

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