

## **CRCS GENERAL GUIDELINES FOR THESIS SUPERVISION**

(NOT TO BE UNDERSTOOD AS A STRICT GUIDELINE)

### **The assigned advisor(s) supervises students to:**

1. Formulate their research proposals, which include:
  - a. Statement of problem, and significance and objective of research
  - b. Research questions
  - c. Literature review
  - d. Theoretical framework
  - e. Research methods
  - f. Thesis structure
2. Conduct their research
3. Write and complete their theses
4. Approve their thesis drafts for examination

### **Thesis drafts to approve for examination would include at least:**

1. Introduction (Chapter 1) which includes (not copy-paste of proposals):
  - a. Statement of problem, and significance and objective of research
  - b. Research questions
  - c. Literature review
  - d. Theoretical framework
  - e. Research methods
  - f. Thesis structure
2. Discussion of research questions: if a thesis has three research questions, discussions would be composed of three chapters: the 1<sup>st</sup> research question is discussed in the second chapter, and so forth.
3. Conclusion (chapter 5), which consists of two parts: 1) summaries each chapter [short answers of the research questions], and 2) reflection: lesson learned from the research.

### **Timeline for Advising**

1. Thesis proposal (3<sup>rd</sup> semester: August-October)
  - a. Thesis advisory Appointment (SK) by the Dean of Graduate School
  - b. Consultation for proposal writing
  - c. Approval for thesis proposal seminars (the thesis proposal seminar is scheduled in October).
  - d. Thesis proposal approval
2. Thesis research and writing (3<sup>rd</sup> and 4<sup>th</sup> semester October-May, or earlier)
  - a. CRCS will provide students with a letter of research after the thesis proposal approval by thesis advisors.
  - b. Advisors will hold thesis research consultation (advising) for a minimum of five (5) times, or once a month, with “form monitoring” provided by CRCS.
  - c. CRCS will monitor students’ thesis research progress by facilitating them to update their progress every month through Google Classroom beginning on the first month of field work.
  - d. Advisors will approve students’ thesis drafts for examination. Advisors will also be responsible for students’ success in their thesis examination.
3. Thesis examination (by the end of 4<sup>th</sup> semester)
  - a. With the approval of their advisors, students will register for thesis examination.

- b. Students and advisors may propose names for examiners to CRCS, but CRCS will make the final decision to assign a team of examiners.
- c. The assigned team will consist of three to four examiners, whose expertise are relevant to a given thesis topic. They include:
  - i. The first and second supervisor(s).
  - ii. Two examiners who may be CRCS faculty members, UGM lecturers, or qualified examiners from other universities (usually with a Ph.D except in cases where certain expertise is needed, where an examiner may have an MA degree).
- d. The thesis examination is open to public. If requested by the advisor(s), closed exams may be held.
- e. The assessment of the thesis is based on the following:
  - i. Originality of research ideas
  - ii. Accuracy in applying research methods
  - iii. Depth of discussion and/or clarity of analysis
  - iv. Coherence and concision in writing
  - v. Compliance to ethical standards of academic/scientific writing
  - vi. Accuracy of grammar and proofreading
  - vii. Literature review
- f. The assessment of the oral thesis examination is based on the following:
  - i. Fluency of expression
  - ii. Mastery of thesis material
  - iii. Agility in argumentation
  - iv. Ethics displayed during thesis defense

### Thesis grading

1. The thesis will be graded according to the university grading system (A, A-, A/B, B+, and so forth). Students who receive a C or D as their thesis mark may request another examination, with B as the highest grade they could receive.

No	<i>Numeric</i>	<i>Grade in alphabet</i>	GPA/IPK grade
1	$\geq 85$	A	4
2	80 - 84	A-	3,75
3	76 - 79	A/B	3,5
4	71 - 75	B+	3,25
5	66 - 70	B	3
6	61 - 65	B-	2,75
7	56 - 60	B/C	2,5
8	50 - 55	C	2
9	$\leq 49$	D	1
10		E	0

2. When agreed by the examination committee, the grade may be disclosed to the candidate. In cases where revisions are required, the final mark will be given after revisions are completed by the student.

3. The amount of time for revisions is two months from the date of the exam. The period may be extended under specific circumstances with the approval of the head of program and/or the Academic Coordinator. Any student who fails to submit revisions to his/her examiners within the revision period will be required to have another examination. All expenses related to the second exam are the responsibility of the student.