

DEMS DISSERTATION STUDENT RESPONSIBILITIES

This document clarifies the roles and responsibilities of the students in the DEMS program. Advisors of the DEMS program have received a similar document that outlines their responsibilities.

1. Academic Advisor Expertise

Students must choose an advisor that has expertise in the area of research that the student is interested in pursuing. A matrix of the expertise is provided to the student by the DEMS director in EME 8003. Advisors will not accept students as advisees in areas outside the advisors' expertise.

2. Literature Survey

Students are required to conduct a complete and exhaustive literature survey related to the proposed research project. The research proposal must include a list of all relevant references. The advisor will verify and ensure that an exhaustive literature survey has been completed.

3. Research Problem to be solved

The student must identify the problem to be researched and solved. This problem should be specific and clearly defined. Advisors must approve the scope of the problem and that it is specific and clearly defined.

4. Originality of Research

The student has the responsibility to:

- Propose a solution to the research problem that is original and unique.
- Ensure that the proposed solution to the research problem is original within the sponsoring organization.
- The proposed solution to the research problem must be conducted solely by the student (i.e. no portion of the solution can be performed by a consultant).
- The student must have the expertise and technical background to conduct and complete the research.

5. Communication and Coordination between the Student and the Advisors

- The student has the responsibility to maintain regular communication with both the academic and industrial advisors during the preparation of the proposal and during completion of the research.
- The academic advisor will enforce the level of rigor expected in the analysis and solution of the proposed research problem.

6. Proposal Preparation

The student has the responsibility to:

- Develop an initial draft of the proposal during the first semester in which he/she registers in EME 8006.

- This draft must be submitted to the academic and industrial advisors to receive written comments and required modifications, in order to receive an “In Progress” grade. If the student fails to complete and submit an initial draft during the first semester, a grade of “Incomplete” will be given. Additionally, the student will not be allowed to register for additional EME 8006, until the “Incomplete” has been changed to an “In Progress” grade.
- Incorporate modifications proposed by the academic and industrial advisors to the proposal.
- Discuss with the academic advisor and the DEMS director the selection of the examining committee members.
- Obtain approval of the proposal from the academic and industrial advisors prior to submission to the committee. This is very important since students will only have two chances to pass the required proposal examination.

7. After the Proposal Examination

- Right after the defense of the proposal the committee will provide the student with one of the following outcomes decided by the examining committee:
 - Pass as submitted
 - Pass with attached modification(s)
 - Fail and may resubmit
 - Fail for the second time and must withdraw
- The student will be given a detailed written report from the academic advisor summarizing the remarks and required modifications if any to the proposal from the committee members.
- Additionally, the student will receive an official letter from the DEMS Director confirming the outcome of the proposal examination and the modifications required in the proposal.
- The student must submit to the DEMS director the proposal with the modifications required by the committee.
- The student must submit a copy of the final version of the proposal to the academic and industrial advisors including any changes of the proposal.
- For subsequent EME8006 dissertation course(s) the student and academic adviser will meet at the beginning of the semester to outline the goals and deliverables for the semester. At the end of the semester the student submits to the academic adviser a progress report with documentation showing the work accomplished during the semester. A grade of “In Progress” will be given if the student submits a progress report that adheres to the proposed timeline and is acceptable to the academic advisor. If the student fails to submit an acceptable progress report, a grade of “Incomplete” will be given. Additionally, the student will not be allowed to register for additional EME8006 courses until the “Incomplete” has been changed to an “In Progress” grade. The student may petition the DEMS Director if the grade is unacceptable.

8. Dissertation

The student has the responsibility to:

- Meet on a regular basis with the academic and industrial advisors for guidance on the research progress and assistance as the student writes the dissertation. The meetings should take place until the research is completed.
- Follow the specified dates for progress and DEMS dissertation guidelines and defense.
- Ensure that the research objectives have been met, the dissertation meets the originality requirement, and the research findings contribute to the generation of new knowledge.
- Follow the dissertation guideline requirements such as the table of contents, order of chapters, references, and grammar.
- Obtain approval from the academic and industrial advisors for submission of the dissertation to the committee.
- Agree upon the final examination date (Defense). Students can only defend their dissertation twice.
- Complete their dissertation with a 30 credits requirement. Students matriculating January 2006 must complete their dissertation in no less than 30 credits and no more than 36 credits.

9. After the Dissertation Defense

The student has the responsibility to:

- Complete all the committee's recommendations and changes.
- Submit the final copy of the dissertation to the committee for approval.
- Submit five bound copies of the final dissertation (required by the university) after the committee approves the final dissertation.
- Complete any other requirements.