

Getting your defense done right!

This checklist will help you plan a defense at SIO. For a thesis-specific checklist, look on p. 57 of the Office of Graduate Studies' thesis information:

https://grad.ucsd.edu/_files/academics/BlueBook%202017-18%20updated%204.13.18.pdf

As soon as you have a timeline in mind (1 year to 6 months before your defense):

You do not have to wait until you have a specific month or date in mind, even hopes of defending by a certain time is sufficient to start discussing the logistics of graduation. The SIO Graduate Office prefers knowing early to better advise you.

- Both your primary advisor and upper campus committee member must be physically present during your defense - start asking about your committee members' schedules (vacations, sabbatical, field work) early.
- Contact the SIO Graduate Office to discuss funding, paperwork, and health insurance options. Examples of aspects to think about:
 - In order to receive health coverage and receive a salary/stipend during the quarter you defend, you need to be enrolled as a full-time student.
 - **Depending on your funding source, receiving a stipend for part of the quarter only may threaten your eligibility for fee remission.** Make sure to discuss your timeline with the SIO Graduate Office.
 - If you do not enroll during the quarter you defend, you will be required to pay a filing fee (\$250). **You will not earn a stipend or receive health coverage during that quarter**, except if you defend in the Spring as your health coverage will extend through the summer.
 - You may, however, purchase [UC Ship coverage for the quarter immediately following the last quarter you were registered in](#) (cost as of Spring 2019: ~\$1203).
 - International students should be wary of visa stipulations regarding their status as a student, listed program length, and OPT timelines. Contact the International Students and Programs Office with any questions.
- Attend or request slides from Gilbert's defense presentation.
- If you obtained a Master's degree from SIO and want your PhD in another field, let the SIO Graduate Office know so that a change of major request can be started. This requires a six-step approval process!
- Contact the co-authors on all of your chapters and have them sign a letter of permission.** These letters only require an e-signature, but they need to be included in the dissertation.

- ❑ **Note that your advisor signs a letter that is addressed to the Dean of Graduate Studies.** See page ~45 in the submission guidelines online. https://grad.ucsd.edu/_files/academics/BlueBook%202017-18%20updated%204.13.18.pdf
- ❑ If you have published one or more of your chapters, contact the journal to make sure that it is permissible for you to publish the paper in your thesis. They may specify certain wording for the acknowledgments. This does not need to be included in your formatted document but should be done to cover your bases.
- ❑ When you are formatting your thesis, take into account the official UCSD thesis formatting guidelines, which can be found at http://grad.ucsd.edu/_files/academics/BlueBook%202017-18%20updated%204.13.18.pdf
 - ❑ If you know LaTeX, there is an unofficial template that is maintained by the Computer Science Department. Use at your own risk. This can be found at <https://github.com/ucsd-thesis/ucsd-thesis>
 - ❑ If you have already published one of your chapters, the easiest way to include it is to reformat it using LaTeX—you cannot simply paste the PDF in without formatting issues.
- ❑ Look at the calendars for the venues you have in mind, this might help you narrow down dates with your committee:
 - **Sumner (Scripps Venue)** Please contact Bibiana Kurta for availability and reserving.
 - **Forum (Scripps Venue)**
<https://scripps.ucsd.edu/about/venues/seaside-forum/event-calendar>
The demand on the forum is high, plan well in advance for this venue, i.e. as much as 6 months in advance. Rental fees are waived for defenses scheduled to start by 10am at the latest. Defenses can be scheduled later in the day for a \$500 fee.
 - **Martin Johnson House (Scripps Venue)**
<https://scripps.ucsd.edu/about/venues/martin-johnson-house/event-calendar>
 - To book **Munk 303**, you need to contact mrivas@ucsd.edu
 - To book **Hubbs 4500**, please contact bio-facility@sio.ucsd.edu and check availability at <https://scripps.ucsd.edu/resources-and-facilities/conference-rooms/hubbs-hall-4500>
 - Other venues for defenses include **Vaughan Hall 101, Eckart Lecture Hall 227, and Eckart Sea Cave**. You can check availability at: <https://scripps.ucsd.edu/education/current/student-spaces> and book the rooms by contacting roomreservations@sio.ucsd.edu.

When you have a date (6 months to 2 months before your defense):

- Book a room - best to look into rooms early to know if it will be difficult to find availability at the time of year you plan to defend.
- Book Surfside - the department can ask other events in Surfside to relocate if you inform them of a conflict early, defense celebrations tend to have priority.
 - Information on booking Surfside:
<https://scripps.ucsd.edu/education/guide/space-at-scripps#reservingsurfside>
 - Make sure to read the requirements for alcohol permits, which must be done 3 weeks in advance. When in doubt, assign 2+ people for alcohol distribution duties and plan to bring lots of non-alcoholic drinks. See Tim Debold for advice.
- Contact the SIO Graduate Office if you have not done so already.
- Schedule your preliminary and final appointments with the Office of Graduate Studies <https://gradforms.ucsd.edu/calendar/> - plan 1 or 2 weeks between your defense and final appointment; the SIO Graduate Office will need time to get your paperwork signed by the chair.
- Make sure your permanent address is correct on TritonLink and At Your Service Portal as this is where you will receive your degree and other communications after leaving UCSD.
- If you intend on requesting your student records from student health, do so while you are still enrolled as it is free for students.

At least 4 weeks before your defense:

- Provide a draft of your thesis to your committee.
- Ask Gilbert Bretado to circulate an announcement to all-at-sio@ucsd.edu

At least 3 weeks before your defense:

- Obtain a liquor permit for your celebration
- Contact the SIO Graduate Office if you have not done so already - staff need a minimum of three weeks notice.
- If you will be in a time crunch after your defense, make sure someone in the department will be available to sign your paperwork - ask about their calendars.

Two weeks before your defense:

- Confirm that Gilbert Bretado circulated an announcement to all-at-sio@ucsd.edu

A week before your defense:

- Obtain a parking permit for committee members who request them - these can be picked up in the SIO Graduate Office.
- Attend your preliminary appointment. Before your appointment, you will receive an email about uploading your thesis and filling out a survey. You can bring your permission letters to this appointment or your final appointment.
- Pick up the forms that your committee will sign from Gilbert the day before your defense.

Immediately after your defense:

- Bring your paperwork to the SIO Graduate Office - staff will need 1-2 weeks to get it signed by the chair, unless prior arrangements have been made. This includes the Title Page of your thesis and the Final Report form.
- Schedule a final appointment with the Office of Graduate Students and bring all of your paperwork, including the forms that your committee members signed.

Final appointment

- Dissertation and all paperwork **must be filed by the specified deadline to earn a degree for that quarter. Double-check!**

Additional information

- Cameras are available from the SIO Graduate Student Office if you want to record your talk.
- We are hoping to come up with guidelines on how best to live stream your defense; stay tuned!
- Commencement: Check for emails from the Chancellor or Gilbert, or visit <https://commencement.ucsd.edu/> for general information or <https://gradlife.ucsd.edu/events/commencement/index.html> for information from the graduate division.
 - To be eligible to participate in commencement, you must fulfill your degree requirements by the end of summer quarter (September 7 for 2019)
 - In 2019, the deadline to register for commencement was May 22.
 - SIO typically has its own ceremony for Masters and Ph.D. graduates on Friday in the Forum around 15:30-16:30 (may vary during different years).

- You need to register separately for the SIO ceremony. Typically, an email will come from Gilbert or Olivia in May with a Google form for graduating.
- FAQs for the SIO ceremony can be found on the Scripps Day website: <https://scripps.ucsd.edu/scrippsday>
- The Graduate Division has a commencement ceremony on Saturday from 12:30-14:30 in the RIMAC Arena.
- You can order a cap and gown from the UCSD bookstore.