

# **Accounting Information and Management**

## **PhD Program Guide For Students**

**March 2007**

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## Introduction

The goals of the Accounting Information and Management Department (AIM) PhD program are to train students in research methods appropriate for the study of accounting issues from both an empirical/archival and an analytic perspective, and to prepare the students for an academic career at a research-oriented institution in the U.S. This cross-training in theory and empirical methods is one of the strengths of the AIM program. Although most students focus their efforts on either empirical or analytic research, some pursue both.

Currently, the training, background, and research interests of the empirically-oriented AIM faculty support archival, empirical research in financial accounting and reporting; the faculty generally do not research the tax or auditing areas of accounting. Representative examples of their recent research includes the study of information intermediaries (e.g., financial analysts) in capital markets, the impact of changes in the regulatory environment on capital markets, and the accounting consequences of firms' compensation and capital structure choices. The research interests of the analytically-oriented faculty encompass all aspects of accounting theory; their recent research includes the study of financial accounting standards and voluntary disclosures, the performance and regulation of the audit market, the construction of accounting-based management incentive contracts, and the design of financial and non-financial performance measures. More information on the faculty's research activities can be found under Kellogg's Faculty Publications on the School's web site.

The purpose of this document is to describe the goals, requirements, policies, and parameters of the PhD program in AIM for the benefit of both faculty and students. The written representation of the requirements of the program should clarify both student and faculty understanding of the program and facilitate appropriate, informed expectations.

PhD students are subject to the requirements and regulations of the Graduate School of Northwestern University (TGS), of the Kellogg School of Management (KSM) PhD Program, and of the Department of Accounting Information and Management (AIM). The student is responsible for knowing, understanding, and complying with all of the applicable rules and requirements. The requirements of the Graduate School and the Kellogg School of Management are laid out in the *Graduate School Bulletin* and in the *Kellogg Doctoral Program* respectively. This document does not repeat all of the provisions in these two documents but focuses on those specific to the AIM department.

The minimum requirements for the PhD include nine quarters of residency. Most AIM PhD students enter the program with a masters degree and are granted three quarters of transfer credit, enabling them to meet the residency requirement with six quarters of full-time coursework. Full-time enrollment is considered to be three courses for the first quarter, and four courses thereafter. The six quarters of class work are followed by the qualifying examination and admission to candidacy. During the third year, students develop a project that demonstrates their ability to conduct independent research, culminating in an oral examination based on that project. During the final year (or two years), students focus on completing the dissertation as well as on other research projects.

For matriculating students without a relevant masters degree, nine quarters of full-time coursework are required. The specific coursework requirements for such students will be determined on a case by case basis. The description of the program requirements below assumes that a student has a relevant masters degree and has transferred three quarters of residency credit.

## A. Coursework

Students generally complete six quarters of coursework comprising four courses per quarter (fall, winter, spring) during their first two years in the program. (An exception is made for the first quarter, in which three courses may be considered full-time enrollment.) Each student has a major field and a minor field. The major in AIM consists of the four PhD accounting seminars (520 – 1, 2, 3, 4) and any additional accounting seminars offered from time to time. A minor field consists of three advanced courses in that field. The courses for a minor are in addition to those used to satisfy other requirements (e.g., economics and quantitative methods). PhD course grades are A, B, C, and F with pluses and minuses permitted. All courses must be taken for a grade and the student must maintain a minimum 3.0 (B) average.

Enrolling in MBA courses is discouraged. Faculty members generally permit PhD students to “sit in” on MBA courses. Such “sitting in” may be done in the third or fourth year of the student’s program.

Faculty members teaching the accounting seminars encourage students to “sit in” on the four accounting seminars in years when they are not taking the seminars for a grade.

### 1. A typical program of study is the following (subject to changes in scheduling):

#### **Fall Quarter, First Year**

Microeconomics	–	ECON 410-1	Microeconomics
Marketing	-	MKTG 476	Introduction to Applied Econometrics I
Optimization	-	MECS 460-1	Foundations of Managerial Economics I: Static Decision Models

**Elective\***

#### **Winter Quarter, First Year**

Accounting	-	ACCT 520-1	Seminar in Capital Markets Research (Walther)
Microeconomics	-	ECON 410-2	Microeconomics (General Equilibrium Theory)
Managerial Econ.	-	MECS 477	Introduction to Applied Econometrics II

**Elective\***

#### **Spring Quarter, First Year**

Accounting	-	ACCT 520-2	Seminar in Positive Accounting Research (Lys)
Finance	-	FINC 520-1	Time Series Analysis, or
Marketing	-	MKTG 520-2	Multivariate Data Analysis
Microeconomics	-	ECON 410-3	Microeconomics (Game Theory)

**Elective\***

#### **Summer Quarter, First Year**

First Year Review. Research for Summer Paper

### Fall Quarter, Second Year

Accounting	-	ACCT 520-3	Seminar in Information Economics & Accounting (Dye)
Econometrics	-	ECON 480-1	Introduction to Econometrics
Finance	-	FINC 485	Introduction to Finance (Static asset pricing models)
Finance	-	FINC 486	Seminar in Corporate Finance

### Winter Quarter, Second Year

Accounting	-	ACCT 520-4	Seminar in Agency Theory and Accounting (Sridhar)
Finance	-	FINC 488	The Econometrics of Financial Markets
Econometrics	-	ECON 480-2	Introduction to Econometrics
<b>Elective*</b>			

### Spring Quarter, Second Year

Econometrics	-	ECON 480-3	Introduction to Econometrics
<b>Elective*</b>			
<b>Elective*</b>			
<b>Elective*</b>			

### Summer Quarter, Second Year

Qualifying Examination (No formal course work)

#### **\*Suggested electives (this list is not exhaustive):**

<b>ECON</b>	<b>-</b>	<b>414- 1, 2, 3</b>	<b>Economics of Information</b>
<b>ECON</b>	<b>-</b>	<b>450- 1</b>	<b>Industrial Organization and Prices</b>
<b>ECON</b>	<b>-</b>	<b>482</b>	<b>Applied Econometrics: Time Series Analysis</b>
<b>ECON</b>	<b>-</b>	<b>483</b>	<b>Applied Econometrics: Cross Section Methods</b>
<b>FINC</b>	<b>-</b>	<b>487</b>	<b>Introduction to Finance (dynamic asset pricing)</b>
<b>FINC</b>	<b>-</b>	<b>520-0</b>	<b>General Seminar for PhD Students (current topics)</b>
<b>MKTG</b>	<b>-</b>	<b>520-2</b>	<b>Multivariate Data Analysis</b>
<b>MATH</b>	<b>-</b>	<b>320 or 321</b>	<b>Real Analysis (check course requirements before registering)</b>
<b>MATH</b>	<b>-</b>	<b>450 – 1, 2</b>	<b>Probability</b>
<b>MECS</b>	<b>-</b>	<b>460-2</b>	<b>Foundations of Managerial Economics II: Dynamic Decision Models</b>
<b>MECS</b>	<b>-</b>	<b>460-3</b>	<b>Foundations of Managerial Economics III: Game Theory</b>
<b>MECS</b>	<b>-</b>	<b>462</b>	<b>Decision Theory</b>
<b>MECS</b>	<b>-</b>	<b>465</b>	<b>Contract Theory and Mechanism Design</b>
<b>MECS</b>	<b>-</b>	<b>485</b>	<b>Empirical Issues in Business Strategy</b>
<b>POL_SCI</b>	<b>-</b>	<b>405</b>	<b>Linear Models</b>
<b>STAT</b>	<b>-</b>	<b>420 - 1, 2, 3</b>	<b>Advanced Statistics: Introduction to Statistical Theory and Methodology</b>

The specific curriculum will vary depending on the student's background and interests. Students must obtain the approval of the PhD Coordinator for each quarter's course of study.

## 2. Suggested program of study for students without sufficient training in quantitative methods

Students entering the program without the requisite quantitative background may find it appropriate, determined by consultation with the PhD Coordinator, to take additional quantitative methods and mathematical economics courses in preparation for the program of study outlined above. Taking such courses may add one or more quarters of full-time coursework to the student's program. We expect students to enter the program with proficiency in differential and integral calculus and in linear algebra.

The required remedial work in quantitative methods and/or economics will be tailored to the student's needs and based on their academic background. The following provides examples of first year courses of study for a student lacking sufficient quantitative and/or economics training. The courses in italics are potential remedial courses and the courses in bold are required courses for the indicated quarter.

### Fall Quarter, First Year

*ECON 310-1 Microeconomics*  
*ECON 380-1 Introduction to Mathematical Economics*  
*MATH 300 Foundations of Higher Mathematics*  
*MATH 310-1 Probability and Statistics*  
*MATH 366-1 Mathematical Models in Finance*  
**MKTG476-0 Introduction to Applied Econometrics I**

### Winter Quarter, First Year

*ECON 310-2 Microeconomics*  
*MATH 310-2 Probability and Statistics*  
*MATH 320-2 Introduction to Real Analysis*  
**MECS 477-0 Introduction to Applied Econometrics II**  
**ACCT 520-1 Seminar in Capital Markets Research (Walther)**

### Spring Quarter, First Year

*ECON 380-2 Introduction to Mathematical Economics*  
*MATH 310-3 Probability and Statistics*  
*MATH 334-0 Linear Algebra for Applications*  
*MATH 366-2 Mathematical Models in Finance*  
**MKTG 520-2 General Seminar for Marketing PhD Students (Krishnamurthy)**  
**ACCT 520-2 Seminar in Positive Accounting Research (Lys)**

## B. Beyond Formal Coursework

Throughout the student's tenure at Northwestern University, the faculty expects PhD students to attend the accounting workshops which generally are held on Wednesday afternoons. These workshops consist of outside scholars invited to present their research as well as Kellogg AIM faculty and PhD students who likewise present their research. AIM faculty members expect all PhD students to read the research papers carefully and encourage them to participate in the workshop by asking questions and making comments. During winter quarter and early spring quarter, the workshops are often rookie

recruiting workshops. The PhD students have the opportunity to meet as a group with each visiting speaker. The faculty expects all Phd students to attend and to participate fully in such meetings.

During the summer following the first year, the student writes the Summer Research Paper (see below). Upon the completion of courses as outlined above, the student no longer takes formal coursework. During the summer following the second year, the student takes the Qualifying Examination. During the third year, the student prepares to take the oral (proposal) exam. During this year, the student registers for TGS 598 (resident doctoral study). The oral (proposal) exam must be taken before the beginning of fall quarter of the student's fourth year in the program.

Upon successful completion of the qualifying exam and the oral examination based on their third year research project, the student works to complete the dissertation and prepares for interviewing for an academic position upon graduation.

(Note: the timing of the above requirements may differ for students entering the program without a relevant masters degree; such cases will be analyzed individually and appropriate requirements determined.)

**A summary of registration follows:**

**Fall, Winter, Spring, Summer - Third Year**  
**TGS 598 - Resident Doctoral Study**

**Fall, Winter, Spring - Fourth Year**  
**TGS 599 - Post Candidacy Research**

**Fall, Winter, Spring - Fifth (and sixth if necessary) Year**  
**TGS 503 - Resident Research Continuation**

Throughout their tenure (including summers) in the AIM PhD program, the faculty expects students to be engaged actively in study and research and to contribute to the intellectual life of the department, Kellogg, and the University.

**C. Financial Aid**

PhD students receiving financial aid from the Kellogg School of Management generally receive such aid for four years, subject to remaining in good standing with the Graduate School and to achieving satisfactory progress in Kellogg and in the AIM department. The financial aid package consists of tuition, health insurance, and a monthly fellowship stipend. The summer stipend is conditional on the student being in residence, actively pursuing research, during the entire summer (not just during the weeks school is in session for the summer).

In the first year, the fellowship stipend requires no teaching or research assistantship activities. In years two through four, the fellowship stipend (no work requirement) is reduced by approximately 25%. By working ten hours per week during all four academic quarters as a teaching assistant or research assistant the student may earn the other 25%. Because the teaching and research assistantships are similar to apprenticeships, and thus important to the student's professional development, we expect that the student will avail himself/herself of this opportunity.

Extended absences (greater than two weeks) must be approved in advance by the PhD Coordinator and the AIM Department Chair. PhD training consists of academic and professional development and

such training cannot occur while the student is not in residence and fully engaged in academic activities. The training should be considered similar to on-the-job training in other professions – that is, as a job, and most jobs do not allow extended vacations or absences while the training is in progress.

If the student continues in the program for a fifth (or more) year, funding is not guaranteed by either AIM or Kellogg. Provided the student is in good standing and making significant progress toward completion of the program, funding for the fifth year may be provided by AIM and Kellogg for tuition, health insurance, and a monthly stipend of approximately 50% of the 4<sup>th</sup> year stipend. The 5<sup>th</sup> year stipend requires that the student provide 10 hours per week of TA/RA work, to be assigned by the PhD Coordinator. The faculty also encourages students to seek external sources of funding for the fifth year. There are many grants, fellowships, and scholarships available outside of Kellogg and outside of Northwestern University. The student may also assume more teaching assistantship responsibilities. The four years of guaranteed funding is designed to encourage students to complete their graduate study program in four years.

#### **D. Research Assistantship**

Because the PhD program is, in part, an apprenticeship, and the student's involvement in all phases of research is a critical part of professional development, each student is expected to serve as a research assistant (RA) to members of the AIM faculty for each of the quarters from fall of the second year through summer quarter of the fourth year (unless the student graduates in June). The research assistantships provide training and guidance to the student in conducting research and benefit both faculty and students in accomplishing research goals. Beginning with the summer quarter of the student's first year in the PhD program, the PhD Coordinator assigns each student to one or more faculty members for the following quarter based on mutual research interests and research needs. The assignment will be re-evaluated each quarter and may or may not be extended to subsequent quarters depending on needs, interests, and mutual benefit. Each student will be given the opportunity to work with several faculty members as part of their RA training. Students are exposed to all aspects of the research process and encouraged to develop their own research skills in the process. This early and consistent exposure to academic research throughout the PhD program is one of the strengths of the program. The RA work will require approximately ten hours per week throughout each academic quarter.

In addition to the 10 hour per week requirement, there are often additional opportunities to work as a research assistant for additional pay. These opportunities may be more important for students extending beyond four years. Students should indicate their interest in such work to the PhD Coordinator.

#### **E. Teaching Assistantship**

There are usually numerous opportunities for PhD students to provide faculty with support as teaching assistants (TA). Such work may be assigned as part of the 10 hour work requirement or may be undertaken for additional compensation. TA experience can benefit the student by providing exposure to teaching materials, the opportunity to conduct review sessions, etc. PhD students at institutions without undergraduate programs in business generally have limited opportunities to develop classroom skills. However, many of these same institutions employ rookies who must immediately teach in the MBA classroom, which can be a daunting experience. Therefore, the faculty encourages students to gain teaching-related experience.

Students beyond the fourth year in the program often work as TA's for extra compensation.

## F. First Year Review

At the end of a student's first year in the AIM Doctoral Program, the Department reviews their coursework progress, with particular attention to the development of research skills and to performance to date in the Department's seminars. Ultimate success in the doctoral program requires development of a level of expertise that allows the creation of new knowledge, and the Department will make an assessment as to the student's progress in achieving such a level of expertise. If a student is not making adequate progress, the Department may recommend corrective steps or, in some cases, recommend that the student leave the program.

## G. Summer Research Paper

The purpose of the summer research paper is to provide the student with early, independent experience with the research process. The student should begin considering potential topics for the summer paper during the second quarter of the first year. The student writes the summer paper under the direction of a faculty advisor of the student's choice. The selection of the faculty advisor and of the summer paper topic must be made by **July 31** following the student's first academic year in the program and must be communicated to the PhD Coordinator by that time (see form attached as Exhibit A). The summer paper typically has been empirical in nature but may be either analytical or empirical.

If the summer paper is empirical, the requirements for the paper are that the student:

- Demonstrates ability to develop an original research question
- Articulates the testable hypotheses
- Designs an appropriate study to test the hypotheses
- Identifies the appropriate variables for the tests and gathers the data
- Interprets the results of the tests appropriately

If the summer paper is analytical, the requirements for the paper are that the student:

- Motivates the study by reference to a well-articulated accounting problem or set of related problems
- Develops a set of theorems that provide new observations about these problems
- Demonstrates the ability to prove original, and correct, theorems of interest to accounting academics

The student is required to present the summer paper to the AIM faculty in a 60 minute workshop no later than **January 31** of the following year (with encouragement to make the presentation prior to the end of the fall quarter). The paper provides the student's first experience in conceptualizing, developing, writing, and presenting original research. The paper is to be original but the benchmark is that it demonstrates the student's aptitude to conduct academic research and not that it necessarily be of publishable quality. In other words, the paper must be more than a replication of an existing study but need not pass the test of potential publishability in a top tier journal. Tenured and tenure-track members of the AIM faculty attending the workshop assess the quality of the summer paper. The student's advisor and the PhD Coordinator must both indicate their acceptance of the student's work on the form provided (see example attached as exhibit B).

If the summer paper is considered inadequate, the student's summer paper advisor and the PhD Coordinator document the steps necessary to rectify the situation (e.g., revise the paper along specified dimensions by a given date). This document is discussed with the student. The student's summer paper advisor and the PhD Coordinator monitor progress consistent with the document. The student will

present the paper at another workshop. No student will be permitted to sit for the qualifying exam prior to presentation of an acceptable summer research paper.

## **H. Qualifying Examination**

The qualifying exam is a comprehensive exam covering both analytical and empirical topics in accounting research. The purpose of the exam is to test whether the student meets the required hurdle of competence in both analytical and empirical approaches to accounting research. The exam consists of two parts. The first part contains equally-weighted sections of analytical and empirical questions which the students answer in a closed book exam environment administered by AIM. The two sections of the exam, analytical and empirical, are given on consecutive days (generally Monday and Tuesday). The student may take up to eight hours to complete each section of the exam. The student may either hand write the exam or use a computer (a word processing program) to write the exam. The second part of the exam is a take-home “referee report.” The student is offered the choice of an empirical and an analytical paper to review. The student evaluates the paper’s strengths and weaknesses, its contribution to the literature, and ways in which the research may be improved or extended. The student picks up the paper the day after the “in-class” portion of the exam (generally Wednesday) and has four days in which to write the referee report. The referee report is due by 5 pm on the fourth day (generally Saturday).

The qualifying exam is given during the **last week of June**. The students will be notified of the results of the exam in writing as soon as possible after completion of the exam.

The student may pass one or both portions (empirical, analytical) of the exam and may be required to take steps to address perceived deficiencies in performance on the exam even if he or she passes the overall exam. The faculty communicates these requirements to the student in writing. Students should discuss their performance on the exam with each member of the exam committee in order to gain feedback beyond that provided by the grade. The grading on the exam is high pass (HP), pass (P), low pass (LP), and fail (F). Each question on the exam is graded by at least two faculty members. The grades are cumulated for each portion of the exam – analytical, empirical, and referee report. A series of low passes in any portion of the exam translates to a failing grade for that portion.

If the student fails one or more portions of the exam, the student must retake the exam before the end of the summer quarter. The faculty may require the student to retake any one or all portions (analytical, empirical, referee report) of the exam. Successful completion of the qualifying examination is required for continuation in the doctoral program.

## **I. Masters Degree in Accounting Information and Management**

Kellogg admits students only for the PhD degree, not for a masters degree. However, students who enter the program without a previous masters degree (and who must take three years of coursework) may earn a masters degree after successful completion of two years of coursework (with a GPA of 3.0 or higher), the first year summer paper and the qualifying examination.

Students who complete two years of coursework, take the preliminary examination, and are in good standing, are eligible for a terminal masters degree (MS) in Accounting Information and Management upon petition to the AIM department. The petition takes the form of a formal letter addressed to the Department Chair and to the PhD coordinator. The terminal masters degree will be awarded only to students who terminate the program before attaining the PhD degree. At the time of grading the preliminary examination, the faculty will assess whether a student who fails the exam has demonstrated sufficient knowledge on the exam to be eligible for the masters degree.

## J. Oral Research Examination

The Graduate School requires that PhD students pass an oral research exam prior to the beginning of fall quarter of the student's fourth year in the program. Students should communicate the date and time of the exam to the Graduate School and to the AIM department three weeks in advance. The exam consists of the presentation of an original research project that may be intended as the dissertation. The student makes this presentation in an open, formal workshop setting of ninety minutes in length.

In preparation for this exam, the student forms a qualifying examination committee, including a chair. (A minimum of four faculty members are required, with the chair and at least one other member from the AIM department, and at least one member from outside the AIM department. The committee chair must be a member of The Graduate School faculty.) Obtaining feedback from the committee prior to presenting the paper in a general workshop is critical to development of the research and to passing the exam.

Specifically, the student must identify the internal (AIM) members of the oral examination committee, including the chairman, no later than **January 31** of the student's third year and provide this information to the PhD Coordinator (see Exhibit C). The student schedules an informal presentation of his/her research to the committee no later than the **February 28** of the third year. These requirements ensure that there is significant interaction between the student and each committee member so that the student receives early feedback on the proposed dissertation topic and suggestions for its development. It is possible that committee membership might change as the research topic evolves. Note that these are the minimum requirements and the department encourages more extensive interaction.

Members of the faculty question the student during the presentation for the oral research examination as in a regular workshop setting. At the end of the presentation, the examination committee, after discussion with other members of the tenure-track AIM faculty in attendance, determines one of the following outcomes:

- 1) The student's research topic qualifies as a dissertation proposal; the student's presentation demonstrates appropriate research aptitude for successfully completing the PhD program; the student passes the qualifying exam, and the committee drafts a document constituting the plan for completion of the dissertation (see below for a description of this document). The dissertation chairman is responsible for monitoring compliance with the plan of completion.
- 2) The student demonstrates sufficient research aptitude to continue toward writing a dissertation; the research paper is an appropriate dissertation topic; and the student passes the oral research exam. However, the research has not progressed sufficiently for the committee to draft a plan for completion of the dissertation. The committee outlines the requirements, in writing, that the student must meet before scheduling a second presentation, which will serve as the basis for drafting a plan for completion of the dissertation. The dissertation chairman is responsible for monitoring progress toward the goal and specifying a deadline for the second presentation.
- 3) The student demonstrates sufficient research aptitude to continue toward writing a dissertation; the student passes the oral research exam, but the research paper presented does not qualify as a dissertation topic. The student must develop a separate research topic for the dissertation and make a second presentation to the department of the new research which the committee, in consultation with other members of the department, will evaluate as a dissertation topic. The student's subsequent presentation will follow the same format as the first oral exam and must be scheduled no later than **June 30** of the student's fourth year in the program. The same procedures must be followed for the retaking of the oral exam with respect to committee

formation (a new committee may be formed), preliminary presentation to the committee, notifications, etc.

- 4) The student demonstrates insufficient research aptitude to continue in the program, fails the oral research examination, and is asked to leave the program, effective immediately.

The outcome of the oral research examination is communicated to the student by the committee chairman both verbally and in written form. A copy of the written document is provided to the PhD Coordinator.

If the student is required to make a second presentation but is unable to do so by June 30, the student may request a three month extension of this requirement from the department.

### **K. Plan for Completion of Dissertation**

The dissertation committee drafts the written plan for completion of the dissertation. The plan outlines the steps necessary for completion of the dissertation. The dissertation chair communicates the contents of this document to the student. It is important that the student and the committee agree on the meaning of the terms, conditions, and requirements for completion of the dissertation. The department expects that the student will not distribute his/her “road paper” as part of the search for an academic position prior to the drafting of the plan for completion document. The dissertation chair is responsible for monitoring the student’s compliance with the document.

### **L. Progress in the Program**

The Graduate School, the Kellogg School of Management, and the AIM department all require that the student maintain a minimum 3.0 grade average (out of 4.0) and have no more than one incomplete grade pending at any time in order to remain in good standing.

The AIM faculty assesses the academic progress of the PhD students annually in July. As part of this evaluation, each student completes the “AIM PhD Student Activity Report,” copy attached (exhibit D), by **June 30**, and submits it to the PhD Coordinator. In this report, the student describes progress toward completion of the program’s academic requirements and goals. The PhD Coordinator, the Department Chair, the PhD seminar faculty, faculty for whom the student has worked as an RA, and other interested faculty evaluate the student’s progress, as well as promise, and the PhD Coordinator communicates the department’s assessment in writing to the student no later than **July 31**. Students are assessed as:

- a) making satisfactory progress
- b) not making satisfactory progress and placed on probation
- c) not making satisfactory progress and terminated from the program

Additional assessments of the student’s progress toward completion of the PhD are made after the student takes the qualifying exam and after the student completes the oral research exam, both as described above.

If the student is placed on probation, the student and the PhD Coordinator develop a plan, with specific action steps and specific completion dates, for the student to return to non-probationary status. This plan is put in writing and monitored by the PhD Coordinator.

A student asked to leave the program will do so before the beginning of the fall quarter.

### **M. “Job Market” Paper Presentation**

Prior to sending out a packet of materials for consideration for employment at an academic institution, the student must present his or her “job market” paper to the AIM faculty in a 90 minute workshop. Because job market materials should be mailed early in January, this presentation should be scheduled prior to the **end of fall quarter**. The purpose is to provide the student with feedback on his or her research as well as on the presentation. The dissertation chairman is responsible for ensuring that such a workshop is scheduled prior to the student’s applying to the job market.

### **N. Dissertation Defense**

With the consent of the dissertation committee, the student may schedule his or her dissertation defense (to which the entire AIM faculty is invited). Notice of the defense must be provided to all AIM faculty at least two weeks prior to the scheduled date. AIM requires that no more than one member of the dissertation committee may be absent from the defense. At the completion of the defense, the committee votes on whether the student has successfully defended his/her dissertation. All members of the dissertation committee must sign the Graduate School forms indicating that the student has passed or not passed the dissertation defense.

**Kellogg School of Management  
Northwestern University**

**Accounting Information and Management**

**PhD Program - Summary of Due Dates and Deadlines**

**First year**

*Fall Quarter*

Coursework

*Winter Quarter*

Coursework

*Spring Quarter*

Coursework

*Summer Quarter*

Research for summer paper

**June 30 – Activity report due to PhD Coordinator**

**July 31 – Summer Research Paper Title and Advisor due to PhD Coordinator**

**Second year**

*Fall Quarter*

Coursework

Research to complete summer paper

RA work

*Winter Quarter*

Coursework

RA work

**January 31 – Deadline for presenting Summer Paper to AIM faculty**

*Spring Quarter*

Coursework

RA work

*Summer Quarter*

Prepare for preliminary examination

RA work

**June – Qualifying Examination**

**June 30 – Activity report due to PhD Coordinator**

**Third year**

*Fall Quarter*

Research

RA work

*Winter Quarter*

Research

RA work

**January 31 - Deadline for forming oral research examination committee (internal members)**

**February 28 - Deadline for first presentation of proposed dissertation topic to oral research examination committee members**

*Spring Quarter*

Research

RA work

*Summer Quarter*

Research

RA work

**June 30 – Activity report due to PhD Coordinator**

**September 1 - Deadline for scheduling oral research examination**

**September 25 – Deadline for taking oral research examination (approximate date)**

**Fourth year**

*Fall Quarter*

Research

RA work

*Winter Quarter*

Research

RA work

*Spring Quarter*

Research

RA work

*Summer Quarter*

Research

RA work (unless graduating in June)

**June 30 – Activity report due to PhD Coordinator (if continuing in program)**

**Fifth year and beyond**

**Exhibit A**

**Kellogg School of Management  
Northwestern University**

**Accounting Information and Management**

**PhD Program – Summer Research Paper Advisor and Title**

Please complete and submit this form to the PhD Coordinator no later than **July 31** of the summer following your **first year** in the program.

Date \_\_\_\_\_

Student name \_\_\_\_\_

Faculty advisor for summer paper \_\_\_\_\_

Title of summer paper \_\_\_\_\_

\_\_\_\_\_

Brief description of summer paper:

**Exhibit B**

**Kellogg School of Management  
Northwestern University**

**Accounting Information and Management**

**PhD Program – Summer Research Paper Completion**

Please complete and submit this form to the PhD Coordinator no later than **January 31** of your **second year** in the program.

Date \_\_\_\_\_

Student name \_\_\_\_\_

Faculty advisor for summer paper \_\_\_\_\_

Title of summer paper \_\_\_\_\_  
\_\_\_\_\_

Date summer paper presented \_\_\_\_\_

By signing below, I signify that the above named student has fulfilled the requirements for the successful completion and presentation of the summer research paper.

Faculty Advisor \_\_\_\_\_

PhD Coordinator \_\_\_\_\_

**Exhibit C**

**Kellogg School of Management  
Northwestern University**

**Accounting Information and Management**

**PhD Program – Oral Research Examination Committee**

Please complete and submit this form to the PhD Coordinator no later than **January 31** of your **third year** in the PhD program. Although the oral research examination committee must consist of at least four faculty members of which the chair and one other member must be AIM faculty, for the purposes of this form, only the internal (AIM) faculty members need to be named. Please indicate below the date (no later than **February 28** of the **third year**) of the initial presentation of the proposed research topic to the committee.

Today's Date \_\_\_\_\_

Student's name \_\_\_\_\_

**Oral Research Examination Committee (Internal members only):**

Chairman \_\_\_\_\_

Member \_\_\_\_\_

Member \_\_\_\_\_

Member \_\_\_\_\_

Scheduled date for initial, informal presentation of proposed research topic

to committee \_\_\_\_\_

**Exhibit D**

**Kellogg School of Management  
Northwestern University**

**Accounting Information and Management**

**PHD STUDENT ACTIVITY REPORT**

June 2007

Please respond to the following questions concerning your academic progress and professional activities as a PhD student during the 2006/2007 academic year and your anticipated progress and activities during the 2007/2008 academic year.

**NAME:**

**Year of Entry:**

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**I. Describe your activities for the 2006/2007 academic year in the following areas:**

A. Classes audited, if any.

Dept	Course #	Course name	Instructor name	Term (F, W, S, Su)

B. Describe **dissertation-related research (if applicable)**. Indicate the stage of the research (e.g., preparing for oral research exam, preparing “job-talk” paper, preparing for defense, etc.). Also describe the research question, the research design, any results, and the contribution of the work. Include the following information:

Dissertation title:

Chair of committee:

Committee members:

Projected/actual proposal date:

Projected/actual defense date:

- C. Describe **all (non-dissertation) research** projects in process for which you are the author or co-author (see below for RA work). Provide a brief description of the research question, the research design, any results, and the anticipated contribution of the work. Indicate the names and affiliation of any co-authors. Also indicate the status of the project (e.g., completed summer paper, RA-work in progress, first round submission, etc.)
- D. Describe work you have done as **a research assistant**. Describe your responsibilities and the nature of the work completed. Provide the name/s of the faculty for whom you worked.
- E. List all research presentations made.
- F. Briefly describe any teaching-related activities for the academic year 2006/2007. Include any teaching assistantships (with the name of the course and the professor) you had at Kellogg and the Allen Center as well as any courses you taught at either Northwestern or elsewhere. Please indicate the names of the classes, and the duties (e.g., instructor, grader, review sessions). If there were student evaluations (e.g., TCE), please summarize the evaluations.
- G. Describe any other scholarly activities (e.g., attendance at conventions, consortia, conferences, etc.).
- H. Describe any other compensated activities not covered above.

**II. Describe your anticipated activities for the 2007/2008 academic year in the following areas:**

A. Classes to be audited (department, course number, name of course, instructor name)

Dept	Course #	Course name	Instructor name	Term (F, W, S, Su)

B. Describe anticipated **dissertation-related research (if applicable)**. Indicate the stage of the research (e.g., preparing for proposal exam, preparing “job-talk” paper, preparing for defense, etc.). Also describe the research question, the research design, any results, and the contribution of the work.

C. Describe **all (non-dissertation) research** projects on which you anticipate working as the sole author or as a co-author. Provide a brief description of the research question, the research design, any results, and the anticipated contribution of the work. Indicate the names and affiliation of any co-authors. Also indicate the planned status of the project (e.g., completed summer paper, submission to an academic journal, etc.)

D. List research presentations you expect to make.

E. Briefly describe any teaching-related activities you anticipate for the academic year 2007/2008. Include any teaching assistantships at both Kellogg and the Allen Center as well as any courses to be taught at Northwestern or elsewhere. Please indicate the names of the classes and the duties (e.g., teacher, grader, review sessions).

F. Describe any other anticipated scholarly activities (e.g., attendance at conventions, consortia, conferences, etc.).

G. Describe any other anticipated compensated activities not covered above.

**III. Fifth year (and beyond) students: Please describe your anticipated sources of funding for the academic year 2007/2008. Include all teaching, teaching assistantships, grants, and stipends, together with the source and estimated amount of each.**

**IV. Please provide any additional information about your past activities or anticipated activities that will be helpful in assessing your academic progress and position in the AIM PhD program.**