

10 copies

**College of Social Work and Community Development
University of the Philippines-Diliman**

GUIDELINES FOR THESIS WRITING

MARCH 2009

Standard for Master's Thesis

The Master's thesis must:

- Embody an original and significant research work;
- Show the student's capacity to make critical evaluation of previous work done in his/her chosen research topic;
- Demonstrate his/her ability to use appropriate qualitative and/or quantitative research methods;
- Demonstrate his/her ability to present research findings in a clear, systematic and scholarly manner;
- Contribute to the current body of knowledge in Community Development, Social Work and/or Women and Development.

Rules related to enrollment of CD/SW/WD 300:

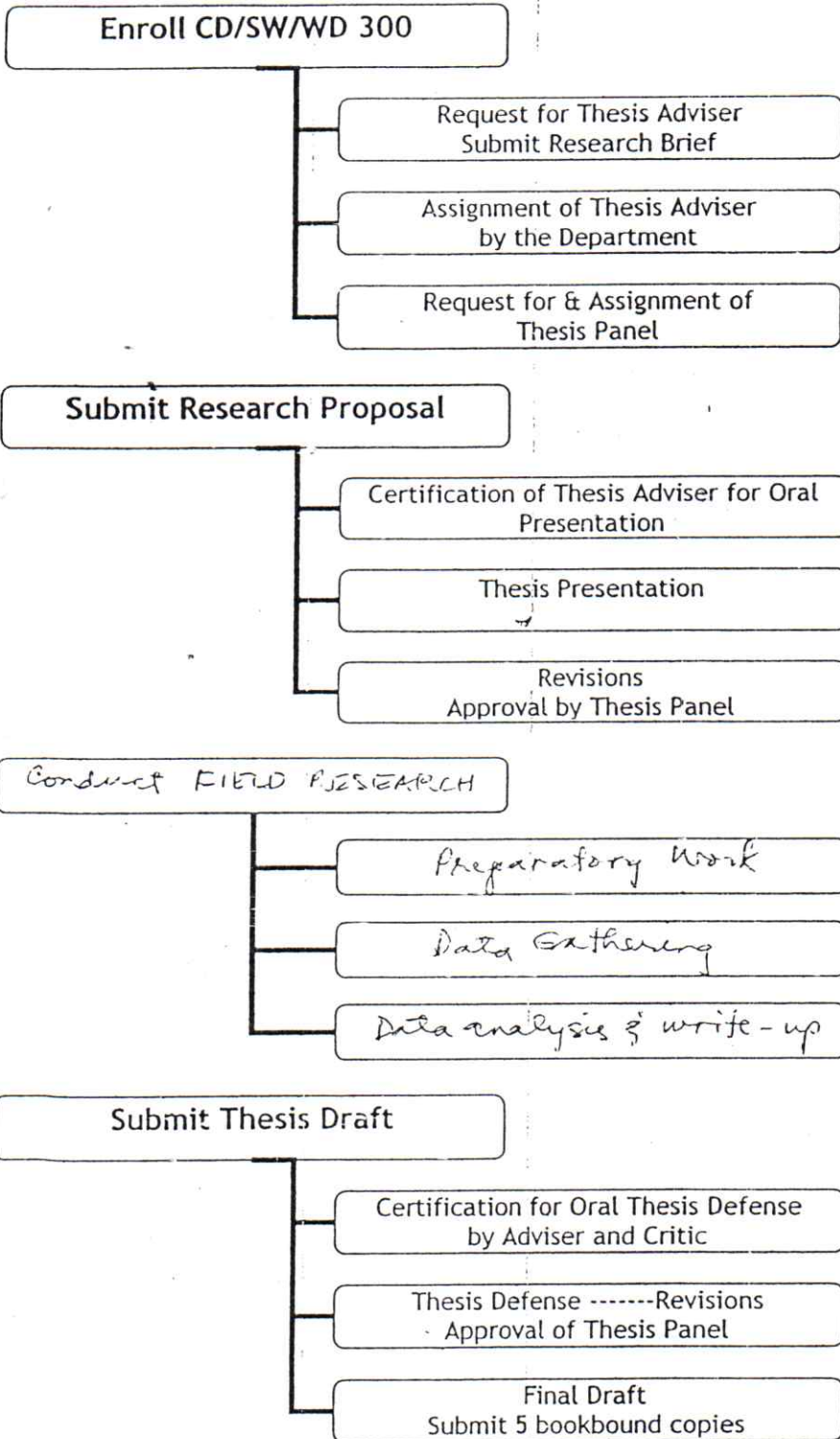
1. The student must complete all the required academic courses, including INCs before he/she can enroll in CD/SW/WD 300.
2. A student has to enroll a total of six (6) units of CD/SW/WD 300 to complete the unit requirements of the MCD/MSW/MAWD Plan A Thesis Program.
3. A student who originally opted for Plan B (compre exam) may shift to Plan A (thesis) provided that he/she has not taken the compre exam. A written request should be submitted by the student to the Chair and approved by appropriate bodies.
4. If the student cannot complete the thesis during the period enrolled in, he/she may register for residency for the succeeding semesters.
5. If the student fails to complete the thesis requirements within two years, he/she has to re-enroll in another six (6) units of CD/SW/WD 300.
6. The time limit for the completion of master's degree requirements is five (5) years. In exceptionally meritorious cases, appeal for extension beyond the regular period may be granted by appropriate bodies.

Thesis Adviser

- At the start of each semester, all students enrolled in CD/SW/WD 300 must fill up and submit the Request for Thesis Adviser form to the Department thru the SRO, containing three (3) suggested names for Thesis Adviser in the order of priority. Also included is the Research Brief that summarizes the proposed research problem, objectives and significance of the study (about 3 to 5 pages).
- The form is processed by the Department Chair in consultation with the Thesis Coordinating Committee (TCC) or other appropriate bodies.
- The Department Chair assigns a Thesis Adviser, upon the recommendation of the TCC/appropriate bodies, based on the research topic and the list of suggested names submitted by the student and the current load of the faculty. The Adviser must come from the unit where the student is enrolled. The student is notified regarding his/her thesis adviser.

Guidelines for Thesis Writing

Thesis Flow:



- The Thesis Adviser shall be responsible for:
 - Advising the student in the preparation of the thesis proposal;
 - Guiding and monitoring the progress of the thesis;
 - Reporting the status of the thesis to the Department; and
 - Endorsing the master's thesis for oral defense.
- In case the assigned adviser is unable to continue his/her functions, the student may submit to the Department Chair a written request for a new adviser containing the reason(s) for the request. The adviser may also request to be relieved of his/her duties for justifiable reasons, provided he/she continues to advise the student until such time that a replacement has been appointed.

Thesis Panel

- Upon consultation between the Adviser and the student, the adviser recommends to the Department Chair/TCC the possible members of the Thesis Panel.
- The Thesis Panel includes the Adviser, a Reader/Critic, and one to three other panel members. (The thesis panel can have 3 to 5 members.) All members of the panel must be at least master's degree holders, except in highly meritorious cases as approved by the Dean. Representatives from specific sectors or institutions related to the thesis focus can also be included in the thesis panel. A maximum of 2 out of 5 or 1 out of 3 panel members may come from an external organization.
- During the thesis proposal presentation and oral defense, the thesis panel is chaired by a panel member other than the Adviser and Reader/Critic.
- The functions of the Thesis Panel are: to approve the thesis proposal and to approve the completed thesis.
- The main function of the Reader/Critic is to evaluate and endorse the draft thesis for oral defense.

Oral Presentation of the Thesis Proposal

- After a series of consultations between the adviser and student, the draft thesis proposal shall be presented to the adviser. If the adviser finds the draft satisfactory, he/she signs the Certification for Thesis Proposal Presentation and requests for the Thesis Panel meeting.
- The adviser sends a copy of the thesis proposal to each panel member at least two weeks before the scheduled thesis presentation.
- During the thesis presentation, the panel has several options:
 - Conditionally approve the proposal with revisions,
 - Approve the proposal without revisions, or
 - Disapprove the proposal, and/or
 - Suggest other actions related to the thesis proposal.

- Upon approval of the proposal by the panel, the adviser formally communicates to the Department/TCC the results of the thesis proposal presentation.
- A copy of the approved final proposal shall be attached to the student's folder containing all the documents/forms related to the thesis.

Actual Research

Based on the approved proposal, the student conducts the research. The Adviser supervises and monitors the progress of the thesis through regular consultations with the student.

Thesis Defense

- Upon completion of the draft thesis, the adviser evaluates the draft if it is ready for the oral defense before submitting a copy to the Reader/Critic.
- If the thesis is deemed satisfactory by the Reader/Critic, he/she endorses the thesis for oral defense.
- The Master's defense must be held in the College, endorsed by the appropriate bodies, and authorized by the Dean. The oral defense is open to the public. The time and place of the oral defense shall be announced at least two weeks before the schedule.
- The thesis manuscript must be received by the panel members at least two weeks before the oral defense.
- All members of the Thesis Panel must be present during the oral defense. If any member of the panel is not available, the defense shall be re-scheduled. For justifiable reasons, however, a member of the panel can instead send his/her written comments before or immediately after the oral defense. The Chair of the panel shall integrate these comments to the panel decision.
- The Thesis Panel shall be chaired by one of its members other than the Adviser and Critic.
- The thesis defense is a public oral examination. Observers may be present from the start of the defense. They can be allowed to comment or ask questions related to the points raised by the panel only after the panel has signified that they have no other questions.
- The evaluation and rating of the student's thesis, however, shall be done by the panel in a closed-door meeting held immediately after the thesis defense.
- The decision of the panel, duly signed by all members, shall be submitted to the Department/TCC, including the specific suggestions for revisions of the thesis as presented.

Revisions

- Based on the suggestions made during the thesis defense, the student shall make the necessary changes under the close supervision of the adviser.
- The panel has two options:
 1. To have the adviser check and approve the said revisions and allow the student to proceed to submission of bound copies.
 2. Aside from the adviser, to have the critic/reader and any other member of the panel evaluate whether or not the student complied with the suggested revisions. If the Critic finds the revised draft satisfactory, he/she endorses the approval of the thesis.

Rating

- There shall be 3 possible ratings for the defense: PASS, PROVISIONAL PASS, or FAIL.
- “Pass” means that the student’s master’s thesis is approved.
- “Provisional Pass” means minor revisions shall be required. The thesis panel must agree on the recommended revisions, which shall be specified in writing and attached to the thesis approval form. A second rating sheet shall be signed only after the student incorporates the necessary revisions.
- “Fail” means substantial revisions are required by at least two (2) of five (5) panel members or one (1) of three (3) panel members. Any member who gives a “fail” rating must specify the reason(s) in writing, a copy of which shall be attached to the report of the panel.
- Any student who fails the thesis defense may submit himself/herself to a second Master’s defense within one academic year after the first defense. Failure to pass the second defense disqualifies the student from his/her current master’s program. Moreover, a “fail” rating in the second defense shall disqualify the student from being admitted into other master’s programs offered by the College.
- The result of the oral defense must be reported by the panel to the Dean, through channels, within the first working day after the examination.

Final Copy of the Thesis

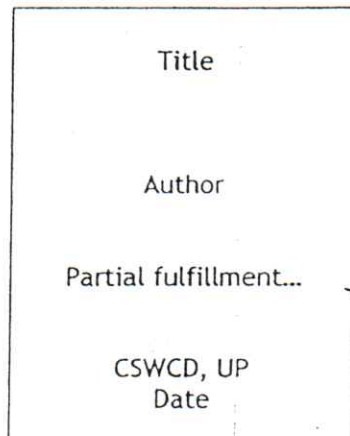
- The student must submit five (5) bookbound copies of the approved thesis within the required period.
- The thesis must follow the prescribed format and outline. Citations/References must use the APA format (author, date). Main text must use Arial or Times Roman font 12, double space.
- The chapter titles and content may vary depending on the research scope and results. The sequence, however, must approximate the suggested outline described in Attachment 1.

Presentation of Thesis Findings

- After the student has complied with the thesis requirements, he/she summarizes the major research results for wider dissemination.
- The student can present the thesis results in the Research Forum conducted by CSWCD and/or other institutions.
- The student can also submit a research article based on his/her thesis to the CSWCD Journal.

Attachment 1: Thesis Outline

Title page



Acceptance Page signed by Dean and Adviser
Endorsement letter by Adviser (recommending approval)
Thesis Approval Sheet signed by Thesis Panel
Curriculum Vitae of student
Acknowledgement page
Dedication (optional)
Abstract (1 or 2 pages: research problem, objectives, methodology & findings)
Table of Contents

Chapter 1. Background of the study
Statement of the problem
Research objectives

Chapter 2: Review of Literature & Conceptual Framework

Chapter 3: Research Methodology

Chapter 4: Presentation of Data

Chapter 5: Analysis of Findings

Chapter 6: Conclusions and Recommendations

References
Appendices
Photos (if any)

Attachment 2: Forms related to the Thesis Program:

1. Request for Thesis Adviser
2. Request for Thesis Panel
3. Certification for Thesis Proposal Presentation
4. Thesis Proposal Approval Sheet
5. Certification for Thesis Defense
6. Thesis Approval Sheet
7. Acceptance Sheet of revised draft

Sources:

UP Faculty Manual 2003

Thesis Program, CSWCD handout 1995

Discussions of the Thesis Committee, 2008

(Dr. Lyra del Castillo, Dr. Judy Taguiwalo & Dr. Tess Tungpalan)

Comments from the faculty, 2008