MASTER’S THESIS AND FINAL EXAMINATION

For those pursuing the thesis option, a thesis must be prepared according to a preset format and processed (revised, signatures obtained, distributed) following specified procedures. Likewise, the student must present and defend his/her work in a Final Examination. Information is presented here relative to the preparation and processing of the thesis and the steps involved in scheduling the Final examination.

THEESIS PREPARATION AND PROCESSING

Before beginning to write your thesis, you are strongly advised to meet the Thesis Format Advisor for ECE to review your plans for preparing your thesis and to obtain answers to any questions about the document formatting requirements. The ECE Thesis Format advisor is Andy Hughes (andy@purdue.edu). In his absence, Matt Golden functions as the Thesis Format Advisor.

The Purdue Graduate School is working to make a standardized web environment for creating your thesis/dissertation. They have chosen the Overleaf web service and worked with them to provide a Purdue compliant template/environment. You are highly encouraged to look at and consider using Overleaf for your thesis/dissertation. The following links are helpful.

The Overleaf/Purdue template setup...
https://www.writelatex.com/templates/purdue-university-thesis-template/rkjkbcgbcdcck#.U00trfIdXms
https://www.writelatex.com/blog/158#.U00tGvldXms

“The ECE Thesis Format/Deposit—checklist and deadlines” website maintained by Andy Hughes (https://engineering.purdue.edu/ECE/thesis) provides detailed and extensive information on the preparation and processing of theses. This site should be accessed in the early stages of your thesis preparation and later for details on the proper processing of the thesis. Numerous informational links are available on the site, including links to the Graduate School Manual for the Preparation of Graduate Theses and the Thesis Format: A Style and Notation Guide for the Preparation of Graduate Theses in ECE.

Having completed the thesis preparation, receive your Major Professor’s approval to proceed and schedule the Final Examination. Copies of the thesis are to be distributed to the Advisory Committee members at least two weeks in advance of the examination.

MASTER’S FINAL EXAMINATION INFORMATION

The Final Examination is given after the thesis and all other requirements have been completed. The Final Exam covers primarily the thesis and related topics. The Final Examination Committee is typically the student’s Advisory Committee. However, the Dean of the Graduate School reserves the right to appoint additional Committee members.

Obtain preliminary thesis format approval from the Thesis Format Advisor prior to scheduling the Final Examination. The ECE Thesis Format Advisor is Andy Hughes (andy@ecn.purdue.edu). In his absence, Matt Golden (goldenm@purdue.edu) becomes the Thesis Format Advisor.
Schedule your Final Examination with your major professor, your advisory committee, and the ECE Graduate Office at least 3 weeks prior to the proposed date of the exam. The Final Examination must be completed before the semester deadline (approximately one week before the last day of classes) as indicated by the Graduate School, but we strongly recommend you do not wait until this late date. Check the Graduate School website or in the ECE Graduate Office for the specific deadline. Those students who are registered for “Exam Only” must complete their Final Examination by the eighth week of classes (fourth week of a summer session).

To reserve a room for your thesis defense:

- Go to https://engineering.purdue.edu/ECN/Resources/Tools/RAT/Entities/ECE
- Select the room you wish to schedule and check the availability of that room;
- After confirming the availability of the room, select "Request Reservation;"
- Click on Lacey Siefers under the list of managers--you will then be able to submit the request online;
- Should the system not allow you to make a request, send the request by email to lsiefers@purdue.edu
- On the day of the exam, if the room is locked, see an area secretary for a key. If the area secretary is not available, see the ECE Graduate Office.

A request to schedule the Final Examination is in two steps:

- An electronic request should be submitted through myPurdue, under the academic tab and the Plan of Study Generator, three weeks prior to the exam date. Form 8 is the request to schedule your exam. This request requires approvals from the Graduate Office and the chair of your advisory committee.
- The second step is to send an abstract (no more than 250 words) of the thesis research clearly defining the problem and its significance to the ECE Graduate Office (goldenm@purdue.edu).

Follow the steps in the Final Exam Check Sheet to complete the process from requesting the exam to depositing the thesis.

Please be aware that late requests to schedule your Final Examination do not allow sufficient time to process your request and adequately publicize your examination date. Any requests to schedule a Final Examination less than three weeks in advance must be approved by the ECE Graduate Coordinator, and will be approved only in exceptional circumstances.

Your examination is to be held on the West Lafayette Purdue Campus. You and all members of your Advisory Committee are expected to be physically present. The time and location of the Final Examination will be posted on the ECE Graduate website and the ECE Graduate Office bulletin board in the EE Building. University regulations permit visitors to attend the Final Examination. Such visitors are permitted to ask questions of the candidate, after having been
recognized by the Major Professor, but they may not be present while the Final Examination Committee deliberates on its decision.

The Examining Committee will report the results of the Final Examination through the Graduate School Web Database. No more than one dissenting vote is acceptable in certifying the candidate to receive the PhD degree. If the examination is unsatisfactory, at least one semester or summer session must elapse before the Final Examination is repeated.

The thesis deposit process is moving to an electronic format. This process will replace Forms 9, 32, 15 and 36. You will make electronic request to begin the thesis deposit through myPurdue, under the academic tab and the Plan of Study Generator. Form 9 is the Thesis Acceptance Form. Once you have completed the electronic form and submitted it, the Chair and committee members will be asked to approve the thesis. Be sure to discuss with your Major Professor whether your thesis should be confidential prior to submitting the request or if there will be a delay in the publication.

Once you have submitted the Thesis Acceptance Form, there are two additional steps to meet ECE requirements. You may take these steps prior to your Chair and committee members' approval of the Thesis Acceptance Form.

1) Send a draft pdf of your thesis to the Thesis Format Advisor, Andy Hughes, andy@purdue.edu 2 weeks before your exam. After the Thesis Format Advisor has approved your thesis format and added his signature to the Final Exam Check Sheet, you will need to...

2) Schedule an appointment with the School Head via his/her administrative assistant in the Main Office (EE Room 122) for an Exit Interview. This interview is expected prior to the Head submitting the final electronic signature on your Thesis Acceptance Form. When you meet with the Head, please bring a copy of your abstract.

Your Major Professor will certify that he/she has used “iThenticate” software to check the document for plagiarism in the electronic Thesis Acceptance Form. They will also confirm confidentiality or delayed publication of the thesis if you have marked these.

www.ithenticate.com

Schedule your Thesis Deposit Appointment through the scheduling link: http://www.gradschool.purdue.edu/thesistemplate/AppointmentForms/

Having obtained all required signatures and submitted the electronic version to UMI:

- Meet with Mark Jaeger in the Graduate School Thesis Deposit Office
- Give one copy to your Major Professor.
- Give a copy to any member of your examining committee who wants one.
FINAL EXAM CHECK SHEET

Please use this form to track the progress of your Final Exam request and thesis deposit. Once you have completed all steps, fill out this check sheet, sign it, and bring it to the ECE Graduate Office.

☐ I have reserved a room for my examination, following the directions as above.

☐ I have consulted with all members of my Examining Committee and have found a suitable date and time to hold my examination. It is my intention and also those of members of Examining Committee to be physically present for the examination. You and the chair, or co-chairs, must be physically present. Prior approval* to conduct the examination must be obtained from the ECE Graduate Office where a member of your Examining Committee on sabbatical or long-term leave could not attend physically.

* With prior approval from the ECE Graduate Office, a member other than you or the chair, or co-chairs, could be absent physically, but then you must indicate below the name, reason, and in detail what alternate arrangements you have made with this member of your committee to present your work.

Name of member: ________________________________________________________________
Reason why the member couldn’t attend: ____________________________________________
Details of alternate arrangement you made with this member:
__________________________________________________________________________
__________________________________________________________________________

☐ I will deliver a copy of my thesis to all committee members at least two weeks before the exam.

☐ My thesis should be kept confidential.

☐ I understand that I must send an electronic exam request through myPurdue and submit the abstract to Matt Golden (goldenm@purdue.edu) three weeks before my exam date, following the directions as above. I also understand that once this request is processed, I cannot alter my thesis title or abstract for the exam announcement.

☐ Following your Final Exam, submit the Thesis Acceptance Form (Form 9) through myPurdue.

☐ Send pdf of the thesis to Andy Hughes, the ECE Thesis Format Advisor, andy@purdue.edu. When he has approved your format schedule an appointment to get his signature.
https://engineering.purdue.edu/~andy/schedule.html

☐ Schedule an appointment with the Head of the School of Electrical and Computer Engineering in the Main Office, Room 122, for an Exit Interview. Bring a copy of your abstract to this meeting. The Head will not sign the electronic Thesis Acceptance Form without this interview.

Exam Date______________________________________

Name as it will appear on Thesis
__________________________________________________________________________

Please Print
__________________________________________________________________________

Date __________________

Your Signature