

**Department of Anthropology | Stanford University, ANTHRO Dissertation Defense Checklist & Final Draft Approval of Dissertation form**

Submit this form to the Student Services Officer at least four weeks before the scheduled date of the University Oral Examination, Dissertation Defense.

**STUDENT INFORMATION**

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Student Name (First, Last)

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Student Emplid ID#

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Student SUnet Email

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Student Telephone

**Department Degree Program and Track (Check one box, only)**

Archaeology Ph.D., or  Culture and Society Ph.D.

**Department Checklist for the Oral Examination**

Receive approval from the Dissertation Reading Committee for Final Draft Status of the Dissertation at least 4 weeks before the scheduled Oral Examination date.

The Oral Examination begins with a public presentation of the research results by the Doctoral Candidate, after which, clarifying questions may be asked by members of the audience. This part of the Oral Examination is open to the public. The public session will begin with a 30 minute presentation of the dissertation by the candidate, followed by 15 minutes for questions and discussion. There will then be a brief break to allow the public to leave the examination room. After a brief break, the Oral Examination continues in a private session with only the candidate and the members of the Oral Examination committee. The Oral Examination committee may conduct private questioning of the candidate for up to 1½ hours. At the end of the questioning, the candidate is asked to leave the room, and the committee will take a vote by secret ballot. The candidate passes the examination if the Oral Examination Committee casts four favorable votes out of five. There should be time for feedback to the candidate in the final 15 minutes of the exam.

Students must be registered in the term in which the Oral Examination is taken. The period between the last day of final exams of one term and the day prior to the first day of the following term is considered an extension of the earlier term.

Candidacy must also be valid.

The Oral Examination form <https://stanford.app.box.com/v/doc-orals> and the final draft of the dissertation **must be submitted** by the candidate to the Student Services Officer at least four weeks prior to the proposed examination date.

Students are advised to pass the Oral Examination within one year of the date of completion of all other requirements for completion of the doctoral degree program in Anthropology.

**Department Guidelines for Scheduling the Oral Examination**

The student must schedule the University Oral Examination, which includes a public presentation, relatively far in advance. Because of registration requirements and faculty availability, oral examinations are normally completed in Autumn, Winter, and Spring Quarters only. Students are encouraged to schedule the Oral Examination in the quarter before the quarter they plan to graduate. Scheduling the Oral Examination during the Summer Quarter is not practical because most faculty members are off-duty or absent from campus in the summer.

Students with absolute deadlines involving graduation (e.g., a job contingent on completion of the dissertation), should leave a minimum of four weeks between the time of the University Oral Examination and filing of the dissertation (a combination of re-writing time and advisor reading time).

**Part One - The Public Defense as an Oral Presentation:**

The student is expected to hold an approximate 30 minute presentation in the department on the topic of his/her dissertation. A question and answer period follows, ending no later than an hour from when the presentation began.

**Part One Participation:** This event is free and open to the public. Notice of the event is published on the departmental webpages and circulated via the department distribution lists. The Oral Examination Committee, including the External Chair, must attend.

**Part Two - The Private Defense as an Examination of the Dissertation:**

The Oral Examination portion of the defense begins immediately after the public presentation portion of the defense has concluded. The examination lasts no longer than one hour.

**Part Two Participation:** This private event includes five examiners: the University 'External' Chair (out-of-department presiding Stanford faculty member with active Academic Council status) and the student.

**Process:** When the examination concludes, the student is asked to leave the room and the oral exam committee briefly discusses his/her performance. The External Chair distributes slips of paper for a silent vote, collects the results, and communicates the majority vote to the committee. At this point, if no further conversation is required, the student is invited back into the room to receive the verdict. The External Chair completes the University Orals Form by indicating the judgment and signing at the bottom, returning the form to the department SSO.

**General Policies**

- The final draft of the dissertation should be submitted at least four weeks prior to the Oral Examination and at least eight weeks prior to proposed filing date or University Registrar deadline for submission of the Dissertation.
- Each candidate should customize this timetable relative to the scheduled date for the Oral Examination. For example, if the Oral Examination is on April 1st instead of May 1st, all dates would need to be moved up by one month.
- Candidates should consult in advance with DRC/OEC members to adjust this schedule as needed to accommodate faculty scheduled, sabbaticals and other leaves of absence.
- Candidates planning to graduate in the Autumn, Winter, or Spring Quarters should be aware that faculty may not be available to review dissertation drafts or attend oral examinations during a Summer Quarter.

**Department Timeline (suggested) for completing the Oral Examination****Example Schedule:****Autumn quarter**

- By November 1st, schedule the Oral Examination.
- Continue writing, submitting, and revising dissertation chapters to the Dissertation Reading Committee/Oral Examination Committee (DRC/OEC).

**Winter quarter**

- By February 1st, submit a complete dissertation draft to DRC members.
- By March 1st, DRC/OEC members provide comments to the candidate.

**Spring Quarter**

- By April 1st, submit Final Draft of the dissertation to DRC/OEC.
- By May 1st, Complete the Oral Examination.
- By May 15th, if revisions are required, submit revised dissertation to DRC.
- By May 22nd, if revisions are required, the DRC evaluates the revised dissertation and communicates their decision to the candidate.
- By May 31st: University deadline for filing the dissertation.

 **Department Key Terms: Dissertation and University Oral Examination**

A Department of Anthropology Ph.D. candidate must fulfill both the Dissertation Requirement and the Oral Examination Requirement to file the dissertation and to be eligible for conferral of the Ph.D. in Anthropology.

**Key Terms**

- Dissertation Reading Committee (DRC). Three faculty committee members, minimum, including a committee chair and two committee members. At least two of three faculty must be members of the Stanford University Academic Council and appointed in the Department of Anthropology (including the chair).
- Oral Exam Committee (OEC). Four examining faculty committee members. At least three of four faculty must be members of the Stanford University Academic Council. At least two of three Academic Council members must be appointed in the Department of Anthropology.
  - A fifth Oral Exam Committee member, the External Chair, must be a faculty member of the Stanford University Academic Council and be appointed outside of the Department of Anthropology.
- Oral Examination. An Oral Examination required by the Department and the University testing the Ph.D. Candidate's command of the field of study and confirming fitness for scholarly pursuits by way of an examination in defense of the Dissertation.
- Final Draft. The Final Draft of the dissertation is a complete, correctly formatted and copyedited document that the Ph.D. candidate submits for final evaluation by the DRC. The Final Draft of the Dissertation should address all comments and feedback received to date to the satisfaction of the DRC.

**Dissertation Reading Committee, Confirmation of Final Draft Status for the Dissertation**

**Dissertation Reading Committee Chair Approval for Final Draft Status of the Dissertation**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Name (First, Last)                      Signature                      Date

**Dissertation Reading Committee Member Approval for Final Draft Status of the Dissertation**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Name (First, Last)                      Signature                      Date

**Dissertation Reading Committee Member Approval for Final Draft Status of the Dissertation**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Name (First, Last)                      Signature                      Date

**Dissertation Reading Committee Member Approval for Final Draft Status of the Dissertation**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Name (First, Last)                      Signature                      Date

**Dissertation Reading Committee Member Approval for Final Draft Status of the Dissertation**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Name (First, Last)                      Signature                      Date

**Ph.D. Student/Doctoral Candidate Confirmation of Final Draft Status of the Dissertation**

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Name (First, Last)                      Signature                      Date

Submit completed form and all supporting statements/documentation [i.e. the (revised) Dissertation Proposal draft] to the Student Services Officer (50-51G) via scanned email file attachment (.pdf).

Director of Graduate Studies: \_\_\_\_\_  
Name (First, Last)                      Signature                      Date