

# Physics & Astronomy

## Defense Checklist

### Six Months Prior to Expected Defense

- 1) Consult with your Research Advisor and confirm that your thesis will be ready to defend in the allotted time.
- 2) Form your final Dissertation Defense Committee and submit your proposed committee to the Graduate Program Coordinator for review and approval of the Director of Graduate Studies, together with the anticipated semester of completion. The committee must include:
  - a) Your advisor.
  - b) Two faculty members with primary appointments in PAS (one of whom should not work in your subfield).
  - c) One faculty member with a primary appointment outside of PAS.
  - d) A chair. The chair must work outside your subfield and have a primary appointment outside of PAS, but can have a secondary appointment in PAS.
- 3) Begin to prepare your 1-hour public lecture presentation

### Four Months Prior to Expected Defense

- 4) In consultation with the Graduate Program Coordinator and your advisor, contact your thesis committee members and confirm that they will be available for your proposed defense date and time.
  - a) Plan on a 2-hour window, one hour for the presentation and one hour for the closed exam.
  - b) Be sure to avoid university holidays and other blackout dates (see the [Graduate Academic Calendar](https://www.rochester.edu/graduate-education/phd-students/phd-completion-process/#PhDcalendar) for specific dates and deadlines for your defense timeframe) <https://www.rochester.edu/graduate-education/phd-students/phd-completion-process/#PhDcalendar>
  - c) Please note that remote and hybrid defenses are permitted, but if there is an in-person component, it must take place on University of Rochester property.
  - d) The Graduate Program Coordinator will find an appropriate space, with the exception of those planning to use the LLE Coliseum.
- 5) Create an [ORCID number](#) if you do not already have one. This will be needed to create your dissertation record in [Sharepoint](#), the system that tracks the approval process leading up to the defense.
- 6) Once you have your defense date, time, and location, fill out the Defense Application and return it to the Graduate Program Coordinator. The Graduate Program Coordinator will create your record in [Sharepoint](#). A six-week window is required between submission of the pre-defense thesis to the committee and the defense date.

### **Six Weeks Before Your Confirmed Defense Date**

- 6) Submit your final pre-defense thesis to your committee with your thesis attached and a reminder about the date and time of the defense.
- 7) Copy the Graduate Program Coordinator on this email. They will help manage the thesis upload to the Sharepoint tracking system and begin the approval process timeline.
- 8) Please note that no changes may be made to the dissertation once it has been sent to the committee.

### **Day of Defense**

- 9) Print the Defense Report Form and have all committee members sign the form after your defense.
- 10) Return the form to the Graduate Program Coordinator
- 11) An alternative to this is that the Chair emails the University Graduate Education Administrator, and copies all committee members, with the report of the result of Defense.

### **Post Defense**

- 12) Follow all post-defense instructions sent via email by the Sharepoint system. This will include instructions on uploading your final corrected thesis to the ProQuest system and completing the university exit survey.
- 13) Turn in any keys to the Main Office!!!