

Film and Visual Studies Standing Committee
PH.D DISSERTATION INFORMATION

GSAS requires that each PhD student submit a dissertation through the online ProQuest submission tool, which can be found at <http://www.etsadmin.com/gsas.harvard>.

In addition, GSAS requires that students provide an archival-quality bound copy of the dissertation to University Archives. This bound version, at a cost of \$25, is ordered and provided through the ProQuest online submission tool. The Film and Visual Studies Program requires a bound copy of the dissertation as well.

Final unbound copies of the dissertation are submitted to the members of the dissertation committee *by the first Monday in April for a May degree, the first Monday in August for a November degree, and the first Monday in December for a March degree*. Failure to meet these deadlines may delay the degree recommendation until the following degree-granting date.

A Dissertation Acceptance Certificate (DAC) documents the formal acceptance of the dissertation by the dissertation committee. Signatures on the DAC are collected by the Programs Administrator for Graduate Studies, Emily Amendola, who should be notified by the student at the time that the final unbound copy is submitted to the committee.

Ordinarily members of the dissertation committee will have had the opportunity to review the dissertation in its middle stage. In any case, the review must be completed *no later than three months prior to the FVS Program deadline for submission of the final unbound copy* (see timetables below). Members of the dissertation committee are required to return their comments within six weeks after receiving the full manuscript.

Students who have received the doctorate have found it immensely helpful to meet with the members of the committee as a group during their completion year. The Programs Administrator for Graduate Studies is glad to help schedule a meeting with the committee at any time during the writing process.

The dissertation should be an original contribution to knowledge. It must conform to the Supplement to the GSAS Handbook entitled *The Form of the Doctoral Thesis* <http://www.gsas.harvard.edu/publications/form_of_the_phd_dissertation.php>.

Before the degree is granted, a candidate is expected to publicly defend the dissertation. Dissertation Defenses are scheduled by the Programs Administrator for Graduate Studies.

	<u>November Degree</u>	<u>March Degree</u>	<u>May Degree</u>
Full draft due to the committee	1 st Monday in April	1 st Monday in August	1 st Monday in December
Full draft returned by dissertation committee	Within Six Weeks		
Final unbound copy due to the dissertation committee*	1 st Monday in August	1 st Monday in December	1 st Monday in April
Degree Application due at the Registrar's Office	August 11, 2014	November 24, 2014	March 27, 2015
Comments/approval by committee	Within Four Weeks		
GSAS Dissertation Submission Deadline	September 12, 2014	January 16, 2015	May 15, 2015