

Students-- Steps for Final Oral Defense

Time: Allow 2-2.5 hours for defense:
30 minutes beforehand for set-up
45 minutes for the presentation
45 minutes for Q&A
30 minutes for deliberation by the committee
30 minutes for final debriefing

I) At least 5 weeks in advance:

- 1) Confirm the date w/committee. Be sure to check with Monika before finalizing the date, to make sure there are no other orals scheduled at the chosen time. Thesis orals or proposals will not be scheduled to overlap. Once you have settled on a date/time Monika will help you to reserve a room.
- 2) The room scheduled must be available to the public and must accommodate a reasonably large number of people.
- 3) Let Monika know whether or not the outside reader will be attending in person or will need to tele-conference in for the defense.
- 4) Once the date has been confirmed your status in AGOL will be changed to “In Progress”. This notifies HUB when you will be graduating.
- 5) Turn in 4 hard copies of your thesis- one for each committee member and outside reader for final review, changes, etc...
- 6) Turn in an electronic copy of your thesis. This is used in case any other faculty member wants to read the thesis before the defense.

II) 1 week before your Defense:

Chair confirms with student and Monika that it is ok to defend-final APPROVAL.

ONLY once the final approval is received from Chair, please send to Monika:

- **Information Needed for Posting Notice**
 - Date
 - Time
 - Place
 - Title
 - Current list of the thesis committee members, including external member/affiliation.
- **Thesis Abstract - Abstract- 2copies (350 words or less)**-1 gets sent to the Hunt Library; 1 Copy goes to Student’s File. The library wants a single sided, loose version of the thesis, since they will actually bind the version you give them themselves (they have a special system in the library).

- **Thesis Summary** - Approximately 15 printed pages in length describing the main results of the thesis. Send a location where this may be viewed on the web (html or pdf). The site will be announced on the web and on physical postings. The summary posting must include:
 1. Your name
 2. Thesis Title
 3. Date/Location of Oral Presentation
 4. Thesis Committee Members
 5. Thesis summary
- **Reconfirm Attendance** – reconfirm with Monika whether or not teleconferencing facilities will be needed.
- **Poster**- 1 color copy goes to Monika and 4 around SCS (4th floor)

3. Day of Oral Examination - Pick up your **Folder** with signature forms from Monika before going to the examination.

- **Graduation Record Card** - to be signed by all members of the thesis committee, once the thesis is considered finished. The thesis advisor should return this form to Monika.
- **Thesis Cover Page Form** - Four copies to be signed by the thesis advisor and committee members, once the final copy of the thesis has been approved by all committee members. The thesis advisor should return these forms to Monika.
- **Teleconference** – Confirm that needed teleconference facilities have been set up. Send any committee member or reader who cannot physically attend a copy of the overhead slides.

4. Submitting your thesis

Final **3 hard copies** of thesis need to be submitted to Monika for binding and final certification. A final electronic copy of the thesis, including all supporting data and software, needs to be submitted to Monika for archiving.

- **Before you print the final copy:**
 - Get a TR number from Catherine Copetas
 - Check for proper title page format (COS web site)
- **When the FINAL copy is ready:**
 - Give Monika **3 one-sided hard copies** of the thesis (1 copy will be microfiche, bound, and placed in the E&S Library; 1 will remain in the lab and 1 will be send to you). Copies will be bound one-sided. – Note – if there is data or software involved that should be provided on a cd or dvd.
 - Give Monika an electronic copy of the thesis.
 - Talk with Catherine about making your thesis into a **CS Technical Report** by putting it on-line. If you are able to do this successfully, she will not need a hard copy. If not, you will need to provide an extra copy to

her for the Tech Report. This copy should be formatted for two-sided copying.

- Print and fill out the “**Survey of Earned Doctorates**”. This survey gets turned in to Monika. This is requested by NSF and is a requirement of the university for a student to graduate.
- Fill out the **University Microfilms Form** pages A4 and A5 and return to Monika with thesis (see COS web site: Login: dissertations; password: publish. This form is also required by the university in order for you to graduate. If you wish to register your copyright you must attach a check. If you do not wish to register for a copyright, do not fill out this portion of the form.

5. Before you leave CMU:

- Leave your forwarding address with Monika.
- See Monika/Helen Higgins to fill out exit forms.
- Turn in office key, laptop and any software/books you have that belong to any Lab or faculty member.

6. Final Step: Only after the above requirements are met, your status will be changed to “Certified”. Please make arrangements with Monika to have your thesis forwarded to your new address.

Common Questions:

Who should come to a thesis defense?

The thesis defense is a public event open to all members of the CMU community. The student’s committee (including any readers) should attend in person or, if circumstances prevent that, by phone.

What are the outcomes of a defense?

Common outcomes from a thesis defense are:

- Pass – Thesis is considered complete as is.
- Conditional Pass Level 1- Changes required and subject only to advisor approval.
- Conditional Pass Level 2 - Changes required and subject to committee approval.
- Required second defense.
- Failure.

When do I need to defend in order to walk through the graduation ceremony and hooding ceremony?

You will need to have all the documentation in place in the first week of March for us to request a diploma.