

## 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 are required to attend the final oral examination. One committee member, who is not the chair of the committee or the first reader, can attend via audio/video communication during the final oral examination. 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. Schedule of Final Oral Examination with Abstract Approval cover sheet from the GRS web site (<http://www.bu.edu/cas/students/graduate/grs-forms-policies-procedures/grs-phd-forms-policies-procedures/grs-dissertation-and-graduation-procedures/>, select Schedule of Final Oral Exam with Abstract) and submit the form and the abstract to the major professor for approval. After the major professor approves the abstract by signing the form, please submit a hard copy and an electronic copy of the form to Dr. Joanne Hebden Palfai ([jpalfai@bu.edu](mailto:jpalfai@bu.edu)) who will obtain approval from the Director of Graduate Studies and the Department Chair. Students 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 the Writers of Theses and Dissertations](#).

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 Chair, the dissertation abstract along with the Ph.D. Schedule of Final Oral Examination with Abstract Approval cover sheet is submitted by Dr. Joanne Hebden Palfai to GRS, 705 Comm. Ave., Rm.112 for review by the Dean. After the abstract has been reviewed by the GRS Dean, students will be notified as to whether or not it has been approved or if revisions are required. If revisions are required, students will need to resubmit a revised copy to GRS.

\_\_ submit a draft of the dissertation emailed as a .pdf to the GRS Records Office at [grsrec@bu.edu](mailto:grsrec@bu.edu) for the Graduate School's format review.

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

\_\_ submit electronically one (1) invitation to the Dissertation Defense (same format as invitation to the prospectus hearing on p. 18) and one (1) copy of the approved abstract to Dr. Joanne Hebden Palfai ([jpalfai@bu.edu](mailto:jpalfai@bu.edu)).

\_\_ submit electronically a copy of the full dissertation to Dr. Joanne Hebden Palfai at [jpalfai@bu.edu](mailto:jpalfai@bu.edu).

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, students must:

\_\_ submit a hard copy of the signed Examination Report Form (obtained from the first reader) and signed signature page, signed by the three readers, to Dr. Joanne Hebden Palfai (Rm. 149A). The final signed copy of the dissertation should be sent electronically to Dr. Joanne Hebden Palfai at [jpalfai@bu.edu](mailto:jpalfai@bu.edu).

\_\_ submit the final approved dissertation to the Electronic Theses and Dissertations (ETD) web site (<http://www.etsadmin.com/bu>).

\_\_ submit the electronic Contact Information Form online (<http://www.bu.edu/cas/students/graduate/grs-forms-policies-procedures/grs-phd-forms-policies-procedures/grs-dissertation-and-graduation-procedures/>, Click on Final Dissertation Submission).

\_\_ submit the Dissertation Processing Fee of \$115, which can be paid online via credit card by clicking on the link provided at the Guide for Writers of Theses and Dissertations (<http://www.bu.edu/library/guide/theses/>, under Library Submission).