



New Jersey Institute of Technology
College of Computing Sciences
University Heights
Newark, NJ 07102
973.596.5285
wu@njit.edu
<http://web.njit.edu/~wu>

DEPARTMENT OF INFORMATION SYSTEMS

Brook Wu, Ph.D. Program Director
GITC Building, 4104

Dear Prospective Ph.D. Applicant,

We look forward to welcoming new Ph.D. students to our IS Community. We are glad to hear of your interest in the Ph.D. in Information Systems.

Our Ph.D. Program offers excellent research training in human-centered computing, information science, and management information systems. With diverse research interests, our faculty conduct research in areas such as pervasive computing, computer mediated communications, emergency response and management, digital libraries, information retrieval, text mining, decision making under time constraints, and design of massive multiplayer games for education and training – just to name a few. Students work closely with their advisor to learn to participate in large research projects and design their own for a dissertation. After graduation, students have found careers in both academe and industry.

Being part of College of Computing Sciences, we have a very strong tradition in building computer applications. Therefore, we are especially interested in students with strong application development talents. Before you apply, please browse our faculty and students' web sites to get to know us and our research projects. Please also browse our Ph.D. Program page to learn our admissions and degree requirements.

In addition to our traditional doctorate, we offer a “collaborative doctorate” program, which allows a student to continue employment while pursuing the Ph.D. on a part-time basis in cooperation with your employer. In all other aspects, the process for admission and the various milestones toward completion are the same as for a full-time student. However, we do *not* have a distance learning Ph.D. program for completing the entire degree online.

Here are some things you must do or prepare as part of the application process. Note that our IS Ph.D. application requires information *in addition to* the standard NJIT application.

1. Work through the department home page (is.njit.edu), find the Ph.D. program and then print the program description. This will show you what is involved in the program. Generally speaking, the MS in IS from NJIT will fulfill the Foundation Coursework requirements, while other degrees need to be examined on a course by course basis to determine equivalents with the NJIT courses.

2. Graduate entry exams:
 - a) Make sure you have taken your GRE exams. The GRE is a mandatory NJIT requirement, even for students with a masters degree. (The GMAT is also accepted but we prefer the GRE.) The minimum score for consideration for admission is 1850/2400 combined on the GRE on the old 3-exam scheme or 1250/1600 on the new two exam scheme. We also require at least 4.5 for the analytical writing portion of the GRE.
 - b) We strongly recommend studying for the GRE, either with guide books available in bookstores, or a preparatory course. The GRE exam is structured differently from many other exams, and applicants have found it useful to prepare properly.
 - c) Good TOEFL scores, if applicable, also are necessary.
3. We prefer that applicants will have already earned a master's degree, though outstanding students with a bachelor's degree will be considered. (Note that those enrolled in the Ph.D. will NOT receive a master's degree “on the way” without additional coursework not required for the Ph.D.) For admission, the GPA on the graduate level should be at least 3.5, and preferably 3.7 or better on a 4.0 scale.
4. Applications can be submitted online through Graduate Admissions on the NJIT web page (www.njit.edu). That is also the place to find out about tuition, etc. If you want a paper application, contact Graduate Admissions.
5. Applicants seeking financial support must submit all application materials by January 15 for the Fall admission, and by September 15 for the Spring admission. Applicants not seeking financial support are strongly encouraged to follow the above deadlines as well to allow sufficient time for application review.
6. To ensure that every applicant will likely be able to find a dissertation advisor and committee in our program, we require you to find one faculty who is willing to advocate your application. You should therefore contact faculty within or affiliated with the IS Department who have matching research interests. Feel free to contact me for suggestions. Note that you are under no obligation to do your dissertation with this faculty advocate, but you are encouraged to seek mentorship with your advocate once you enter the program. The purpose of avocation is to ensure a good fit with our department.
7. Applications must include the following. Some of this information is *in addition to* the standard NJIT application.
 - a) A curriculum vitae which details your prior degrees, your publications and your work experience. (Please also list your computer skills and relevant certificates.)
 - b) Three letters of reference, preferably from professors who can evaluate your academic performance.
 - c) Statement of Purpose (Research Statement): Your statement of purpose should describe both your envisioned career goals once you receive your Ph.D. degree, as well as your research focus within the field. Regarding this focus, some excellent applicants have a well-developed concept of a specific research topic they wish to pursue. They may know the current state of the research field and its literature, what problems need to be addressed, the specific research they hope to contribute and how this fits into the current research of our faculty. Other excellent applicants have not decided on a specific topic,

but have a general area they wish to study and strong motivation for this. In your statement, please provide the detail that best reflects your research focus at this time. Feel free to discuss your statement with your advocate and other faculty.

- d) Supplemental materials — please send these to Graduate Admissions as part of your supporting materials:
- Current curriculum vitae, including your work experience and publications (including links to these where possible)
 - Copies of any award letters or certificates listed in your CV
 - Copies of all articles published or submitted in any language. For each state how you contributed to the paper's writing and the paper's concepts, as well as who the primary author was even if that person's name is not the main one in the list of authors.
 - Copies of other writing samples in English where you are the primary author.
 - Descriptions and screen shots of systems you developed
 - Any other appropriate materials to help us evaluate your research potential and English communication skills.

We have an excellent program that is kept that way by making sure that the number of students admitted is limited to the number who can be given personal attention by our faculty. So, please understand that program admission is very competitive; we only admit the “best” of the applicants. Your work experience, recommendations from professors, and personal research statement weigh in that decision.

For support as a teaching assistant, competition is even stronger. For example, we expect a combined minimum GRE of 85% or better to consider you for support. We do expect that you will already have a master's degree.

The only way you can be given an individual evaluation in detail is by applying. You can apply online. Go to www.njit.edu and to admissions, and follow the links.

Policies on part time and distance students

Full time students normally take 9 or more credits (3 or more courses) a semester. Part time students normally take 6 credits per semester. The general rule is that part time students have twice the amount of time as full time students to fulfill a requirement. However, it may be necessary at some point in their work for a student to devote full time to work related to the dissertation, in order to complete work within the maximum time allowed.

Distance: We DO NOT have a distance learning Ph.D. program. We do have a distance learning master's degree in Information Systems, so many of our 600 level courses and some of our 700 level courses are available online. Students in the Ph.D. program should be careful to select distance sections taught by full time faculty members, and otherwise in consultation with their advisors and mentors. All students will need to spend at least a semester in residence, and often a full year, to be determined by the dissertation advisor who is chosen after qualifying examinations are passed. Please discuss this explicitly with me.

Credit for life experience: We do not give academic credit for life experience. However, if you already know the material in a required course, you may by permission take a different course.

We look forward to discussions with you and if you and we believe there is a good fit, then to receiving your application. Please e-mail me at wu@njit.edu with further questions.

Thanks for your interest in our Ph.D. program!

Sincerely,

Brook Wu, Ph.D.

Associate Professor and Director, Ph.D. Program
Information Systems Department