The exit project provides International Studies graduate students an opportunity to integrate and apply what they have learned in the International Studies master's degree program. It is required for graduation.

The exit project is based on original research and may vary in comprehensiveness, format, and approach. It should be a comprehensive original research project, generally involving the application of knowledge either to a theoretical issue, to the solution of a particular problem at the international level, or involving a critical and analytical appraisal of a current international problem or issue. The exit project assumes the existence of a problem or issue of international importance.

Although there are only two alternative formats for an exit project -- thesis or policy paper -- students may take different approaches to each one. For example, a project may be conceptually or empirically oriented; it may involve a case or comparative study, or a piece of empirical research. A project may also involve a combination of approaches. All projects should include a literature review. [NOTE: An article accepted for publication in a refereed professional journal may be accepted, upon approval of the faculty committee, in lieu of a policy paper.] Students may register for a maximum of 1 credit while formulating their exit project. To get approval to do so, a draft proposal must be submitted to your International Studies faculty adviser. Before registering for any more credits, students must submit a signed "Exit Project Approval form" (orange sheet), as well as a finalized proposal. Consult with your faculty adviser for further clarification.

Thesis (at least nine credits)
Students choosing to complete a thesis must meet all formatting requirements and deadlines of the Graduate School. A thesis should address a theoretical issue and although an empirical study is not required for a thesis, it is strongly recommended. Your electronic thesis will be stored by the library in the Scholars’ Bank, the UO’s digital repository of scholarly work. Anyone can access theses in the Scholars’ Bank (unless you request that it be restricted to campus only). Thus, there is potential global access to information about your research.

Policy Paper (at least six credits)
Policy paper projects should either (1) present information which increases understanding of the nature, dimensions, seriousness, or causes of a particular problem or issue; (2) evaluate the effectiveness of a current problem-solving policy or program and present recommendations for how it might be made more effective; or (3) identify a particular problem and present analysis about possible alternative solutions, select a preferred solution, and justify the choice. Policy papers must meet standardized academic formatting standards although they are not required to meet all formatting requirements and deadlines of the Graduate School. Policy papers are not presented to the Graduate School. These papers are not made available to the international academic community and the public through the UO Libraries nor microfilmed for the University of Oregon archives. Expectations in terms of quality and extent of writing are the same for both theses and policy papers.

Copies of theses and policy papers by former graduate students are available for check-out from 175A PLC. Please check these out through the IS Graduate Coordinator.

PROCEDURES FOR THE EXIT PROJECT

Mid-Program Review
Students are required, approximately midway through their graduate work, to initiate a discussion with their adviser about the nature of an appropriate exit project. This discussion should result in the selection of one paper option and bring into focus the general subject matter to be examined and the approach(es) to be followed. At this time, the academic adviser will discuss requirements and procedures relating to the exit project with each student. The faculty adviser will approve in writing the student's choice of a paper option on the midprogram review page of the Program Planning Chart (page 2). The faculty adviser will also suggest possible committee members to assist and guide the student in completing the exit project.

At that time it would also be helpful to review the master's degree requirements of the Graduate School in a current Undergraduate and Graduate Bulletin as well as program requirements. You are responsible for meeting both Graduate School and Program requirements.
Student Procedures
Students nearing completion of their academic program are ready to proceed with their exit project. Prior to registering for academic credit, a student should develop a project proposal (see below). At this time, upon submitting a draft proposal, you may register for a maximum of one credit. Select an exit project committee in consultation with your faculty adviser, and then secure the written commitment of committee members to serve. An oral presentation and discussion of the project proposal with your committee is strongly suggested. When the committee is ready to approve your proposal, please pick up an Exit Project Proposal Approval Form (orange sheet) in the International Studies office.

Exit Project Approval
Upon the completion of the Exit Project Proposal Approval Form by your committee, please return it with a copy of your proposal to the International Studies office to be placed in your file. At such time, you will then be allowed to register for additional thesis or research credits.

If you have been abroad doing research, you should plan to spend at least one term in residence at the UO campus working with your committee prior to graduation.

Human Subjects Research
If you are doing Human Subjects or Animal Subjects research, you must begin a research clearance process with Research Compliance Services BEFORE beginning your research.

All students who do research involving human or animal subjects, must file an application with Research Compliance Services BEFORE embarking on the project. University of Oregon policy requires that students who expect to engage in research involving human subjects receive approval of their research procedures prior to the collection of data. Failure to follow the required procedures below may result in a recommendation to the Dean of the Graduate School that the University not accept your thesis or project.

Protocol forms and a detailed explanation of procedures may be obtained from the Research Compliance Services (541 346-2510). [Link](http://humansubjects.uoregon.edu/index.cfm?action=irb)

Graduate School Instructions
- Consult with your departmental graduate advisor concerning details of the proposed thesis/project or dissertation and formation of an appropriate committee.
- If your research involves human subjects (i.e., living person(s) about whom you obtain data through direct interaction/intervention or otherwise acquire personally identifiable information in your research), obtain approval for your research protocol from the Committee for the Protection of Human Subjects (CPHS) before collecting data. Guidelines for preparation of protocols are available from the Office for the Protection of Human Subjects, Riverfront Research Park, Suite 106 (346-4958) or online at [Link](http://humansubjects.uoregon.edu/index.cfm?action=irb).
- When you submit your Application for Advanced Degree (application for graduation), you will be asked to enter your approved protocol number.

The Office for Protection of Human Subjects has created [sample recruitment and consent templates](http://humansubjects.uoregon.edu/index.cfm?action=irb&sub=ictemplates) covering a variety of common research scenarios. If you've never created a consent form before, here is a link with templates and more information: [Link](http://humansubjects.uoregon.edu/index.cfm?action=irb&sub=ictemplates)

More information about research ethics and compliance may be found at this Graduate School link: [Link](http://gradschool.uoregon.edu/policies-procedures/research)

Approvals for International Research
Numerous countries such as Indonesia and Thailand require foreigners to obtain approval to do research in their locations. Please check with your adviser regarding such requirements. The Graduate School now monitors this process.
Guidelines for Selecting Exit Project Committee Members

1. The committee will have a minimum of three members.

2. The chair of your committee must be your International Studies faculty adviser. (Remember that you always have the option to change advisers.) This is the person with whom you sign up for thesis/research credits.

3. Two of the committee members must be regular faculty members at the University of Oregon.

4. One member of the committee may be a faculty member from an institution of higher education other than the University of Oregon or may be a non-faculty person who has special expertise and competence in the subject matter of the paper. You must obtain approval from your adviser before finalizing this person's participation on your committee.

Obtaining Credit for a Thesis or Policy Paper
Students selecting the thesis option must receive at least nine credits and should register for INTL 503 Thesis. Students doing a policy paper must receive at least six credits and should register for INTL 601 Research. Students writing a policy paper cannot register for Thesis credits. It is extremely difficult to change Research credits to Thesis credits, and vice versa, so please plan carefully. In the term the degree is received, the student must register for at least 3 graduate credits; if a student is completing a thesis, registration must include a minimum of 3 thesis credits.

Thesis and research credits will remain incomplete until the exit project is finished. If a student is doing a thesis, the Graduate School will convert the incomplete(s) to pass(es) once the thesis is approved. Research credit incompletes will be converted by faculty advisers.

Writing Your Paper and Defending It
Be sure to check with the Graduate School during the term prior to the term in which you intend to graduate about completion deadlines. You must complete a Degree Application form at the Graduate School by the second week of classes of the term in which you graduate. This deadline, along with other relevant deadlines, is available online at: http://gradschool.uoregon.edu/node/262.

Theses must conform to the format outlined in the University of Oregon Style and Policy Manual for Theses and Dissertations. This document is available online at: https://gradschool.uoregon.edu/sites/default/files/ETD_Style_Manual_2013_Feb_20.pdf

Please follow the guidelines in this manual carefully. As you proceed with writing your thesis or policy paper, it is important to keep your adviser informed of your progress, and to allow ample time for your committee members to read your draft(s) and give you feedback. Check with your committee members to find out how much time they will need.

Mandatory Oral Defense
An oral defense is required for all theses and policy papers. In consultation with your adviser and other committee members, schedule a date and time for your oral defense. Room 348 PLC (Thurber Conference Room) is available for oral defenses; please arrange for the use of the room with the International Studies office.

No later than the fifth week of the term when you intend to graduate, you must submit the following two items to the Graduate School: 1) Two paper copies of the thesis abstract (150-word maximum). These copies must have the original signature of your adviser. 2) “Certificate of Submission”. If you did not print out this Certificate at the time of application for your degree, you can go back to the Application for Advanced Degree site, enter your login name/password, and scroll through to your “Certificate of Submission” and print it.

At the time of your oral defense, your adviser will circulate an Exit Project Approval Form (green sheet) for committee members to sign indicating they approve the written project. The completed form is then returned to the International Studies office for inclusion in your file.
Submission of Exit Project
If submitting a thesis, the student must upload the final thesis by the student’s term deadline. For a listing of term deadlines, please see this link: http://gradschool.uoregon.edu/node/262. Policy papers are not submitted to the Graduate School, but must be approved by the student’s committee by the end of term. Check with the IS Graduate Coordinator for deadlines.

After your thesis has been approved by the Graduate School, please provide a final copy of your bound thesis to your adviser and provide a second bound copy to the International Studies Department. Copies of policy papers are not required by the Graduate School although International Studies requires that one bound copy be submitted for inclusion in our library. As a courtesy, we request you submit an electronic copy to the IS Graduate Coordinator as well for possible posting on the International Studies website. You may want to provide bound copies to members of your committee as well.

THESIS OR POLICY PAPER PROPOSAL OUTLINE

The following outline is to assist in the preparation of a thesis or policy paper proposal; it is not a rigid document. Proposals for the project are recommended to be six to eight pages in length. Page length refers to double-spaced typewritten pages. Proposals are expected to be clear, concise, and logical.

A. Statement of the problem or what is to be studied.

1. Identify the area of study in its broadest terms.
2. Define the specific area of interest.
3. Define the research or policy problem in exact terms.
4. What is the argument you are making, e.g., what is your thesis?

B. Purpose of the study.

1. Public purposes: if you were asking for a public hearing for the study, what would be some compelling reasons you might use to elicit such support?
2. Private purposes: why are you investigating this particular topic?

C. Importance and significance of the study.

1. How does it affect the existing state of knowledge and/or research needs in a particular area?
2. Who might use the information and how?

D. Delimitations and limitations of the study.

1. Delimitations set the boundary on what the study is about; e.g., geographic area to be covered, time period, and so on.
2. Limitations define some of the important constraints that are beyond the ability of the student to control; e.g., irregularities in international data sets, gaps in the available literature, and so on.
E. Definition of terms.

1. Any terms used in a specific way, or in a way that may be unfamiliar to the reader or ambiguous, should be defined.

F. Data collection and analysis; or, how is the study to be conducted?

1. Study design: comparative historical, historical time series, case study, interviews, participant observation, etc.

2. Data collection: Elaborate how data are to be collected and from what source(s). For example, nature and selection of the sample and/or population to be studied, and the survey instrument—questionnaire, interview or observation schedule—if any, to be used. Attach a copy of the instrument(s) to the proposal as an appendix.

3. Analysis: a brief discussion of how the data are to be presented and analyzed (statistical tests, comparative profiles, etc.).

G. Organization of chapters or sections.

1. The descriptive materials that follow serve two purposes. The first relates to the proposal outline and suggests that the following organization—or variations on these recommendations—be cursorily treated in your outline. In other words, in your PROPOSAL simply describe how you intend to organize your paper. The second purpose relates to your final paper and suggests how the actual organization of your finished work may be accomplished, and what content should be considered for inclusion.

2. The content of the thesis or policy paper may be organized in a number of ways. Each student should adopt an approach that best presents the information and analysis. Certain content, however, is important and should be excluded only after careful consideration and discussion with the student's faculty adviser.

   **Recommended** content normally includes:

   a. Title Page and Table of Contents.

   b. Chapter or Section 1: Introduction. An overview of what is to be studied with a preview of the remaining topics in this recommended outline. Your theoretical argument should be clearly stated in this section.

   c. Chapter or Section 2: Review of literature. A discussion of what others have done on both the general area(s) of the study and on the particular problem addressed by the paper. This may be incorporated into the Introduction.

   d. Chapter or Section 3: Methodology. Discussion of how the project was conducted—e.g., research design, data collection and analysis procedures. Again, this may be incorporated into the Introduction.

   e. Chapter or Section 4: Presentation of data. This is an important portion of the paper since it clearly and logically presents the information collected. You may decide that this should occur in multiple chapters.

   f. Chapter or Section 5: Analysis of data. This is another important portion of the thesis or policy paper. In this section you discuss relationships and explain why they exist. Through this effort you are attempting to enhance understanding of what has been studied. A word of caution: data analysis takes time, conscious concern, and the desire to understand deeply what you have studied.
g. Chapter or Section 6: Summary and conclusions, issues raised of generalizable significance, recommendations. Keep the summary short and simple. At this point you tell the reader what you intended to do, what you did, and what you learned. Address which issues that were raised that may have significance elsewhere. The conclusion should have two parts: 1) if you had to do it over, what - would be done differently; and, 2) what problems need to be looked at next? Some theses and most policy papers will include generalizations and/or recommendations as part of the final chapter or section.

h. Following the last chapter or section the student includes a bibliography and an appendix. We expect that foreign language sources will be included in your bibliography.

3. Be careful to use citations, footnotes or endnotes as appropriate, to designate the source of both quotes and ideas you use from others’ works.

4. A final note: The writer of a good thesis or policy paper keeps it to the point and has a good editor go over it carefully before the committee reviews it. Spouses and friends are helpful as outside readers but their esteem for you produces a myopia a professional editor is able to avoid. The Graduate School has a list of thesis editors, and will make this available to you upon request. Lastly, drafts of your paper as well as final copies should be given to committee members in time for them to read and comment on them. Ask your committee members how much time they will need for this. Each person serving on your committee should receive a courtesy copy of your final paper or thesis.

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