



UPDATED GUIDELINES FOR THESIS AND DISSERTATION WRITING

A. TO THE GRADUATE STUDENT

A thesis or a dissertation is the product of substantial effort. Its content and style will reflect on you, the Faculty Adviser, and the Graduate School. By adhering to the generally accepted standards in thesis or dissertation writing, you will be presenting your work with quality and excellence acceptable nationally and globally.

B. NATURE OF THESIS AND DISSERTATION

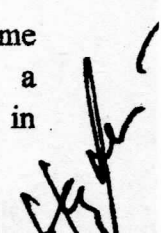
1. A thesis or a dissertation is a proposition that a candidate has to defend orally before a Panel of Examiners.
2. Both may use the same research methods, tool and design.
3. A dissertation is more prestigious and superior than a thesis due to the originality of its objective, extent of research and wider area of coverage.
4. A dissertation delves into a more in-depth study rather than on assessment or evaluation of limited study areas.
5. A thesis is considered less original since no new theory is offered. It is only:
 - a. theory verifying and may show how a theoretical framework is effective in a particular problem area and simply evaluates, estimates and assesses a particular issue;
 - b. thus, by its very nature, at the end of the study, the candidate recommends further research studies for future dissertation research.

C. PROCEDURE

1. Thesis and Dissertation Proposal

- a. The Student Candidate shall submit in writing to the Dean, Graduate School of Business, thesis or dissertation proposal using GSB template for writing proposal (Form GSB T/D-P-01) with appropriate title during the School term he/she is enrolled.
- b. A Dissertation Committee of five members or a Thesis Committee of three members appointed by the Dean, shall evaluate and submit a recommendation to the Dean on the acceptance of the proposal for study.
- c. The Dean shall notify in writing the Student Candidate regarding the approval of his/her proposal.

2. Appointment of Adviser

- a. The Student-Candidate shall choose and submit to the Dean the name of his/her recommended Adviser, who must be a holder of a DOCTOR IN BUSINESS ADMINISTRATION (DBA) or Ph.D in Commerce degree.
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- b. However, by way of exception, a faculty member holding doctorate degree in other business related field may be chosen as Adviser depending upon the thrust of the dissertation/thesis.
- c. If the adviser chosen by the Student-Candidate is acceptable, the Dean shall issue corresponding appointment for him/her.

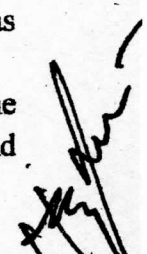
3. Writing the Dissertation – A Reminder

- a. The dissertation, being a scholarly work, shall be done by the student candidate himself/herself.
- b. Much can be done by the Adviser by way of guidance and recommendation to make the study a scholarly work. However, the Student-Candidate shall not allow the adviser to work on the dissertation for him/her.

4. Writing Chapters I, II, and III

- a. The standard GSB, PSBA format shall be used in writing Chapters, I, II and III.
- b. Each student should present a preliminary version of his work in a dissertation/thesis seminar or Graduate School Research Colloquium offered/arranged by the GSB during the School term he/she is enrolled before its submission to the Dean.
- c. Upon completion of the first three chapters, the Student-Candidate submit seven (7) copies in case of dissertation or five (5) copies in case of thesis, unbound to the Dean together with a favorable recommendation of the Adviser and the readiness of the Student-Candidate for Pre-Oral Defense after three (3) weeks of the date of submission.

5. Pre-Oral Defense

- a. The Chairman and members of the Panel should be chosen on the basis of their expertise and the area of specialization by the Dean.
 - b. The date of Pre-Oral Defense should be set by the GSB office after confirmation of the availability of the Chairman, Adviser and members of the Panel during the School term the Candidate is enrolled.
 - c. For dissertation five (5) Panel Members appointed by the Dean shall be given one (1) copy each of Chapters I, II and III for review at least one week before the date set for Pre-Oral Defense.
 - d. For thesis three (3) Panel Members appointed by the Dean shall be given one (1) copy each of Chapters I, II and III for review at least one week before the date set for Pre-Oral Defense.
 - e. Two of Panel/Members may come from outside the college/institution concerned and must be scholarly authority in the area of student's dissertation or thesis.
 - f. One of the Panel Members shall be appointed by the Dean as Chairman of the Panel for dissertation or thesis.
 - g. During the oral defense the Dean/Associate Dean shall introduce the members of the panel. The adviser shall introduce the candidate and
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gives brief details of the prior degrees, experience and other relevant information about the candidate.

- h. The adviser shall be present during the Pre-Oral Defense to enable to assist the Student-Candidate in incorporating the first three chapters the recommendation of the Panel of Examiners.
- i. During the defense, all members of the dissertation or thesis panel must be present and render a judgment on the candidate's performance. Should any member of the panel be unable to attend, the absent member is required to write a detailed letter containing all comments and questions that would normally be raised at the defense. The chairman of the panel will provide the detailed letter containing all comments and questions to candidate to incorporate in his first three chapters.
- j. All the comments and questions raised by the panel of Examiners during Pre-Oral defense should be submitted in writing to the Dean Form GSB T/D-CQ-02) within two weeks after Pre-Oral Defense.

6. Final Oral Defense

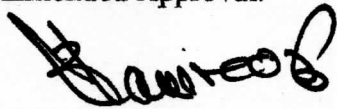
- a. Upon completion of the five chapters, the Student-Candidate shall submit seven (7) copies in case of dissertation or five (5) copies in case of thesis, unbound to the Dean together with adviser's favorable recommendation in writing on the readiness of the Student Candidate for the Final Oral Defense after three weeks of submission. The Adviser shall certify that all recommendations of the Panel of Examiners during the Pre-Oral Defense have been incorporated in thesis/dissertation (Form GSB T/D-CQ-03).
- b. The date of Final Oral Defense should be set by the GSB office after confirmation of the availability of Chairman, Adviser and members of the Panel during the School term the Student Candidate is enrolled.
- c. Recommendations by the Panel of the Examiners in the Final Oral Defense covering the entire thesis/dissertation (Chapters I to V) shall be incorporated in the final thesis/dissertation.
- d. During the defense, all members of the thesis or dissertation panel must be present and must render judgment on the candidate's performance. Should any member of the panel be unable to attend, the absent member is required to write a detailed letter containing all comments and questions that would normally be raised at the defense. The chairman of the panel will present these questions, rule on candidate's response, and sign the grading sheet in the absence of panel member's name.
- e. The final rating should be announced by the Dean/Associate Dean immediately after the Final Oral Defense
- f. All the comments and questions raised by the panel of Examiners during Final Oral Defense should be submitted in writing to the Dean (Form GSB T/D-CQ-02) within one week after Final Oral Defense.

7. Revised Thesis and Dissertation After Oral Defense

- a. The adviser shall certify in writing, that all revisions recommended by the Panel of Examiners during the Final Oral Defense have been duly incorporated in the final copies of the dissertation (Form GSB T/D-CQ-03).

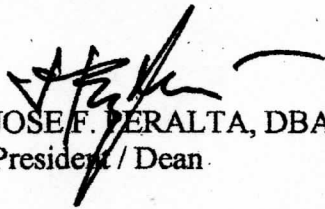
- b. Six (6) copies and one (1) electronic copy of the final dissertation duly signed by all the five (5) members of the Panel Examiners, shall be submitted to the Dean for signature and eventual submission to the Commission on Higher Education (CHED) for issuance of Special Order (S.O.) for graduation.
- c. Six (6) copies and one (1) electronic copy of the final thesis, duly signed by all the three (3) members of the Panel Examiners, shall be submitted to the Dean for signature and eventual submission to the Commission on Higher Education (CHED) for issuance of Special Order (S.O.) for graduation.
- d. Distribution of copies of the dissertation/thesis to concerned offices/parties shall be undertaken by the Graduate School Office.

Recommended Approval:



TABASSAM RAZA, DBA, P.E.
Associate Dean
Graduate School of Business

APPROVED:



JOSE F. PERALTA, DBA, CPA
President / Dean

For implementation, effective Second Semester, 2015-2016.