



Overview of the Stages in Thesis Development

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Incipient Stage

1. The student must have passed the Comprehensive Exam before s/he can proceed to thesis writing.
2. Concept. The student should come up with a one-page thesis concept and reach out to a prospective adviser whom s/he feels can best supervise a thesis project that is feasible within a timeline of **1-3 semesters** (yes, this is possible!). Even during the course work stage, the student can already start thinking about the thesis topic and reach out to prospective advisers as long as this does not interfere with the student's academic priorities.

Proposal Writing and Defense

3. Principles and parameters. If the faculty agrees to be the adviser, the student can start working towards a proposal. The driving principles of the thesis should be rigor and its contribution to the body of knowledge. As long as these are satisfied under the direction of the adviser, the thesis can have a length of 40–130 pages with not less than 10,000 words, double space, and size 12 font from the first page of the introduction until the last page of the references section.
4. Contents of the thesis. There is no standard format on how the contents should be divided into chapters. The student should confer with her/his adviser. However, the elements (at the minimum) should include:
 - a. Introduction
 - b. Research Question, Objectives, Significance, Scope and Limitations
 - c. Review of Literature
 - d. Conceptual Framework
 - e. Methodology
 - f. Results and Discussion
 - g. Conclusion and Recommendations
5. Residency and AS/PS 300. The student must be in residency and should enroll in AS/PS 300 during the semester that s/he expects to undertake her/his thesis proposal defense. The student must be in residence for at least one year before graduation.

6. Panel Constitution. When the proposal is near finalization, the thesis panel should be constituted. Under the direction of the adviser with consultation with the student, both should come to an agreement regarding the members of the panel. The student must accomplish the "Request for Thesis Adviser and Constitution of Thesis Committee" form (see "[Student Forms](#)" tab). The program adviser endorses the request. The need to reconstitute the panel may arise at any stage of the thesis project. The student will have to fill up the form again.
7. When the adviser and reader-critic have recommended the thesis proposal for defense, the student must fill out the Thesis Proposal Defense form (see "[Student Forms](#)" tab) to arrange/schedule the thesis proposal defense.

Thesis Writing, Final Defense, and Completion

8. Once the thesis proposal has been approved/successfully defended, the student can proceed with the next stages of the research, which may include field work, data collection, and processing. (Depending on the nature of the research, some students already do a preliminary form of these activities for the proposal.)
9. The student must be in residence at the time of the final defense, including the semester when the thesis is finally submitted. (See last sentence of #8,)
10. The student must submit the thesis draft to the adviser and reader-critic. Once they are satisfied with the draft, the student must get their endorsement for the thesis defense. The student should fill out Thesis Defense Form (see "[Student Forms](#)" tab) to apply for and schedule final defense.
11. If the student passes the thesis defense, s/he can make the final revisions as needed and must complete the thesis preliminaries (including the Approval Sheet and University Permission page; see "[Student Forms](#)" tab). A student who fails the thesis defense will have one year to revise and re-defend the thesis. This additional year must be within the MRR period.
12. The student should submit five bound copies of the thesis.