



MASTERS of Science in Pharmacy with an emphasis in Regulatory Sciences

Student GUIDE to Completion

(Thesis & Project-based Degree Paths)

Purpose of this document:

Resources: Reference books for helping to organize your thesis or project are: *Successful Dissertations and Theses: A Guide to Graduate Student Research from Proposal to Completion* by David Madsen, Jossey-Bass Publishers; and *The Elements of an Effective Dissertation and Thesis: A Step-by-Step Guide to Getting it Right the First Time* by Raymond L. Calabrese.

This set of guidelines is intended to take some of the uncertainty out of the process of gaining an MS degree from the UGA Regulatory Sciences Graduate Education Programs and navigating through the administrative requirements. We use the word *guide* since these are not *set-in-stone* policies. Some of the guidelines reflect Graduate School Policy and therefore are non-negotiable. Others are the result of departmental policy decisions, and exceptions maybe made for appropriate reasons with the consent of the Regulatory Sciences Graduate Education Program's Director or designee.

This is a “living” document that will be revised periodically. Refer to the most current version often. This guide provides information for both the MS Thesis student and the MS Project student. Read the guide carefully to know if the current section applies to your goal.

Graduate students are responsible for **knowing and keeping up with** Graduate School requirements and deadlines. Please periodically review these requirements at <https://grad.uga.edu/>. In case of a disagreement between these guidelines and the UGA Graduate School Policies, UGA Graduate School Policies will take precedence.

If you are using human or animal subjects in your research, you are subject to UGA IRB approval. This document does not cover the full UGA IRB process. It is the student’s responsibility to address IRB issues in consultation with your faculty advisor. For details on the UGA IRBs, please visit research.uga.edu/compliance/.

IMPORTANT: In lieu of using social security numbers on any Graduate School or department forms ALWAYS USE your CAN (810 or 811) student number.

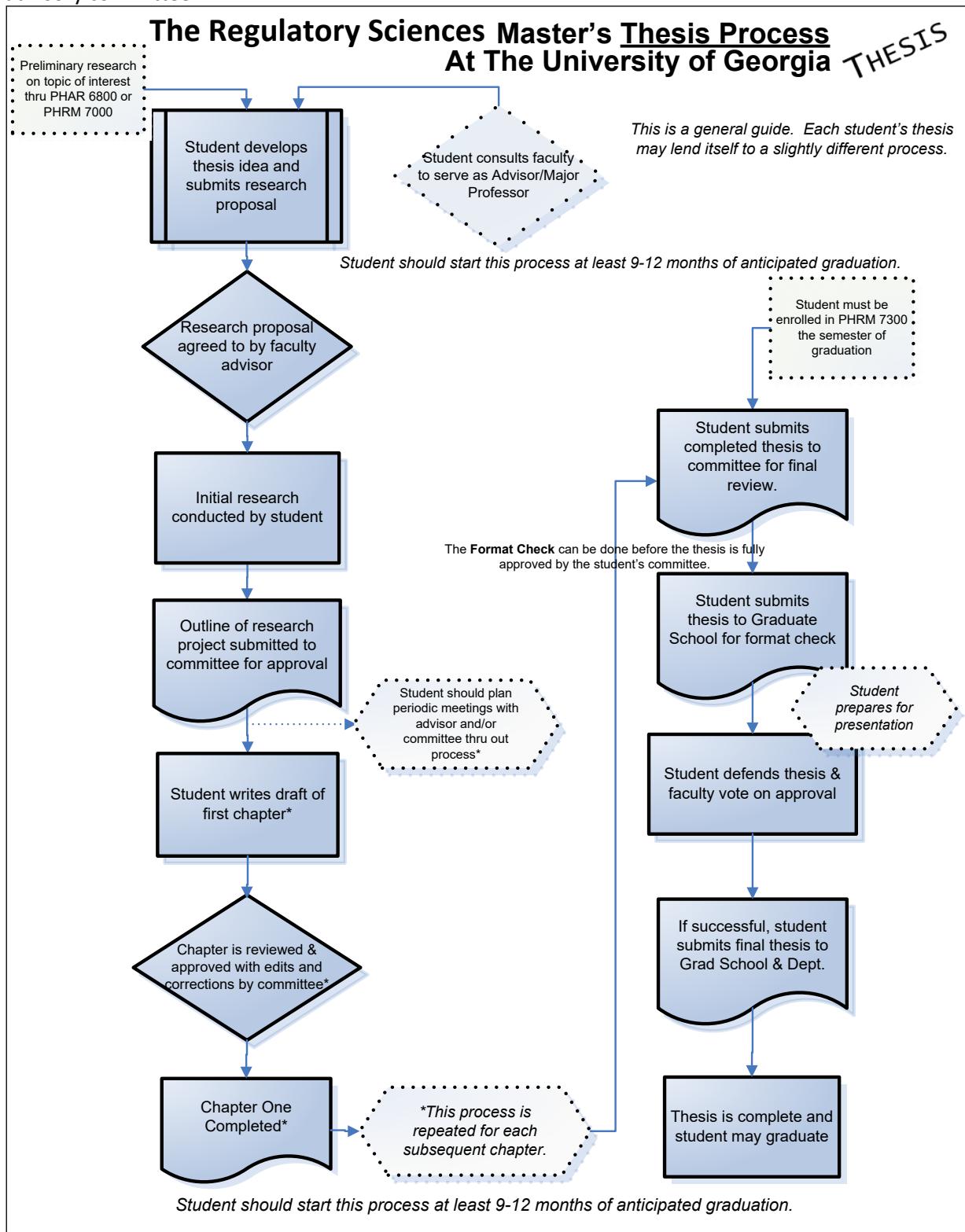
This document contains references to external websites and pages. We do our best to keep this document and the links up-to-date. Should you find a broken link, let us know, but also know that **it does not absolve you from complying with the policies**. It may simply require that you spend a little more time researching the topic. You may contact the RS office with questions. – *Thank you.*

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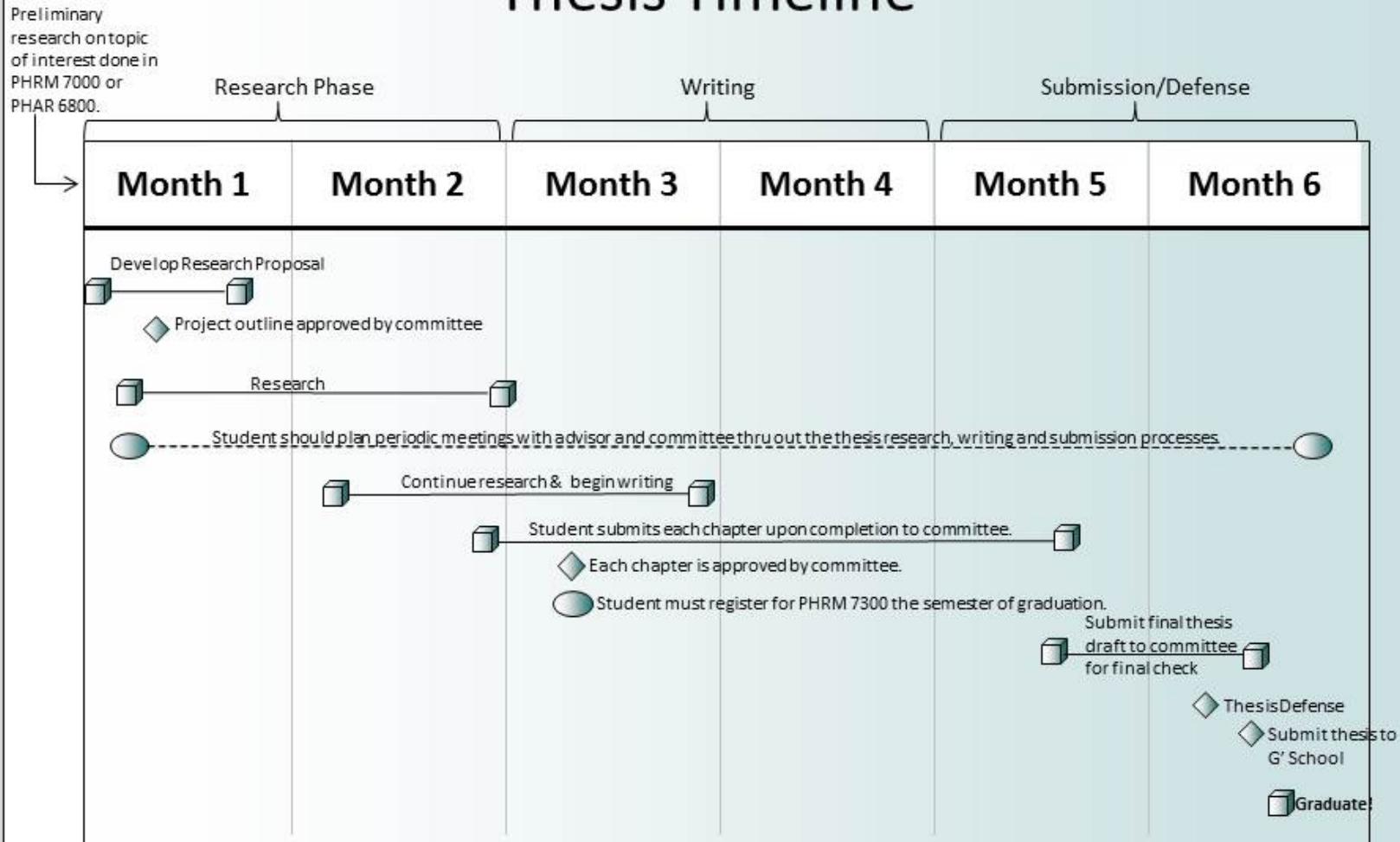
MS Thesis Process & Timeline

Below are two visual diagrams to give **MS Thesis students** a general aid in the understanding of the thesis process and timeline. These are only general diagrams and are not necessarily specific to a student's given project. Exact details are to be negotiated with the student's major professor and advisory committee.



Students should start the thesis process at a minimum of six (6) months prior to anticipated graduation, though we encourage students to start this process well ahead of the six (6) month minimum.

Thesis Timeline*



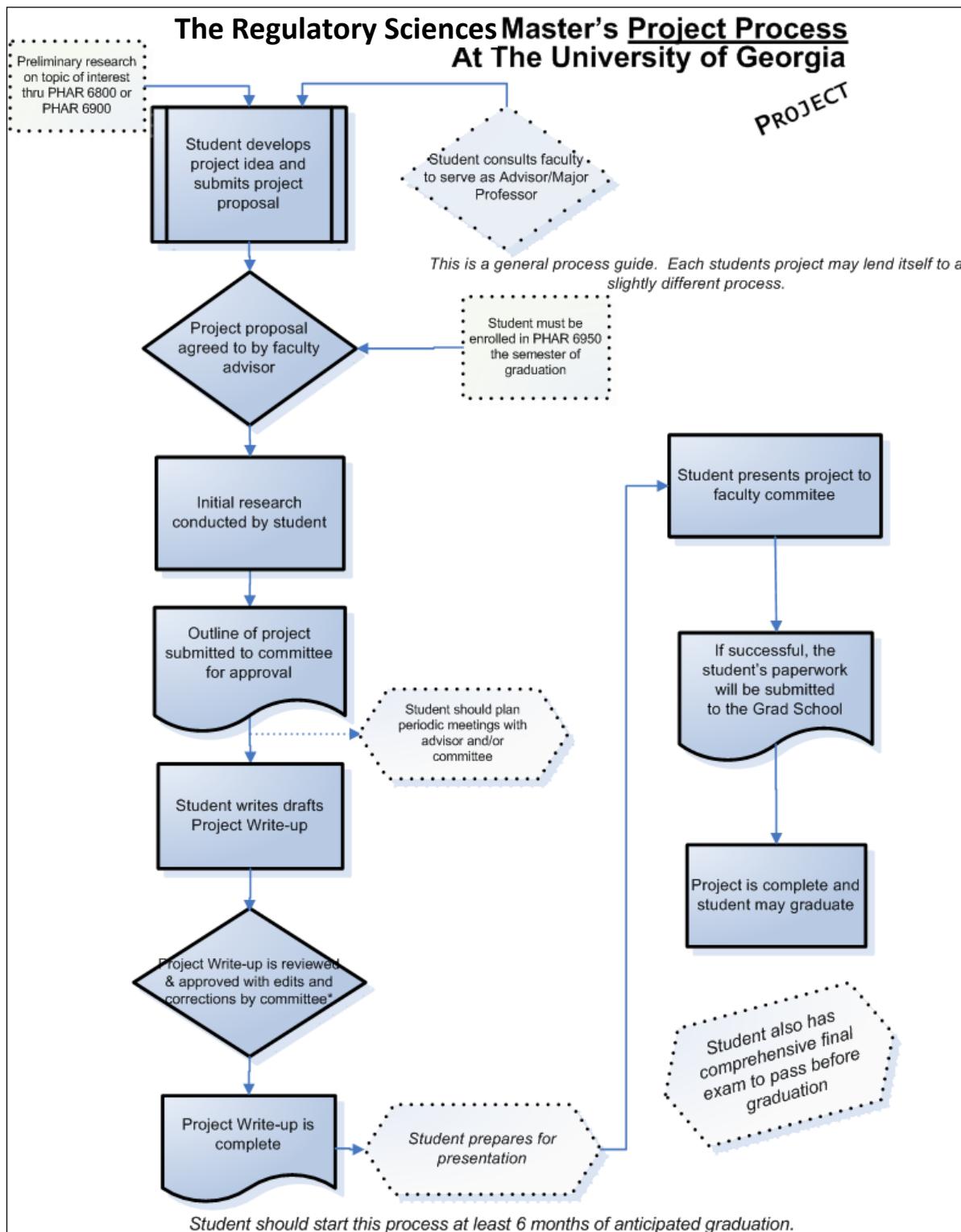
*This is only an approximate timeline and should be used as a guide. More specific deadlines are dependant on the research topic, the major professor, and thesis committee.

Important Notes:

Application for Graduation & Program of Study forms must be submitted by Friday of the second week of classes of the graduation semester.

MS Project Process & Timeline

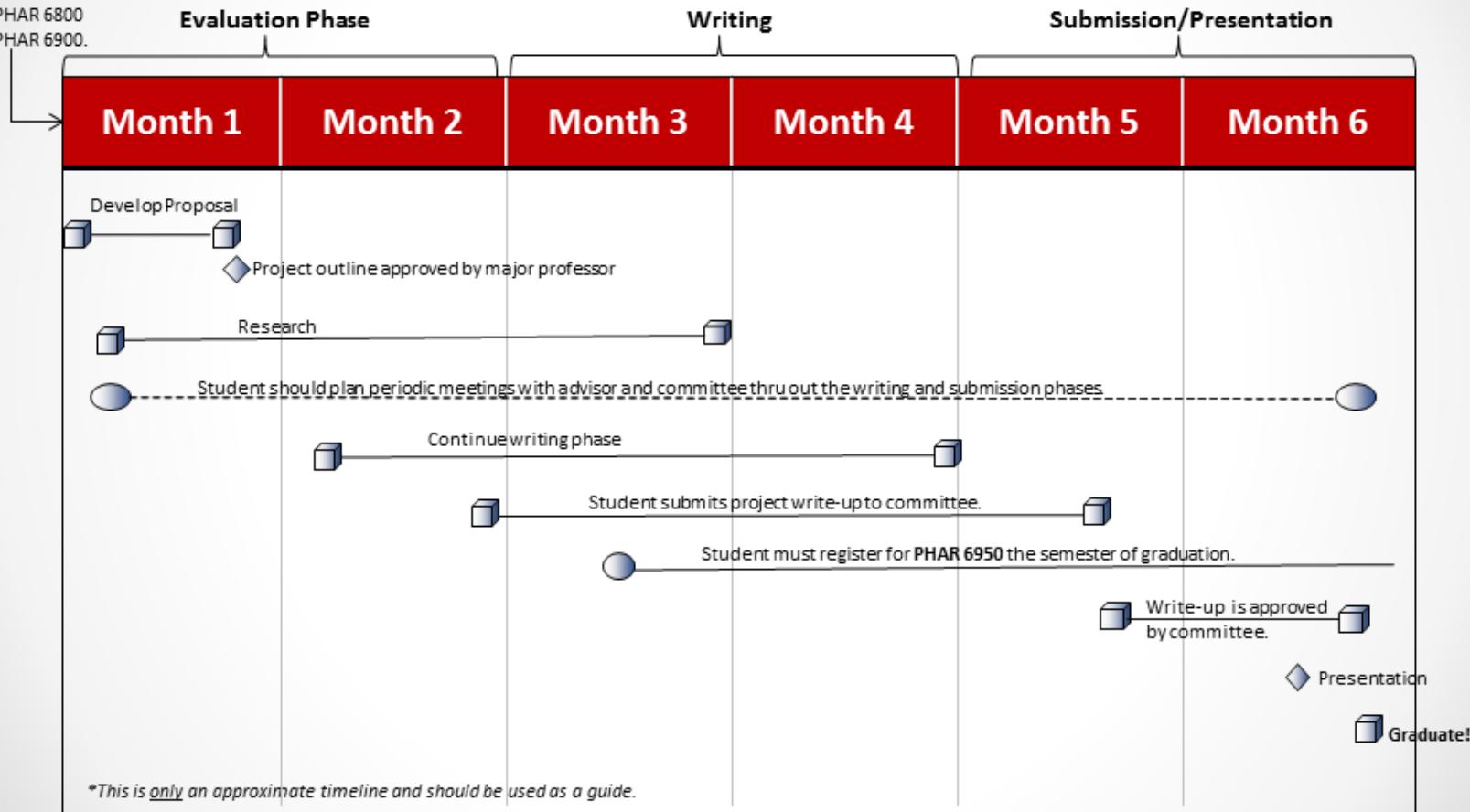
Below are two visual diagrams to give MS Project Students a general aid in the understanding of the project process and timeline. These are only general diagrams and are not necessarily specific to a student's given project. Exact details are to be negotiated with the student's major professor.



Students should start the project process at a minimum of six (6) months prior to anticipated graduation, though we encourage students to start this process well ahead of the six (6) month minimum.

Project Timeline*

Preliminary
research on topic
often done
in PHAR 6800
or PHAR 6900.



***Important Notes:**

This graphic does NOT include your comprehensive examination. This is a general timeline for the project only.

- Application for Graduation & Program of Study forms must be submitted by Friday of the second week of classes of the graduation semester.

The list below is an overview of the sequence of steps that should ordinarily be followed by **all** MS candidates. All students should also consult the [Checklist for Graduate Students](#). “All” designations are steps that apply to **All** students; “**Thesis**” applies only to thesis students; and “**Project**” applies only to project-students.

	Check	Goal
Apprx. 1-20 semester hours		All: Meet (email exchange is acceptable) with the Reg Sciences Graduate coordinator for initial advisements. During these sessions, the overall requirements for the MS degree will be reviewed, and your initial class schedules will be determined.
		All: Select Thesis/Project Advisor . Meet with various faculty members to discuss potential thesis projects. You should contact faculty members whose research interests overlap with your interests. Get necessary approvals for committee member participation.
		All: Submit Program of Study Plan after completing 20 hours or more of coursework.
Apprx. 20+ semester hours into your		Thesis: Select a Thesis Committee or Project Committee. For the thesis, this must be formally established prior to writing a thesis proposal.
		Project: Select a committee who will be responsible primarily for putting together your comprehensive examination.
Semester of completion		Thesis: Write Thesis Proposal – must be filed with Thesis Advisor before registering for PHRM 7300. Turn in the approved copy of the proposal into the MS Drop-box in eLC.
		Project: Write a Project Proposal – must be filed with Project advisor before registering for PHAR 6950.
		All: Complete the IRB Online Training and submit proposal of your research to the IRB Office. Ensure that you have an IRB Project number and Approval date prior to conducting any research or projects OR you have an exemption.
		All: Conduct your project, research, collect and analyze data, and draft results.
		All: Apply for graduation. Must be within two (2) weeks of the start of the semester of graduation. Check with the UGA Graduate School for deadlines and fees.
		Thesis: Write thesis. Refer to detailed Thesis Timeline . Submit an acceptable draft to your thesis committee members at least 4 weeks before your defense and 6 weeks before end of semester. Follow the departmental and University guidelines for theses. Remember that your thesis will be submitted electronically to the UGA Graduate School and Department. Become familiar with electronic formatting at: https://gradweb01.cc.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/formatting/
		Project: Begin the Project Write-up.
		All: Complete all coursework as indicated on the study plan.
		All: Review UGA Graduate School for deadlines and fees for graduation form. Application to Graduate School needs to be submitted at the first of the semester in which the student intends to graduate.

Semester of completion	Thesis: Schedule your Thesis Defense . A Thesis Defense Scheduling Form must be filed at least one week before the date of the defense with the Regulatory Sciences Program.
	Project: Schedule your comprehensive examination with Committee. The Thesis Project Defense Scheduling Form must be filed at least one week before the date of the examination with the Regulatory Sciences Program.
	Thesis: Complete Thesis Defense. Committee approves thesis by signing cover page. Complete Graduate School Thesis Defense form. All forms are done online through gradstatus.uga.edu. Thesis: Must also complete and sign the ETD form.
	Thesis: Submit final copies of thesis – see current class schedule for deadline dates . Copies of the thesis must be submitted to the UGA library, the Department, and your faculty Advisor. Project: Submit a final copy of your Project Write up to your Major Professor.

Important Notes:

- **Continuous Enrollment Policy** - The University Graduate School requires you to maintain [continuous enrollment](#) until the completion of your degree. If you have completed all of the courses on your study plan but still require time to complete your thesis, you can meet the continuous enrollment by registering for **PHAR 6950, PHRM 7000, or 7300**. If you think that you will require extra time to complete your thesis or project, you must contact the Graduate Advisor to be approved for enrollment in **PHAR 6950, PHRM 7000, or 7300**.
- **Time limit Policy** - In addition to the continuous enrollment policy, there is a **time limit** on Master's coursework. This includes those credits you accumulate in either/both the certificate programs. This information comes from <https://gradweb01.cc.uga.edu/index.php/current-students/policies-procedures/academics/types-of-degrees-offered/masters-degrees/>. It says, *All requirements for the degree must be completed within six years beginning with the first registration for graduate courses on the program of study. An extension of time may be granted only for conditions beyond the control of the individual.* Regulatory Sciences students have been granted an eight-year timeframe. If you take time off between your certificate courses and your Master's program, be aware of how this might impact the timeframe in which you hope to complete your MS degree.
- **Use of Credit Hours** - Reminder about the use of your academic credit hours at the University of Georgia - Course and resident credit used to satisfy the requirements of one degree cannot be used to satisfy the requirements of another degree. For additional information on this Graduate School policy, please visit <https://gradweb01.cc.uga.edu/index.php/current-students/policies-procedures/academics/use-of-credit/>.

The Program of Study Plan

All students must be admitted to the MS in Pharmacy degree with an emphasis in Regulatory Sciences Program before the Program of Study form is submitted. This is required for both Thesis and Project-based MS options.

The first step toward completing your thesis or project is to select a thesis (or faculty) advisor. This faculty member will guide you through the process of developing your study plan, formulating a thesis/project topic and proposal, undertaking all thesis- or project-related research, and writing your thesis or your final project Write-up. If you have not already selected an advisor, you should talk with various faculty members whose research specialties overlap with your interests.

Once you have an advisor selected, meet with your advisor to discuss the course work that will be most appropriate for you. This should be a well thought out plan that includes courses that will prepare you both for your thesis research or project and future career. Obtain the MS [Program of Study Plan](#) and begin to fill this out. In consultation with your faculty advisor, complete the program of study form. When complete, submit this electronic form and it will automatically be forwarded to your major professor and committee members for their digital signatures.

Select two other faculty members to serve on your committee. For more detail on committee member selection, please review the section entitled [MS Thesis or Project Committee](#).

The graduate committee will review the study plan for compliance with our degree requirements and for the appropriateness of the listed course work. If errors are found, or if the graduate committee has suggestions for changes, the study plan will be returned to the student for editing prior to final submittal.

Submission Deadline: This form must be submitted no later than by Friday of the second full week of classes (first week for Summer) of the semester in which the student intends to graduate.

Don't forget to apply for graduation at <https://gradweb01.cc.uga.edu/index.php/current-students/policies-procedures/academics/application-for-graduation/>. This too must be done by Friday of the second week of the semester of graduation

Notes:

- Courses should be listed in order taken.
- The program must list at least 12 semester hours of credit (exclusive of 7000-level courses) in courses open only to graduate students. A maximum of six semester hours of 7000-level may be applied toward the minimum of 30 semester hours listed on the program of study. Minimum number of thesis hours (7300) is 3 semester hours.
- No grade below "C" is acceptable for a graduate-level course included on a program of study.
- Make sure the thesis committee member signing the form is the same one on record in the Graduate School or send a revised Thesis Committee form.
- **No courses used for another degree may be listed on your Program of Study.**
- **Courses taken more than eight years prior are considered expired and should not be listed on the program of study.**

PROGRAM OF STUDY FOR MASTER OF ARTS AND MASTER OF SCIENCE CANDIDATES
<https://gradweb01.cc.uga.edu/index.php/current-students/forms/>.

What is a Master's Thesis?

Undertaking the thesis writing project can be a daunting task, especially without fully understanding what a thesis is and what the expectations of a thesis are. The purpose of this section is to help you understand what the thesis is and how to plan and prepare for this undertaking. Much of this information can be applied to the MS Project-based option.

What is a Master's Thesis? A Master's Thesis is more than just a typical class research paper or project. It is a reflection and culmination of your academic studies, interests, and research. ISO defines a thesis as “a document submitted in support of candidature for a degree or professional qualification presenting the author's research and findings” (International Standard ISO 7144, Geneva, 1986.).

More specifically, the master's thesis is a carefully crafted scholarly paper of approximately 12,000 – 13,000 words (a minimum of 50 pages). It should present an original argument that is carefully documented from primary and secondary sources. The thesis must have a substantial research component and a focus that falls within the Biomedical Regulatory Sciences discipline. It must be written under the guidance of a thesis advisor. The thesis gives the student an opportunity to demonstrate an expertise in the chosen research area. The thesis project can be divided into three general areas: the Research, the Writing, and the Defense.

(Source: <http://www.draper.fas.nyu.edu/object/draper.program.thesisguidelines>).

1) Choose a Topic

Begin research; prepare an abstract, bibliography, and outline of a topic that is of interest to you (see pages 16-17 of this document).

After doing the initial research on your topic, prepare a 1-2 paragraph abstract, a preliminary bibliography (approximately ten to fifteen books or journal articles), and a brief outline before approaching a possible advisor. These will help you to convince your future advisor of the value and interest of your project. Once a faculty member has agreed to advise you, discuss your anticipated graduation date and agree on a timetable for meetings and submission of drafts. It is your responsibility to keep your advisor apprised of your progress.

2) Choose an Advisor ([see page 13 of this document](#))

3) Human / Animal Research ([see page 19-20 of this document](#))

Theses, research or projects involving interviews, surveys, or other research on human subjects often require prior approval. Because approval can take time, you should begin the application process as early as possible for IRB Approval. Do not conduct ANY interviews or surveys until you have received IRB approval. Even if your research or project does not involve these subjects, it is still the student's responsibility to receive an IRB Exemption form the IRB Office.

4) Choose a Committee ([see page 14 of this document](#))

5) Breaking down the Thesis - A thesis is generally broken down into many chapters or sections. After you have decided on a topic, break it down into subsections by making a list of the topics that need to be covered. Then, think of each chapter as its own project. Submit each chapter to your advisor and advisory committee for their input and recommendations.

6) Create a Writing Process - Treat each of your chapters as a research paper. Thus, research the topic, take notes, create opinions and ideas, and develop the written text. Set aside time each day to write.

7) Effectively Manage Your Time - Identify the semester you hope to graduate. Be sure that you have allowed a reasonable amount of time for your project. Clear your timetable with your advisor.

In your timetable, assign each of your chapters a specific amount of time. Allow time for each chapter to be reviewed and approved by your committee, including time to make corrections and include additional research if necessary.

Don't forget to give yourself a small break between chapters or sections. Looking at your thesis project as a series of smaller projects will make it easier to manage.

What is a Master's Project?

The MS Project alternative provides the student with the opportunity to design a project or the investigation of a problem that has application to his or her graduate specialization or to the student's professional interests or job. The faculty supervisor works with the student on a one-to-one basis so that the undertaking is customized to the student's particular interest. When completed, it is expected that the student will have produced an in-depth examination of a particular problem or study topic which might include, but not be limited to, a literature review of the topic with recommendations for action or suggested solutions for the problem.

For this degree option, the student is required to submit a Project Write-up. This Project Write-up is more than just a typical class research paper or project. It is a carefully crafted paper that is a reflection and culmination of your project. It must be written under the guidance of an academic advisor. The Project Write-up is turned into the major professor upon completion.

1) Choose a Project

Begin research; prepare an abstract, bibliography, and outline of a topic that is of interest to you (see pages 16-17 of this document).

After doing the initial research on your topic, prepare a 1-2 paragraph abstract, a preliminary bibliography and a brief outline before approaching a possible advisor. These will help you to convince your advisor of the value and interest of your project. Once a faculty member has agreed to advise you, discuss your anticipated graduation date and agree on a timetable for meetings and submission of drafts. It is your responsibility to keep your advisor apprised of your progress.

2) Choose an Advisor (see page 13 of this document)

3) Human / Animal Research (see page 18-19 of this document)

Theses, research or projects involving interviews, surveys, or other research on human subjects often require prior approval. Because approval can take time, you should begin the application process as early as possible for IRB Approval. Do not conduct ANY interviews or surveys until you have received IRB approval. Even if your research or project does not involve these subjects, it is still the student's responsibility to receive an IRB Exemption form the IRB Office.

4) Be sure to document your project in the Project Write-up using the AMA Style. Check for typographical errors, misspells, subject-verb agreements and other grammatical requirements. Submit your Project Write-up to your major professor/advisor upon completion.

MS Thesis or Project Advisor

Faculty advisors play a crucial role in acquiring the MS degree. Most practically, your faculty advisor will direct your written thesis and/or final project. Together with the Program Director, Graduate Coordinator and/or Graduate Assistant, your advisor can also help you to plan your course schedule each semester and discuss the relevance of specific courses to your professional goals. Students should select an advisor who has some research expertise or interest in the area of study the student wishes to pursue.

Students should contact potential advisors well in advance of starting their project or thesis. Faculty members may have to decline from working with students if they:

- Do not have expertise in their area of topic,
- Are planning a sabbatical leave that could interrupt the process,
- Already have a full advisement load,
- Have scheduling constraints.

Consider the following points when choosing a faculty advisor:

- Try to choose an advisor from the professors with whom you've taken a class, since you already have a working relationship.
- E-mail ahead to tell the professor that you would like to meet with her or him to discuss the possibility of serving as your advisor. Appointments can occur in person, by phone, or using available videoconferencing.
- If you must be late (or miss) an appointment, call well in advance to inform the professor of your change in plans.
- If you've already started a project with a professor in a previous class that you would like to develop into a thesis (the ideal scenario), bring along a copy of the paper or project to discuss with your professor.
- Be prepared. Sit down ahead of time and make a list of your objectives, your questions, your plans, and your expectations.
- Bring a copy of the courses you've completed, a list of questions you have about the professor's field of study, and a tentative topic for your thesis or project.
- Do some reading on the topic you'd like to propose before the appointment so that you will have a stronger sense of the research questions you would like to ask and of the research that has already been done on the topic.
- Subsequent meetings will occur as mutually agreed upon or more often as requested by either the student or advisor.

It is important for students to realize that they make the final decisions about the choice of an advisor and research topic. Students should also remember that they have the right to change advisors if they so wish. The Program Director is available to consult with students regarding their advisor, topic choices, and issues.



MS Thesis Committee

At the mid-point of your graduate studies (approximately 20 earned semester hours), you should select a Thesis Advisor. Once you have a Thesis Advisor and have established a general thesis topic, you will need to establish a thesis committee with at least two other faculty members. Your Committee will consist of your faculty advisor and two additional committee members. Both your faculty advisor and one additional committee member must hold "Graduate Faculty" status. You should establish your committee prior to completing your thesis proposal as the committee will need to approve your proposal.

For the Regulatory Sciences MS Program, it is appropriate for you to contact prospective committee members by e-mail or phone and request that they serve on your thesis advisory committee. If necessary, you may schedule a face-to-face meeting.

The Thesis Committee form must be completed prior to registering for PHRM 7300. Contact the Regulatory Sciences Department to get this form initiated. Any changes to your committee must be made by filing a new Thesis Committee Form, and checking the "Revised" radio button.

Specifically, the advisory committee for the Master of Science Thesis option must consist of a minimum of three members. The chair and at least one other member must be members of the Graduate Faculty of the University of Georgia. The third member may be a member of the Graduate Faculty or a person with a terminal degree holding one of the following ranks at the University of Georgia: professor, associate professor, assistant professor, academic professional, public service assistant, public service associate, senior public service associate, assistant research scientist, associate research scientist, or senior research scientist. A UGA employee who holds one of these ranks or who holds a terminal degree in his/her field may be appointed as a third member upon approval by the department and the dean of the Graduate School. The third member can also be a non-UGA faculty member with a terminal degree in his/her field of study. No more than one non-UGA committee member may be appointed as a voting member. If there are more than three members on the committee, a majority must be members of the Graduate Faculty.

It is the responsibility of the student to secure permission from the faculty member who the student wishes to serve on his/her committee. It is also the student's responsibility to secure faculty signatures for the UGA Graduate School Forms.

ADVISORY COMMITTEE FOR MASTER OF ARTS AND MASTER OF SCIENCE CANDIDATES
<https://gradweb01.cc.uga.edu/index.php/current-students/forms/>.

MS Project Committee

At the mid-point of your graduate studies (approximately 20 earned semester hours), you should select a Project Advisor. Once you have an Advisor and have established a general project idea, you will need to establish a committee with at least two other faculty members. Your Committee will consist of your faculty advisor, and two additional committee members. At least two of the committee members, including the Project Advisor, must hold a UGA college of pharmacy faculty appointment and be an instructor in the program of study. The third committee member may be an appropriate outside expert in regulatory science. The Advisory Committee, in consultation with the student is charged with approving the student's Program of Study, determining the culminating applied project and/or experiential education component based on the needs of the student, coordinating the student's seminar, and administering and evaluating the final examination over the Program of Study.

It is appropriate for you to contact prospective committee members first by e-mail or phone and request that they serve on your advisory committee. If necessary, you may schedule a face-to-face meeting.

During the student's final semester, he/she will register for PHAR 6950. This is the course where you will write up and finalize your Internship and/or Applied Project experience, and prepare and take your comprehensive examination.

Comprehensive Examinations:

A written comprehensive examination, administered during the student's last semester tests the student on topical areas of regulatory Sciences, determined by the student's advisory committee. Typically, the examination will cover areas pertinent to the student's master's project, but is also designed to provide students with an opportunity to display a comprehensive understanding of the discipline of Regulatory Sciences. Thus, students must be able to effectively integrate course work from their program of study into their responses to the questions. The comprehensive examination may not be taken prior to the last semester of course work. Students will apply to take the examination in advance, normally during the first two weeks of the semester/term in which they desire to take the examination and plan to complete their project.

The written comprehensive examination will consist of six questions from which the candidate will answer five questions. Students should anticipate responses being between 1-2 pages in length. Students will be asked questions applicable to a particular content area of focus. The exact nature of the content area of focus will be negotiated between the student and the committee members. Questions will be posted in the learning management system and the student will have approximately two weeks to answer all question.

The major professor will negotiate which committee members provide questions and in which particular areas. It is up to the student to meet with individual committee members and to consult with the major professor to discuss the parameters of particular questions. Committee members may require additional readings in the two main areas as well as the content area in preparation for the examination.

Each exam will be graded by at least two program faculty, and the student's answers will be assigned one of three grades: pass with distinction, pass, or fail. Students failing the comprehensive examination on the first attempt may retake it a second time. If a student fails the examination a second time, the student's committee shall decide if remediation of coursework is applicable and/or feasible, or if the student should be dismissed from the program.

Committee members shall have two weeks to grade the exam. Committee members will inform the major professor if the student's answers are a "pass with distinction," "pass," or "fail." A two-thirds majority will determine if a student passes or fails the written examination. If a student fails an area of the exam, the student will have one opportunity to retake the exam within a time frame and following conditions agreed upon by a majority of the committee.

MS Thesis or Project Proposal/Abstract/Outline

A well-conceived and designed proposal is a critical prerequisite to a successful research thesis or project. The proposal should describe in a clear fashion the nature of the problem to be addressed and how the methods used will answer the research question(s). A good proposal is a sort of roadmap that describes how you are going to complete your thesis or project. It should convince the reader that this research is important and worthy of support (both financially and morally). Assume the reader of the proposal will not have expertise in your research area.

All proposals should contain the following information, but not necessarily in this order:

Title, introduction (or general concepts), background information, challenge(s), research question(s), methodology, IRB information (if used), data collection process (es), data analysis, timelines, budget, and references.

Title Page

The first page of the proposal should be a cover page that contains the title of your project, your name, the name of your advisor or advisors, and the date.

Abstract

This should be a 300-word maximum statement of your project, including all the important content from the proposal. Someone should be able to grasp in a general way the nature of your proposal from this abstract. Write this last, after you have completed your proposal.

Introduction

Some proposals may have separate "Introduction" and "Previous Work" sections, whereas others may combine the two into a longer introductory section. How you organize your thesis or project write-Up will depend mostly on the nature of your thesis or project. In this section you should clearly state the scientific question being considered in your research and the hypotheses you will be testing. You should also discuss the possible outcomes of your research and project; and how they might support/refute your hypotheses.

Previous Work/Background

This section may include a more expanded discussion of the nature of the problem, and it should contain a review of any previous work that is specifically relevant to your project. Unresolved questions that may be answered by your work should be highlighted here. Again, in some cases this information may be included in a longer introduction. This section is important because it will demonstrate that you have done the background literature reading necessary to begin your research.

Proposal (Work Plan and Methodology, data collection & analysis)

This section is the real "nuts-and-bolts" part of your proposal. Here you describe as clearly as you can exactly what you plan to do, challenges, and how this work will help to answer the research questions. Try to be as specific about your plan as possible. Also include a specific list and description of the deliverables that your research will generate. Data collection and data analysis should be a part of this summary area.

Proposed Budget (if applicable)

The budget should be on a separate page. Include here estimates of the costs of all components of your project. You should also indicate the proposed source(s) of funds (if any).

Time line (if applicable)

In this section, indicate, using a calendar format, or table, the detailed timeline for completion of your project. This timeline will show the reader that you have thought through the actual “doing” of this project, and you have estimated that you will be able to complete this project in a timely manner.

References

You must list all references cited in your proposal. Your proposal should cite all the sources from the literature that are relevant to your project. This list should include publications from peer-reviewed journals. A short reference list is a sign of a poorly researched project.

Figures

All figures should be of the highest quality possible, and must include a caption. Figures adapted from other sources must include a reference to that source. Smaller figures may be placed floating within the text, but large figures should be placed on their own page within or at the end of the text.

Format

MS Students in the RS Program should use as the style guide for their thesis or project the *American Medical Association Manual of Style* (<https://www.amamanualofstyle.com/oso/public/index.html>).

Thesis Students: This would be a good time to review and practice for Electronic Submission since your Thesis will be required to fit the UGA Graduate School electronic formatting guidelines. Details on the electronic submissions are found at <https://gradweb01.cc.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/>.

Thesis Students: You will submit your final document to your major professor and two other faculty who have agreed to serve on your committee. You will also submit a copy into the eLC Thesis Repository. See Johnna Hodges for assistance with this.

Project Students: You will submit your final Write-up document to your major professor and two other faculty who have agreed to serve on your committee. Your document is NOT submitted to the UGA Graduate School.

IMPORTANT NOTE: It is the student’s responsibility to schedule and coordinate the thesis or project presentation with the student’s committee members. Once the student has identified the date and time of the thesis defense or project presentation with his or her committee members, then the student should communicate that information to the Regulatory Sciences Office with any requests for technical support tools web conferencing or teleconferencing tools, room reservations, and the like.

UGA's IRB & ANIMAL CARE GUIDELINES OVERVIEW

UGA Institutional Review Board (IRB)-related information:

As you think about your thesis or your project, you need to be aware of UGA's IRB. Regardless of how simplistic or harmless your research project is, if it involves human (like the use of interviews) or animals, it will require IRB approval. The project MUST be approved prior to scheduling any interviews or the sending out questionnaires, etc., or given an exemption. So, submit your proposal for IRB review. It is best to assume that your project, if it involves human or animal subjects, requires IRB approval UNTIL you get permission from UGA IRB telling you otherwise, i.e. you get an exemption.

UGA Office of Vice President of Research oversees the University's IRB. OVPR's website is where the IRB guidelines are noted. The bottom line is that the UGA IRB continues to tighten up and much of what you do will be expedited or even exempt, but you still must go through the training and submit your documentation to receive the approval or exemption. You should work closely with your major professor to ensure that you satisfied the IRB requirements.

IRB TRAINING

The IRB training course - CITI IRB training: The Human Subjects Office directs one to the "Professional Education Portal" at <http://pep.uga.edu/>.

Remember: Complete the IRB Training and submit proposal of your research to the IRB Office. Ensure that you have an IRB Project number and Approval date prior to conducting any research. The Regulatory Sciences Department also would like to receive copies of your IRB approval or exemption. Please be sure approvals or exemptions with your major professor.

IRB Guidelines:

The University of Georgia's IRB Guidelines and Animal Care and Use Regulations are posted on the University's Office of the Vice President for Research website, <https://research.uga.edu/>. This site contains policies and procedures for research activities involving human and animal subjects with the goal of fully complying with regulations of the Office for Human Research Protections (OHRP) and the U.S. Food and Drug Administration (FDA), as well as the implementation of the principles outlined in the Belmont Report. The University of Georgia has signed compliance agreements with these regulatory agencies assuring that federally-funded research at UGA involving human and animal subjects will be in compliance with the Code of Federal Regulations.

At UGA, all research activities conducted with human subjects come under the oversight of the Human Subjects Office and the Institutional Review Board (IRB) irrespective of whether the research is funded or not or contains only minimal risk. The policies pertaining to human subjects apply to all UGA affiliated faculty, staff, and students conducting research involving human subjects whether on or off-campus, international or domestic sites, and for all visiting faculty, staff, and students.

Animal research comes under the oversight of the Office of Animal Care and Use. Its function is to ensure the humane and appropriate use of animals in research. In general, these two offices have the responsibility to protect the rights and welfare of human subjects and animal subjects involved in all of the University's research activities.

The students in UGA's Regulatory Sciences program must comply with these regulations when conducting research. If you intend to involve humans or animals in your research project, regardless of the risk to the subject, it is your responsibility to familiarize yourself with the UGA's IRB or Animal Care requirements. As you think about your research project, contact your major professor for his/her thoughts on these requirements. Should you have any questions on the process or whether your research topic falls under the domain of either of these offices, please contact that office directly at:

Human Subjects Office Office of the Vice-President for Research 612 Boyd Graduate Studies Research Center The University of Georgia Athens, Georgia 30602-7411 Telephone: (706) 542-3199 Fax: (706) 542-3360 Email: IRB@uga.edu URL: https://research.uga.edu/hrpp/hso/	Animal Care and Use Laws and Regulations Office of the Vice-President for Research 608 Boyd Graduate Studies Research Center The University of Georgia Athens, Georgia 30602-7411 Telephone: 706-542-6084 Email: alworth@uga.edu URL: https://research.uga.edu/oacu/
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Again, it is your responsibility to find out if your project needs the approval of either of these offices. It is your responsibility to familiarize yourself with the regulations and to ensure compliance. It is not the responsibility of the major professor or the Regulatory Sciences Office or advisors.

Class projects or assignments involving human subjects are generally conducted for education or training solely to fulfill a course requirement; as such, an element of the definition of research—the intent to develop or contribute to generalizable knowledge—is lacking, so these activities do not meet the regulatory definition of research. Most student class projects or assignments, therefore, will not require the submission of an IRB application for review and approval. If a class project or activity is a systematic investigation (including research development, testing and evaluation) designed to develop or contribute to generalizable knowledge, it meets the definition of research and will require IRB review and approval.

Thesis and final projects are usually conducted to develop or contribute to generalizable knowledge and, therefore, meet the definition of research. If these projects involve human subjects, IRB review and approval will be required. For more information, see Section 5.0 of Policy and Procedure: Determination of Human Subjects Research.

<http://ugaresearch.wpengine.com/docs/policies/compliance/hso/Guidance-Class-Projects.pdf>

Before you proceed with your MS Project or Thesis, please remember to get the project reviewed by the IRB Office - <https://research.uga.edu/hrpp/irb/>.

MS Thesis Style Guide

MS Students in the Regulatory Sciences Program should use the [UGA Theses and Dissertation Student Guide to Preparation and Processing](#) style guide for their thesis. References and footnotes format presented in the *American Medical Association Manual of Style* may be followed for the thesis. The thesis should be professionally written, fully referenced, and include a description of your research. Your thesis should include:

- First, provide to your committee a proposal/outline/abstract to be approved by your Committee.
- Will you need IRB approval or guidance? See <https://research.uga.edu/compliance/> Yes, you will until you are told otherwise by the UGA IRB Office.
- Develop a clear description of the question being considered, including any relevant background material.
- Complete descriptions of the hypotheses.
- A complete discussion of any relevant background material.
- A complete description of any data you collect during research, including a description of the methods you used to collect them.
- A complete analysis of the data and how it supports or refutes your hypotheses.
- A complete list of references cited, typed in the appropriate AMA style format.
- Remember that your thesis will be submitted electronically to the UGA Graduate School and Department. Become familiar with electronic formatting at:
<https://gradweb01.cc.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/formatting/>
- **IMPT:** As a graduate student, it is YOUR responsibility to thoroughly check and proof your work. Excessive grammatical errors in drafts are grounds for faculty to refuse to read your work. Pay attention to their comments and incorporate their recommendations as appropriate. If you do not understand, ask.

The thesis must conform to the UGA Graduate School Guidelines as noted at
<https://gradweb01.cc.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/formatting/>.

MS Project Write-up Style Guide

MS Project Students must submit a write-up of their project. References and footnotes format presented in the *American Medical Association Manual of Style* should be followed for your Project Write-up. Your paper should be professionally written, fully referenced, and include the details of your project. Your Write-up should include:

- First, provide to your committee a proposal/outline/abstract to be approved by your Committee.
- Will you need IRB approval or guidance? See <https://research.uga.edu/compliance/>. Yes, you will until you are told otherwise by the UGA IRB Office.
- Develop a clear description of the question being considered, including any relevant background material.
- Complete descriptions of the project and any relevant background material including these components if appropriate:
 - An introduction
 - The purpose and goals of the project
 - Related Work section that describes the work upon which your project is based.
 - Methodology
 - Your hypothesis
 - Your methods
 - Results or findings
 - Appropriate visual aids, images, charts and graphs, etc.
 - Explanations of your findings
 - Evaluation and discussion of your findings
 - Interpretations or explanations of the data
 - Recommendations for further investigation
 - Conclusions where you would confirm or reject your hypothesis
 - Significance of your project ad findings
 - References and bibliographies
- The appropriate style guide to use for this Project Write-up is AMA style format. Be sure to evaluate your Write-up's coherence, spelling, grammar and syntax.
- It is not the responsibility of your major professor or committee to serve as proof readers for your paper. If a committee sees repeated need for proofing, they have the right to refuse further readings of a paper until the student can prove he/she has sought outside assistance for grammar and syntax errors. In other words, 1) do not submit sub-par work to your advisor or committee; and 2) incorporate committee-recommended changes and edits unless you can provide reasonable explanation as to why these changes should not occur.
- **IMPT:** As a graduate student, it is YOUR responsibility to thoroughly check and proof your work. Excessive grammatical errors in drafts are grounds for faculty to refuse to read your work. Pay attention to their comments and incorporate their recommendations as appropriate. If you do not understand, ask.

MS Thesis / Project Final Semester Completion Timeline

Time During Last Semester	Goal
Week 1 (or before)	All: Review the UGA Graduate School Thesis site for deadlines, format, etc. at https://gradweb01.cc.uga.edu/index.php/current-students/ . Ensure that ALL IRB requirements are met.
Week 1-2	All: Be sure to apply for Graduation: An application for graduation must be filed within Athena system no later than Friday of the second full week (the first full week for summer) of classes in the semester of the anticipated graduation date.
Weeks 1 - 6	Thesis: Finish writing thesis. Have your faculty advisor read and edit initial drafts and figures. Project: Finish your Project Write up. Project: Coordinate and complete your comprehensive examination early on in the semester.
Week 7 (8 weeks before last day of classes)	Thesis: Submit an acceptable draft of the thesis (one that your faculty advisor has read and approved) to your thesis committee.
Week 8 - 9	Thesis: Thesis committee reads thesis and returns it to you for final editing by end of week 9. While your committee reads your thesis, you should prepare the thesis defense talk including appropriate illustrations.
Week 10	Project: Schedule the project defense using the Thesis Defense Scheduling Form . Allow for one week for scheduling confirmation.
Week 10	Thesis: Schedule the thesis defense (at least one week before the scheduled defense date) using the Thesis Defense Scheduling Form .
Week 11	Thesis: Stage your Thesis Defense .
Weeks 11 - 12	Thesis: Final editing of thesis (incorporating any changes suggested during your defense) and preparation of the final draft that is in the proper format outlined at UGA Graduate School website.
Week 12 - 13	Thesis: Submit thesis to the UGA Graduate School and Department. See important dates at https://gradweb01.cc.uga.edu/index.php/current-students/important-dates-deadlines/ .
Week 16	Thesis: Be sure that the Thesis Approval Form is submitted - https://gradweb01.cc.uga.edu/wp-content/uploads/2019/08/body_apprform_V2-1.pdf Project: Make sure Write-up is submitted and you have completed your examinations.



MS Thesis Defense

The thesis defense is the culmination of your MS program. It consists of a public presentation of the results of your Master's Thesis and is a celebration of your hard work. The following guidelines should be followed:

1. The thesis defense should be scheduled only after consultation with your Thesis Advisor and an acceptable draft of the MS thesis has been approved by your thesis committee. Ordinarily, an acceptable draft of your thesis (one that has been undergone an initial review by your Faculty Advisor), should be submitted to your Thesis Committee at least 6 weeks prior to the last day of classes of the semester in which you plan to graduate. Note that if substantial changes and/or additions to the thesis are required by the thesis committee, 6 weeks may not be enough time.
2. Do not submit multiple chapters at once; or expect immediate feedback from your faculty committee. Faculty have other commitments and cannot rearrange their schedules because of poor planning on your part.
3. Follow up directly with your faculty committee members should you not receive timely feedback.
4. All thesis defenses must be scheduled during a regular semester (including finals week). Exceptions must be approved in writing by your thesis committee.
5. The date and time of the thesis defense is determined in consultation with the thesis committee. All efforts should be made to schedule the defense at a time that is convenient for the thesis committee and faculty. The student is responsible for coordinating the thesis defense date, time and necessary resources.
6. No less than one week before the date of the thesis defense, a [Thesis Defense Scheduling](#) Form must be completed and submitted to the Department. The abstract of the thesis must be attached to this form. For RS Resources, be sure to use the online form at
http://rs.rx.uga.edu/program_info/reg_affairs_masters/thesis_and_defense_planning.php
7. The thesis defense should begin with a 30-60 minute, professionally illustrated, rehearsed presentation of the thesis, followed by a question/answer period.
8. Immediately following the defense, the thesis committee will vote on the outcome of the defense and discuss any final revisions that must be made to the thesis.
9. Should the committee determine that the student has not passed the defense, a new defense may be scheduled no sooner than six months from the date of the first defense. A second failure is final.
10. The final Graduate School [Thesis Defense form](#) should be completed and returned to the UGA Graduate School and the Regulatory Sciences Department:
<https://gradweb01.cc.uga.edu/index.php/current-students/forms/>
11. Understand that your thesis will be available through the UGA Library searchable database.
12. Provide the Regulatory Sciences Department with an Electronic Copy of your final thesis.

Defending Your Thesis

This section comes from GradSchools.com at <https://www.gradschools.com/get-informed/surviving-graduate-school/graduate-thesisdissertation/defending-your-thesis>

[Begin quoted section:]

Thesis writing is one of the most important and challenging tasks you are likely to encounter as a graduate student and the thesis defense is the culmination of that process. The research and writing should have started well in advance, at a minimum of 6 months prior to the time of your defense.

During your thesis defense, you will be expected to present your thesis and defend it in front of your advisor, faculty thesis committee and other audience members, and to do so in a cohesive manner. You can expect to be asked a number of questions after your presentation, and you need to be armed with the knowledge and skill necessary to answer the questions confidently. By the time you are ready to present your defense, your thesis paper should be nearly complete.

When preparing to defend your thesis, become aware of the guidelines and requirements. Speak with your advisor to be sure that you know exactly what is expected of you. Each of your committee members should have a copy of your thesis at least a couple of weeks before your defense, and your written defense should include an abstract and a summary. All your forms need to be filled out ahead of time, including any and all signatures you are required to obtain.

Speaking with people who have already defended their theses can be extremely helpful, as it can provide you with confidence as well as a stronger sense of the expectations you are facing. In addition, attending the defenses of others will afford you the opportunity to observe interactions between students and committee members, hear the types of questions you may face and identify strong and weak points of thesis defenses. You will gain insight on what to do and what not to do.

When it comes to defending your thesis paper orally in front of your advisor and committee members, practice really can make perfect. Take any chance you can get to discuss your thesis with other people. If you can find someone to sit through a practice defense, take advantage of that. Your audience may ask some of the questions the committee is liable to ask, which can help you identify the portions of your defense that need to be changed.

At some point before you defend your thesis, you should sit down with your advisor for a strategy session. Use this time to organize and plan your defense. Pay close attention to your advisor's advice about and reactions to your thesis - he or she has heard many defenses and knows what committees look for. Having your thesis defense structured well ahead of time will make you feel more comfortable and focused during your presentation, and that really does go a long way.

The thesis defense is your opportunity to take the stage and to demonstrate the growth and progress you have experienced in your years as a graduate student. This is your chance to showcase your research abilities, as well as to finish your degree requirements. Defending your thesis statement can help you obtain helpful feedback and recommendations that you can incorporate into your final draft.

Make sure to get across several elements while defending your thesis. First, you must state your thesis/research question. You need to describe the importance of your topic and detail how your research was conducted, including any methods of measurement you have used. The major findings of your thesis should be made clear, as well as how your thesis contributes to the body of knowledge in

your field. Finally, you must state the conclusions and recommendations you have made based on your research. You must expect, in some fashion, to be required to answer the crucial question "So what?" What has your research and writing accomplished, that may be of importance in your field? Professors will tell you that graduate students tend not to be bold enough, in making claims for what they have discovered or compiled, during the process of working on their thesis. If you don't express confidence about your findings in the thesis, your committee may develop their own doubts about the value of your work.

Be aware of the fact that you probably know your topic far better than most or all of the professors who form your thesis committee. You've likely been researching and contemplating your topic for well over a year, so the material will be fresher and more immediate for you, than for them. If you pause to think about this, it should give you extra confidence going into the thesis defense.

At the same time, your thesis committee members will likely know your field in a much broader sense than you do, and so they may well ask you to indicate where in the larger scheme of things, in your field, your thesis will fit (that's where that challenging question of "So What?" will arise, during your defense). So now you've been warned about this. Prepare for it.

When defending your thesis, you want to prove to your committee and advisor that you are capable of producing more broad-ranging, in-depth pieces of scholarly writing. With this in mind, you should look the part. You will want to wear professional attire that is comfortable - the last thing you want is to stand or sit there tugging distractedly at uncomfortable clothing while you are presenting your defense or fielding questions.

No matter how nervous you are, be sure to focus and to listen with care to the questions posed to you. Take a moment to pause if you need it before you give your answer - they aren't looking for immediate responses; they're looking for solid ones. You should expect to be asked to address the controversial aspects of your thesis.

Often your thesis committee members will offer tips for revision that could be crucial as you revise your work. Be sure to take thorough notes on what revisions and changes should be made.

After you have presented your defense, you can expect to be told you have passed, that your thesis needs minor revisions, that your thesis needs to be resubmitted or that it has not been approved. The last two possibilities are rare, especially if you have followed the thesis writing process properly, and if you have stayed in meaningful contact with your advisor. If that's the case, there really should be few surprises.

[End quoted section.]

MS Project Final Examination & Presentation

Your comprehensive exam and presentation are the culmination of your MS program. It consists of an online comprehensive exam and public presentation of your project. The following guidelines should be followed:

1. The project presentation should be scheduled only after consultation with your advisor and an acceptable draft of your project write-up has been approved. You should allow a minimum of four to six weeks prior to the last day of classes of the semester in which you plan to graduate. Note that if substantial changes and/or additions are required by the committee, 4 to 6 weeks may not be enough time. Remember, faculty have other commitments and cannot rearrange their schedules because of poor planning on your part.
2. The comprehensive examination should also be scheduled on or before 4-6 weeks' timeframe of the close of the semester AND in conjunction with your major professor and the Assistant Director of the RS Program. This exam will be delivered via the online course management system. There is no need to come to campus for testing.
3. The date and time of the project presentation is determined in consultation with the thesis committee. All efforts should be made to schedule the defense at a time that is convenient for the thesis committee and faculty. The student is responsible for coordinating the thesis defense date, time and necessary resources.
4. No less than one week before the date of the project presentation, a *Request for Resources & Scheduling Form* must be completed and submitted to the Department. This form is found in the appendix of this document or online at:
http://rs.rx.uga.edu/program_info/reg_affairs_masters/thesis_and_defense_planning.php



MS Application for Graduation

This applies to ALL students: It is important that you complete and submit the *Application for Graduation* form no later than the end of the second week of classes during the graduation semester (first week for summer graduates).

Apply for Graduation at <https://gradweb01.cc.uga.edu/index.php/current-students/policies-procedures/academics/application-for-graduation/>

To apply to graduate, use the Athena registration system

1. CHANGE IN GRADUATION DATE: If you are unable to meet the deadlines for the graduation for which you originally applied, notify the Graduate School in writing (either by e-mail or by a form available in our office) OR use ATHENA to change the graduation date. If you fail to do so, your file may be placed on inactive status and you would need to reapply for graduation.
2. DIPLOMAS: Diplomas are ordered following each semester's graduation date and are mailed to the graduates approximately six to eight weeks later. Inquiries regarding the receipt of the diploma should be directed to the Registrar's Office (706-542-4040).
3. COMMENCEMENT EXERCISE: There are three formal commencement ceremonies held each year - May for the Spring graduates, August for the Summer graduates, and December for the Fall graduates. The Registrar's Office will notify eligible participants regarding caps, gowns, and the time of the ceremony.

Commencement information can be found at: <https://commencement.uga.edu/>

<https://gradweb01.cc.uga.edu/index.php/current-students/policies-procedures/>.

If you decide to attend the graduation commencement ceremony, you will need to order your regalia from the UGA Bookstore. For your academic hood, you should choose **Masters of Science** degree. In general, the department is not involved in the commencement exercises. Please direct any questions about this exercise to the UGA Registrar's Office, the Graduate School, or the Bookstore.

You should also advise your major professor if you plan to participate in graduation exercises.

MS Thesis Electronic Submission & Approval

Applies **only** to Thesis students

1. ELECTRONIC THESIS DISSERTATION SUBMISSION Approval: In order for a student to officially graduate the semester the student has designated, the final ETD (Electronic Thesis and Dissertation) must be submitted by midnight of the deadline and the signed defense form must be received as well. If the student's ETD is not submitted by that date, the UGA Graduate School will move the student's graduation term to the next semester and the student would then be required to register for 3 hours the next semester since that would be the semester in which all degree requirements would be completed.

If the student defends close to the deadline and has minor corrections, the student still has several hours to make the revisions and submit by midnight on the due date.

Provide your IRB Project Approval Number and the Date of your IRB Approval to your MAJOR Professor.
https://gradweb01.cc.uga.edu/wp-content/uploads/2016/11/body_aprform.pdf

2. Remember to submit your thesis proposal, your approved thesis, your IRB documentation as well as any copyright / permissions that you receive to the department or your major professor.

FAQs on Graduation

Frequently Asked Questions (FAQs) on Graduation

Q. How does the Graduate School know that I am ready to graduate?

A: All graduate students must submit an [application for graduation](#) by [the deadline](#) posted for the semester that graduation is anticipated. The application is submitted electronically. Be sure to print the confirmation page for your records.

Q. I submitted my electronic documents last semester but didn't graduate. Do I need to submit all of the paperwork again?

A: No. If the Graduate School already has an approved advisory committee form (required only for doctoral and thesis-writing master's degrees) and a program of study form (required for all degrees) on file, it is not necessary to submit these forms again. If revisions are to be made to these forms, you would submit a recommended change in program of study form and another advisory committee form. If no changes are needed, do not submit these forms again.

Q. Have I submitted all necessary paperwork to graduate this semester?

A: It is recommended that students keep copies of all forms submitted and note the date of submission to the Graduate School. The deadlines at the following address will assist in making sure you know when and what forms are due: <https://grad.uga.edu/index.php/current-students/important-dates-deadlines/>.

Q. How do I change my graduation date?

A: Prior to your graduation semester, you can change your graduation date in ATHENA. If you need to change to a later graduation date during the semester you were scheduled to graduate, email the Graduate School at gradinfo@uga.edu.

Q. When and where will the commencement ceremony take place?

A: Formal Graduate School commencement ceremonies are held in May, August, and December. The May ceremony is held at 10:00 am in Stegeman Coliseum, the August ceremony (graduate and undergraduate combined) is held at 9:30 am in Stegeman Coliseum, and the December ceremony is held at 2:30 pm in Stegeman Coliseum. We request that you report to the coliseum at least an hour prior to the start of the ceremony for assembly of the procession. Tickets are not needed for family members and guests. You may order your graduation gown, hood, cap & tassel by visiting the UGA bookstore. Full [commencement details](#) include instructions and a map of the coliseum and assembly area.

Graduate Student Checklist

= Action initiated by student (as indicated below) = Action initiated by the University

1. ALL: GRADUATE STANDING: CLASSIFIED

- All:** Complete any course prerequisites and/or remove deficiencies
- All:** Apply for Program of Study
- All:** Consult department graduate program adviser for advisement, including development of an official Plan of Study
- All:** Recommendation for candidacy made by graduate coordinator by sending the signed program of study plan to the UGA Graduate School

2. COMPLETION OF REQUIREMENTS

- All:** Apply for graduation prior to the beginning of the final semester. An application for graduation must be filed no later than Friday of the second full week (the first full week for summer) of classes in the semester of the anticipated graduation date. Application forms may be obtained at https://sis-ssb-prod.uga.edu/PROD/twbkwbis.P_GenMenu?name=homepage.
- All:** Consult the department graduate coordinator to confirm final requirements for the degree.
- All:** Complete thesis or project
- Thesis:** Obtain committee approval for thesis.
- Thesis:** Submit electronic copy of the approved thesis to the UGA Graduate School and the Regulatory Sciences Department
- Thesis:** Thesis Advisor signs "Thesis Approval Form,"
- All:** If necessary, a final, approved study plan, with recommendation, sent by the department graduate program coordinator to the Graduate School
- All:** Preliminary audit completed by Graduate School staff. The student's study plan is checked for pending grades, and completion of any other requirements.
- Thesis:** Electronically submit an approved copy of thesis with both the UGA Graduate School and Department
- Project:** Complete the comprehensive program course examination.
- All:** Complete all general and specific requirements, other than final course examination, by the last day of classes, in order to assure granting of the degree by the end of the semester.
- All:** Final verification of completion of requirements sent by the Graduate Studies Office staff to the registrar
- All:** Notification of award of degree received from registrar approximately eight weeks after the end of the semester

3. COMMENCEMENT

- All:** Should you wish to participate in commencement exercises, make appropriate arrangements for cap, gown and hood with the campus bookstore; Commencement information - <https://gradweb01.cc.uga.edu/index.php/current-students/commencement/>.

Glossary of Terms

Candidacy Status: An admitted graduate student who has submitted a program of study plan that has been approved.

Faculty (Thesis) Advisor: Also known as your “major professor,” is a faculty member of the Regulatory Sciences Department and/or College of Pharmacy who is chosen by the student. The Faculty Advisor supervises the development of the student’s study plan, research, and writing and editing of the MS Thesis. The Faculty Advisor also acts as the chair of the student’s Thesis Committee. This person must have Graduate Faculty status.

Faculty (Project) Advisor: Also known as your “major professor,” is a faculty member of the Regulatory Sciences Department and/or College of Pharmacy who is chosen by the student. The Faculty Advisor supervises the development of the student’s project.

Graduate Coordinator: The Regulatory Sciences faculty member who advises the students course selections.

Program of Study Plan: An official electronic document that outlines the coursework that will be taken to fulfill the requirements for the MS degree. A study plan must be submitted to the UGA Graduate School and approved.

Project Write-up: A Project Write-up is a document that details a specific task of investigation or topic of interest.

Project Committee: A committee of at least three faculty members selected from the Regulatory Sciences or College of Pharmacy Faculty. This committee’s purpose is to evaluate the student’s Project Write-up and to assist with the development of the student’s comprehensive examination.

Thesis: A thesis is a document written on a particular subject in which one has done original and in-depth research.

Thesis Committee: A committee of at least three faculty members, two of whom must hold Graduate Faculty Status. Third member may be selected from the Regulatory Sciences or College of Pharmacy Faculty. This committee will serve to evaluate a student’s thesis.

APP. 1: Thesis and Project-based MS Options: A Comparison

Page 33 provides a comparison of the Thesis and Project-based MS options and include in the analysis the Regulatory Sciences and Clinical Trials certificates.

Regulatory Sciences & Clinical Design and Management

Requirements for Graduate Certificates, M.S. Project option, and M.S. Thesis option

Characteristics/ Requirements	Graduate Certificate in Biomedical Regulatory Sciences	Graduate Certificate in Clinical Trials Design & Monitoring	M.S. in Regulatory Sciences Project & Thesis Options
Semester Hours	14 hrs	17 hrs	39 hrs min.
Certificate/MS Core (14-17 hrs)	PHAR 6010 Pharma, Biotech & Device Industries (4 hrs)	PHAR 6010 Pharma, Biotech & Device Industries (4 hrs)	PHAR 6010 Pharma, Biotech & Device Industries (4 hrs)
	PHAR 6020 Food & Drug Law (3 hrs)	PHAR 7100 Biostats Apps for Biomedical Industries (3 hrs)	PHAR 6020 Food & Drug Law (3 hrs)
	PHAR 6030 Current GMPs (4 hrs)	PHRM 7230 Ethical Issues in Research (3 hrs)	PHAR 6030 Current GMPs (4 hrs)
	PHRM 7230 Ethical Issues in Research (3 hrs)	PHAR 6200 Clinical Trials Design & Monitoring (4 hrs)	PHRM 7230 Ethical Issues in Research (3 hrs)
MS Additional Core (13 hrs)			PHAR 6100 QC & QA (3 hrs)
			PHAR 6120 Process Control & Validation (3 hrs)
			PHAR 6130 FDA Apps: Drugs, Biologics, Devices & Animal Products (4 hrs)
			PHAR 7100 Biostats Apps for Pharma & Biotech Industries (3 hrs)
			PHRM 7230 Ethical Issues in Research (3 hrs)
MS Electives (6 hrs)	PHAR 6200, PHAR 6210, PHAR 6320, PHAR 6340, PHAR 6360, and PHAR 6380		<i>Current approved electives or others by POD (6 hrs min)</i>
MS Project (6 hrs)			PHAR 6800 Applied Project in Regulatory Affairs (3 hrs) and/or PHAR 6900 Internship in Biomedical Regulatory Affairs (3 hrs) PHAR 6950 Masters Seminar in Regulatory Affairs and Comp. Written Examination (3 hrs)
Or			
MS Thesis (6 hrs min)			PHAR 7000, Masters Research (3 hrs min) and PHRM 7300, Master's Thesis (3 hrs min)



App. 2: Switching from One MS Option to the Other

If, during your MS program, you wish to switch from one degree path to another, you may request this change following these guidelines:

MS Thesis Degree code = MS_PHRM_GWON

MS Project Degree code = MS_PHRM_GONT

- Changing from thesis to project, or the reverse, is at the discretion of the Regulatory Sciences Department.
- At the time of your request, no more than 17-20 semester hours of course credit should be completed.
- Ensure that none of your course work has expired.
- Discuss the change with your major professor.
- Draft a request letter to Dr. Gowda, Program Director, grace.gowda@uga.edu, Dr. Michael Bartlett at mgbart@uga.edu. In your letter to Drs. Gowda and Bartlett, address your wish to change and document the reasons for this change. Include in your letter any discussions that you have had with your major professor on this proposed change. You may send this by e-mail making sure you draft this letter professionally.
- If your request is approved, you will need to reapply to the UGA Graduate School for the approved degree code. As an example, when you reapply, you need to apply for the Project-option i.e. the degree code is MS_PHRM_GONT. The two degree codes are listed above.

App. 3: UGA RS Program Course Listings

All available Regulatory Sciences Program Graduate Courses:

Course ID	Course Title	Hours
PHAR 6010	Introduction to Pharmaceutical, Biotechnology, and Medical Devices Industries	4.0
PHAR 6020	Food & Drug Law	3.0
PHAR 6030	Current Good Manufacturing Practices	4.0
PHAR 6100	Quality Assurance and Quality Control	3.0
PHAR 6120	Process Control and Validation	3.0
PHAR 6130	FDA Applications and Submissions	4.0
PHAR 6200	Clinical Trials Design & Monitoring	4.0
PHAR 6210	Clinical Trials Project Management (Project Management)	3.0
PHAR 6310	Good Clinical Practices	3.0
PHAR 6320	Understanding the Role and Function of the FDA	3.0
PHAR 6340	European Pharmaceutical and Biologics Regulatory Sciences	3.0
PHAR 6360	Latin American Pharmaceutical and Biologics Regulatory Sciences	3.0
PHAR 6380	Global Medical Device Regulatory Submissions - The Marketing Application Process	3.0
PHAR 6800	Applied Project in Regulatory Affairs	3.0
PHAR 6900	Internship (Regulatory Affairs Internship)	3.0
PHAR 6950	Master's Seminar	3.0
PHRM 7000	Master's Research Course	3.0
PHAR 7100	Biostatistical Applications for Pharmaceutical and Biotechnology Industries	3.0
PHRM 7210	Special Topics in Pharmacy	3.0
PHRM 7230	Ethics in Research	3.0
PHRM 7300	Master's Thesis	3.0



Courses broken down by pathway: Thesis path

Thesis Path required courses – Master’s of Science Degree Total hours required: 38 credit hours min.

Course ID	Course Title	Hours
PHAR 6010	Introduction to Pharmaceutical, Biotechnology, and Medical Devices Industries	4.0
PHAR 6020	Food & Drug Law	3.0
PHAR 6030	Current Good Manufacturing Practices	4.0
PHAR 6100	Quality Assurance and Quality Control	3.0
PHAR 6120	Process Control and Validation	3.0
PHAR 6130	FDA Applications and Submissions	4.0
PHRM 7230	Ethics in Research	3.0
PHAR 7100	Biostatistical Applications for Pharmaceutical and Biotechnology Industries	3.0
PHRM 7300	Master’s Thesis	3.0
<i>Total credit hours of required courses</i>		30
	2 Elective courses at 3 to 4 credit hours each	9-12

Electives*

Course ID	Course Title	Hours
PHAR 6200	Clinical Trials Design & Monitoring	4.0
PHAR 6210	Clinical Trials Project Management	3.0
PHAR 6310	Good Clinical Practices	3.0
PHAR 6800	Applied Project in Regulatory Affairs	3.0
PHAR 6900	Internship (Regulatory Affairs Internship)	3.0
PHRM 7000	Master's Research Course	3.0
PHAR 6320	Understanding the Role and Function of the FDA	3.0
PHAR 6340	European Pharmaceutical and Biologics Regulatory Sciences	3.0
PHAR 6360	Latin American Pharmaceutical and Biologics Regulatory Sciences	3.0
PHAR 6380	Global Medical Device Regulatory Submissions - The Marketing Application Process	3.0

*If there is a UGA graduate-level course outside the department that the student wishes to take, such as Health Care Marketing or Health Communication, the student will need to contact the department for prior approval. The student should take into consideration that courses outside of the Regulatory Sciences Department are NOT necessarily distance learning courses.

Courses broken down by pathway: Project path

Project Path required courses – Masters of Science Degree Total hours required: 39 credit hours min.

Course ID	Course Title	Hours
PHAR 6010	Introduction to Pharmaceutical, Biotechnology, and Medical Devices Industries	4.0
PHAR 6020	Food & Drug Law	3.0
PHAR 6030	Current Good Manufacturing Practices	4.0
PHAR 6100	Quality Assurance and Quality Control	3.0
PHAR 6120	Process Control and Validation	3.0
PHAR 6130	FDA Applications and Submissions	4.0
PHRM 7230	Ethics in Research	3.0
PHAR 7100	Biostatistical Applications for Pharmaceutical and Biotechnology Industries	3.0
PHAR 6800 AND/OR PHAR 6900	Applied Project in Regulatory Affairs OR Internship (Regulatory Affairs Internship)	3.0 3.0
PHRM 6950	Master's Seminar	3.0
<i>Total credit hours of required courses</i>		33
	2 Elective courses at 3 to 4 credit hours each	6

Electives*

Course ID	Course Title	Hours
PHAR 6200	Clinical Trials Design & Monitoring	4.0
PHAR 6210	Clinical Trials Project Management	3.0
PHAR 6310	Good Clinical Practices	3.0
PHAR 6320	Understanding the Role and Function of the FDA	3.0
PHAR 6320	European Pharmaceutical and Biologics Regulatory Sciences	3.0
PHAR 6340	European Pharmaceutical and Biologics Regulatory Sciences	3.0
PHAR 6360	Latin American Pharmaceutical and Biologics Regulatory Sciences	3.0
PHAR 6380	Global Medical Device Regulatory Submissions - The Marketing Application Process	
PHAR 6800	Applied Project in Regulatory Affairs	
PHAR 6900	Internship (Regulatory Affairs Internship)	3.0

*If there is a UGA graduate-level course outside the department that the student wishes to take, such as Health Care Marketing or Health Communication, the student will need to contact the department for prior approval. The student should take into consideration that courses outside of the Regulatory Sciences Department are NOT necessarily distance learning courses.



App. 4: RS Request for Resources & Scheduling Form

Please visit: http://rs.rx.uga.edu/program_info/reg_affairs_masters/thesis_and_defense_planning.php.