

**UNIVERSITY HONORS COLLEGE  
BACHELOR OF PHILOSOPHY DEFENSE CHECKLIST AND SUGGESTED TIMELINE  
SPRING 2018 GRADUATION**

This information is offered to guide BPhil candidates as they plan for their thesis defense by providing a suggested timeline and a checklist of items related to the defense.

Specific details about the BPhil defense process can be found on this webpage:

<http://www.honorscollege.pitt.edu/bphil-degree/thesis-defense-procedures>

**GRADUATION DEADLINE**

The entire BPhil process must be completed by

**NOON on FRIDAY, APRIL 20, 2018**

Specifically, this means that you must have successfully defended your thesis before your committee, incorporated and received approval for any revisions required by your committee from the defense, and uploaded the final, edited copy of the thesis in proper Electronic Thesis and Dissertation (ETD) format (including all required bookmarks and hyperlinks) to the ETD website by this deadline.

If you are unable to meet the requirements by the deadline, you will either need to defer your graduation or forego receiving the BPhil degree and graduate with the standard bachelor's degree associated with your major(s).

NO EXCEPTIONS will be made to this deadline, so effective planning is important to successfully complete the BPhil degree.

**SUGGESTED TIMELINE FOR SPRING 2018 GRADUATES**

*(NOTE: These suggestions are considered the MINIMUM amount of time required for successful completion of the BPhil process. You are encouraged to add additional time throughout these components, especially if you have not attended an ETD training session. Consult with your thesis advisor to determine an appropriate timeline for your specific situation.)*

Week of March 12 (week after Spring Break) – Send final draft of your thesis to your committee (you must give your committee members at least two weeks to review your final draft before your defense)

Weeks of March 26-April 2 – Hold your thesis defense

Weeks of April 9-April 16 – Revise thesis based on comments from your committee at the defense; configure thesis document into proper ETD format; upload to ETD website; return completed ETD Approval Form to Honors College (NOTE: If you have not attended an ETD training session prior to beginning to write your thesis, you likely will need more than two weeks to prepare your ETD)

Noon on Friday, April 20 – Final deadline to have ETD uploaded in proper format and ETD Approval Form returned to the Honors College

## CHECKLIST FOR BPHIL DEFENSE

### PRIOR TO THE DEFENSE

- \_\_\_\_\_ Ensure that IRB Approval Form (available on UHC website) has been completed and returned to the Honors College (NOTE: This form should have been submitted PRIOR to beginning your BPhil research to ensure that all IRB protocols are met).
- \_\_\_\_\_ Consult with your thesis advisor to form your defense committee (your thesis advisor must approve all committee members).
- \_\_\_\_\_ Contact all committee members and coordinate a date and time for the defense.
- \_\_\_\_\_ Complete the Thesis Defense Information Form (available on UHC website) and return it to the Honors College. **IMPORTANT:** The UHC Business Manager, Karen Billingsley, cannot contact the external examiner for your defense with information regarding travel reimbursement until we receive this form, so it is important to complete this step in a timely manner.
- \_\_\_\_\_ Reserve the room for your defense.
- \_\_\_\_\_ Provide copies of the final draft of your thesis to committee members (drafts must be received by your committee members at least two weeks before the date of your defense).

### ON THE DAY OF THE DEFENSE

- \_\_\_\_\_ Bring a copy of the ETD Approval Form (available on ETD website) to your defense; complete the first portion (the student information section); your committee members will sign the "Review and Acceptance" section as appropriate after your defense.

### AFTER THE DEFENSE

- \_\_\_\_\_ Email David Hornyak ([hornyak@pitt.edu](mailto:hornyak@pitt.edu)) once you have uploaded your final version of your thesis to the ETD website (all formatting, including bookmarks and hyperlinks in your PDF, must be correct).
- \_\_\_\_\_ Return completed ETD Approval Form (all sections on pages 1 and 2 must be completed and signed by you and your thesis advisor) to David Hornyak in the Honors College. NOTE: BPhil degree candidates do NOT pay a thesis processing fee; the UHC pays this fee on your behalf.
- \_\_\_\_\_ If applicable, when returning completed ETD Approval Form, also provide permission letters allowing you to include any copyrighted material (e.g., images copied from books, journals, other sources, sound or image files, etc.) in your thesis (see ETD website for information).

Students are responsible for adhering to all BPhil procedures and deadlines. Failure to follow the procedures and meet the appropriate deadlines will jeopardize your graduation.

If you have any questions or require any assistance as you progress, please contact David Hornyak by email ([hornyak@pitt.edu](mailto:hornyak@pitt.edu)) or phone (412-624-6884).