

Department of Media Study – White Form III - PhD Dissertation Guidelines

Last revision March, 2015

1. Overview

Upon successfully passing the qualifying exam, the student shall develop a dissertation/project proposal in consultation with the anticipated dissertation committee chair. The proposal should outline key research questions and methodologies, as well as a general plan for addressing the questions and carrying out the doctoral research. The proposal should include a clear outline of the concepts underlying the practical component of the doctoral research with details as to production timeline, resources required to realize the work, and a plan for presentation and/or distribution. Proposals will be evaluated on the basis of significance, originality, contribution to the field and feasibility.

If the proposal passes, the student will be recommended for candidacy and may proceed to select the members of the dissertation committee. The student files the Application to Candidacy at this time. The remaining time in the program is spent in dissertation guidance and supervision. The final doctoral defense shall include public presentation of both the written dissertation and the project. The dissertation/project is successfully completed once the committee members have approved the submission and signed off on the thesis m-form.

2. Submitting the final completed written thesis to DMS and the graduate school

The director of graduate studies must receive an electronic copy of the written dissertation (that has been accepted by the dissertation committee) before the m-form can be signed and submitted to the graduate school. After approval, students submit the m-form and an electronic copy of the written dissertation, which will be included in the UB libraries, to the graduate school. Note that the graduate school requires a submission fee for accepting the electronic dissertation. After the director of graduate study signs-off, students must submit one unbound hard copy of the written dissertation to DMS, along with the other required materials including a copy of the practical component of the dissertation in the highest quality format possible. Any performance, web-based, or installations must be suitably documented, and the presentation as a whole should conform to professional portfolio standards. This material will reside in the DMS archives.

Below a detailed list of the materials to be submitted to DMS after the dissertation committee and the director of graduate studies have signed off on the written dissertation and project:

One unbound copy of the final, completed written dissertation as well as

... for film or video production:

- a production notebook or written synopsis of the project putting it in the context of the traditions of the discipline and the medium of expression, and
- a dvd (or other high resolution format) copy of the final project.

... for a screen play:

- a production notebook which may include a logline, brief synopsis, and longer treatment of the screenplay or,
- a treatment which addresses the historical, thematic, structural, and theoretical issues of particular concern to the writer, and
- the final script

... for new media:

- materials as determined by the thesis committee. For computational media this includes source code (with hardware specifications). For performance and installation based work this includes documentation of the event.

Once these materials are deposited with the graduate secretary and the director of graduate studies has signed the m-form, it is the responsibility of the student to deliver the m-form to the graduate school by the posted deadline, and to file their dissertation paper electronically (including payment of the graduate school's filing fee). Detailed instructions for submission can be found on the graduate school website.