

CHECKLIST FOR FINAL DEFENSE/FINAL PRESENTATION IN BME FOR MS/ME/PHD DEGREES

When planning your MS or PhD defense/final presentation, please start thinking about this early and follow this handy checklist. Also, please consult with the Graduate School Checklists as well: <http://gsnb.rutgers.edu/academics/how-apply-degrees>

6 to 12 months before your tentative final defense/presentation:

- Send Larry your committee members to double-check composition requirements
- Check the graduate school deadline dates: http://gsnb.rutgers.edu/degree_deadlines.php3
- Meet with your committee and agree on a timeline based on deadline dates above
- Review your transcript and make sure nothing is missing/incorrect (i.e. grades/transfer courses)
- Check with Larry Stromberg that you have met (or will meet) course/research credit requirements
- Review "Guidelines For Using Prior Works" on BME website
- Start looking for a job, if you haven't been already!

2 to 3 months before your final defense/presentation:

- PhD/MS Only:** Attend a Thesis Workshop at the Graduate School: <http://gsnb.rutgers.edu/resources/thesis-and-dissertation-workshops> (EXTREMELY recommended)
- Review again the "Guidelines For Using Prior Works" on BME website
- PhD Only:** Send Larry your "Outside Member" name, mailing address, phone and email for approval
- Finalize the date and time with your committee and contact Larry for a BME room for the defense/presentation
- Continue looking for a job

At least three (3) weeks before the final defense/presentation:

- MS/ME Only:** Pick up a Master's Candidacy Form from Larry or get it here: <http://gsnb.rutgers.edu/candidacy-masters-degrees-form>
- PhD Only:** Pick up your Candidacy Form from the Graduate School
- Notify Larry of your Defense/Presentation information so a flyer can be made to notify the BME community:
 - 1) Title of Thesis/Dissertation/Presentation
 - 2) Advisor and committee names
 - 3) Date, Time and Place of Defense/Presentation (Ask Larry for a room if needed...see above)
 - 4) Brief Abstract

Two (2) weeks before your final defense/presentation:

- Submit your final thesis/dissertation/presentation to your committee for review
- Fill out a Diploma Application [online](#). Make sure to fill out the diploma application before the deadlines listed here: http://gsnb.rutgers.edu/degree_deadlines.php3

On day of your final defense/presentation:

- Bring Candidacy Form
- Bring Black Pen
- MS/PhD Only:** Title page for the thesis/dissertation for your committee to sign (black ink only)

After your final defense/presentation:

- Have your committee sign your Candidacy Form
- MS/PhD Only:** Follow Committee suggestions for revisions (if any) to written thesis/dissertation
- Re-review "Guidelines For Using Prior Works" on BME website and BME Sakai Text Submission site
- MS/PhD Only:** Follow Sakai BME Text Submission Site instructions for uploading your thesis/dissertation to the program for checking (**at least one week** before any applicable Graduate School Due Dates). Notify Dr. Freeman that it has been submitted.
- MS/PhD Only:** Once approved and checked on Sakai, Dr. Freeman will sign the Candidacy Form as BME Graduate Program Director
- ME Only:** Once approved by your committee, Dr. Freeman will sign the Candidacy Form as BME Graduate Program Director
- ME Only:** Bring completed form to the Graduate School at 25 Bishop Place, CAC
- MS/PhD Only:** Submit Candidacy Form and bring one (1) original title page (Bond paper preferred but regular paper is ok; with signatures in black ink only) to the Graduate School, and three (3) extra copies of the title page and abstract (photocopies are acceptable) by the degree deadline date
- MS/PhD Only:** Follow Graduate School Checklist for instruction to do the Publishing/Copyright Agreement
Print out the signature pages and bring to Barbara Sirman in the GSNB (**MS and PhD only**)
- MS/PhD Only:** Upload and submit your dissertation [electronically](#) to the Rutgers Electronic Thesis/Dissertation site AFTER checking with Barbara Sirman
- Follow any other instructions as indicated additionally on the Graduate School Checklists!**
- Fill out the BME Exit Survey indicating non-RU email address. Ask Larry for it or get it here: <https://bme.rutgers.edu/sites/default/files/uploads/GraduateSurvey2018-fillable.pdf>

Notification will come from the Graduate School that you have completed requirements and are ready for a diploma depending on when you submit your thesis/forms (Official Rutgers degree dates occur only for October, January or May)

From BME, good luck in all your future scientific/personal endeavors!