencing conflict, the student or Chair of the Doctoral Project Committee should approach the Faculty Director for guidance in a timely manner. Appropriate solutions should be discussed and implemented promptly. Committees whose degree candidates fail to keep satisfactory progress with the doctoral timetable should consult the DrPH Program Administrator and Registrar's Office for immediate guidance.

Part V: Doctoral Milestones, Timetable, and Descriptions

The timetable and milestones are designed to ensure that each degree candidate stays on track to graduate on time. Each milestone is meant to ensure accountability and progress towards completion.

Note: Not described in this section is the Oral Final Examination, which is detailed in Part IV: Doctoral Project Committee.

The milestones are sequentially related and a student **may not** be able to proceed to the next milestone without having completed the previous one. Should questions or concerns arise, degree candidates should consult their Doctoral Project Committee or the DrPH Program Administrator *before* the deadline so as to stay on schedule. Students who do not meet the approved doctoral timetable must review their situation with the DrPH Program Administrator since in some cases we may need to consult with the Doctoral Student Liaison to the Committee on Admission and Degrees (CAD) in the Registrar's Office to develop a revised timetable.

All milestones requiring submission need a signature by one or multiple parties. The degree candidate *must pay close attention to deadlines* to assure that the required signatures can be obtained on time. The DrPH Program will monitor the completion of all deliverables in coordination with the Registrar's Office which will audit and ensure adequate progress. *Milestones in **bolded** text have dates that cannot be altered.*

Doctoral Project Milestones & Deliverables Timetable

| Milestone | Timeline | Brief Description | Final Submission |
|----------------------------|-----------------------------|---|--|
| Doctoral Project Planning | September 2019 – April 2020 | In consultation with DrPH Faculty Director, the degree candidate should identify a potential host organization, project, and committee members, and define deliverables and leadership development goals. | |
| Submit Prospective Program | December 13, 2019 | The Prospective Program (see below for description) should include all course work taken and intended to be taken for Year 1 and 2. All requisite signatures must be collected. | To Registrar's Office and DrPH Program Administrator (email) |

| | | | |
|--|--|---|--|
| Submit Final Program | May 1, 2020 | Submit Final Program with all requisite information & signatures. | To Registrar's Office and DrPH Program Administrator (email) |
| Submit Nomination for Doctoral Project Committee Form | May 1, 2020 | Submit Nomination for Doctoral Project Committee form with all required signatures to officially nominate the committee. | To Registrar's Office and DrPH Program Administrator (email) |
| Doctoral Project Proposal | <i>Recommended before the end of May 2020</i> | The Doctoral Project Proposal is shared with the Advisory Committee and DrPH Program. | Committee Chair; DrPH Program Administrator (email) |
| Submit Scheduling Form for Oral Qualifying Examination Form | Three weeks before date of Oral Qualifying Examination | Student is expected to complete the Oral Qualifying Examination Scheduling Form with all signatures and provide this to the Registrar's Office. <i>It is highly recommended that the student schedule the exam as early as possible and submit this form on time.</i> | To Registrar's Office and DrPH Program Administrator (email) |
| Oral Qualifying Examination | June 1 – June 30, 2020 | The Oral Qualifying Examination assesses the quality of the student's proposal and readiness to engage in fieldwork. The student may only begin the field phase of their project after passing the oral qualifying examination. The student must ask a committee member to pick up the OQE grading sheet from the Registrar's Office on or before the scheduled OQE. A committee member must return the grading sheet to the Registrar's Office (with all committee signatures) once the OQE is completed. | To Registrar's Office |
| Complete Travel Waiver and Register Travel | Before you leave for your Doctoral Project | Complete domestic or international travel waiver. Student register's travel through Harvard's website. | Travel Waiver – DrPH Program Administrator (email) |
| Engaged in project field work phase | July 1, 2020 – February 28, 2021 (Year 3) | Pending a passing mark on the Oral Qualifying Examination, the DrPH degree candidate will be able to begin their 8-month final project at the host organization. | |
| Progress Report 1 | September 25, 2020 | Before the due date, the student is expected to set up a meeting with the Committee members and turn in a Progress Report. Students can meet with their committee virtually, provided they submit a general petition to the Registrar's Office for permission ahead of time. However, at least two of three committee members should be present for a | To Registrar's Office and DrPH Program Administrator (email) |

| | | | |
|--|---|---|--|
| | | <p>progress report meeting as required by the Registrar's Office.</p> <p>Within a week after the meeting, the student should have all committee members sign-off on the progress report before submitting it to the Registrar's Office.</p> <p>This is the date the progress report is to be submitted to the Registrar's Office. This is not the day you should hold your progress report meeting. Please plan accordingly.</p> | |
| Progress Report 2 | December 18, 2020 | Requirements are the same as for the first progress report. | To Registrar's Office; DrPH Program Administrator (Email) |
| Progress Report 3 | February 26, 2021 | Requirements are the same as for the first progress report. | To Registrar's Office; DrPH Program Administrator (Email) |
| Students Work on Written Deliverables | March 1 – April 12, 2021 | After the 8-month Doctoral Project, degree candidates may return to campus to work on their deliverables and prepare for their Oral Final Examination. | |
| Submit Oral Final Examination Scheduling Form | A minimum of 3 weeks before the Oral Final Examination (Year 3) | This form is due at least three weeks before the scheduled Oral Final Examination date. The degree candidate must submit a completed form with all completed information and signatures. | To Registrar's Office and DrPH Program Administrator (email) |
| Oral Final Examination | March 1 – April 12, 2021 | <p>DrPH degree candidates complete their maximum 90-minute Oral Final Examination. The Committee Chair will submit the result.</p> <p>Student must ask a committee member to pick up the OFE grading sheet from the Registrar's Office on or before the scheduled OFE. A committee member must return the grading sheet to the Registrar's Office (with all committee signatures) once the OFE is completed.</p> | To Registrar's Office and DrPH Program Administrator (email) |
| Last Day to Submit Doctoral Thesis in order to be able to participate in May Commencement | April 16, 2021 | <p>This is a strict university deadline that cannot be moved. Having passed the Oral Final Examination, the Doctoral Thesis must be submitted through ETDs@Harvard.</p> <p>Note: Please send a copy of your Reflection Report on Leadership and Enabling Change to the DrPH Program Administrator via email</p> | To Registrar's Office |
| Harvard Commencement | May 27, 2021 | May Commencement | |

The deadline for final submission of the Doctoral Thesis is not negotiable for a May graduation.

Milestones & Deliverable Descriptions

Prospective Program Form

The Prospective Program is a two-page form on which the candidate lists all of the coursework completed thus far as well as the coursework he/she/they intends to take. This is a good opportunity to ensure that the coursework is comprehensive and preparatory for the Doctoral Project. This form must be signed by the student's academic advisor and may provide an opportunity to discuss the student's academic trajectory and experience thus far. It must then be signed by the DrPH Program Administrator, Faculty Director, and submitted to the Registrar's Office by the deadline.

Final Program Form

The Final Program is completed after the last registration period in the final semester. The form is the same as the Prospective Program and the student must obtain all required signatures. Then, it must be signed by the DrPH Program Administrator, Faculty Director and submitted to the Registrar's Office by the deadline for the degree candidate to sit for their and Oral Qualifying Examination.

Doctoral Project Proposal

The Doctoral Project Proposal is a description of the proposed project, including an introduction, background and the degree candidate's role in the host organization. It should include a description of resources needed and provided, as well as social and political considerations within the host organization, a literature review, approach and methods, clear timeline and deliverables for both the host organization as well as the committee, potential problems and strategies for mitigation, and lastly a conclusion on implications for self, organization and sector.

The proposal will be 5-8 pages single-spaced in length. The proposal will be completed as part of the Doctoral Seminar and shared with the student's committee. The proposal that will be the subject of the Oral Qualifying Examination will be shared with the Doctoral Project Committee and the Faculty Director of the DrPH Program. A copy of the final proposal should be sent to the Registrar's Office and the DrPH Program Administrator.

Framing questions as well as an outline for the Doctoral Project Proposal can be found in the Appendix B and Appendix C of the Manual.

Oral Qualifying Examination Scheduling Form

The Oral Qualifying Examination Scheduling Form is submitted to the Registrar's Office at least **3 weeks before the date of the Oral Qualifying Examination** to allow for scheduling.

All required signatures must be obtained by the student before the form is submitted. Room reservations will be scheduled through the DrPH Program Assistant prior to submitting this form to the Registrar's Office.

Oral Qualifying Examination (OQE)

The Oral Qualifying Examination can be scheduled once the Committee Chair agrees that the Proposal is ready for examination. The OQE consists of an examination with the Doctoral Project Committee that is no longer than 90 minutes. The first 30 minutes will be a presentation by the degree candidate on their Proposal. The committee will then ask the student questions to assess the student's readiness to embark on the project. The remaining time can be spent by the Doctoral Project Committee to help the student strengthen the project plans.

Upon completion of the discussion, the Doctoral Project Committee will meet in private session to determine whether the student has (a) passed the Oral Qualifying Examination and can advance to the project stage; (b) passed with conditions requiring some revisions to the Proposal; (c) has not passed. In the case of (b) or (c) the committee will recommend next steps to the student in writing which may include options for re-examination. No more than one reexamination will be allowed. Should a student fail, a new oral examination will need to be rescheduled after a student has made adequate progress and the Committee Chair has deemed the student ready for reexamination. Committee members will submit a single grading form to the DrPH Faculty Director for his/her/their signature. Confirmation of the grade will be communicated to the Registrar's Office through the student's doctoral committee.

Students must pass their OQE **before** they are allowed to register for DRPH 350 (Doctoral Project – Residence) or DRPH 400 (Doctoral Project – Non-Resident). Students who schedule their OQE after the Summer session begins **must** register for an independent study (DRPH 301 - 15 credits) for the entire summer semester in order to maintain their status as a full-time student. The student may enroll in DRPH 350 or DRPH 400 in the Fall semester provided they pass the OQE. There are no exceptions to this rule. It is highly recommended that all students **take their OQE by the end of June** to stay on track with their Project timeline.

Student Progress Reports & Progress Meetings

Student Progress Reports and virtual meetings are designed to help the Committee monitor satisfactory progress of the student's Doctoral Project and experience at the host organization. Progress Reports are to be completed three times: at the 3-month mark, the 6-month mark, and the 8-month mark. Student Progress Reports are due one week after the Committee and degree candidate have met. During the meeting, all committee members must be present, in person or available via a virtual chat platform. If a committee member cannot attend, the meeting must be rescheduled.

It is the responsibility of the student to organize the meeting and secure all requisite signatures and assure that the required forms are submitted to the Registrar's Office on time.

Please note: Students who extend their graduation date will be required to submit additional progress reports until the final Project is completed. For example, students who extend their graduation date to November 2021 will be required to submit an additional progress report. If a student extends their graduation date a second time (March 2022), they will be required to submit another progress report for a total of two extra progress reports.

Communication with Host Organization

The DrPH Program may solicit feedback from the host organization regarding the degree candidate's progress via email. Your host organization does not have to submit a progress report.

Part VI: The Oral Final Examination (OFE)

The Oral Final Examination marks the completion of the project phase in the DrPH program. It is the last evaluation of the student's work in the program, and focuses on the Doctoral Project. All Harvard DrPH students must complete the field phase and written deliverables before proceeding to the Oral Final Examination. For the Class of 2021, all degree candidates must have completed their Oral Final Examinations with all

revisions and approvals and submission of deliverables by **April 16, 2021 at 5:00PM EDT** to graduate in May 2021. This deadline cannot be changed.

Criteria for Evaluation of the Doctoral Project

It is ultimately the responsibility of the Doctoral Committee to determine whether the Doctoral Project has been completed satisfactorily. The DrPH Program has developed criteria that can be used in this evaluation, summarized below. The Doctoral Project Proposal should provide the committee with some guidance on how the proposed project will meet the evaluation criteria.

It is in the best interest of the Doctoral Project Committee and the degree candidate to ensure that a mutual understanding of evaluation criteria is established in preparing for the Oral Qualifying Examination and the field project phase. As aligned with the goals of the DrPH Program and the Doctoral Program, below are some suggested guidelines for evaluating a Doctoral Thesis:

1. Can translate knowledge into impactful practices or policy.
 - a. This can be evaluated using the Doctoral Thesis: Introduction, Background, and Methods Sections, and implication sections of the Results section.
2. Can make effective use of the skills needed for enabling change, including leadership, management, communication and innovation, to engage effectively with a project that demonstrates supporting a host organization, its mission, and population it serves; exercise leadership; advance on a personal growth path towards future professional development.
 - a. These can be evaluated through the Results section of the thesis, the Reflection Report on Leadership and Enabling Change, and other deliverables.
3. Articulate how the project improves strategies for advancing public health or health care sector.
 - a. This can be evaluated by the Doctoral Thesis's Results section and other deliverables

Oral Final Examination Preparation

While every Oral Final Examination will be unique, it is the responsibility of both the degree student and the Doctoral Project Committee to agree on expectations for the Oral Final Examination. In general, while the student's presentation should summarize the project, it is also an opportunity for the degree candidate to highlight the Results Statement of their Doctoral Thesis and other findings or results they wish to share.

Oral Final Examination Format

Once the Doctoral Thesis, Reflection Report, and other deliverables are complete, students will be examined by the Doctoral Project Committee at a session that will be open to the Harvard University community. The Oral Final Examination will be a maximum of 90 minutes in length, with approximately 45 minutes devoted to the candidate's formal presentation, followed by another 45 minutes for Q&A with committee members and other questions and discussion. The committee will then meet privately to evaluate the examination and determine grading, following which they will meet privately with the candidate to present their results and agree on next steps.

The committee can reach the following results:

- a. Approved (no revisions required).

- b. Approved with Minor Revisions (All revisions must be resubmitted to the Doctoral Project Committee for review and final approval, no reexamination required, by April 16, 2021.)
- c. Approved Pending Significant Revisions (All revisions must be resubmitted to the Doctoral Project Committee for review and final approval, no reexamination required, by April 16, 2021.)
- d. Not approved - (Doctoral Project Deliverables not able to be revised and approved by April 16, 2021 and re-examination will be required)

Because revisions sometimes need to be made, degree candidates are *highly encouraged* to schedule their Oral Final Examination *before March 30, 2021* to ensure that there is enough time to make revisions and receive approval from their committee. **April 16, 2021 at 5:00PM EDT** is the final submission time to be eligible for the May 2021 Harvard Commencement.

Scheduling the Oral Final Examination

The date for the Oral Final Examination is determined by the candidate and the committee. The exam should take place once the Doctoral Project deliverables are complete and the DrPH degree candidate is ready to present.

The *Oral Final Examination Scheduling Form* for the Oral Final Examination must be submitted for the DrPH Faculty Director's signature through the DrPH Program Administrator. Room reservations will be scheduled through the DrPH Program Assistant prior to handing this form into the Registrar's Office. A minimum of 3 weeks is required by the Registrar's Office prior to the date of the Oral Final Examination.

The Committee Chair must be physically present for the examination. Committee Member #2 or Committee Member #3 must be physically present as well. The student must submit a General Petition to the Registrar's Office for approval to have one committee member (either #2 or #3) attend virtually. While the Doctoral Project examination is a public forum, only the Doctoral Project Committee will be present for the discussion and feedback of the examination. The public is able to ask questions only once the presentation and Q&A by the Doctoral Project Committee is finished.

Oral Final Examination Grading

The following are the possible outcomes:

- **Pass:** The Committee approves the student's Doctoral Project.
- **Pass with Qualifications:** The Committee requires the student to meet specific qualifications prior to the student completing their Doctoral Project. The Committee must detail the specific qualifications the student is required to complete to secure a pass. Note: **this will impact a student's time-to-degree.** A student who fails to meet the qualifications and/or deadline(s) outlined by the Committee is subject to withdrawal from degree candidacy. Students are allotted 6 months to complete revisions for their Doctoral Project but can decide to have the student submit their work earlier. The Committee must specify the date by which the student must meet the conditions. The Chair of the Examination Committee and/or the academic advisor must submit written confirmation to the Registrar's Office once the student has met all of the specified conditions.
- **Fail:** The Committee does not approve the student's Doctoral Project. A

student who receives a grade of Fail may schedule a second examination within 3 months of having received the Fail. Note that this may impact a student's time-to-degree; the Doctoral Timetable may be adjusted at the discretion of the Committee on Admission and Degrees. A student who fails the examination twice will be withdrawn from degree candidacy.

Part VII: Registration, Visa, Health Insurance and Travel Waivers

Complying to the Doctoral Timetable

The DrPH Program is designed to enable students to complete the degree in three academic years from date of entry into the program including completing required coursework, the Doctoral Project, and the Oral Final Examination. The program has allowed for additional time of up to one year if needed. The DrPH Faculty Director and Registrar's Office would need to grant an extension beyond the three years after a student requests more time through the proper petitioning mechanism. Failure to comply with the three-year approved doctoral timetable, without a new pre-approved timetable, puts a degree candidate at risk for being administratively withdrawn by the Registrar's Office on behalf of the Committee on Admission and Degrees (CAD).

Registration during the Doctoral Project

It is the student's responsibility to register on time each semester, during their Doctoral Project to remain an enrolled full-time student in the DrPH Program, and eligible for financial aid. Dates of registration are posted on the Harvard Chan School Academic Calendar. DrPH students must register for 15 to 20-credits of Doctoral Project credits. To determine which set of credits to register see below to determine whether your status will be resident or non-resident. Failing to register on time puts a student at risk for being administratively withdrawn.

- Summer – 15 credits of Doctoral Project
- Fall – 20 credits of Doctoral Project
- Spring – 20 credits of Doctoral Project

Resident versus Non-Resident Status

Resident and non-resident status has implications for visa and health insurance. If completing your Doctoral Project outside of the Metro-Boston area, as per School Policy, students can apply for non-resident status, by submitting a Non-Resident Petition. To be approved for a change to non-resident status, a student must petition to the Registrar's Office.

Students who enroll in DRPH 350 (Doctoral Project – residence) are allowed, but not encouraged, to enroll in other courses while they are completing their project. Students who enroll in DRPH 400 (Doctoral Project – non-resident) are not eligible to enroll in courses as they are a non-resident student. If a non-resident student enrolls in a course and they do not petition to the Registrar's Office to change their status to residence, the student will be dropped from the course they enrolled in by the Registrar's Office. If the petition to change status is approved, the student becomes a student in-residence which will affect tuition. The tuition amount may increase as residence students are charged more than a non-resident student. It is in the best interest of the student to not enroll in any courses while working on their final Project.

Visa

In cases where full-time international and domestic students from the Harvard T.H. Chan School of Public Health travel overseas, students should take care to satisfy visa requirements both for the US and for other countries. All questions regarding the visa process should be directed to Elizabeth Capuano, the HIO advisor for HSPH. Information about dates and times is available on the [HIO website](#).

It is the student's responsibility to ensure he/she/they communicates with the Harvard International Office to ensure alignment with maintaining full-time student status at Harvard and visa requirements for extended travel, and work authorization depending on the geographic location of the host organization.

Health Insurance

All full-time students, domestic and international, must have health insurance, even if they are not on campus. This is Massachusetts state law. Students with adequate health insurance can continue to waive the Harvard University Health Insurance requirement.

Non-resident students are not expected to pay the health fee, and therefore can opt out with proper notification to the Registrar's Office. However, should a non-resident student decide to waive the health fee, they will no longer be able to utilize Harvard University health services. If a student uses these services for their primary care or mental health, student should consider the implications of this as they will not have access to them when they return to campus, even on a temporary basis.

It is important to ensure a student's health insurance plan is eligible when traveling overseas. If on the Harvard University Student Health Plan, for more information about the specifics of this coverage when traveling abroad, please see: <http://hushp.harvard.edu/travel-outside-us>.

If you waived the Harvard Student Health Insurance Plan, you will need to check with your insurance company to determine the extent of your coverage. When you call your health insurance company, you should ask the following questions (1) do you have coverage outside the US, (2) are there limitations to coverage, (3) does overseas care have a higher deductible or coinsurance and (4) does your insurance company have a network in the country in which you are visiting.

If your health insurance does not provide coverage when you are traveling abroad, you will be required to purchase a short-term international health insurance plan.

Travel Waiver

In accordance with Harvard University, all degree candidates completing their Doctoral Project, whether domestically or internationally, will be required to complete a Travel Waiver, and register their travel. All degree candidates are advised to complete appropriate recommendations as outlined in the Travel Guidelines in Appendix H.

Part VIII: Ethical Considerations

Overview

The DrPH Program and Harvard T.H. Chan School of Public Health recognizes that the Doctoral Project requires that degree candidate balance between being a full-time learner wherever he/she/they chooses to do their Doctoral Project. As such certain professional behaviors are expected of Harvard T.H. Chan degree candidate wherever they go, as they represent not only the values of the DrPH Program but the larger

university. In preparing for the Doctoral Project, degree candidates are responsible for educating themselves on how to protect host organization personnel and the communities they serve from risk of personal or professional harm. Below are some suggestions of areas a degree candidate should consider. This list is not intended to be comprehensive, so the degree candidate should seek support from their Doctoral Project Committee about Harvard and sector specific resources to adequately prepare them.

Expectations of Degree Candidate in a Professional Context

The degree candidate is expected to maintain professional communication and relationships with the host organization, its staff, and all its constituents. Though not in the academic school context, the DrPH Program expects the same student code of conduct, ethics, and integrity in the workplace.

Degree candidates are expected to manage their time wisely and to manage their professional commitments and to ensure that they do not fall behind on their deliverables and milestones for the DrPH Program.

Use of Human Subjects

If you are conducting research with human subjects as part of your Doctoral Project, please refer to IRB website. Research with human participants includes not only medical or biological but also surveys, interviews and records review. Prior approval from IRB is required and the review process can take at least 1-2 months. You should check with the organization where you are working to inquire whether they have an IRB process. In some cases, Harvard will accept another organization's IRB review, but in all cases of human subjects' related research, a Harvard IRB agreement is required.

For the Class of 2021 (Cohort 5,) each degree candidate will be required to meet with a QA/QI Specialist for a brief consultation to determine whether their project require IRB approval. Pending QA/QI Specialist advice, each degree candidate may have specific follow up steps required to ensure data is collected properly. If the student is not using human subjects, they are not required to contact IRB.

IMPORTANT: If you collect human subjects' data without the appropriate IRB approval, you will not be able to use these data in your Doctoral Thesis or other DrPH degree submissions. Please consult with the DrPH team, your committee, and/or the Associate Director of Regulatory Affairs & Research Compliance, Alyssa Speier, at aspeier@hsph.harvard.edu for further assistance.

Consent

Before quoting or identifying any individual by name in the Doctoral Thesis, Reflection Report, or other deliverable, the degree candidate is expected to obtain written content from each individual, properly explaining the purpose of the Doctoral Project. Should consent not be obtained, it is the degree candidates responsibility to hide the identity of the individual significantly or omit the information if it is not possible.

Documenting the Contribution of Others and Plagiarism

Degree candidates, when conducting Doctoral Project work, are expect to abide by all policies outlined in the Harvard T.H. Chan School of Public Health's Student Handbook as it pertains to Academic Integrity. For further details on how to ensure proper documentation of others make sure to keep notes of where ideas and literature came from when writing a works cited. Additionally, the Doctoral Project Committee can be a useful guide for navigating how to document the contribution of others.

Guidelines on Public Availability and Confidentiality

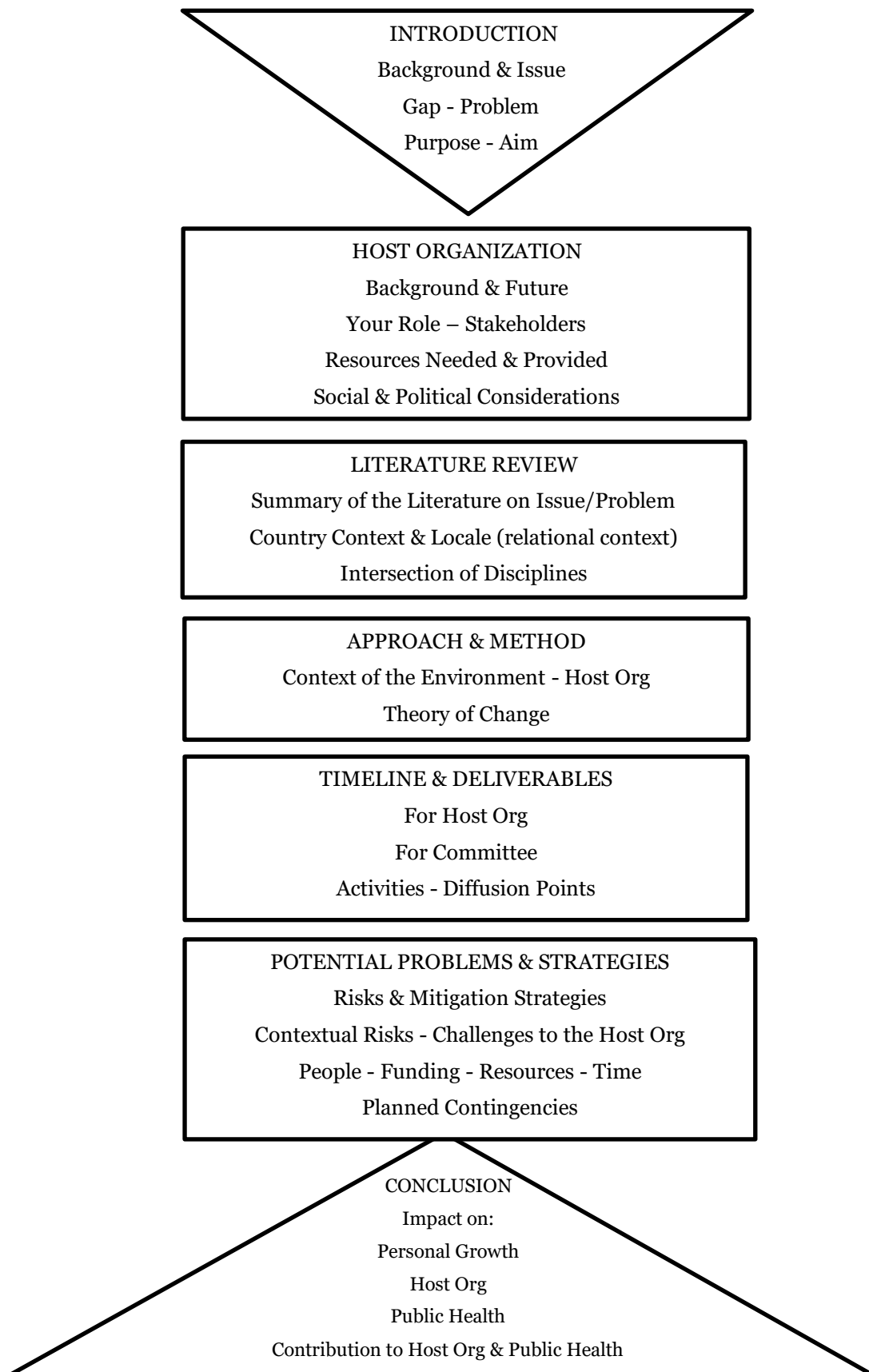
The Doctoral Thesis will be available in the Harvard Library. Depending on the agreement with the host organization, Harvard will allow the Doctoral Thesis and its data to be embargoed for up to two years. The opportunity to embargo the work is selected at time of submission to ETDs@Harvard.

Appendix A: Doctoral Project Examples

The following are some examples of the kinds of projects that would be suitable for proposal as Doctoral Projects. These are examples that have been completed by DrPH students:

| Organization Name | Goals |
|---|---|
| The World Bank Global Financing Facility (Washington, DC) | Capacity building in health financing Assess country capacity in health financing using a new methodology. Unpacking the reasons for limited capacity in health financing and to understand role of power dynamics, which can impede implementation capacity. |
| World Health Organization (WHO) (Geneva, Switzerland) | Why don't providers identify and manage maternal sepsis? A mixed methods approach to developing an awareness campaign to accompany a WHO-led multi-country study Exploring the factors affecting healthcare provider awareness on maternal sepsis in order to better inform a campaign that accompanied a 53-country, one-week inception cohort study validating a new definition for this condition |
| City of Chelsea, Massachusetts | Further Inspection: Leveraging housing inspectors and city data to improve public health in Chelsea, MA Develop and implement a social-service referral innovation within a city's inspectional services department that leverages the unique role of housing inspectors to link at-risk residents with social services. Also, develop an approach to using city data to identify and prioritize the response to prevalent housing-related health threats. |
| Kingdom of Saudi Arabia Ministry of Economy and Planning | Investigate possible geographical health disparities and initiate processes of investigation in hopes of reducing disparity. Engage stakeholders in the process of addressing health disparities including the understanding of facilitators and barriers affecting the process. |
| Administración de Seguros de Salud (ASES) (San Juan, Puerto Rico) | Analyze <i>Mi Salud</i> (Medicaid) spending and make recommendations to improve efficiency and cost saving based on best practices. Reduction in GHIP's net spending on outpatient drugs by implementing proposed changes: increasing the discounts applicable and implementing standardized and stricter exception and exclusion policies |
| IZUMI Foundation (Boston, MA) | Exploring Opportunities and Challenges for Providing Direct Funding to Local Health NGOs in East Africa Informs the IZUMI Foundation's new grant making strategy to provide direct philanthropic funding to local health NGOs in East Africa by adding exploratory, qualitative data to the growing philanthropy field and sparking critical reflection, or serve as an insightful resource for other funding organizations interested in supporting locally-led social change. |
| Johnson & Johnson (Cambridge, MA) | A Health Economic Framework for Expanding Access to Mental Health Treatment in An Emerging Market Second-generation antipsychotics are unaffordable and inconsistently available to people with schizophrenia in Rwanda. This study conducted and assessed the health economic and market access components of an initiative to improve access to these medications in Rwanda. |

Appendix B: Doctoral Proposal Map



Appendix C: Doctoral Proposal Framing Questions

1. ISSUE/PROBLEM IDENTIFICATION

- What is the issue or problem you are planning to address?
- Why is this issue or problem important?
- What is being done to address the issue or problem already?
- What are you proposing to do differently?

2. HOST ORGANIZATION

- What is the background of the organization?
- Why did you choose it and why is it a good fit?
- What will your role be and what kind of support will you have?

3. LITERATURE REVIEW AND APPROACH

- How much is known/not known about the issue or problem?
- What framework(s) for change are you considering and why are they appropriate to the issue or problem?
- What quantitative and qualitative methods will you use to gather information?

4. DOCTORAL LEADERSHIP DEVELOPMENT GOALS

- What are your leadership development goals?
- How do you see your work in this organization supporting these goals?
- What measures might you use to demonstrate growth in these areas?

5. TIMELINE & DELIVERABLES

- What will be your activities and when will they be done?
- What are your deliverables for the organization and what are your deliverables for your committee?

6. POTENTIAL CHALLENGES & STRATEGIES

- What are some of the potential challenges that you are expecting?
- How do you intend to address these challenges?

7. CONCLUSION

- What is the expected impact on:
 - Personal and professional growth
 - The host organization
 - Public health

Appendix D: Doctoral Thesis Title Page

The title page must contain the following information, well-spaced and centered on the page:

TITLE OF DOCTORAL THESIS

STUDENT'S NAME

A Doctoral Thesis Submitted to the Faculty of

The Harvard T.H. Chan School of Public Health

in Partial Fulfillment of the Requirements

for the Degree of *Doctor of Public Health*

Harvard University

Boston, Massachusetts.

Date

(month in which degree will be awarded, year of graduation (e.g., May, 2021))

This should be the name the degree candidate plans to use in future publications, including op-eds in newspapers. Students should be mindful of nicknames or married names.

Appendix E: Doctoral Thesis Signature Page

The Signature Page must be formatted as follows:

This Doctoral Thesis, [*Title of Doctoral Project*], presented by [*Student's Name*], and Submitted to the Faculty of The Harvard T.H. Chan School of Public Health in Partial Fulfillment of the Requirements for the Degree of Doctor of *Public Health*, has been read and approved by:

(typed name below line – signature above)

(typed name below line – signature above)

(typed name below line – signature above)

Date: [Doctoral Project Official Approval Date (month day, year)]

Example:

Joe Smith

Joe Smith

Appendix F: Travel Guidelines

DrPH Doctoral Project Travel Check List

Students pursuing Doctoral Projects domestically or internationally are required to complete the following steps to help ensure a safe and well planned experience.

Pre-Departure

□ International SOS

Students are **required** to register their travel before undertaking field immersion international or domestic travel. Be sure to enter your lodging, transportation and emergency contact information in [MyTrips](#). You will also want to register with the embassy of your country of citizenship. In an emergency, International SOS, which is available worldwide, will provide you with medical referrals & security advice and emergency evaluation and repatriation. Before you go, visit: [Travel Tools & Resources](#).

□ IRB

If you are conducting research with human subjects while abroad, please refer to IRB website. Research with human participants includes not only medical or biological but also surveys, interviews and records review. Prior approval from IRB is required and the review process can take at least 1-2 months. You should check with the organization of interest to inquire whether they have IRB approval for your work. Please consult with your Doctoral Project Committee and Associate Director of Regulatory Affairs & Research Compliance, Alyssa Speier, at aspeier@hsph.harvard.edu for further assistance.

□ Health

If you are traveling on Harvard sponsorship you are required to have health insurance. While International SOS provides access to medical and travel assistance services, it does not provide health insurance coverage. Please speak with your health insurance company about coverage abroad.

If you are covered by the Harvard Student Health Insurance Plan, administered by Blue Cross Blue Shield, you have coverage when traveling outside the United States, although you will be responsible for any applicable deductible, copayments, and coinsurance. For more information about the specifics of this coverage when traveling abroad, please see: <http://hushp.harvard.edu/travel-outside-us>.

If you waived the Harvard Student Health Insurance Plan, you will need to check with your insurance company to determine the extent of your coverage. When you call your health insurance company, you should ask the following questions (1) do you have coverage outside the US, (2) are there limitations to coverage, (3) does overseas care have a higher deductible or coinsurance and (4) does your insurance company have a network in the country in which you are visiting.

If your health insurance does not provide coverage when you are traveling abroad, you will be required to purchase a short-term international health insurance plan.

□ **Safety and Security**

Before departure, familiarize yourself with current information on health and medical facilities, as well as personal safety and security at your destination. Carefully consider your safety when arranging local lodging and transportation. The following are helpful resources in addition to [Harvard Global Support Services](#).

[U.S. State Department Travel Warnings](#)

[U.S. State Department Country Specific Information](#)

[Overseas Security Advisory Council \(OSAC\)](#)

[Centers for Disease Control \(CDC\)](#)

□ **Travel Safety Questionnaire**

If you're traveling to **high-risk regions** with Harvard sponsorship, you're required to complete the following steps. These steps are also recommended for all travelers to high-risk regions, whether or not the travel is sponsored by Harvard: (1) typically one month prior to travel, submit a [Travel Safety Questionnaire](#) to our International Safety and Security team. Global Support Services will share your questionnaire with the designated School official; (2) depending on the travel, we may request a follow-up consultation, usually a brief phone call; and (3) based on our recommendations and in consultation with you and any involved faculty, the designated School official may require additional safety measures and/or trip adjustments as a condition of receiving Harvard funding, credit, or other sponsorship. In exceptional cases where appropriate risk mitigation is found too costly or impractical, this may have the effect of deferring or canceling the trip.

□ **Travel Waiver and Release**

If you are undertaking a field immersion either domestically or internationally you are required to submit an assumption of risk and general release form and travel waiver to the DrPH Program Administrator.

□ **Vaccines**

Visit a travel clinic or your doctor for a pre-travel health consultation, including any specialists, at least one month before travel. Depending on health risks for your destination, you'll need to factor in time to take single or multi-dose vaccinations.

□ **Visa**

Obtain a passport, required visa or letter of affiliation well in advance, as the process for each of these can take weeks and sometimes months. *International Students* should consult with the Harvard International Office. Elizabeth Capuano, the HIO advisor for HSPH, holds office hours for HSPH students and scholars: <http://hio.harvard.edu/office-hours#sthash.T3krjOet.dpuf>

Appendix G: Considerations for a Host Organization Agreement

The DrPH Program recommends that the degree candidate agree on certain understandings with their host organization or stakeholders.

The below are a few suggestions for possible topics to discuss for a letter of agreement:

1. The Doctoral Project will serve as a culminating experience for the degree candidate to receive their doctor of public health degree at the Harvard T.H. Chan School of Public Health;
2. The degree candidate's role in designing and executing the project within the host organization or within the body of stakeholders;
3. The degree candidate's responsibilities within the host organization as it pertains to the project's execution;
4. Who the degree candidate will report to and work with directly?

This should include process and content (project description, role within the organization, privacy and confidentiality of the materials and data you will be handling and the understanding that it will be used in an academic paper).

The agreement can be **signed and dated** by the degree candidate and a host organization representative and reviewed by the degree candidate's committee chair. While some information may repeat from the Doctoral Proposal this requirement fulfills and confirms commitment and placement.

Appendix H: Where to Find a Form or Document

[Domestic Travel Waiver](#)

[General Petition](#)

[International Travel Waiver](#)

[Oral Final Examination Form](#)

[Oral Qualifying Examination Form](#)

[Student Progress Report](#)

[Nominations for Doctoral Committee Form](#)

[Non-Resident Status Petition Form](#)

[Prospective & Final Program](#) (Class of 2021)

