CMPE/ENEE PHD COMPREHENSIVE PORTFOLIO POLICY
Submission Guidelines

There are three components in the portfolio evaluation: core course performance, research activity report, and faculty support letters.

A. Preliminary Portfolio Contents
1. Includes core course (courses from groups A and B under the new requirements) grades and agreement of a research adviser (signature needed):
   a. Required GPA: 3.20 for a total of five courses from Groups A and B.
   b. GPA pass levels: excellent ($\geq 3.70$), good ($\geq 3.50$), and acceptable ($\geq 3.20$).
   c. Students can repeat or take additional core courses to improve their GPA.
   d. For transfer students, grades in corresponding core courses may be recognized after equivalency evaluation, but at least two core courses must be taken at UMBC.
2. Full-time students must submit the preliminary portfolio at the beginning of their third semester in the Ph.D. program at UMBC.
3. Part-time students must submit the preliminary portfolio at the beginning of their fifth semester in the Ph.D. program at UMBC.

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

2. Full-time students must submit the final portfolio at the beginning of their fifth semester in the Ph.D. program at UMBC.

3. Part-time students must submit the final portfolio at the beginning of their seventh semester in the Ph.D. program at UMBC.

C. Submission
Due dates are in January or August. Documents are to be submitted to Keara Fliggins both in hard copy and by email to fliggins@umbc.edu. All the documents should be in pdf, for signed documents, scanned copies can be included. The preliminary or final portfolios can be submitted ahead of schedule. If a student is ready to submit the final portfolio by the due date of his/her preliminary portfolio, he/she can just submit the final portfolio at that time.

D. Ph.D. Portfolio Evaluation
Faculty members reviewing the portfolio (each portfolio will be reviewed by at least two faculty members in the student’s area) will assess the complete portfolio based on
   a. Core-course GPA and plan of course-work
   b. The quality of the presented RAR
   c. Faculty-support letters
and will give a ranking for each as excellent, good, acceptable. An acceptable rank for at least two of these three areas and one good will be considered a “fail” along with a fail in any one of these areas.