

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

Presented by  
Office of Graduate Education

# Update to the Policy on Advisement



- To allow greater flexibility for departments to determine who can serve on committee
- To be inclusive of diverse faculty titles at Georgia Tech
- To clear up confusion on the eligibility of non-tenure track faculty to serve as primary thesis advisors
- To be in accordance with peer institutions who use the term “Graduate Faculty” versus “Academic Faculty”
- Links:

[GA Tech Catalog: Theses and Dissertation Policy on Advisement](#)

# Changes to the Policy on Advisement: Doctoral Students

- *Who can be the Thesis Advisor?*
  - Graduate Thesis Faculty
  - If the thesis advisor is an Adjunct Faculty or part-time faculty member, then there must be a co-advisor who is a full-time member of the Graduate Thesis Faculty
- *Who is Part of the Thesis Advisory Committee?*
  - The Thesis Advisor (Chair)
  - At least three total members including the Thesis Advisor
  - A majority must be Graduate Thesis Faculty
- *Who is part of the Examination Committee (i.e. for the defense)?*
  - At least five members including the Thesis Advisory Committee
  - At least one faculty member external to the unit (either within GT or external to the Institute)
  - At least three members of the Graduate Thesis Faculty
- All related PhD forms (Candidacy and Certificate of Approval) have been updated to include space for co-advisors if necessary.

# Changes to the Policy on Advisement: Master's Students

- *Who can be the Thesis Advisor?*
  - Graduate Thesis Faculty
  - If the thesis advisor is an Adjunct Faculty or part-time faculty member, then there must be a co-advisor who is a full-time member of the Graduate Thesis Faculty
- *Who is Part of the Thesis Advisory Committee?*
  - The Thesis Advisor (Chair)
  - Graduate Thesis Faculty-a minimum of two members.
  - A majority must be Graduate Thesis Faculty
- All related MS forms (MS Topic and Certificate of Approval) have been updated to include space for co-advisors if necessary.

# Responsible Conduct of Research (RCR)

## RCR training for master's thesis students

- Required for any master's student who is pursuing a thesis. Options to satisfy the requirement include completing online RCR training or a graduate-level RCR course.
- More information available:  
<https://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 60 days of first doctoral semester:  
<https://rcr.gatech.edu/online-training>
- Must also complete a doctoral RCR course, preferably within the first year of the doctoral program: <https://rcr.gatech.edu/doctoral-course-requirement>

*Master's and doctoral students who are funded as a GRA by a covered NSF or NIH grant or by a USDA-NIFA grant will also require RCR training; the type of training and/or the timeline may differ from that of the degree requirement. Refer to <https://rcr.gatech.edu/compliance-masters> or <https://rcr.gatech.edu/compliance-doctoral> for more information.*

# For more Information

**Judy Willis**

RCR Program Administrator

Office of Graduate and Postdoctoral Education

Georgia Institute of Technology

Phone: 404.894.4764

[judy.willis@gatech.edu](mailto:judy.willis@gatech.edu)

[The RCR Program](#)

# 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](mailto: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](http://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).
  - GT Repository 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 Repository online.
  - 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:

- 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.
- Complete both online and in-person Responsible Conduct of Research (RCR) training for doctoral students.

# Graduation Checklist: Ph.D. Students

Before submitting your final dissertation (continued):

- Complete Online Application for Graduation (OAG) and Request for Admission to Ph.D. Candidacy form (Ph.D. minor letter, announcement of defense presentation, and one-page bio or vita for any external review committee members).
- Submit the following forms available on the Theses and Dissertations portion of the Graduate Education website ([www.grad.gatech.edu](http://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](mailto:thesis@grad.gatech.edu)
  - GT Repository 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](mailto: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!**

# 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](mailto: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](mailto:gtAccount@gatech.edu) format email (ex: [gburdell123@gatech.edu](mailto:gburdell123@gatech.edu) ) and use the BLUE COMPANY LOGIN button.

External recipients are allowed. DocuSign just requires a valid name and email address. Also, if they have an address with their university, please use associated DocuSign email.

You can look up addresses via the GT Account Lookup Icon on [Esignature.gatech.edu](https://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

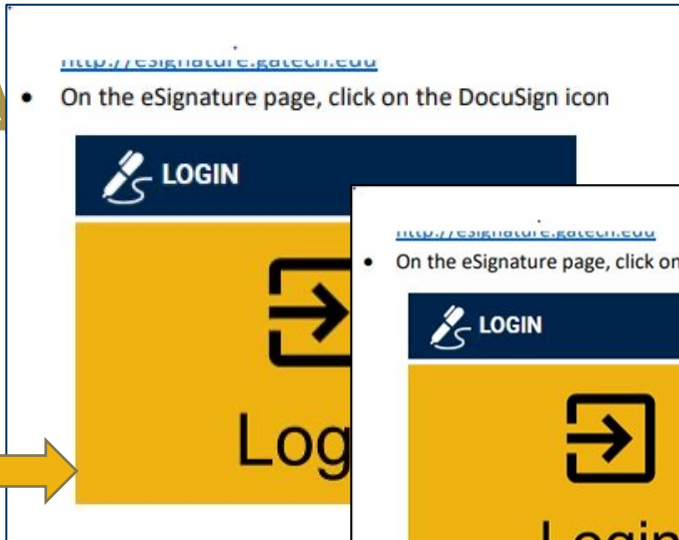
<http://esignature.gatech.edu>



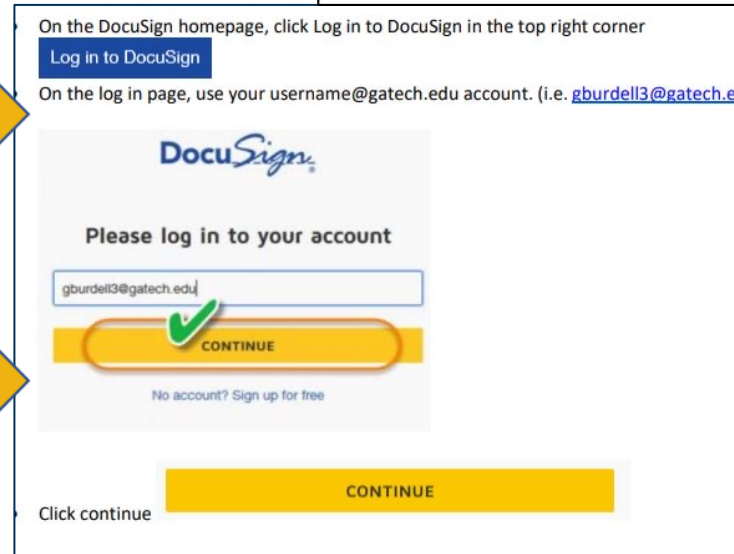
# DocuSign: A

## Setting up DocuSign

- Log into [eSignature.gatech.edu](http://eSignature.gatech.edu) and click the DocuSign Icon.



- Log in with your [Username@gatech.edu](mailto: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)




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

- Sign into Duo like you would going through TechWorks

- Create your DocuSign ID/Signature



**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 OGS-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. If they already have a DocuSign for their university, please have them use that address associated with DocuSign for all forms.



## 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.

# Copyright and your Thesis



- Using copyrighted work
- Copyright in your own work

# What is Copyright?

- Literally, the right to copy (or share, disseminate, etc)
- Granted to: Original creative work (of a human) fixed in a tangible means of expression (digital or physical).

# 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



# Do I need permission to re-use?

YOU DON'T NEED PERMISSION FOR  
(*BUT you need to CITE!*)

- Quoting someone else's words
- Paraphrasing someone else's writing
- Summarizing someone else's work
- Referring to someone else's work

YOU MAY NEED PERMISSION FOR  
THINGS LIKE:

- Images
- Diagrams
- Photographs
- Code
- Songs/Lyrics
- Long passages

# Fair Use

**Section 107 of the Copyright Act:** 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:

- **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).

(For more information contact the Scholarly Communications Librarian at [etd@library.gatech.edu](mailto:etd@library.gatech.edu) or the Office of Legal Affairs at [asklegal@gatech.edu](mailto:asklegal@gatech.edu).)

# 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 the GT Repository — 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 the GT [Repository](#), 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](mailto: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
- For more information: <https://grad.gatech.edu/ithenticate>

# Redactions and Errata

All changes to a document after it has been submitted to the GT Repository 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: Spring 2024

<https://www.communicationcenter.gatech.edu/workshops>

## **Just Write Fridays and Dissertation Accelerator**

See schedule: <https://communicationcenter.gatech.edu/writing-accountability>

# Pathways to Graduation Canvas Site

- The purpose of the Pathways to Graduation Canvas site is:
  - to be a permanent yet malleable repository of graduation resources from campus partners focused on master's thesis and PhD students
  - to promote and support the well-being of our graduate students throughout the completion of their dissertation or thesis
  - to mitigate the stressors of students' to graduate
  - to create a better roadmap to degree completion
  
- Pathways to Graduation Canvas Site: [Self-Enroll in Course](#)

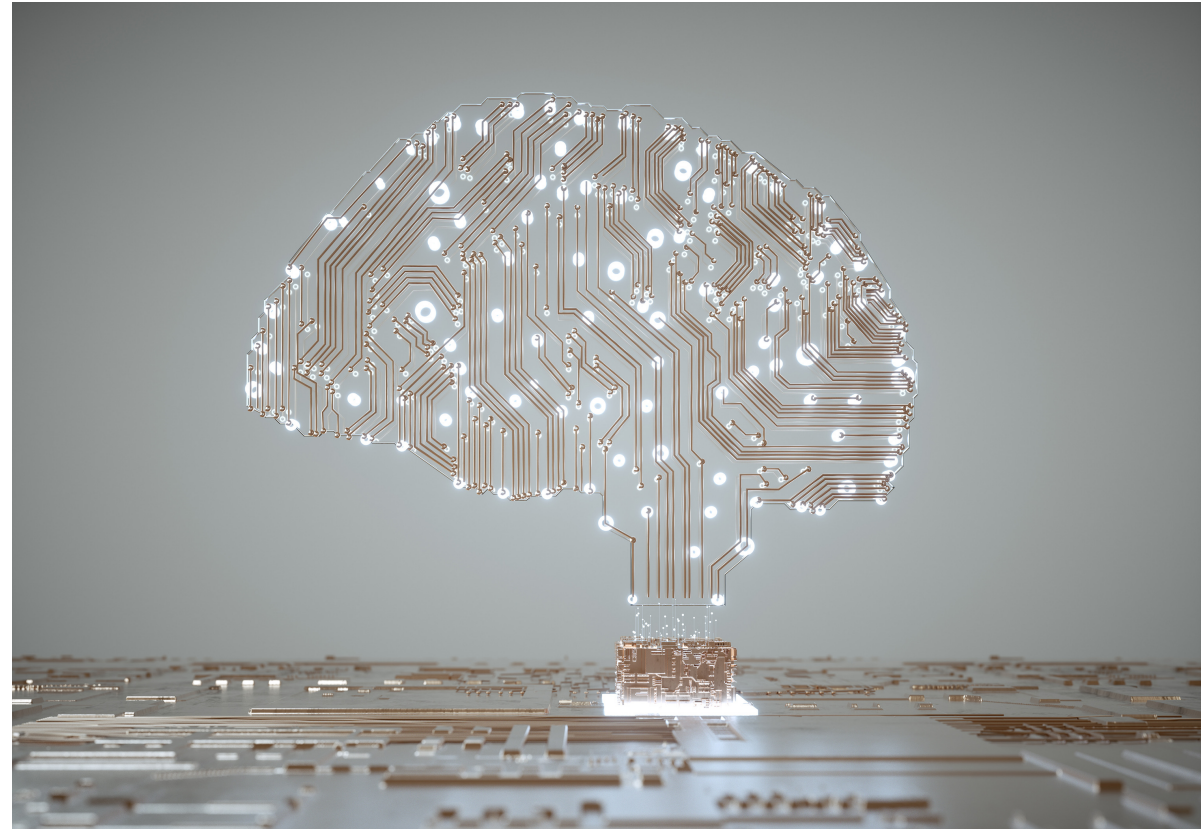
# A.I. in Research

Guidance for the Use of AI for Assistance in Performing Graduate Research and in Writing Dissertations, Theses, and Manuscripts for Publications. Information on:

- Questions about the use of AI in These and Dissertations
- Examples of acceptable uses of AI
- Ethical implications of AI

For more information visit our PDF Guide:

<https://grad.gatech.edu/sites/default/files/documents/Guidance%20for%20Effective%20and%20Responsible%20Use%20of%20AI%20in%20Research.pdf>





# 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 2024

January 12, 2024 at 3  
p.m.

April 19, 2024

Ph.D.: April 26, 2024 at noon  
M.S. April 26, 2024 at noon

Summer 2024

May 17, 2024 at 3 p.m.

July 19, 2024

Ph.D.: July 26, 2024 at noon  
M.S.: July 26, 2024 at noon

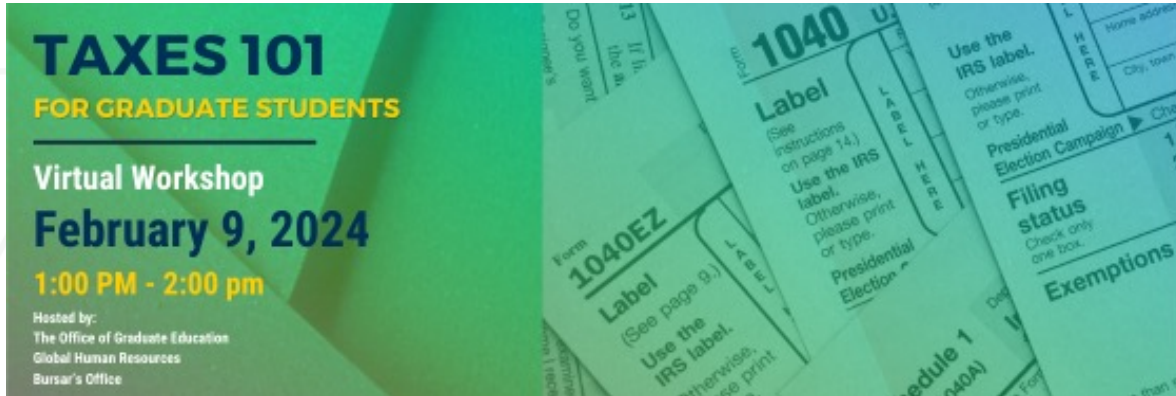
Fall 2024

August 23, 2024 at 3 p.m.

November 22, 2024

Ph.D.: Dec. 6, 2024 at noon  
M.S.: Dec. 6, 2024 at noon

# Announcements



**TAXES 101**  
**FOR GRADUATE STUDENTS**

Virtual Workshop  
**February 9, 2024**  
**1:00 PM - 2:00 pm**

Hosted by:  
The Office of Graduate Education  
Global Human Resources  
Bursar's Office

- Are you a graduate student that generated income in 2023? You need to file your income tax returns before this year's filing deadline, April 15, 2024. We know money is tight for graduate students, and it may not feel like you made any money at all in 2023. However, if you had any income (including fellowships, scholarships, GRA, GTA, etc.) you need to file your income tax return. Representatives from Global Human Resources, the Bursar's Office, and the Office of Graduate Education have teamed up to help walk you through the dos and don'ts of filing your taxes. Are you a resident or non-resident international student? Are you a U.S. citizen? This workshop is for you.

**Day:** Friday, February 9, 2024

**Time:** 1:00 PM - 2:00 PM

**Register to Attend:**

[https://gatech.co1.qualtrics.com/jfe/form/SV\\_e9SKrwmY0w8PnU2](https://gatech.co1.qualtrics.com/jfe/form/SV_e9SKrwmY0w8PnU2)

- Please note: None of the presenters at this session are tax professionals. We are not able to provide specific tax advice to you given your specific filing needs. The purpose of the session is to explain how graduate students typically file taxes and the resources provided by Georgia Tech to help you do so. We will not answer specific questions in advance of the session as we will cover most of the common questions during the session. This session will be delivered via Microsoft Teams (login required) and recorded. Complete the registration form above, and we will email you the access link. It will also be posted on this page on the day of the event.

# Commencement Regalia Assistance Fund (CRAF)

The Commencement Regalia Assistance Fund (CRAF), overseen by the Office of Graduate Education and supported by the Office of the Provost, is designed to provide financial aid to graduate students facing financial constraints. This assistance is specifically aimed at covering the expenses associated with regalia rental and/or purchase, ensuring that those in need can fully participate in the commencement ceremony.

For Ph.D. degree candidates, the CRAF will cover the cost of regalia robe rental and tam purchase (\$185.98)

Master's degree candidates, it will cover regalia purchase expenses (\$114.98).

LINK to the form: [CRAF Request form \(PDF\)](#)



# 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>



# 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](mailto:thesis@grad.gatech.edu)

Website: [www.grad.gatech.edu](http://www.grad.gatech.edu)