

DEPARTMENT OF GENETICS

GRADUATE STUDENT THESIS DEFENSE POLICY

- Student is responsible for scheduling the date of the thesis defense, coordinating it with the appropriate committee members and administrative secretary. The student must also contact Donna Lombardi in Ullmann 707 to check the date against the department's seminar schedule.
- Student is responsible for locating and reserving the room. If assistance is needed, the appropriate administrative secretary should be contacted.
- Donna Lombardi is responsible to create the flyer once all of the information above is confirmed, which will be distributed to the appropriate departments including the Graduate Office. The student is responsible to contact her at least 2-3 weeks in advance once the defense date/location is confirmed. If the student doesn't contact Donna within the specified timeframe, the department cannot guarantee that the flyer will be posted throughout the College.
- The printing of the thesis for the defense is handled primarily by the student. The printing/duplicating department no longer exists at Einstein. The students are encouraged to use the departmental copiers in either Ullmann 705 or Price 459. It is also recommended that they print during off hours to avoid any interruption. The appropriate administrative secretary can assist with ordering specialty paper and must give at least 2 weeks' notice to ensure items are received timely. The thesis is normally provided to committee members via PDF and should only be printed upon request.**
- Thesis Defense Celebration – coordinated by student's mentor and lab with assistance from administrative secretaries. The department's administration will provide notice via email with the information regarding the celebration once the lab/PI provide notification of successful thesis defense.
- The final thesis printing is now handled directly thru the Graduate Office. Students will receive instructions on how to initiate the process upon successful completion of defense. A student guide is also available online at http://www.einstein.yu.edu/uploadedFiles/education/phd/thesis_guidelines_r.pdf

**** There is an option to print via Staples. This is NOT recommended or encouraged and is costly. Student will need PI approval as this will be charged to the mentor's funds or student will incur out of pocket cost which will not be reimbursed. If student receives PI approval, he/she must contact the appropriate administrative secretary for assistance.**