

## Guidelines for CTR Scholar working on their Masters

### 1) **Comprehensive Exam**

A comprehensive examination is an exam that covers a broad base of material. It assesses the student's knowledge and capacities to earn a given graduate degree. The exact content varies by graduate program and by degree: masters and doctoral comprehensive exams have similarities but **differ in detail, depth, and expectations**.

#### a) When do you take the Comprehensive Exam?

The comprehensive exam is generally given toward the end of coursework or afterward completing all courses in your program of study to determine how well one can synthesize the material, solve problems, and think like a professional. You may take comps with only one (1) elective course left in your plan of study. Passing a comprehensive exam lets you move to the next level of study.

#### b) What Is the Format/Process for Comps?

Scholars will write a proposal that is comparable to a R21 NIH grant for the comprehensive exam. Writing a R21 or equivalent grant is an expectation of the MSP program. Scholars will meet with their committee to discuss a proposed format (an oral, written, or both oral/written exam) as well as discuss and approve a research proposal topic that is in your area of study and depicts your research knowledge, skill, and capacities learned in the program. Once a topic is agreed upon, scholars will write and schedule the comprehensive exam in Seguidor. Before the scheduled exam, scholars will send their completed proposal to their chair who will then send to the committee for review. Committees will have two (2) weeks to review and send questions/comments back to the student to prepare. The student will have two (2) weeks to prepare before the scheduled comprehensive exam.

#### c) MSIA MS Comprehensive Exam Policy

Scholars can view the MSIA Comprehensive Exam Policy for further guidance. This policy can be viewed here:

<https://www.unmc.edu/gradstudies/documents/msia-ms-comprehensive-guidelines.pdf>

### 2) **Master's Thesis**

#### a) What Is the Master's Thesis?

The thesis is a research paper that resulted from their research during the program and should be of the quality to submit to a journal and should be submitted prior to graduation.

#### b) Approval of Master's Thesis

The subject of the thesis must be approved by the advisory committee. The thesis work should reveal a capacity to carry on independent study or research and should demonstrate the scholar's ability to use the techniques employed in the field of investigation.

#### c) Timeline

The Master's Thesis must be presented in final form to the student's Advisor at least 4 weeks before the thesis defense (Final Oral Exam) and at least 6 weeks before Commencement. Any necessary revisions to the thesis must be completed, and the final document approved by the student's Advisor, before distribution to the student's Advisory Committee (at least 2 weeks before the Final Oral Exam). The Final Oral Exam must take place at least 2 weeks prior to Commencement. When the Final Oral Exam has been completed successfully, the final version of the Master's Thesis must be submitted electronically to the DigitalCommons@UNMC no later than 1 week prior to Commencement.

MS timeline for requirements and dates for submission.

<https://www.unmc.edu/gradstudies/programs/masters-timeline.html>

d) Final Oral Exam

The supervisory committee will have final approval of the format of the final oral exam. In general, scholars will have a 30-45 minute period to present their study. A formal presentation with a PowerPoint is expected. If others are present for the presentation, they can ask their questions of the candidate and then will be asked to leave. The committee will then proceed with the final oral exam with the scholar.