

Hello to our EECS graduate degree (SM/PhD) candidates for Feb 2023!

The Institute has adopted a process to receive theses electronically for those on the February 2023 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 **Wednesday, January 25, 2023, 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 Kolodziej斯基.
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-2023-thesis.pdf
Fischer-jfischer-PhD-EECS-2023-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 February 2023 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](#).

IN SUMMARY

For Masters, we are expecting one final thesis plus one form.

For Doctoral, we are expecting one final thesis plus four supplemental items.

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 fall 2022 ends on January 15, 2023, but appointments for doctoral candidates may be ended earlier depending defense and thesis submission plans.

There will be separate instructions for conducting doctoral thesis defenses.