The left side of the slide features a large, stylized arrow pointing right, filled with a golden-brown color. Inside the arrow is a faded image of a building's interior with a large circular window. Overlaid on the arrow is the Georgia Tech logo, which includes the text "Georgia Tech" in a bold, sans-serif font, a stylized tower icon to the right, and the tagline "CREATING THE NEXT" in a smaller, all-caps font below. The background of the slide is white with a large, light-colored arrow shape on the right side, mirroring the one on the left.

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

Sponsored by the  
Office of Graduate Studies

# 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 Studies.
  - 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 or in-person with a printed copy.
- Adhere to format in the manual available on the Theses and Dissertations portion of the Graduate Studies website ([www.grad.gatech.edu](http://www.grad.gatech.edu)).
- Submit the following forms available on the Theses and Dissertations portion of the Graduate Studies website:
  - Certificate of Master's Thesis Approval signed by all committee members (on same page). E-Signatures via DocuSign are acceptable
  - 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 Studies notifies you any corrections need to be made).

# Graduation Checklist: Master's Thesis Students

- Once Graduate Studies 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 Studies 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 permissible.
  - Survey of Earned Doctorates form.
  - SMARTech agreement form.
  - Two copies of abstract and cover pages. (if in a joint program, add the additional university. i.e. Emory and Georgia Tech)
- 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 Studies notifies you any corrections need to be made).

# Graduation Checklist: Ph.D. Students

- Once Graduate Studies 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

- In Fall 2019, the majority of PhD and MS forms will be available via DocuSign
- 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](mailto:gburdell123@gatech.edu) ) and use the BLUE COMPANY LOGIN button.
- External recipients are allowed. DocuSign just requires a valid name and email address is used.
- You can look up addresses via the GT Account Lookup Icon on [Esignature.gatech.edu](http://Esignature.gatech.edu)

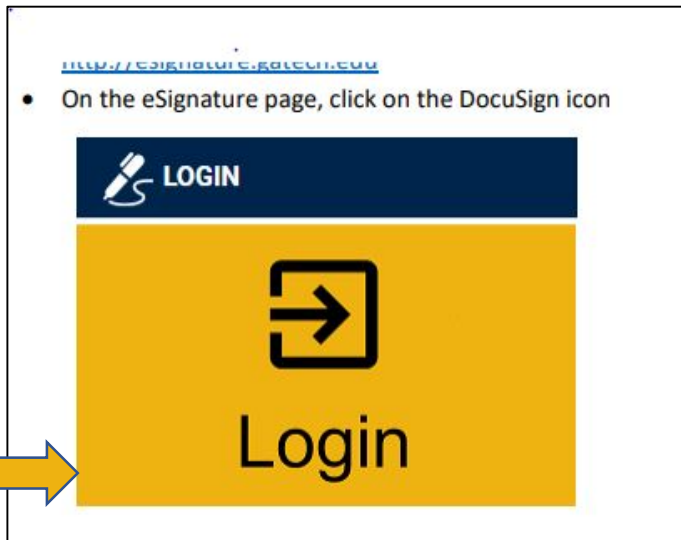
Visit

<http://esignature.gatech.edu>

# DocuSign: A Few Basics

## 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.

On the DocuSign homepage, click Log in to DocuSign in the top right corner

Log in to DocuSign

On the log in page, use your username@gatech.edu account. (i.e. [gburdell3@gatech.edu](mailto:gburdell3@gatech.edu))



- Click **yellow** "Continue" button.



Click continue

CONTINUE

# 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

---

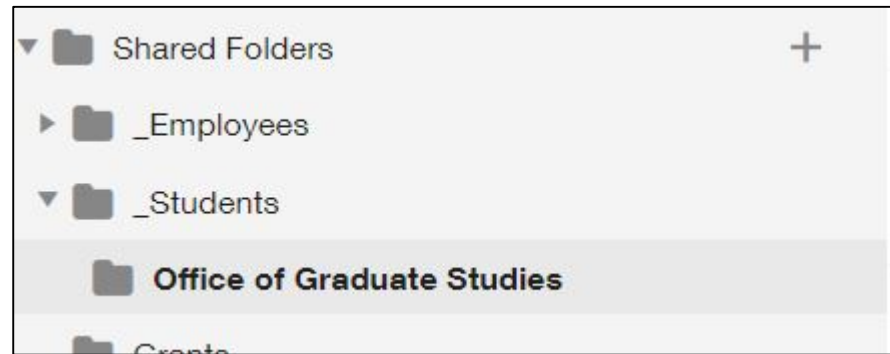
DocuSigned by:

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 Studies
- 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 will be available on our new OGS Site 
- Forms that are not DocuSign or not OGS 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 \(pdf\)](#)

# DocuSign: A Few Basics

## Students: DocuSign

- In addition to access via DocuSign, forms are available as Powerforms (URLs) on the Grad studies website.
- Student must know the information for the person to which each role specified for the form is labeled.
- If form is not completed in its entirety, then it will be voided and the student must complete another form
- If there are errors on the form, student can contact OGS so that we can correct the form.



### PowerForm Signer Information

Students: Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign the Request for Withholding of Thesis or Dissertation form. You will be the first recipient and will provide information on the form at this step.

All emails should be in the format GTaccount@gatech.edu For account lookup, please go to <http://esignature.gatech.edu> [Menu Item: GT Account Look Up] Note: The OGS (Office of Graduate Studies) Staff signature should to Tatianna Richardson, Academic Program Manager at tm186@gatech.edu

Please enter your name and email to begin the signing process.

#### Student

Your Name: \*

Your Email: \*

Please provide information for any other signers needed for this document.

#### Advisor

Name:

Email:



# Responsible Conduct of Research (RCR)

## RCR training for master's thesis students

- Required for any student registered for 7000-level thesis hours. 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>

# Enrollment during Last Semester

## Things to remember:

- Check your Degree Works 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.

# DocuSign: GT's E-Signature Platform

- In Fall 2019, the majority of PhD and MS forms will be available via DocuSign
- Log into DocuSign with your 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 is used.
- You can look up addresses via the GT Account Lookup Icon on Esignature.gatech.edu

Visit

<http://esignature.gatech.edu>

# 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](mailto:etd@library.gatech.edu) or the Office of Legal Affairs at [asklegal@gatech.edu](mailto: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>.

# Further Disseminating your Thesis or Dissertation

- [Academia.edu](https://www.academia.edu/): Includes 5 million uploaded papers, shared with 22 million members. Requires free account.
- [ResearchGate](https://www.researchgate.net/): Accepts publications and data; 6 million members have posted 75 million documents, figures, and datasets. Requires free account registration.
- [Figshare](https://www.figshare.com/): Began as a data and figure repository, now includes publications, code, and thousands of theses/dissertations. Requires free account registration.
- [ProQuest](https://www.proquest.com/) (formerly UMI): ProQuest has been archiving theses for many years, and recently stopped charging for digital submission. A subscription is required to access the full texts of the ETD's submitted to ProQuest. Indexed in several science and technology databases. Contact [disspub@proquest.com](mailto:disspub@proquest.com) for submission information. Georgia Tech stopped requiring submission to ProQuest in 2012.

# 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)



# Redactions and Eratta

- 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 Studies website (<http://grad.gatech.edu/theses-dissertations>).

# Writing Resources

- The Center for Teaching and Learning offers writing courses to support you including:

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

<http://wwwctl.gatech.edu/grad-students/grad-courses>

- Dissertation Bootcamp: Communication Center

<http://www.communicationcenter.gatech.edu>

- Also, we recommend the following book:

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

# 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

# Thesis Deadlines

DEADLINES VARY BY SEMESTER – SEE DEADLINES AT:

<http://www.grad.gatech.edu>

Semester	Thesis Deadline w/ Enrollment Waiver	Initial Format Check	Thesis/Required Forms Due (Enrolled Students)
Summer 2019	May 17, 2019 at 3 p.m.	July 19, 2019	Ph.D.: July 26, 2019 at noon   MS: July 26, 2019 at noon
Fall 2019	Aug. 23, 2019 at 3 p.m.	Nov. 1, 2019	Ph.D.: Nov. 8, 2019 at noon   MS: Dec. 6, 2019 at noon
Spring 2020	Jan. 10, 2020 at 3 p.m.	Mar. 20, 2020	Ph.D.: March 27, 2020 at noon   MS: Apr.24, 2020 at noon
Summer 2020	May 15, 2020 at 3 p.m.	July 17, 2020	Ph.D.: July 24, 2020 at noon   MS: July 24, 2020 at noon
Fall 2020	Aug. 21, 2020 at 3 p.m.	October 30, 2020	Ph.D.: Nov. 6, 2020 at noon   MS: Dec. 4, 2020 at noon

# Three Minute Thesis



## Prize Information

Winner: \$2,000 research travel grant

Runner-up: \$1,500 research travel grant

Third Place: \$1,000 research travel grant

People's Choice: \$500 research travel grant

## Eligibility

Doctoral students currently enrolled at Georgia Tech and actively engaged in dissertation research are eligible. The student must be graduating in a term later than Fall 2019. Graduates of Georgia Tech and previous winners of 3MT™ competition are not eligible to participate. A competitive candidate should have a well conceived dissertation project, compelling data collected, and a novel story to share.

Master's students must be actively engaged in thesis research, non thesis master's students are not eligible. The student must be graduating in Fall 2019 or later term. Graduates of Georgia Tech and previous winners of 3MT™ competition are not eligible to participate. A competitive candidate should have a well conceived thesis project, compelling data collected, and a novel story to share.

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

# Questions?

Graduate Thesis Office

Office of Graduate Studies

Office Location:

631 Cherry Street

Room 318, Savant Building

Atlanta, GA 30332-0315

Phone: (404) 894-3092

Email: [thesis@grad.gatech.edu](mailto:thesis@grad.gatech.edu)

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