MIT ESD
Massachusetts Institute of Technology
Engineering Systems Division

Doctoral Defense & Graduation Worksheet

Institute dates & deadlines vary by term. If you think you will graduate this term, avoid late fees†
and check the academic calendar for the following dates: *http://web.mit.edu/registrar/calendar/index.html*

	Date	Late Fees†	Task
☐	By the first Friday of the semester.	$50 - $85	**Apply to Graduate** *The application is available on WebSIS (student.mit.edu), and generally opens a week or two before the new semester starts. Sign-up if there is a chance you will be graduating this term. It is easier to come off the list than it is to get on it.*
☐		$85	**Thesis Title Due** *you may make edits to your thesis title before this date without incurring late fees*
☐		Min. tuition charge if you finish early next term: ~$4.1K (except IAP & Summer)	**Thesis Due** *the Institute gives departments some discretion at enforcing this deadline – if you are planning a late defense, discuss with the Academic Office*
☐			**Last Day to Come Off the Degree List** *remove yourself from the degree list on WebSIS if you aren't graduating this term*

Defending and submitting your dissertation

	Timing	Task
☐	during pre-reg for your last term of regular classes	**Program Form Audit** *Schedule 15 minutes with the Academic Office for a Program Form Audit. Make sure your Program Form is up-to-date prior to the meeting:* *https://wikis.mit.edu/confluence/pages/viewpage.action?pageId=83070733*
☐	~1½ months in advance	**Defense Chair Assignment** *Ask the Academic Office who is eligible to represent ESD at your defense. Contact prospective defense chairs and invite them to chair your defense, cc: esdgrad@mit.edu. A sample email is available here:* https://wikis.mit.edu/confluence/display/ESDwiki/Dissertation+Defense+Chair
☐	~1½ months in advance	**…in parallel… Schedule Your Defense** *Select a time that will allow the majority of your committee to attend. Your Committee Chair and Thesis Supervisor (if any) must be there. Your Defense Chair must also attend. Defenses must be held on a day the Institute is open for regular business, starting no earlier than 9AM and ending no later than 6PM. Allot 2 hours for your defense. Plan on defending:* • *June graduation – by mid-May* • *September graduation – by early August* • *February graduation – by mid-January*
☐	~ 1 month in advance	**Inform the Academic Office of your Defense Time** *The Academic Office will find a room for your defense.*

† fees quoted are estimates only, and are subject to change

	Timing	Task
☐	2 weeks before defense	**Submit your Draft & Abstract for Review** • *post your thesis draft online:* *https://wikis.mit.edu/confluence/display/ESDwiki/Doctoral+Thesis+Drafts* • *email a text-based version of your abstract to idss_academic_office@mit.edu.* • *send a copy of the dissertation directly to the Defense Chair.* • *confirm that the Academic Office has sent out the announcement of your defense.* *Defenses are not official until they are public knowledge – and they must be announced, with a draft available for review, **a drop-dead minimum of 10 days** before the defense date.*
☐	1 week before defense	**Remind all VIPs, Including the Defense Chair, About Your Upcoming Defense**
☐		**Defend!** *traditions include bringing food for early-morning or early-afternoon defenses, and preparing ~10 paper copies of your presentation for attendees. The Academic Office can supply you with the copy code for the black & white copiers in E17-427.*
☐	–	**Revise** *For planning purposes, we recommend that you give yourself 2-4 weeks after you defend to make revisions. However, since this **varies widely** by candidate, your committee may be able to provide a more accurate estimate.*
☐		**Submit Your Thesis** Library thesis fees are $115†. *If you are trying to graduate early, your completion date is the date you submit your dissertation to the Academic Office. Tuition pro-ration tables are available here:* http://web.mit.edu/registrar/reg/costs/proration.html • *follow the library specifications:* http://libraries.mit.edu/archives/thesis-specs/ **include the UMI form**. *This tells the library how to index your dissertation:* http://libraries.mit.edu/archives/thesis-specs/#umi • *submit 2 unbound copies on archival paper to the Academic Office (E17-375):* http://libraries.mit.edu/archives/thesis-specs/#paper ○ *+1 extra unbound copy if you graduated from TPP (also to E17-375)* • *submit 1 electronic copy to the department:* https://wikis.mit.edu/confluence/display/ESSLounge/Final+Thesis+Submission • *and upload your thesis to DSpace:* http://thesis-dropbox.mit.edu/vireo/start
☐	by the end of term	**Complete the Doctoral Student Exit Survey** *Fill this out when you are sure you are going to graduate:* http://web.mit.edu/surveys/grad/phdexit/

Miscellaneous Considerations

☐ any changes to your program to report?
☐ any incomplete grades you need to resolve?
☐ any charges on your student account?

Have you figured out…
☐ … housing?
☐ … health insurance?
☐ … immigration and visa requirements?
☐ … student loan repayment?

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