

ECE M.S. Thesis Checklist

- If you plan to defend your thesis this quarter, please contact ECE [M.S. Advising](#), via email, for assistance.
 - M.S. students are encouraged to thoroughly review the [Thesis Guidelines for M.S. Students](#) (detailed version of all the steps required). Some steps have changed due to reduced in-person presence on campus; please read below for updates.
 - Defending online via Zoom may be new to you. Please see [M.S. or Ph.D. Defense - Zoom Tips](#) to take steps for ensuring a successful defense.
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PRE-GRADUATING QUARTER

1. Identify a Research Advisor (Principal Investigator, Research Advisor)
2. Enroll in 12 units of 299 with your Research Advisor via EASy
 - Students can conduct research in any Jacobs School of Engineering (JSEO) department: BENG, CSE, ECE, MAE, NANO, SE.
 - If you obtained a research position outside of JSOE, such as SIO, PHYS, or BIO, please contact ECE [M.S. Advising](#) for assistance.
 - Make sure you have 12 units of research completed or in progress before your defense. Students may divide these units however they wish, though most take 4 units per quarter for 3 quarters.
 - Students may enroll in multiple sections of research and work with more than one research advisor. Most students complete it with a single research advisor.
3. Secure a committee of 3 tenured/tenure-track faculty members
 - This includes your Chair (as one of the members).
 - At least 2 of the committee members must be ECE faculty, one of which must be your Chair.
 - If your Chair is NOT in ECE, then you MUST have an ECE co-chair, and find one additional member from ECE to complete your committee
 - You can take a look at the [JSOE Faculty Profiles](#) in order to track down potential faculty to conduct research with and/or serve on your committee. Please contact them via email about your interest. If they do not respond within 2 weeks, you can send a follow-up email. If they do not have space in their lab, ECE recommends that you ask the faculty to join their lab meetings or shadow a student who is already in the lab so that you can get an idea of the projects being conducted in the lab.
 - Take a look at the [Division of Graduate Education and Postdoctoral Affairs \(GEPA\) Committee Membership Table](#) to ensure that you are abiding by the membership rules.

GRADUATING QUARTER

1. Students will receive an email about submitting [ECE M.S. graduation paperwork](#). You will need to submit it by the deadline listed on the website. Please make sure that your [Degree Audit Report \(DARs\)](#) reflects the correct capstone requirement (Plan I).
 - If the incorrect capstone plan is being reflected onto the audit, please contact [ECE M.S. Advising](#) so that your DARs can be modified accordingly.
 - Please include the following items on the [ECE M.S. graduation paperwork](#) so that [ECE M.S. Advising](#) can input the information onto the Thesis Committee form:
 - 1) thesis committee members
 - 2) date of defense
 - 3) title of defense, and
 - 4) defense format (remote, in-person, hybrid)
 - If you are using Zoom, you are responsible for setting up the [Zoom meeting](#); please make sure you know how to use Zoom 1 week before your defense so you can troubleshoot as needed. Test with a friend or colleague.
 - If you would like to book a room in Jacobs Hall, you may contact [ECE M.S. Advising](#) to assist you with this process.
2. File for Doctoral/Master's (Thesis) Degree Form via [Kuali](#) by **Friday of week 5** to indicate your intent to file for degree completion in the current quarter. For summer, the Step 1 deadline is the last Friday of Summer Session I. Submission after the deadline may result in not being approved for completion in the current quarter.
3. Your Final Report Form will be submitted via DocuSign by [ECE M.S. Advising](#).
4. Defend Thesis (Week 9-10). Once you pass, your Chair will be asked for the result of your defense, prompting [ECE M.S. Advising](#) to take care of the remaining paperwork.
5. After the defense, complete the [Final Degree Checklist](#) to GEPA by the **11th Friday of the quarter** or early September for summer graduation. If the deadline is missed the degree will be awarded in the next quarter.
 - See [general deadlines](#) and the [Registrar's Enrollment and Registration Calendar](#) for more information on deadlines and specific dates.
 - The degree conferral date is always the last day of the given quarter (see the Registrar's [Enrollment and Registration Calendar](#) for specific dates).

FREQUENTLY ASKED QUESTIONS

1. How is the thesis defense organized?

- The student defending the thesis is responsible for coordinating a date and time when all committee members are available.
 - If you are planning a virtual defense, you are responsible for setting up the Zoom video call.
 - If you are planning an in-person defense and would like assistance booking a room, please contact [ECE M.S. Advising](#).
 - Students are responsible for sending the calendar invite and providing the meeting location details to their faculty thesis committee.

2. How long should the thesis defense be?

- Your thesis should be 2 hours total - 1 hour of you presenting and 1 hour of questions and feedback from your committee. Be sure to check in with your Chair about this; sometimes they may alter this structure, but for the most part it should be relatively the same.

3. If I am planning on submitting my thesis which has been published as a paper, what do I need to do?

- Students should consult the [manual](#), specifically the “Using Published Material” section and review those pages carefully.

4. If I am planning on publishing a paper after submitting my thesis, what do I need to do?

- Students should consult the [manual](#), specifically the “Using Published Material” section and review those pages carefully.

5. Can I find examples on thesis papers that have been submitted?

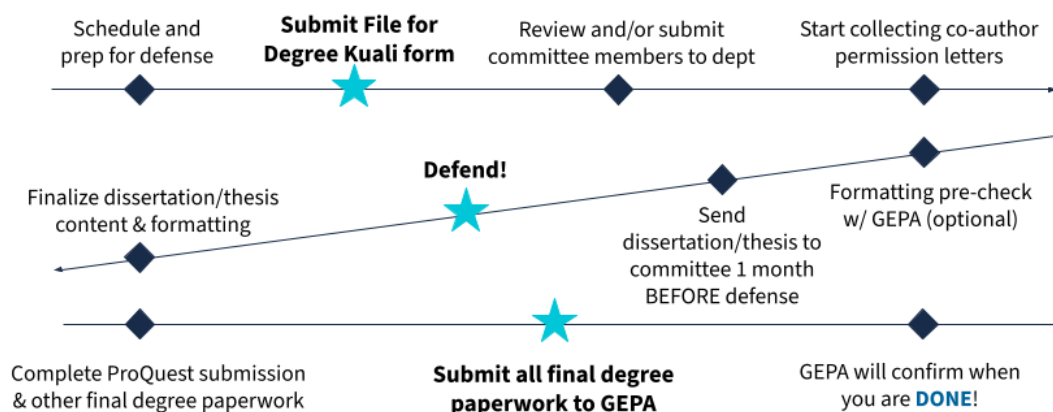
- Yes, please take a look at the GEPA [thesis templates](#), GEPA [thesis formatting webinar](#), [UCSD Library Database](#) to search for previously published thesis papers. Note that you must be connected to the [UCSD VPN](#) to access the library page.

6. I am planning on doing the M.S. Thesis. Should I still take the M.S. Comprehensive Exam?

- If you plan to do the thesis, we highly encourage you to still take the [ECE M.S. Comprehensive Exam](#) in the case you do not pursue the thesis. Many times students change their minds about pursuing the thesis and we'd rather you have taken the comprehensive exam when offered than to not have taken it at all and wanting to graduate. In the end, the decision is up to you. If you plan on doing the thesis, please email [ECE M.S. Advising](#) by the end of your first year.

M.S. THESIS DEFENSE SAMPLE TIMELINE

Dissertation/Thesis Defense Timeline Snapshot



Note: This is a general guide; your timeline may vary by your program and/or degree aim (master's, PhD, etc.)