



KIMBELL SCHOOL OF GEOSCIENCES

THE ROBERT L. BOLIN GRADUATE SCHOOL OF PETROLEUM GEOLOGY Master's Thesis Defense Guidelines

Version: TD2017.01

Accepted by the program: Wednesday, January 11, 2017

1 Content

- 1.1 A Kimbell School of Geosciences thesis defense should summarize the background, procedures, and findings of the thesis research.
- 1.2 The defense must be entirely free of plagiarism; any violation will be subject to university punishments and dismissal from the program.
- 1.3 The thesis should be a robust presentation, in which the candidate displays a mastery of the topic.

2 University-Wide Guidelines

- 2.1 Scheduling for the defense will follow university guidelines.
- 2.2 The defense should be consistent with university policies.
- 2.3 In cases of conflict, university policy and guidelines take precedence over this document.
- 2.4 The thesis document should be complete and meet all university and department guidelines by the time of the thesis defense.
- 2.5 However, the thesis document may be subject to revision following the defense (see 6.1.2).

3 Public Presentation

- 3.1 The candidate is responsible for successful scheduling of a presentation room at a time agreeable to the Graduate Advisory Committee and one additional invited member of the MSU graduate faculty.
- 3.2 The candidate should post approved publically-displayed advertising for the defense at least one week prior to the defense date.
- 3.3 The candidate will provide a presentation that is open to the public lasting no longer than forty (40) minutes.
- 3.4 The presentation must be attended by all members of the Graduate Advisory Committee and the additional MSU graduate faculty member.
- 3.5 The presentation will be followed by a question and answer period open to the public.

4 Defense Conclusion

- 4.1 The conclusion of the public question and answer period is followed by a discussion session exclusively for the candidate, the Graduate Advisory Committee, and the additional graduate faculty member.

5 Defense Decision

- 5.1 The conclusion of the committee-candidate discussion is immediately followed by discussion session exclusively for the Graduate Advisory Committee and the additional MSU graduate faculty member.
- 5.2 The candidate is excused to an agreed-upon location.
- 5.3 The graduate advisory committee and the additional graduate faculty member each pass or fail the defense on the merits of the presentation, questions and answers, and committee-candidate discussion.
- 5.3.1 A successful defense is one with a pass majority (*i.e.* three passes).
- 5.3.2 If the defense does not garner a pass majority, the candidate is required to non-publically redefend the thesis solely to the Graduate Advisory Committee within thirty (30) days. The candidate must receive a pass majority (*i.e.* two passes) or be dismissed from the program.

6 Document Decision

- 6.1 The Graduate Advisory Committee, but not the additional faculty member, each pass, provisionally pass, or fail the written thesis.
- 6.1.1 A “pass” can only be given to a document that has met university and department guidelines and needs no further revision.
- 6.1.2 A “provisionally pass” is the more typical decision made for thesis documents requiring revision that may be reasonably completed within one month’s time.
- 6.2 In the case of a unanimous pass, the thesis document is accepted as written and signed.
- 6.3 In the case of a majority pass or majority provisionally pass, the document needs to be revised with regards to specific written comments provided by those committee members who did not pass the document (*i.e.* those committee members electing to provisionally pass or fail).
- 6.3.1 Committee members have five (5) business days to send any and all written comments to the candidate and the Graduate Advisory Committee chair
- 6.3.2 The comments are required to maintain a provisionally pass or fail decision; the failure to provide timely comments reverts a decision to “pass” status.
- 6.3.3 The candidate must promptly acknowledge the reception of comments.
- 6.3.4 Unless more time is specifically granted in writing by the entire Graduate Advisory Committee, the candidate has one month following the five-business -day comment period to revise the document and return it to the entire Graduate Advisory Committee.
- 6.4 In the unlikely case of a majority fail, the thesis document needs to be rewritten to the specifications of written comments provided by the Graduate Advisory Committee members on a timeline agreed upon by the committee and the candidate.

7 Notification

- 7.1 The candidate is retrieved and privately informed of the defense and document decisions by the Graduate Advisory Committee Chair in the presence of the committee and the additional graduate faculty member.