

PhD Defense Timeline—Information for Students and Mentors

1. **4-6 months ahead of anticipated defense:** Have a thesis advisory committee to identify what else you need to do to complete your degree
 - Begin to write your dissertation/thesis, perhaps starting with methods and/or introduction

2. **2-3 months ahead:** Identify and ask at least 2 new faculty members, one from outside the University, to serve as readers for your dissertation examination committee (check your department/track for exact number of additional faculty and details; any Rutgers faculty member does not count as outside the University)
 - Submit dissertation examination committee form to the SGS office
http://njms.rutgers.edu/sgs/f f docs/DISSERTATION_EXAMINATION_COMMITTEE.pdf
 - Identify potential dates for the defense with your mentor and committee, select date
 - Continue writing, work with your mentor on drafts
 - BE SURE TO FOLLOW THE THESIS GUIDELINES IN OUR PhD STUDENT HANDBOOK! It is on our website. Look carefully at pages 37-38.
http://njms.rutgers.edu/sgs/current_students/docs/2014/PhDHandbook.pdf

3. **At least 4-6 weeks ahead:** confirm date/time with committee
 - Reserve room(s) for defense and oral exam
 - Continue writing, work with your mentor on drafts
 - Begin to prepare seminar

4. **At least 3 weeks ahead:** send information about the defense to the SGS office for advertisement (abstract, date/time, location, your previous degrees, etc)

- Ask your committee members if they would like electronic or hard (printed) copy of the thesis
 - Finalize seminar
5. **At least 2 weeks ahead:** send/hand out/mail completed thesis to your committee members
- Practice seminar
 - Print report of examination form
<http://njms.rutgers.edu/sgs/f f docs/REPORT OF FINAL EXAMINATION DISSERTATION DEFENSE.pdf>
6. **Day of defense:** present, defend, celebrate!
7. **Post-defense:** follow committee's instructions (revise, more experiments, etc)
- Submit final copies to office (4 + any personal ones you want, one must be on 25% or greater rag content paper)
 - Have mentor email the SGS office to confirm that you have satisfied the requirements of the committee
 - Follow graduation procedures on website

Please note: Failure to adhere to this timeline may result in delay of your defense

