Dissertation Defense Guide

Johns Hopkins University

Psychological & Brain Sciences

Pre-Orai Exam	
	<u>6 Months Out</u> : Advisor & student communicate with Laura on target defense date and committee member <u>Due 4 Weeks Prior to Exam</u> : Schedule Oral Exam with Graduate Board via form (external examiner requests)
	<u>Due 3 Weeks Prior to Exam</u> : Schedule Oral Exam with Graduate Board via form (JHU-affiliated examiners)
	GBO determines Oral Exam Committee Chair; Laura notifies Chair & forwards related documents from GBO
	<u>Due 2 weeks prior to Exam</u> : Advisor writes Readers Letter, signs, and obtains signature of another Committee
	Member; Principal readers are responsible for submitting a written report recommending acceptance of the
	dissertation. The report should testify that the work is a significant contribution to knowledge worthy of publication
	in its present form or with appropriate modifications and that it is worthy of acceptance in partial fulfillment of the
	University requirements for the Ph.D.
	<u>Due 2 weeks prior to Exam</u> : Advisor will submit signed Readers Letter to Laura & Student to accompany copy of
	Thesis to Committee
	- Laura will provide required hard-copy to GBO and electronic copy to student
	- Laura will update student file with a copy of signed Readers Letter
	<u>Due 2 weeks prior to Exam</u> : Student submits copy of thesis and Readers Letter to all primary & alternate
	committee members
	Advisor arranges to provide champagne for post-Exam reception
	Laura orders coffee, fruit & cheese platter, water & soda for committee & post-Exam reception
	<u>Due a few days out</u> : Laura will remind primary & alternate committee about Exam via email
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Day of	Oral Exam
	Laura will prep refreshments, coffee and water for defense committee
	Laura will prep post-defense soda, champagne and fruit & cheese platter
	Laura will provide GBO Oral Exam form to Advisor for completion by the Committee Chair
	Advisor will submit completed GBO Oral Exam form to Laura, who will submit it to the GBO
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Post-Oral Exam	
	Student will make any necessary corrections to their thesis per the following:
	ETD [Electronic Thesis or Dissertation] Guide: http://guides.library.jhu.edu/etd
	Student will submit final thesis via https://etd.library.jhu.edu/
	Student will forward the ETD submission email confirmation/receipt to:
	- <u>HomewoodGradBoard@jhu.edu</u> and CC: <u>LauraD@jhu.edu</u>
	- This message MUST include the title of their dissertation typed in the body of the email with correct
	spelling and punctuation (please do NOT use all upper case letters)
	Students will not be placed on the degree candidate's listing for approval by the Graduate Board and President of the
	University until the email has been received by the appropriate Graduate Board deadline. The GBO exam, reader's letters,
	dissertation, and department certification must be completed and submitted by the following deadlines for the graduate
	student's name to be put on the Graduate Board's degree completion list. Should a student's degree requirement materials be
	received after the deadlines listed below that student's name will be added to the next semester's Graduate Board list for
	completed degrees.
	Student will complete & submit the "Application for Graduation" via ISIS Self-Serve by Grad Board Deadline
	Laura will communicate with PBS Budget Office regarding pending Termination from university support
	Laura will complete & submit the "Certificate of Completion" to the GBO
	Laura will update the "Expected to Graduate" form via GAA Sharepoint
	Student will email Laura with info on new position/department/institution, including website address and email
	address in order to maintain Graduate Alumni page [http://pbs.jhu.edu/graduate/GraduateStudentAlumni.html