



Master Report Defense–General Information

MS Report and Defense Scheduling

- A Master Report is required of every candidate for a Master degree in the Report Option. (This requirement does not apply to the other two MS Degree Options.) A student will not be approved for Report Option until they establish an MS Report Advisor.
- It is the student's responsibility to find an ME graduate faculty member who agrees to be the student's MS Report Advisor and will guide the student in their research.
- The Master Report represents the research conducted by the student under the supervision of the MS Report Advisor. The results obtained are described in a written Master Report and defended in a final public oral examination conducted by the MS Report Advisor and one additional MS Report Committee member, who is a TTU Graduate Faculty.
- The Report is not as extensive as a Master Thesis, but the quality of the work must meet the high standards required for the MS degree in Mechanical Engineering.
- The Department requires registration for at least three hours of ME 6301 – Master Report.
- It is the student's responsibility to coordinate with the MS Report Committee to schedule the Master Report Defense.
- The Report must be provided to every member of the MS Report Committee at least one week prior to the Defense.
- The Report should include background information and clearly describe the results obtained by the student. The report format is determined by the student's MS Report Advisor; it does not have to follow the Graduate School guidelines for Master Thesis.
- A final approved copy of the Report must be supplied to the Mechanical Engineering Department for archival purposes.
- An announcement of the Report Defense must be given to the Department two weeks in advance. The announcement must include the following information:
 - title of the Report
 - student name
 - name of the MS Report Advisor
 - abstract
 - date, time, and location of the Report Defense
- The announcement should be prepared using the ME Report Announcement Template and submitted to Rene Fuentes at Rene.Fuentes@ttu.edu in the pdf format. This announcement will be sent to all faculty and graduate students.
- The Report Defense is in lieu of the Comprehensive Exam for non-thesis MS students. Therefore, the Defense should take place prior to the Comprehensive Exam deadline during the semester of graduation.
 - Students who do not complete the Report by the deadline will not be able to graduate that term, unless they are granted permission by the Graduate School. Therefore, students who anticipate a delay of the Defense should notify Rene Fuentes at Rene.Fuentes@ttu.edu in order to request the Graduate School permission.

Master Report Defense

- The public oral presentation of the results of the student's Report research is followed by questions asked by the general audience and student's Master Report Committee.
- The Report Defense continues in closed session in which the Master Report Committee members ask the student detailed questions related both to the research performed and the general area of the Report.
- The outcome of the Master Report Defense is communicated to the student after the Master Report Committee deliberations (in which the student is not participating).
- To report the outcome of the Defense, the MS Report Advisor completes the Report on Comprehensive Exam Form (there is no Report Defense Approval Form) and submits it to Graduate School. A copy of the form also needs to be submitted to Rene Fuentes at Rene.Fuentes@ttu.edu.
 - The form is available at:
http://www.depts.ttu.edu/gradschool/academic/docs/Comprehensive_Evaluation.pdf