

## Dissertation Evaluation and Defense Packet

### Steps for Conducting a Dissertation Evaluation and Defense:

- 1. Supervisor & Student: Secure an external reader during the writing stage.**
  - a. The supervisor should make an initial inquiry of the external reader's interest, willingness, and availability to serve as the external reader.
  - b. Once an external reader agrees to serve as such, the supervisor will submit an [External Reader Request Form](#) to [phd@nobts.edu](mailto:phd@nobts.edu) by September 1 or February 1 in correspondence to the dissertation deadline. The Associate Dean will then formally contact the external reader with an offer of remuneration, a PDF copy of the dissertation (hard copies will be mailed upon request), evaluation form, and date for the defense.
  
- 2. Student: Once your supervisor is satisfied with the dissertation and convinced of its ability to withstand defense, you may submit your dissertation as a PDF to [phd@nobts.edu](mailto:phd@nobts.edu).**
  - a. Students should alert their supervisors about their intent to submit their completed dissertation before submitting. Don't let your official submission be a surprise to your supervisor!
  - b. Dissertations may be submitted at any point in the academic year, but to graduate in December, you must submit no later than September 1st; to graduate in May, you must submit no later than February 1st.
  - c. If the file size exceeds the limits of an email, upload the PDF to your Google Drive and share the file with [phd@nobts.edu](mailto:phd@nobts.edu).
  - d. The PDF copy will be forwarded to the members of the dissertation committee and the external reader.
  
- 3. Student: Submit one hard copy by hand or by mail to the ReDoc Office by the same deadline.**
  - a. If the Sept/Feb 1<sup>st</sup> deadline falls on a weekend, the hard copy is due the following business day.
  - b. If the hard copy is submitted by mail but arrives past the deadline, they will be accepted if they have been postmarked at least five days before the deadline. The student will receive confirmation of the submission.
  - c. This hard copy will be delivered by the ReDoc Office to the Doctoral Form and Style Consultant.
  
- 4. Supervisor: Submit the [Supervisor Approval of Dissertation Submission Form](#) at the time of submission or within a week of submission for the candidate's dissertation.**
  - a. The dissertation will not be considered acceptable to the ReDoc Office until they receive this completed form from the supervisor to ensure that the supervisor approves of the student's submission.
  
- 5. Supervisor: Send the dissertation to the external reader at least one month (4 weeks) prior to the defense date.**

- a. The external reader must submit their written evaluation of the dissertation to the supervisor prior to the date of the defense. The defense *cannot* proceed until the evaluation report from the external reader is received.
  - b. The external reader is welcome to attend the dissertation defense in person at their own expense, or through BlueJeans. It is not required for the external reader to attend.
6. **Supervisor: Form a Dissertation Committee of 2-3 additional faculty.**
  - a. These readers should have some area of expertise in the field related to the dissertation.
  - b. The full dissertation committee includes the supervisor, 2-3 faculty readers, and the external reader (though the external reader is not required to attend the defense).
  - c. External readers serve an advisory capacity in that they only make recommendations, but their recommendations should be afforded full weight in the defense.
  - d. Additional faculty members and PhD students may be invited to attend as observers.
7. **Supervisor: Schedule the Dissertation Defense with the ReDoc Office for no earlier than 4 weeks after submission.**
  - a. Defense dates must be decided upon within a week of the date when the dissertation was submitted to the ReDoc Office.
  - b. Defenses must be scheduled before April 1st (for May graduations) or November 1 (for December graduations).
  - c. Once an acceptable date is determined and communicated to the ReDoc Office, the ReDoc Office will contact the student and all readers will make a calendar appointment for the day and time of the defense.
8. **Supervisor: Prior to the Dissertation Defense, collect a completed [Dissertation Evaluation Form](#) from all Dissertation Committee members.**
  - a. The student will use this feedback to make any necessary corrections or edits.
9. **Supervisor: Bring all necessary forms (listed below) and conduct the Defense.**
  - a. In the defense, the candidate is expected to articulate the content, methodology, and conclusions of his or her dissertation. The candidate may need to clarify or correct statements and claims made in the dissertations.
10. **Supervisor: Deliberate with the Dissertation Committee to assign an evaluation status: high pass, pass, low pass, fail with resubmission, or fail without resubmission.**
  - a. Complete the [Dissertation Defense Results Form](#) and secure the signatures of the other committee members. Forward this completed form to the Associate Dean, who will write the candidate confirming the committee's decision.
  - b. If the dissertation committee passes the dissertation, the supervisor should also sign the [Official Report of Dissertation Approval Form](#), secure the signatures of the other committee members and the division associate dean, and forward the form to the Associate Dean.

c. *Please note: The ReDoc Office will provide you with the Official Report of Dissertation Approval Form since the student's information must be typed in and it must be printed on 100% cotton paper. A copy of this form is attached in this packet for reference only.*

**11. Student: Make any necessary corrections and submit a PDF of the corrected dissertation to your supervisor no later than three weeks prior to graduation.**

**12. Supervisor: Confirm that the document is satisfactory and then submit the [Final Version of Dissertation Submission Form](#) to the ReDoc office along with the approved PDF of the dissertation no later than two weeks before graduation.**

a. The ReDoc office will check formatting, insert a typed **Official Report of Dissertation Approval Form**, and return the PDF to the candidate with instructions for submitting it to ProQuest before graduation.

**Attached Documents:**

1. [External Reader Request Form](#)
2. [Supervisor Approval of Dissertation Submission Form](#)
3. [Dissertation Evaluation Form](#)
4. [Dissertation Defense Results Form](#)
5. [Official Report of Dissertation Approval](#) - *ReDoc will provide a filled-out form for you*
6. [Final Version of Dissertation Submission Form](#)

## External Reader Request Form

Student Name: \_\_\_\_\_

Dissertation Title: \_\_\_\_\_

An external reader must (1) hold an earned PhD in the field and (2) teach in an academic institution, be active in professional societies, or have made a significant contribution to the field. An external reader needs the approval of the guidance committee, division of study, and Associate Dean. External readers serve an advisory capacity in that they only make recommendations, but their recommendations should be afforded full weight in the defense.

External Reader Name: \_\_\_\_\_

Position: \_\_\_\_\_

Institution: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Approved By:

\_\_\_\_\_  
Faculty Supervisor Signature Date

\_\_\_\_\_  
Associate Dean of Research Doctoral Programs Signature Date

*Please complete and return this form to the ReDoc Office no later than September/February 1st.*

## Supervisor Approval of Dissertation Submission

As candidates research and write their dissertations, they should submit chapters to their supervisors for review and feedback. The supervisor should provide regular feedback throughout the process. Once the dissertation manuscript is completed and compiled into a single document, the candidate should send and consult with the supervisor for review and feedback. The supervisor must submit this form at the time of submission in order for the candidate's dissertation to be accepted for defense. No candidate may submit a dissertation without the approval of his or her supervisor as indicated by submitting this form.

Student Name: \_\_\_\_\_

Tentative Defense Date: \_\_\_\_\_

Upon thorough review of the candidate's dissertation, I \_\_\_\_\_ hereby indicate that the candidate's dissertation:

\_\_\_\_\_ meets my standards of excellence and should be able to withstand defense.

\_\_\_\_\_ does not meet my standards of excellence and is not approved for defense.

The faculty supervisor will select two additional faculty readers from the appropriate academic division. These readers should have some area of expertise in the field related to the dissertation. The faculty supervisor and the two additional NOBTS faculty readers form the dissertation committee for the defense. The full dissertation committee includes the supervisor, two faculty readers, and the external reader. The supervisor should make an initial inquiry of the external reader's interest, willingness, and availability to serve as the external reader. After submission of this form, the Associate Dean will formally contact the external reader with an offer of remuneration, a PDF copy of the dissertation (hard copies will be mailed upon request), an evaluation form, and the date for the defense.

### List Secured Additional Dissertation Committee Members:

\_\_\_\_\_  
Faculty Reader 1

\_\_\_\_\_  
Faculty Reader 2

\_\_\_\_\_  
Faculty Reader 3 (Optional)

\_\_\_\_\_  
External Reader

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

## Dissertation Evaluation

Student Name: \_\_\_\_\_

Your Name: \_\_\_\_\_

What is your role in this dissertation defense committee    \_\_\_\_ Supervisor    \_\_\_\_ Additional Reader

### **Please evaluate the following:**

#### **1. Thesis or Hypothesis**

*Evaluate viability, clarity, articulation, delimitations, etc. and whether the student adequately demonstrated or proved the thesis/hypothesis.*

## 2. **Methodology**

*Evaluate clarity, coherence, comprehensiveness, appropriateness for the study, etc.*

3. **Research**

*Evaluate whether the dissertation demonstrated extensive knowledge of relevant research, represented sources accurately, etc.*



**4. Argumentation**

*Evaluate whether the dissertation is thorough, convincing, well-written, concise, etc.*

## 5. **Contribution**

*How does the dissertation make an original contribution to the academic guild? To make a contribution means it will either clarify, illuminate, develop, correct, or provide new knowledge to a given sub-discipline. A contribution does not need to be groundbreaking or make grand claims, but it should add something new to the scholarly discourse in the field.*

6. **Writing**

*Evaluate grammar, style, clarity, conciseness, etc.*

Additional comments and/or suggested corrections:

**Recommendation:**     High Pass     Pass     Low Pass  
                                  Fail with Resubmission Allowed  
                                  Fail without Resubmission Allowed

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## NOBTS Research Doctoral Programs Dissertation Defense Results

Student: \_\_\_\_\_ Date of Defense: \_\_\_\_\_

Major: \_\_\_\_\_

Dissertation Title: \_\_\_\_\_

Decision:

\_\_\_ **High Pass:** The dissertation meets excellent professional standards of publication as is.

\_\_\_ **Pass:** The dissertation meets acceptable professional standards of publication with minor revisions.

\_\_\_ **Low Pass:** The dissertation meets minimal professional standards of publications with major revisions.

\_\_\_ **Fail with Resubmission:** The dissertation is not acceptable in content and/or form and style and requires a substantial rewrite.

\_\_\_ **Fail without Resubmission:** The dissertation is not acceptable in content and/or form and style and no resubmission is allowed.

\_\_\_\_\_  
Faculty Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
1st Faculty Reader

\_\_\_\_\_  
Date

\_\_\_\_\_  
2nd Faculty Reader

\_\_\_\_\_  
Date

\_\_\_\_\_  
3rd Faculty Reader

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Dean of Research Doctoral Programs

\_\_\_\_\_  
Date

## Official Report of Dissertation Approval

Candidate:

Degree: Doctor of Philosophy

Major Field:

Dissertation Title:

Date of Defense:

Approved:

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Faculty Supervisor

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1st Faculty Reader

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2nd Faculty Reader

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3rd Faculty Reader

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Divisional Associate Dean

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Associate Dean of Research Doctoral Programs

New Orleans Baptist Theological Seminary  
3939 Gentilly Blvd., New Orleans LA 70126

## Final Version of Dissertation Submission Form

Following a successful oral defense of the dissertation, the student will make any necessary corrections and submit a PDF of the corrected dissertation to the supervisor no later than three weeks prior to graduation. The supervisor will confirm that the document is satisfactory and then indicate supervisor approval by submitting this **Dissertation Final Copy Approval Form** to the ReDoc Office along with the approved PDF, **Dissertation Review Report Form**, **Dissertation Evaluation Rubric Form**, signed **Dissertation Review Report Form**, and **Supervisor Dissertation Checklist** no later than two weeks before graduation.

Please initial below to indicate that you have submitted the following items to the ReDoc Office via [phd@nobts.edu](mailto:phd@nobts.edu):

\_\_\_\_\_ I have submitted a PDF of the final approved version of student's dissertation

\_\_\_\_\_ I have submitted the Dissertation Defense Report Form

\_\_\_\_\_ I have submitted the Official Report of Dissertation Approval Form (for front of printed dissertation)

**Your signature below indicates that the above items have been collected and submitted to the ReDoc Office (via email to [phd@nobts.edu](mailto:phd@nobts.edu)) and that the suggestions of the dissertation committee have been incorporated into the final version of the student's dissertation.**

Student's Name \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

### **For ReDoc Office Only:**

The ReDoc Office will check formatting, insert a typed **Dissertation Report Form**, and return the PDF to the candidate with instructions for submitting it to ProQuest before graduation..

PhD Program Coordinator Approval of PDF \_\_\_\_\_ Date \_\_\_\_\_

**Submit this completed form to the ReDOC Office via email at [phd@nobts.edu](mailto:phd@nobts.edu).**