Spring 2018

THESIS DEFENSE AND SUBMISSION
SPRING 2018
DEGREE CONFERRAL TIMELINE

- Register for Spring semester
- Deadline to submit Application for degree (ESTHER): **FEBRUARY 2**

- Last day to submit a thesis defense announcement:
  - Doctoral: **April 6**
  - Master’s: **April 13**

- Deadline to submit thesis to GPS: **FRIDAY, APRIL 20 AT NOON**

- Registration for Doctoral Convocation, Advanced Degrees’ Convocation, & Doctoral Luncheon:
  - **March 1 – April 13**

- Doctoral Convocation, Advanced Degrees’ Convocation, & Doctoral Brunch:
  - **May 11 – 12**
DEGREE CONFERRAL DEADLINES

MAY 2018

Application for Degree due:
FEBRUARY 2, 2018

Submit Thesis to GPS by:
FRIDAY, APRIL 20, 2018 at NOON

AUGUST 2018

Application for degree due:
JUNE 29, 2018

DECEMBER 2018

Application for degree due:
OCTOBER 26, 2018

Submit Thesis to GPS by:
FRIDAY, AUGUST 10, 2018 at NOON

Submit thesis to GPS by:
FRIDAY, NOVEMBER 30, 2018 at NOON
THESIS DEFENSE CHECKLIST

PRE-DEFENSE

6 MONTHS BEFORE YOUR DEFENSE
☐ Confirm with advisor that you are ready to defend
☐ **International students:** Contact OISS for OPT information

3 MONTHS BEFORE YOUR DEFENSE
☐ Schedule a thesis defense date with your committee
☐ Contact your graduate coordinator about your defense

1 MONTH BEFORE YOUR DEFENSE
☐ Confirm that your Approval of Candidacy form is up-to-date
☐ Reserve a room for your defense

2 WEEKS BEFORE YOUR DEFENSE
☐ Send a copy of thesis to committee members and to your graduate coordinator
☐ Submit your defense announcement at [events.rice.edu/rgs/](http://events.rice.edu/rgs/)
1. Create an account at thesis.rice.edu

2. Upload the following ONLINE:
   - Signed “Approval of Candidacy” form
   - Defended version of thesis

3. Complete ONLINE Thesis Submission:
   - Final version of thesis w/ signed title page
   - Signed “Approval of Candidacy” form
   - Certificate from Survey of Earned Doctorates (Doctoral only)

4. Submit the following hard copies to GPS:
   - Original signed “Approval of Candidacy” form
   - Two signed, original thesis title pages

Please note, as of January 2, 2018 the Thesis Submission Process Fee has been eliminated and the ProQuest/UMI Agreement Form is no longer required.
YOU ARE **REQUIRED** TO BE ENROLLED DURING THE SEMESTER IN WHICH YOU DEFEND

- There is no academic requirement to register in the semester following your defense. However, some students may need to do so in order to maintain their stipend and/or visa status.
- If you do not plan to enroll at any time following your defense, you must apply for your degree via Esther to maintain your library privileges until your degree is awarded.
- If you would not otherwise be enrolled but need to maintain VPN (the Rice Computer Network from off campus) access between your defense and submitting your thesis, please contact the Office of Graduate and Postdoctoral Studies by e-mail to register for the zero credit hour DSRT 999 course.

SUBMIT YOUR APPLICATION FOR DEGREE TO THE REGISTRAR

- Instructions can be found at [https://registrar.rice.edu/students/degree_apply/](https://registrar.rice.edu/students/degree_apply/)
- **DEADLINES:**
  - May 2018 conferral: February 2, 2018
  - August 2018 conferral: June 29, 2018
  - December 2018 conferral: October 26, 2018

INTERNATIONAL STUDENTS: PLEASE, CONTACT OISS FOR OPT INFORMATION (OPT PROCESS TAKES ~3 MONTHS).
1. CONFIRM WITH ADVISOR THAT YOU ARE READY TO DEFEND
   – The defense should be scheduled by the student after consultation with the thesis advisor, who agrees that the thesis is completed and ready to be defended

2. SCHEDULE A THESIS DEFENSE DATE WITH YOUR COMMITTEE
   – Coordinating a date, time, and locations can be challenging. Contact your committee as soon as possible!
   – All members of the thesis committee must be physically present for the oral defense.
   – If a committee member cannot be physically present, a petition to video conference (Skype) a committee member must be approved by GPS prior to your defense. Advisors should make a request at http://graduate.rice.edu/videoconference.

3. CONTACT YOUR GRADUATE COORDINATOR REGARDING YOUR PLANS TO DEFEND

4. RESERVE A ROOM FOR YOUR DEFENSE
5. PROVIDE A COPY OF YOUR THESIS TO YOUR COMMITTEE MEMBERS AND YOUR GRADUATE COORDINATOR
   – Submit a minimum of 2 weeks (14 calendar days) before your thesis defense

6. SUBMIT YOUR DEFENSE ANNOUNCEMENT AT EVENTS.RICE.EDU/RGS/
   – Remember that it is mandatory for you to post your defense
   – Doctoral students: minimum 2 weeks before defense (14 calendar days)
   – Master’s students: minimum 1 week before defense (7 calendar days)

7. CONFIRM THAT YOUR APPROVAL OF CANDIDACY FORM IS UP-TO-DATE
   – The Original Approval of Candidacy Form (initials in the top right corner in red) will be sent to the department office as soon as GPS receives the defense announcement.
   – If your thesis committee has changed since you achieved candidacy, the candidacy form must be revised prior to your defense.
   – Contact your graduate coordinator for help making corrections to your Approval of Candidacy form.
PROCEDURE FOR REVISION OF THESIS COMMITTEE

The thesis committee which hears the oral defense must be the same as the committee on the Candidacy Approval form. If a change to your thesis committee is needed, please contact your department coordinator prior to your defense.

All changes must be approved by the department chair and Graduate & Postdoctoral Studies prior to the oral defense.

If the student requires a change in the thesis committee-
- take a copy of OR the original candidacy form and make the changes desired or write a memo with the student's name, degree of candidacy, and new committee.
- have the Chair of the department, the Chair of the graduate committee, or the Director of Graduate Studies sign the candidacy form (this signature indicates approval of the department for this change).
- the graduate coordinator will then submit the revision to Graduate & Postdoctoral Studies
- Graduate & Postdoctoral Studies will revise the thesis committee and send you back the revision.
On the day of your defense, bring the following pages for your committee members to sign.

**ORIGINAL APPROVAL OF CANDIDACY FORM**

**APPROVAL OF CANDIDACY FOR THE DOCTORAL DEGREE**

Date: July 19, 2014

The candidacy of Bridgitt Dickey (ID # S81234567) Department of Liberal Arts, for the Doctor of Philosophy degree, is hereby approved. A timeline for defense of theses is located in the General Announcements.

The Thesis Committee hereby appointed is:

- Kate Cross (Chair)
- Kiri Kilpatrick
- Sherry Vanderslice

The student's responsibilities relating to the oral defense are:

1. Notify the examination. You must be prepared to answer your defense.
2. Submit in writing three (3) weeks prior to the oral examination, a detailed outline of the thesis defense.
3. Submit in writing three (3) weeks prior to the oral examination, a detailed outline of the thesis defense.
4. Submit in writing three (3) weeks prior to the oral examination, a detailed outline of the thesis defense.
5. Submit in writing three (3) weeks prior to the oral examination, a detailed outline of the thesis defense.
6. Submit in writing three (3) weeks prior to the oral examination, a detailed outline of the thesis defense.
7. Submit in writing three (3) weeks prior to the oral examination, a detailed outline of the thesis defense.
8. Submit in writing three (3) weeks prior to the oral examination, a detailed outline of the thesis defense.
9. Submit in writing three (3) weeks prior to the oral examination, a detailed outline of the thesis defense.
10. Submit in writing three (3) weeks prior to the oral examination, a detailed outline of the thesis defense.

Additional responsibilities of the candidate are located in the thesis instructions and in the Rice General Announcements.

**THESIS TITLE PAGE – 2 COPIES**

**Rice University**

**Liturgy for the Magdalene**

by

Bridgitt Calvino Dickey

A THESIS SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE DEGREE

Doctor of Philosophy

**APPROVED, THESIS COMMITTEE:**

Kate Cross, Professor, Chair
Liberal Arts

Kiri Kilpatrick, Associate Professor
Liberal Arts

Sherry Vanderslice, Professor
Scientific Studies
On the day of your defense, bring the following pages for your committee members to sign.

**ORIGINAL APPROVAL OF CANDIDACY FORM**

- Members of your committee must sign the form signifying that you have passed the oral portion of the defense.
- The *Original Approval of Candidacy Form* (initials in the top right corner in red) will be sent to the department office as soon as GPS receives the defense announcement.
- If your thesis committee has changed since you achieved candidacy, the candidacy form must be revised *prior* to your defense.
- Contact your graduate coordinator for help regarding to your Approval of Candidacy form.
DEFENSE DAY

On the day of your defense, bring the following pages for your committee members to sign.

- 2 title pages with *original signatures* must be submitted with the final thesis.
- Bring 2 copies of your title page for committee signatures to your defense to avoid tracking down your committee for signatures at the time of submission.
- **TIP:** *If extensive corrections are needed,* you can often get most of the signatures at the defense and your advisor can sign after the corrections are made. Alternatively, your graduate coordinator can hold the signed title sheets until you are ready to submit your thesis to GPS.

**THESIS TITLE PAGE – 2 COPIES**

Rice University

Liturgy for the Magdalene

by

Bridgitt Galeyne Dickey

A THESIS SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE DEGREE

Doctor of Philosophy

APPROVED, THESIS COMMITTEE:

Kate Crook, Professor, Chair

Liberal Arts

Roni Kilpatrick, Associate Professor

Liberal Arts

Sherry Velderman, Professor

Scientific Studies
AFTER YOU HAVE PASSED YOUR DEFENSE...

WITHIN 1 WEEK (7 CALENDAR DAYS):

1. CREATE AN ACCOUNT ON THESIS.RICE.EDU
   - See slides 14-23 for how to use the online thesis submission website.

2. UPLOAD THE FOLLOWING DOCUMENTS ONLINE:
   - Defended version of your thesis
     • This is the version of your thesis prior to committee revisions
     • This is your “Primary Document”
   - Approval of Candidacy form
     • Must be *signed and dated* by the thesis committee (scanned PDF)
     • Upload as an “Administrative File”
   - At this point, you do not need to turn anything in person to GPS
WITHIN 6 MONTHS:

3. UPLOAD AND SUBMIT THE FOLLOWING DOCUMENTS ONLINE:

   – PRIMARY DOCUMENT: Final version of your thesis w/ signed title page
     • You must include your *signed* title page.
     • For assistance combining the signed and scanned title page to the PDF of your thesis, please see this site or contact the Digital Media Center.

   – SUPPLEMENTAL FILES:
     • These are optional and may include non-PDF materials that complement your thesis. These files will be made public once your thesis is published.

   – ADMINISTRATIVE FILES:
     • Original Approval of Candidacy – signed and dated by thesis committee
     • Survey of Earned Doctorates Certificate [DOCTORAL ONLY]
     • PLEASE NOTE, AS OF JANUARY 2, 2018 the Thesis Submission Process Fee has been eliminated and the scanned copy of the ProQuest/UMI Agreement Form is no longer required.

***All files must be uploaded before the final submission of documents to GPS***
WITHIN 6 MONTHS:

4. TURN IN THE FOLLOWING HARD COPIES DIRECTLY TO GPS:
   - Original signed Approval of Candidacy form
   - Two signed, original copies of thesis title page

***All files must be uploaded before the final submission of documents to GPS***
1. All files must be PDFs
2. Within a week of your defense, log onto http://thesis.rice.edu and click “Start your submission”
3. Log-in with your Rice NetID and password
4. If this is your first time logging in, click “Start a new submission”. If you have already uploaded your defended thesis and Original Candidacy Form click “Continue”
HOW TO USE THE THESIS SUBMISSION WEBSITE

VERIFY YOUR INFORMATION

Make sure to enter a non-Rice permanent email address.
HOW TO USE THE THESIS SUBMISSION WEBSITE

READ AND AGREE TO THE LICENSE AGREEMENT

License Agreement

You must agree to the non-exclusive license below in order to continue:

I understand that it is my responsibility to submit my completed thesis/dissertation following the guidelines for the preparation of theses and dissertations produced by the office of Graduate & Postdoctoral Studies at Rice University (http://graduate.rice.edu/thesis).

If it is determined by ProQuest or University Microfilms, Inc. that pages are missing or mis-numbered, margins are inadequate, or that any other irregularities exist, I understand that distribution of the thesis may not be handled by ProQuest/UMI. If corrections are made, then the process of publishing the thesis will continue. However, if the corrections are not made, there will be no official copy maintained by ProQuest/UMI. Neither Rice University nor the Fondren Library has responsibility for the accuracy or completeness of the thesis/dissertation.

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I understand that once the Work is submitted, a bibliographic citation to the Work can remain visible in perpetuity, even if the Work is updated or removed.

I understand that the Work’s copyright owner(s) will continue to own copyright outside these non-exclusive granted rights.

I warrant that:

1) I am the copyright owner of the Work, or
2) I am one of the copyright owners and have permission from the other owners to submit the Work, or
3) My Institution or Department is the copyright owner and I have permission to submit the Work, or
4) Another party is the copyright owner and I have permission to submit the Work.

Based on this, I further warrant to my knowledge:

1) The Work does not infringe any copyright, patent, or trade secrets of any third party,
2) The Work does not contain any libelous matter, nor invade the privacy of any person or third party, and
3) That no right in the Work has been sold, mortgaged, or otherwise disposed of, and is free from all claims.

I agree to hold my Institution, Department, and their agents harmless for any liability arising from any breach of the above warranties or any claim of intellectual property infringement arising from the exercise of these non-exclusive granted rights.

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UMI Publication

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- Restrictions. ProQuest/UMI will use commercially reasonable efforts to restrict the distribution of the Work as provided under the publishing option selected by Author or as later elected by Author through direct contact with ProQuest/UMI. Such election is subject to Author’s Degree Granting Institution Directives (see below). With respect to restrictions requested after submission of the Work, Author acknowledges that ProQuest/UMI cannot recall or amend previously distributed versions of the Work. Refer to Guide 5 and Guide 4 for information about access and restrictions.

- Removal of Work from the Program. ProQuest/UMI may elect not to distribute the Work if it believes that all necessary rights of third parties have not been secured. Refer to Guide 5 for information about copyright and your dissertation or thesis. If Author’s degree is rescinded, and the degree-granting institution so directs, ProQuest/UMI will expunge the Work from its publishing program in accordance with its then current publishing policies.

- Degree Granting Institution Directives. Author is solely responsible for any conflict between policies and directions of Author’s degree-granting institution. Author’s choice of publishing model, and/or any restriction Author places on the use of the Work. For the avoidance of doubt, ProQuest/UMI is not responsible for access to the Work that is provided by Author’s degree-granting institution through its library or institutional repository. Author must work directly with Author’s degree-granting institution to ensure application of any restrictions to access relating to the Work by Author’s degree-granting institution.

Copyright and Deposit with the Library of Congress. At Author’s option, as indicated in the Register U.S. Copyright screen of the online submission process, and upon payment of the applicable fee, ProQuest/UMI will submit an application for registration of Author’s copyright in the Work in Author’s name. In addition, regardless of whether copyright registration of the Work is sought, ProQuest/UMI may make a copy of the Work available to the Library of Congress in digital, microform or other format as required by the Library of Congress.

Delivery of the Work. Author shall provide to ProQuest/UMI the Work and all necessary supporting documents during the online submission process, according to Guide 1: Preparing Your Manuscript for Submission.

Rights Verification. Author represents and warrants that Author is the copyright holder of the Work and has obtained all necessary rights to permit ProQuest/UMI to reproduce and distribute third party materials contained in any part of the Work, including all necessary licenses for any non-public, third party software necessary to access, display, and run or print the Work. Author is solely responsible and will indemnify ProQuest/UMI for any third party claims related to the Work as submitted for publication.

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Traditional Publishing. ProQuest/UMI may exercise the rights granted under Section I above including through the sale of individual copies of the Work in tangible or electronic media and/or as part of electronic databases and reference products or services.

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Same committee members as on your signed Approval of Candidacy form
If any part of your thesis has been previously published, click the box. If you require an embargo on the publishing of your thesis, have your advisor fill out an Embargo Request at [http://graduate.rice.edu/embargo](http://graduate.rice.edu/embargo) and check the appropriate box.

*Note: You should discuss an embargo with your advisor in advance of thesis submission.*
UPLOAD YOUR THESIS AS THE PRIMARY DOCUMENT

• One week after your defense, upload the defended version of your thesis
• After you have completed your corrections, you will upload your FINAL version as the Primary Document again.
• The defended version of your thesis will be archived after you upload your final version.

*NOTE: Primary files are visible to the public unless an embargo is requested*
HOW TO USE THE THESIS SUBMISSION WEBSITE

UPLOADING YOUR FILES

ADDITIONAL DOCUMENTS TO UPLOAD:

- **SUPPLEMENTAL FILES:**
  - These are optional and may include non-PDF materials that complement your thesis. These files will be made public once your thesis is published.

- **ADMINISTRATIVE FILES***:
  - Original Approval of Candidacy – signed and dated by thesis committee
  - **Survey of Earned Doctorates Certificate** [DOCTORAL ONLY]
  - **PLEASE NOTE, AS OF JANUARY 2, 2018 the Thesis Submission Process Fee has been eliminated and the ProQuest/UMI Agreement Form is no longer required.**

*Note: Each of these documents should be uploaded as separate files, NOT combined into one PDF document.
HOW TO USE THE THESIS SUBMISSION WEBSITE

ADMINISTRATIVE FILES

ORIGINAL APPROVAL OF CANDIDACY

APPROVAL OF CANDIDACY FOR THE DOCTORAL DEGREE

Date: July 19, 2014
Approved: 1

The candidacy of Brigitte Dieker, (ID # 581243487) Department of Liberal Arts, for the Doctor of Philosophy degree, is hereby approved. A timeline for defense of thesis is located in the General Announcements.

The Thesis Committee hereby appointed is:
   a) Kate C. Cross (Chair)
   b) Keri Kilpatrick
   c) Sherry Vanderhee

******************************************************************************

[Signature]
[Signature]

The student’s responsibilities relating to the oral defense are:

[1] Select the examination. You must be registered the semester you defend.
[2] The Council Administrator has no impact on the examination’s date, time, and place.
[3] You must register for the oral defense at least two weeks prior to the announced examination date. Examinations are held on the second two weeks of the first week of the month for North America and the second two weeks of the second week of the first week of the month for Southern Hemisphere.
[4] You must register for the oral defense at least one week prior to the announced examination.

Additional responsibilities for the candidates are outlined in the thesis instruction manual in the Office of Graduate Studies.

[Signature] [Signature]
[Signature]
[Signature]

SURVEY OF EARNED DOCTORATES CERTIFICATE
[DOCTORAL ONLY]

Certificate of Completion
of the
Survey of Earned Doctorates Questionnaire

This certifies that Brigitte Dieker, a student at Rice University, has completed the Survey of Earned Doctorates on 1/28/2015.

Confirmation Code: 11111A99

[Signature]
FINAL STEP

TURN IN THE FOLLOWING HARD COPIES TO GPS

Original signed Approval of Candidacy form
Two signed, original copies of thesis title page

***All files must be uploaded before the final submission of documents to GPS***
QUESTIONS?
SUGGESTIONS?
We appreciate your feedback!
Email graduate@rice.edu