



Ph.D. Dissertation - General Information

Ph.D. Dissertation and Defense Scheduling

- A Ph.D. Dissertation is required of every candidate for a doctoral degree.
- Doctoral dissertation research is conducted by the student under the supervision of the Ph.D. Advisor and Ph.D. Committee, and the results obtained are described in a written Ph.D. Dissertation and defended in a final public oral examination.
- Graduate School requires registration for at least 12 hours of ME 8000 – Doctoral Dissertation. Once enrolled in ME 8000, the student must be enrolled in this course every semester until the completion of his/her Ph.D. studies.
- It is the student's responsibility to coordinate with the Ph.D. Committee to schedule the Ph.D. Dissertation Defense. In particular, he/she should send the committee members a reminder several days before the defense date.
- Last minute changes of Ph.D. Committee members are not be allowed.
- The Dissertation must be provided to every member of the Ph.D. Committee at least two weeks prior to the Defense.
- The Ph.D. Dissertation format must follow the Graduate School guidelines published on the Graduate School website:
<http://www.depts.ttu.edu/gradschool/forms/Doctoral%20Oral%20Defense%20Guidlines.pdf>
- The Graduate School's Defense Notification Form is due at least 3 weeks prior to the student's defense date, but no later than the Defense Notification deadline set by the Academic Calendar.
- The required Defense Notification Form is available on the Graduate School Website
http://www.depts.ttu.edu/gradschool/academic/docs/defNOTIFICATION2016_VFinal.pdf
- An announcement of the Defense must be given to the Department two weeks in advance. The announcement must include the following information:
 - title of the Dissertation
 - student name
 - name of the Ph.D. Advisor
 - abstract
 - date, time, and location of the Defense
- The announcement should be prepared using the ME Defense Announcement Template and submitted to Rene Fuentes at Rene.Fuentes@ttu.edu in the pdf format. This announcement will be sent to all faculty and graduate students. Please note that the Graduate School requires a separate notification.
- The Defense should take place prior to the defense deadline during the semester of graduation.
 - Students who do not complete the Dissertation Defense by the deadline will not be able to graduate that term and will need to enroll in the following semester.

Ph.D. Defense

- The public oral presentation of the results of the student's dissertation research is followed by questions asked by the general audience and student's Ph.D. Committee.

- The Defense continues in closed session in which the Ph.D. Committee members ask the student detailed questions related both to the research performed and the general area of the Ph.D. Dissertation.
- The Graduate School requires that Graduate Dean's Representative, appointed by the Graduate School, observe the Ph.D. Dissertation Defense. The student should provide a copy of the Dissertation to the Representative at least a week before the Defense.
 - The Representative is present during the entire Defense; he/she may ask questions during the exam.
- The outcome of the Ph.D. Defense is communicated to the student after the Ph.D. Committee deliberations (in which the student is not participating).
- To report the outcome of the Defense, an Oral Defense and Thesis Dissertation Approval Form needs to be completed and signed by the Ph.D. Committee. The Chair will submit a copy to Graduate School. The form is available at:
<http://www.depts.ttu.edu/gradschool/academic/docs/Oral-Exam-and-Thesis-Dissertation-Approval-Form.pdf>
- A copy of the Oral Defense and Thesis Dissertation Approval Form also needs to be submitted to Rene Fuentes at Rene.Fuentes@ttu.edu.
- The Representative reports on the conduct of the examination using the Report Form available on the Graduate School Website:
<http://www.depts.ttu.edu/gradschool/media/Deans%20Representative%20Report.pdf>.
- The student must submit his/her Ph.D. Dissertation in PDF format to the ETD (Electronic Thesis Dissertation) website within two weeks of the Defense or no later than Graduate School's submission deadline. The student should use the link for ETD submission:
<http://www.depts.ttu.edu/gradschool/academic/etd.php>
- Once the final and properly formatted Ph.D. Dissertation is received by Graduate School, the Chair of the student's Ph.D. Committee is sent an email from Vireo/TDL account with a link to approve the student's Dissertation documents. The Chair will need to approve the document through this link in order for the Graduate School to process the student's graduation.

Additional Graduate School Regulations

For additional details please refer to the Graduate School and their website:

http://www.depts.ttu.edu/gradschool/academic/etd_info.php

*If any links provided in this document do not work, please notify the Mechanical Engineering Graduate Program Office.