How to Successfully Submit Your Dissertation or Thesis

Office of Graduate Education
Spring 2020
# Office of Graduate Education

**Location:** FA 3.104, FA 3.102, FA 2.2 Suite (Founders Annex)  
**Office Hours:** Mon-Fri 8-5pm

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Important Links

- Website: https://graduate.utdallas.edu
- Forms: https://graduate.utdallas.edu/current_students/forms/
- Deadlines: https://graduate.utdallas.edu/current_students/deadlines/
- Graduating Students: https://graduate.utdallas.edu/current_students/graduating/

See the back of your checklist for more resources!
Changes beginning Fall 2019

• **Chair of the Examining Committee (PhDs):** It is your responsibility to work with this person and members of your Supervising Committee to agree upon a time and date for your final oral examination.

• **Signature Page (PhDs & MS):** This page does not require approval prior to your defense and does not need to be signed by your committee.
  • MS form: Report of Final Examination for Master’s Thesis
  • PhD form: Report of Final Examination for Doctoral Dissertation

• **Copyright (PhDs & MS):**
  • Addition of [UTD Copyright Tutorial](#)
  • Changes to administrative file requirements
Doctoral Dissertation Checklist

- Beginning of Final Semester
- Scheduling Final Oral Examination
- Final Oral Examination
- Before the Final Format Check
- Final Format Check and Dissertation Approval
Deadlines

PhD Deadlines

- **Thursday, March 19th** – Last day to request a final oral exam.
  
  *Request must be submitted to the Office of Graduate Education a minimum of 2 weeks prior to the date of examination.*

- **Thursday, April 2nd** – Last day to hold a final oral exam.

- **Thursday, April 9th** – Last day to upload dissertation for final review by the Office of Graduate Education.

- **Thursday, April 16th (Noon)** – Last day to receive **approval of final version** of dissertation by the Office of Graduate Education.
Master’s Thesis Checklist

- Beginning of Final Semester
- Scheduling your Defense
- The Defense
- Before the Final Format Check
- Final Format Check and Thesis Approval
Deadlines

Master’s Deadlines

- **Thursday, April 23rd** – Last day to upload thesis for review by the Office of Graduate Education.

- **Thursday, April 30th (Noon)** – Last day to receive *approval of final version* of thesis by the Office of Graduate Education.
In Absentia

What does graduating In Absentia mean?

- In Absentia is an option for those Spring 2020 candidates who do not make the deadlines.
- To be considered “In Absentia” the following semester, the candidate does not enroll in any credit hours for Summer 2020 and must finish all requirements to graduate by the In Absentia deadline (June 2nd for PhDs, June 9th for Master’s)
- Must apply for August 2020 graduation online by Thursday, June 11th
- $100 In Absentia fee

Link to explanation in the UT Dallas 2019-2020 Graduate Catalog: https://catalog.utdallas.edu/2019/graduate/policies/graduation#graduation-under-in-absentia-registration
Core Formatting Requirements

- Consistency
- Language
- Page Size and Paper Specification
- Margins
- Font
- Spacing
- Tables and Figures
- Headings and Page Numbers
- Use of Previously Published Materials
Formatting of Dissertation/Thesis

- **Guides**
  - For the guidelines, download and read the “Dissertation and Thesis Submission Guide” and “Formatting Guide” from our website.
  - For a visual guide of the layout for the preliminary pages, please see the “Sample Pages” PDF on our website (also included in your packet).
  - Use the most recent templates (updated February 2018) available on the Office of Graduate Education website.

- **Templates**
  - Microsoft Word
  - LaTeX (technical, best for formulas and algorithms)
    - For technical help with the LaTeX template please contact Dr. Kevin Hamlen hamlen@utdallas.edu

- **Citation Management**
  - Citation management services allow you to import citations from online article indexes and databases, organize and manage these references within folders, automatically format them within papers and create instant bibliographies in a variety of styles.
  - [https://libguides.utdallas.edu/citation-resources-guide/home](https://libguides.utdallas.edu/citation-resources-guide/home)
Copyright Issues

Requesting Permission to Use Your Own Previously Published Material in Your Dissertation/Thesis

 If your dissertation/thesis includes previously published material, you must acknowledge the material in accordance with the requirements specified by the copyright owner.

 If appropriate, obtain and include a written permission statement from the owner(s) of each third-party copyrighted material within the dissertation/thesis.

 Whether you need formal permissions or not, you must follow instructions from the publisher on how to correctly acknowledge the copyrighted material within the dissertation/thesis.
Copyright Links

- The following publications may be helpful:
  - Request permission through the Copyright Clearance Center at www.copyright.com
  - For general information about copyright in the U.S.: http://www.copyright.gov/
  - NEW REQUIREMENT: UTD Copyright Tutorial to complete through eLearning
Doctoral Hooding Ceremony

Commencement vs. Hooding Ceremony

- The *Hooding Ceremony* is a separate event from the Commencement Ceremonies and is held each semester, including the summer, for PhD candidates only. At this event you will be hooded by your Supervising Professor.

- The Doctoral Hooding Ceremony is tentatively scheduled for **Monday, May 11th at 1pm in the Activity Center**. Reception to follow in the Visitor Center Atrium.

- Hooding Website FAQs at: [https://graduate.utdallas.edu//current_students/hooding/](https://graduate.utdallas.edu//current_students/hooding/)
Online Resources to Download

- Dissertation and Thesis Formatting Guide
- Dissertation and Thesis Submission Guide
- Checklist for Final Submission of a Doctoral Dissertation
- Checklist for Final Submission of a Master’s Thesis
- Sample Pages
- Windows Thesis/Dissertation Template
- LaTeX Template
Questions?
Get social with the Office of Graduate Education!

@UTDallasGraduateEducation

@UTDOGE

UT Dallas Office of Graduate Education
Private Group – Ask to join!
Relevant Workshops

- **Set Up Your Dissertation/Thesis Template!**
  - Tuesday Feb. 18th – 2:30-3:30 p.m.
  - Thursday Feb. 20th – 10:00-11:00 a.m.
  - Monday Feb. 24th – 9:30-10:30 a.m.
  - Wednesday Feb. 26th – 2:30-3:30 p.m.
  - Please register to attend via the Comet Calendar.
  - Held in FA 2.206
  - Contact Info: gradeducation@utdallas.edu

- **Citing Sources: The Top 5 Things You Need to Know**
  - Friday Feb. 21st – 10:00-11:30 a.m.
  - Thursday March 12th – 10:00-11:30 a.m.
  - Friday April 10th – 10:00-11:30 a.m.
  - Registration is required.
  - Held in FA 2.206
  - Contact Info: Thomasina Hickmann, hickmann@utdallas.edu