

**PART 7.**  
**POLICIES AND GUIDELINES IN THE CONDUCT OF**  
**GRADUATE AND UNDERGRADUATE**  
**THESIS OR DISSERTATION**

**A. Rationale**

The Bulacan Agricultural State College offers degree programs with thesis or dissertation, one of the basic requirements for the student to fulfil a degree program.

Students undergo research activities that focus on their specialized field. Research activities contribute much to the training and exposure of the students in solving problems related to agriculture, engineering, social development, education, agri-business management, information technology, food technology, environmental and the like. With the basic principles of research methodology, all relevant activities are documented and presented in a scientific form with specific format and elements.

This manual was organized for the students who are interested and are required to undergo research activities in the form of thesis or dissertation as partial fulfilment of the course requirement of a degree program. This presents guidelines, policies, elements and format of undergraduate and graduate thesis or dissertation.

**B. Subject or Course Offering**

In some degree programs of the College requiring thesis or on-the-job training, students are given the option to choose whether they will take thesis or field practice.

**C. Thesis Adviser**

A student is advised to choose his/her adviser first before he/she decides what research area he/she will be working on. The adviser should come from the faculty of the Institute. He/she can include adviser (co-adviser) from other institute/agency especially if the study will be financed by a certain institution/agency. A letter of request to the adviser shall be made by the researcher which should be conformed by the former.

**D. Examination Committee**

For the undergraduate students, the examination committee shall be composed of the Chairman who is an expert in the field and two (2) Faculty members from the Institute or invited expert on the

field.

For the Masteral Program, a chairman and three members will comprise the committee. For the Doctoral Program, a chairman and four members will comprise the committee.

**E. Oral Examination**

**1. Audience Composition**

Aside from the Examination Committee, Dean, Adviser(s), faculty members of the Institute, selected students from the Institute may attend the oral exam. One faculty from the Institute should act as secretary during the oral examination.

**2. Outline and Final Defense**

The presenter will be given a maximum of one hour in his/her presentation and it will be followed by a review and evaluation by the examination committee. A form will be provided indicating the marking of the student whether the research (outline or results) is evaluated as passed, failed or conditional passed. Working technical paper should be given at least one week before the date of oral presentation.

After the defense, the researcher should present the improved outline at most three weeks after the oral presentation to the adviser and examination committee. The examination committee will decide after the oral presentation whether the student shall repeat or not the oral presentation with the incorporated suggestions, comments or recommendations.

After the oral presentation of research results or manuscript, a circulating copy of the manuscript shall be furnished to the concerned technical staff to further review and evaluate the scientific paper. A circulating page for the confirmation and approval of each technical staff involved in reviewing and evaluating the manuscript will be required.

**F. Letter of Requests**

At the start, the student should submit a letter of request for approval to the selected faculty who will act as adviser and/or co-adviser. After acceptance, a second letter should be organized requesting for the approval of the adviser on the thesis title to be conducted.

The researcher should furnish the examination committee and other concerned staff a letter stating the date and venue of the oral presentation to be submitted at least one week before the presentation.

### G. Reproduction and Distribution of Manuscript

At least seven (7) copies of the manuscript shall be reproduced and should be distributed among the offices of the College working on research and instruction as follows:

1. Adviser;
2. Institute;
3. College Library (2 copies);
4. RET Office;
5. Student; and
6. Registrar's Office.

### H. The Thesis Student

Thesis students are those conducting researches as partial fulfillment for the attainment of the degree.

The qualifications are as follows:

1. Undergraduate Student – a student of at least senior standing can conduct the study.
2. Graduate Student – a student who has finished the academic requirements and has passed the Comprehensive Examination leading to his or her degree.

A thesis student may enroll 3 units per semester and by the time he or she has enrolled 6 units, he or she should have finished his or her thesis. However, after registering 6 units in thesis writing and he or she has not undertaken the final examination, he or she may be allowed to register another 3 units until completion.

### I. Educational Qualification and Functions of the Thesis or Dissertation Adviser

1. A thesis adviser must be a specialist in the research discipline, he or she is involved as an adviser. He or she shall have the following minimum qualifications:
  - a. Ph.D for doctoral degree
  - b. MS or MA for masteral degree
  - c. BS for undergraduate students.
2. A thesis adviser shall guide the thesis student in the conceptualization of the research problem, conduct of the research and interpretation and analysis of the data or results of the study. In the graduate program, the Committee assists the students not only the adviser.
3. Students will be furnished a list of faculty members with their

corresponding specialization who may be nominated as adviser. Students may nominate at most three (3) faculty members as their adviser subject to the approval of the Program Coordinator and Institute Dean upon consultation with the faculty adviser.

4. An adviser may only handle a maximum of five (5) advisees/groups concurrently in a semester.
5. External evaluators, whose academic preparation or work experience is related to the topic being presented, may be invited as a member of the panel of evaluators but may not be assigned as Chairman of the evaluation committee.

### J. Preparation of Thesis Outline

A thorough investigation of previous studies conducted in the College and by other educational or research institutions shall be considered in the formulation of the thesis or dissertation outline. The student, in consultation with the adviser, shall seek the approval of the outline from the RDTM office. Approval will be in the form of clearance issued by the Office. The preparation of research proposal shall follow the format prescribed by the RET Office.

### K. Evaluation Scheme for Student Researches

All research proposals shall undergo a series of review and screening processes. Thesis advisers shall do preliminary screening. Should there be suggestions and recommendations, the proposal shall be returned to the researcher(s) for revision or refinement. The bases of evaluation are relevance, priority area and the technical aspect such as format, methodology and the like. After the proposal was approved by the adviser or advisory committee, the student may proceed with the conduct of the research. Certification of the approved outline shall be signed by the advisory committee present during the defense. The Institute Dean and RET Office shall be given a copy of the approved outline.

### L. Ocular Inspection

Ocular inspection shall be conducted by any of the following: the Adviser, the Director of RDTM, the Dean, the Institute RDTM Coordinator, the Examination Committee or their authorized representative after laying out the experimental area or a week after the acquisition of stock and a week before the final gathering of the data or at any stage of the experiment. A list of experimental areas per Institute must be forwarded to the RDTM Director.

For the social sciences, the study area may be visited if the

Examination Committee deemed it necessary. In cases of survey, the schedule of distribution of questionnaires must be furnished to the RDTM Director subject to random monitoring.

### M. Conduct of Research

During the study, the researcher should report regularly to his or her study or consult any problem with his/her adviser about the conduct of the research.

Advisers should monitor closely the activities and see to it that the procedures are accurately executed to ensure reliability and validity of results. The highest ethical standard is expected from students in the conduct of the research. In cases of dishonesty, sanctions based on the College Code will be imposed in cases such as forging signatories, falsifying public documents, impersonating or giving names, misinterpreting facts, data manipulation and plagiarism. Sanctions to be imposed will be: first offense - suspension for one semester; second offense - expulsion from the College.

### N. Analysis and Interpretation of Findings

After gathering data, the researcher collates tallies, categorizes and tabulates them. Frequent consultations with the Adviser and Statistician should be made for accuracy of statistical computations and interpretation of results.

### O. Examination Fees

Graduate students (MS and Ph.D.) are required to pay the amount approved by the Board of Trustees as incentives for the Examining Committee.

Students are advised not to serve foods or drinks before, during and after the presentation. The Student and Adviser may or may not serve light snacks to the Examination Committee during the oral presentation.

### P. Venue

Final examination shall be conducted at any venue as maybe authorized by the Advisory Committee within the college (for undergraduate thesis) and at the Office of the Dean (for graduate thesis) or at any venue as may be authorized by the Advisory Committee within the College.

### Q. Award for Best Student Researcher

This award will be given annually to the student researcher (s) who had performed outstanding performance in the conduct of undergraduate thesis showcasing excellent results and positive impact towards the advancement of appropriate technologies in the field of agriculture, information, business, education, agricultural engineering, administration, food technologies and other related fields.

#### • Guidelines and Selection Process

1. Selection process of best technical paper at the Institute level shall be initiated and facilitated by the Institute Dean following the prescribed criteria approved by the Institute.
2. Technical paper(s) for submission to the RET Office for evaluation shall be endorsed by the Institute Dean.
3. The paper should be in publishable format not more than ten (10) pages (Appendix 4).
4. Best student researcher (s) shall be given Php2,000 & Certificate of Recognition as incentives to be awarded during the Annual Recognition of the College.
5. RET executive staff shall act as members of the evaluating committee (RET Vice President as Chairman) during the presentation and evaluation of the research technical paper following the prescribed criteria.

#### • Criteria for Evaluation for Best Student Research/Thesis

A. Technical Paper	
1. Impact/Significance	50%
a. soundness of research design	
b. relevance	
2. Format of the Paper	10%
<i>Sub-total</i>	<i>60%</i>
B. Oral Presentation	
1. Mastery of the Research Work	20%
2. Quality of Answers	15%
3. Multi-media presentation	5%
<i>Sub-total</i>	<i>40%</i>
<b>Grand Total</b>	<b>100%</b>

### R. Manuscript Format\*

## 1. General Guidelines

- a. Use of the third person point of view and simple language in the discussion.
- b. Page size and dimension shall be 8.5 inches in width and 11 inches in height (Letter size) white bond paper.
- c. Page margins should be set to 1.5 inches (left) while right, top and bottom margins should be set at 1 inch.
- d. Font characteristics shall be Times New Roman, size 12, color Black
- e. Text in paragraphs shall be justified; double spaced. There should be no space between paragraphs.
- f. Page numbers shall be located at the bottom right hand corner.

## 2. External Design

- a. The spine
- b. Cover color will be depending on course.

BASC	TITLE (Maximum 15 words)	CRUZ, JUAN B.	Year
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- c. Front cover of the manuscript shall contain:
  - Title in uppercase and in bold letters, inverse pyramid style
  - Author's Full Name
  - BASC - Course
  - Month and year of manuscript

## 2. Preliminary Pages

- a. Title Page (see Appendix)
- b. Acceptance and Approval Page (see Appendix)
2. Textual Presentation (see Appendix)
3. Table Presentation (see Appendix)
4. Appendix (see Appendix)
5. References should be in APA Format

*\*See Guidelines for the Conduct of Thesis and Dissertation*