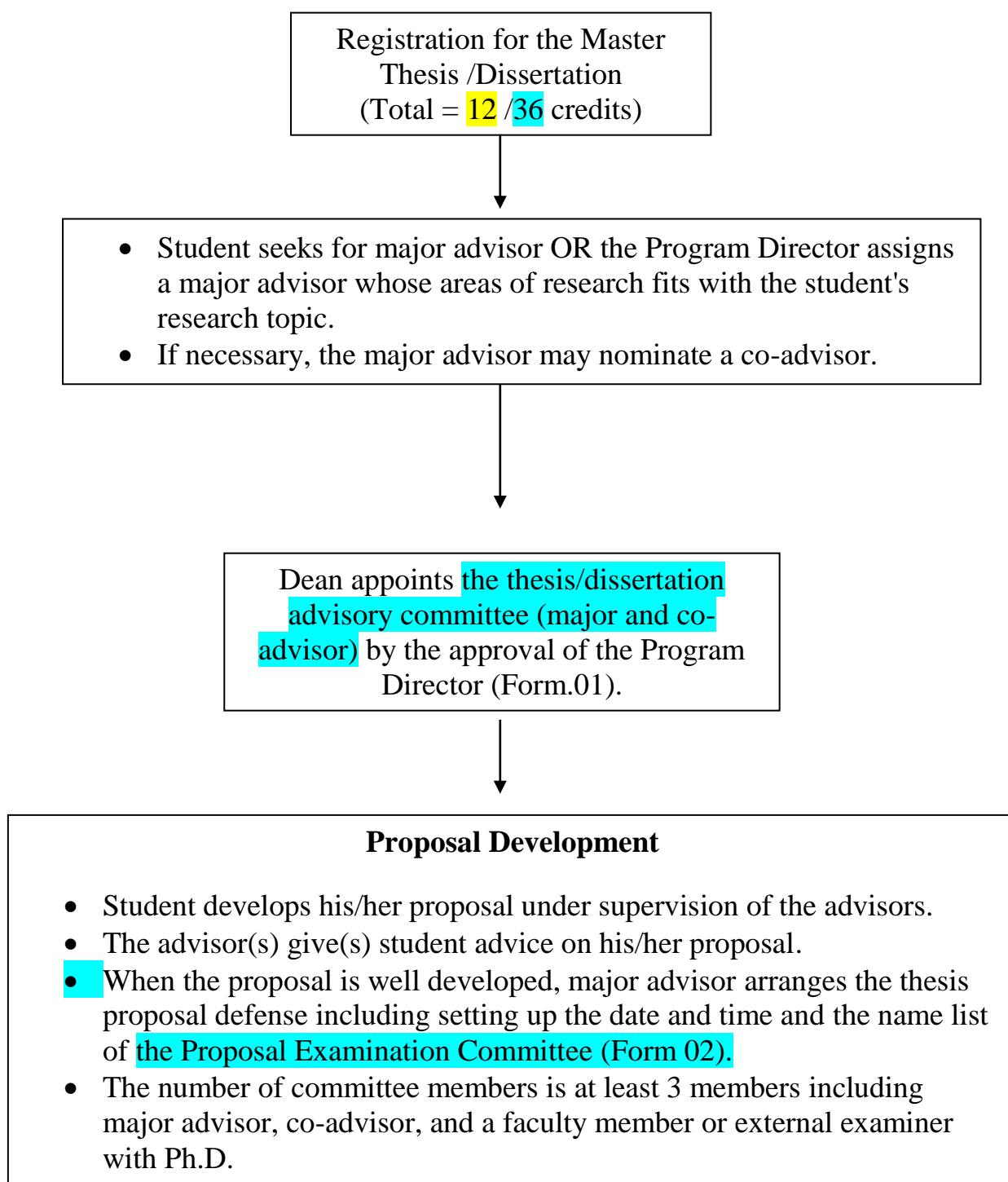


Steps of Master Thesis/Dissertation



Proposal Defense

- Student submits 3 copies of the thesis proposal and Form 02 to the graduate office *within 10 working days* before examination date.
 - Student takes the proposal defense on the date specified in the Form 02 (Close/Open session).
- The Proposal Examination Committee evaluates the proposal and approves the thesis title and contents.



Submitting Thesis/Dissertation Proposal

- The chair committee of the Proposal Examination (major advisor) reports the thesis proposal examination evaluation to the Director of the Program and the Dean.
- Student has to revise the proposal according to recommendations of the committee and submit the revised proposal paper (4 copies) to the graduate office *within 30 days* after examination date.



Preparing for IRB Process

- Student prepares or develops the research instruments (intervention, questionnaires or other tools) and obtains the validity of the research instrument (if needed).
- Student whose research thesis involves human subjects must submit research project to the Ethic Review Committee of Faculty of Nursing before the beginning of conducting research (*IRB Form*).

Conducting Research

- Student conducts research and contacts major advisor in person or other ways.
- Student who needs letters for any research process such as requesting for expert (s) to assess a research instrument validity, asking permission to collect research data for reliability testing or actual data collection should submit the request to the graduate office.
- Any minor changes in the thesis proposal and the advisory committee can be done by submitting the request to the major advisor, Program Director and Dean.



Preparing for Oral Defense of Master Thesis

- Student who is qualified to take the oral defense examination must:
 - Spend **no less than 90 days** (including holidays) doing the thesis starting from the day of the proposal examination.
 - Pass every course according to the criteria of the curriculum and obtain no lower than a 3.00 GPA.
 - Pass the English language or Foreign language proficiency requirement as set by Burapha University.
 - Be approved by the Advisory Committee.
- Student submit the thesis paper to the Defense Examination Committee for reading at least **15 days** before the examination date.
- The major advisor will determine the examination date and the Director of Program nominates external committee to Dean for approval and appointment (Form.07).
- The Thesis Defense Examination Committee consists of at least 4 committee members:
 - (1) An external examiner as the Chair Committee
 - (2) major advisor
 - (3) co-advisor
 - and (4) a representative of graduate studies (a faculty member holding Ph.D. degree or have at least an academic title of no less than an associate professor).
- Graduate office confirms the requirements for taking thesis oral defense and Dean appoints the Defense Examination Committee.

Oral Defense

Student takes the Oral Defense on the date specified in the Form.07.

(Open session).

- The committee will assess the student's caliber in conducting research for his/her thesis, knowledge of the research content, presentation ability in speaking and writing as well as intelligence in answering questions.
- Chair of the committee must finalized the exam result of the oral thesis defense (PASSED = "S", Satisfactory, PASSED WITH CONDITIONS = "I", OR NOT PASSED = "U", Unsatisfactory).
- The major advisor shall submit that result of the thesis defense exam to the Program Director and the Dean within 15 working days after examination date (Form.07).



Results of Oral Defense



PASSED WITH CONDITIONS

- Student will receive grade "I".
- Student must revise thesis paper as specified by Thesis Defense Examination Committee and submit the revised thesis paper to the committee. The period for revising thesis must not exceed 90 days (including holidays).
- Request for extension the dates for submitting the revised paper can be done by the approval of thesis major advisor, Program director, and Dean.
- If the conditions cannot be met on time, a FAILED grade (U) will be assigned. Student has to restart (registration for thesis) and repeat all steps of the thesis process with a new topic.



NOT PASSED

- Student will receive grade "U".
- Student has to restart (registration for thesis) and repeat all steps of the thesis process with a new topic.



PASSED

- Student will receive grade "S".
- Student must submit the revised complete thesis paper (1 copy) and abstract (Form) to graduate office within 30 days after the defense date for checking format.
- Student revises thesis paper and the abstract as recommended.
- Student submit the checked thesis paper (5 hard copies plus CD in word file) and the checked abstract together with Approval Page to the Dean to sign within 50 days after the checking format.



The process of preparing for submitting all requirements for graduation.

- Student must submit the evidence for Thesis Publishing for Graduation.

1. Published documents or letter of acceptance from referred journal.

OR

2. Present thesis in academic conference which has proceedings (published full paper).



Graduate office submits the Thesis/Dissertation grade with the checked abstract and the request for student's graduation to the registration office of the University.



The Board Committee of Faculty of Nursing gives consideration regarding referrals to the Burapha University Council for authorization of degree



Student is awarded the degree and then she/he can get certificate of Graduation and Final Transcript.