

# Russian, East European & Eurasian Studies Graduate Students

## Graduation Deadlines

### **2 MONTHS BEFORE YOU BEGIN THESIS RESEARCH**

**If your research involves human subjects**, you must apply with Research Compliance Services two months before your research begins.

<http://orcr.uoregon.edu/index.cfm?action=irb>

**If you are uncertain whether your research needs review**, please email:

[ResearchCompliance@uoregon.edu](mailto:ResearchCompliance@uoregon.edu) with a brief description of your project. A staff member will reply to tell you how to proceed and which of the following application form to submit:

1. Exempt review (approval lasts 5 years, and involves very light contact/risk to individuals involved in your research)
2. Expedited review (approval lasts one year, and also involves light contact/risk to individuals involved in your research. You must reapply every year to continue research.)
3. Full review (this kind of review is usually required when there is potentially more risk or adverse results for the subjects involved in your research).

### **THE TERM YOU PLAN TO GRADUATE**

#### **WEEK TWO**

**Friday:** Last day to apply for degree online at the Graduate School website

<https://gradweb.uoregon.edu/main/exitquestionnaire/selectTerm.asp>

When you apply to graduate, you'll be asked if you were involved in human or animal subjects research. If yes, you'll be asked for the protocol number you received when you applied for research clearance with Research Compliance Services.

The Grad School has a webpage "Getting Ready to Graduate." To find it, go to the regular Grad School webpage: <http://gradschool.uoregon.edu>. Hover over "Current Students," and click on "Getting Ready to Graduate." You will find deadlines and requirements on that page.

NOTE: Hard copy thesis abstracts are no longer required to be submitted to the Grad School. The abstract is a required page of the final PDF copy of the thesis, but does not require advisor signature.

#### **WEEK THREE**

##### **SCHEDULE YOUR THESIS PRESENTATION:**

- Schedule Your Thesis or Policy Paper Presentation with your committee members.
- Let the Grad Coordinator know the date and time so your thesis/policy paper defense can be scheduled in either PLC 348 or other room if that works better for you.
- The Graduate Coordinator will create a REEES approval form for you to take to your thesis defense.
- YOU MUST ALSO PREPARE the Graduate School approval form to take to your thesis defense. This form is found at:

<https://gradschool.uoregon.edu/sites/default/files/SubmissionDocumentApprovalAug12.pdf>

- Bring both these forms back to the Grad Coordinator once they've been signed, so we can make a copy for our files.

### **FORMATTING YOUR MANUSCRIPT:**

- Get to work early on formatting your manuscript - waiting until the last minute to address formatting causes more work.
- REEES does not require a particular style, but you must be consistent throughout your manuscript.
- Come see the Grad School editor early! The closer it gets to the end of the term, the longer the wait times. <http://gradschool.uoregon.edu/thesis-dissertation/editor-info>
- Don't be afraid to visit the Grad School if you have questions! The Graduate School is open Monday - Friday 8:00 a.m. to noon and 1:00 to 5:00 p.m. in Susan Campbell Hall.

### **WEEK SEVEN**

**MONDAY THROUGH FRIDAY** – Make an appointment with the Graduate Coordinator to go over your transcript. Week Eight is the Grad Coordinator's deadline to submit your statement of completion for your degree. Be sure that the Graduate Coordinator knows how you are meeting your Language requirement, and that you have reviewed your program plan with your advisor prior to meeting with the Graduate Coordinator.

#### **Thesis Submission Instructions:**

<http://gradschool.uoregon.edu/etd>

#### **To your thesis presentation, bring the second page of the following form:**

Thesis/Dissertation Approval Form – you fill this form online, print it out and collect signatures from your chair, co-chair and advisor:

<https://gradschool.uoregon.edu/sites/default/files/SubmissionDocumentApprovalAug12.pdf>

### **FINALS WEEK**

**MONDAY 5 pm** – Upload your completed and approved thesis and submit signed forms to the Graduate School.

**Thesis/Dissertation Submission Form** – you fill this out online, and print it AFTER uploading your thesis.

<https://gradschool.uoregon.edu/sites/default/files/SubmissionDocumentApprovalAug12.pdf>

### **COMMENCEMENT**

There is no Russian, East European & Eurasian Studies graduation ceremony during fall, winter or summer. Graduates from those terms may participate in the spring ceremony. Please let the Graduate Coordinator know if you plan to attend the spring ceremony.

**CONGRATULATIONS!**