

## Thesis Defense Checklist

At least **one month (four weeks!)** before the defense:

- ☐ 1. Set a date and time with your Thesis Committee
- ☐ 2. Confirm that one member of the faculty who is not on your committee will be present for the defense
- ☐ 3. Send email to the Faculty and Student Affairs manager (Lauren Clarke) at [fasam@cs.brown.edu](mailto:fasam@cs.brown.edu) which includes:
  - a. Your advisor approved title and abstract,
  - b. externally available URL for your dissertation (no web-int),
  - c. the proposed date and time and the preferred room
  - d. the name of the faculty member not on your committee who will attend.

The FASAM will send an informal announcement to the faculty asking for RSVPs for attendance at the defense. If not enough faculty can attend, the student will be asked to find a new date and time, if feasible—still with four weeks advance notice

- ☐ 4. Once the defense date and time are approved, the FASAM will send all relevant information to [reception@cs.brown.edu](mailto:reception@cs.brown.edu) (Genie deGouveia) for her to make the official announcement. The student will be copied on the request.

At least **three weeks** before the defense:

- ☐ 1. **Complete the Dissertation Defense Information** form (<http://www.brown.edu/academics/gradschool/sites/brown.edu/gradschool/files/Dissertation%20Defense%20Information%20Form.pdf>) and submit it to Lauren, who will get the appropriate signature and send it to the Graduate School
- ☐ 2. Confirm you have completed and submitted the Post-Candidacy contract—contact Lauren to verify this is in your file

**NOTE:** if you don't complete items 1 and 2 on time, the paperwork will not be available on the day of your defense and you will need to reschedule.

- ☐ 3. Use the Thesis Menu Confirmation spreadsheet to communicate how you would like to spend your \$275 refreshment budget (assume 25-30 people will attend):

- Check out Dining Services a la carte options at [http://www.brown.edu/Student\\_Services/Food\\_Services/catering/index.php](http://www.brown.edu/Student_Services/Food_Services/catering/index.php)
  - Have another vendor in mind? Check out the approved vendor list at [http://www.brown.edu/Student\\_Services/Food\\_Services/catering/brownfirst.php](http://www.brown.edu/Student_Services/Food_Services/catering/brownfirst.php)
  - We have sample menus available to make this decision easier for you. See [http://cs.brown.edu/degrees/doctoral/proposal/Thesis\\_Defense\\_Menu\\_Suggestions.pdf](http://cs.brown.edu/degrees/doctoral/proposal/Thesis_Defense_Menu_Suggestions.pdf) for some options that have been used in the past.
  - You don't need to worry about the champagne or napkins, utensils, etc.
- ☐ 4. Contact Eugenia deGouveia ([egd@cs.brown](mailto:egd@cs.brown)) with the details of your refreshment decision (where, what items and what quantities); Genie will confirm your decision in writing and you will have 24 hours to correct any errors

After a successful defense:

- ☐ 1. Once your dissertation is complete (congratulations!), send a pdf of the final version to The Faculty and Student Affairs Manager ([fasam@cs.brown.edu](mailto:fasam@cs.brown.edu)) for department files
- ☐ 2. Submit your dissertation electronically via the Graduate School's Electronic Theses & Dissertations website <http://library.brown.edu/etd/>.
- ☐ 3. Arrange an appointment with Barbara Bennett at the Graduate School ([Barbara\\_Bennett@Brown.edu](mailto:Barbara_Bennett@Brown.edu); 3-2843) to finalize your paperwork. According to the Graduate School website you must bring the following items with you – note that the forms are obtained at the Graduate School:
- a. A receipt from the Bursar indicating that all outstanding debts, the \$50 dissertation fee, and the \$150 filing fee (if applicable) have been paid.
  - b. Ph.D. Exit Survey, Brown University Graduate School (must be completed [online](#))
  - c. Survey of Earned Doctorates, National Research Council (refer to <http://brown.edu/gradschool/academics-research/rules-regulations/forms/survey-earned-doctorates> for more information)
  - d. Two extra copies of the title page
  - e. One loose and unnumbered copy of the abstract

Additional information about Dissertations and the required paperwork may be found at <http://www.brown.edu/academics/gradschool/dissertation-guidelines>. If you have any questions after consulting the website, please contact Barbara Bennett at the Graduate School ([Barbara\\_Bennett@Brown.edu](mailto:Barbara_Bennett@Brown.edu); 3-2843)