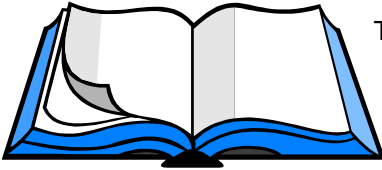


The Written Dissertation and Oral Defense A Ph.D. thesis is expected to constitute a significant body of original research that makes a contribution to our understanding of biology. At minimum, this means that it should give rise to publications in peer reviewed journals (but publication of your research does not necessarily indicate sufficient achievement for the Ph.D.). Thesis Committees will expect that your research is published, or be soon published before you begin writing your thesis. Discuss this with your committee if you have questions.



The written dissertation must comply with Graduate School Dissertation Specifications.

Committee members must be allowed one full week for reading the dissertation.

Two members of the committee, other than the thesis advisor, should be designated as internal readers who will evaluate your thesis by means of a questionnaire provided by the graduate school. **An external reader must also be appointed from outside the committee and should have no prior acquaintance with the dissertation.** (you will need to contact each faculty you would like to have on your committee to request their participation). The “outside” reader can be inside Yale, but outside of the Immunobiology Department. The readers should be approved by the DGS (Carla Rothlin) and their names submitted to the Graduate School in an online *Notification of Reader's Form*. Once the final version of your thesis is prepared deliver it to the Graduate School (make sure Barbara Cotton has a copy)

Your thesis defense is held as a public presentation by you describing your principal findings and significance. The presentation takes the form of a research seminar and is attended by all interested members of the Department and university research community.

Final questioning is carried out, privately, with the committee immediately following your presentation. After the faculty make their decision, they will communicate to you and the final version of the dissertation is prepared, incorporating the suggestions made by the committee.

How to submit your dissertation copies to readers. Send your dissertation in a reduced pdf file to Barbara Cotton and cc it to dissertationreaders@yale.edu with the subject line: Last name, First name and department. If your reader requires a soft bound copy it is your responsibility to provide it. All copying costs should be provided by your advisor. Submit the receipt to your administrative assistant for reimbursement.

How to submit your dissertation to the graduate school: One unbound copy brought to the graduate school (for microfilm, which later will be bound and kept at the library; 2) one bound copy submitted to Barbara Cotton for the departments future reference. These (copying) instructions pertain to Immuno/BBS students; some of the graduate school dissertation instructions are geared for the humanities.

Click on this graduate school link <http://gsas.yale.edu/academics/dissertations>

Click on this link discussing the submission process:
<http://gsas.yale.edu/academics/dissertations/submission-process>

Dissertation Checklist and Petition for Degree forms:

If the committee's decision is unfavorable the committee will indicate the deficiencies, suggestions for extension or modification of the work, and indicate the amount of additional time that should be expected for remedying the deficiencies.

In accord with the traditional scholarly ideal that the candidate for a doctorate must make a contribution to knowledge, all dissertations that have been accepted by the Graduate School are made available in the library and published on microfilm (UMI Company). The only required fee associated with submission is \$20 for binding of the library copy of the dissertation. UMI charges authors \$45 if they wish to register a copyright. Publication on microfilm does not prevent the author from publishing the dissertation in another format at any time. Fees are subject to change.

Filing dates are listed in the Schedule of Academic Dates and Deadlines found on the web page, [click on academics and then academic calendar: http://gsas.yale.edu/](http://gsas.yale.edu/)

Extensions: Study toward the Ph.D. degree can be completed in five years. Students in residence who pass the six-year Graduate School limit for submission of a dissertation must apply for an extension through the DGS with the approval of the Associate Dean. If this is granted, one additional year in residence is permitted. If no extension is permitted a student may continue in absentia (that is, away from the University) until the dissertation is ready for submission.

Thesis Publications: When publishing material from the thesis, the Graduate School requires inclusion of a statement saying that the paper is taken from or based on "dissertation submitted to fulfill in part the requirements for the degree of Doctor of Philosophy in Yale University". Training Grant regulations require that the following statement be included "***This investigation was supported by NIH Training Grant from T32AI07019, Yale Interdisciplinary Immunobiology Training Program.***" Training Grant directors can supply the relevant information. Other grant support (e.g., American Cancer Society, Sigma Xi) should be similarly acknowledged, as should any financial aid received from faculty research grants.

ProQuest/UMI Agreement form

www.il.proquest.com/dissertationagree
Username: dissertations, Password: publish

You must register continuously until either you have been awarded the Ph.D. or six years have elapsed since matriculation, whichever occurs first. During the first six years, you must be registered through the term of dissertation submission. Registration beyond the sixth year is not required. Registered students who submit dissertations will remain registered until the end of the term and will retain all privileges of registration (for example, library privileges and health care coverage). Students who complete all Ph.D. requirements within four continuous years of full-time study in the Ph.D. program will be registered and charged full-tuition only through the term in which the dissertation is submitted. Students who have registered part time or taken a leave of absence must complete the four-year, full-tuition obligation, regardless of when they submit the dissertation.

Forms you need to complete - things you need to do:

- 1) Notification of Readers Form www.yale.edu/dissertationreaders
This online form alerts the grad school and data systems that you are submitting a thesis. Then you will bring your finished thesis to the graduate school for submission.
 - a) Click on add dissertation; enter your name in student lookup and everything will self populate
 - b) Go down to READER INFORMATION and enter last name of reader and it will all self populate. Don't forget to include the title of your thesis.
 - c) If you have problems with the form contact Barbara Withington @ 432-0461 Or barbara.withington@yale.edu
- 2) Proquest/UMI Agreement Form
www.il.proquest.com/dissertationagree
Username: dissertations, Password: publish
- 3) Degree Petition Request
<http://www.yale.edu/graduateschool/home/forms.html>:
Click on Petition for Degrees
- 4) Bring Barbara final copy of your dissertation for department reference
- 5) Dissertation Check List provided by the graduate school:
<http://gsas.yale.edu/academics/dissertations/submission-process>

Dissertation Office Administrator: Barbara Withington, barbara.withington@yale.edu
you may contact her with questions on any of the processes or the forms. x20461

Thesis Binding Service – YPPS, Yale Printing and Publishing Service

Your PI is responsible for printing costs up to \$300. Pricing varies based upon the page count and chosen binding method.

Most of the Case Bound theses (Yale blue cover, with Gold Foil Stamping) run an average of \$80.00 ea. This includes the printing and the binding.

A product set up is located on their website: <http://ypps.yale.edu/>

Follow the menu on the left side of the front page to the second choice "ORDER YPPS PRODUCTS AND SERVICES".

- There will be a drop down menu in that selection called "STUDENT NEEDS".
- A log in screen will pop up – The drop down menu has a WALKIN selection, this is the choice the student should make
- Click Login
- A new page will open. Right in the center is a category for STUDENT NEEDS. The Thesis product is the first item on the list. It will walk the student through the ordering process.

For personal assistance call 432-6560.