

MASDS Timeline to Filing A Thesis

1. Generate a Thesis Idea
 - Start thinking about what topic you may want to write about.
 - If you'd like to see previously submitted theses, check out [ProQuest](#). You may filter down to UCLA and specific advisors.
 - Keep in mind that you'll want to make sure that you will be able to generate/acquire/collect data for your thesis
2. Start thinking about which faculty you would like to work with as your Faculty Advisor (and who you would want to be the Chair of your committee) & approach them before the Fall quarter of your 2nd year.
 - Anyone in the Stats department can be your faculty advisor. However, when it comes to the chair, the faculty on [this page](#) with a title containing the word "Professor" (so as of 9/15/2020 excluding Robert Gould) can be the Chair of your committee. The Chair is the most important part of your committee and can be found with the help of your faculty advisor.
 - A good practice to follow when reaching out to potential faculty advisors/chairs is to:
 1. Introduce yourself
 2. Give a brief description of the thesis idea
 3. Discuss what steps you have taken so far
 4. Give an indication of when you think you'll finish writing your thesis
 - Tip: Do not put off this task!
3. Complete and submit the [Nomination of Master's Committee form](#) at least the quarter before you Advance to Candidacy.
 - Form Inputs are outdated so the drop downs for our program are not available.
 1. Major: Applied Statistics & Data Science
 2. Degree: MASDS
 - In addition to the information on the form, it may be helpful to know
 1. Your chair counts as one of your three faculty members.
 2. Outside of your chair, you need at least 1 person with the word Professor in their title.
 3. You may only include 1 lecturer
 - One **acceptable** example committee can look like:
 1. Chair: Professor
 2. Member 1: Assistant Professor
 3. Member 2: Senior Continuing Lecturer
 - An example of a committee that is **not acceptable**:
 1. Chair: Professor
 2. Member 1: Lecturer
 3. Member 2: Lecturer
 - Tips:
 1. Reach out to your faculty advisor or Chair and ask if he or she has recommendations on who to ask to be thesis committee members

2. Once you've identified your committee chair and solidified your thesis idea, you should ideally submit these names. This form locks down your committee members but does not tie you to finish in a specific quarter.
4. Submit the "[Master's Advancement to Candidacy Petition](#)" form along with a copy of your unofficial transcripts to the MAS Graduate Advisor (Laurie), within the first two weeks of the quarter you want to graduate. On the form, Master of = "Applied Statistics", Major = "Statistics". Specific instructions found here: <https://grad.ucla.edu/gasaa/library/maatcinst.pdf>
- o File thesis. Committee members will approve your thesis online. **You must send your complete draft to all committee members at least two months before the thesis filing deadline.**
 - o If you still need more time and after you've advanced & choose to do a Filing Fee instead, you must read this website carefully: <https://grad.ucla.edu/academics/graduate-study/filing-fee-application/>
 - o You must also complete the Filing Fee application found here: <https://grad.ucla.edu/gasaa/etd/filingfee.pdf>
 1. Important dates and workshops are found here: <https://grad.ucla.edu/academics/calendar/thesis-dissertation-filing-deadlines-and-workshops/>
 2. Some requirements can be found in the Standards and Procedures here: <https://grad.ucla.edu/gasaa/etd/filingrequirements.pdf>
 3. Should you choose the Filing Fee for a specific quarter, you must be registered and enrolled the quarter before AND you must submit a complete first draft of your thesis to all committee members at the time you submit your filing fee application. (In order to apply the filing fee, students must be registered and enrolled in at least 2 units the quarter before.)

Sample Timelines

Please consult with your faculty advisor/Chair and make a timeline feasible for your schedule:

Sample Timeline #1:

- o Fall/Winter/Spring Year 1: n/a
- o Summer Year 1: generate thesis idea and identify Professors who may act as committee chairs
- o Fall Year 2: solidify thesis idea, confirm chair, start collecting and analyzing data.
- o Winter Year 2: identify and confirm committee members. Submit Nomination to candidacy form to department (Laurie)
- o Spring Year 2: submit advance to candidacy form in the first 2 weeks of the quarter. Complete data portion and writing. Work with your Chair to finalize the thesis. Send completed draft to all committee members at least 2 months before the deadline.

Sample Timeline #2:

- o Fall/Winter/Spring Year 1: n/a
- o Summer Year 1: generate thesis idea and identify Professors who may act as committee chairs
- o Fall Year 2: solidify thesis idea, confirm chair, start collecting and analyzing data.

- Winter Year 2: continue to analyze data
- Spring Year 2: continue to analyze data
- Summer Year 2: identify and confirm committee members. Submit Nomination to candidacy form to department (Laurie)
- Fall Year 3: submit advance to candidacy form in the first 2 weeks of the quarter. Complete data portion and writing. Work with your Chair to finalize the thesis. Send a completed draft to all committee members at least 2 months before the deadline.