

## **FREQUENTLY ASKED QUESTIONS ABOUT HONORS THESIS DEFENSE IN CEMS:**

**Q: I know I need to present my work to my Honors thesis committee; is there a date by which this should be completed?**

A: Your defense should happen a couple of weeks before May graduation at the latest, in order to allow student services and the honors college process the paperwork and write that you have successfully achieved honors status on your diploma.

**Q: Is there an approval form that I need to have signed (like for the proposal)?**

A: Yes, for bookkeeping, the CEMS representative have created a simple form that should be signed at the conclusion of the defense. A template is attached in the next page. Also, after the defense and final revisions, the Honors College requires that you upload a copy of your (revised) thesis manuscript on ScholarWorks following the instructions given below.

**Q: Will my thesis work receive review from another person/group in addition to review from my thesis committee?**

A: No. Signatures on the forms and submission of your thesis to ScholarWorks are the final steps.

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## Instructions for submitting your Honors College Thesis to ScholarWorks@UVM:

1. Review the Thesis Completion and Advisor Permission for Submission to ScholarWorks form with your thesis advisor: [https://www.uvm.edu/~ashonors/docconv\\_47/eval\\_form.pdf](https://www.uvm.edu/~ashonors/docconv_47/eval_form.pdf)  
Have your advisor sign it. Return this form to the Honors College.
2. Go to the Honors College digital repository: <http://scholarworks.uvm.edu/hcoltheses/>
3. Click on “Submit Research” (located in the left-hand menu at the bottom of the page)
4. Log in with your UVM netid and password
5. Follow steps to create your ScholarWorks account
6. Complete the Honors College Senior Thesis Submit form.
  - a. In the “Title” section, please paste the title of your thesis
  - b. If you are logged in, you are already entered as an author
  - c. Include the date of completion and the department you completed your thesis in
  - d. List your thesis advisor (there is space to list up to three advisors)
  - e. Indicate an embargo period, if necessary (if your thesis contains information that you and your faculty member would like to temporarily withhold from the repository, please use the drop-down menu to indicate the time period to embargo your thesis. If you have questions about embargos, please contact the Honors College at 802-656-9100).
  - f. Enter up to six key words that describe the content of your thesis. Future readers can use these key words to look up Honors College theses that fit their interests.
  - g. Paste your abstract into the abstract section
  - h. Upload a PDF copy of your senior thesis
  - i. If you have additional documents you would like to upload (pictures, charts, any additional information), check the final box and upload the additional documents.
  - j. Hit “submit”

## CEMS Honors College Thesis Examination Committee

Please have a single copy of this form signed by each thesis committee member after successful completion of the Defense and return it to one of the CEMS Honors College representatives ([frederic.sansoz@uvm.edu](mailto:frederic.sansoz@uvm.edu) or [skalka@cs.uvm.edu](mailto:skalka@cs.uvm.edu)) within 3 days.

**Student:** (Print name and sign) \_\_\_\_\_

**Degree Area:** \_\_\_\_\_

**Thesis Defense Date:**        \_\_\_\_/\_\_\_\_/\_\_\_\_

**Thesis Title:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Thesis Examination Committee:** (Print name and sign)

**Faculty Advisor:** \_\_\_\_\_

**Faculty Member 1:** \_\_\_\_\_

**Faculty Member 2:** \_\_\_\_\_

**Notes:**

- Faculty member 1 must be from same program than that of advisor.*
- Faculty member 2 is either from same program or a different one.*
- Remember to submit the ScholarWorks form required by the Honors College.*