



MGEN – Thesis Guidelines

1. Thesis Advisor Selection

- Students must secure a thesis advisor by the end of their second semester* of study.
 - *For Information Systems-Bridge students, they must secure a thesis advisor by the end of their third semester of study.
- The thesis advisor must be a full-time or part-time faculty member from the MGEN department.
- The thesis advisor will oversee the student's research, progression, and overall thesis process as outlined in this document.

2. Thesis Committee/Readers

- The thesis committee is formed after the thesis work has been approved by the unit and is formed by the thesis advisor.
- The thesis committee must have at least three members who are identified by the thesis advisor:
 - At least 2 must be full-time, tenured, or tenure-track faculty from MGEN.
 - The third member may be from within or outside the department, including industry experts (with approval from the thesis advisor).
- The thesis committee acts as the examining committee at the time of the student's thesis defense.
- Additional readers may be appointed at the thesis advisor's discretion.

3. Thesis Proposal

- Students interested in participating in thesis work can participate after they complete 16SH* of course work. To participate in a thesis they must complete a total of 8SH of thesis course work (Master's Project/Thesis) consecutively that will count towards their program of study.
 - *For Information Systems-Bridge students, they must complete a total of 24SH before they can participate in thesis work.
- Students and their thesis advisor are required to submit via email a formal 1-page thesis proposal to [Dr. Maricla Pirozzi](#), Program Director (please cc [Erin](#)

[Macri](#), Associate Director of Academic Operations on the submission). The proposal must include the following:

- Problem Explored: Clearly outline the problem or research question you intend to address.
 - Approach: Describe the methodology or approach you plan to use in your study.
 - Deliverables: Specify the tangible outcomes or results you aim to achieve during the Master's project/thesis.
- The proposal must be approved by the Thesis Advisor, Dr. Maricla Pirozzi, and the thesis committee.
 - Upon approval, the student will need to contact their [Academic Advisor](#) in Graduate Student Services to enroll in the following courses, for a total of 8 SH of consecutive thesis work:
 - **First semester participating in thesis work:** INFO/CSYE/DAMG 7945 – Master's Project (4 SH)
 - **Second semester participating in thesis work:** INFO/CSYE/DAMG 7990 – Master's Thesis (4 SH)
 - All Master's project and thesis courses will have a signature restriction to ensure work has been approved by the student's thesis advisor and the unit. Once the student's Academic Advisor has the approval, they will remove the signature required on the course and notify the student that they can register for the applicable.

4. Thesis Work and Defense

- Thesis are due to the Graduate School by the due dates as published on the [College of Engineering's PhD Dissertation/MS Thesis Instructions webpage](#).
 - Students should initiate the submission process only after they have successfully defended the MS Thesis and made all necessary changes as deemed by the Committee members. Once complete, students can begin obtaining Committee and Graduate School of Engineering signatures by using the "[initiate your signature page](#)" link for Master's Thesis.
 1. Students will be notified by the Graduate School of Engineering once all signatures have been gathered and when to submit an electronic copy of their MS Thesis to Proquest.
 - A public thesis defense must be scheduled at least 3-weeks prior to when they are required to submit their thesis. The thesis work must be shared with the Committee at least 1-week before the scheduled public thesis defense.
 - Students submitting their thesis to the Graduate School of Engineering after the deadline will be required to register for *INFO/CSYE/DAMG 7996- Thesis Continuation – Half-Time* in the following term (**PLEASE NOTE:** For international students, enrolling in INFO/CSYE/DAMG 7996 will only be considered half-time enrolled. Please check with your Academic

Advisor on what registrations are needed to maintain in good Visa/Study-Permit standing.)

- Students must prepare a written thesis and present their research findings to the established thesis committee.
- After a successful defense, students will receive a letter grade for the INFO/CSYE/DAMG 7990 – Master’s Thesis (4 SH).

5. Thesis Course Requirements

- A minimum GPA of 3.0 is required to be eligible and remain eligible for the thesis option.
- The student must complete **INFO/CSYE/DAMG 7945 – Master’s Project** before enrolling in the final 4 SH of **INFO/CSYE/DAMG 7990 – Master’s Thesis**, as per the policy in the [current academic catalog](#).
 - If a student is unable to complete their thesis work, and has enrolled in INFO/CSYE/DAMG 7945 – Master’s Project, they will complete INFO/CSYE/DAMG 7945 and only receive credit has having completed a Master’s Project.
- **Canadian Campuses:** Students may be required to complete either a thesis (8 SH) or a capstone/Master’s Project (4 SH). Detailed information regarding course sequencing, registration, and requirements will be provided during orientation. Additional guidance can be requested by emailing the student’s Academic Advisor.

6. Interdisciplinary Research and Collaboration

- Students are encouraged to conduct interdisciplinary research in areas such as Data Science, AI, Cybersecurity, and Software Engineering.
- Collaborative projects with industry partners or research centers are encouraged but require thesis advisor approval.

7. Important Links and Resources

- Be sure to review the [College of Engineering’s PhD Dissertation/MS Thesis Instructions](#)
- Please click the link for the Guidelines below.
 - [COE Guide to the Preparation and Submission of Theses and Dissertations](#)
 - [COE Style Guide for Theses and Dissertations](#)
 - [Publishing Guidelines](#)
 - LATEX templates for writing MS thesis can be downloaded here: [LaTeX Templates](#)

MGEN Thesis Process Summary

