FINAL GRADUATION CHECKLIST

Beginning of the Final Semester

- Apply to Graduate
- Review Graduate Program Deadlines
- Review Dissertation Defense Deadlines
- Review Formatting Guide on how to draft & format your dissertation
- Review Submission Guide for information on how to submit your dissertation
- Review OPT Application instructions

Scheduling Dissertation Defense

Once your committee agrees that your dissertation is ready to be defended and a date is fixed, the following timeline of documents must be submitted to the Program Manager and accepted by the ECE department:

3 WEEKS before the defense:
- Distribute a copy of your Dissertation to all committee members
- Request for Special Service Appointment for any non-BU committee member to ecephd@bu.edu
- Book Room using 25Live or by emailing a request to eceadmin@bu.edu

*** You will be required to reschedule your defense date if you do not submit your announcement information to the office a minimum of 2 weeks before the defense date ***

2 WEEKS before the defense:
- Email Dissertation announcement to ecephd@bu.edu using the template below

Announcement Template

Title: Methods and Tools for Network Reconnaissance of IoT Devices
Presenter: Stefan Gvozdenovic
Date: Friday, February 4, 2022
Time: 8:30am to 10:00am
Location: 8 Saint Mary’s Street, Room 404/428
Advisor: Professor David Starobinski, ECE
Chair: TBA
Committee: Professor David Starobinski, ECE; Professor Gianluca Stringhini, ECE; Professor Yazicigil Kirby, Rabia, ECE; Professor Alan (Zaoxing) Liu, ECE.
Abstract:
According to IoT Analytics, the number of IoT devices world-wide will grow at an annual rate of 22% in the next four years, from about 12.3 billion today to 27.1 billion...

- Submit PhD Final Oral Examination Form to ecephd@bu.edu with digital or handwritten signatures from all committee members, and attach an abstract (text format only).

1 WEEK before the defense:
- Submit the title and signature pages to theses@bu.edu for formatting approval.

The day before your defense:
- Print at least TWO copies of the signature page to be signed by all members of your defense committee

Day of the Dissertation Defense

After your defense, your advisor and the Chair of the Defense Committee enter the committee decision, signs the Final Oral Examination form, and return it to the ECE Program Manager to record the decision with the Registrar.

After your successful defense, Collect signatures from all committee members after
- Mugar Library must receive ONE copy of the signature page with all original signatures
- The ECE Department must receive ONE copy of the signature page with all original signatures
- Plus any other copies for you/your Research Advisor

After your defense:
• **Bring ONE copy of your signature page with all original signatures to** ECE Academic Program Manager
• Follow all directions to **submit your dissertation electronically**: You must adhere to all formatting guidelines. Please consult theses@bu.edu for assistance or if you have questions.
• **Bring ONE original copy of your signature page to the Thesis/Dissertation Coordinator** theses@bu.edu to process your graduation.

**Final Format Check and Dissertation Approval**

• **Incorporate all changes** from your committee and submit them electronically by the **Graduate Program Deadlines**: NOTE: Consult the ETD Administrator for help,
• **Upload the final draft of your dissertation (PDF)** to the ETD submission website.
• **Complete the BU Doctoral Exit Survey** and the NSF Survey of Earned Doctorates (SED). Upon completion of the BU Exit Survey, there will be a link to redirect you to the NSFSED. You must send enggrad@bu.edu a copy of the SED completion certificate you receive.

**NOTE**: Both surveys must be received to officially award your degree.

**Helpful Links**

• **Thesis prep videos**: Several videos cover the ETD administrator process and formatting.
• **Microsoft Word template**: Dissertations template or Thesis template prepared by the library.
• **LaTeX**: ECE has a LaTeX template conforming with proper formatting for library submission.
• **Sample formats**: A set of samples illustrates proper submission formats.
• **Open access**: Boston University’s policy is that scholarship, including BU theses and dissertations, should be made openly accessible as soon as possible so that the benefits of research can be widely shared. This FAQ discusses factors to think about for those of you considering an embargo.