



Thesis writing steps
Master of Business Administration
Faculty of Business Administration

There are 4 STEPS for your thesis journey:

Step 1: Thesis Topic Submission

Step 2: Thesis Advisor's Meeting

Step 3: Thesis Proposal Hearing

Step 4: Thesis Defense

Step 1: Thesis Topic Submission

- 1) Develop your thesis topic and form the committee members with your advisor, using the form Thesis Proposal Form (MBF2413A).
- 2) Submit the Thesis Proposal Form (MBF2413A) together with the request for "Thesis Committee Approval (MBF2415)" and "Thesis Sategs (MBF2413B)"
Every form MUST be signed by the thesis advisor before submission
- 3) Students cannot register for the rest of credits for thesis, unless the proposal is approved, and committee members are assigned officially.
- 4) Students must check and confirm thesis committee members' qualification. See the following regulations.
 - All committee members, including advisor, must be either...

Doctoral degree holders or equivalence (Honorary Doctoral degree is NOT accepted)	Those who hold the academic position of Associate Professor or above in the same field or related field of study as the thesis + Having research experience in the field. (Research done to accomplish person's academic degree is NOT accepted)
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- Advisor MUST be a permanent faculty member of the program
- External committee member's profile must be submitted together with the thesis topic proposal

- Master's thesis committee includes
 - (1) Chairperson (Advisor cannot be chairperson of the committee)
 - (2) Advisor
 - (3) External member
 - (4) Other member (optional/ Not more than 2 persons)

Step 2: Thesis Advisor's Meeting

- 1) Meet your thesis advisor on a regular basis to update him/her regarding your thesis progress.
- 2) Keep record of your meeting using designate form (MBF2419)
- 3) Submit the report before your proposal hearing.

Step 3: Thesis Proposal Hearing & Step 4: Thesis Defense (Repeated)

2 weeks before the date

- 4) Coordinate with your committee members to get the date and time for your proposal hearing.
- 5) Submit the paper to the committee members for review.
- 6) File the request form (see below) at the school office. The school will issue the official invitation letters for committee members.
- 7) Make a poster about your thesis to call for public hearing
(Only for the results defense).
- 8) The university will arrange the room, electronic equipment and result report document

On the hearing/defense date

- 9) Prepare presentation slides for 30-minute presentation.
- 10) Provide presentation handouts for the committee members.
- 11) Prepare coffee break for the committee members.
- 12) Check all of the presentation equipment (highly recommended)