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Graduate Thesis Submission Sample Questions

About this doc: It's important to know ahead of time what you'll be asked when you submit your thesis work to Decker Library. Please use this as a guide so you're fully aware of what will be asked when it is time to submit.

Note: This is not meant to be filled out! It is simply a guide. To submit your thesis, go to <https://www.mica.edu/libraries/decker-library/find/graduate-theses/>

Questions? Reach out to us at digitaldecker@mica.edu.

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What You Will See on the Graduate Thesis Submission Form

Note: Any question containing a red asterisk (*) is required on the submission form.

Questions are designated as “Q#” and contain options for multiple choice questions in numerical format.

Section 1 - Welcome Page (Landing Page)

Simply explains what this form is and who to contact if you have questions.

Section 2: Information About You

Q1: LAST name (surname)*

Q2: FIRST Name (forename)*

Q3: Preferred FULL name

If your preferred full name is different from your given name, please write it here. Note that if you provide a name here, it will be the only name used in our databases. Your given name will not be included in our databases.

Q4: Birth Year*

We collect your birth year only to make a distinction between people who might have the same name. It will appear on Library databases.

Q5: MICA ID Number*

Q6: Permanent email address*

Use an email you will have access to and will check after you graduate, so we can reach you if needed.

Q7: Please tell us your graduation year.*

- 2025 - I graduated in either Spring, Summer, or Winter 2025
- Other... I graduated some time other than in 2025

Section 3: About Your Thesis Work

Q1: Thesis/Project Title*

If untitled, please indicate that.

Q2: Keywords/Tags*

Separate tags with a semicolon (;). What search words would you use to find this work? Think about how you search hashtags on social media, but please do not include the hash mark (#) and please separate words within a phrase with spaces. Examples: Video art; Graphic arts; Baltimore History; history

Q3: What is your thesis about? Please provide the abstract or a description*

Consider using the thesis proposal submitted to your program director. If you do not have a description or abstract already written, please provide 2-3 sentences describing what your work is about, which can include why you created the work and its history, your overall vision, how your work relates to current contemporary art, artists you've been influenced by and/or how your work relates to other artists' work, and more. How would you describe your work to a friend who didn't get the chance to see it?

Q4: What is your degree program?*

There will be a drop down list with all degree programs.

Q5: Is there anything else you'd like us to know about this submission?

Note what you provide here is private and will not be included in our databases.

Section 4: Student Agreement

I hereby certify that I have considered the fair use of each third party copyrighted material and then, if appropriate, obtained permission from the owners of each third party copyrighted material to be included in my work. I hereby grant MICA and its agents the non-exclusive license to archive and make accessible, under the conditions specified in the next section, my mentioned work in whole or in part in all forms of media, now or hereafter known. I retain ownership and rights to use in future works. I understand that the document may be used for internal assessment purposes.

Q1: Please initial, indicating you have read and agree with the statement above.*

Q2: Please type today's date.*

Section 5: How Would You Like People to Access Your Work?

Your work will be included on the MICA Digital Library (<http://bit.ly/micadigitallibrary>), but the level of permission to access your work is your decision. Please consider your choices carefully as your decision will remain permanent.

Q1: Pick the access level for your work.*

1. Unrestricted/open access: I want my work available to anyone, worldwide.
2. Restricted to MICA campus and MICA community members only: I want my work to only be visible to people who are on the MICA campus or are affiliated with MICA.
3. Embargo my work: I want my work to be inaccessible for a period of time after I have submitted. Note: This means your work will not be available for two to five years, depending on the time you choose in the next section. [Choosing this answer will direct you to a specific section specifically about the Embargo.]

SECTION 6: [Only appears if you choose to embargo your work] If you choose to embargo your work, we have a couple more questions for you.

You arrived at this section if you chose to embargo your thesis work, which means it won't be available to anyone for the length of time you pick below. After this time period is over, you also choose how you would like to provide access to your work. People typically choose to embargo their work because they'd like to pursue publication of their thesis work.

Q1: How long would you like to embargo your work?*

Keep in mind your thesis title will be findable in the Library catalog. However, the actual work won't be viewable until the embargo period is over. Be conservative in your decision - once your embargo period is over, it will be released without notification.

1. Two (2) years from the date of commencement. Your work will not be accessible until 2027.
2. Three (3) years from the date of commencement. Your work will not be accessible until 2028.
3. Four (4) years from the date of commencement. Your work will not be accessible until 2029.
4. Five (5) years from the date of commencement. Your work will not be accessible until 2030.

Q2: After the amount of time you chose above has passed, how would you like to provide access to your work?*

1. Unrestricted/Open Access: I want my work available to anyone, worldwide after the embargo period is over.
2. Restricted to MICA Campus Only: I want my work to only be visible to people who are on the MICA campus after the embargo period is over.

Section 7: Submit Your File

- All students are required to submit their thesis work in PDF/A format.
- Please do not drop the highest resolution images into your PDF/A. Reduce your files so that they are appropriate for online viewing - no larger than 300 DPI.
- If you'd like to submit other types of media, such as audio or video, please zip your files along with your PDF/A into one folder and submit the entire folder.
- Media is not guaranteed to appear on the MICA Digital Library, but can be viewable in the library. The PDF/A file, however, is guaranteed to appear on the Digital Library as per the level of access you've chosen.
- Please do not submit high resolution media - resize your work for web viewing.

Q1: If you'd like to provide links to your website, MICA Grad Show webpage, social media or video platforms (e.g. YouTube, Vimeo, etc.), please provide them here. You can also link directly to a work (like a video) rather than uploading the video if you prefer.

Note that these links will be permanently associated with your work, so please be sure to choose what you link to with that in mind.

Q2: Submit Your Work Here.*

REMINDER: All students are required to submit a PDF/A document. If you'd like to submit work outside of that document, please zip all your files into one folder and upload the folder. If you need to replace your file for some reason before the submission period ends, please email the entire replacement file to digitaldecker@mica.edu.

[Add file button (will let you browse files on your computer)]

Q3: (OPTIONAL) If you are submitting media outside of the PDF/A because you cannot include it on your PDF/A, please describe what you're submitting here.

You can be as detailed or general as needed. If you have one description for all additional files, all files will contain that description. If you want to be more detailed, copy and paste file names and describe each briefly.

Q4: Theses are uploaded as folders on the MICA Digital Library. Please upload a JPG file sized at 255 pixels (width) x 192 pixels (height).*

Take a look at how your thumbnail will appear on the MICA Digital Library:

<http://bit.ly/micadigitallibrary>

[Add file button (will let you browse files on your computer)]

Q5: Is there anything we should know about your file submission?

Note what you provide here is private and will not be included in our databases.

See Our Other Guides and Sites

- [Updates or Corrections Policy](#)
- [How to Create a PDF/A File](#)
- [Personal Digital Archiving: How to create a digital archive for your work, thesis, and career](#)
- See examples of past thesis submissions on the [MICA Digital Library](#)
- See *everything* on our [Graduate Theses webpage](#)

Questions? Please reach out!

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