

## Graduate Comprehensive Exams (MM-Theory) Thesis Defense

### Taking Thesis Defense

You must defend your thesis during your MUSI 5698 thesis semester. This oral defense will cover not only your thesis but also your core theory courses (Post-Tonal Analysis, Schenkerian Analysis, etc.)



### Deadlines for Thesis Defense and Apply for Graduation

Check here to determine the final date to apply for graduation, hold thesis defense, and submit thesis defense report:

<https://www.uta.edu/records/graduation/deadlines.php>



### Organize your Thesis Committee and Proposal

The thesis committee consists of at least three faculty members, one of whom is the Theory/Composition Area Coordinator. The three faculty are chosen from among the music faculty, two of which must be professors of Theory or Composition, and one of whom serves as the thesis advisor. The thesis advisor will be instructor of record on 5398 and 5698.

You must submit the **Proposal** for your Thesis *no later than 8 weeks before the end of Final Examination week in your third semester*. The Thesis proposal form can be found on the Music Theory area website.



### Scheduling Thesis Defense

Contact the professors on your thesis committee via e-mail to schedule your Thesis defense, which will last for one hour. Once the date is **confirmed**, have those professors sign the scheduling form found here: <http://grad.pci.uta.edu/students/forms/masters/> Once this form is signed, submit to the Graduate Advisor via e-mail and reserve Room 104 through the Main Music Office for your Thesis Defense (1 hour).



### **Submit Thesis Draft to Thesis Committee**

Submit the draft of your thesis to the thesis committee *no later than 2 weeks before the thesis defense*. The thesis committee will review the paper.



### **Oral Thesis Defense**

The Oral Thesis defense will involve questions and/or revision requests from the thesis committee members. It will cover the thesis as well as the core classes taken from the members of the committee. Bring the **Final Master's Examination Report** (*filled out and typed*, found here: <http://grad.pci.uta.edu/students/forms/masters/>)



### **Conclusion of Oral Defense**

At the conclusion of the defense, the thesis committee will meet (while the student waits outside) to discuss the outcome of the exam. The committee will check one of the following boxes on the Final Master's Examination Report (passed unconditionally; passed conditionally, with the specified remedial; failed with permission to be re-submit thesis after specified period; failed, dismissal from the program). The committee should then submit the report to the Graduate Advisor.



### **Delivering the Final Master's Examination Report**

The report will be copied, placed in your file, and delivered via email to the Office of Graduate Studies. This must occur within two days after the Oral Defense is administered.



### **Revise Thesis and Schedule Final Presentation**

Assuming a passing result on the oral defense Examination report, incorporate any changes requested during the Thesis defense into the paper, and schedule the **Final Presentation** no later than the last day of classes. The student is responsible for scheduling, reserving a room, and creating advertising for the presentation. It will be in a conference-style setting with members of the department faculty and staff, lasting approximately 40 minutes (30 minutes for the presentation plus time for Q+A).



**Submit Thesis to Library**

Submit your final manuscript to the library *no later than the last day of classes*. See <http://library.uta.edu/etd> for submission details.