



Bahir Dar University
Bahir Dar Institute of Technology

Guideline for MSc Programs

School of Graduate Studies

July, 2020

Bahir Dar, Ethiopia

List of Abbreviation

AC	Academic Council
CANG	Cumulative Average Number Grade
CGPA	Cumulative Grade Point Average
FGC	Faculty Graduate Committee
ISO	International Organization for Standardization
MEng	Master of Engineering
MSc	Master of Science
SGS	School of Graduate Studies

Contents

List of Abbreviation	ii
Introduction.....	v
1. Admissions, Registration, and Transfer	1
1.1 Admission Requirements	1
1.2 Screening of applicants for registration	1
1.3 Special Admissions	1
1.4 Transfer from Other University.....	2
2. Course assessment, evaluation and course delivery	2
2.1 Duration of block courses	3
3. Thesis Title Selection, Proposal Submission and Examiner Appointment	4
3.1 Thesis title selection and approval procedure:	4
3.2 Thesis Advisor Selection.....	4
3.3 Thesis proposal submission and presentation	4
3.4 Thesis proposal examiners appointment	5
3.5 Advisor Load Calculation	5
4. Proposal and Thesis Evaluation.....	5
4.1 Purpose of Evaluation	5
4.2 Proposal Evaluation.....	6
4.3 Thesis Progress Evaluation	6
4.4 Thesis Evaluation	7
4.4 Dispute resolving mechanisms in thesis defense	7
5. Graduation and Award of Credentials	8
6. Role and Responsibilities of Academic units	8
6.1 Role and responsibilities of thesis advisor/supervisor	8
6.2 Role and responsibilities of graduate students	9
6.3 Role and responsibilities of examiners.....	10
6.3.1 Internal and External examiners:.....	10
6.3.2 Role and responsibilities of Chairperson of Final Thesis Examination	11
6.4 Role and responsibilities of program Chair holder	11
6.5 Role and responsibilities of the Faculty Dean.....	12
6.6 Roles and responsibilities of the Faculty Graduate Committee (FGC).....	13

6.7 Role and Responsibilities of Graduate academic officer /PG Coordinator.....	13
7. Thesis Proposal Writing Guideline.....	14
8. Thesis preparation format and approval sheet	20
8.1 General Requirements	20
8.2 Submission of Thesis	21
8.3 Thesis Report format.....	21
Appendix 1: Thesis Approval Form	25
Appendix 2: Sample Cover Page of the Thesis Document.....	26
Appendix 3. Sample of the Title Page	27
Appendix 4: Sample Referencing (APA style).....	28
Appendix 5: Thesis Proposal Evaluation Form	29
Appendix 6: Thesis Proposal Evaluation summary sheet.....	30
Appendix 7: Thesis Progress Evaluation Form	31
Appendix 8: Thesis Progress Evaluation summary sheet.....	32
Appendix 9: Thesis Evaluation Form	33
Appendix 10: Board of Examiners Final Decision Report Form	34
Appendix 11: Advisor’s approval form	36
Appendix 12: Thesis proposal approval sheet	37
Appendix 13: Candidate’s Declaration Form	38
Appendix 14: Thesis comment form.....	39
Appendix 15: Request letter for proposal, progress and final thesis presentation.....	40

Introduction

Bahir Dar University comprises six colleges and two institutes. Among the two institutes Bahir Dar Institute of Technology is the older and has been striving for quality education, creativity and innovation for more than five decades. Currently the institute embraces five faculties, three research centers and business incubation center. The institute has 31 graduate programs distributed across the faculties. However, some irregularities have been noticed across the faculties regarding graduate student admission, course offering, thesis proposal writing and defense in conducting research work and its evaluation.

The School of Graduate Studies has been contributing a lot for better achievement of the mission and vision of the institute by making the graduate training a well-integrated program with research and community services. To make the graduate program effective and pertinent, the school is expected to observe all parameters of quality and relevance by establishing uniform system across all faculties of the institute. For this reason, the School of Graduate Studies proposed to develop and implement this specific guideline that directs and governs various activities of the graduate programs found in the institute. The purposes of this guideline is to:

- Determine the ways in which graduate studies can be integrated and run smoothly at the institute.
- Establish uniform working procedures pertaining to graduate studies across faculties in BiT.
- Establish a sense of accountability, responsibility and transparency, at all levels, on issues related to graduate studies.
- Detail guideline to academic unit heads, staffs, students, advisors and other stake holders in general to the issues related to graduate studies.
- Provide roles and responsibilities of all parties involved in postgraduate studies.

1. Admissions, Registration, and Transfer

1.1 Admission Requirements

For enrolment in the Master's program at BiT:

- 1.1.1. All applicants must have completed a bachelor's degree in the specific/related field(s) of study from a recognized degree offering institute;
- 1.1.2. All applicants must meet the selection criteria satisfactorily, which may include the entrance examination to be administered by the concerned academic units;

1.2 Screening of applicants for registration

- a. The applicant must score 50% (35 from 70) and above from the written examination.
- b. Final status shall be determined from 100% and students who have scored 50% and above shall be selected.

Selection criteria of new applicants in MSc programs

- o CGPA (during undergraduate study) -----30%
- o Written exam (program specific) prepared by exam committee which is assigned by the program chair in consultation with FGC-----70%
- o Disabled and/or female candidates----- 3%
- c. The entrance exam preparation committee should consist of at least two members and must be selected from the assistant professors and above.

1.3 Special Admissions

- a. A student admitted for a program from a field of specialization other than the intended area of specialization will be required to take bridge courses which will be determined by FGC in consultation with program chair and approved by AC.
- b. The duration of the student's stay in the institute as a special student shall be determined by the department/academic unit concerned, but shall not exceed one academic year as per BDU Legislation 2019, art 183 sub-art 2.
- c. A student given provisional admission has to complete the prescribed courses before being formally accepted as graduate (MSc/MEng) student.

1.4 Transfer from Other University

- a. The applicant shall have successfully completed a minimum of one semester study in a similar graduate program in another institution and met the requirements of the program determined by FGC and approved by AC.
- b. Upon transfer of such a student, the FGC shall determine the courses from which the student will to be exempted.

1.4.1 Students transfer from other universities shall be allowed when:

- a) The curriculum is the same
- b) The admission criteria are fulfilled
- c) They have promoted status with no (NG, I, F, D, C-) or any other grade below pass mark
- d) There is a space in the requested field of study. Space availability should be approved by the respective chair.
- e) There is a request letter from the other universities
- f) Credit hour taken is not more than 1/3rd of the total credit hour required by the program

2. Course assessment, evaluation and course delivery

Each course in the graduate program must involve at least three article/book/chapter reviews, one mini-research paper/project work and presentation, and oral exam as per BDU Legislation 2019, Art 195 sub-art 5.

- a. A minimum academic rank of staff offering courses in the MSc program should be assistant professor with PhD. However, in case of staff shortage, the program chair shall propose staffs with academic rank of assistant professors (without PhD) and lecturers to the AC for approval and Deputy Scientific Director for final approval to offer the courses.
- b. The weight of final written exam shall be from 40% for all MSc courses.
- c. The continuous assessment shall include review from 25%, one mini-research paper/project work and presentation from 25%, and oral examination from 10% as per BDU Legislation 2019, Art 195 sub-art 6.

2.1 Duration of block courses

Due the shortage and/or overload of staff that delivers courses in different programs of the institute, courses can be delivered by inviting guest staffs. While inviting guest staffs, the following points should be considered seriously

- 2.1.1. Before calling guest lecturer outside of BiT-BDU, exhaust the availability of staff that could deliver the course in the university;
- 2.1.2. While selecting the guest, previous history of course delivery, if he/she has delivered the course, timely grade submissions, settlement of past disputes and ability to cover the course content etc. and related issue;
- 2.1.3. Duration of the block course should be with respect to course credit hours and guest should deliver the course in two rounds per semester;
- 2.1.4. Strictly forbidden to deliver the course by guest lecturer with only one round per semester;
- 2.1.5. The minimum class contact for Two credit hours course in 1st round, two days' class contact and in 2nd round three days' contact, one day for conducting assessment like presentation etc.
- 2.1.6. The minimum class contact for Three credit hour course, 1st round three days' class contact and in 2nd round 4 days' contact including one day for assessment like presentation etc.
- 2.1.7. The minimum class contact for Four credit hour course, 1st round 4 days' contact and 2nd round five days' contact including assessment evaluation like presentation etc.
- 2.1.8. While students are taking block courses, all the regular course delivery should be stopped and only the block course should be delivered in the whole day based on the credit hour.

3. Thesis Title Selection, Proposal Submission and Examiner Appointment

3.1 Thesis title selection and approval procedure:

- a. Within two week of thesis registration, a student shall submit three thesis titles with one-page description for each to the respective program chairs
- b. The program chair shall ensure the screening of the appropriate title after discussion with expertise in the field and check the list of all previously done titles with consultation of FGC.
- c. A student shall develop the proposal by reviewing state of the art literature on the field under supervision of the advisor.

3.2 Thesis Advisor Selection

- a. To advise Masters students after the student complete the course work at the institute, the advisor minimum academic rank shall be assistant professor with PhD and above. However, in case of staff shortage, the program chair shall propose staffs with academic rank of assistant professors (without PhD) to the AC for approval and Deputy Scientific Director for final approval to evaluate and advise MSc thesis.
- b. If a student who wants to take advisor outside of BiT-BDU, then the academic rank should be assistant professor with PhD and shall be approved by FGC also the student must have a co-advisor with a rank of lecturer and above at BiT-BDU.
- c. A chair shall allocate the advisor and/or co-advisor based on field of specialization, student's interest and maximum load through consultation of FGC.

3.3 Thesis proposal submission and presentation

- a. The student shall submit the proposal to the respective chair prior to two week of proposal presentation of internal calendar after advisor approval.
- b. The document shall be distributed to the examiner a week before presentation.

3.4 Thesis proposal examiners appointment

- a. The examiners shall be selected and assigned by respective chairs
- b. The assigned examiners shall have an academic rank of assistant professor with PhD and above.

3.5 Advisor Load Calculation

- a. The advisor load should be considered according to the curriculum of the program i.e. one semester thesis registration or two semester thesis registration.
- b. If the student is registered for thesis, then the advisor load can be calculated two times based on the advisor semester load at the faculty when;
 - The student is registered for thesis and his/her proposal has been approved in 2nd year 1st semester.
 - At the end of the successful completion of the final thesis defense semester.
- c. The thesis payment rate would be considered according to the government rate.
- d. All new and reviewed curriculums shall follow this guideline including course assessment, thesis registration and other academic contents.

4. Proposal and Thesis Evaluation

4.1 Purpose of Evaluation

The purpose is mainly to assure that the thesis work enables the students to develop and acquire the required knowledge and skills in research in their specific area of specialization. So, emphasis can be given to the following two major areas:

- The relevance, depth, and breadth of the research topic in developing the student's further knowledge and confidence in his/her specialization
- The quality of the research methodologies in building the skill and confidence of the research and in generating new knowledge.

4.2 Proposal Evaluation

- a. Every student registered for a thesis work should present his/her proposal in the registered semester. However, unable to present the proposal should be addressed by AC.
- b. The proposal submitted by a student to his/her program chair shall be approved by the advisor and will then be evaluated by another person who has an academic rank of assistant professor with PhD and above.
- c. The status of the evaluation result should be described as follows:
 - Pass:65% and above
 - Fail: Below 65%
- d. The proposal should be evaluated from 35% by an advisor and 65% by an examiner.
- e. A student whose proposal failed will be given another presentation chance with in the same semester set by SGS.
- f. A student failed to pass proposal evaluation for the second time, the case should be seen by AC.

Thesis proposal evaluation form and its summary sheet is presented in **Appendix 5 and 6** respectively.

4.3 Thesis Progress Evaluation

- a. The thesis progress shall be presented and evaluated as per the internal calendar set by SGS.
- b. The status of the evaluation result should be described as follows:
 - Pass:65% and above
 - Fail: Below 65%
- c. Only a thesis progress report approved by the advisor and submitted to the respective chair will be considered for progress presentation and evaluation
- d. The progress presentation should be evaluated from 40% by an advisor and 60% by an examiner.
- e. The examiner assigned at proposal presentation shall also be a preferable examiner for the progress presentation.

- f. The progress presentation evaluation result below 65%, shall present for the second time during the next immediate presentation internal calendar of SGS.
- g. The progress presentation evaluation result below 65% for the second time, the case should be seen by AC.

Thesis progress evaluation form and its summery sheet is presented in **Appendix 7 and 8** respectively.

4.4 Thesis Evaluation

- a. The final thesis approved by an advisor should be submitted in 3-copies to the corresponding chair.
- b. The chair holder shall recommend a list of examiners for FGC. The FGC shall consult the program chair to assign the appropriate examiners in the field of specialization.
- c. The result of thesis defense shall be evaluated out of 100% and described as follow:
 - o External Examiner:50%
 - o Internal Examiner:35%
 - o Chairperson:15%
- d. A student who fails in his/her final year thesis/project shall be allowed to register for a new thesis/project to be completed during the subsequent semester by checking the duration of study including normal and validity period. However, his/her grade on the course shall be recorded as it is. But if he/she fails final year thesis/project for the second time, he/she shall be completely dismissal as per BDU Legislation 2019, art 189 sub-art 10.
- e. The load of chairperson will be proportional to the evaluation mark of internal examiner (15/35 which is 43% of internal examiner's).

Thesis evaluation form and board of examiners final decision report form is presented in **Appendix 9 and 10** respectively.

4.4 Dispute resolving mechanisms in thesis defense

To avoid dispute between examiner and students in thesis defense related issue;

- a. The advisor/co-advisor always should be available in thesis defense.

- b. If the advisor will not available in due urgent situation, the advisor shall report to the chair holder before three days of thesis defense.
- c. The examination board may have a short discussion while summarizing the student grading and could manage any irregularity, that may be assumed, before declaring the result to the student.
- d. Any dispute during the defense shall be resolved only by the examination board.
- e. The decision of the examination board should be final and if there is any conflict by opposing the decision of the examination board the case should be seen by AC.
- f. The external examiner assigned for thesis evaluation is assistant professor with PhD and above out of BiT-BDU in Ethiopia and/or abroad as per BDU Legislation 2019, art 208 sub-art 1.

5. Graduation and Award of Credentials

- a. A candidate who fulfills the requirements for graduation shall be recommended by the assistant registrar of the faculty to AC. After the approval of the AC, the graduate class report will be presented to the BiT Senate through the faculty dean for the award of the appropriate credential as per BDU senate legislation.
- b. To complete a program and graduate, a candidate needs to obtain a minimum CANG/CGPA of 3.00 and a maximum of one “C” grade or two “C+” for Masters,
- c. MSc certificate will be given for the student after the submission of the final approval document to SGS and clearance to the registrar.

6. Role and Responsibilities of Academic units

6.1 Role and responsibilities of thesis advisor/supervisor

The advisor/supervisor shall:

- a. Provide regular guidance to the student on thesis work for which he/she assigned.
- b. Fix at least a monthly meeting schedule with his/her student(s) and announce the schedule to the respective chair holder.
- c. Prepare a report two times in the year on the status of the student to the respective program chair holder.
- d. Encourage his/her student to attend conferences/workshops and publish his/her work in

reputable journals.

- e. Ensure that all the comments and suggestions given by both internal and external examiners, at each stage of the presentation/defense, are properly considered/incorporated by the student.
- f. Ensure that the student will follow institute's requirements/standards for proposal and thesis writing guidelines.
- g. Clearly and firmly inform the student about the schedules and extent of guidance and any other aspect of their communication regarding the research work.
- h. Shall aware a student to prepare and submit his/her thesis in reputable journal manuscript form and approve before final defense.

6.2 Role and responsibilities of graduate students

A graduate student's primary responsibility is to devote the necessary time and energy to complete their academic requirements within the expected time frame, while adhering to the university's policies and program guidelines. By agreeing to work with a supervisor, graduate students agree to show their supervisor respect, seek advice and give it serious consideration, and seek additional guidance from their supervisory committee or program director as needed. Pertaining to the above-stated statement, the student shall have the following duties and responsibilities:

- a. Seek for his/her advisor's guidance and support as per the schedule set by the advisor
- b. Devote his/her full time for his/her research activities.
- c. Periodically report the progress of his/her work (to the adviser even if there is no substantial improvement).
- d. Conduct the research work as per the approved thesis proposal.
- e. Present proposal, progress and final defenses as per the schedule to be set by the SGS.
- f. Perform all duties related to his/her research given by his/her advisor.
- g. Incorporate all comments/suggestions including that of his/her advisor.
- h. Ensure that his/her work is free of plagiarism and any academic fraud.
- i. Abide by the schedules and extent of guidance and any other aspect of his/her communication with the advisor regarding the research work.
- j. Be responsible to follow deadlines set by the SGS.

- k. Be responsible for maintaining regular contact with his/her advisor(s), as well as to follow the progress and meeting plan.
- l. Document his/her daily activities in relation with his/her Thesis work provided by the respective Chair holder.
- m. Be responsible to incorporate his/her comments given by the internal and external evaluators until the changes to be made are to the satisfaction of the evaluators.
- n. Prepare and submit the manuscript for publication in reputable journal in his/her field of study before his/her final thesis submission for defense.

6.3 Role and responsibilities of examiners

6.3.1 Internal and External examiners:

- a. Shall present a written report on the overall assessment of the thesis to chair holder (sample is presented in **appendix 14**).
- b. Shall approve that the document he/she evaluated is up to the scientific standard and ready for defense.
- c. Shall report a serious academic breach (plagiarism, Academic fraud, etc.)
- d. Shall have a mandate to examine the student on his/her academic performance in his/her field of study.
- e. External examiner shall sign their signature before they leave on the provided approval sheet.
- f. External examiner shall check if his/her comments are incorporated in the final document and give prompt response for approval and submission within one month. If not, the chairs are responsible for this task, (see roles and responsibilities of chair holder).
- g. Internal examiners shall do tasks assigned by the examining board after final thesis defense.
- h. Internal examiners shall assure and verify the incorporation of comments given by the examination board

6.3.2 Role and responsibilities of Chairperson of Final Thesis Examination

A chairperson for a given thesis defense will be assigned by the respective program chair and his/her status shall be assistant Professor and above. He/she shall be a member of the Faculty, preferably closer to the subject of research topic of the thesis. The chairperson shall be in charge of the following tasks:

- a. Shall receive a copy of the thesis for his/her overall judgment of the research work.
- b. Shall organize the overall examination process of the thesis defense
- c. Shall open and close the examination process by stating the research themes and presence of relevant experts in that area.
- d. Shall chair the process by managing the defense time given to the student and examiners
- e. Moderate if any conflict arises during the examination.
- f. Shall entertain additional questions from the audience during the given time of defense.
- g. Shall announce the examiners result to the student in the presence of the examiners
- h. Shall have a mandate to examine the student on his/her academic performance in his/her field of study.
- i. Shall submit all the evaluation results to the program chair holder.
- j. Shall receive the thesis comment report given by the examiners
- k. Shall check and assure the incorporation of comments given by the examination board.

6.4 Role and responsibilities of program Chair holder

The chair holder of the program shall:

- a. Assign and allocate course load of the program in each semester and follow up the proper course delivery.
- b. Ensure that the student submits his/her thesis titles with a concept note at the end of first year.
- c. Ensure that the student has got an advisor in due time.
- d. Collect and schedule the thesis proposals, progress and final defense based on internal calendar of SGS and BiT.
- e. Ensure that the advisor follows the student to carry out his/her research work as per the academic calendar/schedule outlined in this guideline.
- f. Facilitate research inputs including infrastructures to the student when the need arises.

- g. Recommend the appropriate internal and external examiners to the student's thesis defense in due time with consultation of FGC.
- h. Encourage staffs and graduate students to attend thesis defenses, workshops, seminars, symposium, and conference.
- i. Resolve conflicts that may arise between the student and his/her advisor(s).
- j. Collect all examination results from examiners and process other approval procedures including the grade submission.
- k. Announce and resolve the case with Faculty AC if the examiners did not reply or give response for their comments of the defended document within one month.
- l. Obligated to assist and direct the student in case he/she needs administrative supports related to his/her thesis work.

6.5 Role and responsibilities of the Faculty Dean

The dean of the Faculty is responsible to oversee the overall process of the PG activities.

He/she shall:

- a. Make sure that all policies, requirements and deadlines are communicated to students in a clear and inclusive manner, and to be accessible to students in need of further consultation.
- b. Supervise whether the RCSGS coordinator and respective chairs & advisors do carry out their activities properly and in due time
- c. Update chairs and PG coordinator of any information that may be sent/dispatched from the Institute/university/other organizations (Ministries, etc.)
- d. Monitor and facilitate every activity related to logistics and financial arrangements for thesis examiners
- e. Share any important experiences from other Faculties in the institute or other universities to improve the quality of thesis administration
- f. Manage complains/issues that may arise from students and / or advisors/coordinators/chairs
- g. Be responsible for the implementation and execution of this guideline

6.6 Roles and responsibilities of the Faculty Graduate Committee (FGC)

In general, the FGC plays a central role in creating a positive environment in which graduate students can pursue their scholarly work and intellectual growth.

The FGC shall:

- a. Suggest and guide schedules related to thesis activity milestones.
- b. Consult and propose research topics of the students submitted by the RCSGS coordinator.
- c. Recommend/approve/reject the external evaluator proposed by the respective Chairs.
- d. Suggest revision and amendment of policies, guidelines, rules and regulations governing thesis administration.
- e. Accomplish all other duties assigned by the Faculty and consider any matter entrusted to it by the program.
- f. Provide direction and guidance when disputes arise among students and supervisors.
- g. Ensure that all research activities of the students are conducted in line with the thesis administration guideline.

6.7 Role and Responsibilities of Graduate academic officer /PG Coordinator

- a. Coordinate all graduate study programs within the institute
- b. Ensure the quality of all graduate study programs and research at the faculty
- c. Ensure the research topics for graduate studies program and projects are within the identified thematic areas of BiT
- d. Ensure that all rules and regulations of BDU and BiT are followed and guaranteed in the graduate study programs
- e. Review and co-ordinate the various graduate programs offered at the different faculties and see whether the objectives, rationale, curricula and teaching methods of each program meet the BiT requirements
- f. Initiating new graduate program in each school and prepare appropriate curriculum in collaboration with other relative academic staff of the institute

- g. Provide graduate students thesis proposal and final thesis writing formats
- h. Assist and ensure that thesis internal and external examiners are up to the international standard level of qualification (assistant professor and above)
- i. Arrange and facilitate graduate thesis defense dates, rooms and all other necessary materials in consultation with school program managers
- j. Check the grades of the thesis examination is entered into SIMS correctly and collect the evaluation results for documentation
- k. Provide different evaluation forms like thesis proposal, progress, and final thesis defense
- l. Facilitate and follow-up admission and registration of new graduate programs
- m. Reporting selected new graduate programs to SGS for registration
- n. Facilitate logistics of instructors who give block-course

7. Thesis Proposal Writing Guideline

Style and Formatting

Scientific writing requires consistency in style and format in research proposals. Certain rules are presented below.

Fonts

All of the narrative in the research proposal should be written in 12 point Times New Roman font size. The cover page of the thesis proposal is presented in 14-point font size. The text in the cover page will be in bold face font. The first level headings in the research proposal will be in 14-point font size. The first and second level headings are written in bold title case letters, i.e. the first letter of each major word of the headings is written in upper case letters. All remaining lower level headings are written in sentence case.

Margins and Line Spacing

A margin of 1.5" (3.81cm) on the left is for binding. A margin of 1" (2.54 cm) each on the right, top and bottom of the page is required. The same margins should be applied to all pages including those of the figures and tables. The line spacing for all of the narrative is 1.5 although single line spacing is to be applied to captions of tables and figures. An extra line (1.5 spacing) is kept between paragraphs above and below all headings, subheadings and captions. All paragraphs should be in block paragraph format.

Pagination

Each component of the preliminary section, each chapter of the narrative, the References and the Appendix must start on a new page. Except for the cover page, every page of the proposal is assigned a page number. Small Roman numerals such as i, ii, iii, etc. are used for the preliminary section from the title page to the page preceding the Introduction. Arabic numerals such as 1, 2, 3, etc. are used from the first page of the Introduction to the last page of the Appendix. Center all page numbers at the bottom of the page

Order and Components

The research proposal submitted by a graduate student for a master's degree is expected to have the following sections and order although there can be some limited variation based on the academic discipline.

- Cover Page
- Approval Page
- Acknowledgements (optional)
- Abbreviations
- Table of Contents
- List of tables
- List of figures
- Abstract
- Introduction
- Background
- Statement of the problem
- Objectives
- Significant of the study
- Scope of the study
- Literature Review
- Methodology (Materials and methods)
- Work plan
- Budget plan
- References

- Appendices

Descriptions of components

Cover Page

The cover page should be informative and consist of the names of the university (Bahir Dar University), the institute (Bahir Dar Institute of Technology), the title of the research proposal, the academic degree sought, the name of the graduate student, the faculty, program of study and the advisors name (co-advisor is optional). The month and year followed by the location are the last items on the cover page. Title case letters are recommended in the style of writing although the names of **the University, Institute and Faculty** should be in bold capital. Sample cover page is presented in **Appendix 2**.

Title

The title of the thesis proposal should be clear, specific and concise. The title should accurately capture and reflect the main theme (objective) of the proposed study.

Approval Page

The approval page is presented next to the cover page of a master's thesis research proposal. The approval page will be used to get formal approval of the proposal. Before submission the proposal should be approved by an advisor, chair holder and also by the faculty dean shown in **Appendix 12**.

Acknowledgements (optional)

The acknowledgements section recognizes the persons and/or institutions the student is grateful for guidance or assistance received and those to whom the student extends thanks for special aid or support in the preparation of the proposal.

Abbreviations or Acronyms

In this section students list in alphabetical order the abbreviations or acronyms followed by their descriptions in full. In the narrative, each abbreviation/acronym/ other than S.I units should be defined in full when they are first used and then followed by their abbreviation /acronym/ in parentheses. Standard units do not need to be listed.

Table of Contents

All of the headings and entries in the table of contents should correspond exactly in wording, font and case with the headings or entries as they appear in the text of the proposal. Subdivisions of headings should not exceed three levels (e.g.1.4.2).

Abstract

Abstract should include the background of the research proposal topic, objectives of the study, research problem and the methods to be used in the research project. It should be concise and less than 500 words. This summary should be presented in one single block paragraph without subtitles or any divisions and without Citation (reference).

Introduction

The introduction is the first chapter of the proposal. It provides pertinent background information and should be as brief as possible. Ideally, it should not exceed three pages in length.

The introduction includes brief background and clear statement of the problem, nature, symptoms, and extent of the problem and variables influencing the problem, thus leading to a clear set of research objectives.

Statement of the problem

The problem statement is one of the most important components of the proposal. In 180-250 words you need to convince the reader that this study must be done (or has to be done). Society or one of its institutions has some pressing problem that needs (needed) closer examination. The study will answer (answered) some part of this serious problem in a unique and clever way.

The problem statement describes the context for the study and it also identifies the general analysis approach. A problem might be defined as the issue that exists in the literature, theory, or practice that leads to a need for the study.

It is important in a proposal that the problem stand out that the reader can easily recognize it. Effective problem statements answer the question “why does this research need to be conducted”.

Objective of the study

To get right solution of right problem, clearly defined objectives are very important. The objectives of a research project summarize what is to be achieved by the study. Objective should be closely related to the statement of the problem. Objective is a purpose that can be reasonably achieved within the expected timeframe and with the available resources.

General objective: is broad goal to be achieved. The general objective of the study state what the researcher expects to achieve by the study in general terms. General objective can be broken down into small logically connected parts to form specific objectives. General objective is met through accomplishing the entire specific objective.

Specific objectives: are short terms and narrow in focus. The specific objectives are more in number and they systematically address various aspects of problem as defined under the statement of the problem.

Significance of the study

The significance of the study describes what contribution your study will make to the broad literature or set of broad educational problems upon completion. In this activity, you will draft the significance of the Study by determining what you hope will benefit others and/or how readers will benefit or learn from your study. This part is telling how the study would be beneficial to society and specific person.

Scope of the study

One of the first tasks of a researcher is defining the scope of a study, i.e., the extent to which study area is explained by specifying the parameters. Narrowing the scope of your thesis can be time-consuming. Paradoxically, the more you limit the scope, the more interesting it becomes. This is because a narrower scope lets you clarify the problem and study it at greater depth.

Literature Review

The literature review is chapter two. It should be a critical analysis of relevant existing knowledge on the proposed research topic. It includes the strengths, the limitations and gaps of previous studies. The literature review should be relevant with recent citations on the topic. Citations within the past five years are ideal and generally considered current. Citations ten years and older should be used sparingly and only when necessary. Unpublished documents and lay sources like

encyclopedias are strictly discouraged. This is done by the student carefully tracking and referencing each and every document used.

Methodology (Materials and methods)

The Methodology section can vary in length and content, depending upon the research topic and approach to investigation.

It describes precisely

- What will be done (clearly shows the tasks to be performed)
- How it will be done (clearly state the tools and techniques to be used)
- What data will be recorded, the proposed tools or instruments to be used in data collection and the methods of analyzing the data.
- Tools and instruments shall clearly be described.

In this chapter, the student should give clear, specific, appropriate and credible procedures that will be followed to attain the proposed objectives of the study. The research design planned for use should be clearly stated. The research methods should be appropriate to the proposed study area, i.e., the statement of the problem, and objectives. The student should also address the methods of data collection, data quality control and methods of data analysis.

Work plan

This section of the proposal includes time frames for the completion of various activities of the proposed research. The work plan can be presented in the form of a Gant chart or a table. Only major activities for accomplishing the specific research and corresponding time frames should be included in the Gant chart or table. This time table predicts the duration of each step and the overall thesis. The purpose of the work plan is to show that you have thought carefully through what needs to be done, and how and when it will be done. In practice, you will almost certainly need to modify the plan as the work proceeds, but establishing a plan from the outset can help you foresee and avoid potential difficulties.

Budget Plan

This involves first discussing and then listing, in a series of separate tables, the necessary and required personnel, per diem, days required to conduct research, transportation costs, supervision, equipment, stationery, expendable research supplies and materials, laboratory analysis and any

associated services for the project. Item costs should be reasonable and reflect a fair and current market price. The budget should be prepared in accordance with the policies of Bahir Dar Institute of Technology.

References

The reference section must include all works cited in the research proposal. All citations appearing in the narrative of the proposal must be included in the references chapter and vice versa. Do not add references list which is not cited in the narrative. Use of different citation and references styles are open for students with the consultation of advisors during proposal preparation. The ISO standard references are preferable. As example in-text citations and references of the APA style is presented in Appendix 4 show examples for citation and referencing of different sources, but for detail information use the following website to determine the proper referencing style according to the field of study <https://pitt.libguides.com/citationhelp>

Appendix

If there are any supplement materials, it will appear as the last chapter of the proposal as Appendix. It includes, for example, information such as drafts of questionnaires in English and other languages, participants informed consent forms, observation check lists, pictures and specifications of the equipment to be used in the research, mathematical formulae or derivations, a detailed description of the sample selection procedures, long and dummy tables.

8. Thesis preparation format and approval sheet

8.1 General Requirements

- a. A thesis shall constitute an individual's effort in academic pursuits to identify and analyze problems by applying sound methodology.
- b. A thesis shall serve as partial fulfillment of the requirement for the Master's Degree, except in a program where it is not required.

8.2 Submission of Thesis

- a. Three hard copies and a PDF version of the thesis shall be submitted to corresponding chair for evaluation.
- b. No candidate may be permitted to submit a thesis in less than one and half academic year from the date of initial registration.

8.3 Thesis Report format

Language: English

Paper Specifications: White in color, 21 cm x 29.7cm (A4) size and > 80 gm weight paper

Typing

- Left margin: (1.5 inch)
- Right margin: (1 inch)
- Top margin: (1 inch)
- Bottom margin: (1 inch)
- Line Spacing: 1.5 lines
- Side: Front single
- Font size :12 for body text
- Font size :14 for title text with bold,
- Font size :12 for all subtitle text with bold,
- Font type: Times New Roman
- Font style: Regular
- Font color: Black
- Breaking a word on 2 lines: Not allowed
- Corrections with fluid: Not allowed
- Overwriting: Not allowed
- Water mark: Not allowed
- Printing quality: Laser or better quality
- Copies: High quality photocopy (no shadow)

Illustrations and photographs

- Place within thesis text at appropriate places
- Paste the photographs or illustration plates which are printed on special papers

- Type titles at the bottom of the illustration in the font used in the text
- Protect the photographs by butter paper sheet bound into the thesis, where appropriate

Top cover (A sample is presented in Appendix 2)

Typed in all capital letters where appropriate, should include

- Logo of University
- Name of institute, Faculty, School of Research and Graduate Studies
- Approved thesis title typed in the middle of the page
- Name of the degree, e g. MSc. Thesis
- Full name of the author typed in the middle of the page
- Month and year of thesis submission
- Name and location of the University and the country.

Title page (A sample is presented in Appendix 3)

The title page typed and should include the following:

- Logo of University
- Name of institute and Faculty
- Name of the program
- Approved thesis title typed in the middle of the page
- Full name of the author typed in the middle of the page
- Name of Advisor and/or Co-advisor
- Month and year of thesis submission
- Name and location of the University and the country.

Approval Sheet

- Each thesis submitted for evaluation will have two certificates
- Approval Sheet from the major and/or co-advisor for final defense (Sample is presented in **Appendix -11**)
- Approval Sheet from the Board of examiners after final defense (Sample is presented in **Appendix -1**)

Acknowledgement

- A short acknowledgement sheet should be next to the title sheet. It should acknowledge contributions of all concerned including financial sponsors, if any.

Table of Contents

Declaration (Sample is presented in Appendix 13)

Abbreviations

List of tables

List of figures

List of tables/figures etc. in appendices

Abstract

The thesis body text should usually consist of the following chapters:

- Introduction
 - Background,
 - Statement of the problem
 - Objectives
 - Significance of the study
 - Scope of the study
- Literature Review
- Methodology (Materials and Methods)
- Result and Discussion
- Conclusion and Recommendations
- References
- Appendices

Important procedures to be followed

Plagiarism

- Plagiarism is defined as the unacknowledged use of the words, ideas or creations of another. Bahir Dar institute of Technology accepts only original works to be produced by the staff and the students at all levels. Postgraduate students should be responsible to guard their work against inadvertent plagiarism. Plagiarism detection websites make it straightforward and easy to improve your ethical writing practices. The most highly regarded free plagiarism detection sites include: BibMe, Grammarly, PaperRater, Plagiarisma, and Plagiarism Checker.
- The thesis document is judged as plagiarized if at least two of the examiners agreed that it is plagiarized.

Appendix 1: Thesis Approval Form
BAHIR DAR UNIVERSITY
BAHIR DAR INSTITUTE OF TECHNOLOGY
SCHOOL OF GRADUATE STUDIES
[FACULTY]

Approval of thesis for defense result

I hereby confirm that the changes required by the examiners have been carried out and incorporated in the final thesis.

Name of Student _____ Signature _____ Date _____

As members of the board of examiners, we examined this thesis entitled “ _____ ”
by _____. We hereby certify that the thesis is accepted for fulfilling the requirements for the award of the degree of Masters of science in “ _____ ”.

Board of Examiners

Name of Advisor	Signature	Date
_____	_____	_____

Name of External examiner	Signature	Date
_____	_____	_____

Name of Internal Examiner	Signature	Date
_____	_____	_____

Name of Chairperson	Signature	Date
_____	_____	_____

Name of Chair Holder	Signature	Date
_____	_____	_____

Name of Faculty Dean	Signature	Date
_____	_____	_____

Faculty Stamp

Appendix 2: Sample Cover Page of the Thesis Document



BAHIR DAR UNIVERSITY

BAHIR DAR INSTITUTE OF TECHNOLOGY

SCHOOL OF GRADUATE STUDIES

FACULTY OF (----)

(Name of the program)

MSc thesis /MEng Project on:

(Thesis title)

By:

[Name of The candidate]

July, 2020

Bahir Dar, Ethiopia

Appendix 3. Sample of the Title Page



BAHIR DAR UNIVERSITY
BAHIR DAR INSTITUTE OF TECHNOLOGY
FACULTY OF (----)

[Thesis title]

By

[Name of The Candidate]

a thesis submitted

in Partial Fulfillment of the Requirements for the Degree of
Master of Science in **[Name of the Specialization]**

[Principal Advisor Name] (title)

[Co-advisor Name (if any)]

July, 2020

Bahir Dar, Ethiopia

©2020[Name of the Candidate]

Appendix 4: Sample Referencing (APA style)

Book

Newell, A. (1972). *Human problem solving*. Englewood Cliffs, NJ: Prentice-Hall. (for one author)

Newell, A., & Simon, H. A. (1972). *Human problem solving*. Englewood Cliffs, NJ: Prentice-Hall. (for two authors)

Journal article

Khan, K. (2006). Independent Media, Youth Agency, and the Promise of Media Education. *Canadian Journal of Education*, 29(1), 154-175.

Magazine article

Khan, M. T. (1998, January 17). Seeing the elderly mind deteriorate. *Omni*, 68, 62-74.

Newspaper article

Cancer therapy brings new hope. (1996, August 17). *The Salt Lake Tribune*, p. A6.

Article or chapter in an edited book

Khan, E., & Farooq, K. (1989). Existential psychotherapy. In R. J. Corsini & D. Wedding (Eds.), *Current psychotherapies* (8th ed., pp. 295-927). Belmont, CA: Brooks Cole.

Web Site/Page - Informally Published or Self-Archived Work

The International human right council web site gives many links to offices Council of Museums web site provides many links to its offices and codes (<https://www.abcxyz.org>)

Khan, B. (1996). Carlisle Indiana Cultural School history. Retrieved November 20, 2010, from <http://xyz123.net/get1/2>

Appendix 5: Thesis Proposal Evaluation Form

BAHIRDAR UNIVERSITY

BAHIR DAR INSTITUTE OF TECHNOLOGY

SCHOOL OF GRADUATE STUDIES

[FACULTY]

THESIS PROPOSAL EVALUATION FORM

Name of the Candidate's: _____ ID No. _____

Thesis Title/MEngTopic: _____

Thesis proposal evaluation criteria

No	Parameters	Marking	Score
1	Clearly stated statement of the problem	15%	
2	Clearly defined general objective and specific objectives	10%	
3	Clearly stated methodology (description of methods, experimental design etc.)	15%	
4	Related and recent literature review	10%	
5	How important is the thesis topic (Scientific contribution of the work and originality)	15%	
6	Feasibility of the study and expected outcomes (in terms of scope, time, resources & practicality; observation to literature date, presentation – statistical analysis, graphs, tables)	15%	
7	Way of presentation at defense (presentation skill, slide organization, time management, understanding the work	10%	
8	Response to the questions raised during defense	10%	
total		100%	

Is there any plagiarism? _____

General Comments (*use extra sheet if required*): _____

Name of **Internal Examiner/ Advisor**: _____.

Academic Rank: _____ Signature _____ date _____

Grading Scale	$\geq 65\%$	$< 65\%$
	Pass	Fail

**Appendix 6: Thesis Proposal Evaluation summary sheet
BAHIRDAR UNIVERSITY**

BAHIR DAR INSTITUTE OF TECHNOLOGY

SCHOOL OF GRADUATE STUDIES

[FACULTY]

THESIS PROPOSAL EVALUATION SUMMARY SHEET

Name of the Candidate's: _____ ID No. _____

Name of the program: _____

Thesis title /MEngTopic: _____

Summary of Examiners result

Examiners Result		Total Result	Status(Pass/Fail)
0.65*Internal Examiner	0.35* Advisor		

Session Chairperson Name: _____

Signature: _____ Date: _____.

Program Chair Holder Name: _____.

Signature: _____ Date: _____.

Faculty Dean Name: _____.

Signature: _____ Date: _____.

Grading Scale	≥ 65%	< 65%
	Pass	Fail

Faculty Stamp

Appendix 7: Thesis Progress Evaluation Form

BAHIRDAR UNIVERSITY

BAHIR DAR INSTITUTE OF TECHNOLOGY

SCHOOL OF GRADUATE STUDIES

[FACULTY]

THESIS PROGRESS EVALUATION FORM

Name of the Candidate's: _____ ID No. _____

Thesis title /MEngTopic: _____

Evaluation Parameters/Criteria of the Thesis:

No	Focusing Areas	Marking	Score
1	Data collection	15%	
2	Data Analysis	15%	
3	Preliminary result presented	10%	
4	The extent of specific objectives achieved	20%	
5	Work progress in comparison with the work plan	20%	
6	Way of presentation at defense (presentation skill, slide organization, time management, understanding the work)	10%	
7	Response to the questions raised during the defense	10%	
	total	100%	

Is there any plagiarism? _____

General Comments (*use extra sheet if required*): _____

Name of **Internal Examiner/ Advisor**/: _____.

Signature of **Internal Examiner/ Advisor**/: _____.

Grading Scale	$\geq 65\%$	$< 65\%$
	Pass	Fail

Appendix 8: Thesis Progress Evaluation summary sheet

BAHIRDAR UNIVERSITY

BAHIR DAR INSTITUTE OF TECHNOLOGY

SCHOOL OF GRADUATE STUDIES

[FACULTY]

THESIS PROGRESS EVALUATION SUMMARY SHEET

Name of the Candidate's: _____ ID No. _____

Name of the program: _____

Thesis title /MEngTopic: _____

Summary of Examiners result:

Examiners Result		Total Result	Status(Pass/Fail)
0.6*Internal Examiner	0.4*Advisor		

Session Chairperson Name: _____

Signature: _____ Date: _____.

Program Chair Holder Name: _____

Signature: _____ Date: _____.

Faculty Dean Name: _____

Signature: _____ Date: _____.

Grading Scale	≥ 65%	< 65%
	Pass	Fail

Faculty Stamp

Appendix 9: Thesis Evaluation Form

BAHIRDAR UNIVERSITY
BAHIR DAR INSTITUTE OF TECHNOLOGY
SCHOOL OF GRADUATE STUDIES
[FACULTY]
THESIS EVALUATION FORM

Name of the Candidate's: _____ ID No. _____

Thesis Title/MEng topic: _____

Evaluation Parameters/Criteria of the Thesis:

No	Parameters	Marking	Score
	Thesis Document Evaluation (75%)		
1	Abstract	5%	
2	Literature Review	10%	
3	Materials and Methods	15%	
4	Results and Discussion (Data Presentation and Interpretation)	25%	
5	Conclusions, Recommendations and Future Research	10%	
6	Logical Flow, Format, References, Citations and Overall Organization	10%	
Oral Presentation and Defense (25%)			
7	Way of presentation at defense (presentation skill, slide organization, time management, understanding the work)	10%	
8	Confidence in Subject Matter	5%	
9	Ability of Answering Questions and Breadth of Knowledge in the Field of Study	10%	
	Total	100%	

Is there any plagiarism? _____

General Comments (*use extra sheet if required*): _____

Name of Examiner _____ Academic rank _____

External Examiner **Internal Examiner** **Chairperson**

Signature of Examiner _____ Date _____

Grading	85% and above	75-84%	60-74%	50-59%	Below 50%
Scale	Excellent	Very Good	Good	Satisfactory	Fail

Appendix 10: Board of Examiners Final Decision Report Form

BAHIR DAR UNIVERSITY
BAHIR DAR INSTITUTE OF TECHNOLOGY
SCHOOL OF GRADUATE STUDIES
[FACULTY]

BOARD OF EXAMINERS FINAL DECISION REPORT

Name of the Candidate's: _____ ID No. _____

Name of the program: _____

Thesis /MEng Title: _____

Examiners Result			Total Result (100%)	Grade in Words
0.5*External Examiner	0.35*Internal Examiner	0.15*Chairperson		

Board of Examiners 'recommendation *

Board of Examiners Signature and Authorization

1. External Examiner (Name): _____ Sig. _____ Date: _____

2. Internal examiner (Name): _____ Sig. _____ Date _____

3. Chairperson (Name): _____ Sig _____ Date _____

Grading	85% and above	75-84%	60-74%	50-59%	Below 50%
Scale	Excellent	Very Good	Good	Satisfactory	Fail

For the use of Office only

Program Chair Holder Name _____ Sig _____ Date _____

Faculty Dean Name: _____ Sig _____ Date _____

Faculty Stamp

Board of Examiners' Recommendation

Based on the cumulative earned point (i.e. the sum of $(0.5 \times \text{External Examiner})$, $(0.35 \times \text{Internal Examiner})$ and $0.15 \times \text{Chairperson}$) and the associated rank, the Board of Examiners shall recommend one of the following recommendations to facilitate the FGC in deciding appropriate action.

- i) Thesis is recommended for the award of the Degree in its present form.
- ii) The thesis is accepted for the award after minor revision. The corrections shall be carried out to the satisfaction of the internal examiner.
- iii) The Degree be awarded subject to certain changes of substance in a specific element or elements of the thesis as recommended by the examiners. The changes shall normally be carried out to the satisfaction of both the internal examiner and external examiners. The changes should be carried out (specify the time and indicate below)

No earlier than _____

No later than _____

Note: The examiners should decide on the grade and delay its announcement until the student makes the modifications and the examiners prove the same.

- iv) The thesis as a whole is unacceptable on the grounds of unsatisfactory content, but the student is permitted to revise it taking into account the recommendations made by the examiners and resubmit it. The changes should be carried out (specify the time and indicate below)

No earlier than _____

No later than _____

Note: a) the examiners should not decide on the grade.

b) Thesis shall be defended again.

- v) The thesis is not acceptable because:
 - ii. The thesis has been found by the Board of Examiners not to have met the required standards.
 - iii. The work has been already used to confer a Degree from this or another university. No extra work has been done to expand the scope and depth of the subject.
 - iv. The work is judged as plagiarized by the Board of Examiners and the student shall be denied the Degree.
- vi) Any other reason (justify the reason other than i, ii, iii, iv, v)

Student name _____ Sign _____ Date _____

Please write one of the above Boards of Examiners' recommendation on the space provided on the front page under section "*Board of Examiners' Recommendation*".

Appendix 11: Advisor’s approval form
BAHIR DAR UNIVERSITY
BAHIR DAR INSTITUTE OF TECHNOLOGY
SCHOOL OF GRADUATE STUDIES
[FACULTY]

Approval of Thesis for defense

I hereby certify that I have supervised, read, and evaluated this thesis titled “ _____ ” prepared by _____ under my guidance. I recommend the thesis to be submitted for oral defense.

Advisor’s name

Signature

Date

Co-Advisor’s name

Signature

Date

Appendix 12: Thesis proposal approval sheet
BAHIR DAR UNIVERSITY
BAHIR DAR INSTITUTE OF TECHNOLOGY
SCHOOL OF GRADUATE STUDIES
[FACULTY]

THESIS PROPOSAL APPROVAL SHEET

Student:

Name	Signature	Date
------	-----------	------

The following graduate faculty members certify that this student has successfully presented the necessary written thesis proposal and oral presentation of this proposal for partial fulfillment of the thesis-option requirements for the Degree of Master of Science in **[Specialization]**.

Approved:

Advisor:

Name	Signature	Date
------	-----------	------

Chair Holder:

Name	Signature	Date
------	-----------	------

Faculty Dean:

Name	Signature	Date
------	-----------	------

Faculty Stamp

Appendix 13: Candidate's Declaration Form

Declaration

This is to certify that the thesis entitled “-----”, submitted in partial fulfillment of the requirements for the degree of Master of Science in **(Specialization)** under **(Faculty)** ,Bahir Dar Institute of Technology , is a record of original work carried out by me and has never been submitted to this or any other institution to get any other degree or certificates. The assistance and help I received during the course of this investigation have been duly acknowledged.

Name of the candidate

signature

Date

Appendix 14: Thesis comment form

Bahir Dar Institute of Technology

Thesis comment report form

Name of the candidate: _____

_____ date

Program: Masters

Thesis title: _____

Section/ Chapter	Comments given by External /Internal Examiners	Correction/comments given by the candidate
Abstract		
Table of Contents		
Introduction		
Literature review		
Methodology (Materials and Methods)		
Result and Discussion		
Conclusion and Recommendations		
Reference List		
Appendix		

Name of External /Internal Examiner

Signature

Date

Appendix 15: Request letter for proposal, progress and final thesis presentation

**Bahir Dar Institute of Technology
School of Graduate Studies
[Faculty]**

Request letter for proposal, progress and final thesis presentation

Note.

- ✚ The presentation date and time requested by a student is according to the calendar of SGS. In this case, the student will be notified within one week of receiving the request by the Advisor
- ✚ A student will be allowed to take a defense or research study presentation if he/she has completed a number of prior graduation requirements which include (1) **checking the similarity index of the thesis document** and (2) **preparing and submitting research article manuscript for publication to advisors, journals or conferences.**
- ✚ This form must be submitted by the student **4 weeks** before the presentation date to his /her advisor.
- ✚ Thesis corrections should be implemented by the student based on examination committee’s comments and recommendations.

Semester Academic year

Name of student.....Student ID

Degree: MSc MEng Program

Email.....Phone Number.....

Name of Advisor.....Academic rank.....

Thesis title:

I intend to take (select one from the given options)	Examination on	Time
<input type="checkbox"/> Thesis proposal defense/...../.....
<input type="checkbox"/> Thesis progress defense/...../.....
<input type="checkbox"/> Thesis defense/...../.....

Supporting documents for thesis defense (select one from the given options)

- Thesis proposal document
- Thesis progress report
- Thesis document

Checked by _____ date _____

Student’s signature

Advisor’s Signature