



Dear Doctoral Candidates:

Congratulations! You are in the final stages of writing your thesis and may be approaching the end of your academic career at MIT. In this document you will find information regarding thesis preparation, defense planning, and the graduation process. You will find several forms that must be returned to the Academic Office prior to your departure.

Please note the various thesis deadlines for degree candidates, as printed in the MIT academic calendar. For a copy of the academic calendar, go to: <https://registrar.mit.edu/calendar>

Feel free to contact me if you have questions or concerns during this period and good luck on your thesis preparation!

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(617) 452- 2162
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About Your Financial Support

Please be advised that your MIT financial support (RA) will be terminated two days after your successful thesis defense unless you and your Research Advisor have made an alternative arrangement and informed the Academic Office of this date via the Departure Form. This termination will impact you in the following ways:

1. **Tuition:** Your tuition charge will be prorated if you complete your thesis defense before the end of the semester. This will result in a reduction in tuition, and a simultaneous reduction in your RA tuition credit. Both transactions will appear on your Bursar's bill and should be equal. If your appointment is ended before the end of the semester then there will be a tuition shortfall that will be covered by your PI. If you have any questions about tuition shortfall or if you notice that the amounts are not equal, please contact Melanie Charette, and/ or your Student Account Representative in the MIT Student Services Center (11-20) <http://sfs.mit.edu/contact>. You should also arrange to have your bills sent at your new mailing address, if you still receive a paper copy of your bill.
2. **Stipend:** Your RA stipend will be terminated two days after your defense unless your advisor has provided an alternate date via the Departure Form. If you defend in the first half of a given month your end of month paycheck should reflect the lower amount of money.

If you are planning on doing a Post Doc at MIT, please notify the Academic Office as soon as possible to ensure that your funding transitions smoothly.

Questions can be directed to the following individuals:

Nicole Valente
MIT Payroll
nvalente@mit.edu
(617) 324-0090

Melanie Charette
Chemical Engineering Academic Office
melaniec@mit.edu
(617) 253-4577

Guidelines for Thesis Completion and Defense

1. Beginning of the Term: Application for Advanced Degree: An application for Advanced Degree must be filled out online via WebSIS <http://student.mit.edu/> by the date indicated on the MIT Academic Calendar <http://web.mit.edu/registrar/calendar/>, depending on which term (Fall, Spring, IAP, or Summer) the student plans to defend.
2. At least Four Weeks Prior to Defense: Thesis Defense Scheduling Approval: The student must submit the Thesis Defense Scheduling Form online on ChemE Grad Student Milestones. The Thesis Defense Scheduling Form is used to communicate approval to the Academic Office and inform the Academic Office of the proposed date and time of the defense. The student should work with their thesis committee members to find and secure a suitable date and time for their thesis defense, so that as many members of the committee are present. All Thesis Committee Members should be present at the defense, and every effort should be made to choose a date that makes this possible. Although the date should be arrived at via committee consensus, this form only requires the approval of the research advisor(s).
3. Four Weeks Prior to Defense: Submit Thesis Review Form: After the Thesis Defense Scheduling Form has been approved, and four weeks prior to defense, the student must submit the Thesis Review Form online on ChemE Grad Student Milestones. If the committee does not submit their approval via this form, the student must reschedule their thesis defense date. Upon submission, this form will be sent to the research advisor(s) and every committee member. The thesis committee members will have two weeks to review, comment upon, and possibly suggest changes to the thesis document.
4. After Date is Approved: Reserve a Room: As soon as the date and time are confirmed via the Thesis Defense Scheduling Form, the student should reserve a room for a two-hour period (see handbook, page 34).
5. Two Weeks Prior to Defense: Thesis Review Form Approval Due: Exactly two weeks prior the defense date, approval of the thesis and approval to defend are required from each committee member, via the Thesis Review Form. It is the responsibility of the student to monitor the program of this form and remind their committee members of the deadline of this form, to ensure its timely submission.
6. Two Weeks Prior to Defense: Submit Technical Summary & Details of Defense to Student Office: The Student should email a PDF of their Technical Summary to the Academic Office. The technical Summary is a text-only document no longer than two-pages (12-point font, 1-inch margins, single-spaced) that should describe the scope and the significance of the entire doctoral thesis. The primary audience is the Chemical Engineering Department faculty, who will be interested in a concise description of the thesis research and its most significant findings. Upon receipt of the technical summary, the Academic Office will distribute it to the department via an email announcement

designed to generate attendance at the Final Thesis Defense. All thesis committee members are expected to be present.

Furthermore, students should also send the following information to the Academic office: the date and time of the thesis defense, the presider of the thesis defense (see below), the room number of the thesis defense (if in person or hybrid). The Student is responsible for scheduling the zoom meeting if they plan on defending virtually or hybrid. Nevertheless, please inform the Academic Office whether you plan on defending in person, virtually, or hybrid.

7. Within Two Weeks of Defense: Secure Faculty Presider: The thesis defense must be presided over by a faculty member who is a member of the Chemical Engineering Department but not the research advisor to the student. The majority of the time this falls to the ChemE, non-advisor faculty member who is a member of the thesis committee. It is the responsibility of the student, with the help of the research advisor if needed, to secure a presider for the defense in advance of the thesis defense, to ensure this requirement is met. The student must email the name of the presider to the Academic Office.
8. Day of the Defense: The Thesis Defense: The Student should plan to speak for no more than 30-40 minutes. The thesis presider from the MIT Chemical Engineering faculty will introduce the research advisor (s), who subsequently will introduce the candidate. The thesis presider will also be in charge of the open and close question-and-answer sessions, which follow the candidate's presentation, culminating in the final deliberations by the faculty. The thesis presentation and first questions-and-answer session are open to the public but will be followed by a second session involving only the candidate, Thesis Committee Members, and other MIT faculty.
9. Two Days After the Defense: Turn in Forms to Academic Office: Once the thesis defense is successfully completed, the student has two days to assemble their three thesis documents. The student should email the three thesis PDF documents, (1) a separate title page signed by the student and the student's advisor with the correct conferral date, (2) the student's thesis, with an unsigned title page, (3) a signed departure form, to the Academic Office. Then, the Final thesis will then be distributed* to the MIT Archives and the Engineering Library.

* In the case of PhDCEP candidates, the final thesis will not be distributed for approval and signature until the end of the final year of the program, so that the 10.IGP Integrative Complete Project Paper can be included as a capstone chapter in the thesis document.

The Student will need to email the following documentation in PDF format to the Academic Office. Furthermore, the three thesis documents must be named according to the following scheme: authorLastName-kerb-degree-dept-year-type_other.ext.

Example:

- Departure Form PDF: sweeney-vsweeney-phd-cheme-2024-departureform.pdf
- Signature Page PDF: sweeney-vsweeney-phd-cheme-2024-sig.pdf
- Thesis PDF: sweeney-vsweeney-phd-cheme-2024-thesis.pdf

4 Week Defense Countdown

Four Weeks Prior to Thesis Defense: Committee Reviews Thesis

- Thesis Defense Scheduling Form Due (Submit Online)
 - Defense Date & Time
 - Chemical Engineering Faculty Presider
- Submit Thesis Review Form Online
 - Draft of Thesis
- Reserve Room for Defense

Two Weeks Prior to Thesis Defense: Student Makes Final Revisions

- Approval Thesis Review Form Due (Submit Online)
- Email Academic Office
 - Confirmation of Date & Time
 - Technical Summary
 - Name of Thesis Defense Presider
 - Defense Location
 - Zoom Meeting Link & Password (if applicable)

Day of Thesis Defense:

- Defend Your Thesis

Two Days Following Thesis Defense:

- Submit Thesis Documents, Departure Form to Academic Office, and Forwarding Address and Recruiting Questionnaire on Graduate Student Milestones

Departure Checklist Post Thesis Defense

Turn in the following to the Academic Office and Complete forms online within two days after your successful defense:

For the Library:

- Signature Page PDF document: sweeney-vsweeney-phd-cheme-2024-sig.pdf
- Thesis PDF document: sweeney-vsweeney-phd-cheme-2024-thesis.pdf

For the Department:

- Departure Form PDF document: sweeney-vsweeney-phd-cheme-2024-departureform.pdf
- Forwarding Address and Recruiting Questionnaire online on Graduate Student Milestones

Important Thesis Preparation Information

Pagination:

The entire thesis (including title page, prefatory material, illustrations, and all appendices) must be numbered in one continuous sequence. Please do not use Roman Numerals.

Dedication Page:

If you decide to have a dedication page, it must come after the title page and abstract.

Title Page:

The final signature on the title page will come from the Graduate Officer, Professor Hadley D. Sikes. Under the signature line, her name and titles should read:

Accepted by..... Hadley D. Sikes
Willard Henry Dow Professor in Chemical Engineering
Graduate Officer

Thesis Title:

*If your thesis title changes from what you indicated on your Application for Advanced Degree, please officially make the change before the deadline indicated on the Academic Calendar. There will be a fine if it is done after the date. The title on the Advanced Degree form will be what is written in the Commencement Program. For more thesis formatting information, please see the MIT website at:
<http://libraries.mit.edu/archives/thesis-specs/>*

**CHEMICAL ENGINEERING DEPARTMENT
PHD/SCD/PHDCEP/MS STUDENT DEPARTURE FORM**

NAME: _____

ROOM NUMBER: _____

PHONE NUMBER: _____

DATE: _____

1. Office and/or laboratory space is in satisfactory condition. All chemicals are under my care.
_____ Research Advisor(s)

2. Final Date of Support by Research Advisor: _____

Research Advisor's Initials: _____

3. Laboratory space is in satisfactory condition:

a) All chemicals (whether the bottles are opened or unopened), all wastes, and all samples must either be removed from your laboratory and properly disposed of, or someone else (your advisor, another student, or lab mate) must sign this form indicating that he/she accepts all chemicals, wastes and samples left in your laboratory.

b) Boxes, junk, etc. have been discarded.

c) Laboratory is orderly and clean

Chris Monaco (room 66-371, monacoc@mit.edu)
or Brian Smith (66-471, 3-6238, or bssmith@mit.edu)

4. All keys and materials borrowed from the Chemical Engineering Department have been returned.
Yes ____ No ____*

Group Administrative Assistant

5. Returned Credit Card: _____

Group Administrative Assistant

***Keys are not being returned at this time because student is staying in the department for ____ months as _____ (postdoc or on voucher payroll) working with Prof. _____.**