

Dissertation Defense Checklist:

Students: Please review these instructions with your Chair

- Review the format and instructions for the dissertation in the PhD Handbook (available on our website) and on the School of Graduate Studies New Brunswick website
- As advised by your Chair, submit the dissertation draft to the committee members for feedback and approval
- After receiving Committee feedback, schedule a date for the defense
- Reserve a room for the defense through defense through Uri Yarmush (Uyarmush@ssw.rutgers.edu)
- Ask the Chair to email the Program Director (jmccoyd@ssw.rutgers.edu) with the time and date of the defense, the dissertation title, and the names of the Chair, Committee members, and title/affiliation of the outside committee member. Copy Uri Yarmush on the email.
- The dissertation defense IS PUBLIC, and students, faculty, and members of the public are invited to attend. It is important to note that the proceedings of the defense are formal and entail an examination of the student's work by the Chair and committee. The proceedings are guided and facilitated by the Chair. The Chair decides whether or not to entertain questions from the public attendees. Any food and/or celebrations should remain outside the defense space until after a vote has been taken and the defense is formally ended.
- Plan to arrive at the defense early enough to familiarize yourself with the smart classroom equipment. If you have special equipment requests, or if you have questions or problems with the equipment contact: SSWIT@ssw.rutgers.edu
- The format for the defense is guided by the Chair, but typically runs as follows: the student presents an overview of the dissertation with a focus on the primary research questions, results, and implications (about 30-40 minutes), followed by questions and discussion from the committee. Questions may then also be taken from members of the public in attendance, if the Chair elects to do so. Following the discussion, the Chair requests that the student (and any visitors) leave the room and the committee votes to 1) accept, 2) accept with minor revisions, 3) reject.