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**IMMUNOLOGY GRADUATE PROGRAM**

**GUIDELINES FOR DOCTORAL DISSERTATION DEFENSE**

Provided that the Immunology graduate student has completed all PhD curriculum requirements, has received approval from his/her thesis committee, has submitted a first-author paper for publication, and is in good academic standing, he or she can petition to defend the dissertation before a committee.

**University Timing Requirements**

* Students must be in good academic standing with a GPA of 3.0 or higher.
* Must be full time graduate students registered at either 10 units or TGR.
* All university milestones must be met: 1) qualifying examination process (which for Immunology includes the rotation presentations, and the General Orals and Qualifying Thesis Proposal Examination before the end of 2nd year); 2) PhD thesis committee meetings (for Immunology, these are annual meetings).
* Complete and submit the following forms: Petition for PhD Candidacy (2nd year), Doctoral Dissertation Reading Committee (2nd year); Orals Committee form (5th year)
* Complete the Center for Teaching and Learning TA orientation as mandated by the University’s Academic Senate

**PhD Program in Immunology Timing and Requirements**

Ideally, the student’s dissertation defense would take place in the 5th-6th years. Students must submit a Petition to Defend; this form would verify that the following requirements have been met:

* All coursework must be completed by the 5th year
* Two TAship requirement must be completed in the 2nd to 4th years
* The Asilomar poster and talk requirement must be completed in the 2nd to 5th years
* A first author manuscript must be submitted to a journal, and the journal’s email acknowledgment of submission must be emailed to the Chair of the Immunology Graduate Program Committee. Upon receipt of the journal acknowledgment of submission, the Petition to Defend form can be signed by both the Program Chair and the student’s PhD thesis advisor.

**DISSERTATION DEFENSE TIMELINE**

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| **At least two months prior to defense** |
| -Meet with PhD thesis advisor and members of the dissertation reading committee and set the  date of defense; meet twice in the defending year if necessary.  -Request your PhD Thesis Advisor to choose the Orals Chair (note: the University has mandated that this is the advisor’s, not the student’s, responsibility).  -Confirm completion of both university and programmatic requirements  -Submit first author manuscript to journal, provide email confirmation to Chair of the Immunology Graduate Program; the defense date may be scheduled immediately after submission.  -Submit the Petition to Defend to the Chair of the Immunology Graduate Program.  -Reserve Defense room; if you need assistance, please contact the Program Office.  -Confirm registration and if necessary, apply to graduate in the defending quarter.  If submitting the thesis to the registrar in the next quarter, please complete the  Petition for the Writing Quarter |
| **At least two weeks prior to defense** |
| -Deliver thesis to PhD orals committee  -Email abstract and flyer to program coordinator; the orals form will be completed by the program coordinator  -Practice presentation; only one slide (and 2-3 minutes of comments) for acknowledgements  -Check audiovisual setup for the defense room  -Post flyers  -Send email announcement of defense |
| **After the Defense** |
| -Completed and signed orals form should be returned to the Immunology Program Office  -Finish thesis, obtain reading committee members’ signatures, and submit to the Registrar. Instructions may be found on: <http://studentaffairs.stanford.edu/registrar/students/dissertation-thesis> |

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**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **PhD Advisor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am requesting to defend in the following quarter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(quarter, month/date/year)*

I have completed the following requirements:

\_\_ University Graduate Forms for Milestones (Petition for PhD Candidacy, Doctoral Dissertation Reading Committee Form, Annual Thesis Committee forms for Years 3 and beyond)

\_\_ TA orientation

\_\_ Teaching Assistantships (2)

\_\_ Asilomar Poster and Presentation

\_\_ Completion of all required coursework (including 50% attendance at the Immunology Seminar Series, 2nd year until quarter before dissertation defense)

\_\_ Submission of First Author Publication and email receipt from Journal

Permission granted:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PhD Thesis Advisor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chair, Immunology Graduate Program

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chair, Track 2, Computational and Systems Immunology

*(required for Track 2, CSI graduate students)*

Date: \_\_\_\_\_\_\_\_\_\_