

MS THESIS DEFENSE

Provided that the student has completed all graduation requirements and is in good academic standing, he or she is now ready to defend the Master's thesis before a committee.

Timing/Registration Requirements

- Students must be in good academic standing.
- Students should be sure that they have submitted their *Intent to Graduate* prior to any term when they might be graduating. Students should login to the University portal, <https://my.uic.edu>, and in the "Academics" tab, go to the "Records" sub-tab. Choose links, and then the link to declare your Intent to Graduate. Read the information carefully, and follow the instructions given. For more information: <http://grad.uic.edu/cms/?pid=1000030>.
- Master's students do not need to be registered for the term when they defend their thesis if they have finished all coursework and thesis research hours. However, registration (including zero hour registration) is required for all master's students holding a student visa (as stipulated by the Office of International Services, OIS). Also, certain fellowships, assistantships and tuition fee waivers require a minimum number of credit hours.
- **ZERO HOUR REGISTRATION:** Master's students are only eligible for Zero Hours Option A. Charges for Option A include Range IV (0 hours) tuition, tuition differential, and all related fees, including CampusCare (unless under the the opt-out option). The petition must be submitted by the 10th day of the term (5th for summer). Students should register for 0 credit hours of Master's thesis research (CME 598) by the registration deadline each term, even if the petition is still pending approval.
 - Please check with the Graduate Program Coordinator (GPC) to confirm that all degree requirements have been fulfilled prior to petitioning for zero hours.
 - More information about zero hour registration, including important information for international students, can be found at: <http://grad.uic.edu/zero-hour-registration>.
- **Thesis submission deadlines:** In order to be eligible to graduate for a certain term, students must submit the thesis and have it approved by the deadline according to the Graduate College academic calendar here: <http://grad.uic.edu/academic-calendar-0>. Failure to submit the thesis by the deadline will delay a student's graduation to the following term.

Committee Members/Committee Recommendation Form

The thesis committee must be approved by the Graduate College on the recommendation of the DGS. The defense committee consists of at least three people:

- At least One faculty must be a tenured full member of the UIC Graduate Faculty
- Chairperson of the committee must have full membership (not necessarily tenured)
- Check the Graduate College [website](#) for the membership status of individual faculty
- For any faculty without membership in the Graduate Faculty, a CV will need to be included with the Committee Recommendation Form.

The [Committee Recommendation Form](#) must be submitted to the Director of Graduate Studies (DGS) and then the Graduate College for approval **at least 3 weeks prior** to the thesis defense date. Please note:

- The form must be typed on the PDF (handwritten versions will not be accepted)
- Your full name on the form **MUST** exactly match the name on your student record as well as the final dissertation that is submitted to the Graduate College.
- Program code for the Civil Engineering program is *20FS0106MS*.
Program code for the Materials Engineering program is *20FS1434MS*.
- The thesis title may not exceed 105 characters, including spaces, and may not include any abbreviations. Note: The thesis title on the form **MUST** match the title of the final thesis that is submitted to the Graduate College.
- Changes to the committee or the thesis title may be requested before the defense occurs using the [Request for Change in Thesis Title/Committee Member\(s\) Form](#). Please note that changes to the thesis title after the Examination Report has been issued will require submission of this Request for Change form to the Graduate College. A new examination report will be issued and it will be the student's responsibility to obtain all of the signatures from his/her committee members.

Announcement (optional)

The defense can be open to the academic community of the university and be publicly announced one week prior to its occurrence. Students are responsible for e-mailing the GPC **at least one week prior** to the defense date with the announcement (date, time, location, advisor), thesis title, and abstract. The announcement will be distributed to the students and faculty one week prior to the defense date.

iThenticate Procedures

The student is the sole author of their thesis, and it is the student's responsibility to ensure that all information is correctly cited and that proper copyright permissions have been obtained. The iThenticate screening process is one tool towards that end. iThenticate account information will be e-mailed from noreply(@)ithenticate.com to you upon receipt of the Committee Recommendation Form by the Graduate College. iThenticate review procedures are available on the Graduate College website at <http://grad.uic.edu/ithenticate-review-procedures>.

There are 3 iThenticate report documents that need to be submitted to the Graduate College through a shared Box folder. Detailed instructions and a demonstration video are available at <http://grad.uic.edu/ithenticate-review-procedures>. Please be sure that the Box folder is shared with the Graduate College using thesischeck@uic.edu (along with your advisor) and that it includes all 3 reports required by the Graduate College. The final report must show 0% overlap.

Thesis Defense

All candidates for the MS degree must have an advisor who is a full member of the UIC graduate faculty. The advisor is considered the primary reader of the thesis.

The committee vote is “pass” or “fail”. A candidate cannot be passed if more than one vote of “fail” is reported.

Examination Report Form

After the committee recommendation form has been approved by the Graduate College, they will send the Examination Report Form to the GPC, who will e-mail students that it is available to be picked up from the CME office. The Examination Report Form must include the pass/fail decision and signature by the entire committee. The Examination Report Form must be submitted to the GPC within two business days of the thesis defense. The Red-Border Certificate of Approval is no longer issued by the Graduate College so is not required.

Electronic Thesis and Dissertation (ETD) Submission

The Graduate College Electronic Thesis and Dissertation (ETD) guidelines and the Thesis Manual can be found at <http://grad.uic.edu/thesis> and will assist you in preparing and submitting your thesis. Following your defense, the final version of your thesis must be reviewed by your advisor and the Graduate Program Coordinator before it is submitted to the Graduate College through the ETD submission system. Students are required to pay a publishing fee as outlined in the ETD guidelines. Please be sure to include the GPC as the departmental contact when submitting your thesis.

MASTER’S THESIS DEFENSE TIMELINE

Prior to the Thesis Defense

At least two months prior to defense
<ul style="list-style-type: none">• Consult with research advisor regarding anticipated date of defense.• Confirm with GPC that all other degree requirements have been fulfilled.• Submit the <i>Intent to Graduate</i> through http://my.uic.edu prior to the term of the defense.• Contact potential committee members regarding availability.• Coordinate with committee members for date/time when all members are available.
At least three weeks prior to defense
<ul style="list-style-type: none">• Complete the Committee Recommendation Form and submit to the GPC.• Reserve a room (contact the GPC when requesting the CME Library or 1047).
One week prior to defense
<ul style="list-style-type: none">• Send defense announcement to the GPC with date, time, location, advisor, title, and abstract.• Provide copies of the thesis to each member of the committee.• (Day of defense) Pick up the Examination Report Form from the CME office.

Following the Thesis Defense

Immediately

- Confirm that every committee member has signed the Examination Report Form, indicating their grade (“Pass” or “Fail”).
- Make sure the chairperson indicates the Examination Date and any conditions that may have been made by the committee.
- Submit the White and Pink copies of the form to the GPC within two business days of the defense.

Following weeks

- E-mail a copy of the committee-approved thesis to the GPC for format approval. You will be notified within 24 hours if it is ready to be submitted through the ETD.
- Upload the final thesis to the Graduate College through the [Electronic Thesis and Dissertation](#) system. Follow all instructions related to the format requirements and publishing fee.
- Submit a bounded copy of your thesis to the GPC.