

Master's by Thesis Requirements

PROGRAM OF STUDIES

Each student admitted to a Graduate Program will have a specific program of studies agreed upon in consultation with and approved by the appropriate committee or administrator for that degree program.

A completed Program of Studies form will be filed in and approved by the Office of the Dean of Graduate Studies prior to the student's registration for his or her 19th semester credit hour to be counted toward a master's degree.

THESIS, DISSERTATION, OR PRACTICUM REQUIREMENT

The composition of the Supervising committee will be:

1. the Supervising Professor from the School expected to confer the student's degree who shall serve as Chairperson and must hold the rank of Professor, Associate Professor, or Assistant Professor.
2. a voting faculty member from the graduate degree program or school expected to confer the student's degree; and
3. a third representative appointed by the appropriate committee or administrator for that program.

SUPERVISION

- I. The Supervising Committee will meet with the candidate soon after the Dean for Graduate Studies has approved membership of the Committee. The intention of this initial meeting should be to discuss potential problem areas in the proposal and to establish a procedure that the Committee wishes to adopt to follow the research to a successful conclusion, e.g., the frequency and format of contact between candidate and Committee.

The Supervising Committee must meet at least once annually, assess the student's progress, and send a report on that progress to the appropriate committee or administrator for that program and to the Dean of Graduate Studies. This report should describe any problems that have the potential to delay the research beyond its anticipated completion date. A copy of this report must also be sent to the student.

The student can request a meeting of the Supervising Committee through a written request to the appropriate committee or administrator for that program. The appropriate committee or administrator for that program will be responsible for convening such a meeting, generally within two weeks of the student's request, unless this timing is impossible owing to the absence of the Supervising Professor. No more than one student-initiated meeting can be called within an academic year.

Provision for coverage of leaves of absence of either students or committee members will have been discussed at the initial meeting of the Supervising Committee. Any arrangements for surrogate supervision or changes in the student's plans will be communicated to the appropriate committee or administrator for that program, in writing, with a copy to the Dean for Graduate Studies. Because of the relationship between the student and the Supervising Committee, the Dean of Graduate Studies may give committee members on leave of absence or who have left their positions with the university given permission to remain on the committee. However, they must agree to be active participants in supervisory activities and to be present for the final examination. If this is not possible, the faculty member must resign or be removed from the committee and a new faculty member must be submitted for approval.

- A. Manuscript Preparation

Style and format requirements have been established for theses, dissertations, and practica reports prepared at U. T. Dallas. Prior to submitting manuscripts, candidates should consult the Guide for the Preparation of Master's Theses, Doctoral Dissertation, and Doctor of Chemistry Practica Reports that can be obtained from the Office of the Dean of Graduate Studies.

- B. **Committee Approval of the Manuscript**
Approval of the thesis to go forward for examination can only be given after the members have considered the entire manuscript. Members of the committee who do NOT agree that the thesis is examinable, whether in the majority or not, should inform the Program Head immediately, and in writing, so that such objections may be discussed with the Supervising Professor and the candidate.
- C. **Independent Research Competence**
The thesis must demonstrate an independent research competence on the part of the candidate that substantially adds to knowledge in the candidate's field with respect either to its intellectual substance or professional practice. The thesis should be of such standard as to warrant publication in peer reviewed journals or scholarly books or monographs or equivalent.
- D. **Submission of the Final Draft of the Thesis**
Once the candidate has, in the judgment of the Supervising Professor, prepared an examinable manuscript, it should be distributed to the other members of the Supervising Committee, allowing them adequate time to review the document. After reading the document, a majority of the Supervising Committee members must agree that the document is ready to be defended before a request for a Final Oral Examination may be submitted and an examination date scheduled. Committee members should ensure that the manuscript is complete, has been rigorously proofread (preferably by a professional proofreader), and meets scholarship standards for theses. The Supervising Professor then submits a copy of the thesis and the Request for Final Oral Examination form, signed with no more than one dissenting vote by the Supervising Committee members to the Office of the Dean of Graduate Studies, which shall approve the scheduling of the Final Oral Examination.
Members of the committee who do NOT agree that the manuscript is examinable should inform the appropriate committee or administrator for that program immediately, and in writing, so that such objections may be discussed with the Supervising Professor and the candidate. The Final Oral Examination cannot be scheduled until a resolution has been reached with, at most, one dissenting vote.

Excerpted from: <http://www.utdallas.edu/student/catalog/grad02/First40pages/1.Graduate%20Degree%20Program%20and%20Policies.htm>

FINAL THESIS DEFENSE

The Final Thesis Defense may be conducted as a traditional oral examination (TOE) or as an electronic oral examination (EOE). Both modes of examination shall be conducted in three phases.

Phase I. The candidate will make a formal presentation of the research.

TOE	EOE
A public, oral presentation will be conducted during the academic year. During this presentation, the candidate will be required to respond (within a 24-hour period) to questions asked by the public. The Supervising Professor will chair this phase and supervise the questioning.	A scripted electronic presentation will be posted to a public website for at least 5 days. During this time, through the use of an online discussion forum, the candidate will be required to respond (within a 24-hour period) to questions asked by the public. The Supervising Professor will chair this phase and supervise the questioning.

Phase II. The candidate will be questioned by the Examining Committee.

TOE	EOE
Following the formal presentation, the candidate will be required to respond to any questions asked by the members of the Examining Committee. This part of the examination is not open to the public. Depending upon the school's policy, other members of the faculty may also participate in this part of the examination. The Supervising Professor will chair this phase and supervise the questioning.	Following the formal presentation, the candidate will be required to respond (within 24 hours) to any questions asked by the members of the Examining Committee. This part of the examination is not open to the public. Depending upon the school's policy, other members of the faculty may also participate in this part of the examination. The Supervising Professor will chair this phase and supervise the questioning.

Phase III. After the completion of the formal presentation phases, the Examining Committee will vote on the results of the Final Thesis Defense (both TOE and EOE). With no more than one dissenting vote, one of five possible results of the defense will be reported: (1) passed and thesis accepted, (2) passed and thesis accepted pending specified revisions, (3) second defense required, but thesis accepted or accepted with specified revisions, (4) major revisions of the thesis and a second defense required, or (5) defense failed, thesis not accepted and the committee recommends dismissal from the program. If the committee cannot reach agreement on one of the options, then the candidate will have failed the defense and the thesis will not be accepted.

(For complete information about Transfer Credit, Degree Requirements, and Research Involving Animal or Human Subjects, see: Policy on Procedures for Completing a Graduate Degree Policy Memorandum 87-lii.25-48)