

University of Minnesota
School of Kinesiology
Ph.D. Thesis and Final Examination Guidelines

The following are general guidelines for the completion of the Ph.D. thesis and the conduct of the final oral examination for doctoral students in Kinesiology and Education/RPLS. Please share a copy of these guidelines with your committee members when you provide them with the final examination copy of your thesis.

General Guidelines for the Completion of the Ph.D. Thesis

Your Ph.D. thesis research project must meet the following guidelines of the Graduate School:

- Thesis must demonstrate your originality and ability for independent investigation.
- Results of the research must constitute a contribution to knowledge.
- Thesis must exhibit your mastery of the literature of the subject and familiarity with the sources
- Subject matter must be presented with a satisfactory degree of literary skill.

Finalize your thesis proposal in conjunction with your adviser:

NOTE: Education/RPLS STUDENTS must enroll in REC 8980 to present thesis plans to RPLS faculty.

- Submit three-part thesis proposal document (GSF 63) to your adviser, then the DGS and then to the Graduate School no later than the first quarter (semester) after passing the Preliminary Oral Examination.
 - GSF 63a names the Final Oral Examining Committee and indicates which three members will serve as reviewers (two from your major program and one from your minor or supporting program)
 - GSF 63b specifies the thesis title
 - GSF 63c provides a 250 word abstract
- Before beginning any research, submit the necessary paperwork and obtain approval for your research from the Institutional Review Board.
- Register for 24 thesis credits (KIN or EDUC 8888 Thesis Credits: Doctoral).
- Do your research and write your thesis by working with your adviser until both of you feel it is ready for defense.

Obtain a copy of the Graduate School document “Preparation of the Doctoral Thesis/Project” from 316 Johnston Hall or from the Graduate School website (http://www.grad.umn.edu/current_students/forms/doctoral.html). Follow these guidelines closely when writing and preparing your thesis as well as those of the style manual

recommended by your adviser (typically the Publication Manual of the American Psychological Association, 4th Edition).

- Schedule a two-hour block of time for your Final Oral Examination with all committee members.
 - Register your thesis title by submitting a copy of the thesis title page as it will appear in the final document to the Graduate School in 316 Johnson Hall. The Graduate School will then provide you with a copy of the thesis report reviewer's form (GSF 2) form.
 - Deliver your complete thesis draft to all members of the examining committee, allowing AT LEAST TWO WEEKS for them to read it
 - AT LEAST ONE WEEK PRIOR to the intended date of the Final Oral Examination, submit the completed exam scheduling form (GSF 12a) to the Graduate School
- AT LEAST ONE WEEK PRIOR to the intended date of the Final Oral Examination, obtain the signature of all three reviewers on GSF 2, and return it to the Graduate School in 316 Johnston Hall. The reviewers must be unanimous in certifying that the thesis is ready for defense in order for the Final Oral Examination to be authorized.
- The Graduate School will provide your chair with the Final Examination Report Form (GSF 19) which should be brought to the Final Oral Examination.

General Guidelines for the Conduct of the Final Oral Examination

The Final Oral Examination consists of a seminar in which you present your thesis to your examining committee and to the scholarly community. The seminar may take place only after the thesis has been judged ready for defense. The examination is limited to your thesis subject and relevant areas. A closed meeting between you and your examining committee immediately follows the thesis presentation.

- Make arrangements for a conference room and for audiovisual devices as needed.
- Prepare a 30-40 minute oral presentation on the Ph.D. thesis using audiovisual aids to give at the start of the Final Oral Examination.
- Bring copies of your degree program form to the Final Oral Examination for distribution to your committee members.
- At the start of the examination, briefly describe your academic and professional history, your current academic and professional status, and your future plans.
- Give your oral presentation.

Meet with your examining committee privately. They will ask you questions about your thesis and research. Your chair will then ask you to leave the room while the committee members vote on whether you have passed or failed the examination. To be recommended for the award of the

doctoral degree, candidates must receive a vote with no more than one dissenting member of the total examining committee.

If you passed the final oral examination, make any changes to your thesis requested by your adviser and the committee and prepare the final copies according to the guidelines of the Graduate School. Submit the following items by the last working day of the intended month of graduation:

- One unbound copy of the thesis must be submitted to the Graduate School, and one hard bound copy to the adviser. Be sure your adviser signs all copies.
- One copy of the thesis abstract (signed by the adviser), submitted to the Graduate School.
- Microfilm Agreement Form, submitted to the Graduate School.
- Survey of Earned Doctorates, submitted to the Graduate School