

THESIS FAQ 2011

THESIS PREPARATION AND TIMELINE

Q: How do I set up my thesis?

A) Follow the guidelines– available on the website at <http://www.rosalindfranklin.edu/DNN/Portals/19/documents/thesis/ThesisPreparation.pdf>

Q: Do I need to use special paper?

A) Should you wish to have any bound copies made, 24# (or better) bond paper is recommended.

Q: Do I have to submit a request from the Dean's office for my defense date?

A) No, but you and your mentor need to be sure your defense date is appropriate for all your committee members. Once that date is established, your department should generate a memo/e-mail to the Dean notifying him of the time and location, as well as your thesis title.

Q: What paperwork is required and who prepares it?

A) Your department will prepare

- 1) The Report of Final Examination documents for the committee to sign
- 2) The announcement/flyer, as per your department's preference. These are distributed by your department for you at least three weeks prior to your defense.

Q: Once I have defended, then what?

A) You can expect to have some rewrites to do to satisfy your committee's requirements. They should establish a due date for this, but it should not take longer than 30 days.

Your committee submits the executed copy of the Report of Final Examination to the SGPS Dean's Office. The Dean will sign this and distribute copies.

- 1) You will receive the original of this document in interoffice mail.
- 2) That document should be retained by you for safe keeping.
 - a) You may ask the department to issue you an electronic version of this document.
 - b) You must scan page 1 into your thesis for the electronic submission.

ELECTRONIC THESIS SUBMISSION

Q) What service do I use to submit my thesis electronically?

A) Per the instructions found on our SGPS Website, you will submit your thesis for publication at the link provided. <http://dissertations.umi.com/rosalindfranklin>

Click on [Submit my dissertation/thesis](#) BEFORE you begin, and review the publishing and copyright options. RFUMS does not make these decisions for you. This is YOUR published document and the decisions are yours to make. Remember, some options will cost extra (see Q&A below)

You will need to have ready:

- The PDF version of your thesis, including page 1 of the Final Report of Examination
- A credit/debit card, as the transaction is done online and will require payment

Questions or concerns you have should be reviewed with the toll-free phone number provided by UMI/Proquest. They are very helpful. Large thesis documents containing figures can sometimes be difficult to load. When in doubt, seek their assistance.

SGPS does NOT require bound copies of your Thesis. For those interested, general information on thesis binding options can be found on the SGPS Thesis information web page.

Q) How should the page numbers be formatted? My thesis page numbering follows the university standards in which the abstract, etc is numbered using i, ii, iii, and so on. When I combine all chapters into one pdf, I can't use 2 numbering systems, ie the ii's and the standard page numbers for the rest of the document.

THESIS FAQ 2011

A) <http://support.microsoft.com/default.aspx?scid=kb:en-us:326536> – follow the directions carefully

Q) **Which Category do I choose?** I don't find my department name.

A) The subject categories are a pre-published list that helps to index your dissertation for further use. They do not have to be approved the way that a department or a degree does. They are simply there to help future researchers find your dissertation later.

This is a pre-published list and cannot be changed. If you feel that you would like more specifics to your submission, you can add up to 2 additional subject categories and up to six keywords or phrases that will help index your dissertation properly.

Q) **How can I be sure the PDF conversion went ok?**

A) View your abstract and pdf submission after submitting it to make sure that it looks ok. It may come out with a weird format, but that could have been because there are two options for abstracts with multiple paragraphs. These options are truncated. If your document cannot be read, delete the abstract and re-paste it using the other option. Watch the word limit on the abstracts – if you go over slightly, it MAY be ok. No guarantee.

Q) **Why is there an option to Copyright?** Doesn't publishing a thesis accomplish the same as copyrighting a document?

A) Though copyright is a procedure which coincides with publication, they are two separate actions, and in some cases, students choose to file for copyright independent of ProQuest/UMI. For that reason, the two actions are billed separately.

Q) **What should I do with the original copy of my Examination Report, signed by the Examining Committee?**

A) This copy is provided to you for use in the final published copy of your thesis. Page 1 should be scanned into your document immediately after the title and copyright (optional) pages, per the Thesis Instructions.

AFTER THESIS IS SUBMITTED

Q) **What happens after I submit my thesis?**

A) Your submission triggers a notice to the Dean's Office that your thesis has been submitted. There is a final review for content and format. If all goes well it is ACCEPTED, and you are notified of that. If there is anything to edit, you are notified of that, as well.

Q) **Is there anything else I need to do?**

A) All graduating SGPS students are required to complete the following:

- 1) *Survey of Earned Doctorates* <http://survey.norc.uchicago.edu/doctorate/index.jsp> (Ph.D. only)
- 2) *Alumni Data Form* <http://www.rosalindfranklin.edu/tabid/1021/Default.aspx>
- 3) Provide a forwarding address/phone/email to the Dean's Office
- 4) *Clearance Release Form*, ensuring all student obligations to RFUMS have been fulfilled <http://www.rosalindfranklin.edu/dnn/portals/19/documents/ClearanceReleaseForm.doc>

Once all of this has been cleared through the Dean's office, your degree is released. You can choose to receive it ASAP (about 6 weeks) or at Commencement.

Q) **If I leave the University, how can I be notified about Commencement?**

A) The information you provide to the Dean's Office will allow us to contact you with all the announcements.

Q) **Do I have to participate in Commencement?**

A) Although students are strongly urged to participate in the commencement ceremony, you are under no obligation to do so.

Q) **What is the latest date I can defend and still participate in that year's commencement?**

THESIS FAQ 2011

- A) The official date is always May 15th. However, should there be extenuating circumstances for your defense, a later date may be allowable. Anyone defending IN the month of May (or later) should contact the Dean's office to determine if their defense will qualify them for a spot in this year's graduating class.