

From JCCO handbook:

Appendix IV Responsibilities of Chairs of Thesis Proposal Defense and Thesis Defense

The Chair of the Thesis Proposal Defense presides over the question and answer period following the thesis proposal defense seminar. Following the defense of the thesis proposal, the Chair of the defense should send a memo to the Chair of JCCO reviewing what happened at the thesis proposal defense, including who was present, any concerns raised, and a summary of comments made and suggestions that were given. The Chair of JCCO then sends a memo of results to the student and ccs the student's advisor(s), the Education Coordinator, and the WHOI Academic Programs Office (the Student Affairs Officer and the Registrar) and MIT Joint Program Office.

The Chair of the Thesis Defense presides over the brief public question and answer period following the thesis defense seminar, and then presides over the private defense of the thesis before all interested members of the faculty and staff plus invited guests. Following the thesis defense, the Chair of the defense should send a memo to the Chair of JCCO (with a copy sent to each member of the thesis committee and to the student) with the following information:

- The date and time of defense and whether the Ph.D. was successfully defended.
- Who was present (committee members and others who stayed for questioning)
- An explanation if any committee members were NOT present (and if so, how did/will that committee member provide input).
- Any comments made about the thesis and defense presentation (e.g., glowing remarks, concerns, etc.).
- The anticipated time that it should take the student to complete revisions. If no time is stated, it will be assumed that the revisions will be made 2 weeks after the defense date. If more time is needed, the committee needs to decide on a time limit (e.g., 4 weeks from date of defense) and provide a brief justification of why more than 2 weeks is needed.
- Finally, either as a postscript to the memo or within memo, general recommendations or specific comments that the student needs to consider in revising the thesis should be listed (usually done by chapter).

The Chair of JCCO then sends a memo of results to the student and ccs the student's advisor(s), the Education Coordinator, and the WHOI Academic Programs Office (the Student Affairs Officer and the Budget Manager) and the MIT Joint Program Office.