

Hello to our EECS graduate degree (SM/PhD) candidates for May 2022!

We understand that the Institute will continue to accept online theses for those on the May 2022 Degree list. The Office of the Vice Chancellor issued guidelines to the departments about online submission of theses as of 3/20/2020, which are continuing. As follows, **here we provide the EECS specific guidelines and deadlines.**

You may also find the Institute Thesis Specifications (link below) to be helpful, as they go into depth about technical typing guidelines, formatting, copyright, the process for requesting a 90-day “publications/patent” hold, etc.

<https://libraries.mit.edu/distinctive-collections/thesis-specs/>

PRE-SUBMISSION

1. The final deadline for thesis submission will be **Friday, May 13, 2022, at 3PM**. At least one week before submitting the thesis, send an email to (or arrange a Zoom meeting with) Janet and Alicia for review of the cover page. Alicia or Janet will ensure the cover page is properly formatted, or make suggestions for corrections.

2. Continuing for the upcoming degree list, degree candidates **will not** need to sign the thesis, nor will the thesis supervisor(s), nor will Prof. Leslie Kolodziejksi.

3. The final thesis (please do not send us multiple versions) should be provided via email to Janet and Alicia as a pdf, named as in these examples (insert your last name and Kerberos):

Duarte-aaduarte-SM-EECS-2022-thesis.pdf

Fischer-jfischer-PhD-EECS-2022-thesis.pdf

4. An additional form is required for each master's degree candidate, which is the SM completion form: [SM COMPLETION FORM \(mit.edu\)](#)

5. Additional forms are required for each doctoral degree candidate, which include the PhD completion form: [PHD COMPLETION FORM \(mit.edu\)](#), a pdf copy of your updated CV/resume, and the [UMI Proquest form](#). The UMI-Proquest form requires a one page abstract and a cover page (collated as one document). Please complete the [Institute Doctoral Exit Survey](#) and provide the receipt of completion.

6. A submitted and acceptable thesis will be acknowledged with a virtual thesis receipt, and will be put forward as part of the May 2022 EECS degree list. For students in a **DUAL MASTERS DEGREE** program, please contact your administrator, as we have communicated the EECS requirements directly with them. Please complete and submit the [EECS SM Completion Form](#).

POST-SUBMISSION

Following the thesis submission, Janet will make contact with the thesis supervisor(s) to obtain a grade for the thesis, and to make certain that a successful thesis defense was held (PhD only). Students earn a letter grade for the master's degree, and a (SA)tisfactory grade for the doctoral thesis. The grades will be attached to the J grades for the 6.ThG in previous semesters.

For doctoral theses submitted early, funding will be terminated accordingly. All funding associated with spring 2022 ends on May 31, 2022, but appointments for doctoral candidates may be ended earlier due to the commencement happening on May 26-27, 2022.

There will be separate instructions for conducting doctoral thesis defenses.