



A Guide for MS Thesis Registration and Preparation

Introduction

This guide summarizes the requirements of thesis registration and preparation in the MSc of Architecture program offered by the Department of Architecture and City Design.

Selection of Thesis Advisor and Thesis Committee

1. Students must select their advisor and thesis topic by the end of the second semester from enrolment (not later than week 13) through the following steps:
 - On week 11 of each semester, the Program Coordinator should announce for all students who are in their second semester to select their advisor and topic within two weeks.
 - Students are recommended to approach their academic advisor and the MS Program Coordinator to discuss the suggested thesis topic and advisor.
 - Students should also take an initial approval from the nominated thesis advisor, and mutually agree to collaborate.
 - Students should then submit **Form A** (attached to this guide) to the MS Program Coordinator for deliberation and feedback from the ACD Academic Committee.
 - The student must then submit a request through his/her portal to get his/her selected advisor approved by the Deanship of Graduate Studies.
 - The student should work with the advisor to select the thesis committee members. The committee:
 - should be specialized in the thesis area (or a relevant area), with at least one member from the architecture program,
 - must consist of three members (including the advisor, and, if any, co-advisor),
 - should include one committee member from another department, and
 - The student should work with the advisor to prepare the “Thesis Info Form, **Form B**” (attached to this guide), and submit it to the Program Coordinator for revision by the ACD Academic Committee and then approval by the ACD Council.
2. Upon Department’s approval, the student can start working on the detailed thesis proposal.

Submission of Thesis Proposal

Students must fulfil all the requirements stated below prior to the submission of thesis proposal:

1. Admission Status of the student should be “Regular”. This means that he/she must have fulfilled all the requirements to change his/her “provisional” admission to “regular”.
2. Student’s Degree Plan has been approved. Every graduate student is required to submit his/her degree plan within the first semester of admission.
3. 75% of the required coursework in the degree is completed.
4. Thesis course is registered for in the semester of proposal submission, and Graduate Seminar course is passed or registered in the semester of proposal submission
5. The proposal draft should be written in a professional manner that fulfills all the technical requirements such as title page, abstract, table of contents, introduction and/or background, literature

survey, research problem statement, aim and objectives, research importance, methodology, and preliminary structure, bibliography, etc.

6. A Similarity Report must be attached to the proposal considering a max. similarity index of 15%.
7. The proposal should be defended before the thesis committee, and their feedback should be incorporated in the final proposal.
8. Thesis proposal submission should be done online via the student's portal to get the required approvals.

Thesis Defense and Submission

1. Thesis defense could take place during the period between the second week and the 15th week of fall or spring semesters.
2. Students is recommended to conduct a pre-final "closed" thesis defense prior to the final one.
3. To schedule a final defense, the student is required to secure a formal approval from the Deanship of Graduate Studies after getting his/her thesis committee's approval.
4. Request of final defense must be submitted to the Deanship of Graduate Studies at least two working weeks prior to the defense date.
5. The following requirements must be satisfied by the student before the submission of the request for final defense:
 - All courses are completed with a GPA of at least 3.00 out of 4.00.
 - The student is registered for thesis course in the term of final defense.
 - The final thesis draft along with a similarity report (max of 15% similarity index is acceptable) are completed.
 - The venue of the final defense is reserved through the Registrar Office.
6. After completing the defense, the student should submit the "Report on Oral Defense" online via portal and the thesis committee recommends its acceptance or rejection to the Graduation Studies within two working days from the date of the final defense.
7. Subsequently, the student should finalize and submit the thesis write-up, after necessary corrections as recommended by the thesis committee, to the Deanship of Graduate Studies for final review and approval before arranging for the thesis binding.
8. Refer to the Graduate Studies website for the final submission requirements following thesis defense, including formatting, templates, hard and soft copy submission, and graduation requirements.

We wish you all the best in your study!



Form A: Master's Thesis Advisor Selection Form

Student Information:

Name		ID	
GPA		Completed Credit Hrs.	
Term of Joining		Term of Graduation	

Tentative Thesis Title:

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Suggested Thesis Advisor (*most preferred first*):

1.
2.
3.

Note: We will do our best to assign you the most preferred advisor. However, this is not always guaranteed. So, select the second and third options carefully.

Student's Signature

By signing on this form, I confirm that the above-mentioned information is correct

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Form B: Master's Thesis Information Sheet

Student Information

Name:		ID.:			GPA:	Notes:
Terms		No. of Completed Courses				
Joined	Graduation (expected)	Core	Electives	Seminar		

Thesis Title:

Research Importance:

Research Main Objective(s):

- .
- .
- .

Research Methodology: *(Optional, Briefly)*

- .
- .
- .
- .
- .

Research Expected Outcomes:

- .
- .
- .

Alignment of Research *Topic* and *Outcomes* with the Department's *Strategic Research Goals*

Explain how your topic would foster impactful and innovative research addressing the local and global challenges in the field of sustainable and resilient architecture and built environment.

Thesis committee Formation

Thesis **P**roincipal **A**dvisor (**PA**), Thesis **C**o-Advisor (**CA**), Committee **M**ember (**CM**)

Name	Rank	Department	Role	Expected Contribution
			Advisor	
			Member	
			Member	

Justify the selection of your thesis advisor and committee members in terms of their research and teaching experience:

- .
 - .
 - .
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