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ETHIOPIAN CIVIL SERVICE UNIVERSITY
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School of Graduate Studies (SGS)



Procedures and Road Map *for* Master's Thesis Defense 2019/20

(Eth. Academic Year 2012)

Customized to accommodate virtual thesis defense during
COVID-19 Pandemic

May 2020

ECSU-SGS



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Procedures and Road Map for Master's Thesis Defense 2019/20

Customized to accommodate virtual thesis defense during COVID-19 Pandemic

Introduction

Following the Guideline for the Management of online (Non face-to-face) Learning Teaching issued from the Office of the Academic Vice President in May 2020, the need to customize the Procedures and Road Map for Master's Thesis Defense (version January 2020) to accommodate virtual thesis defense has now become crucial. The main logic of virtual thesis defense is to meet the requirements for master's qualification of our students where face-to-face defense has become almost impossible due to the unprecedented COVID-19 Pandemic. In so doing, it is our firm belief that no compromise on quality will be tolerated. The basic tenets and provisions of the University Senate Legislation 2017 and the Policy Guideline for Graduate Research ECSU-SGS 2017 should be respected.

Part I: Approaches

This guideline entertains three approaches.

1.1. First approach: Face to face thesis defense

The first approach deals with the case of master's thesis defendants of continuous program who are residing in Addis Ababa and have already submitted. This is a defense situation in which students and examiners have reached prior agreement to carry face to face defense. In such situation the defense should be carried in a bigger defense hall with sanitizers made available, wearing face mask and maintaining physical distance with only four persons attending i.e. one student defendant and three examining board members (one external, one internal examiner and one Chairperson preferably department head, graduate program coordinator or senior staff member of the program in which the student is involved). This can be managed more or less in the conventional thesis defense procedure. However all thesis defense sessions are strictly closed, that is, not open to the public.

1.2. Second approach: Blended-approach

The second approach is a blended-approach and addresses a defense situation in which the student in the above category is willing and possible for him/her to defend in a face to face defense session, but the external examiner is not willing (avoiding



risk of exposure) to participate face to face. It is assumed all other members of the examining board are willing to participate in the face to face defense. In this case the external examiner will be allowed to address question and impart his remark through zoom meeting or on phone to address his/her concern. It also addresses the case of a student defendant who wouldn't participate in a face to face defense while the examining members are willing to come together and decide his/her mark. The student would be allowed to present his thesis online through zoom or other convenient applications.

1.3. Third Approach: Virtual approach

The third approach is the case which concerns majority of student defendants who cannot participate in a face to face defense and examiners also don't want to come together to share and question the student. In addition to the conventional face to face defense procedure this guideline extensively addresses the third approach. Obviously, this approach necessitates prior training of Chairpersons on how to host a meeting and manage virtual defense sessions. It requires prior grooming and therefore some one cannot be simply picked and asked to chair a defense as in the conventional session. Therefore department heads, graduate program coordinators or senior staff member of the respective programs need to chair theses defenses of the program. In addition this arrangement will help to maintain fair evaluation across all students of the program by managing discrepancies which might arise due to bias by examiners if observed.

Very Important

Selection of one of the above three approaches is based on voluntary agreement among advisor, student, examiners and graduate program coordinators. The graduate program coordinator is expected to mediate, well in advance before the defense date among the different participants for consensual preference suitable for all.

Ones a consensual preference is reached, arbitrary last minute shift to a virtual or semi-virtual (blended) approach might embarrass the student or partial members of the examining board for lack of prior practice. Worse it might entail unexpected health risk. Therefore such unplanned shift is strictly forbidden.

When such shift to virtual or semi-virtual (blended) approach is unavoidable due to some circumstances, the Chairperson in consultation with the program coordinator has to cancel the defense and postpone it for another day to allow enough time for the student defendant and examiners to acquire the necessary facilities, install applications and practice them. The Chairperson has to report the same to the academic unit.



Part II. General Provisions

The procedures to be followed for master's thesis development and defense are provided in the Senate Legislation 2017 and include the following:

1. An external examiner in general must be external to the University with an academic rank of at least assistant professor (or equivalent).
2. Advisers and students have to confirm whether the thesis is ready for defense (**SGS-MT: Form 001**)
3. Advisers have to recommend to the program department the names of examiners in form **SGS-MT: Form 002**
4. 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
5. 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 signed by the advisor in the final copy.
6. Appeal on complaints upon theses marking results shall be handled according to the guideline issued from the Office of the AVP. An appellate can only file an appeal immediately following announcement of the marks at the end of the defense.

2.1. 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. ***All communications should be basically in soft copies via e-mails and other virtual means.***

2.2. Appointing examiners

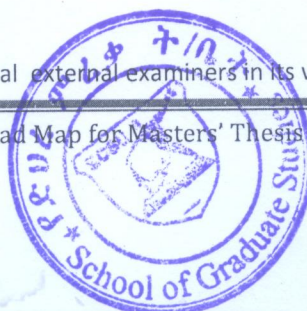
The Board of Examiners for master's thesis defense includes

One external examiner (need to be outside the University unless and otherwise decided by the University Graduate Council. Due to the Corona spread first priority need to be given to those who are residing in Addis Ababa. Virtual distance might not matter, however power failure and stability of internet strength might be sever in most of the locations out of Addis.)¹

One Internal examiner from the University academic staff with the necessary qualifications

Chairperson: it is recommendable that department heads, graduate program coordinators or senior academic staff members to serve as Chairperson. This

¹ SGS will post the data for the list of potential external examiners in its web site



is to avoid marking discrepancies due to bias by examiners and maintain fair evaluation across all students of a program.

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 list 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. All potential examiners (external and internal) attached in ANNEX B & C of this guideline are considered as approved by SGS since they have already submitted their CV and their qualifications are ascertained.

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 theses defense (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.



2.3. Number of theses per examiner

According to the Policy Guideline for Graduate Research (SGS) one external examiner should not be assigned for more than three theses per program 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 shall not be from the same program.

2.4. 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.

2.5. Master's Thesis Grading Scale

	Rank	`(%)`*
1	Excellent	≥ 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)

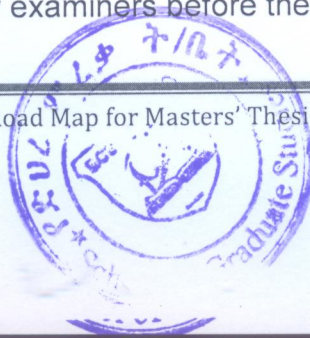
The research problem statement is not clearly stated though research questions seem relevant. At least the research strategy and instrumentation is relevant to research topic. Lacks use of different data sources (lacks triangulation). Weak review of the literature. It lacks strong argumentation. It ends 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.

2.6. Thesis defense

Emphasize during the oral defense will be given more on testing whether the student defendant has internalized his/her thesis and defends it confidently. This is based on the assumption that the thesis paper examination together with the PPT slides had been already done thoroughly by examiners before the defense date.



2.7. Timing

Time allocated for each thesis defense session is 40 minutes. The breakdown is 10 minutes for presentation by the student (students have to limit their PPT slides to a maximum of seven slides) and the remaining 30 minutes for question and answer sessions, summarizing grades and announcing. The proportion in the share of time among member of examining board is 12:10:8 minutes for external, internal examiners and Chairperson respectively. This is not only because of the need to accommodate a defense session within the time limit of a single Zoom meeting but also the main focus of non face to face defense is to ascertain the extent the student has internalized his/her thesis and defends it confidently.

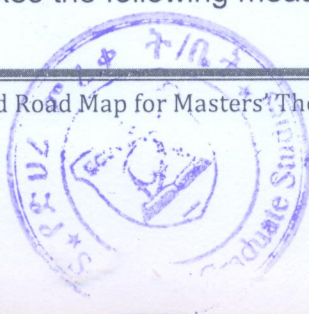
Very Important

1. All external and internal examiners upon reading the thesis and putting their comments have to send their comments in written form (softcopy) in the form: Attachment (A) to Masters' Theses Evaluation Form: SGS-MT-004 to the academic unit two days before the defense 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.

Part III: Non face- to- face/virtual thesis defense

3.1. Procedures for virtual thesis defense

1. The Chairperson based on the prior arrangement (scheduling and link) communicated to all parties of a defense invites all members for the meeting 10 minutes ahead of the scheduled meeting time and invites all participants.
2. The Chairperson makes sure everyone will be in the virtual room at least 2-3 minutes before the scheduled time
3. Introduction of the examiners to the defendant student. Invite the student to start his/her presentation (start time 0.00 is considered to begin when the student starts his/her presentation).
4. Student should share their screen in order to make the slide presentation visible to all attendees
5. Suggest everyone to mute their microphones during the student's presentation
6. Following the presentation, the student entertains questions from examiners
7. Troubleshooting: in case of difficulties with the internet, power failure or some nuisances (such as zoom bombing), the Chairperson in consultation with examining members, takes the following measures



- Collect questions from the examiners and pose to the defendant over the mobile phone with the "speaker on" and continue the communication
 - If examiners fail to resume after interruption, the examiner will hand over the questions to the Chairperson
 - Seek IT support assigned in case of trouble management for the college and are available near the cluster of defense rooms
 - When every attempt fails to fix, postpone for another defense date.
8. Collect thesis evaluation form complete with marks via e-mail, preferably signed with electronic signature, for the sake of speed. Printing, signing and scanning might take time, therefore the Chairperson might consider it as authenticated by confirming the marks verbally and submit the same to the academic unit i.e. department, school or institute. Later on, once the copy is stamped by the department it can be considered as authenticated.

3.2. Duties and responsibilities

1. Examiners (internal and external examiners)

- Collect soft copies of thesis and presentation of the student defendant in PPT slides six days for three theses and ten days for five theses in advance of the defense date with the evaluation form (**SGS-MT: Form-004**) and **Attachment A**. No more than three theses should be assigned for an examiner from the same program together.
- Send through e-mail soft copies of Attachment-A to the department/school/institute two days before the defense, duly completed and noting the strength and weaknesses of each major component of the theses.
- Submit evaluation marks (for Part I, Part II and Part III) and send immediately via e-mail to the Chairperson. The share of total mark weight for external examiner would be out of 50% and internal examiner out of 35%.
- Deliverables include
 - Soft copies of the main thesis with remarks shown in track change
 - Soft copies of Attachment-A to evaluation form **SGS-MT: Form-004** complete with all major remarks on the various components of the thesis (to be sent to the academic unit two days before the virtual defense date)
 - Soft copies of completed evaluation form **SGS-MT: Form-004**
 - Verbal remarks during virtual presentation of students defense



2. Chairperson

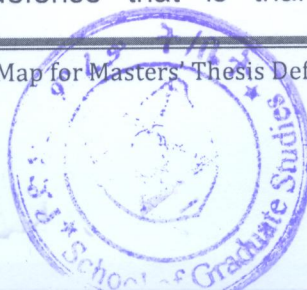
- Consult in advance with the advisor and exam board members to select the video conferencing program preferably zoom or any other
- Scheduling with link each defense in advance
- Allow all examiners and student defendant know the rule of the defense – including how the student defendant will “step out” and return to the room during and after examining board discussion (you can put a brief written version in the chat so that any member joining knows the rules).
- Host the zoom meeting
- Let everyone know that he/she will be in the virtual room at least within 10 minutes before the scheduled time (this in the meantime helps to check with each participant whether the audio and video works or not (this is to be managed within the 10 minutes gap between consecutive defense sessions to allowed to fix the meeting and offer a “test room” to make sure the application works for the student as well examiners and that they are comfortable using it
- Evaluate Part III (the presentation) out of 15%.
- Summarize the marks of the external, internal and his/her own evaluation of the presentation

3. Student

- In consultation with his advisor submit his/her thesis confirming and declaring that it is ready for defense (**SGS-MT: Form 001**)
- Submit power point slides for the graduate program coordinator or head of department, school or institute three days before the virtual defense date
- Make sure how to use the chosen conference site or application (preferably zoom, Google meeting etc). The student should have to make a rehearsal with his/her advisor in advance of the defense date.
- Avail and make ready laptop with webcam or desktop PC with mounted webcam with internet connection for the virtual presentation

4. Advisor

- Filling and submitting advisors approval sheet (SGS-MT: Form 001) and suggest the names of examiners (with their CV) by filling SGS-MT: Form 002 for the constitution of examining committee
- To advise the student on possibilities the advisee has to defend his/her thesis taking into consideration health and safety requirements as enshrined in government and university guidelines during the COVID-19 pandemic and internet accessibility
- In case the student decides on non face-to-face i.e. virtual defense, organize a rehearsal virtual mock defense that is trial-run through a software



application such as zoom meeting or any other application and build the confidence of the advisee for the same effect. Communicate the same on preferred application to the program coordinator or department/ school/ institute.

- When a thesis is accepted with "*major modification*", to confirm to the examining board that the required modifications have been made; to inform the program coordinator and the department in writing that the modifications have been approved

Part IV: Some tips

4.1. For students

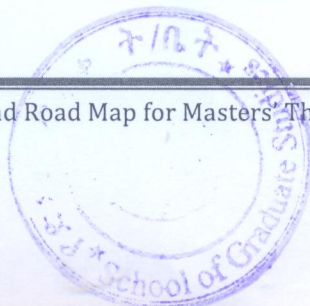
At the defense

- Plan your presentation to accommodate in seven slides as follows: one slide for introduction, one slide for literature, one slide for methodology two slides for results and interpretation, and two slides for conclusion and recommendation. From experience it has been learned that students take much time in introduction, background and data on demographic characteristics of respondents)
- When delivering the presentation, sit and be sure that your webcam has a good shot of you from the shoulders up. In a live defense, you would probably be standing, but that won't work here since you won't be as clearly visible.
- Even though you are sitting and you are communicating via videoconference, your gestures and nonverbal communication still matter.
- Remember to look at the camera when you are talking

4.2. For Chairperson

- IT experts assigned to the College will be made available in the vicinity of the defense centers/rooms. Chairpersons are advised to use them for any trouble shooting if they cannot manage by themselves.

ANNEXE A





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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 student:

Signature

Date

Name of advisor:

Signature:

Date:





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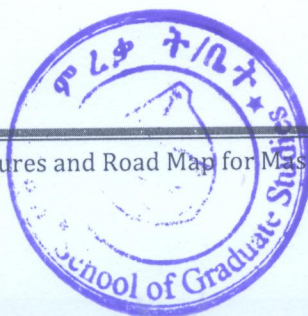


REQUEST FOR THE CONSTITUTION OF EXAMINATION COMMITTEE
(SGS-MT: Form 002)

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.			
Name & Signature of advisor/supervisor _____			
Name & Signature of department _____			





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

[College /Institute/ school/ center]

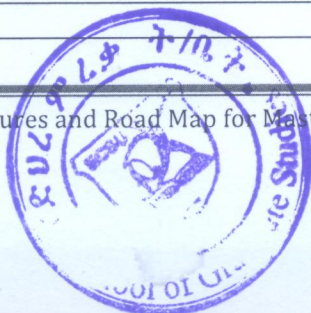
Name of candidate _____ ID Number _____

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	$75 \leq X < 85$
3	Good	$60 \leq X < 75$
4	Satisfactory	$50 \leq X < 60$
5	Fail	< 50

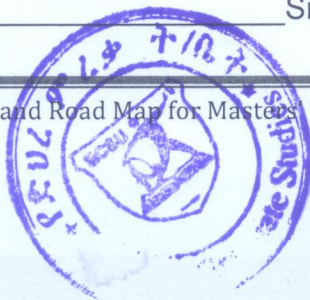
Comments and Suggestions of Board of Examiners

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

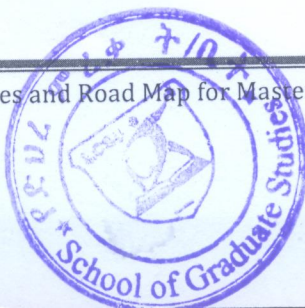
7. ARGUMENTATION, INTERPRETATION, DISCUSSION

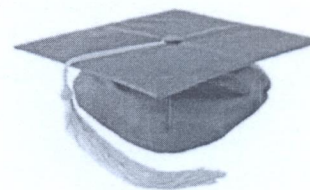
8. CONCLUSION & RECOMMENDATIONS

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





Part V: Road Map for Master's Thesis Defense 2019/20 (regular, evening, week-end)

5.1. Road Map for students of continuous program who already submitted their theses

No.	Activity	Date
1	Request for approval of list of examining board members to CGC/SGS and approval ²	27 th – 29 th May 2020
2	Appointment of examining board members by academic units and sending theses for marking	29 th May-5 th June 2020
3	Reading and thesis marking by examiners	8 th -12 th June 2020
4	Submission of examining reports and marking forms to the program academic unit by internal as well as external examiners	9 th -13 st June 2020
5	Thesis defense	15 th -18 th June 2020
6	Incorporating comments and feedback and last day for submission	19 th -23 th June 2020
7	Submission of softcopies of Excellent thesis for SGS (including abstract)	23 th - 24 June 2020
8	Last thesis grade submission to the Registrar for graduating students	27 th June 2020



² The senate legislation of the ECSU 2017 doesn't exempt internal examiners from being checked for their qualification

5.2. Road map For regular students who committed to finish their master theses in the current Academic Year 2019/20

No.	Activity	Date
1	First thesis draft submission	1 – 8 th June 2020
2	Feedback on first draft and return	5-12 th June 2020
3	Second draft submission	15 th June 2020
4	Feedback on second draft	16-19 th June 2020
5	Last improvement before submission	22-23 June 2020
6	Request for approval of list of examining board members to CGC/SGS and approval ³	18-22 June 2020
7	Last submission of theses by candidates with supervisor confirmation	Wednesday 24th June 2020
8	Appointment of examining board members by academic units and sending theses for marking	19-24 June 2020
9	Reading and thesis marking by examiners	25 - 30 ^h June 2020
10	Submission of examining reports and marking forms to the program academic unit by internal as well as external examiners	27-29 June 2020
11	Thesis defense	30th June -3rd July 2020
12	Incorporating comments and feedback and last day for submission	6-7 July 2020
13	Submission of softcopies of Excellent thesis for SGS (including abstract)	8-10 July 2020
14	Last thesis grade submission to the Registrar for graduating students	7 ^h July 2020



³ The senate legislation of the ESCU 2017 doesn't exempt internal examiners from being checked for their qualification

5.3: Road Map for late presenters

No.	Activity	Date
1	First thesis draft submission	18– 19 th June 2020
2	Feedback on first draft and return	22-26 th June 2020
3	Second draft submission	29 th -30 June 2020
4	Feedback on second draft	1-3 ^h July 2020
5	Last improvement before submission	6 - 9 July 2020
6	Request for approval of list of examining board members to CGC/SGS and approval ⁴	6 th -8 July 2020
7	Last submission of theses by candidates with supervisor confirmation	Friday 10th July 2020
8	Appointment of examining board members by academic units and sending theses for marking	6-9 July 2020
9	Reading and thesis marking by examiners	10 - 16 ^h July 2020
10	Submission of examining reports and marking forms to the program academic unit by internal as well as external examiners	14 - 17 July 2020
11	Thesis defense	20th - 24 July 2020
12	Incorporating comments and feedback and last day for submission	22 - 27 July 2020
13	Submission of softcopies of Excellent thesis for SGS (including abstract)	27-28 July 2020
14	Last thesis grade submission to the Registrar for graduating students	30 July 2020



⁴ The senate legislation of the ESCU 2017 doesn't exempt internal examiners from being checked for their qualification