

# Electronic Thesis Submission Quick Reference Guide

Duke University  
Initiative for Science & Society

## **MOST IMPORTANT:**

**Read through the defense and submission webpage and the guide for electronic submission in its entirety, everything you need is there! Do not solely rely on this guide for completing all the steps, this is a quick reference ONLY.** You are responsible for organizing this process in the way that works best for you. If you still have questions after you've reviewed these guides, email [gradacademics@duke.edu](mailto:gradacademics@duke.edu) and/or your thesis advisor.

- [Defense and Submission Web Page](#)
- [The Graduate School's Guide for Electronic Submission of Theses and Dissertations](#)

## **I. Deadlines:**

- **Check them here:** [Preparing to Graduate](#) website or [download the document as a .pdf](#)
- **For example:** *If you're graduating May 2023*
  - Deadline to APPLY FOR GRADUATION: *Wed, February 1, 2023*
  - Deadline for INITIAL SUBMISSION of electronic master's thesis: *Wed, March 22, 2023*
  - Deadline for FINAL SUBMISSION of electronic master's thesis: *Wed, April 19, 2023*
- **First deadline: Apply for graduation**
  - Go to DukeHub → Academics → Program/Degree Selection
  - Open the application, it will only list the degree programs for which you are eligible to apply. If your degree is not listed, reach out to [gradacademics@duke.edu](mailto:gradacademics@duke.edu) and check that your "Expected Graduation Term" in DukeHub is the term you intend to graduate. They may need to update this in their system.
  - Note: you can apply for graduation even if Duke Hub does not yet list the accurate committee. You will just need to make sure the committee is updated correctly prior to the examination.

## **II. Preparation:**

- **Assemble your thesis advisor and committee and schedule your defense date.**

- Ensure your committee follows the expectations outlined on the committee approval form. There must always be at least two members from the student's graduate program or department, a total of three must be from the primary research field/area, and one, the MAR, must represent a minor area in relation to the student's research.
- Create a plan with your committee members for draft reviews.
- Schedule your defense date based on your committees availability. Make sure to check the final deadline to hold a defense per the Graduate School.
- **Discuss if you need IRB approval with your thesis advisor.** Connect with IRB regardless.
  - Set up a consultation with the campus IRB. During the consultation the IRB representative can help assess your project in terms of risk, identify whether you will require IRB approval or exemption, and give a rough estimate of the time frame for your IRB protocol to get approved. Link to schedule consultation here: <https://campusirb.duke.edu/meeting-irb-staff>
  - Familiarize yourself with the samples and FAQs on the campus IRB page. Make sure your protocol includes all the required sections. <https://campusirb.duke.edu/resources/samples>
  - Identify an advisor that is familiar with the IRB process and comfortable signing off on your IRB application
  - When developing your study/research project, set up a consultation with Social Science Research Institute (SSRI). They can help design your study to follow best practices. Here is a link to their consulting page: <https://ssri.duke.edu/research/consulting-training/>
  - Submit your IRB application as early as possible. Note that you will not be able to run your study prior to receiving IRB approval. The IRB may require you to make changes or clarifications to the protocol.
  - In fall of 2022, the IRB approval was estimated between 1 month and 3 months (depending on the sensitivity of the project and the number of revisions required).
  - You will be required to use Qualtrics for any research/surveys. Familiarize yourself with the platform.
- **30 days prior to your defense** make sure you've filled out your "[Committee Approval Form](#)" and submitted it to your department's DGSA (Your "Director of Graduate Studies Assistant")
  - All forms can be found at [this link](#) under the section for "Dissertations, Theses, Preliminary Exams."

- **Your committee attending the date of your thesis must match this form or you will not be able to defend.** Any changes must be approved no later than 30 days before defense date.

### III. Initial Thesis Submission

- Provide a copy in pdf form or other requested formats to your committee members at least **two weeks before your defense.**
- Your thesis must be formatted using the template found at [this link](#). USE THE WORD TEMPLATE. This must be formatted correctly with no sections left blank. Save each version of your drafts and original file for revisions.
- **At least two weeks before your defense, submit the final draft to ProQuest.** Instructions are on the [Defense and Submission Web Page](#)
  - Once submitted to ProQuest you will receive an email within one week listing any formatting changes, check your spam folder if you don't see it. You will also have an optional ETD appointment with an assigned Duke administrator which is scheduled a few days before your defense and is also available for questions about formatting revisions, etc.
- **Have your advisor email your Advisor Letter** to [gradacademics@duke.edu](mailto:gradacademics@duke.edu), the template for this can be found at the end of the [Graduate School's Guide for Electronic Submission of Theses and Dissertations](#). The advisor letter states that your thesis has been read and is ready for defense.
- **Have your DGSA submit your Defense Announcement** by email to [gradacademics@duke.edu](mailto:gradacademics@duke.edu), the template can be found at the end of the [Graduate School's Guide for Electronic Submission of Theses and Dissertations](#).

### IV. Final Examination

- **All committee members must participate and sign your examination certificate.**
- Following the final examination, each member of your committee must indicate his or her vote (pass or fail). After your chair and Director of Graduate Studies signs your final examination certificate with registered votes, it will be submitted to The Graduate School. Often, a committee will pass the student but require minor edits or corrections to be made prior to final submission.
- Obtain your advisor's signature on the Distribution License page and then sign it yourself as indicated. Send signed document to [gradacademics@duke.edu](mailto:gradacademics@duke.edu).
- Your advisor will submit the examination certificate with signatures to the graduate school.

- You will also sign a “Non-Exclusive Distribution License and Dissertation Availability Agreement” with signatures (yours and your advisor’s). The release date must match your Institutional Repository and Traditional Publishing selections in ProQuest.

## **V. Final Submission**

- After your revisions are completed upload the final version to ProQuest. **Final submission must occur within 30 days of the defense or by the semester deadline (whichever comes first)**. You will be notified through ProQuest when the document has been accepted or any additional work must be done. The acceptance of the final submissions is necessary for moving forward with confirmation of degree requirements and clearing for graduation.
- When The Graduate School has accepted your dissertation and it is ready for archiving at ProQuest, you will receive a message through ProQuest.
- If you need a period longer than 30 days for making changes in the thesis, your Director of Graduate Studies must make a request for an extension to the Senior Associate Dean for Academic Affairs, stating the reasons for the delay and specifying at what date the thesis/dissertation will be submitted. If you cannot meet the submission deadline by end of the semester, you will be required to register and pay the Continuation fee for the ensuing semester in which you will receive your degree. You will also need to reapply to graduate and re-enroll for classes/ or continuation in DukeHub.