

Preparation and Procedures for PhD Defense

This document outlines the main steps in preparing for and arranging a Final Public Oral (FPO) Examination of a Ph.D. thesis.

FPO Paperwork. To obtain permission from the Graduate School to hold an FPO, certain paper work must be completed and submitted first Jessica O'Leary a minimum of 2 weeks prior to the date of the FPO, and then onwards to the Graduate School. This paperwork (which can be found on the Graduate School's [Academic Affairs](#) website) includes:

- [FPO Checklist](#)
- Student must request a T-number from Jessica O'Leary. The following statement needs to be put in the acknowledgements page, last sentence: "This dissertation carries the number T-#### in the records of the Department of Mechanical and Aerospace Engineering."
- [PhD Dissertation Report and Request to Hold FPO form](#)
- 2 [Reader's Report forms](#)
- [PhD Dissertation Report Form](#) (generally completed by your advisor)
- [Advanced Degree Application](#) - electronic form (print a copy before submitting online)
- A copy of your title page
- A copy of your abstract
- 2 Bound copies of thesis
- Memo from faculty stating that the dissertation is in the graduate office and can be reviewed. This will be completed by Jessica.

After successful completion of your FPO, additional items must be submitted to the graduate coordinator, as follows:

- [The Proquest Copyright Form](#) (distributed by graduate coordinator).
- If you choose to register the copyright of your thesis, a check made payable to "Princeton University Library" in the amount of \$145.00; If you do not, the fee is \$80.00.
- Three bound copies of your thesis plus one electronic copy on CD in Adobe PDF format
- [Exit Questionnaire](#) (you must first log in, and then submit the form directly online)
- Graduate Student Post-Graduation Career Plans [Survey](#) (submit directly online)
- The Survey of Earned Doctorate (another more lengthy questionnaire, distributed by graduate coordinator)
- [End of Enrollment form](#) (if not previously filled out)
- [MAE Graduate Student Exit form](#)
- Turn in keys after cleaning out your space