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School of Graduate Studies (SGS)



Procedures and Road Map *for* Master's Thesis Defense 2017/18

(Eth. Academic Year 2010)

May 2018

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Procedures and Road Map for Master's Thesis Defense

(Eth. Academic Year 2010)

1. Introduction

According to the academic calendar of the Ethiopian Academic Year 2010 (2017/18) open thesis defense is scheduled for June 20-22/2018. Last date of thesis submission is scheduled for the 8th of June 2018. The Senate Legislation and the Policy Guideline for Graduate Research, there are some procedures to follow.

1. Advisers have to confirm whether the thesis is ready for defense (**SGS-MT: Form 001**)
2. Advisers have to recommend to the programme department the names of examiners in form **SGS-MT: Form 002**
3. Advisers have the responsibility to confirm that the necessary improvements have been incorporated after the defense by signing the approval form compiled in the thesis
4. For those theses where the examining board rate them with "major modification" or "satisfactory", the chairperson of the examining board has to sign approving the incorporation of the comments after vetted and also signed by the advisor in the final copy.

The following guidelines refer to the Senate Legislation of the ECSU and the Policy Guideline for Graduate Research September 2017 (endorsed by the Graduate Council of the University since May 2018).

2. Thesis submission for defense

Thesis submission for defense has to be conferred with advisor. This is made by filling the form SGS-MT Form 001. The form is attached.

3. Appointing examiners

The Board of examiners for master's thesis defense includes

One external examiner (outside the university unless and otherwise decided by the University Graduate Council)

One Internal examiner

Chairperson (it is recommendable that head of the academic unit to serve as chairperson. This is to avoid marking discrepancies due to bias by examiners and maintain fair evaluation across all students of a program.)

The academic unit Graduate committee (The SGC/IGC/DGC) in consultation with the advisor, the department head and graduate program coordinator shall select external examiner and recommend members of the examining board. The name of members of the examining board has to be sent to CGC/SGS for approval by filling the form SGS-MT: Form 002. The form is attached. The program seeking the appointment of an external examiner should submit to the CGC/SGS the CV of the external examiner which indicates the biographical data, including academic achievements, publications and experience.

Recommendation for examiners should be made with a view to ensuring that the examination process is rigorous, fair, impartial and timely. In approving the nomination of an external examiner, the CGC/SGS shall ascertain the following:

- Only persons of seniority and experience who are able to command authority are appointed and in all cases must have an academic rank of at least assistant professor (or equivalent) for masters and associate professor (or equivalent) for PhD (exceptions have to be decided by the University Graduate Council).
- An external examiner in general must be external to the University. Former staff members can be invited to become external examiners unless the termination of service was due to discipline problem.

The independence of examiners is critical to the quality of the examination process. All examiners should:

1. Be expert in the topic and/or methodology of the thesis and be sufficiently experienced to evaluate whether or not the thesis fulfills the requirements for the masters degree
2. Be research active
3. Must not be involved in the supervision of the candidate in any way be it in supervising, co-supervising or advising or involved in any research collaboration with the candidate
4. The candidate examiner has to declare any conflict of interest in examining the specific thesis and decline to accept the invitation.

Following the approval by CGC/SGS appointment of the examining board members will be made by the head of the academic unit.

4. Number of theses per examiner

According to the Policy Guideline for Graduate Research (SGS) one external examiner should not be assigned per program for more than three theses at any one time. Considering the large number of masters' theses we have to examine (more than 1200) we accordingly need to look for large number of external examiners. The University Graduate council in its meeting held on 7th May 2018 has adopted a norm of 7 theses for 10 reading and marking days and 10 theses for 15 reading and

marking days. However such number of theses might not be necessarily from the same program.

5. Quality criteria for master thesis

1. Maintain the highest degree of intellectual honesty in the design, conduct, data analysis, reporting of research findings and in acknowledging significant direct and indirect contributions by other scholars
2. Use of empirical data
3. Attachment to theory/concept: comprehensive theoretical section relevant to the research topic, with excellent source triangulation.
4. Be able to relate her or his work to the relevant scientific and technical/ industrially/ architectonic contexts, **(a thesis which is mainly an inventory of data doesn't deserve to be a master's thesis)**
5. Create, analyse and critically evaluate different technical/architectonic solutions
6. Apply basic statistical and informatics techniques
7. The results are presented in a comprehensive and diverse manner and are seamlessly connected to the theoretical background and research goals.

6. Master's Thesis Grading Scale

	Rank	`(%)*
1	Excellent	≥ 85
2	Very good	75 ≤ X < 85
3	Good	60 ≤ X < 75
4	Satisfactory	50 ≤ X < 60
5	Fail	< 50

* Evaluation weight (%) = 0.50 x External examiner's + 0.35 x Internal examiner's + 0.15 x Chairperson

Excellent 85-100

An excellent master's thesis should demonstrate the candidate's ability to independently collate, analyse and interpret research data using scholarly literature and theoretical perspectives which are current in the research area. The thesis should be exemplary both in the selection of problems and data for consideration and in the manner by which conclusions are drawn about the problems. The research proposal is original and has been carried out with a high degree of independence. There is considerable breadth and depth in theoretical and/or methodical reflection. The student has independently provided herself/himself for the data and literature and examined them (this includes possible fieldwork), and has shown a sound interpretative ability and critical mind.

Very Good (75-84)

The research should show very high familiarity with the literature in the area of study. The work should also reflect an in-depth integration of research data and a student's personal contributions. The analysis and interpretation parts of the thesis should demonstrate a clear understanding of the issues and critical judgment.

Good (60-74)

Objective and research questions have been formulated clearly. The subject has been chosen realistically and is well delimited. The methods to answer the research questions have been adequately chosen and are well founded. The student has shown that he can treat scientific data reasonably well, although his analyses are generally of basic quality.

Satisfactory (50-59)

The research problem statement is not clearly stated though research questions seem relevant. At least the research strategy and instrumentation is relevant to research topic. Lacks use of different data sources (lacks triangulation). Weak review of the literature. It lacks strong argumentation. It ends up in weak /stereotyped recommendation. Whole write-up marked by fair with mistakes here and there.

Fail (<50)

Not clear about the research strategy and instrumentation alignment to analyze the research problem. It fails to identify the relevant literature for review or the review is based on a hotchpotch of irrelevant and not paraphrased paragraphs. Not based on empirical data. Research questions are not answered. The write up is done carelessly marked by grammatical errors, misuse of words, lot of mistakes in sentence construction, use of punctuation marks and capitalization.

VERY IMPORTANT

1. All external and internal examiners upon reading the thesis and comment it they have to give their comments in written form (softcopy/hardcopy) to the academic unit two days before the defence date of the thesis
2. The chairperson on her/his own discretion can start the questioning session during the oral defense by inviting the internal examiner upon prior acknowledgement and consent of the external examiner.

ANNEXES



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ADVISORS' APPROVAL SHEET (SGS-MT: Form 001)

College of _____

Department/School/Institute _____

This is to certify that the thesis entitled

” _____

Submitted in the partial fulfillment for the requirement for the degree of Masters ‘with specialization in _____

in the Graduate Program of _____

and has been carried out by (Name of student) _____

ID No. _____ under my/our supervision.

Therefore I/we recommend that the student has fulfilled the requirements and hence here by can submit the thesis to the Academic Unit,

Name of advisor:

Signature:

Date:



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REQUEST FOR THE CONSTITUTION OF EXAMINATION COMMITTEE
(SGS-MT: Form 002)

TO:

We hereby declare that the following external examiner and internal examiners have been approached and agreed to take part in the examination and oral defence of the thesis here under stated. We kindly seek your approval.

Name of Candidate:	ID #:	Department:	
Thesis Title:			
Name of advisor:			
Name of Co-advisor:			
Suggested external and internal examiners	Cell Phone No.	E-Mail	Will attend oral examination (Yes/No)
(External Examiner1)			
(External Examiner2)			
Internal examiner 1			
Internal examiner 2			
Others			
Proposed Date of Oral Examination :			
Proposed Venue of Oral Examination :			
Attached here with please find the biographical data including academic achievements, publications and experience of the external examiners and also the abstract of the thesis. <i>Name & Signature of advisor/supervisor</i> _____ <i>Name & Signature of department</i> _____			



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Master Thesis Evaluation Form- SGS-MT: Form-004

[College /Institute/ school/ center]

Name of candidate _____ ID Number _____

Thesis Title _____

Master Program _____

Department _____

No.	Criteria	Weight	marks
1.	Part 1. Content	75%	
1.1	Title clear, concise and fully reflects the content thereof	5	
1.2	Introduction: motivation, focus and purpose (rationale), sufficient description of context (background)	5	
1.3	Clarity and alignment of problem statement, research questions/hypotheses	5	
1.4	Alignment of research approach, methods, strategy, instrumentation with problem statement	5	
1.5	Knowledge of the relevant literature, familiarity with the main concepts and theories	10	
1.6	Operationalization: clear identification of research variables, data type and data sources, research population, sampling	10	
1.7	Data presentation, application of statistical methods, valid and reliable data analysis techniques and connectivity to findings	10	
1.8	Quality of argumentation, interpretation and discussion of results	10	
1.9	Conclusion by way of answering research questions/results of hypotheses testing	10	
1.10	Prioritized practical recommendations & way forward	5	
2.	Part 2. Form	10%	
2.1	Cover title, names, dates, adherence to format (font, spacing, margins etc.)	2	
2.2	Clarity and quality of text language: spelling, punctuation, grammar	4	
2.3	Use of table, figures and illustrations	2	
2.4	Citations, in-text referencing and appropriate referencing style	2	
3.	Part 3: Presentation	15%	
3.1	Structure of the presentation and use of visual means	2.5	
3.2	Verbal communication, content and argumentation	5	
3.3	Time management	2.5	
3.4	Response to questions	5	
	Total (100%)		



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Master Thesis Evaluation Form: SGS-MT-004

Summary

Component	External examiner	Internal examiner	chairperson	Total mark (100%)
Part 1+Part 2 + part 3 = (100%)	(*50%) =	(*35%) =		
Part 3 (100%)			(*15%) =	
Total (100%)				

Rating

	Rank	`(%)*
1	Excellent	≥ 85
2	Very good	75 ≤ X < 85
3	Good	60 ≤ X < 75
4	Satisfactory	50 ≤ X < 60
5	Fail	< 50

Comments and Suggestions of Board of Examiners

Approval Signature

External examiner's Name _____ Signature _____ Date _____

Internal examiner's Name _____ Signature _____ Date _____

Chairperson's Name _____ Signature _____ Date _____

Road Map for Master's Thesis Defense 2017/18

(Eth. Academic Year 2010)

No.	Activity	Date
1	Request for approval of examining board members to CGC/SGS and approval	25 -31May 2018
2	Appointment of examining board members by academic units and sending theses for marking	1 st - 8 th June 2018
3	Last submission of theses by candidates	8 th June 2018
4	Reading and thesis marking by examiners	1 st -18 th June 2018
5	Submission of examining reports and marking forms to the program academic unit by internal as well as external examiners	18-19 th June 2018
6	Defense starts	20 th June 2018
7	Last day of defense	22 nd June 2018
8	Incorporating comments and feedback and last day for submission	20-24 th June 2018
9	Submission of softcopies of Excellent thesis for SGS (including abstract)	25-27 th June 2018
10	Last grade submission to the Registrar	28 th June 2018
11	Senate meeting	3 rd July 2018
12	Graduation ceremony	Saturday 7 th July 2018



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5. OPERATIONALIZATION, VARIABLES, DATA TYPES, RESEARCH POP., SAMPLING

6. DATA ANALYSIS, STATISTICS, ECONOMETRICS, MATHEMATICAL MODELLING

7. ARGUMENTATION, INTERPRETATION, DISCUSSION

8. CONCLUSION & RECOMMENDATIONS

9. FORMAT, CITATION, QUALITY OF LANGUAGE, SPELLING, PUNCTUATION MARK

Name & Signature of external/internal examiner: _____ Date: _____

NB. To be submitted two days before the thesis defense to the academic unit