

Thesis Work Policy and Guidelines for the Students' of DIU 2019

1. Purpose of the policy and summary of issues it addresses

This policy sets out the principles underpinning the administration, examination and management of theses as a research component.

2. Name of the Policy

This is the 'Thesis Work Policy and Guidelines for the Students' of DIU 2019'.

3. Definitions

Policy	A set of ideas or a plan of what to do in particular situations that has been agreed to officially by a group of people, a business organization, a government, or a political party
Thesis	A dissertation on a particular subject in which one has done original research, as the one presented by a candidate for a degree
Project	Project is defined as a specific, finite activity that produces an observable and measurable result under certain pre-set requirements
Committee	A small group of people to consider, investigate, take action on or report on some matter or make decisions or collect information for it

4. Forms of Theses

Initial Classification	Revision/Resubmit	Revision/Resubmit Completed within specified time frame	Final Classification recorded
Passed (correction or amendment not required)	Not Applicable	Not Applicable	Passed
Passed (subject to revision)	Revision must be completed within one month of the date of notification of classification	Yes	Passed
Resubmit	Resubmitted within agreed time frame	Yes	Passed
Failed	Not Applicable	Not Applicable	

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* If a thesis is classified as "Resubmit", the committee concerned must

- (a) notify the student of the additional work required before it may be resubmitted, and
- (b) set a time limit for its resubmission

4.1 Research thesis, which may consist partly or wholly of published work, must demonstrate a sound knowledge of the subject matter and independence of thought.

4.2 A thesis undertaken in a professional doctorate course:

- a) must be written in English (unless the faculty has approved otherwise);
- b) must consist of up to 50000 words (including footnotes, references and appendices)
- c) may be concerned with the application and development of theory but not necessarily its generation;
- d) relates to the relevant industry or profession; and
- e) presented in the form specified in the rules for the relevant course, must:
 - i. make a sound, rigorous and original contribution to research;
 - ii. demonstrate the student's comprehensive understanding of the relevant literature;
 - iii. demonstrate the student's ability to use appropriate methodologies and techniques;
 - iv. demonstrate the student's ability to communicate the research and findings in a professional manner; and
 - v. question, analyze, critique and develop the profession and its practices.
 - vi. follow the American Psychological Association (APA) style or Harvard referencing style or AMA Manual of Style or IEEE style. But, the student must follow the single approach, in consultation with his/her supervisor.

5. Supervisors and supervision

5.1 A supervisor must act in accordance with this policy

5.1.1 A student enrolled to do thesis may in some cases adopt a research proposal already formulated within the department. In other cases, the student works under the guidance of an academic staff member (a potential supervisor) to develop a research proposal. If the student is doing course work preparatory to the thesis, a tentative research plan may be developed during the time the coursework is being completed. Normally a provisional research proposal would be submitted to the department thesis committee, for consideration, discussion and feedback.

5.1.2 The final form of the research proposal should be presented in sufficient detail for the potential Supervisor and Head of the Department (hereinafter referred to as HOD) to be able to comment on its suitability for Master's thesis work and the availability of resources to support the research work. It should include a realistic planned timetable including deadlines, a list of objectives, resources required (including technical assistance), and the description of methods to be used. It should

provide details of any special supervisory arrangements (for example, provision of alternative supervision in the case of the Supervisor taking study leave). There should be statements about who has been consulted about the project, including general staff whose assistance may be required in the course of the work.

- 5.1.3 Once the proposal has been approved within the department, it must be submitted to the appropriate Office for registration and approval by the Faculty Dean. This must be done within two months from the date of enrolment for thesis work for full-time students, or four months for part-time students and full time students enrolled concurrently for thesis and coursework. The proposal must be accompanied by the standard, available from the department.

6. Reports on Progress

6.1 Students undertaking thesis work must submit written progress reports to the HOD, through the Supervisor, every month (although the HOD can require more frequent reporting), after the date of registration of the research proposal. Candidates will be advised of specific faculty requirements and location of relevant forms.

6.2 The candidate's report should give (i) a summary of progress to date; (ii) an outline of the proposed programme for the next one month; and (iii) an outline of any difficulties experienced whether in respect of supervision, resources, or otherwise.

6.3 The HOD will submit the candidate's report, together with a report on the candidate's progress from the Senior Supervisor, to the Faculty Dean. The student must see the supervisor comments, shall sign the report and may add comments.

6.4 If the report is deemed unsatisfactory, or if progress is reportedly unsatisfactory, or if there is a dispute between student and any member of the supervisory team, the Faculty Dean, in consultation with the HOD and Supervisor, if appropriate, will take suitable action. This may include discussing with the HOD/S and/or the Supervisor ways in which progress may be improved, it may include the issuing of a formal warning to the student if progress is unsatisfactory, and, in the case of a dispute, it may include an attempt at resolution of the dispute.

7. Supervisors' Responsibilities

The primary responsibility of supervisors is to assist candidates to complete the research within the agreed time frame. This includes taking reasonable steps, consistent with the available resources, to:

- a) provide a framework within which the academic work can take place;
- b) provide academic guidance;
- c) provide appropriate and timely feedback;

- d) assess progress and monitor the pre-defense task;
- e) facilitate administrative compliance;
- f) act as a guide to University facilities;
- g) guide the candidate to identify other relevant expertise to progress the research;

8. Students' Responsibilities

Students' responsibilities completing a thesis programme requires progressive development of skills, competence and confidence. Students must take responsibility for independently pursuing their studies with the guidance of their supervisor in a manner which develops their own intellectual independence. This includes taking reasonable steps, consistent with the available resources, to:

- a) plan and actively pursue the research;
- b) identify and deal with any research-related problems;
- c) comply with administrative requirements;
- d) meet ethical guidelines;

9. Submission of thesis

9.1 When thesis writing has been completed, the student must submit an electronic (PDF) version of the thesis to the DIU Central Library for checking Plagiarism. *Note:* A student may request to submit a hard-copy of the thesis for examination rather than a PDF version if the format of the thesis requires such.

9.2 The student need to complete pre-defense stage, where 50% works need to be completed (checked with plagiarism software, by the Library).

9.3 Students should ensure that sufficient extra copies of the thesis are prepared to provide for those that might be required by the department, and any sponsor of the work.

9.4 The thesis will not be sent out for examination until the candidate has obtained all clearance form from relevant offices.

9.5 Once the award of the degree has been recommended, it is the student's responsibility to lodge an electronic copy of the final version of the thesis with the University Library. A candidate is unable to graduate until the thesis has been lodged in the University Library.

10. Intellectual property and confidentiality

This section will cover the areas of works under 'DIU IP Policy 2018'.

11. Dispute

11.1 All supervisors will normally have a research interest and/or methodological expertise relevant to the proposed research of the candidate.

11.2 For good reason, which may include the existence of a dispute between the students and a member of the supervisory team, the Faculty Dean will take the decision or the Faculty Dean may also take the matter to the Vice Chancellor of the university.