

Gevirtz School Dissertation Defense Guidelines/Timeline

The first 30-45 minutes of all dissertation defenses will be open to the public. After the public session, the defense will continue with just the student and committee. This committee session will be between 1 and 2 hours.

Student responsibilities

4 weeks prior to defense

PhD candidates must book a room for their defense with Veronica in SAO (veronicamunoz@education.ucsb.edu) (as ED BLDG rooms large enough to fit some audience reserve more quickly). The room should be booked for 3 hours.

2 weeks prior to defense

The candidate sends full dissertation to committee members.

The candidate must send the following to Communications Director George Yatchisin (george@education.ucsb.edu), so he can create a flyer to post for the event, add it to the GGSE Google calendar, and share info on social media:

- 1) title of the dissertation (may be tentative)
- 2) day, date, time, location of the event
- 3) abstract written for a general audience (avoid jargon)
- 4) a bio, written in third person, 150 words or less (student may opt to use their bio on the Current Student webpage)
- 5) one Tweetable finding from the research (280 characters or less)
- 6) a headshot (if one is needed, ask to set up a photo with George).

Day of defense

Candidate brings all necessary forms for committee to sign.

Candidate presents 30-45 minute presentation suitable for a public audience of faculty and graduate students who may not be in your specialization.

Upon the conclusion of the defense, and assuming all is satisfactory, the student's advisor or a committee member lets the Communications Director know and a photo of the new doctor (short of commencement) with their committee will be taken.

After dissertation is filed

After the student completes their revisions and actually files the dissertation, they should inform the Communications Director, for at that time the photo from the defense will be posted on social media with hearty congratulations from the school.