

Preparation of Thesis or Dissertation

The University of Houston uses an electronic thesis/dissertation submission process. Please check with your specific department for details regarding the college's steps for submitting an electronic dissertation.

Approval of Thesis or Dissertation Proposal

Students must receive approval of their thesis or dissertation proposal from their thesis or dissertation committee. The committee is appointed by the dean of the college upon the advice of the appropriate department chair.

In some departments, students may not begin research prior to admission to candidacy without the approval of an advisor. The thesis or dissertation must present evidence of a mastery of the literature in an area of study, a significant contribution to knowledge, and the ability to conduct independent research.

Every thesis, dissertation or other research project involving the use of Human subjects must be approved by the Committee for the Protection of Human Subjects before research is started. Students should consult their faculty advisors for information. For additional information or an application form, contact the **Office of Research Policies, Compliance and Committees**, 316 Ezekiel W. Cullen Building, [\(713\) 743-9204](tel:7137439204).

The final draft of the thesis or dissertation must be completed and submitted to the advisory committee as early as stipulated by the committee, but no later than the deadlines specified in the academic calendar.

Suggested Form for Thesis or Dissertation

As a general rule, the format and style of presentation should conform to the most acceptable standards of scientific and scholarly writing in the discipline. For instances in which this general rule is an inadequate guide, reference should be made to a style manual approved by the college or department.

Before preparing the thesis or dissertation, the student should obtain a copy of the guide for the preparation and submission of theses and dissertations from the appropriate college office.

Electronic Submission of Thesis or Dissertation

Students and faculty will use Vireo or UMI/ProQuest per the instructions found on <http://www.uh.edu/graduate-school/current-students/thesis/> for processing thesis or dissertation material. Documentation will be submitted as a Portable Document Format (PDF) per the guidelines on the web site, and all program/department/college specific requirements must be followed by the student. Bound copies may be requested by the student, but will not be specifically maintained by the program/department/college/library.

Previous Publication of Materials

Students who have previously published portions of their electronic thesis or dissertation (ETD) in professional journals or in books must demonstrate who ultimately retains the copyright to the published works before material can be made publicly available in UH Libraries' Vireo repository. It is the student's responsibility to determine copyright ownership; he/she should consult the contracts signed between the student and the publisher to determine the copyright holder.

Future Publication of Materials

Any future publication (article or book) should include a note indicating that the material is, or is based upon, a thesis or dissertation submitted in partial fulfillment of the requirements for the designated degree at the University of Houston.