



## Master Thesis Defense - General Information

### MS Thesis and Defense Scheduling

- A Master Thesis is required of every candidate for a Master degree in the Thesis Option. (This requirement does not apply to the other two MS Degree Options.) A student will not be approved for Thesis Option until they establish an MS Thesis Advisor.
- It is the student's responsibility to find a ME graduate faculty member who agrees to be the student's MS Thesis Advisor and will guide the student in their research.
- The Master Thesis represents the research conducted by the student under the supervision of the MS Thesis Advisor and MS Thesis Committee that includes two other Texas Tech Graduate Faculty members. The results obtained are described in a written Master Thesis and defended in a final public oral examination.
- The Department requires registration for at least 6 hours of ME 6000 – Master Thesis. Once enrolled in ME 6000, Graduate School requires that the student be enrolled in this course every semester until the completion of his/her Master studies.
- The student must be enrolled for at least 3 credit hours in the semester of graduation.
- It is the student's responsibility to coordinate with the MS Thesis Committee to schedule the Master Thesis Defense. In particular, he/she should send the committee members a reminder several days before the defense date.
  - Last minute changes of MS Thesis Committee members are not allowed.
- The Thesis must be provided to every member of the MS Thesis Committee at least one week prior to the Defense.
- The Master Thesis format must follow the Graduate School guidelines published on the Graduate School website:  
<http://www.depts.ttu.edu/gradschool/academic/docs/FormattingManual.pdf>
- The Graduate School's Defense Notification form is due at least 3 weeks prior to the student's defense date but, no later than the Defense Notification deadline set by the Academic Calendar.
- The required Defense Notification Form is available on the Graduate School Website:  
[http://www.depts.ttu.edu/gradschool/media/defNOTIFICATION2016\\_VFinal.pdf](http://www.depts.ttu.edu/gradschool/media/defNOTIFICATION2016_VFinal.pdf)
- An announcement of the Defense must be given to the Department two weeks in advance. The announcement must include the following information:
  - title of the Thesis
  - student name
  - name of the MS Thesis Advisor
  - abstract
  - date, time, and location of the Defense
- The announcement should be prepared using the ME Defense Announcement Template and submitted to Rene Fuentes at [Rene.Fuentes@ttu.edu](mailto:Rene.Fuentes@ttu.edu) in the pdf format. This announcement will be sent to all faculty and graduate students. Please note that the Graduate School requires a separate notification.
- The Defense should take place prior to the defense deadline during the semester of graduation.
  - Students who do not complete the Thesis Defense by the deadline will not be able

to graduate that term and will need to enroll in the following semester.

### **Master Thesis Defense**

- The public oral presentation of the results of the student's Thesis research is followed by questions asked by the general audience and student's Master Thesis Committee.
- The Defense continues in closed session in which the Master Thesis Committee members ask the student detailed questions related both to the research performed and the general area of the Thesis.
- The Graduate School does not require a Graduate Dean's Representative to be present for the Master Thesis Defense.
- The outcome of the Master Thesis Defense is communicated to the student after the Master Thesis Committee deliberations (in which the student is not participating).
- To report the outcome of the Defense, an Oral Defense, and Thesis Dissertation Approval Form needs to be completed and signed by the MS Thesis Committee. The Chair will submit a copy to Graduate School. The form is available at:  
<http://www.depts.ttu.edu/gradschool/media/Oral%20Exam%20and%20Thesis-Dissertation%20Approval%20Form.pdf>
- A copy of the Oral Defense and Thesis Dissertation Approval Form also needs to be submitted to Rene Fuentes at Rene.Fuentes@ttu.edu.
- The student must submit his/her MS Thesis in PDF format to the ETD (Electronic Thesis Dissertation) website within two weeks of the Defense or no later than Graduate School's submission deadline. The student should use the link for ETD submission:  
<http://www.depts.ttu.edu/gradschool/academic/etd.php>
- Once the final and properly formatted version of the MS Thesis is received by Graduate School, the Chair of the MS Thesis Committee is sent an email from Vireo/TDL account with a link to approve the student's Thesis Defense documents. The Chair will need to approve the document through this link in order for the Graduate School to process the student's graduation.

### **Additional Graduate School Regulations**

For additional details please refer to the Graduate School and their website:

<http://www.depts.ttu.edu/gradschool/academic/ETDreview.png>

\*If any links provided in this document do not work, please notify the Mechanical Engineering Graduate Program Office.