

## Procedures and Deadlines for Scheduling the Dissertation Oral Defense

The Orals Committee consists of the three readers and two additional committee members, one of whom serves as committee chair. The first reader and the committee chair must have primary appointments in the Department of Psychological & Brain Sciences. **All five committee members must be physically present at the defense.** The first reader and the student are responsible for setting the date of the Oral Examination.

AT LEAST FIVE WEEKS BEFORE THE ORALS DATE, students must:

- \_\_\_ obtain a copy of the Ph.D. Dissertation Defense Abstract Cover Sheet from the GRS web site ([www.bu.edu/cas/students/grad-resources/forms](http://www.bu.edu/cas/students/grad-resources/forms) under Graduation Requirements - Ph.D., click on the Ph.D. Graduation Calendar and Forms, then on Dissertation Defense Abstract) and submit the cover sheet with the abstract to the major professor for approval. After the major professor approves by signing the Cover Sheet, please submit a hard copy and an electronic copy of the abstract and cover sheet to Dr. Palfai ([jpalfai@bu.edu](mailto:jpalfai@bu.edu)) who will obtain approval from the Director of Graduate Studies and the Department Chairman. You may need a longer lead-in time during the summer months because faculty are often away. Please note that the abstract must be written in a clear and concise manner and must strictly follow University guidelines for formatting and word count. These guidelines are spelled out in detail in A Guide for Writers of Theses and Dissertations, which can be found on the GRS web site ([www.bu.edu/cas/students/grad-resources/forms](http://www.bu.edu/cas/students/grad-resources/forms) under Dissertation Format Requirements – Ph.D.)

AT LEAST THREE WEEKS BEFORE THE ORALS DATE, students must:

- \_\_\_ after approval and signatures are obtained from the major professor, the Director of Graduate Studies and the Chairman, the dissertation abstract along with the Ph.D. Dissertation Defense Abstract Cover Sheet is submitted to GRS, 705 Comm. Ave., Rm. 112 for review by the Dean. After your abstract has been reviewed by the GRS Dean, you will be notified as to whether or not it has been approved or if revisions are required. If revisions are required, you will need to resubmit a revised copy to GRS.
- \_\_\_ submit a draft of the dissertation to the GRS Records Officer, Martha Khan ([wellman@bu.edu](mailto:wellman@bu.edu)) for the Graduate School's format review.

AT LEAST TWO WEEKS BEFORE THE ORALS DATE, students must:

- \_\_\_ submit two copies of the approved dissertation abstract along with the Schedule of the Final Oral Exam Form available on the GRS web site ([www.bu.edu/cas/students/grad-resources/forms](http://www.bu.edu/cas/students/grad-resources/forms) under Graduation Requirements - Ph.D., click Ph.D. Graduation Calendar and Forms, then on Schedule of the Final Oral Examination) to Dr. Joanne Hebden Palfai in Rm. 149A. After approval, Dr. Palfai will forward your schedule and abstract to GRS, Rm. 112.
- \_\_\_ submit electronically one (1) invitation to the Dissertation Defense and one (1) copy of the abstract (same format as invitation to the prospectus hearing on p. 19) to Dr. Joanne Hebden Palfai ([jpalfai@bu.edu](mailto:jpalfai@bu.edu)).
- \_\_\_ submit one (1) hard copy of the full dissertation to Dr. Joanne Hebden Palfai (Rm. 149A)

The responsibility of the Orals Committee is to determine whether the candidate has presented an adequate defense of the Dissertation. Only one FAIL vote is permissible for a pass. If it is determined that a re-examination will be permitted, the Examination Committee will make recommendations regarding any necessary changes in the thesis. The Dissertation must be approved and signed by the Readers. Revisions may be requested.

Upon successful completion of the Orals Examination:

- \_\_\_ The signed Examination Report Form (obtained from the first reader) and one final signed copy of the dissertation in a black binder (available at the BU Barnes and Noble Bookstore) should be brought to Dr. Joanne Hebden Palfai (Rm. 149A).
  
- \_\_\_ Submit the final approved dissertation to the Electronic Theses and Dissertations (ETD) web site (<http://www.etsadmin.com/bu>).
  
- \_\_\_ Contact Martha Khan ([wellman@bu.edu](mailto:wellman@bu.edu), 617-353-2694) for an appointment to submit the following required materials:
  - The Dissertation Title Page
  - The Approval Page signed by your readers (Signatures on the Approval Page must be originals. Neither a proxy nor another faculty member may sign for a reader.)
  - A copy of the Abstract as it appears in the final version of the dissertation submitted to the ETD Administrator
  - Contact Information Form (This will be sent as an attachment with the notification of the dean's approval of your abstract.)
  - Library Dissertation Processing Fee: A money order from the United States Post Office in the amount of \$115.00 made payable to "Boston University." (Cost is \$1.20 and can be purchased by cash or debit card.)
  - Survey of Earned Doctorates. The deans request that all PhD students participate in the Survey of Earned Doctorates. The survey is available at this site [http://www.norc.org/PDFs/SED-FindingsSED12-13\\_fill.pdf](http://www.norc.org/PDFs/SED-FindingsSED12-13_fill.pdf). After completing the survey, please print the Completion Certificate and bring it to GRS with all of the materials listed above. If you don't want to participate in the survey, make that known at this final appointment.