

EECS Graduate Thesis Submission Guidelines

The official source of information related to submission of thesis can be found here:

<http://libguides.mit.edu/content.php?pid=452728&sid=3709789>

Here are some guidelines related to thesis submission at the EECS Graduate Office, 38-444.

Please note that this is the final submission of the thesis. No substitutions will be allowed once the thesis has been submitted to the Department.

Checklist for SM and PhD Thesis Submission to EECS:

- ___ Two copies of (SM or DOC) thesis on paper stock meeting Institute specifications, (Copy Tech, 11-004)
- ___ Cardboard covers with photocopied title page minus the signature line labels, each thesis fastened with one binder clip per thesis.
- ___ One additional copy of abstract on 8 1/2" x 11" archival paper for the EECS Graduate Office
- ___ Thesis title on cover, title pages, + abstract corresponds to official recorded title listed on the online Degree Application, <http://student.mit.edu/cgi-docs/student.html>
- ___ Handwritten original Student Author's signature, thesis submission date, and Research supervisor (s) signature (s) on title page of both copies.
- *Leave space for Chair of the Committee on Graduate Students to sign, who is:
Professor Leslie A. Kolodziejski
- ___ Correct copyright logo and statement on title page
- ___ Accurate title page info (degree date **February 201X, June 201X, or September 201X**, previous degrees, faculty titles and names, etc.)

For SM only: (* This survey must be complete at the time of thesis submission to the Department.)

- ___ EECS Department SM Completion Form, (available in Graduate Office)

For DOC only: (* All surveys must be complete at the time of thesis submission to the Department.)

- ___ University Microfilms, Inc. (UMI) and the Subject Categories form is completed and an extra copy of the title page and abstract stapled to it. The form can be found in the Specifications for Thesis Preparation online publication:
<http://libraries.mit.edu/archives/thesis-specs/images/umi-proquest-form.pdf>
<http://libguides.mit.edu/content.php?pid=452728&sid=3709789>
- ___ MIT Doctoral Student Exit Survey to be completed online. Please print and submit the final page to the Department along with your dissertation as proof that you have completed the survey.
<http://web.mit.edu/surveys/grad/phdexit/>
- ___ EECS PHD/SCD Exit Survey (available in Graduate Office)+ Attach a CV or Resume

Other Details related to the thesis submission

- All Candidates: Before your degree is approved at the Institute level, your student account balance must be paid in full. If you have any questions about the student account balance, you should contact your Student Account Representative located in the Student Service Center, 11-120.
- All Candidates: After all materials have been accepted, a thesis receipt will be given. Please be advised that in most cases, and after consultation with the thesis advisor, financial support (for doctoral students on an RA) will be terminated on the day of the thesis submission. *For students on the February degree list, who turn in the thesis during the month of January, please note that we will not be able to process a Spring RA, meaning that students in this situation will not be paid for the last two weeks of January.*
- For SM students, a salary increase to the doctoral rate will be reflected in the next semester's appointment following submission of the SM thesis.
- After consultation with the thesis advisor(s), SM Candidates will be awarded a letter grade for the thesis, which will appear on the transcript attached to the 6.THG units.
- After consultation with the thesis advisor(s) to verify a successful thesis defense, DOC Candidates will be awarded a satisfactory (SA) grade, which will appear on the transcript attached to the 6.THG units.
- If any candidate needs a letter to verify the completion of an SM (for housing or other purposes) or a PHD/SCD (for employment or other purposes), Janet Fischer can generate such a letter for you. She can be contacted by email at jfischer@mit.edu
- All Candidates: Commencement at MIT is held once per year, typically on the first Friday in June. Candidates from the previous September and February degree lists can participate in Commencement if they have declared their intention to do so via the Institute online degree tracking system.
- MIT EECS traditionally hosts a reception for PHD/SCD awardees and their families directly after the MIT Doctoral Hooding Ceremony on the day preceding Commencement.
- Contacts at the MIT Registrar's Office, who can be reached for questions about Commencement, and receiving diplomas and doctoral hoods are:

Mr. Alpha Sanneh

asenneh@mit.edu

Ms. Marti Ward

mward@mit.edu

- While not a departmental requirement, adding your thesis or dissertation to MIT's DSpace thesis collection is a great way to preserve the record of your scholarship at MIT. Theses in DSpace are visible to anyone in the world, and will be preserved digitally for long term use and access. Adding your thesis only takes a few minutes, and preserves color content, text search ability, and embedded links within your thesis. For more information, please refer to website:

<http://thesis-dropbox.mit.edu/vireo/start>

- For all other questions related to the submission of theses to MIT EECS, please contact:

Ms. Alicia Duarte aaduarte@mit.edu

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