

**Writing Your Own
Success:
Theses and Dissertations
at Georgia Tech**

Sponsored by the
Office of Graduate Education

Responsible Conduct of Research (RCR)

RCR training for Master's thesis students

- Required for any student pursuing a Master's thesis. Options to satisfy the requirement include completing online RCR training or a graduate-level RCR course.
- More information available: <http://rcr.gatech.edu/masters-policy>

RCR training for doctoral students

- Applies to all students except those with a catalog year prior to 2011-12.
- Must complete online RCR training within 90 days of first doctoral semester: <http://rcr.gatech.edu/online-training>
- Must also complete a doctoral RCR course, preferably within the first year of the doctoral program: <http://rcr.gatech.edu/doctoral-courses>

Graduation Checklist: Master's Thesis Students

- Before submitting your final thesis:
- Submit the following items to the Office of the Registrar:
 - Online Application for Graduation (OAG)
 - Approved Program of Study form (if necessary)
- Complete the Responsible Conduct of Research (RCR) training for master's thesis students.
- Register for the appropriate number of thesis hours.
 - Minimum of one hour if in last semester (only allowed once) or submit Waiver of Enrollment with thesis by the end of the registration period.

Graduation Checklist: Master's Thesis Students

- Before submitting your final thesis (continued):
- The Request for Approval of Master's Thesis Topic form must be approved by the Office of Graduate Education.
 - Should be submitted at least a semester prior to graduation.
 - If RCR training isn't completed by the time the form is submitted, then it will not be processed. The form will be returned to the department.
- Provide a one-page biography page, which will be used for any external review committee members.

Graduation Checklist: Master's Thesis Students

- Once the preliminary review is complete:
- Check your format with the Graduate Thesis Office at least 10 days prior to the deadline via email as a PDF to thesis@grad.gatech.edu
- Adhere to format in the manual available on the Theses and Dissertations portion of the Graduate Education website (www.grad.gatech.edu).
- Submit the following forms (via DocuSign) available on the Theses and Dissertations portion of the Graduate Education website:
 - Certificate of Master's Thesis Approval signed by all committee members (on same page). E-Signatures via DocuSign are preferred.
 - Waiver of Enrollment Form (if applicable).
 - SMARTech agreement form.
 - Request for Withholding of Thesis/Dissertation form (if applicable).

Graduation Checklist: Master's Thesis Students

- Once the preliminary review is complete (continued):
- Submit your information and a PDF of your thesis to <http://thesis.gatech.edu>. This electronic format allows for those searching for your document to access it via Georgia Tech's SMARTech online repository.
 - To embargo your publication for a year, your advisor should complete a withholding form, and you'll select the "one year embargo" option when uploading your document.
- Make any changes to the electronic document (if Graduate Education notifies you any corrections need to be made).

Graduation Checklist: Master's Thesis Students

- Once Graduate Education has all of the pre-presentation and master's presentation-related documents, they will approve your thesis and let the Office of the Registrar know that you are eligible to...
- **GRADUATE!**

Graduation Checklist: Ph.D. Students

- Before submitting your final dissertation:
- Complete both online and in-person Responsible Conduct of Research (RCR) training for doctoral students.
- Complete *Admission to Candidacy, Doctoral Minor, Doctoral Defense Announcement
- Register for the appropriate number of thesis hours.
 - Minimum of one hour if in last semester (only allowed once) or submit Waiver of Enrollment with thesis by the end of the registration period.
- * Include 1 page Bio for any external committee members

Graduation Checklist: Ph.D. Students

- The Doctoral Minor:
 - Comprised of minimum 6 hours of coursework (must be letter grade)
 - Courses should be at the 6000 level or above, but the use of certain 4000 level courses may also be approved.
 - Must receive a letter grade of C or higher for a course to count towards the doctoral minor.
 - Courses taken at other institutions may be included in the minor.

Graduation Checklist: Ph.D. Students

- Before submitting your final dissertation (continued):
- Complete Online Application for Graduation (OAG)
- Submit the following forms available on the Theses and Dissertations portion of the Graduate Education website (www.grad.gatech.edu):
 - Certificate of Dissertation Approval form (signed by all committee members). E-Signatures via DocuSign are preferred.
 - Survey of Earned Doctorates form.- submit PDF to thesis@grad.gatech.edu
 - SMARTech agreement form.
 - ONE copy of abstract and cover page. (if in a joint program, add the additional university. i.e. Emory and Georgia Tech)- can be submitted as a PDF to thesis@grad.gatech.edu
- Schedule and pass oral presentation.

Graduation Checklist: Ph.D. Students

- Once the preliminary review is complete:
- Submit your information and a PDF of your dissertation to <http://thesis.gatech.edu>.
 - Supplemental documents can be included such as data, images, and spreadsheets.
- Make any changes to the electronic document (if Graduate Education notifies you any corrections need to be made).

Graduation Checklist: Ph.D. Students

- Once Graduate Education has all of the pre-dissertation and dissertation-related documents, they will approve your thesis and let the Office of the Registrar know that you are eligible to...
- GRADUATE!

Things To Keep In Mind

- Enrollment Waiver \neq Tuition Waiver
 - In order to qualify for the enrollment waiver, ALL requirements must be complete by close of registration, including defense.
 - If you are a GRA, GTA or with certain visa statuses, then you may not qualify for an enrollment waiver.
 - Otherwise, enrollment is a requirement to degree completion.
- Signed DocuSign forms \neq Completion of Requirements
 - For PhD Students, you must upload the thesis to the Thesis portal and submit final paperwork
 - For MS students, you must submit thesis to ETD Portal.
 - Emailing thesis to the Thesis office is not submitting to ETD Portal.

DocuSign: GT's E-Signature Platform

- The majority of PhD and MS forms are available via DocuSign. PhD forms (abstract, cover, SED certificate should be emailed to thesis@grad.gatech.edu)
- These forms are **STUDENT** driven: Student must have all pertinent information to send these forms the correct routing.
- Log into DocuSign with your gtAccount@gatech.edu format email (ex: gburdell123@gatech.edu) and use the BLUE COMPANY LOGIN button.
- External recipients are allowed. DocuSign just requires a valid name and email address. If DocuSign is blocked or there are issues, please contact the Office of Graduate Education
- You can look up addresses via the GT Account Lookup Icon on Esignature.gatech.edu
- Please check with your department/academic unit regarding signing responsibilities for School Chair, Major Advisor, and Graduate Coordinator for respective forms.

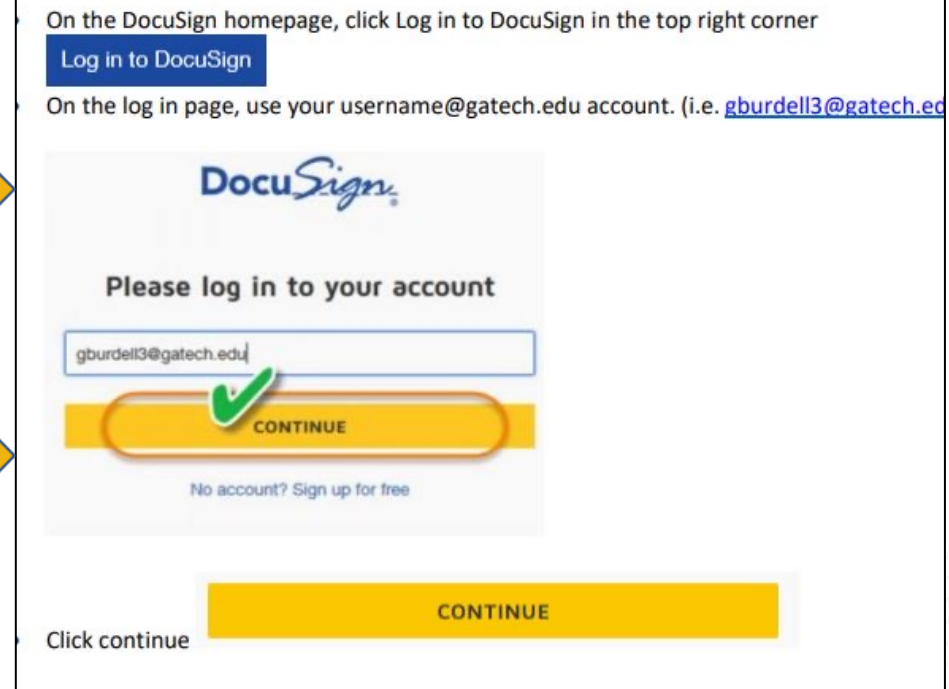
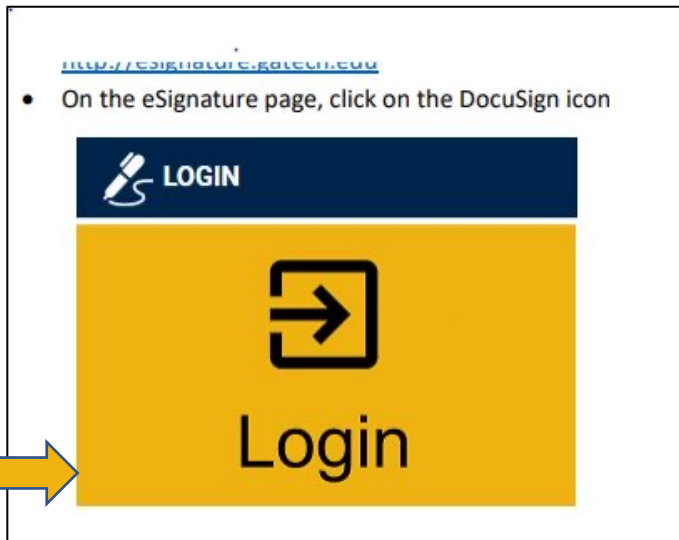
Visit

<http://esignature.gatech.edu>

DocuSign: A Few Basics

Setting up DocuSign

- Log into eSignature.gatech.edu and click the DocuSign Icon.
- Log in with your Username@gatech.edu account.
- Click **yellow** "Continue" button.



DocuSign: A Few Basics

Setting up DocuSign

- On the password page, click the **blue** Company Login button. (Sign into DUO if necessary)
- Create your DocuSign ID/Signature



- On the password page, click the blue button that says Use Company Login

- Sign into Duo like you would going through TechWorks



MY DOCUSIGN ID [Edit](#)

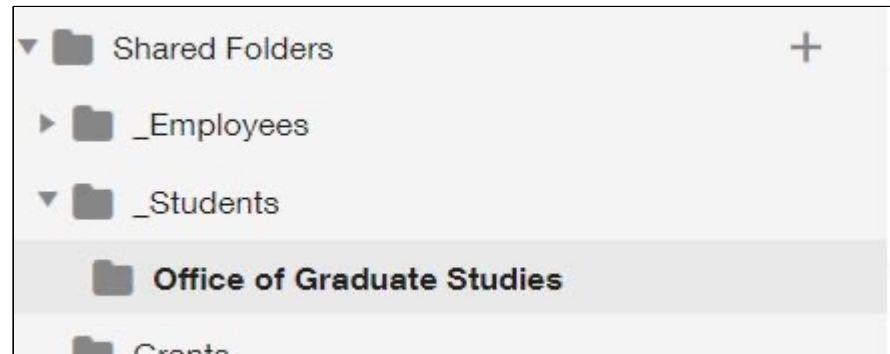
Tatianna Richardson
tm186@gatech.edu
Member since 2018

DocuSigned by:
Tatianna Richardson
8A30219570B948B...

DocuSign: A Few Basics

Students and Staff: Accessing Templates

- If you need to send ONE template to a student to complete, go to Shared Folders → Students → Office of Graduate Education
- All OGE-related PhD and MS Forms are available via DocuSign
- Non Resident Tuition Waiver form and Late Hire Forms are also available.



DocuSign: A Few Basics

Students: Accessing Forms

- All DocuSign forms are available on our OGE Site
- Forms that are not DocuSign or not OGE forms are indicated as such.
- DocuSign forms can be sent to committee members outside of GT.

Master's and Doctoral Students

[Request for Withholding of Thesis/Dissertation \(DocuSign\)](#)

[Letters of Completion located on the Registrar's Office website](#)

[SMARTech Repository Agreement \(DocuSign\)](#)

[Redaction/Thesis Page Substitution Form \(pdf\)](#)

[Thesis Errata Request \(pdf\)](#)

Enrollment during Last Semester

Things to remember:

- Check your DegreeWorks for any missing documentation or requirements.
- Reactivate degree petition via the OAG if necessary.
- All students must be enrolled in a minimum of three hours during their last semester. Enrolling for one hour of thesis is allowed only during last semester.
- Students who completed all requirements in the previous semester and don't need to enroll during their final semester may submit an Enrollment Waiver Form.
- In order to have a GRA or GTA, you must be enrolled full-time.

Copyright and your Thesis



- Using copyrighted work
- Copyright in your own work

Using copyrighted work

- The holder of the copyright in any given work can grant permissions, for example to re-use or re-distribute the work.
- Most common question: “Do I have to get permission to re-use _____ in my thesis?”
- The common answer: IT DEPENDS

Fair Use

- Section 107 of the Copyright Act governs fair use of copyrighted works. Section 107 states the following:
- The fair use of a copyrighted work...for the purposes such as criticism, comment, news reporting, teaching...scholarship, or research is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered...include:
 - the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
 - the nature of the copyrighted work;
 - the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
 - the effect of the use upon the potential market for or value of the copyrighted work.
- (For more information contact the Scholarly Communications Librarian at etd@library.gatech.edu or the Office of Legal Affairs at asklegal@gatech.edu.)

Fair Use

- What this means is that there are certain conditions wherein you don't need permission to use copyrighted material. Fair use gives the right to re-use content when keeping these factors in mind:
 - Purpose of re-use (for example, use for scholarship favors fair use).
 - Nature of original work (for example, if the work you're using is factual in nature rather than creative)
 - Amount of original re-used (the less used, the stronger the case for fair use).
 - Effect of re-use on original's market value (use of something that is sold in the marketplace is not a strong fair use case).

Fair Use

- Some good resources to help evaluate whether a use is “fair use”
 - <https://www.lib.umn.edu/copyright/fairthoughts>
 - <https://copyright.columbia.edu/basics/fair-use/fair-use-checklist.html>
 - <http://librarycopyright.net/resources/fairuse/toc.php>

Using my own copyrighted work

- “Can I use the journal article I wrote as a chapter in my thesis?”
 - If you signed away your copyright when you published, then check the agreement you signed with your publisher.
 - If the agreement doesn't specifically mention those rights, contact the publisher to obtain permission.

Copyright in the Finished Thesis/Dissertation

- How do I get copyright for my thesis/dissertation?
 - You automatically have copyright for life plus 70 years after your death.
 - You have all of the rights of dissemination or transfer. (Georgia Tech only gets the license to post a copy in SMARTech – it doesn't hold any other permissions.)
 - You don't have to register your thesis, but you get more legal protection if you do. (Register at the [Library of Congress registration site](#).)
- Your thesis will go into [SMARTech](#), where anyone can discover and access your document. Other authors must contact you first for re-use permissions – unless you use Creative Commons Licensing.

Creative Commons Licensing

- Creative Commons licenses help creators (licensors) retain copyright while allowing others to copy, distribute, and otherwise reuse their work.
- You can specify non-commercial reuses only.
- Licenses work around the world and last as long as applicable copyright lasts.
- Find more information at <https://creativecommons.org/licenses>.

What else can I do with my thesis?

Remember, you own the copyright to your thesis! You can disseminate it however you want!

- Submit to any thesis database!
- Print a copy!
- Give it to your friends!
- Post it on a website! Post it on a lot of websites!
- Link to it on social media!

Submitting Datasets with your Thesis or Dissertation

Submitting your data and code will:

- Ensure reproducibility of your work
- Demonstrate your value as a top notch researcher
- Allow others to build upon your work
- Comply with applicable federal funding agency requirements (if any)
- Enable you to find the materials later in your career
- Give your faculty advisor peace of mind that they can find the materials after you've graduated

How to Submit

- Did your work involve human subjects or other sensitive materials?
- Are your data larger than 512 MB?
- If you answered “no” : submit your dataset, code, scripts, and other supplemental materials via Vireo, right along with your thesis or dissertation.
- If “yes” contact our research data librarian, Susan Parham, for more guidance:
<http://library.gatech.edu/experts?s=&specialties=1280>

Documentation of Datasets

- All datasets, no matter how you submit them, should be accompanied by additional documentation.



- If you don't already have materials describing your dataset, use [our template](#) to create a "README.txt" file.

For More Information

Fred Rascoe

Scholarly Communication Librarian

404-385-0075

fred.rascoe@library.gatech.edu

iThenticate

- compares written works against an extensive database of more than 45 billion web pages and 130 million content items, including restricted-access scholarly works
- The service can identify similar or matched content, allowing authors to catch unintended duplication or uncited references prior to submitting a paper for publication.
- Faculty have access, check with your advisor
- NOTICE! Be aware that your document can be put through the system

Redactions and Errata

- All changes to a document after it has been submitted to SMARTech must have prior approval from both the advisor and the Vice Provost for Graduate Education and Faculty Development.
- Redaction and Errata forms can be found in the Theses and Dissertation Forms section of the Graduate Education website (<http://grad.gatech.edu/theses-dissertations>).

Writing Resources

- The Center for Teaching and Learning, in partnership with the Language Institute offers writing courses to support you including:

CETL 8723 - Academic Writing for International Graduate Students (1 credit)

<https://ctl.gatech.edu/courses>

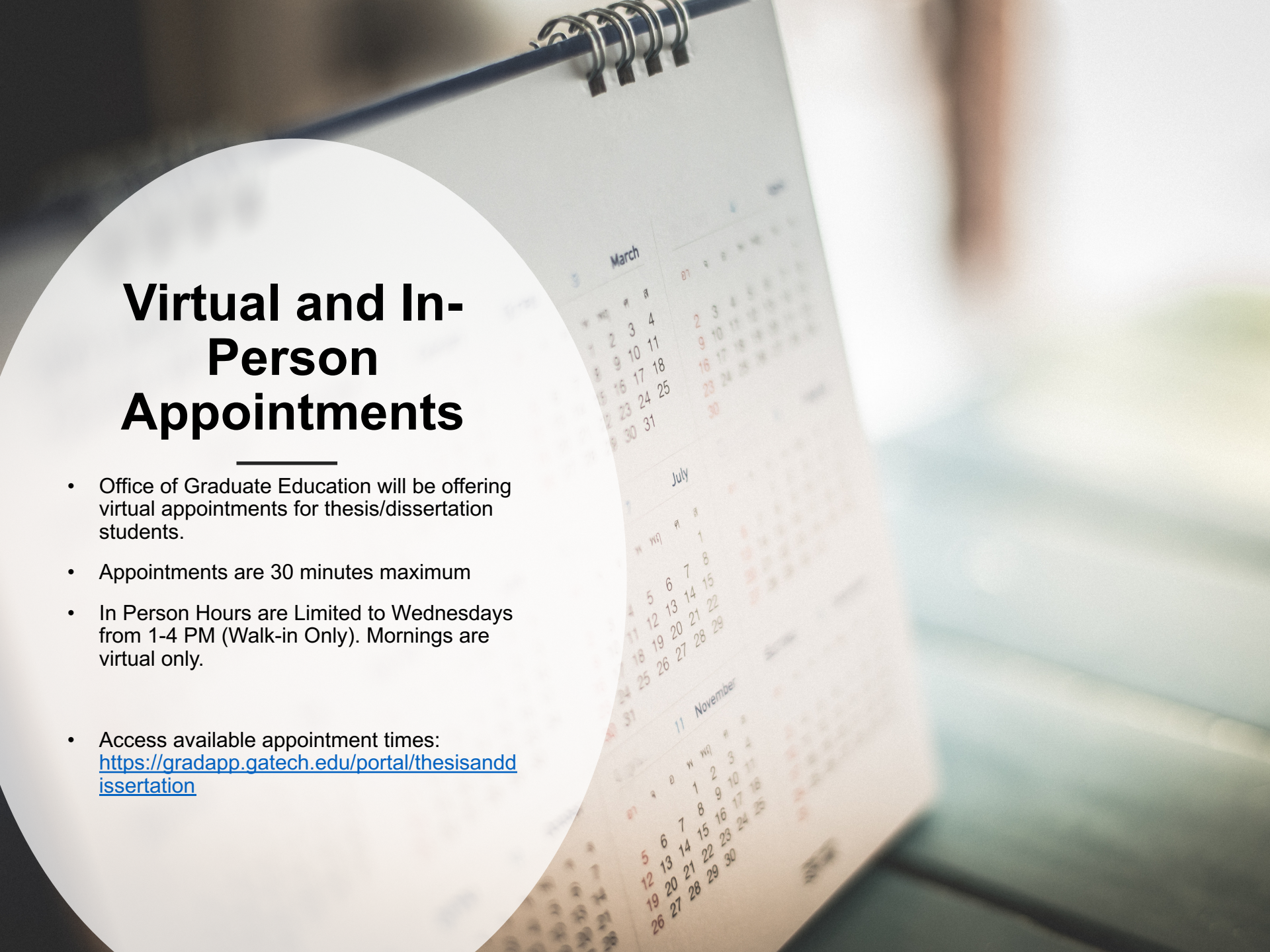
- Communication Center

<https://www.communicationcenter.gatech.edu/workshopsEnglish>
Conversation Hour: Begins September 28th

- Dissertation Accelerator: Begins December 12th-16th from 10am-5pm daily (In Person and Remote Options)

- Style Guides and Manuals

Turabian, Kate L. (1996) *A Manual for Writers of Term Papers, Theses, and Dissertations*. (8th Edition) Chicago, IL: University of Chicago Press.



Virtual and In-Person Appointments

- Office of Graduate Education will be offering virtual appointments for thesis/dissertation students.
- Appointments are 30 minutes maximum
- In Person Hours are Limited to Wednesdays from 1-4 PM (Walk-in Only). Mornings are virtual only.
- Access available appointment times: <https://gradapp.gatech.edu/portal/thesisanddissertation>

Thesis Deadlines

DEADLINES VARY BY SEMESTER – SEE DEADLINES AT:

<https://grad.gatech.edu/theses-dissertations-deadlines>

Semester	Thesis Deadline with Enrollment Waiver	Initial Format Check	Thesis/Required Forms Due
Spring 2022	January 14, 2022 at 3 p.m.	April 22, 2022	Ph.D.: April 29, 2022 at noon MS: April 29, 2022 at noon
Summer 2022	May 20, 2022 at 3 p.m.	July 22, 2022	Ph.D.: July 29, 2022 at noon MS: July 29, 2022 at noon
Fall 2022	August 26, 2022 at 3 p.m.	December 5, 2022	Ph.D.: Dec. 12, 2022 at noon MS: Dec. 12, 2022 at noon
Spring 2023	January 13, 2023 at 3 p.m.	April 21, 2023	Ph.D.: April 28, 2023 at noon MS: April 28, 2023 at noon
Summer 2023	May 19, 2023 at 3 p.m.	July 21, 2023	Ph.D.: July 28, 2023 at noon MS: July 28, 2023 at noon
Fall 2023	August 25, 2023 at 3 p.m.	December 4, 2023	Ph.D.: Dec. 11, 2023 at noon MS: Dec. 11, 2023 at noon

Three Minute Thesis



TBA

Eligibility

Master's and Doctoral students currently enrolled at Georgia Tech and actively engaged in research are eligible. Graduates of Georgia Tech and previous winners of 3MT™ competition are not eligible to participate. Non-thesis Master's students are not eligible to compete. A competitive candidate should have a well conceived dissertation/thesis project, compelling data collected, and a novel story to share.

For More Information: <http://www.grad.gatech.edu/3MT>

Or

Casey Hendricks, Program Support Coordinator
casey.hendricks@gatech.edu

Questions?

Graduate Thesis Office

Office of Graduate Education

Office Location: (Walk-In Hours Limited to Wednesdays 1-4 PM)

631 Cherry Street

Room 318, Savant Building

Atlanta, GA 30332-0315

Email: thesis@grad.gatech.edu

Website: www.grad.gatech.edu