# GRADUATION CHECKLIST

*Deadlines and responsibilities for graduating doctoral students of Course 20, Biological Engineering at MIT*

## ▼ T-6+ MONTHS

- ☐ Plan-to-defend meeting
- ☐ Check that you've met all program requirements (*begradhandbook.mit.edu/mission*)
- ☐ Online Websis degree application (check institute/grade deadlines)(1)
- ☐ Agree on defense date
- ☐ Register for 20.THG (48 units for fall/spring, 24 for summer)
- ☐ Reserve space/time for defense (2)

## ▼ T-1-6 MONTHS

- ☐ Finish up project(s)
- ☐ Write manuscript(s) if applicable
- ☐ For International Students: Apply for OPT if needed
- ☐ Start Job search
- ☐ Write Thesis

## ▼ T-2-4 WEEKS

- ☐ Submit Thesis Dissertation to Committee (3)
- ☐ Submit Thesis Verification Form to Committee(4)
- ☐ Committee returns Form to BE Academic Office within 2 weeks

## ▼ T-1-2 WEEKS

- ☐ Send Sue: Date, time, Zoom link, Title, Name, Abstract, Committee (stylized as prof. X Y (thesis committee chair/advisor), professorship title, institution.)
- ☐ Remind Chair to run post-defense meeting and report results and form to *be-grad-office@mit.edu*
- ☐ Identify (Zoom) moderator with Chair (someone on Committee)

## ▼ T-1 WEEK

- ☐ Sue sends initial announcement ~1 week before defense and day before
- ☐ Prepare and practice your presentation

## ▼ THESIS DEFENSE

- ☐ Chair reviews protocol for questions with all attendees
- ☐ Present your defense ~45 min
- ☐ Answer questions
- ☐ Attend closed post-defense session with committee
- ☐ Leave meeting for committee to deliberate
- ☐ Wait to be invited back to discuss results. Need majority yes vote

## ▼ AFTER DEFENSE

- ☐ Return completed Oral Examination Form to BE Academic Office (within 2 weeks) (*4*)
- ☐ Complete any Thesis revisions. No official form to verify these were completed.
- ☐ Submit thesis with BE Academic Office (*4*) and UMI form from MIT Libraries(*5*)
- ☐ Receive receipt for Thesis Submission from BE Academic Office(*7*)
- ☐ Pay MIT Libraries Thesis Fee (Added to your MITPAY account)
- ☐ Complete online Graduate Exit Survey

MIT **BE**
BIOLOGICAL ENGINEERING

# NOTES

(1) At websis.mit.edu > For Students > On-line Degree Application.
Institute deadlines listed in table and here:
https://registrar.mit.edu/graduation/spring-degree-dates-deadlines/
other-degree-dates-deadlines

| Degree List | Deadline | Late Deadline ($85 fee) |
|---|---|---|
| June | February | May |
| September | June | August |
| February | September | January |

(2) If defending remotely, get Zoom link. If reserving a space,
BE classrooms can be booked through the Academic Office,
other spaces through the Registrar's office (classrooms.mit.edu).
You will want to do this early, especially for popular spaces that book
months in advance.

(3) You want to submit your Thesis to the Committee at least 2 weeks
before the scheduled defense date. They have 2 weeks to review the
Thesis and return the form to BE Academic Office with their approval.
If they approve, the defense may proceed. If not, the defense needs
to be rescheduled.

(4) Thesis Verification From and Oral Examination Form can be found at
https://begradhandbook.mit.edu/appendix-and-forms/

(5) Information about the outline, formatting, submission, and
storage of the Thesis is available from MIT Libraries.
https://libraries.mit.edu/distinctive-collections/thesis-specs/

(6) Due to COVID, printing your thesis is temporarily not required.
Double check this**** Normally, submit two unbound copies of
Written Thesis Dissertation to the BE Academic Office (16-267),
printed on acid-neutral paper, with the following:
- A title page including original signatures of: the Student, the Advisor,
and the Graduate Program Chair.
- A second page with a list of all Thesis Committee members who voted
in favor of the student's defense
- A completed UMI form for MIT Libraries

(7) IMPORTANT: Once the thesis is submitted, the student has officially
graduated, and their student status is terminated

# ZOOM DEFENSE TIPS

- Start early, check that slides are being shared the way you want them to, video works, etc. Check out this page for more information https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen-

- Ask your committee to show up a bit early if possible.

- Have a waiting room set up. This way no one will be around when you're checking your slides, and you can use it to facilitate the closed session as well.

- You don't necessarily have to have a separate meeting for the closed one, you can kick people out at the end and lock the meeting so no one new can join. Then the host can put you in a waiting room and invite you back at the end.

- Have someone take screenshots of the participant list/gallery view while you are presenting, so you know who attended your defense.

- Asking questions through audio is great, just have people wait until they're called on to ask questions.

- Try to have a second screen so you can see the audience and don't feel like you're talking to yourself as much. Make sure you don't lose eye contact too much by looking at the other screen.

- Mute all participants upon joining and until Q&A.

- If participants ask questions by using the chatroom, read them out prior to answering them.

- Encourage audience to ask questions through audio, for better feedback.

- Dress professionally as you would in a physical defense.

- Be aware of your background at home.

- Choose a location as quiet as possible and with a good internet connection.

- It is OK to use headphones or earbuds.

- Do not share any private information-your defense is public.