

Checklist for Dissertation Defense And Program Completion Activities UConn School of Nursing:

(See the Doctoral Student Handbook for more details about this process).

Dissertation Defense <small>Requirements</small>	Issues to Consider:	Completed
<p>Begin the discussion of the dissertation with major advisor and committee early, it is advised that the committee is in place by the end of the first year of full-time study and that the committee meet at least once a semester thereafter.</p>	<ul style="list-style-type: none"> • All students have two options for the dissertation: A 5-6 chapter dissertation or the three manuscript option. • The manuscript style dissertation is similar in style to the 5-6 chapter dissertation style with first (introduction) and last (discussion/application) chapters as the chapter dissertation. The other three chapters consist of manuscripts that have been or will be submitted for publication. • The student and the advisory committee will determine the contents of the three papers. • Authorship of these papers is determined by the MA, and committee members with the student. • <i>If manuscripts are already published at the time of the defense the student will need to request copyright to include the work(s) in the dissertation. For each journal this process could be different. It is advisable that the student begin the process of copyright transfer early in the final dissertation process.</i> 	<input type="checkbox"/>
<p>After the student has completed 15 dissertation credits (GRAD 6950) they should register for GRAD 6999 instead of registering for more dissertation credits. Students need to be registered in some graduate coursework each semester until they graduate.</p>	<ul style="list-style-type: none"> • Once students register for dissertation credits, they must participate in a mandatory dissertation seminar each semester until the dissertation is complete. • If the student switches topic/methods for the dissertation following coursework completion, the student may need to take additional cognates to support the successful completion of the dissertation. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • 5-6 weeks before the presentation date submit paper to Major advisor 	<p>Set the defense date with your committee at the beginning of the semester. It is the <u>student's responsibility</u> to coordinate advisory committee schedules for the defense date.</p>	<input type="checkbox"/>
<ul style="list-style-type: none"> • 4 weeks before the tentative defense date submit to advisory committee 	<ul style="list-style-type: none"> • The final defense shall not be held earlier than seven days after a working copy of the complete dissertation has been submitted to the Graduate Records Office and not later than 13 days prior to commencement for the degree to granted in that semester. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • 2 weeks before the defense date submit committee-approved dissertation to two readers 	<ul style="list-style-type: none"> • The student must complete and submit the Dissertation Tentative Approval page to the Graduate School. (Signatures of committee members are no longer required on this form). 	<input type="checkbox"/>

<ul style="list-style-type: none"> • The Graduate School needs the announcement 2 weeks prior to the defense so it can be published in UConn Today, etc. The UConn Today notice needs to be completed online and submitted. 	<ul style="list-style-type: none"> • A “tentatively approved” copy of the dissertation must be submitted electronically to the Graduate School. The MA and both AA’s should be cc’d on this submission. (Please refer to the Grad School website: “Dissertation Completion Process” for specifics re: paperwork submission and required timelines). • Invitation to participate in defense is issued by the advisory committee, (In the School of Nursing, the invitation is extended by the Associate Dean for Research and Scholarship) although any member of the faculty may attend. The chair usually notifies the ADR of the title of the dissertation, date, time and location of the defense so the announcement can be made. 	
<p>Oral Defense:</p> <p>The oral presentation includes presentation of the final research study results and discussion of the entire dissertation.</p> <p>Doctoral student brings School of Nursing and Graduate School Forms for faculty signatures.</p>	<ul style="list-style-type: none"> • No fewer than five members of the faculty, including all members of the candidate’s advisory committee, shall participate in the final examination. • Presentations should be no longer than 30 minutes long. • Powerpoint or like presentation is not required but often used by students to support their presentation. • Questions come from the entire committee and the audience. • The decision as to whether a candidate has passed, conditionally passed, or failed the examination rests solely with the advisory committee, which shall take into account the opinions of other participating faculty members and other experts. The vote of the advisory committee must be unanimous. 	
<p>After the Defense: Students has <u>10 days</u> to submit all remaining paperwork to the Graduate Records and the library.</p>	<ul style="list-style-type: none"> • In addition to the copies required by the Graduate School, the student is also required to provide a bound copy of the approved dissertation to each committee member and one for the Sheila A. Packard Doctoral Student Reading Room. 	
<p>Participation in the School of Nursing, Athena Research Conference in the spring after their defense is an expectation.</p>	<ul style="list-style-type: none"> • Students will provide a poster presentation of their research/project results. Please be aware of the date of the conference and add this to your timeline calendar. 	
<p>When the student submits their final paperwork to the Graduate School, they also need to submit the final abstract of the dissertation to the PhD Program Director for use on the School of Nursing Website.</p>	<ul style="list-style-type: none"> • As a reminder, IRB permissions need to be closed out when the study is completed. Students should check with the appropriate IRB for specific procedures required. 	