

Preparation and Procedures for PH.D. Defense **(Checklist & Overview / Religion Department)**

This document outlines steps in preparation for and scheduling the Final Public Oral (FPO) Examination of your Ph.D. thesis. You should start this process at least three months before your anticipated defense date.

I. Preparations

1. Pick a date and time in consultation with your adviser and the Degree Deadlines below*
2. Confirm your **principal readers and examiners** and receive approval by all persons who are to attend the defense. Include the Director of Graduate Studies (DGS).

Remember:

- a. If you wish to include **external readers and/or examiners**, please submit their CV to flo.fues@princeton.edu for review and Graduate School approval.
 - b. You must have at least **two principal readers** and **three principal examiners**. At least two of the examiners cannot have also served as readers of the dissertation.
 - c. At least one reader must be a current faculty member from the student's **home department**. A student's adviser cannot serve as a reader (department rule).
 - d. All readers and examiners must be approved to serve in **graduate advisory role** (see [website](#) for details).
 - e. **Remote participation** requires approval by the Graduate School, and at least two examiners must be present in person.
3. Check with your Graduate Administrator (flo.fues@princeton.edu) for any conflict with the department calendar and room availability.
 4. When looking for a date give yourself at the very least 3 months to complete the process from start to finish. Keep that in mind, especially if you are pressed to receive your degree by a specific date. For up to date information and degree deadlines, please visit: <https://gradschool.princeton.edu/academics/degrees-requirements/advanced-degree-application-process/degree-deadlines>
- ➔ The following process must be done to meet the specific degree deadline date you choose:
- a. You must have submitted your Advanced Degree Application
 - b. You must have successfully **defended** your dissertation
 - c. All paperwork must be completed and signed (as noted in the section "Following the FPO" below)

➔ For additional information on the FPO process and formatting requirements, please see:

[Advanced Degree Application Process \(Graduate School\)](#)

[Ph.D. Dissertations Submission Guidelines \(Mudd Library\)](#)

[Dissertation Formatting Requirements \(PDF, Mudd Library\)](#)

[Sample Title Page \(PDF, Graduate School\)](#)

➔ **Please note:** If you are serving as an *Assistant-in-Instruction (AI)* in the semester that you are defending the dissertation, consult with your department about the FPO date to ensure that you may remain enrolled and eligible to serve as an AI through the end of the term. Enrollment continues only through the end of the month in which a student's FPO is held. Any exceptions must be discussed with Academic Affairs in the Graduate School.

II. Begin of FPO application process

1. A PDF *final copy of your Dissertation* is due to the department at least 21 days before the defense date.
2. A completed *Advanced Degree Application* must be submitted by the student electronically 21 days prior to the proposed Ph.D. defense date. This online Advanced Degree Application can be accessed via [TigerHub](#) and is completed by the student. If applicable, discuss the need to embargo the dissertation with your advisor.

Your *Advanced Degree Application* must contain the following:

- a. Title Page of the Dissertation (The correct degree award date, the month and year only of the appropriate Board of Trustees Meeting, must appear at the bottom of the title)
 - b. A copy of the abstract (350 words or less).
 - c. Ph.D. Dissertation Embargo Request and Approval form (if applicable). This request must be submitted electronically as part of the advanced Degree Application.
 - d. Prior Presentation and Publication form (if applicable). This form is submitted electronically as part of the advanced Degree Application.
3. **Reader Reports:** Readers should submit their reports (pdf format) about 18 days prior to the scheduled defense to flo.fues@princeton.edu – GPA will upload them before submitting your application to the Graduate School.

At least two reader reports are required, and at least one of the readers must be a faculty member in the candidate's home department. Additional readers may be assigned by the department. External Readers (outside PU) must receive prior approval by the Graduate School prior to completion of the Advanced Degree Application. Please email flo.fues@princeton.edu for questions regarding reader eligibility, approval process and CV submittal (A CV is required for all external readers prior to approval and is uploaded alongside the reader report).

4. An announcement of your FPO Examination must be visible in the department for at least three days prior to the date of the defense. The memo will be available once the advanced degree application has successfully passed the deans' approval. **The GPA will post this notice and send an email to the entire department.**

III. Day of FPO

Defend!

IV. Following the FPO

Before submitting final paperwork to the Graduate School, graduate students must take the following steps:

- Submit dissertation PDF to Princeton's [ProQuest ETD site](#), paying any applicable publishing and copyright fees (the Graduate School requires traditional or open access publication and does not allow publication restrictions).
- Complete the [Survey of Earned Doctorates](#) (hard copy of the "Certificate of Completion" page of the SED).
- Complete the [Exit Survey](#) (hard copy of the "Confirmation of Completion" page must be submitted).
- Complete the checkout process for students departing the University in [TigerHub](#).

Once all actions are complete, graduate students must log in to [TigerHub](#) to complete the submission of the final paperwork process. All final paperwork is normally submitted immediately following the successful completion of the FPO examination, but in no case later than two weeks after the defense or by the degree deadline, whichever comes first.

→ **Beginning with the April 2022 degree list and moving forward, most Ph.D. students will not be required to submit a printed bound copy of the dissertation to the Mudd Manuscript Library.** Students who have removed content from the PDF version of the dissertation to avoid copyright infringement are still required to submit a bound copy to the library with all content included. This unredacted, bound version of the dissertation must be formatted according to the [Dissertation Formatting Guidelines](#), and delivered by hand, mail, or delivery service to the Mudd Manuscript Library by the degree date deadline in order to be placed on the degree list. Address the bound copy to: Attn: Dissertations, Mudd Manuscript Library, 65 Olden Street, Princeton, NJ 08540.

Enrollment and Benefits following the FPO:

Enrollment and benefits typically end the first of the month following the successful defense. Students may wish to consult benefits and status after the FPO for information about benefits you may receive between FPO and degree conferral. Additional information can be found here:

<https://gradschool.princeton.edu/academics/enrollment-status-progress/enrollment-statuses/status-changes-and-end-student-benefits>

The Trustees will not award the Ph.D. degree until these documents have been received. Any delay in submitting these documents may jeopardize the award of your degree.

Please retain copies of all documents submitted