CHECKLIST FOR DEFENSE  
(Refer to your copy of the student handbook for further information)

___ TAKE RESEARCH ETHICS

___ APPOINTMENT TO STUDENT COMMITTEE*

___ TAKE AND PASS COMPREHENSIVE EXAM  
(Administered by the division)

___ DISSERTATION PROPOSAL APPROVAL FORM* AND COPY OF PROPOSAL

___ TAKE AND PASS QUALIFYING EXAM*

___ ADMISSION TO CANDIDACY*

___ ANNOUNCEMENT OF DEFENSE *(TURNED IN TO GSO 2 WEEKS PRIOR TO DEFENSE)

___ DEFENSE MEMO *(SIGNED BY ALL COMMITTEE MEMBERS UPON SUCCESSFUL COMPLETION AND SUBMITTED TO GSO)

___ ASSESSMENT FORM* (COMPLETED BY COMMITTEE CHAIR ON THE DAY OF DEFENSE)

CHECKLIST FOR GRADUATION

___ MUST HAVE BEEN ADMITTED TO CANDIDACY AT LEAST ONE SEMESTER BEFORE GRADUATION

___ APPLICATION FOR GRADUATION – COMPLETED ON-LINE THROUGH CaneLink BY DEADLINE ON ACADEMIC CALENDAR. **All students who have applied for graduation before and fail to submit their thesis by the deadline must reapply.**

___ ELECTRONIC THESIS AND DISSERTATIONS (ETD)
After you have successfully defended, make any changes recommended by your committee in addition to those requested by the Dissertation Editor. Submit a revised, post-defense draft to the Dissertation Editor one week after your defense for another review. **Several iterations of review at this stage of the process may be needed before a manuscript is deemed final, so factor into your planning the amount of time this step might take.**

___ CERTIFICATE OF APPROVAL (1) *- ONE COPY WITH ORIGINAL SIGNATURE OF ALL COMMITTEE MEMBERS TURNED IN TO GSO WITH A COPY OF ABSTRACT FOR ACADEMIC DEAN APPROVAL PRIOR TO DEADLINE AS STATED IN THE ACADEMIC CALENDAR

___ CLEARANCE FORM*

*RSMAS FORMS AVAILABLE ONLINE @ www.rsmas.miami.edu/academics/graduate-programs/current-students/forms/

***Reminder:
Dr. Clement must see the abstract the email from the graduate school that allows you to upload, and sign the Certificate of Approval **BEFORE** it can be taken to the Graduate School on Main Campus.

* Please make sure to use ALL RSMAS forms. You will need to follow the ETD websites checklist in addition to ours.
ANNOUNCEMENT OF DEFENSE
To be submitted with the Student Payroll End Date Form

STUDENT NAME:_________________________________________________________________

THESIS/DISSERTATION
TITLE:_________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

DEGREE/DIVISION:____________________________________________________

DATE:______________________________________________
TIME:______________________________________________
PLACE:______________________________________________

COMMITTEE MEMBERS:
I have read and approve the above thesis/dissertation as substantially complete and ready for the oral
defense scheduled above.

PRINT NAME    SIGNATURE
Chair:____________________________ ____________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
STUDENT PAYROLL END DATE
To be submitted with the Announcement of Defense form

STUDENT NAME:______________________________________________
DEFENSE DATE: _____________________________________________
END DATE FOR SALARY: _______________________________________

Note that it is the responsibility of the faculty advisor to alert the Graduate Studies Office
and the Office of Research Administration about changes to this end date. If a special
check is required the fee ($100) will be charged to the advisors FPF account.

The student cannot be paid beyond the last day of the semester in which they graduate.

ADVISOR: _________________________________________________

SIGNATURE: ________________________________________________

DATE: _______________________________________________________

Cc:
RSMAS Business office
Office of Research Administration
Student file
MEMORANDUM

TO: Dr. Amy Clement  
   Associate Dean for Graduate Studies

FROM:

SUBJECT: Defense of Doctoral Dissertation

DATE:

The Ph.D. candidate, ________________________________________________________________________,

successfully defended his/her thesis on _____________________________________________.

The following committee members were present (signature required):

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
</tr>
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<tbody>
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<tr>
<td><strong>Rating Scale and Explanations</strong></td>
<td><strong>Rating</strong></td>
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</tr>
<tr>
<td><strong>Knowledge or the discipline</strong></td>
<td>1 = Unacceptable</td>
</tr>
<tr>
<td>Error(s) in exposition of the field and/or omission of key source(s)</td>
<td>Adequate and accurate exposition of key sources</td>
</tr>
<tr>
<td>Minor errors, omissions, and/or lack of synthesis</td>
<td>Methodology applied correctly and adequately: appropriate documentation</td>
</tr>
<tr>
<td><strong>Appropriate methodology</strong></td>
<td>Errors in methodology selection and/or use</td>
</tr>
<tr>
<td>Methodology applied correctly, explained clearly, and documented well</td>
<td>Mastery of finer points of methodology plus elegant application and/or supplementary approaches</td>
</tr>
<tr>
<td><strong>Application of knowledge and methodology to original research topic</strong></td>
<td>Discipline and methodology not referenced/applied well</td>
</tr>
<tr>
<td>Clear exposition of relationship or disciplinary knowledge and methodology to original research</td>
<td></td>
</tr>
<tr>
<td><strong>Critical thinking</strong></td>
<td>Reasoning sometimes confused, simplistic, and/or not clearly explained</td>
</tr>
<tr>
<td>Clear reasoning well organized presentation of evidence, assumptions, and conclusions</td>
<td></td>
</tr>
<tr>
<td><strong>Effective written communication</strong></td>
<td>Writing generally unclear, with consistent errors and/or poor organization</td>
</tr>
<tr>
<td>Writing clear, concise, and organized, with minor or no grammatical errors</td>
<td></td>
</tr>
<tr>
<td>Writing generally error-free with clear organization and depth</td>
<td></td>
</tr>
<tr>
<td><strong>Effective oral communication</strong></td>
<td>Presentation generally unclear with poor organization and/or marred by distracting mannerisms or language</td>
</tr>
<tr>
<td>Presentation organized to convey main points of thesis/dissertation clearly and without distractions</td>
<td></td>
</tr>
<tr>
<td><strong>Overall quality (not necessarily average of earlier ratings)</strong></td>
<td>Unacceptable</td>
</tr>
<tr>
<td>Articulate presentation with clear organization and professional language</td>
<td></td>
</tr>
<tr>
<td><strong>Rating (1-5, from scale to left)</strong></td>
<td>Thorough review and excellent synthesis of sources including some obscure but relevant ones</td>
</tr>
</tbody>
</table>

**Comments:**

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The table above outlines a rating scale for various aspects of a student's research work, including knowledge or the discipline, appropriate methodology, application of knowledge and methodology to original research topic, critical thinking, effective written communication, effective oral communication, and overall quality. Each aspect is rated on a scale from 1 (Unacceptable) to 5 (Exceptional) with corresponding explanations for each rating. The table also includes comments section for additional feedback.
UNIVERSITY OF MIAMI GRADUATE SCHOOL
CERTIFICATE OF APPROVAL OF DOCTORAL DISSERTATION (1 ORIGINAL REQUIRED)

TO BE COMPLETED BY STUDENT:  (PLEASE TYPE)

Author’s Name: ____________________________________________________________

C#: ____________________________________________________________

Title of Dissertation: ____________________________________________________________


TO BE COMPLETED BY COMMITTEE MEMBERS

This is to certify (1) that this dissertation has been approved by the committee; (2) that the student has satisfactorily passed the oral examination in defense of the dissertation on __________________; and (3) that credit should be given as follows, with a grade of “S”:

(Please have committee members’ names typed/printed next to or below their signature)

SIGN: ____________________________ NAME/DATE: ____________________________

Chairperson: ____________________________

Committee Member: ____________________________

Committee Member: ____________________________

Committee Member: ____________________________

Committee Member: ____________________________

Committee Member: ____________________________

Ex-Officio Committee Member* ____________________________

* RSMAS Graduate Studies

TO BE FILLED IN BY DISSERTATION COORDINATOR

This thesis has been examined and found to be complete and suitable for binding.

Signed: ____________________________ Date ____________________________

Dissertation Coordinator for the Graduate School

* The title needs to be legible this information is used for your official transcripts

STUDENT MUST SEND ANY CHANGES/REVISIONS WITHIN 3 MONTHS FROM THIS DATE. This memo will be held in advisors office until all revisions are done. Any extensions will be granted on a case by case basis.

Rev. 07/2014
PLEASE FILL OUT BOTH SIDES OF THIS FORM AND RETURN TO GRADUATE STUDIES

RSMAS STUDENT CLEARANCE FORM

NAME: ___________________________________________ DATE: __________

Last name first name M.I.

STUDENT #: ________________________ DIV: _________ MA MS PHD
(circle one)

CHAIR: ___________________________ EXPECTED DATE OF DEPARTURE: __________

In order to be cleared for graduation you must have each department sign and date this form.

LIBRARIES: All books and documents borrowed have been returned, or satisfactory arrangements have been agreed upon.

RSMAS LIBRARY
SIGNED: _______________________________ DATE: __________

RICHTER LIBRARY
SIGNED: _______________________________ DATE: __________

DIGITAL PRINT FACILITY (PRINT SHOP): Duplicating charges have been paid, or an acceptable dept. schedule has been agreed upon.
(Doug Tyrrell – SG 1st floor)

SIGNED: ______________________________________ DATE: __________

FACILITIES: ID card has been returned/SLAB lab keys have been returned.

SIGNED: ______________________________________ DATE: __________

DIVISION: All keys have been returned.

SIGNED: ______________________________________ DATE: __________

TEACHING EQUIPMENT/TA Parking Passes: All teaching equipment/TA parking passes has been returned.
(Graduate Studies Office)
SIGNED: ______________________________________ DATE: __________

OVER →
FORWARDING INFORMATION:

NAME:  

ADDRESS:  

HOME PHONE:  
HOME FAX:  

HOME E-MAIL:  

EMPLOYER:  

EMPLOYER ADDRESS:  

EMPLOYER PHONE:  
EMPLOYER FAX:  
EMPLOYER E-MAIL:  

DATE OF GRADUATION:  

DEGREE:  
DIVISION:  
(if applicable)  

SPOUSE NAME:  

Rev. 7/2014