THESIS DEFENSE AND SUBMISSION
DEFEND YOUR THESIS

☐ Bring "Approval of Candidacy" form for Committee signatures
☐ You may also bring 2 copies of your title page for Committee signatures.

POST-DEFENSE

☐ Create an account at thesis.rice.edu

☐ Upload the following ONLINE:
  • Signed “Approval of Candidacy” form
  • Defended version of thesis

☐ Complete the Survey of Earned Doctorates and create a PDF of the certificate. (Doctoral only)
  Link: https://sed-ncses.org/GradDateRouter.aspx

☐ Return to thesis.rice.edu and upload the following documents:
  • Final version of thesis w/ signed title page
  • Signed “Approval of Candidacy” form
  • Certificate from Survey of Earned Doctorates (Doctoral only)

☐ [FINAL STEP] 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.
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 TO THE REGISTRAR
  – Instructions and deadlines can be found at [https://registrar.rice.edu/students/degree_apply/](https://registrar.rice.edu/students/degree_apply/)

• **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
BEFORE YOU DEFEND...

5. PROVIDE A COPY OF YOUR THESIS TO YOUR COMMITTEE MEMBERS AND YOUR GRADUATE COORDINATOR
   - **Doctoral students:** Submit a minimum of 2 weeks (14 calendar days) before your thesis defense
   - **Master’s students:** Submit a minimum of 1 week (7 calendar days) before your thesis defense

6. SUBMIT YOUR DEFENSE ANNOUNCEMENT AT [EVENTS.RICE.EDU/RGS/](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](https://example.com) (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.
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 via the online document submission system
- 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**

**THESIS TITLE PAGE – 2 COPIES**
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.
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. Complete the Survey of Earned Doctorates and create a PDF of certificate (Doctoral Only).

4. UPLOAD AND SUBMIT THE FOLLOWING DOCUMENTS ONLINE at thesis.rice.edu:

   – PRIMARY DOCUMENT: Re-upload the final version of your thesis w/ signed title page as your primary document.
     • 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
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 warrant that:

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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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- 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 3 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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Acknowledgement: I have read, understand and agree to this ProQuest/UMI Agreement, including all rights and restrictions included within the publishing option that I have chosen.

I am requesting that ProQuest provide additional free non-exclusive distribution via the ProQuest Dissertations & Theses Database (PQDT), which reaches 3,000 universities with over 200 million searches annually, and supports discovery through major subject and discipline indexes (GoFinder, MLA, MathSciNet, PsyInfo, etc). I also will be eligible for a royalty based upon sales of my full-text work. More information is available here.
DOCUMENT INFORMATION

How to use the thesis submission website

Document Information

* Title: Thesis Title - same as signed title page

* Degree Date: May 2015

* Defense Date: 04/17/2015

* Abstract: Provide the abstract of your document. You can use Unicode characters, if your computer supports them.

* Keywords: Keyword 1; Keyword 2; You can enter multiple keywords. Use a semicolon to separate the entries.

* Subjects: Primary:
  Engineering, Chemical

  Additional:
  Engineering, Biomedical

  ...choose (optional)

* Language: English

Your Committee

First Name MI Last Name
First Name MI Last Name
First Name MI Last Name
First Name MI Last Name

Add Additional Members

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*:
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*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

SURVEY OF EARNED DOCTORATES CERTIFICATE [DOCTORAL ONLY]
FINAL STEP

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QUESTIONS?
SUGGESTIONS?

We appreciate your feedback!
Email graduate@rice.edu