



UNDERGRADUATE THESIS POLICIES AND GUIDELINES

Revised April 6, 2005

I. General Requirements

1. Students must have passed at least 12 units of major courses beyond PHYFUN3 before working on a thesis project. In addition, BS-Physics students must also have passed the research apprenticeship courses and PHYSEMI before enrolling in THSPHY1/A. Students doing experimental work must enroll in THSPHY1, 2, 3 while those doing theoretical/computational research must enroll in THSPHYA,B,C.
2. Students are expected to be able to:
 - apply appropriate concepts, principles, methods, and techniques of their chosen field of study.
 - organize and work in a team, sharing resources, tasks, and responsibilities.
 - follow rules and procedures, and plan activities to meet pre-determined output deadlines.
 - organize, present and write professional-quality reports acceptable to the faculty of the physics department.
 - contribute to the research thrusts of the physics department.
3. The main requirement for THSPHY1/A is the submission and defense of a THESIS PROPOSAL.
4. The main requirement for THSPHY2/B is for students to show significant progress in their thesis work. This may be exhibited by:
 - Submission to the adviser of the complete and approved draft for the first three chapters of the thesis (Introduction, Review of Related Literature and Framework of the Study, Methodology), incorporating suggestions and comments of the panel of examiners.
 - Presentation of preliminary results in a departmental THESIS COLLOQUIUM.
5. The main requirement for THSPHY3/C is the final thesis defense and the submission of 2 bound copies and a CD-ROM of the approved thesis to the thesis coordinator.

II. Starting Out

1. One or two students shall work on a thesis topic. Students must inform the thesis coordinator of thesis grouping not later than two (2) weeks after the start of THSPHY1/A.

2. Students doing thesis have to apply with, and work under the auspices of, the research groups of the department. Membership in a research group is a requirement for doing thesis, and students are expected to follow the rules of the research groups. Upon acceptance by a research group to do a thesis, the student must immediately inform the thesis coordinator.
3. Research groups will list research projects that students can work on, and students have to select from this list. The students' thesis adviser will be assigned by the head of the research group.
4. Experimental thesis students must attend a SAFETY SEMINAR conducted by the research group / department before they can defend their proposal. They must follow appropriate SAFETY PROCEDURES in their thesis work. Students must always consult their adviser on the procedures that they intend to perform in their work before they proceed, and they must be accompanied by a faculty member when they stay overnight to do research.

III. Preparing for Defense

1. Except in meritorious cases, the panel of examiners for the final thesis defense shall be identical to that of the thesis proposal defense. The students' adviser shall submit a list of proposed examiners at least two weeks before the schedule of thesis proposal defense to the thesis coordinator, who shall refer the matter to the Graduate and Research Committee for approval.
2. Thesis proposal / final thesis defense may only be scheduled after the students get the approval of their thesis adviser, demonstrated by having the adviser's signature on the approval sheet. Preparation of the approval sheet following the standard physics department format is the responsibility of the student.
3. It is the responsibility of the students to coordinate with the examination panel and their thesis adviser regarding defense schedule, submission of paper and other matters relating to the thesis. In scheduling their defense, students are expected to consider the availability of adviser and all examiners
4. The thesis proposal must be submitted at least *three (3) days* before the scheduled oral defense to the examiners.
5. Students must ensure that the comments and suggestions given by the panel during the proposal defense are incorporated in the thesis, and thesis document must be submitted at least *one (1) week* before the scheduled oral defense to the examiners.
6. Students must be punctual for their thesis proposal / final thesis defense. Failure to appear on time could mean a deferment or a failing mark. Presentation of the thesis proposal / thesis must be done in Powerpoint or similar software. Students are expected to be in business attire during their defense.

7. The University discourages the serving of food by students during a thesis proposal / final thesis defense.

IV. Oral Defense

1. A thesis proposal / final thesis defense may push through even if one of the examiner is not present, provided that the thesis adviser and the chairman of the panel are present. The absent examiner is however required to submit his/her comments on the proposal / thesis to the chairman of the panel.
2. Thesis proposal defense shall have a maximum duration of **one hour**, 20 minutes of which is allotted for presentation. The chairman of the panel shall gather comments and suggestions of the panel and provide a copy to the thesis proponents. He/she shall also keep a copy of the proposal and comments, which shall be considered as the official copy. Official copy may be deposited in the department chair's cubicle for safekeeping.
3. Thesis defense shall have a maximum duration of **two hours**, 30 minutes of which is allotted for presentation. The chairman of the panel shall gather comments and suggestions of the panel, and provide a copy to the students to guide them with their revisions.

V. Output, Grades and Awards

1. Thesis proposal and thesis should be written following the DLSU Physics style guide.
2. After proposal defense, there is no need for students to submit revised copy of the thesis proposal.
3. Comments and suggestions by the panel must be incorporated in the final version of the thesis. The students must get the Panel of Examiners' final approval before binding the thesis and burning the document in CD-ROM.
4. As a final requirement, students must submit 2 bound copies and a CD-ROM of the approved thesis to the thesis coordinator. The CD-ROM must contain the following:
 - Signed approval sheet
 - The full thesis document in its final form
 - Softwares developed (when applicable)
 - Source codes of computer programs (when applicable)
 - Poster file
5. Grade for thesis proposal / final thesis defense shall be the average of the grades given by the individual panel members and the adviser, and released by the adviser only upon completion of all requirements. Students will however be informed immediately after the defense whether they passed the defense or not.

6. A deferred grade may be given to students for non-completion of requirements. Deferment may however be given only once for each enrolment.
7. The panel of examiners may recommend the students for the departmental award of GOLD MEDAL FOR OUTSTANDING THESIS. This must be communicated by the chairman of the panel to the thesis coordinator. The student nominees will then be asked to present their thesis to the Graduate and Research Committee in an open lecture. The decision to award the gold medal shall be made by the Graduate and Research Committee.

VI. Intellectual Property

The Physics department shall have the right to use and reproduce for non-commercial purposes any new products, procedures and results that may be derived from thesis research done by students under the mentorship of a faculty member of the department.

VII. When Problems Arise

1. If students want to transfer from one research group to another, they must immediately inform the thesis coordinator in writing, who shall in turn refer the matter to the Graduate and Research Committee for approval.
2. If a thesis group decides to split up, students concerned must immediately inform the thesis coordinator in writing, who shall in turn refer the matter to the Graduate and Research Committee for approval.
3. In cases when an adviser cannot continue to advise a thesis group, the head of the research group shall assign a new adviser to the students.
4. Any revision to the approved proposal must be submitted in writing to the panel of examiners for approval. Rationale for the revision must be provided by the students.
5. Questions or complaints by students or faculty about the conduct of thesis, thesis defense or thesis grade shall be referred to the Graduate and Research Committee for final resolution.
6. Matters not covered in the policies and guidelines shall be referred to the Graduate and Research Committee for final resolution.