Dissertation & Thesis Guidelines
Spring 2023 Workshop

Academic Affairs
Dissertation/Thesis Team

Dr. Tim Raabe

Associate Dean, Academic Affairs

210.567.3714

Raabe@uthscsa.edu

Overall Process

Tiffany Thompson

Manager, Academic Programs

210.567.3711

Thompsont4@uthscsa.edu

IMPACT, Timelines Documentation, Student Records, Graduation

Alexandra De Jesus

Statistician-Associate

210.567.3713

dejesusa@uthscsa.edu

ProQuest, Canvas, Formatting

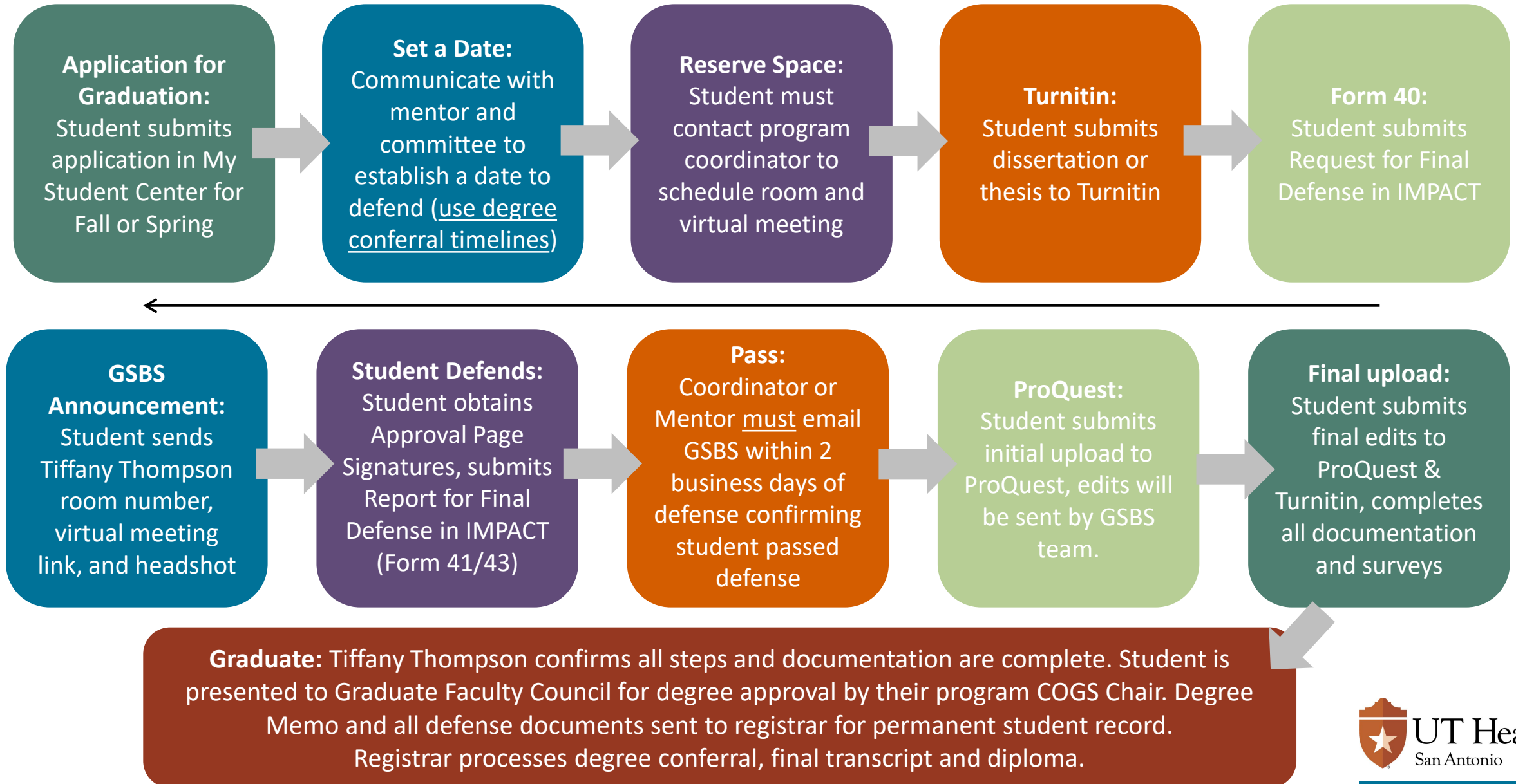*Through Spring 2023- Duties will transition to Marcus

Marcus Webster

Academic Programs Coordinator, BME

210.567.3708

websterm@uthscsa.edu

ProQuest, Canvas, Formatting

Maricruz (Mari) Alcauter

Office Manager, GSBS

210-567-3710

alcauter@uthscsa.edu

IMPACT Help Desk

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Defense to Graduation: A Snapshot

Application for Graduation: Student submits application in My Student Center for Fall or Spring

→

Set a Date: Communicate with mentor and committee to establish a date to defend (use degree conferral timelines)

→

Reserve Space: Student must contact program coordinator to schedule room and virtual meeting

→

Turnitin: Student submits dissertation or thesis to Turnitin

→

Form 40: Student submits Request for Final Defense in IMPACT

GSBS Announcement: Student sends Tiffany Thompson room number, virtual meeting link, and headshot

→

Student Defends: Student obtains Approval Page Signatures, submits Report for Final Defense in IMPACT (Form 41/43)

→

Pass: Coordinator or Mentor must email GSBS within 2 business days of defense confirming student passed defense

→

ProQuest: Student submits initial upload to ProQuest, edits will be sent by GSBS team.

→

Final upload: Student submits final edits to ProQuest & Turnitin, completes all documentation and surveys

Graduate: Tiffany Thompson confirms all steps and documentation are complete. Student is presented to Graduate Faculty Council for degree approval by their program COGS Chair. Degree Memo and all defense documents sent to registrar for permanent student record. Registrar processes degree conferral, final transcript and diploma.

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Conferral Dates

Spring 2023

- February 24, 2023 (Must registered for Spring 2023)

- February 24, 2023 (*In Absentia*)

- May 19, 2023

- June 30, 2023 (Special instructions for commencement participation)

* Spring 2023 Commencement includes academic year graduates from August 2022- June 2023

Fall 2023

- August 25, 2023 (Must register for Fall 2023)

- August 25, 2023 (*In Absentia*)

- December 29, 2023

All timelines are available on the GSBS Graduation Information site

*Spring 2024 Commencement includes academic year graduates from August 2023- June 2024

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In Absentia

Students must be registered for the semester in which they graduate, and all fees and tuition apply. In Absentia status is a type of registration for students who have completed all requirements for graduation to enroll for purposes of a degree conferral.

- For August or February In Absentia conferral notify Tiffany Thompson and Dr. Raabe

- Students must have defended in line with August or February In Absentia Conferral timeline to qualify.

- Submit a PDF Add/Drop enrollment form for INTD 1000 with COGS Chair and Mentor signature to Tiffany Thompson prior to the first day of classes for the new semester.

- Add/Drop Forms submitted prior to defense will not be processed until confirmation of passing defense is received.

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Important Dates

- 1 month prior to defense
  - Submit dissertation/thesis to Canvas TurnItIn course. Email Similarity Report along with dissertation to Supervising Professor

- 2 weeks prior to defense
  - Submit dissertation/thesis to Research Supervisory Committee
  - Submit the following items in IMPACT
    - Form 40 - Request for Final Oral Exam **Must be fully signed by all approvers one week prior to defense or your defense will be rescheduled**
    - Upload your abstract and CV with Form 40

- 2 weeks after defense
  - Submit final dissertation/thesis to Canvas TurnItIn course and ProQuest for editing

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Important Dates

- At least 1 week before Graduate Faculty Council(GFC) Meeting
  - Request for Report on Final Defense and Oral Examination (Form 43/41) in IMPACT **Must be fully signed by all approvers.
  - Signature Page/Approval Page (original or electronic signatures accepted)
    - Email or deliver approval page to Tiffany Thompson for Dean's Signature.
    - The Dean will sign the approval page after the student's degree is presented at GFC.
    - The fully signed approval page including the Deans' signature can be added to the final thesis/dissertation in ProQuest after GFC meets. Send request to Alex or Marcus who can unlock final dissertation/thesis to add the page.
  - Formatting edits completed in ProQuest, Exit survey completed, IPE survey, Survey of Earned Doctorate(SED) –For Ph.D. only

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TurnItIn Course and Report

- Students who applied for graduation will be added to GSBS Turnitin* course in Canvas

- Upload "Initial Submission" <u>1 month before defense</u>
  - Email Similarity Report to PI

- Meet with PI to discuss any major findings of similarities if necessary

- Upload "Final Submission" <u>within 2 weeks following defense</u>
  - Same version should be uploaded to ProQuest
  - All formatting edits in ProQuest must be completed at least one week prior to GFC.

*The TurnItIn process is not meant to be punitive but is meant to assist our students with submitting original work and ideas, to support our academic integrity policies, and to uphold our institutional reputation.

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Similarity Report

- Report will give students an overall percentage of similar text found within submission

- These colored tabs are seen on the side of your submission in Canvas as well as in the Grades section

- GSBS Acceptable Range: 0-24%

- Ranges:
  - Blue: 0% matching text
  - Green: 1 – 24% matching text
  - Yellow: 25 – 49% matching text
  - Orange: 50 – 74% matching text
  - Red: 75 – 100% matching text

TITLE	SIMILARITY	
Submission	0%	
Submission	6%	
Submission	43%	
Submission	58%	
Submission	80%	

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How to Access the Report

- Click Submission Details on the righthand corner
- Click blue icon next to document name

Example of Similarity Report

Turnitin is flagging my previous work

- Contact Alex and/or Marcus to exclude these sources from your similarity report
  - This will need to be done for both initial and final uploads
  - New score will be reflected in Similarity Report but not in Canvas

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General Format of Paper

Rubrics, templates, examples, and other resources are available on the

GSBS Dissertation/Thesis Guidelines site

Templates

Click here for a template for the Title Page

Click here for a template for the Abstract Page

Click here for a template for the Approval Page

For BME students only - Click here for templates for Title & Abstract Pages.

Formatting Examples

Click here for an example of the correct formats for abbreviations in text

Click here for an example Table of Contents Page

Click here for an example Title Page

Click here for an example Approval Page

Click here for an example Dedication Page

Click here for an example Abstract Page

Click here for an example List of Figures

Click here for an example Literature Cited Page - Numbered Block Format

Click here for an example Literature Cited Page - Hanging First Line Format

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Using Third Party Content

- Must obtain written permission from owner of work (sample letter on site)
  - Written permission must be submitted to the Graduate Dean office

- If unable to obtain permission:
  - Redraw/trace maps, images, graphics, etc.
  - Redact image and reference where it can be found (URL, journal, etc.)

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What If I Want To Use My Previous Work?

- Determine who owns copyright:
  - Copyright held by publisher
    - Obtain permission from publisher
- Copyright held by author (yourself)
  - Should be free to use work
- Copyright held by two or more authors
  - Obtain permission from co-author(s)
- Add a footnote to section where material is used to show permission

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ProQuest Requirements

- Dissertation Committee members are identified

- Keywords and subject categories are identified

- Copyright Disclaimer signed and uploaded

- Document is uploaded as a PDF file with the following specifications:
    1. Optimized for printing
    2. No security settings
    3. All fonts are embedded into file
    4. Images/graphics resolution of at least 600 dpi

Things to Consider During ProQuest Submission

- What kind of publishing do you want?

- Is there sensitive information/unpublished data in your paper?

- Do you want to copyright your work?

- Do you want to order physical bound copies of your paper?

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Publishing Your Work

- ProQuest (PQ)
  - Traditional Publishing
  - Open Access ($95)

- Institutional Repository (IR)
  - Work will be published in UTHSCSA's school repository

Embargo/Delayed Release

- Can be used if student is awaiting patent or if paper contains unpublished/sensitive data

- GSBS allows up to a 1-year delay
  - Students can request a 2-year delay by emailing Dr. Tim Raabe a justification for the delay. Please be sure to copy your PI on the email.

- Submission will not be discoverable in ProQuest or Google Scholar

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Copyright Your Work

- Optional (should be discussed with your PI)

- Can be purchased on ProQuest ($75)
  - Must be added during initial submission creation
  - If there is an existing copyright, you don't need to purchase another

- Adding copyright later?
  - Option 1#: Create a new submission
  - Option 2#: File through www.copyright.gov

Physical Bound Copies

- Be sure to add a blank fly paper to the beginning of your paper

- ProQuest (Price varies on materials)
  - Must be purchased* during initial submission

- Third party sites recommended by the library
  - PhD Book Binding (https://phdbookbinding.com/)
  - Thesis On Demand (https://www.thesisondemand.com/)
  - Book1One (https://www.book1one.com/Academic-Books/Theses-Dissertations)

*Departments are currently unable to purchase copies with a PID or a ProCard. All orders must be made with a credit card that allows tax.

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What happens once my submission has been approved?

- Survey of Earned Doctorate (SED) certificate [Ph.D. only]

- GSBS Exit Survey

- Sign up for GSBS Alumni Site

- Complete GSBS IPE-A Post Survey

*Items above must be complete before GFC meeting in order for student to be presented for degree conferral

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What if I need to make changes on ProQuest?

- Submissions are sent to ProQuest one week after the official conferral date.

- Add completed approval page?
  - Email Alex De Jesus or Marcus Webster to open submission

- Change physical address? Check on status of physical copies? Need a refund?
  - Email ProQuest directly at disspub@proquest.com or call 800-521-0600 press 2, then 1 (M-F from 8AM to 6PM EST)
  - Give as much information as possible (order number, full name, etc.)

Resources Available on GSBS Graduation and Dissertation/Thesis Sites

- Graduation Site - https://www.uthscsa.edu/academics/biomedical-sciences/student-life/graduation
  - Important deadlines & graduation information
- Dissertation/Thesis Site - https://www.uthscsa.edu/academics/biomedical-sciences/dissertationthesis-guidelines
  - Templates/examples
  - Turn-it-in / ProQuest instructions
  - Dissertation rubric
  - This PowerPoint

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Questions??

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