

Thesis Specifications 2020-21

Joint Theses

Most MIT theses are written by a single author. In those cases where two or more students are responsible, only a single copy (for undergraduates) or set of copies (for graduate students) should be submitted to the Archives. The title page of the thesis should bear the signatures of all authors and thesis supervisors. Permission to undertake collaborative thesis research must be obtained in advance from the Vice Chancellor or his/her designee. Undergraduate students who wish to undertake joint thesis research should submit a request to the Office of the Vice Chancellor. Graduate students who wish to undertake joint thesis research should submit a request to the Office of Graduate Education via the general petition process (<http://oge.mit.edu/gpp/degrees/thesis/joint-theses>)

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All changes made to a thesis, after the thesis has been submitted to the MIT Libraries by the student's department, must have prior approval from the Vice Chancellor or his/her designee.

When the purpose is to correct significant errors in content, the student should create an errata sheet using the form and instructions at <http://libraries.mit.edu/archives/thesis-specs/images/errata-sheet.pdf> and obtain approval first from both thesis supervisor or program chair, before submitting for review by the Vice Chancellor. If the purpose of change is to excise classified, proprietary, or confidential information, the student should fill out the application form at <http://libraries.mit.edu/archives/thesis-specs/images/page-substitution.pdf> and have the request approved first by the thesis supervisor or program chair, before submitting for review by the Vice Chancellor. Students and supervisors should vet thesis content carefully before submission to avoid both scenarios whenever possible.

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When MIT holds the rights to any intellectual property contained in a thesis, students and their supervisors must work with the MIT Technology Licensing Office (<http://web.mit.edu/tlo/www/>) to determine if a patent application is to be filed. If so, the Technology Licensing Office will notify the Institute Archives, and the thesis will be withheld from distribution for up to 90 days. If an extension is required, application must be made to the Vice President for Research, who will inform the Archives if an extension is approved.

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here: <https://ovc.mit.edu/thesis-hold/>. Graduate students should follow instructions found here: <https://oge.mit.edu/gpp/degrees/thesis/restrictions-on-thesis-publication/>.

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Privacy and Security

Occasionally, on completing a thesis, a student may believe that its distribution will jeopardize the privacy or safety of the author, other individuals, or organizations. If the thesis cannot be rewritten to remove the problematic material, the author and supervisor should submit the thesis to the director of the program, who will prepare a recommendation for the Vice Chancellor, who will then consult with the Vice President for Research. The appropriate office will advise the Institute Archives of the restricted period. In all cases the restricted period should be kept to a minimum.

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