MS THESIS DEFENSE
Provided that the student has completed all graduation requirements and is in good academic standing, he or she is now ready to defend the Master’s thesis before a committee.

Timing/Registration Requirements
- Students must be in good academic standing.
- Students should be sure that they have submitted their Intent to Graduate prior to any term when they might be graduating. Students should login to the University portal, https://my.uic.edu, and in the "Academics" tab, go to the "Records" sub-tab. Choose links, and then the link to declare your Intent to Graduate. Read the information carefully, and follow the instructions given. For more information: http://grad.uic.edu/graduation-deadlines.
- Master’s students do not need to be registered for the term when they defend their thesis if they have finished all coursework and thesis research hours. However, registration (including zero hour registration) is required for all master's students holding a student visa (as stipulated by the Office of International Services, OIS). Also, certain fellowships, assistantships and tuition fee waivers require a minimum number of credit hours.
- ZERO HOUR REGISTRATION: Master’s students are only eligible for Zero Hours Option A. Charges for Option A include Range IV (0 hours) tuition, tuition differential, and all related fees, including CampusCare (unless under the the opt-out option). The petition must be submitted by the 10th day of the term (5th for summer). Students should register for 0 credit hours of Master’s thesis research (BIOE 598) by the registration deadline each term, even if the petition is still pending approval.
  - Please check with the Graduate Program Coordinator (GPC) to confirm that all degree requirements have been fulfilled prior to petitioning for zero hours.
  - More information about zero hour registration, including important information for international students, can be found at: http://grad.uic.edu/zero-hour-registration.
- Thesis submission deadlines: In order to be eligible to graduate for a certain term, students must submit the thesis and have it approved by the deadline according to the Graduate College academic calendar here: http://grad.uic.edu/academic-calendar-0. Failure to submit the thesis by the deadline will delay a student’s graduation to the following term.

Committee Members/Committee Recommendation Form
The thesis committee must be approved by the Graduate College on the recommendation of the DGS. The defense committee consists of at least three people:
- at least one faculty must be a tenured full member of the UIC Graduate Faculty
- at least one faculty must be a BioE faculty member
- Check the Graduate College website for the membership status of individual faculty
- For any faculty without membership in the Graduate Faculty, a CV will need to be included with the Committee Recommendation Form.
The Committee Recommendation Form must be submitted to the Director of Graduate Studies (DGS) and then the Graduate College for approval at least 3 weeks prior to the thesis defense date. Please note:

- The form must be typed on the PDF (handwritten versions will not be accepted)
- Your full name on the form MUST exactly match the name on your student record as well as the final thesis that is submitted to the Graduate College.
- Program code for the Bioengineering program is 20FS0408MS. Program code for the Bioinformatics program is 20FS1909MS.
- The thesis title may not exceed 105 characters, including spaces, and may not include any abbreviations. Note: The thesis title on the form MUST match the title of the final thesis that is submitted to the Graduate College.
- Changes to the committee or the thesis title may be requested before the defense occurs using the Request for Change in Thesis Title/Committee Member(s) Form. Please note that changes to the thesis title after the Examination Report has been issued will require submission of this Request for Change form to the Graduate College. A new examination report will be issued and it will be the student’s responsibility to obtain all of the signatures from his/her committee members.

Announcement
The defense must be open to the academic community of the university and be publicly announced one week prior to its occurrence. The student must submit a copy of his/her thesis to each member of the thesis defense committee one week prior to the defense date. Students are responsible for e-mailing gradbioe@uic.edu at least one week prior to the defense date with the announcement (date, time, location, advisor), thesis title, and abstract. The announcement will be distributed to the students and faculty one week prior to the defense date.

iThenticate Procedures
The student is the sole author of their thesis, and it is the student’s responsibility to ensure that all information is correctly cited and that proper copyright permissions have been obtained. The iThenticate screening process is one tool towards that end and is required to be completed prior to the thesis defense. iThenticate account information will be e-mailed from noreply@ithenticate.com to you upon receipt of the Committee Recommendation Form by the Graduate College. iThenticate review procedures are available on the Graduate College website at http://grad.uic.edu/ithenticate-review-procedures.

The iThenticate report form and documents need to be submitted to the Graduate College through a shared Box folder. Detailed instructions and a demonstration video are available at http://grad.uic.edu/ithenticate-review-procedures. Please be sure that the Box folder is shared with the Graduate College at thesischeck@uic.edu (along with your advisor) BEFORE your defense and that it includes all of the reports required by the Graduate College. The final report must show 0% overlap.

Thesis Defense
All candidates for the MS degree must have an advisor who is a full member of the UIC graduate faculty. The advisor is considered the primary reader of the thesis. Defense presentations must be
limited to *less than one hour*. Additional time will be allowed for direct examination by the thesis committee and discussion among the committee members alone. The committee vote is “pass” or “fail”. A candidate cannot be passed if more than one vote of “fail” is reported.

**Examination Report Form**

After the committee recommendation form has been approved by the Graduate College, they will send the Examination Report Form to the GPC, who will e-mail students that it is available to be picked up from the Bioengineering office. The Examination Report Form must include the pass/fail decision and signature by the entire committee. The Examination Report Form must be submitted to the GPC within two business days of the thesis defense.

**Electronic Thesis and Dissertation (ETD) Submission**

Following your defense, the final version of your thesis must be reviewed by your advisor and the Graduate Program Coordinator at gradbioe@uic.edu BEFORE it is submitted to the Graduate College through the ETD submission system. The Graduate College Electronic Thesis and Dissertation (ETD) guidelines and the Thesis Manual can be found at [http://grad.uic.edu/thesis](http://grad.uic.edu/thesis) and will assist you in preparing and submitting your thesis. Students are required to pay a publishing fee as outlined in the ETD guidelines. Your advisor will receive an e-mail to approve your thesis so please be sure that they respond to those instructions in a timely manner.

**MASTER’S THESIS DEFENSE TIMELINE**

**Prior to the Thesis Defense**

<table>
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<tr>
<th>At least two months prior to defense</th>
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<tbody>
<tr>
<td>• Consult with research advisor regarding anticipated date of defense.</td>
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<tr>
<td>• Confirm with GPC that all other degree requirements have been fulfilled.</td>
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<tr>
<td>• Submit the <em>Intent to Graduate</em> through <a href="http://my.uic.edu">http://my.uic.edu</a> prior to the term of the defense.</td>
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<tr>
<td>• Contact potential committee members regarding availability.</td>
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<td>• Coordinate with committee members for date/time when all members are available.</td>
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<th>At least three weeks prior to defense</th>
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<tr>
<td>• Complete the <a href="http://grad.uic.edu/thesis">Committee Recommendation Form</a> and submit to the GPC.</td>
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<td>• Reserve a room (contact the GPC when requesting a BioE classroom).</td>
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<th>One week prior to defense</th>
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<tr>
<td>• Send defense announcement to the GPC with date, time, location, advisor, title, and abstract.</td>
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<tr>
<td>• Provide copies of the thesis to each member of the committee.</td>
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<tr>
<td>• Pick up the Examination Report Form from the BioE office once you are notified that it is ready.</td>
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<tr>
<td>• Submit thesis through <a href="http://grad.uic.edu/thesis">iThenticate</a> and generate reports required by committee and Graduate College.</td>
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## Following the Thesis Defense

### Immediately

- Confirm that every committee member has signed the Examination Report Form, indicating their grade ("Pass" or "Fail").
- Make sure the chairperson indicates the Examination Date and any conditions that may have been made by the committee.
- Submit the White and Pink copies of the form to the GPC within two business days of the defense.

### Following weeks

- E-mail a copy of the committee-approved thesis to the GPC for format approval. You will be notified within 24 hours if it is ready to be submitted through the ETD.
- Upload the final thesis to the Graduate College through the [Electronic Thesis and Dissertation](https://example.com) system. Follow all instructions related to the format requirements and publishing fee.
- Confirm that advisor received the thesis approval e-mail and approved the thesis.