

## Film and Visual Studies Dissertation Defense Policy – May 2019

The Film and Visual Studies PhD program requires a public dissertation defense. Students should consult the timeline below for the pertinent dates and deadlines. After reviewing an unbound copy of the completed thesis, the dissertation committee will notify the student as to whether any revisions are required prior to the defense. If the required revisions are substantial, the student will be asked to submit the dissertation in the next graduation degree cycle.

Dissertation defenses will be scheduled for the last week of the month on which the committee approves the dissertation. (For May 2020 graduates, defenses will be scheduled for the last week of April.) The dissertation defense is an opportunity for the student to discuss and reflect on the project as whole as well as to receive feedback about how to transform the thesis into a book manuscript. To this end students should prepare a 20-minute presentation. It should address the following: what are the central questions that the dissertation addresses? What is at stake? What are the study's key contributions and chief arguments? After the presentation the dissertation committee will have 30 minutes for questions and comments. The audience will then have an additional 30 minutes for responses. Students will be asked to provide an electronic copy of the approved dissertation at least one week before the defense so that it can be made available to audience members.

### Film and Visual Studies

#### PH.D DISSERTATION INFORMATION

GSAS requires that each PhD student submit a dissertation through the online submission tool, which can be found at <http://etds.lib.harvard.edu/gsas/>.

Dissertations are cataloged in Harvard's online library catalog, HOLLIS, which helps make student work more discoverable. A hardbound archival paper copy of the submitted, approved work is deposited in the University Archives. Students do not need to take action to secure and submit this copy. Order and submission of the print, bound copy is managed automatically via the ETDs @ Harvard tool and the Office of Scholarly Communication. Upon submission of the application for degree, a one-time \$40 charge will appear on students' term bills for the required copy. An additional \$40 charge will be placed on term bills of students from departments requiring a departmental bound copy.

Students who apply for the degree and do not then meet all requirements for the degree period will not be charged when submitting future applications for the degree. This preservation copy, provided by Acme Bookbinding, is deposited in the Harvard University Archives as a fail-safe backup. The printed copy does not circulate and is not available for research use. If students would like to order personal copies through Acme Bookbinding, they may do so using their Thesis On Demand service. ***The Department requires a bound copy of the dissertation as well.***

A Dissertation Acceptance Certificate (DAC) documents the formal acceptance of the dissertation by the dissertation committee. Signatures on the DAC are collected by the Programs Administrator for Graduate Studies (Emily Amendola), who should be notified by the student at the time that the final unbound copy is submitted to the committee.

Ordinarily the dissertation advisor and possibly members of the dissertation committee will have had the opportunity to review the dissertation in its middle stage. In any case, the review must be completed no later than three months prior to the Department deadline for submission of the final

unbound copy (see timetables below). The dissertation committee must return the full draft within three weeks after it has been received.

Students who have received the doctorate have found it immensely helpful to meet with the members of the committee all together during their completion year. Programs Administrator for Graduate Studies (Emily Amendola) is available to assist in scheduling a meeting with the committee at any time during the writing process.

The dissertation should be an original contribution to knowledge. It must conform to the Supplement to the GSAS Handbook entitled *The Form of the Doctoral Thesis*  
<https://gsas.harvard.edu/academics/dissertations>.

Another helpful link from GSAS is found here:

<https://gsas.harvard.edu/degree-requirements/dissertations>

Before the degree is granted, a candidate is expected to publicly defend the dissertation. Dissertation Defenses are scheduled by the Programs Administrator for Graduate Studies (Emily Amendola).

	<u>November 2019 Degree</u>	<u>March 2020 Degree</u>	<u>May 2020 Degree</u>
Full draft due to the dissertation advisor	May 1, 2019	September 1, 2019	January 1st of the Graduation Year
Full draft returned by dissertation advisor	June 1, 2019	October 9, 2019	January 30 <sup>th</sup> of the Graduation Year
Degree Application due the Registrar	August 1, 2019	December 1, 2019	April 1, 2020
Final unbound copy due the dissertation committee	August 1, 2019	December 9, 2019	March 30 <sup>th</sup> of the Graduation Year
Dissertation Committee will notify student of dissertation approval and/or additional revisions	August 20, 2019	December 30, 2019	April 20 <sup>th</sup> of the Graduation Year
GSAS Dissertation Submission Deadline	<b>September 8, 2019 or September 9, 2019*</b>	<b>January 21, 2020</b>	<b>May 14, 2020</b>

\*Students who wish to retain health coverage for the fall 2019 term (through January 31, 2020) and who would like to be charged accordingly should submit the dissertation on September 9, 2019.