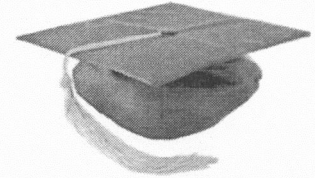


የኢትዮጵያ ሲቪል ሰርቪስ ዩኒቨርሲቲ  
ETHIOPIAN CIVIL SERVICE UNIVERSITY  
የድካሚ ምረቃ ትምህርት ቤት  
School of Graduate Studies (SGS)



**Procedures and Road Map**  
*for*  
**Master's Thesis Development &  
Defense 2018/19**

(Eth. Academic Year 2011)

February 2019



## Table of Contents

1. Introduction .....	2
2. Thesis submission for defense .....	2
3. Appointing examiners .....	2
4. Number of theses per examiner .....	3
5. Quality criteria for master thesis .....	4
6. Master's Thesis Grading Scale .....	4
ANNEXES .....	5
Advisors' approval sheet (SGS-MT: Form 001)	
Request for the Constitution of examining committee (SGS-MT: Form-002)	
Masters Evaluation form (SGS-MT: Form-004)	
Road map for master's thesis defense (Eth. Academic Cal. 2011)	
Quick reference for procedures in master's thesis defense	



# Procedures and Road Map for Master's Thesis Development & Defense (Eth. Academic Year 2011)

## 1. Introduction

Open thesis defense is scheduled for June 24-26/2019 based on the academic calendar of the Ethiopian Academic Year 2011 (2018/19). Last date of thesis submission is scheduled for the 7<sup>th</sup> of June 2019. According to the Senate Legislation 2017 and the Policy Guideline for Graduate Research 2017, 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 need to be signed by the advisor in the final copy.

## 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

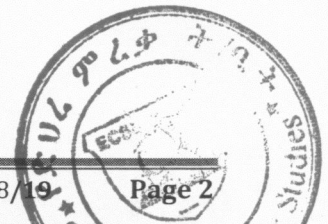
One external examiner (outside the university unless and otherwise decided by the University Graduate Council)<sup>1</sup>

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.)

---

<sup>1</sup> SGS will circulate the data for the list of previous external examiners



The academic unit Graduate Council/committee (The SGC/IGC/DGC) in consultation with the advisor, the department head and graduate program coordinator shall select external examiners 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 will 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 disciplinary problem.

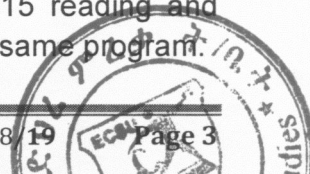
The independence of examiners is critical to the quality of the examination process. All examiners should:

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 7<sup>th</sup> 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 shall not be from the same program.



## 5. Quality criteria for master's 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	$\geq 85$
2	Very good	$75 \leq X < 85$
3	Good	$60 \leq X < 75$
4	Satisfactory	$50 \leq X < 60$
5	Fail	$< 50$

\* Evaluation weight (%) =  $0.50 \times \text{External examiner's} + 0.35 \times \text{Internal examiner's} + 0.15 \times \text{Chairperson}$

### Excellent 85-100 (ECSU Sept. 2017)

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.

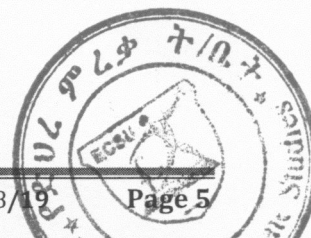
### **Fail (<50)**

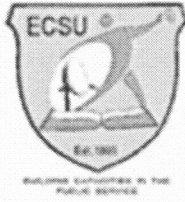
Not clear about the research strategy and instrumentation alignment to analyze the research problem. It fails to identify the relevant literature for review or the review is based on a hotchpotch of irrelevant and not paraphrased paragraphs. Not based on empirical data. Research questions are not answered. 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) in the form: Attachment (A) to Masters' Theses Evaluation Form: SGS-MT-004 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**





የኢትዮጵያ ሲቪል ሰርቪስ ዩኒቨርሲቲ  
 ETHIOPIAN CIVIL SERVICE UNIVERSITY  
 የድካረ ምረቃ ፎካል ቤት  
 School of Graduate Studies (SGS)



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:**

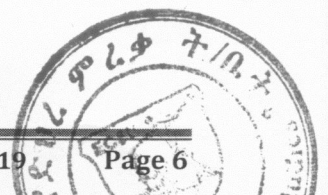
**Signature:**

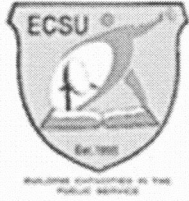
**Date:**

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_





**የኢትዮጵያ ሲቪል ሰርቪስ ዩኒቨርሲቲ**  
**ETHIOPIAN CIVIL SERVICE UNIVERSITY**  
**የድህረ ምረቃ ትምህርት ቤት**  
**School of Graduate Studies (SGS)**



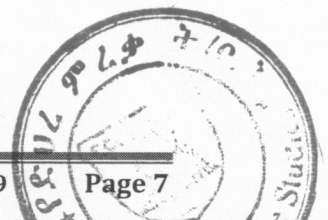
**REQUEST FOR THE CONSTITUTION OF EXAMINATION COMMITTEE**  
**(SGS-MT: Form 002)**

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.

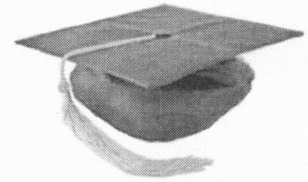
Name of Candidate:	ID #:	Department:	
Thesis Title:			
Name of advisor:			
Name of Co-advisor:			
Suggested external and internal examiners	Cell Phone No.	E-Mail	Will attend oral examination (Yes/No)
(External Examiner1)			
(External Examiner2)			
Internal examiner 1			
Internal examiner 2			
Others			
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 &amp; Signature of advisor/supervisor</i> _____ <i>Name &amp; Signature of department</i> _____			







**የኢትዮጵያ ሲቪል ሰርቪስ ዩኒቨርሲቲ**  
**ETHIOPIAN CIVIL SERVICE UNIVERSITY**  
**የድህረ ምረቃ ትምህርት ቤት**  
**School of Graduate Studies (SGS)**

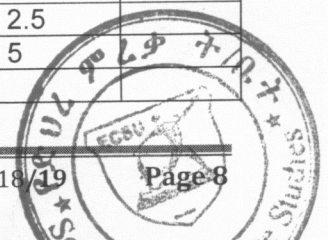


## Master Thesis Evaluation Form- SGS-MT: Form-004

[College /Institute/ school/ center]

Name of candidate \_\_\_\_\_ ID Number \_\_\_\_\_  
 Thesis Title \_\_\_\_\_  
 Master Program \_\_\_\_\_  
 Department \_\_\_\_\_

No.	Criteria	Weight	marks
<b>1.</b>	<b>Part 1. Content</b>	<b>75%</b>	
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	
<b>2.</b>	<b>Part 2. Form</b>	<b>10%</b>	
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	
<b>3.</b>	<b>Part 3: Presentation</b>	<b>15%</b>	
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	
	<b>Total (100%)</b>		





**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%) =	X	
Part 3 (100%)			(*15%) =	
<b>Total (100%)</b>				

**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 \_\_\_\_\_



**Attachment (A) to Masters' thesis Evaluation Form: SGS-MT-004**

Student Name: \_\_\_\_\_ Program: \_\_\_\_\_

Thesis title: \_\_\_\_\_

**1. TITLE, ABSTRACT, INTRODUCTION, BACKGROUND**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**2. PROBLEM STATEMENT, OBJECTIVES/RESEARCH QUESTIONS/HYPOTHESES**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3. ALIGNMENT OF RESEARCH APPROACH, METHOD, STRATEGY & INSTRUMENTATION**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4. LITERATURE REVIEW**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

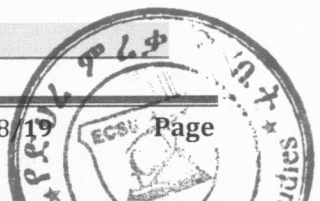
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



---

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

---

**6. DATA ANALYSIS, STATISTICS, ECONOMETRICS, MATHEMATICAL MODELLING**

**7. ARGUMENTATION, INTERPRETATION, DISCUSSION**

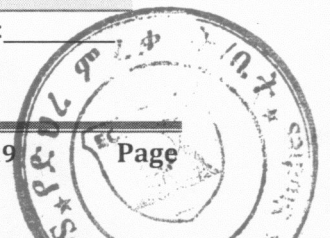
**8. CONCLUSION & RECOMMENDATIONS**

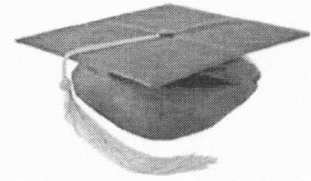
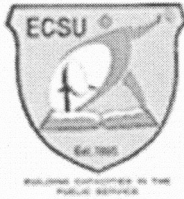
**9. FORMAT, CITATION, QUALITY OF LANGUAGE, SPELLING, PUNCTUATION MARK**

---

Name & Signature of external/internal examiner: \_\_\_\_\_ Date: \_\_\_\_\_

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





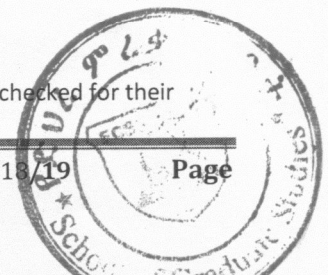
## Road Map for Master’s Thesis Development & Defense 2018/19

(Eth. Academic Year 2011)

No.	Activity	Date
1	Registration	18-19 February 2019*
2	Late registration	22 <sup>nd</sup> February 2019*
3	Proposal defense and preparation for field work	25-28 February 2019
4	Finance clearance and collection	27 Feb- 1 <sup>st</sup> Mar 2019
5	Field data collection	5 <sup>th</sup> Mar-5 <sup>th</sup> April 2019
6	Back to campus and report to department and the respective advisor	8 -9 <sup>th</sup> April 2019
7	Data analysis and write up	10 <sup>th</sup> April –8 <sup>th</sup> May 2019
8	First thesis draft submission	9-10 <sup>th</sup> May 2019
9	Feedback on first draft and return	15-17 <sup>th</sup> May 2019
10	Second draft submission	24 <sup>th</sup> -27 <sup>th</sup> May 2019
11	Feedback on second draft	27-30 <sup>th</sup> May 2019
12	Last improvement before submission	31 <sup>st</sup> – 3 <sup>rd</sup> June 2019
13	Request for approval of list of examining board members to CGC/SGS and approval <sup>2</sup>	27 -31May 2019
14	Last submission of theses by candidates with supervisor confirmation	7 <sup>th</sup> June 2019*
15	Appointment of examining board members by academic units and sending theses for marking	4 <sup>th</sup> – 9 <sup>th</sup> June 2019
16	Reading and thesis marking by examiners	10 <sup>th</sup> -19 <sup>th</sup> June 2019
17	Submission of examining reports and marking forms to the program academic unit by internal as well as external examiners	20-21 <sup>st</sup> June 2019
18	Open Defense starts	24 <sup>th</sup> June 2019*
19	Last day of defense	26 <sup>nd</sup> June 2019*
20	Incorporating comments and feedback and last day for submission	28 <sup>th</sup> June -1 <sup>st</sup> July 2019*
21	Submission of softcopies of Excellent thesis for SGS (including abstract)	28 <sup>th</sup> June-3 <sup>rd</sup> July 2019*
22	Last grade submission to the Registrar for graduating students	30 <sup>th</sup> June 2019*
23	Senate meeting	3 <sup>rd</sup> July 2019*
24	Graduation ceremony	Saturday 6 <sup>th</sup> July 2019*

- The highlighted are dates according to the academic calendar of the ECSU 2018/19. What we can do is to optimize the time period and the activities to be performed in between.

<sup>2</sup> The senate legislation of the ESCU 2017 doesn’t exempt internal examiners from being checked for their qualification





ETHIOPIAN CIVIL SERVICE UNIVERSITY

የኢትዮጵያ ሲቪል ሰርቪስ ዩኒቨርሲቲ

School of Graduate Studies (SGS)

የድክረ ምረቃ ትምህርት ቤት



## Procedures and Rules of Conduct for Master Thesis Defence 2017 (Quick Reference)

### Role of Members of Examiners

The role of the Chairperson (CP) of the Board of Examiners is to moderate the oral examination, manage the allocated time, set an appropriate tone for the proceedings and ensure the procedures and rules of conduct for the defence are adhered to properly. Main role of the CP is to conduct the defence session in a professional and fair way.

Advisor of the candidate is not a member of the Board of Examiners. His/her presence in the defence is not mandatory. However it is to the advantage of the candidate if her/his advisor attends and gives a brief explanation on an aspect s/he has insisted to include without the candidate's conviction. The advisor can also give a brief oral report on how the advisee was progressing during the consultation sessions. The advisor does this, in no way to influence the judgment of the examiners and only after securing permission from the CP.

### Oral Presentation

The candidate first presents the thesis orally with whatever aids are required. S/he would be given 10 – to - 15 minutes.

Should one of the examiners raise issue of plagiarism or copied thesis, the Board of Examiners adjourns further examination of the thesis and postpones its decision, referring the thesis back to the Department of the candidate.

Having passed this eligibility test, the candidate is then questioned on the thesis. This might take about 15-20 minutes. The

CP will first invite the External and then the Internal Examiner to forward comments and raise questions. The candidate will be allowed few minutes to respond. The CP adjourns the examination when the Board of Examiners decides that further questioning is unnecessary. The examining members then proceed to begin their deliberations while the candidate and other audiences leave the room.

### Marking

The share of the mark weight by the External is 50%, while that of the Internal Examiner is 35%. The share of the mark weight by the CP is 15% and is limited only to evaluation of the presentation aspect (part 3). *Mark filled previously by the Advisor for the candidate's proposal is annulled and therefore should not be considered.*

Without jeopardizing the capacity of the External Examiner it is advisable that the Board of Examiners brainstorm in which category of quality (rank) the thesis fails before mechanically adding the marks.

The CP collects all the completed evaluation forms after making sure that all Examiners have duly signed in their respective places. *The copy used by the chairperson serves to summarize the marks given by the examiners and put the consensual verdict of the Board of Examiners.*

### Announcing the result

The Internal Examiner will invite in the candidate and the CP announces the results to the candidate. Then the candidate collects the manuscripts with comments of the external and internal examiners to improve her/his thesis for final submission to Department. The CP shall submit all completed forms to the respective Department.

