Spring 2017

THESIS DEFENSE AND SUBMISSION

RICE GPS
Graduate and Postdoctoral Studies
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<th>January</th>
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<td>Register for Spring semester</td>
<td>Deadline to submit Application for degree (ESTHER): <strong>FEBRUARY 24TH</strong></td>
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| | | | | | | Last day to submit a thesis defense announcement:  
  - Doctoral: **April 7th**  
  - Master’s: **April 14th**  
| | | | | | | Deadline to submit thesis to GPS: **FRIDAY, APRIL 21ST AT NOON** |
| | | | | | | Doctoral Convocation, Advanced Degrees’ Convocation, & Doctoral Brunch:  
  - **May 12th – 13th** |
DEGREE CONFERRAL DEADLINES

MAY 2017

Application for Degree due: FEBRUARY 24, 2017
Submit Thesis to GPS by: FRIDAY, APRIL 21, 2017 at NOON

AUGUST 2017
Application for degree due: JUNE 30, 2017
Submit Thesis to GPS by: FRIDAY, AUGUST 11, 2017 at NOON

DECEMBER 2017
Application for degree due: OCTOBER 27, 2017
Submit thesis to GPS by: FRIDAY, DECEMBER 1, 2017 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 department
- Submit your defense announcement at [events.rice.edu/rgs/](http://events.rice.edu/rgs/)
DEFEND YOUR THESIS

1 WEEK AFTER YOUR DEFENSE

POST-DEFENSE

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
   - ProQuest/UMI Agreement form
   - Certificate from Survey of Earned Doctorates (Doctoral only)
   - Thesis Submission Fee Receipt

4. Submit the following hard copies to GPS:
   - Original signed “Approval of Candidacy” form
   - Two signed, original thesis title pages
   - Signed ProQuest/UMI Agreement form
   - Copy of thesis abstract
THE SEMESTER OF YOUR DEFENSE…

• **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 ONLINE IN ESTHER**
  – May 2017 conferral: February 24, 2017
  – August 2017 conferral: August 11, 2017
  – December 2016 conferral: October 27, 2017

• **INTERNATIONAL STUDENTS: PLEASE, CONTACT OISS FOR OPT INFORMATION (OPT PROCESS TAKES ~3 MONTHS).**
SCHEDULING YOUR DEFENSE

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 DEPARTMENT
   – 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 Bridgett Dickey (ID # 581234567) 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:

a) Kate Cross (Chair)
b) Kiri Kilpatrick
c) Sherry Vandervisck

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

1. Submit the dissertation for approval to the student advisor and advisor's advisor.
2. Submit the oral defense schedule for the student advisor's approval.
3. Submit the oral defense schedule to the office of Graduate Studies.
4. Submit the oral defense schedule to the dean of the college of graduate studies.
5. Submit the oral defense schedule to the college of graduate studies.

If all of the information listed on this form is correct, I certify the following information.

Thesis Title: (PLEASE TYPE OR PRINT LEGIBLY)
Liturgy for the Magdalene

REPORT OF THE THESIS COMMITTEE:

The date of the oral defense of this thesis was January 16, 2015.

The committee hereby certifies that the candidate passed.

(a) [Signature]
(b) [Signature]
(c) [Signature]

Remarks:

GRADUATE OFFICE RECORD

Thesis Accepted: Date:
DEFENSE DAY

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**

![Thesis Title Page]

Rice University

Liturgy for the Magdalene

by

Bridgett Coleyne Dickey

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

Doctor of Philosophy

[Signatures]

APPROVED, THESIS COMMITTEE:

Kara Creek, Professor, Chair
Liberal Arts

Kari Kilpatrick, Associate Professor
Liberal Arts

Sherry Vickers, Professor
Scientific Studies
AFTER YOU HAVE PASSED YOUR DEFENSE...

WITHIN 1 WEEK (7 CALENDAR DAYS):

1. CREATE AN ACCOUNT ON [THESIS.RICE.EDU](http://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
     • ProQuest/UMI Agreement Form
     • Survey of Earned Doctorates Certificate [DOCTORAL ONLY]
     • Thesis Submission Fee Receipt

***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
   - Signed ProQuest/UMI Agreement form
   - Copy of thesis abstract

***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”
VERIFY YOUR INFORMATION

Make sure to enter a non-Rice permanent email address.
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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.

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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.

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**Note:** You should discuss an embargo with your advisor in advance of thesis submission.
HOW TO USE THE THESIS SUBMISSION WEBSITE

UPLOADING YOUR FILES

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.

*primary files are visible to the public unless an embargo is requested*
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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
  - ProQuest/UMI Agreement Form
  - Survey of Earned Doctorates Certificate [DOCTORAL ONLY]
  - Thesis Submission Fee Receipt

*Note: Each of these documents should be uploaded as separate files, NOT combined into one PDF document.
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