



Dear Doctoral Candidates:

Congratulations! You are in the final stages of writing your thesis, and may be approaching the end of your academic career at MIT. In this document you will find information regarding thesis preparation, defense planning, and the graduation process. You will also find several forms that must be returned to the Student Office prior to your departure.

Please note the various thesis deadlines for degree candidates, as printed in the MIT academic calendar. For a copy of the academic calendar, go to:

<http://web.mit.edu/registrar/www/calendar.html>

Feel free to contact me if you have questions or concerns during this period and good luck on your thesis preparation!

Sincerely,

Suzanne Ronkin  
Academic Administrator  
Chemical Engineering Student Office  
617-353-4577  
ronkin@mit.edu

## About Your Financial Support

Please be advised that your MIT financial support (RA) will be terminated on the day after your successful thesis defense (unless you and your Research Advisor have made an alternative arrangement and informed the Student Office of this date via the Departure Form). This termination will impact you in the following ways:

1. Tuition - Your tuition charge will be prorated if you complete your defense before the end of the semester. This will result in a reduction in tuition, and a simultaneous reduction in your RA tuition credit. Both transactions will appear on your Bursar's bill, and should be equal. If you notice that the amounts are not equal, please contact Suzanne Ronkin, and/or your Student Account Representative in the MIT Student Services Center (11-120) <http://sfs.mit.edu/contact>. You should also arrange to have your bills sent to you at your new mailing address, if you still receive a paper copy of your bill.
2. Stipend - Your RA stipend will be terminated on the day after your defense (again, unless your advisor has provided an alternate date via the Departure Form). Generally speaking if you defend in the first half of a given month your end of month paycheck should simply reflect the lower amount of money.

If you are planning on doing a Post Doc at MIT please notify the Student Office as soon as possible to ensure that your funding transitions smoothly.

Questions can be directed to the following individuals:

Nicole Valente

MIT Payroll

[nvalente@mit.edu](mailto:nvalente@mit.edu)

(617) 324-0090

Suzanne Ronkin

Chemical Engineering Student Office

[ronkin@mit.edu](mailto:ronkin@mit.edu)

(617) 253-4577

# Guidelines for Thesis Completion and Defense

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1. **Beginning of the Term: Application for Advanced Degree** - An Application for Advanced Degree must be filled out online via WebSIS (<http://student.mit.edu/>) by the date indicated on the MIT Academic Calendar (<http://web.mit.edu/registrar/calendar/>), depending on which term (Fall, Spring, IAP, or Summer) the student plans to defend.
2. **At Least Four Weeks Prior to Defense: Thesis Defense Scheduling Form Approval** – The [Thesis Defense Scheduling Form](#) is used to communicate approval to the Student Office and inform the Student Office of the proposed date and time of the defense. The student should work with their thesis committee members to find and secure a suitable date and time for their thesis defense, where as many members of the thesis committee are present. The normal expectation is that all Thesis Committee Members will be present at the defense, and every effort should be made to choose a date that makes this possible. Although the date should be arrived at via committee consensus, this form only requires the approval of the research advisor(s).
3. **Four Weeks Prior to Defense: Submit Thesis Review Form** – Promptly after the Thesis Defense Scheduling Form has been approved, and four weeks prior to defense, the student must submit the electronic, online [Thesis Review Form](#) to their entire committee. This is the last and most necessary approval required to defend on the proposed date. If the committee does not submit their approval via this form, then the student must reschedule their thesis defense date. Upon submission, this form will be sent to the research advisor(s) and every thesis committee member. The thesis committee members will have two weeks to review, comment upon, and possibly suggest changes to the thesis document.
4. **After Date is Approved: Reserve a Room** – As soon as the date and time are confirmed via the Thesis Defense Scheduling Form, the student should reserve a room (see handbook, page 9).
5. **Two Weeks Prior to Defense: Thesis Review Form Approval Due** - Exactly two weeks prior to the defense date, approval of the thesis and approval to defend are required from

each committee member, via the Thesis Review Form. It is the responsibility of the student to monitor the progress of this form and remind their committee members of the deadline of this form, to ensure its timely submission.

6. **Two Weeks Prior to Defense: Technical Summary Due** – The student should email a PDF of their “technical summary” to the Student Office. The technical summary is a text-only document no longer than two pages (12 point font, 1 inch margins, single-spaced) that should describe the scope and the significance of the entire doctoral thesis. The primary audience is the Chemical Engineering Department faculty, who will be interested in a concise description of the thesis research and its most significant findings. Upon receipt of the technical summary, the Student Office will distribute it to the entire faculty in the department via an email announcement designed to generate faculty attendance at the Final Thesis Defense. All thesis committee members are expected to be present.
7. **Within Two Weeks of Defense: Secure Faculty Presider** – The thesis defense must be presided over by a faculty member who is a member of the Chemical Engineering Department but not the/a research advisor to the student. The majority of the time this falls to the ChemE, non-advisor faculty member who is a member of the thesis committee. It is the responsibility of the student, with the help of the research advisor if needed, to secure a presider for the defense in advance of the thesis defense, to ensure this requirement is met. The student must email the name of the presider to the Student Office.
8. **Day of the Defense: The Thesis Defense** - The student should plan to speak for no more than 30-40 minutes. The thesis presider (from the MIT Chemical Engineering faculty) will introduce the research advisor(s), who subsequently will introduce the candidate. The thesis presider will also be in charge of the open and closed question-and-answer sessions, which follow the candidate's presentation, culminating in the final deliberations by the faculty. The thesis presentation and first question-and-answer session are open to the public, but will be followed by a second session involving only the candidate, Thesis Committee Members, and other MIT faculty.

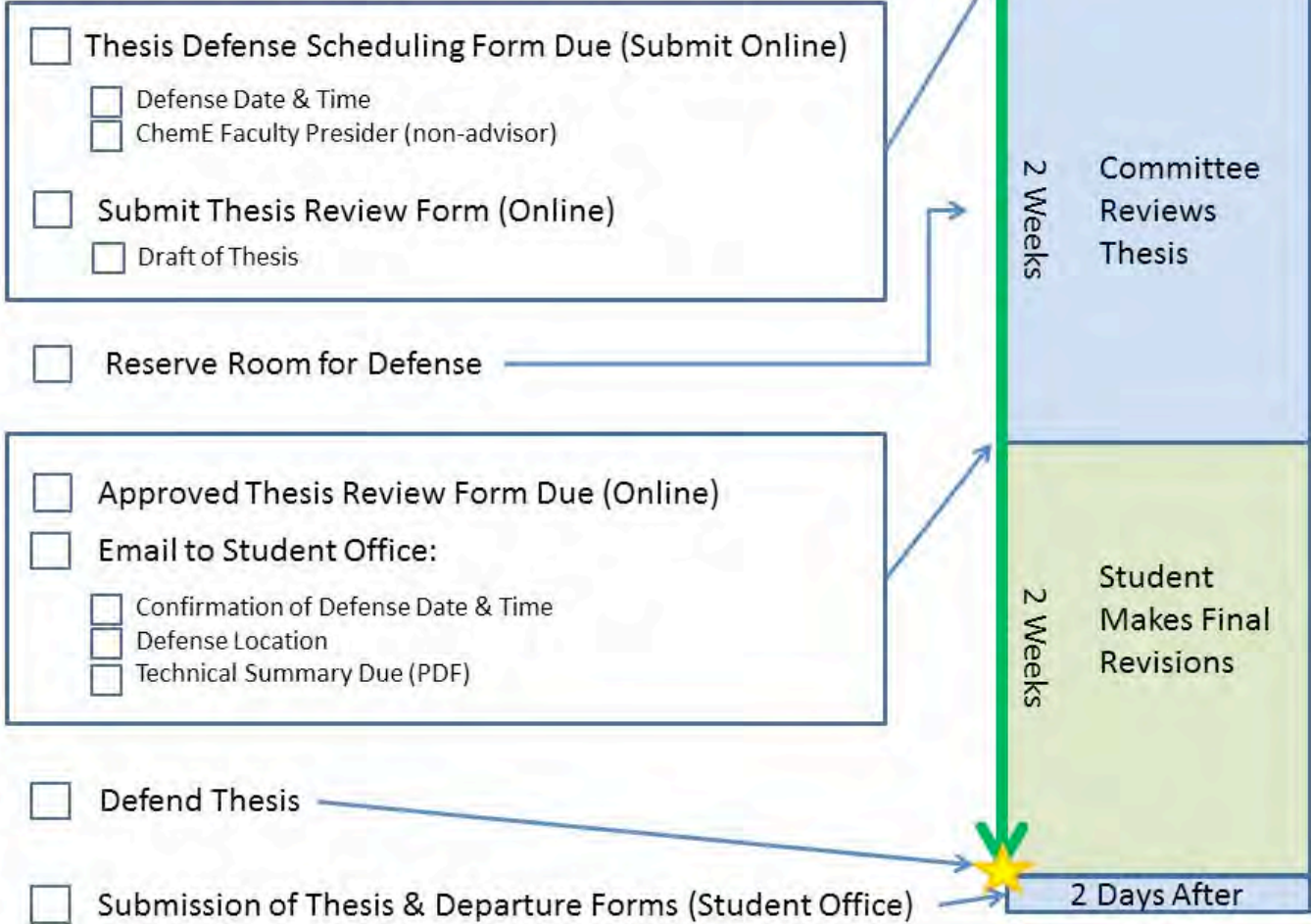
9. **Two Days After the Defense: Turn in Forms to Student Office** - Once the thesis defense is successfully completed, the student has two days to assemble the final version of the thesis document. The student should turn in to the Student Office two final copies of the thesis, and at least two title pages (on archival bond paper) signed by the research advisor(s). The final version must be printed on archival bond paper. The Final Thesis will then be distributed\* to the MIT Archives and the Engineering Library.

\*In the case of PhDCEP candidates, the final thesis will not be distributed for approval and signature until the end of the final year of the program, so that the 10.IPG Integrative Complete Project Paper can be included as a capstone chapter in the thesis document.

The student will also need to hand in the following documentation to the Student Office:

- University Microfilms Form (UMI)
- One extra copy of the Thesis Title Page (printed on normal paper)
- One extra copy of the Thesis Abstract (printed on normal paper)
- Chemical Engineering Department Departure Form
- Forwarding Address and Recruiting Questionnaire (electronic form)

## 4 Week Defense Countdown



# Departure Checklist Post Thesis Defense

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Turn in the following to the Student Office within two days after your successful defense:

## **For the Library:**

- 2 final copies of thesis, printed on archival bond paper, including the following:
  - 2 Signed title pages, printed on archival bond paper
    - Signed by you and your advisor. The Student Office will acquire the signature of the Graduate Officer on your behalf.
  - 2 Abstracts, printed on archival bond paper
- 1 extra copy of the thesis abstract
- 1 extra copy of thesis title page (unsigned)
- University Microfilms Form (UMI) [Paper Form: Download from ChemE website]

## **For You and Your Advisor (Optional):**

- Any additional copies of final thesis (printed on any paper: standard, archival bond, etc.)
  - Signed title pages for each copy
  - Abstracts for each copy
- A discretionary account number to charge binding to (cannot be a research account)

## **For the Department:**

- Departure Form [Paper Form: Download from ChemE website]
- Forwarding Address and Recruiting Questionnaire [Electronic Form: Online at ChemE website]

## **For the Institute:**

- Survey of Earned Doctorates Form [Electronic Form: Link will be emailed to you]

## **Preparation of your Thesis Copies:**

- Each copy sandwiched between two pieces of cardstock [Pick up at Student Office]
- Label printed and taped to the front of each sandwich board:
  - Name (exactly how it is spelled on your thesis and advanced degree application)
  - Thesis Title
  - Course 10
  - Month and Year you are graduating (*e.g.*, June 2014)
  - Advisor(s)
  - Number of Pages

# Important Thesis Preparation Information

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## Pagination:

The entire thesis (including title page, prefatory material, illustrations, and all appendices) must be numbered in one continuous sequence. Please do not use Roman Numerals.

## Labels:

These are for the front of the cardboard to be kept in good condition to the bindery. The labels should include:

Name-exactly how it is on your thesis and advanced degree application  
Thesis Title  
Course 10  
Month and Year you are graduating (eg. February 2015, June 2015)  
Advisor(s)  
Number of Pages

## Dedication Page:

If you decide to have a dedication page, it must come after the title page and abstract.

## Title Page:

Must come to the student office with the copies of the thesis and signed (original signatures, not copies) by the author and the author's advisor(s).

The final signature on the title page will come from the current Graduate Officer. Under the signature line, their name and titles should read:

**(Example)** Accepted by.....(Name of Current Graduate Officer)  
(Title of Current Graduate Officer)  
Chairman, Committee for Graduate Students

## Thesis Title:

If your thesis title changes from what you indicated on your Application for Advanced Degree, please officially make the change before the deadline indicated on the Academic Calendar. There will be a fine if it is done after the date. ***The title on the Advanced Degree form will be what is written in the Commencement Program.***

For more thesis formatting information, please see the MIT website at: <http://libraries.mit.edu/archives/thesis-specs/>



## BINDING OF THESIS COPIES

The Student Office will be happy to have personal copies of your theses bound. If you wish to have copies bound for yourself, advisor, family members, etc. \* please bring them in the same condition that you bring the required two copies (with front and back cardboard stock, labeled as specified above). Please note that the Student Office sends theses to be bound only three times a year – once after each degree list. Therefore, it may take longer for binding to be done through the Student Office. As soon as your bound theses are returned from the bindery to the Student Office, we will send you an email asking you to pick them up, or to request an address to ship them to. In the event that you have moved, the Department will pay to ship them to you.

If you wish to have your theses bound on your own, below is the contact info of the bindery services that we work with:

MIT CopyTech  
11-004  
(617) 253-2806

**\* Please bring a discretionary account number (not a research account), approved by your research advisor, to cover the cost of your personal binding. You may also provide a personal check for thesis binding.**

**CHEMICAL ENGINEERING DEPARTMENTAL DEPARTURE FORM**

**NAME:** \_\_\_\_\_

**ROOM NUMBER:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

1. Office and/or laboratory space is in satisfactory condition. All chemicals are under my care.

\_\_\_\_\_ Research Advisor(s)

2. Final Date of Support by Research Advisor: \_\_\_\_\_

Research Advisor's Initials: \_\_\_\_\_

3. Laboratory space is in satisfactory condition:

a) All chemicals (whether the bottles are opened or unopened), all wastes, and all samples must either be removed from your laboratory and properly disposed of, or someone else (your advisor, another student, or lab mate) must sign this form indicating that he/she accepts all chemicals, wastes and samples left in your laboratory.

b) Boxes, junk, etc. have been discarded.

c) Laboratory is orderly and clean

\_\_\_\_\_  
Gerald Hughes (66-371, Ext. 52995, or ghughes@mit.edu)  
or Brian Smith (66-471, Ext. 36238, or bssmith@mit.edu)

4. All keys and materials borrowed from the Chemical Engineering Department have been returned. Yes \_\_\_\_ No \_\_\_\_ \*

\_\_\_\_\_  
**Group Administrative Assistant**

5. Returned Credit Card: \_\_\_\_\_

**Group Administrative Assistant**

**\*Keys are not being returned at this time because student is staying in the department for \_\_\_\_ months as \_\_\_\_\_ (postdoc or on voucher payroll) working with Prof. \_\_\_\_\_.**