

## ISR MSSE Thesis Oral Examination (Defense) Procedure

(Final-5/10/15-jem)

- 1) References:
  - a. <http://www.isr.umd.edu/msse-degree/degree-requirements>
    - i. Grad School items indicated in BLACK.
  - b. [http://www.gradschool.umd.edu/catalog/masters\\_degree\\_policies.htm#15](http://www.gradschool.umd.edu/catalog/masters_degree_policies.htm#15)
    - i. Existing ISR MSSE policy as indicated on MSSE website are indicated in GREEN
    - ii. REDLINE items indicate proposed new, clarifying ISR MSSE policies.
  
- 2) Topic:
  - a. Demonstrates practical application of (implications of) systems engineering principles
  
- 3) Committee:
  - a. Appointed by Dean of Graduate School
  - b. Minimum of 3 members of Graduate Faculty (at least two are "Full" Members)
    - i. Chair/Cochairs must be Full or Adjunct member of Graduate Faculty
    - ii. Nominated by Advisor and Grad Director (me).
    - iii. Form submitted at least 6 wks prior to expected Exam date
    - iv. Change in committee => new Committee Nomination Form
  
- 4) Student must be registered for at least 1 credit, have at least a 3.0 GPA.
  
- 5) Examination Procedures:
  - a. The Student submits the Thesis to the Advisor for review.
  - b. The Advisor reviews the Thesis and determines whether work is ready to be submitted to the Committee.
  - c. The Advisor informs Director, (SEEP) of the date and time of the examination at least 7 working days prior to the exam.
  - d. Once the Advisor determines the paper is ready for review, he/she informs the Student, who then sends the paper to the each Committee Member with the Advisor and SEEP Director on CC.
  - e. The Committee Members must receive the thesis at least 7 working days prior to exam.
  - f. The SEEP Director provides the Advisor a copy of the Report of Examining Committee Form and the GOA Thesis/Scholarly Paper Evaluation Form prior to the examination date.
  - g. The Advisor provides copies of the GOA Thesis/Scholarly Paper Evaluation Form to each Committee Member prior to the examination.
  - h. The entire committee must **physically** attend.
  - i. The examination must be held in a University facility.
  - j. All examinations are open to all members of University of Maryland Graduate Faculty.

- k. The examination may be attended by a broader audience with the permission of the advisor in accordance with written Department Policy.
- l. The ISR/MSSE Program Policy on Broader Participation in Oral Examinations is as follows:
  - i. All University Faculty, Staff, and Students may attend.
  - ii. The Director will send invitations to all current MSSE students.
  - iii. Prior to the start of the Oral Examination, the Chair of the committee shall instruct the broader audience regarding the committee's policy regarding the exam procedure/flow (including when questions may be asked).
- m. Following oral exam, the student and others who are not members of the committee will be asked to leave the room.
- n. The Advisor and other Committee Members complete the GOA Thesis/Scholarly Paper Evaluation Form and provide it to the SEEP Director, immediately following the committee's decision.
- o. Committee Decision Options:
  - i. Accept without recommendation and sign the "Report of the Examining Committee" form (aka the Report)
  - ii. Accept with recommendation and sign the Report:
    - 1. The Committee Members (excluding the Chair) sign the Report at that time
    - 2. The Chair signs the Report once he/she is satisfied that the recommended changes are made.
  - iii. Recommend revisions and not sign the Report until the changes are made:
    - 1. The Committee Members sign the Report once they are satisfied that the recommended changes are made.
    - 2. The Chair is the last Committee Member to sign the Report.
  - iv. Recommend revisions and hold second examination (note a Student is only permitted two examinations).
  - v. Fail the Student.
- p. The decision must be unanimous.
  - i. If one or more members vote for failure, the committee must specify in detail, in writing, the nature of the deficiencies.
- q. The Chair informs the Student of the decision immediately following committee's decision.
- r. The student corrects any deficiencies in their thesis that were identified by the examining committee, verifies with the committee members that the identified deficiencies were adequately addressed, and obtains approval for the thesis through their signature on the Report.
- s. Once the Report is signed (by all Committee Members and the SEEP Director), copies are provided to the student and the SEEP Director (to be filed in Department), and the original is submitted to the Registrar.

- t. The student sends a soft copy their approved thesis to both their advisor and the SEEP Director and submits their approved thesis via the ETD System and an electronic publication form to the Registrar.