

# PH.D. THESIS DEFENSE

## TIMELINE

### INFORMATION FOR STUDENTS AND MENTORS

#### 4-6 Months Ahead of Anticipated Defense

Have a Thesis Advisory Committee meeting 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.

#### 2-3 Months Ahead of Anticipated Defense

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
- Identify and select potential dates for the defense with your mentor and committee
- Continue writing and working with your mentor on drafts
- BE SURE TO FOLLOW THE THESIS GUIDELINES IN OUR PhD STUDENT HANDBOOK! Look carefully at pages 37-38.

#### 4-6 Weeks Ahead of Anticipated Defense

- Confirm date/time with committee
- Reserve room for defense & oral exam
- Continue writing and working with your mentor on drafts
- Begin to prepare seminar

#### At Least 3 Weeks Ahead of Anticipated Defense

- Send Thesis Defense information to 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

#### At Least 2 Weeks Ahead of Anticipated Defense

- Send completed thesis to your committee members
- Practice seminar
- Submit Report of Final Examination Form

#### Day of Defense

*Present, defend, & celebrate!!!!*

#### 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