

**Colorado School of Mines
Nuclear Science and Engineering Program**

Procedures for M.S./Ph.D. Thesis Defenses

Approved 3/20/2013

Scheduling and Preparation

- The Thesis must be delivered to the Thesis Committee in a form acceptable to the members of the committee at least 5 working days before the Thesis Defense.
- It is the responsibility of the candidate to make all of the scheduling arrangements for the Thesis Defense, including finding an acceptable time for all Committee members and arranging for an appropriate location.
- The Proposal Defense must be attended by all members of the Thesis Committee; however, two-way remote attendance via telecon or webcast is acceptable if a given Committee member cannot be present in person.
- The Thesis Defense is scheduled using the Thesis Defense Scheduling Request form available on the Graduate School web site (<http://gradschool.mines.edu/GS-Forms>). This form must be signed by the Nuclear Science and Engineering (NSE) Program Director and submitted to the NSE Graduate Education Specialist at least five working days before the date of the Thesis Defense.
- The candidate is also responsible for submitting an abstract for the Thesis Defense Presentation to the NSE Graduate Education Specialist at least five working days before the date of the Thesis Defense, to be used in preparing advertising materials.
- The NSE Graduate Education Specialist will prepare the advertising materials and advertise the Thesis Defense, with copies to the NSE Program Director and the candidate's home department.
- The home department may conduct additional advertising at the department's discretion.
- The NSE Graduate Education Specialist will prepare the Statement of Work Completion and provide it to the candidate one working day before the Thesis Defense.

Defense Conduct

- The Thesis Defense is conducted at the discretion of the Committee Chair and the Committee, subject to the guidelines in the CSM Graduate Bulletins and this procedure.
- The Thesis Defense must be advertised to the CSM academic community.
- The Thesis Defense presentation and questions from the audience and the committee are open to the CSM academic community.
- The deliberations of the committee are private and confidential.

Reporting

- The decision of the committee is formally reported on the Statement of Work Completion.
- The Statement of Work Completion must be signed by the NSE Program Director, signifying that all of the procedural requirements for the Thesis Defense have been met.
- The completed Statement of Work Completion will be submitted to the NSE Graduate Education Specialist, who will make a copy for the program files, and then submit it to the Office of Graduate Studies.