

## Structural Engineering: PhD Final Defense Exam

### Student and Academic Advisor Guide of Process:

#### Before Exam:

	Student needs to note any changes to committee and Academic Advisor needs to check if committee needs to be reconstituted.
	Mentorship and Teaching Experience is required of all Structural Engineering Ph.D. students prior to the Dissertation Defense. The requirement can be fulfilled by Teaching Assistant service or by undertaking a structured teaching training program for academic credit (through SE 501 and in consultation with the course instructor that quarter). This requirement can also be satisfied by serving as a research mentor to a team of undergraduate or graduate students in a structured, 10-week, environment.
	Student needs to make a preliminary appointment with Graduate Division Office: <a href="https://gradforms.ucsd.edu/calendar/index.php">https://gradforms.ucsd.edu/calendar/index.php</a> The meeting is where they explain the Dissertation formatting and where they inform you how to submit all paperwork including your Dissertation.
	If student is opting for a filing fee in lieu of registration then student let Academic Advisor know. This form is initiated in DocuSign by Academic Advisor when Dissertation paperwork is initiated. The amount for the Filing Fee is listed on <a href="#">the Filing Fee website</a> . The filing fee will appear in Student's Billing Account once form is processed.
	<b>If student has an office within the department then student needs to schedule key return with APHR.</b> To schedule your key return and get your deposit back, email: (se-aphr@eng.ucsd.edu). Ensure you remove all of your belongings from the office.
	A complete copy of the student's dissertation must be submitted to each member of the doctoral committee approximately three weeks before the defense. While the copy of the dissertation handed to the committee is expected to be complete, and in final form, it should be noted that students are expected to make changes in the text per direction of the committee as a result of the defense.
	Student needs to have their Faculty Advisor proofread their abstract before submitting to Academic Advisor. Email your Academic Advisor an abstract of your Dissertation so that Academic Advisor can make Announcement to Public.
	Student will send their committee a reminder email to let them know about the date, time, and location of their Dissertation Defense Exam. Academic Advisor will reserve room in SME. If keys are needed, it is the students responsibility to arrange for key pick up and drop off.
	If Student has any questions or concerns then they can contact Academic Advisor.
	We have an Exit Survey where you're able to provide feedback. There are 4 Sections: Student Details, Degree Information, Employer Information, and Academic Experience: <a href="https://forms.gle/FnURoQceNTihw9cb9">https://forms.gle/FnURoQceNTihw9cb9</a>

**After Exam:**

	Academic Advisor will fill out the “Final Report of the Final Examination and Filing of the Dissertation for the Doctoral Degree” form via DocuSign for committee to sign.
	Student will submit all forms to Graduate Division at their Final Appointment.
	Student will ensure that their permanent address is updated online. If need to update it go to Registrar’s Office to change it. Diploma will be mailed to permanent address.
	If student is opting for a filing fee in lieu of registration then the filing fee will appear in Student’s Billing Account. Ensure to pay the \$188.00 Filing Fee.