



MEMORANDUM

FOR : THE CHAIRMAN

FROM : ACADEMIC AFFAIRS DEPARTMENT

SUBJECT : Revised Guidelines on Thesis/Capstone/Design Project

Respectfully requesting approval of the attached Revised Guidelines on Thesis/Capstone/Design Project.

The revision was made to ensure uniformity in the format of an Undergraduate (and Graduate) Thesis/Capstone/Design Projects.

Prepared by

A handwritten signature of Joan Rimando.
Joan Rimando
Research Manager, AAD

Recommending Approval

A handwritten signature of Alma V. Dela Cruz, Ph.D.
Alma V. Dela Cruz, Ph.D.
Head, Academic Affairs

A handwritten signature of Arnel F. Hibo.
Arnel F. Hibo
Cluster Head, AMACC/AMACU

Approved by

A handwritten signature of Dr. Amable R. Aguiluz, V.
Dr. AMABLE R. AGUILUZ, V
Chairman Emeritus



AMA GUIDELINES

ISO 9001: 2000

Document No:

GL-AAD-007

Issue No

Revision No.: 1

01

Review Date:

Page

10131

REVISION HISTORY

	AMA GUIDELINES ISO 9001: 2000			Document No. GL-AAD-007
Title GUIDELINES FOR THESIS /CAPSTONE PROJECT/DESIGN PROJECT WRITING FOR UNDERGRADUATE & GRADUATE STUDENTS	Issue No. 01		Revision No. 03	
Effective Date: September 10, 2013		Page 2 of 31		
Prepared by: Alma V. Dela Cruz Sr Director, AMD	Recommending Approval: Arnel F. Hibo FVP-COO	Recommending Approval: Danter R. Sullivan VP-COO	Recommending Approval: Darwin Dominguez VP-COO	Approved by: DR. AMABLE R. AGUILUZ V Chairman Emeritus

1.0 OBJECTIVE

The guidelines for thesis/capstone/design project writing for the undergraduate and graduate students aim to standardize the whole process in all campuses of AMAES, and thereby improve the quality of research output submitted by our students.

Objectives are:

- 1.1 To come up with a uniform format of writing thesis/capstone/design project/dissertation for all AMA students;
- 1.2 To standardize the grading scheme for thesis/capstone/design project/dissertation;
- 1.3 To ensure a quality research output from AMACC students; and
- 1.4 To serve as a guide for faculty members doing thesis/capstone/design project advising and oral defense paneling.

These guidelines specifically address ISO 9000 requirements (Clause 7.2.2 "a" and "c")

2.0 SCOPE

The guideline covers format for Thesis/Capstone and Design Project courses, physical specifications, grading, advising, and policies on administering oral defense as well as policies on the formation of thesis committee for both the undergraduate and graduate students of AMA Education System.

3.0 UNDERGRADUATE THESIS PROGRAM

- The undergraduate thesis for all Computer Science and CAS students has a total of six (6) units. This is divided into two courses, namely, **Methods of Research** and **Thesis Writing** with academic weight of **three units each**, and is ideally taken in two consecutive trimesters.
- The undergraduate **Capstone Project** for Information Science and Information Technology students is **three (3) units**.
- **Design Project 1** and **Design Project 2** with academic weight of one (1) unit and two (2) units respectively.
- BSBA, BSE and BEEd offers a three (3)- unit thesis course based on their major field of specialization.
- Students from the same college may form a group of at most three (3) members to conduct one specific thesis, research or design project.

 <p>AMA GUIDELINES ISO 9001: 2000</p> <p>Title GUIDELINES FOR THESIS /CAPSTONE PROJECT/DESIGN PROJECT WRITING FOR UNDERGRADUATE & GRADUATE STUDENTS</p>	Document No: GL-AAD-007
	Issue No.: 01
	Revision No.: 03
	Effective Date: September 10, 2013
Page 3 of 31	

- Cross-disciplinary thesis or design projects will be subject to approval of the Academic Affairs and Operations Department.
- For meritorious cases such as size and coverage of the project, the number of group members maybe increased to at most 5 students. A letter of appeal on the number of group members, stating reasons for said appeal must be prepared. Head of Academic Affairs and Operations Department must approve the letter of appeal.

3.1 THESSA/ DESPRO1

When a student reaches senior standing, he/she becomes eligible to enroll THESSA/DESPRO1

3.1.1 Course Requirements

- Topic Proposal
- Chapter 1
- Chapter 2
- Chapter 3

3.1.2 Grading System for THESSA and DESPRO1 is as follows:

TRIMESTRAL BRANCHES

Preliminary Period	Chapter 1 (Introduction) + exam
Midterms Period	Chapter 2 (Review of Literature) + exam
Final Period	Chapter 3 (Materials & Method) + exam

Final Grade = 30% (Prelim) + 30% (Midterm) + 40% (Final)

SEMESTRAL

Preliminary Period	Chapter 1 (Introduction) + exam
Midterms Period	Chapter 2 (Review of Literature) + exam
Prefinal and Final Period	Chapter 3 (Materials & Method) + exam

Final Grade = 20% (Prelim) + 20% (Midterm) + 20% (Pre Final) + 40% (Final)

3.1.3 A student will receive a "NFE" mark for the following reasons:

- Failure to pay financial obligations even if the required chapters 1, 2 and 3 were submitted.
 - Should any of the member of the group failed to pay outstanding financial obligations, only said member will be given an NFE mark.
 - The Appropriate Numerical Grade will be given upon presentation of proof of payment for the outstanding balance.
- Failure to submit the **revised** chapters 1, 2 and 3 even if the student has no outstanding financial obligations.

<p>AMA GUIDELINES ISO 9001: 2000</p> <p>Title GUIDELINES FOR THESIS /CAPSTONE PROJECT/DESIGN PROJECT WRITING FOR UNDERGRADUATE & GRADUATE STUDENTS</p>	Document No: GL-AAD-007	
	Issue No : 01	Revision No.: 03
	Effective Date: September 10, 2013	
	Page 4 of 31	

- The Appropriate Numerical Grade will be given upon submission of the revised chapters. Guidelines for removal of 'NFE' will be implemented.

- 3.1.5 Students who failed to submit Chapter1, Chapter 2 and Chapter 3 during the designated deadlines will be given a grade of 5.
- 3.1.6 Students who got failing grade must re-enroll the course and will be allowed to use the same topic/project for a period not exceeding one year. After which students must present a new topic/project

3.2 Thesis B/DESPRO2

- 3.2.1 Only upon successful completion of **THESISA/ DESPRO1 (NFE mark has been removed)** will the student be allowed to enroll **THESISB/DESPRO2**. Student(s) work hand-in-hand with the thesis adviser for the completion and finalization of his approved thesis/design project.

3.2.2 Course Requirements

The requirements for Thesis B and DESPRO2 are:

- Hardbound copy of the Thesis/Design Project (3 copies)
- Software/Hardware/Prototype
- Oral Defense

3.2.3 Grading System

FINAL PAPER	30%
Originality / Inventiveness	15%
Quality of thesis manuscript	15%
PROTOTYPE	35%
Conceptual & Logical Design	20%
Workability & Application	15%
ORAL PRESENTATION	35%
Quality of thesis presentation	20%
Ability to defend the thesis	15%
	100%

Final Grade = Final Paper Grade+ Prototype Grade+ Oral Defense Grade

- 3.2.4 Should any of the members of the group dropped **THESISB/DESPRO2**, The remaining members of the group may continue with the project but must notify the member who dropped

	AMA GUIDELINES ISO 9001: 2000	Document No: GL-AAD-007
		Issue No.: 01 Revision No.: 03
Title GUIDELINES FOR THESIS /CAPSTONE PROJECT/DESIGN PROJECT WRITING FOR UNDERGRADUATE & GRADUATE STUDENTS	Effective Date: September 10, 2013	Page 5 of 31

The member who dropped cannot use the same project. He/she can however join another group with a different project when he/she re-enrolls THESISB/DESPRO2

- 3.2.5 The group is not allowed to change the thesis/design project, except for meritorious cases. In which case, the remaining member/s must put into writing their intentions and reasons for changing the project. The Adviser must evaluate the merit of the request and endorse the letter to be approved by the Dean and the School Director before the students can change the project. The group will be responsible in completing the new thesis and project within the trimester otherwise a NFE mark will be given them.
- 3.2.6 Students will be given NFE marks for the following reasons:
 - Failure to pay financial obligations even if all requirements were complied with.
 - Should any of the member of the group failed to pay outstanding financial obligations, only said member will be given an NFE mark.
 - The Appropriate Numerical Grade will be given upon presentation of proof of payment for the outstanding balance.
 - Failure to submit the hardbound copy of the thesis/design project
 - The Appropriate Numerical Grade will be given upon submission of all course requirements. **Guidelines for removal of NFE will be implemented.**
- 3.2.7 Students will be given grade of 5 for the following reasons:
 - Failure to remove NFE mark
 - Failure to defend thesis/design project on the scheduled date plus 1 week grace period even if all financial obligations have been paid.
 - Failing grade in the FINAL GRADE which is the sum of the grades for the Final Paper, Prototype and Oral Defense.
- 3.2.8 Students who gets failing grade must re-enroll the course and will be allowed to use the same topic/project for a period not exceeding one year. After which students must present a new topic/project.

3.3 CAPSTONE PROJECT

Capstone Project – a final project meant to encapsulate all things learned in the IT and IS program of study. The capstone project shall provide the students with an experience that brings together the technical knowledge that they have acquired on “real-life” projects or application.

	AMA GUIDELINES ISO 9001: 2000	Document No: GL-AAD-007
Title	GUIDELINES FOR THESIS /CAPSTONE PROJECT/DESIGN PROJECT WRITING FOR UNDERGRADUATE & GRADUATE STUDENTS	Issue No.: 01 Revision No.: 03
Effective Date: September 10, 2013		
Page 6 of 31		

Students shall be able to apply problem/project definition, project planning, design selection and optimization, team building, communication, presentation skills, interpersonal skills, meeting skills, and conflict resolution. Students are to be encouraged to collaborate with corporations, industry and government clients in order for them to develop projects with real life application.

3.3.1 When a student reaches senior standing, he/she becomes eligible to enroll Capstone Project (3 units)

3.2.1 Course Requirements

- Project Proposal
- Hardbound copy of the capstone project
- Oral Defense

3.2.2 Grading System for CAPSTONE PROJECT is as follows:

TRIMESTRAL BRANCHES

Preliminary Period	Chapter 1 (Introduction) + exam
	Chapter 2 (Review of Literature) + exam
	Chapter 3 (Materials & Method) + exam
Midterms Period	Chapter 4 (Results/Findings and Analysis)
	Chapter 5 (Conclusion and Recommendations)
Final Period	Final Paper Grade
	Prototype Grade
	Oral Defense Grade
FINAL PAPER GRADE	30%
Originality / Inventiveness	15%
Quality of thesis manuscript	15%
PROTOTYPE/SOFTWARE GRADE	35%
Conceptual & Logical Design	20%
Workability & Application	15%
ORAL PRESENTATION GRADE	35%
Quality of thesis presentation	20%
Ability to defend the thesis	<u>15%</u>
	100%

Final CAPSTONE Grade = 30% (Prelim) + 30% (Midterm) + 40% (Final)

	AMA GUIDELINES ISO 9001: 2000	Document No:
		GL-AAD-007
Title	Issue No.	Revision No.
GUIDELINES FOR THESIS /CAPSTONE PROJECT/DESIGN PROJECT WRITING FOR UNDERGRADUATE & GRADUATE STUDENTS	01	03

SEMESTRAL BRANCHES

Preliminary Period

Chapter 1 (Introduction) + exam
Chapter 2 (Review of Literature) + exam
Chapter 3 (Materials & Method) + exam

Midterms Period

Chapter 4 (Results/Findings and Analysis)
Chapter 5 (Conclusion and Recommendations)

Pre Final and Final Period

Final Paper Grade
Prototype Grade
Oral Defense Grade

FINAL PAPER GRADE	30%
Originality / Inventiveness	15%
Quality of thesis manuscript	15%

PROTOTYPE/SOFTWARE GRADE	35%
Conceptual & Logical Design	20%
Workability & Application	15%

ORAL PRESENTATION GRADE	35%
Quality of thesis presentation	20%
Ability to defend the thesis	15%
	100%

CAPSTONE Grade = 20% (Prelim) + 20% (Midterm) + 20% (Pre Final) + 40% (Final)

3.2.3 A student will receive a "NFE" mark for the following reasons:

- Failure to pay financial obligations even if all course requirements was submitted.
 - Should any of the member of the group failed to pay outstanding financial obligations, only said member will be given an NFE mark.
 - The Appropriate Numerical Grade will be given upon presentation of proof of payment for the outstanding balance.
 - Failure to submit the hardbound copy of the capstone project even if the student has no outstanding financial obligations.
 - The Appropriate Numerical Grade will be given upon submission of the revised chapters. **Guidelines for removal of NFE will be implemented.**
- 3.3.2 Students who fail to submit the required chapters on schedule plus 1 week grace period will be give a grade of 5 for that particular term.



AMA GUIDELINES

ISO 9001: 2000

Document No:

GL-AAD-007

Issue No.:

Revision No.:

03

Effective Date:

September 10, 2013

Page

8 of 31

Title

**GUIDELINES FOR THESIS /CAPSTONE PROJECT/DESIGN
PROJECT WRITING FOR UNDERGRADUATE & GRADUATE
STUDENTS**

- 3.3.3 Students will be given grade of 5 for the following reasons
 - Failure to remove NFE mark within the allowed period
 - Failure to defend capstone project on the scheduled date plus 1 week grace period even if all financial obligations have been paid
 - Failing grade in the FINAL GRADE which is the sum of the grades for the Final Paper, Prototype and Oral Defense
- 3.3.4 Students who got failing grade must re-enroll the course and will be allowed to use the same topic/project for a period not exceeding one year. After which students must present a new topic/project.
- 3.3.5 Should any of the members of the group dropped CAPSTONE PROJECT, The remaining members of the group may continue with the project but must notify the member who dropped.

The member who dropped cannot use the same project. He/she can however join another group with a different project when he/she re-enrolls the course.
- 3.3.6 The group is not allowed to change the capstone project, except for meritorious cases. In which case, the remaining member/s must put into writing their intentions and reasons for changing the project. The Adviser must evaluate the merit of the request and endorse the letter to be approved by the Dean and the School Director before the students can change the project. The group will be responsible in completing the new project within the period. There will be no extension of the scheduled submission.

3.4 BSBA Research Course/ Intro to Education Research

When a BSBA/BSE/BEEd student reaches senior standing, he/she becomes eligible to enroll the Research course, a three (3)-unit course

3.4.1 Course Requirements

The course requirements are:

- Hardbound copy of completed research paper (3 copies)
- Oral Defense

3.4.2 Grading scheme for BSBA Research Course/BSE and BEEd Research course is as follows:

TRIMESTRAL BRANCHES

Preliminary Period

Chapter 1 (Introduction), Chapter 2 (Review of Related Literature and Chapter 3 (Research Design and Methodology)



AMA GUIDELINES

ISO 9001:2000

Title

GUIDELINES FOR THESIS /CAPSTONE PROJECT/DESIGN PROJECT WRITING FOR UNDERGRADUATE & GRADUATE STUDENTS

Document No:

GL-AAD-007

Issue No.

Revision No

01

Page Date: 8/14/2013 10:55:13

Page

9 of 31

Midterms Period

Chapter 4 (Results and Discussion) and Chapter 5 (Conclusion and Recommendations)

Final Period

**Final Paper and
Oral Defense**
(See Annex for the form to be used in grading
the oral defense).

Oral Defense for the research project will be graded as follows:

FINAL PAPER	60%
1. Originality / Inventiveness	40%
2. Quality of thesis manuscript	20%
 ORAL PRESENTATION	 40%
1. Quality of thesis presentation	20%
2. Ability to defend the thesis	20%
	<u>100%</u>

Final Grade = 30% (Prelim) + 30% (Midterm) + 40% (Final)

SEMESTRAL BRANCHES

Preliminary Period

Chapter 1 (Introduction), Chapter 2 (Review of Related Literature and Chapter 3 (Materials and Methods)

Midterms Period

Chapter 4 (Results and Discussion) and Chapter 5 (Conclusion and Recommendations)

Pre Final and Final Period

Final Paper and Oral Defense
(See Annex for the form to be used in grading
the oral defense)

Oral Defense for the research project will be graded as follows:

FINAL PAPER	60%
1. Originality / Inventiveness	40%
2. Quality of thesis manuscript	20%
ORAL PRESENTATION	40%
1. Quality of thesis presentation	20%
2. Ability to defend the thesis	20%
	100%

File Name: Guidelines for Thesis Writing

ISO 9001:2000 QMS Document

This is a controlled document and is subject to revision control requirements. User should verify latest revision.

	AMA GUIDELINES ISO 9001: 2000	Document No: GL-AAD-007 Issue No.: 01 Revision No.: 03 Effective Date: September 10, 2013 Page 10 of 31
Title GUIDELINES FOR THESIS /CAPSTONE PROJECT/DESIGN PROJECT WRITING FOR UNDERGRADUATE & GRADUATE STUDENTS		

Final Grade = 20% (Prelim) + 20% (Midterm) + 20% (Pre Final) + 40% (Final)

- 3.4.3 Students will be given a "NFE" mark for the following reasons:
 - Failure to pay financial obligations even if all requirements were complied with.
 - Should any of the member of the group failed to pay outstanding financial obligations, only said member will be given an NFE mark.
 - The Appropriate Numerical Grade will be given upon presentation of proof of payment for the outstanding balance.
 - Failure to submit hardbound copy of research project even if the student has no outstanding financial obligations.
 - The Appropriate Numerical Grade will be given upon submission of all course requirements. **Guidelines for removal of NFE will be implemented.**
- 3.4.4 Students will be given grade of 5 for the following reasons:
 - Failure to remove NFE mark
 - Failure to defend research project on the scheduled date plus 1 week grace period even if all financial obligations have been paid.
 - Failing grade in the FINAL GRADE which is the sum of the grades for the Final Paper, Prototype and Oral Defense
- 3.4.5 Failure to submit required chapters during the designated deadlines will mean a grade of 5 for that particular term
- 3.4.6 Students who get failing grade for must re-enroll the course and will be allowed to use the same topic/project for a period not exceeding one year. After which students must present a new topic/project.

4.0 MASTERAL THESIS PROGRAM

The masteral thesis for AMACC and AMACU students has a total credit of six (6) units and is ideally taken during the last term under the course title ***Thesis Writing for Graduate Students***

4.1 Course Requirements for MSCS/MACOEd

- Topic Proposal
Topic Proposal need not be defended to a panel. The thesis adviser shall be responsible in the approval or disapproval of the thesis proposal.
- Final Paper
- Hardbound Copy (5 copies)
- Prototype/Software/Hardware
- Oral Defense

	AMA GUIDELINES ISO 9001: 2000	Document No:
		GL-AAD-007
Title	Issue No:	Revision No.:
GUIDELINES FOR THESIS /CAPSTONE PROJECT/DESIGN PROJECT WRITING FOR UNDERGRADUATE & GRADUATE STUDENTS	01	03
	Effective Date:	September 10, 2013
	Page	11 of 31

4.2 Course Requirements for MBA/MPA

- Topic Proposal
- Final Paper
- Hardbound Copy (5 copies)
- Oral Defense

4.3 Grading System

Preliminary Period	Chapter 1 (Introduction), Chapter 2 (Review of Related Literature and Chapter 3 (Materials and Methods)
Midterms Period	Chapter 4 (Results and Discussion) and Chapter 5 (Conclusion and Recommendations)
Final Period	Oral Defense (See Annex for the form to be used in grading the oral defense)

4.4 Oral Defense for the MSCS/MACOEd thesis project will be graded as follows:

FINAL PAPER	30%
Originality / Inventiveness	15%
Quality of thesis manuscript	15%
PROTOTYPE	30%
Conceptual & Logical Design	15%
Workability & Application	15%
ORAL PRESENTATION	40%
Quality of thesis presentation	20%
Ability to defend the thesis	20%
	100%

4.5 Oral Defense for MBA/MPA thesis project will be graded as follows:

FINAL PAPER	60%
1. Originality / Inventiveness	40%
2. Quality of thesis manuscript	20%
ORAL PRESENTATION	40%
1. Quality of thesis presentation	20%
2. Ability to defend the thesis	20%
	100%

$$\text{Final Grade} = 30\% \text{ (Prelim)} + 30\% \text{ (Midterm)} + 40\% \text{ (Final Term)}$$

	AMA GUIDELINES ISO 9001: 2000	Document No: GL-AAD-007 Issue No : 01 Revision No: 03
Title GUIDELINES FOR THESIS /CAPSTONE PROJECT/DESIGN PROJECT WRITING FOR UNDERGRADUATE & GRADUATE STUDENTS		Effective Date: September 10, 2013
		Page 12 of 31

- 4.6 Students will be given a "NFE" mark for the following reasons:
- Failure to pay financial obligations even if all requirements were complied with.
 - The Appropriate Numerical Grade will be given upon presentation of proof of payment for the outstanding balance.
 - Failure to submit hardbound copy of the thesis even if the student has no outstanding financial obligations.
 - The Appropriate Numerical Grade will be given upon submission of all course requirements. **Guidelines for removal of NFE will be implemented.**
- 4.7 Students will be given grade of 5 for the following reasons:
- Failure to remove NFE mark
 - Failure to defend thesis project on the scheduled date plus 1 week grace period
 - Failing final grade
- 4.8 Students who gets failing grade must re-enroll the course and will be allowed to use the same topic/project for a period not exceeding one year. After which students must present a new topic/project.
- 4.9 Students in the graduate program doing thesis are not allowed to have any groupings. A research project must be done individually.

5.0 Dissertation

The dissertation course for Doctorate degree students has a total of twelve (12) credit units and is taken in two consecutive terms.

6.0 Adviser

6.1 Undergraduate Thesis Adviser

- 6.1.1 The thesis/capstone/DESPRO/Research adviser must be a full-time faculty member of AMACC or AMACU, must have expertise on the respective area of study and established track record to do research.
- 6.1.2 An undergraduate thesis/capstone/DESPRO/Research adviser must hold at least a Master's degree on the appropriate field of specialization of the students.
- 6.1.3 The Thesis/capstone/DESPRO adviser must ensure that all thesis or design project topics are in line with the research trust of the discipline and must show potential of social relevance within their locality.

6.2 Graduate Thesis Adviser

- 6.2.1 Must have teaching assignment in the current trimester, must have expertise on the advisee's field of specialization and established track record to do research
- 6.2.2 The graduate thesis adviser can only handle at most 5 advisees in any given trimester

	AMA GUIDELINES ISO 9001: 2000	Document No: GL-AAD-007
Title	Issue No.: 01	Revision No.: 03
GUIDELINES FOR THESIS /CAPSTONE PROJECT/DESIGN PROJECT WRITING FOR UNDERGRADUATE & GRADUATE STUDENTS	Effective Date: September 10, 2013	
	Page	13 of 31

6.2.3 Must hold at least a Master's degree on the appropriate field of Specialization of the Students.

- MPA, DPA, MBA, DBA, PhD BA, PhD Management advisers can only advise MPA and MBA students
- MSCS, PhD CS, PhD IT, DIT advisers can only advise MSCS, MIT and MACOED students
- Holders of MA Education Management/Administration or PhD Education Management/Administration can only advise MACOED students

7.0 Oral Defense

7.1 Undergraduate Thesis/capstone/DESPRO Defense Schedule.

7.1.1 The Thesis/DESPRO Adviser must ensure that a Thesis or Design Project is complete before including it in the schedule of defense. Complete means that:

- Edited and printed final draft of manuscript
- Software is available and running.
- Prototype is available and working/functioning.

7.1.2 The schedule must be submitted to the Dean/SD for approval.

7.1.3 The students will be advised of their defense schedule no less than 2 weeks before the date of defense

7.1.4 The approved list must be posted in strategic area in the campus

7.2 Composition of Undergraduate Thesis/capstone/DESPRO Oral Defense Panel

7.2.1 The undergraduate thesis/capstone/DESPRO Oral Defense Panel will have three members

7.2.2 Each of the panel members from the academic community must:

- Have expertise on the thesis topic to be defended.
- Hold at least a Master's Degree in the field of Specialization of the Student
- Must have established track record to do and evaluate research.

7.2.3 Each of the panel member from the industry must:

- Have expertise on the thesis topic to be defended.
- Must have at least 5 years of industry experience on the thesis topic
- Must have established track record to do and evaluate research.

7.2.4 A Thesis/capstone/DESPRO Panel Member is allowed to be part of the oral defense in at most five (5) Thesis/capstone/Despro Title in any given set of schedule. (i.e. For 1st trimester Thesis/capstone/DESPRO defense schedule, Professor X is allowed to sit in at most 5 different titles only. This will ensure that as a panelist Professor X was able to read, study, appreciate and provide recommendations to the Thesis/capstone or Design Projects to be presented.)

	AMA GUIDELINES ISO 9001: 2000	Document No: GL-AAD-007 Issue No.: 01 Revision No.: 03 Effective Date: September 10, 2013 Page 14 of 31
Title GUIDELINES FOR THESIS /CAPSTONE PROJECT/DESIGN PROJECT WRITING FOR UNDERGRADUATE & GRADUATE STUDENTS		

7.2.5 Any paneling beyond five titles will not be paid. Faculty members who sat in more than five titles will be paid only the honorarium equivalent to five titles.

7.3 Schedule of the Graduate Thesis Oral Defense

- 7.3.1 The Thesis Adviser must ensure that the thesis is complete and ready for defense before including the title in the schedule of defense.
- 7.3.2 The schedule must be submitted to the Dean/SD for approval.
- 7.3.3 The students will be advised of their schedule no less than 1 month before the date of defense.
- 7.3.4 The approved list must be posted in strategic area in the campus

7.4 Composition of the Graduate Thesis/ Dissertation Oral Defense Panel

- 7.4.1 The graduate thesis Oral Defense Panel will have **three members**
- 7.4.2 The thesis adviser may recommend panelist who are not faculty members or officers/administrators of AMAES as long as they satisfy the minimum requirements
- 7.4.3 Each of the academic panel members must:
 - Have **expertise on the thesis/design project topic** to be defended.
 - Hold **at least a Master's Degree in the field of Specialization** of the Students (for Masteral Defense)
 - Hold an appropriate PHD or Doctorate Degree in the field of specialization of the students (for Doctoral Defense)
 - Must have established track record to do and evaluate research.
- 7.4.4 Each of the Industry panel must
 - Have **expertise on the thesis topic** to be defended.
 - Must have at least 5 years of industry experience on the thesis topic.
 - Must have established track record to do and evaluate research
- 7.4.5 Deans and Academic administrators can serve as panel members provided that they have expertise in the thesis to be presented; schedule of the defense is beyond office hours and, their participation is approved by their respective immediate superior. They will be paid appropriate honoraria upon submission of grades through the thesis adviser.
- 7.4.6 A Panel Member is allowed to be part of the oral defense **in at most five (5)** Thesis Title in any given set of schedule. (i.e. For 1st trimester Thesis/capstone/DESPRO defense schedule, Professor X is allowed to sit in at most 5 different titles only. This will ensure that as a panelist Professor X was able to read, study, appreciate and provide recommendations to the Thesis/capstone or Design Projects to be presented.)

	AMA GUIDELINES ISO 9001: 2000	Document No: GL-AAD-007 Issue No.: 01 Revision No.: 03 Effective Date: September 10, 2013 Page 15 of 31
Title GUIDELINES FOR THESIS /CAPSTONE PROJECT/DESIGN PROJECT WRITING FOR UNDERGRADUATE & GRADUATE STUDENTS		

- 7.4.7 Deans can serve as panel member if his/her expertise is in line with the thesis to be presented and can seat in at most five (5) Thesis titles only and provided the defense schedule is beyond office hours.

7.5 Submission and Approval of Graduate Thesis panel members

- 7.5.1 The Thesis Adviser must submit list of panel members to the Dean/SD two weeks before the start of the oral defense schedule. The Dean must ensure that all the qualifications of a thesis panel member are satisfied before approving the list.
- 7.5.2 The approved list together with the schedule of defense must be forwarded to the HRD for checking (i.e. conflict of schedule of faculty members assigned to become part of panel, qualification of the industry panelist).
- 7.5.3 Should there be changes in the names of the panelist or schedule of the oral defense, the Thesis Adviser must submit the revised list of panelist or revised schedule to the Dean/SD for approval. The approved list must be submitted to the HRD.
- 7.5.4 Members of the faculty are allowed to be part of the Thesis Panel provided the schedule of the Oral Defense is beyond their teaching schedule. (i.e. Any faculty member who sits in an oral defense during his or her scheduled class will be marked absent and will be charged corresponding deductions.). HRD must ensure that no faculty member will be allowed to sit in an oral defense and missed a scheduled class.

8.0 ORAL DEFENSE FEE

- 8.1 Undergraduate Oral Defense Fee is Php 600.00 per student to be paid before the Oral Defense date.
- 8.2 Graduate Oral Defense Fee is Php 10,000 per student to be paid before the date of the oral defense

9.0 SUBMISSION OF THESIS GRADES

- 9.1 For Thesis not requiring oral defense, the thesis adviser shall compute the grades accordingly and submit to the class teacher/dean as scheduled.
- 9.2 For Thesis concluded by an Oral Defense, the thesis adviser must compute the final grade of each student based on the approved grading system and by averaging the scores of each panel member.

	AMA GUIDELINES ISO 9001: 2000	Document No: GL-AAD-007
		Issue No.: 01 Revision No.: 03
Title GUIDELINES FOR THESIS /CAPSTONE PROJECT/DESIGN PROJECT WRITING FOR UNDERGRADUATE & GRADUATE STUDENTS	Effective Date: September 10, 2013	Page 16 of 31

For example: Thesis A was graded by three panel members as follow:

Panel 1 – 89
Panel 2 – 90
Panel 3 – 95

The average grade is $(89+90+95)/3 = 91.33$
The grade equivalent is then recorded.

The grades are submitted to the dean within the scheduled submission of grades.

10.0 GENERAL FORMAT OF THE THESIS

The following are the parts of the thesis, optional and necessary, that must be followed and must appear in this order.

10.1 Title Page

This page contains the title of the thesis, name of proponents and a statement regarding the qualification for which the thesis is submitted. It also contains the name of the institution, to which the thesis is being submitted, and the month and year of submission. (Appendix B).

10.2 Approval Sheet

This page bears the name of the proponent/s and title of the thesis, together with the signature of the adviser, college dean and members of the oral defense panel. This page certifies that the thesis has been duly approved, and must bear the date of approval. (Appendix A).

10.3 Acknowledgements

This section recognizes persons and organizations who/which assisted the proponents in the completion of the thesis. Acknowledgements should be expressed simply and tactfully.

10.4 Abstract

This is a presentation of the thesis summary. Included in the thesis abstract are the statement of the problem, objective/s of the study, methodology, major findings, significance and conclusions.

The abstract should not be less than 200 words but not to exceed 500 words, and should be typed single-spaced. Normally the abstract does not include any reference to the literature.

	AMA GUIDELINES ISO 9001: 2000	Document No: GL-AAD-007
Title	Issue No.: 01	Revision No.: 03
GUIDELINES FOR THESIS /CAPSTONE PROJECT/DESIGN PROJECT WRITING FOR UNDERGRADUATE & GRADUATE STUDENTS	Effective Date: September 10, 2013	
	Page	17 of 31

10.5 Table of Contents

A sequential listing of all major parts of a thesis with corresponding page numbers. Included in the table of contents are the titles of chapters, sections and subsections, bibliography and appendices. Also included are the titles of the preliminary pages as well as the required forms.

10.6 List of Tables

A comprehensive listing of titles of all tables found in the body of the thesis with indication of the corresponding page numbers.

Tables should be numbered in sequence, using Arabic numerals. For example, the third table appearing in chapter two should be labeled *Table 2.3*.

10.7 List of Figures

List of charts, graphs, maps and other illustrations used in the thesis. Specific items consisting of 12 or more must be listed separately. For example, if there are more than 12 illustrations, then there must be a separate list of illustrations.

List the exact title or caption of each figure and its corresponding page. Figures should also be numbered in sequence, using Arabic numerals. The first figure in the third chapter is labeled *Figure 3.1*.

10.8 List of Appendices

An appendix or appendices, if any, should be after the bibliography. Appendices include original data, preliminary tests, tabulations, tables that contain data of lesser importance, very lengthy quotations, forms and documents, computer printouts and other pertinent documents. It must Appendices should be arranged chronologically as they are cited in the main text. Use capital letters of the English alphabet to track appendices, and always begin with the letter A.

10.9 List of Abbreviations and Symbols (Optional)

All abbreviations used in the thesis are listed for easy reference of the reader. This section, however, is optional.

10.10 Main Body

This is the main text of the thesis, divided into chapters and sub-topics. It normally starts with the introduction and ends with the conclusion and recommendations.

Details on parts of the main body are discussed separately.

	AMA GUIDELINES ISO 9001: 2000	Document No: GL-AAD-007
Title	GUIDELINES FOR THESIS /CAPSTONE PROJECT/DESIGN PROJECT WRITING FOR UNDERGRADUATE & GRADUATE STUDENTS	Issue No.: 01 Revision No.: 03
Effective Date:		September 10, 2013
Page		18 of 31

10.11 Bibliography

This is a list of works cited, as well as works consulted but not cited in the construction of the thesis. The list of references is numbered and arranged alphabetically. For format on the writing of references, the APA (American Psychological Association) style of documentation shall be followed. (See appendix C).

10.12 Appendices

An appendix or appendices, if any, should be after the bibliography. Appendices include original data, preliminary tests, tabulations, tables that contain data of lesser importance, very lengthy quotations, forms and documents, computer printouts and other pertinent documents. Appendices should be arranged chronologically as they are cited in the main text. Use capital letters of the English alphabet to track appendices, and always begin with the letter A.

10.13 Biographical Sketch

This section gives the biographical information of the proponent/s. It should include name, educational background, professional work experience (if any) and such other matters that may interest the reader. It is strongly recommended that this be written in essay form rather than a mere resume'.

11.0 BODY OF THE THESIS

The main body of a thesis is divided into five (5) chapters, which may be further subdivided into sections.

11.1 Chapter 1 – Introduction

This chapter serves as a backgrounder for readers to have an overview of the study even without prior reference to other publications on the topic. The introduction is the first chapter of the thesis and must include the objective/s and justification of the study as well as the limitations set by the proponent. The introduction is the proper place to define any specialized terms and concepts used in the thesis.

11.1.1 Statement of the Problem

The statement of the problem is the backbone of the proposal/paper. This is the main idea of the entire research project. This is a statement that you can prove with evidence/s. Well constructed problem statements will convince your audience that the problem is real and worth having you investigate. Well constructed problem statement defines the problem and helps identify the variables that will be investigated in the study.



AMA GUIDELINES

ISO 9001: 2000

Document No:

GL-AAD-007

Issue No:

01

Revision No:

03

Effective Date:

September 10, 2013

Page ..

19 of 31

Title

GUIDELINES FOR THESIS /CAPSTONE PROJECT/DESIGN
PROJECT WRITING FOR UNDERGRADUATE & GRADUATE
STUDENTS

11.1.2 Purpose/Objective of the Study

This section summarizes what is to be achieved by the study. This usually contains general and specific objectives. Research objectives are closely related to research problem.

11.1.3 Significance of the Study

This section describes or explains the potential value of the study and findings. It should be clear in here, the target audience for the study and how the results will be beneficial for them. It answer the questions – Why is it important? To whom it will be beneficial?

11.1.4 Scope and Limitation

This section sets parameters of the study. Limitations are the inherent problems encountered by the researcher, thus, stating the limitations of the study can be very useful for readers in interpreting the results of the study.

11.1.5 Hypothesis

Research hypotheses are the possible answer to the research problems or sub-problems. Good hypotheses are based on well constructed research questions. It guides or supports the research to find an answer to the research problems. However, this is not a requirement for social science research instead a conceptual framework or theoretical framework is needed.

11.1.6 Conceptual Framework/Theoretical Framework

The conceptual framework is the outline or a diagram of preferred approach to the concepts (an idea or thought) used in the study. It shows all the variables included in the study. The theoretical framework, on the other hand, consists of theories, principles, and research findings - interrelated concepts - which are related to the study. This is the framework on how the study is organized or developed.

11.2 Chapter 2 – Review of Related Literature

The review of related literature showcases previous studies and publications relevant to the thesis. This chapter gives light as to what motivated the proponent/s in pursuing the specific field of study.



AMA GUIDELINES

ISO 9001: 2000

Document No:

GL-AAD-007

Issue No.:

01

Revision No.:

03

Effective Date:

September 10, 2013

Page

20 of 31

Title
**GUIDELINES FOR THESIS /CAPSTONE PROJECT/DESIGN
PROJECT WRITING FOR UNDERGRADUATE & GRADUATE
STUDENTS**

11.3 Chapter 3 – Research Design and Methodology

Materials and Methods is the chronological listing of steps and procedure/s used by the proponent/s. Methods used for gathering of data, laboratory and field experiment, theoretical and/or conceptual frameworks, as well as techniques employed in the analyses of data must be specifically listed. For the materials, exact technical specifications, quantities and sources must be included. It includes instrumentation (or the procedures used in developing an instrument to gather data) and the data collection (or the details on how the data will be obtained) – the method of investigation, i.e. questionnaires, personal interviews, focus groups, laboratory modeling, design techniques, etc.; the sampling methodology, i.e. size of sample, population, experimental and control groups, prevention of bias, etc; and, the statistical methods used with explanation as to why you intend to use specific statistical methods.

11.4 Chapter 4 – Results and Discussions

This chapter presents the data gathered and the information obtained from them. Results and analyses in the form of figures, tables, graphs and text are found in this chapter. The discussion part is a presentation of the principles, relationship and generalization evidenced by the results. If applicable, the results need to be compared and interpreted with previously published works. Implications as well as possible practical applications must be mentioned.

11.5 Chapter 5 – Conclusions and Recommendations

This chapter includes a summary of the main findings of the thesis, and states the deduction/s obtained. It also presents the significance of the study, and relates findings to the objectives and problems written in the introduction part of the thesis.

Recommendation/s must be stated in this chapter. This part usually directs the reader to conduct further research on some specific areas related to the thesis topic.

11.6 References

This is a list of works cited, as well as works consulted but not cited (example background reading not necessarily cited) in the construction of the research paper.

The list of references is numbered and arranged alphabetically. For format on the writing of references, the APA (American Psychological Association) style of documentation shall be followed.

	AMA GUIDELINES ISO 9001: 2000	Document No: GL-AAD-007
Title	Issue No.: 01	Revision No.: 03
GUIDELINES FOR THESIS /CAPSTONE PROJECT/DESIGN PROJECT WRITING FOR UNDERGRADUATE & GRADUATE STUDENTS	Effective Date: September 10, 2013	
	Page:	21 of 31

12.0 DESIGN PROJECT/CAPSTONE PROJECT

This pertains to a thesis /capstone project/ dissertation with a deliverable product, whether hardware or software, or a combination of the two. For product designs, below are some other sections that should be included in the body of the thesis.

12.1 Cost and Benefit Analysis

This section estimates the cost of software, hardware and labor required by the application of the project. It should compare the cost to implement such an application with the benefits delivered by the application. It should also demonstrate the values added to a given institution by the application of the project.

12.2 Application Requirement

This section should provide a detailed description of the project application to be developed. Aside from textual description, diagrams describing the processes should also be included.

12.3 Conceptual Design

This section represents the application as a conceptual entity-relationship model. Verification of the conceptual design is required (usually included in the Results and Discussion chapter) to ensure that all needed data has been acquired and that it supports all processes identified in the requirement specifications.

12.4 Progress Reports

During the course of the development of the project, progress report forms (Appendix D) should be accomplished on a regular basis to track the flow of the development of team members who are working on a single project. Each progress report must specify individual tasks of team members for the period covered by the report.

Progress reports are placed at the end of the thesis as part of the appendix.

13.0 THESIS PHYSICAL REQUIREMENTS

13.1 Paper

Use white letter-size paper (8 ½ x 11 in). Orientation should be portrait style (can be read lengthwise). Text and figures are placed on only one side of the paper. The other side should be left blank.

	AMA GUIDELINES ISO 9001: 2000	Document No: GL-AAD-007
Title	GUIDELINES FOR THESIS /CAPSTONE PROJECT/DESIGN PROJECT WRITING FOR UNDERGRADUATE & GRADUATE STUDENTS	Issue No.: 01 Revision No.: 03
		Effective Date: September 10, 2013
		Page 22 of 31

13.2 Language

The official language to be used in writing a thesis is American English. Use only objective, expository English. Idioms, slang, subjective words and phrases, metaphors and undefined acronyms are not acceptable. All sentences must be complete with acceptable grammar and correct spelling.

13.3 Type Specifications

All submitted drafts of a thesis and other related official documents must be typewritten. Under no circumstances shall a hand-written draft and/or form be accepted for submission.

Font should be Arial with twelve-point size for the text. Text color is black. Typing should always be neat, clean and uniform.

13.4 Margins

- For the first page of any chapter, the left, top and bottom margins should be 40mm wide.
- For the rest of the pages, the left margin should be 40mm and the top and bottom margins should be 25mm.
- The right margin is 25mm for all pages. Make sure text is always justified on both sides. Use a five-space indentation for every paragraph.
- Margin specifications are meant to facilitate binding and trimming. All information (text headings, footnotes, illustrations, etc), including page numbers must be within the text area.

13.5 Spacing

The body of the thesis should be typed double-spaced. The following, however, should be single-spaced:

- abstract
- footnotes
- quotations longer than three lines
- references and bibliography (except between entries)
- headings or subheadings
- multi-line captions of tables, figures, illustrations, etc.

For good visual effect, use multi-spacing for the approval sheet and title page.

13.6 Pagination

Pages should be numbered consecutively throughout the thesis, including pages of figures, tables, appendices and bibliography. Page 1 begins with the first page of the first



AMA GUIDELINES

ISO 9001: 2000

Document No:

GL-AAD-007

Issue No.:

01

Revision No.

03

Effective Date:

September 10, 2013

Page

23 of 31

Title
**GUIDELINES FOR THESIS /CAPSTONE PROJECT/DESIGN
 PROJECT WRITING FOR UNDERGRADUATE & GRADUATE
 STUDENTS**

chapter. Page numbers are not to be enclosed by parentheses, hyphens or other decorative devices.

Preliminary pages preceding the first chapter are numbered using small roman numerals (i, ii, iii, etc). The title page should not be numbered although it is counted as page i.

Page numbers are placed at the center of the bottom of each page.

13.7 Binding

After the student/s successfully defended the thesis, integrated all recommendations and revisions, obtained all necessary signatures the manuscript must be photocopied and hard bounded.

For Campuses with JINCO's printing services, the students must pay the appropriate printing fee and secure a job order from JINCO's.

For Campuses without JINCO's printing services students seek the services of an authorized printery for recopies and binding. Under graduate students must obtain at least four hardbound copies of their approved thesis: one copy for the school library; one for the respective colleges, another copy for the thesis adviser and the last is a personal copy for the proponent/s.

The following should be lettered in gold from the head to the foot of the thesis spine, using a 24-point font: proponent/s; degree for which the work is submitted; and year of submission.

The following particulars should be provided on the thesis cover, using 18-point gold block font: title of thesis; proponent/s; degree; name of school; and year of submission. The layout of the cover is very similar to that of the title page.

Following should be the cover color of the bound thesis:

College of Arts and Sciences	-	Maroon
College of Business Studies	-	Midnight Blue
College of Computer Studies	-	Royal Blue
College of Engineering	-	Dark Green
School of Graduate Studies	-	Black

After the approved copy of the thesis has been forwarded to the authorized printery for reproduction and binding, the student submits the official receipt to the thesis adviser. It is the duty of the adviser to collect from the printer the final copies of the thesis and forwards them to the library and the college dean.

13.8 CD Label

For capstone project or design project, the CD case cover follows the format of the Title Page on the harbound copy.

	AMA GUIDELINES ISO 9001: 2000	Document No: GL-AAD-007
		Issue No.: 01 Revision No.: 03
Title GUIDELINES FOR THESIS /CAPSTONE PROJECT/DESIGN PROJECT WRITING FOR UNDERGRADUATE & GRADUATE STUDENTS	Effective Date: September 10, 2013	
	Page 24 of 31	

14.0 WRITING CONVENTIONS

14.1 Numbers

Spell out all numbers less than ten unless they are attached to units of measurement (e.g. 5kg, 10ml). Use figures for 10 or numbers more than 10. If a sentence begins with a number, write the number in words even if it is more than 10.

If a series of figures is to be used, use numerals regardless of the value; example:

- In the room were 4 chairs, 12 boxes, 13 books, 10 files, 9 umbrellas and 8 pairs of shoes.
- The number of computer units bought during the last five years was 8, 53, 27, 38, 52 and 9.

14.2 Units of Measure

Whenever applicable, use SI units of measurement. Always use internationally recognized abbreviations for units of measure, and do not put a period after them. For example: 20 milliliters (20ml); 2.5 hectares (2.5ha); 3.7 metric ton (3.7mt) 80 kilometers per hour (80kph).

14.3 Direct Quotations

Quotations must be copied accurately, word for word, and they must be placed in quotation marks unless they have been formally set off from the rest of the text.

Direct quotations must be minimized at all costs, except in some fields such as literature. Extensive use of direct quotations can be quite irritating for the reader. Students must learn to synthesize and paraphrase concepts in their own words and style.

14.4 Footnotes

Footnotes should be used sparingly regardless of the field of study. It is recommended that citations be used instead of footnotes. Extensive footnoting tends to distract the reader from the main argument of the text.

In cases where footnotes are necessary, the indicators used are superscript. The numbering of footnotes should begin with 1 and must be continuous throughout the whole text.

14.5 Citation

References must be cited properly, both in the text as well as in the reference list at the end of the thesis. Below is an example of how a citation should be done.



AMA GUIDELINES

ISO 9001:2000

Document No:

GL-AAD-007

Issue No.:

01

Revision No.:

03

Title

**GUIDELINES FOR THESIS /CAPSTONE PROJECT/DESIGN
PROJECT WRITING FOR UNDERGRADUATE & GRADUATE
STUDENTS**

Effective Date:

September 10, 2013

Page

25 of 31

Phosphorous was highly deficient at the Kemasul and Sedili plantation areas (James Thomson, 1991).

14.6 Grammatical Tenses

As a rule of thumb, use the **present tense** when referring to previously published work and the **past tense** when referring to present results of the study. In a thesis, it is normal to go back and forth between present and past tenses.

Most of the abstract should be in the past tense because present results are being described. On the other hand, the introduction, discussion and conclusion should be in the present tense because these chapters usually refer to previously published works.

15.0 GRADING OF THESIS

15.1 Thesis/Dissertation

	MAXIMUM SCORE	VERY HIGH	HIGH	MEDIUM	LOW
FINAL PAPER					
1. Originality / Inventiveness	40	40-31	30-21	20-11	10-0
2. Quality of thesis manuscript	20	20-16	15-11	10-6	5-0
ORAL PRESENTATION					
1. Quality of thesis presentation	20	20-16	15-11	10-6	5-0
2. Ability to defend the thesis	20	20-16	15-11	10-6	5-0

15.2 Capstone/Design Project

	MAXIMUM SCORE	VERY HIGH	HIGH	MEDIUM	LOW
FINAL PAPER					
1. Originality / Inventiveness	15	15-12	11-8	7-4	3-0
2. Quality of thesis manuscript	15	15-12	11-8	7-4	3-0
PROTOTYPE					
1. Conceptual & Logical Design	20	20-16	15-11	10-6	5-0
2. Workability & Application	15	15-12	11-8	7-4	3-0
ORAL PRESENTATION					
1. Quality of thesis presentation	20	20-16	15-11	10-6	5-0
2. Ability to defend the thesis	15	15-12	11-8	7-4	3-0



AMA GUIDELINES

ISO 9001-2000

Document No:

GL-AAD-007

Issue No.:

01

Revision No.:

03

Effective Date:

September 10, 2013

Page

26 of 31

Title

GUIDELINES FOR THESIS /CAPSTONE PROJECT/DESIGN
PROJECT WRITING FOR UNDERGRADUATE & GRADUATE
STUDENTS

16.0 REVISION OF THESIS/CAPSTONE/DESIGN PROJECT

In cases when the thesis/capstone/design project panel decides that revisions on the thesis are necessary, a final revised copy must be given to the thesis adviser. The adviser then presents the final revised copy to the panelist for approval, grading and signature.

The revised copy must be submitted to the thesis adviser no later than 1 week after the oral defense.

Failure to submit the revised copy with all the corrections and integration of the defense panel recommendations before the last day of the final examination will mean a grade of NFE.

17.0 ADVISER'S AND PANELIST'S FEE

- 17.1 The thesis/capstone/despro panelists and the adviser shall not receive any direct form of payment from the students undergoing oral defense. Before the final defense, students shall settle all accounts pertaining to oral defense at the Accounting Office.
- 17.2 Honoraria for panelists and adviser are as follows:
Undergraduate faculty panelist: 100 pesos /title
Undergraduate industry panelist: 200 pesos/title
Undergraduate adviser: 100 pesos/title
Graduate faculty Panelist: 1000
Graduate Industry Panelist: 1500
Graduate Adviser: 1000 pesos/title
- 17.3 Honoraria will be paid to panelist upon submission of the grades to the thesis adviser. This process should not take more than 2 weeks after the grades have been submitted.
- 17.4 For guest panelist (non AMAES employees) checks will be prepared and issued no later than two weeks after the submission of the grades.
- 17.5 For faculty members and other employees of AMAES the honoraria will be included in their salary in the payroll period covering the dates of the submission.
- 17.6 The thesis adviser will submit the list of panelist due for payment to the office of HRD with photocopy of grades submitted to facilitate payment.
- 17.7 The students are not allowed to serve food nor bring any form of token for the thesis panelists and the adviser during the oral defense

18.0 DOCUMENTATION AND PLAGIARISM

Proper documentation is always required when quoting from a source, summarizing or paraphrasing from a source, and when borrowing facts and ideas (except for common knowledge).

File Name: Guidelines for Thesis Writing

ISO 9001:2000 QMS Document

This is a controlled document and is subject to revision control requirements. User should verify latest revision.

	AMA GUIDELINES ISO 9001: 2000	Document No: GL-AAD-007
Title	GUIDELINES FOR THESIS /CAPSTONE PROJECT/DESIGN PROJECT WRITING FOR UNDERGRADUATE & GRADUATE STUDENTS	Issue No.: 01 Revision No.: 03
		Effective Date: September 10, 2013
		Page 27 of 31

Plagiarism is academically unethical and absolutely unacceptable. Students who committed plagiarism, either intentionally or unintentionally, will automatically get a failing grade in their thesis or dissertation without prejudice to filing of other charges based on approved academic honesty policy.

19.0 FALSIFICATION/FABRICATION OF SURVEY/EXPERIMENTAL RESULTS

Falsification or fabrication of survey or experimental results is absolutely unacceptable. Students, who will be proven guilty of this offense regardless of the degree, will automatically get a failing grade without prejudice to filing of other charges based on approved academic honesty policy.

20.0 SAFEKEEPING

Final copies (hardbound) of approved theses should be kept in the library, and should be accounted for by the school librarian. Offices of respective colleges should also keep a copy of approved theses for reference purposes.

21.0 RECOGNITION OF OUTSTANDING THESIS

An Annual Student Research Conference will be held to showcase the thesis from AMA University and Colleges nationwide. This will serve as a venue to give award and recognition to Outstanding Thesis. The Research Management Unit, in coordination with the SD, Dean and Research Coordinator, will facilitate the selection.

The conference proceedings, including the selected theses and design projects, will be published in the AMA Student Research Journal and will be submitted to local or international conferences for possible presentation.

22.0 REVIEW AND REVISION

The Research Management Section together with the college deans and thesis advisers shall convene every two years, or as the need arises, to review and recommend revisions to the existing guidelines.

The following are the causes for immediate revision of the Guidelines for Thesis Writing:

- new policies being implemented that may supersede these guidelines
- outdated forms and format
- as mandated by top management

	AMA GUIDELINES ISO 9001: 2000	Document No. GL-AAD-007
Title GUIDELINES FOR THESIS /CAPSTONE PROJECT/DESIGN PROJECT WRITING FOR UNDERGRADUATE & GRADUATE STUDENTS	Issue No.: 01	Revision No.: 03
Effective Date: September 10, 2013		
Page 28 of 31		

APPENDIX A

APPROVAL SHEET

This is to certify that this thesis/capstone/design project, entitled _____

and submitted by _____ Name of Student/s _____ to fulfill part of the requirements for the degree of _____ was successfully defended and approved on _____ Date _____.

Thesis Adviser / Date

Thesis Committee Member / Date

Thesis Committee Member / Date

Thesis Committee Member / Date

This thesis is hereby officially accepted as partial fulfillment of the requirements for the degree of _____.

Dean, College of _____ / Date

	AMA GUIDELINES ISO 9001: 2000	Document No: GL-AAD-007
Title	GUIDELINES FOR THESIS /CAPSTONE PROJECT/DESIGN PROJECT WRITING FOR UNDERGRADUATE & GRADUATE STUDENTS	Issue No.: 01 Revision No.: 03
Effective Date: September 10, 2013		
Page 29 of 31		

APPENDIX B

Title of Thesis/CAPSTONE/Design Project

By

Name/s of Proponent/s

A thesis submitted in partial fulfillment of the requirements
for the degree of _____
in the College of _____
AMA Computer College, _____

month, year



AMA GUIDELINES

ISO 9001: 2000

Document No:

GL-AAD-007

Issue No:

01

Revision No:

03

Title

GUIDELINES FOR THESIS /CAPSTONE PROJECT/DESIGN
PROJECT WRITING FOR UNDERGRADUATE & GRADUATE
STUDENTS

Effective Date:

September 10, 2013

Page

30 of 31

APPENDIX C

Sample of a BIBLIOGRAPHY

/*Example of book*/

1. Patterson, F. and Linden, E. (1981). *The Education of Koko*. New York: Holt, Rinehart and Winston Publishing.

/*Example of periodical*/

2. Otto, M. L. (1984). Child Abuse: Group Treatment. *Personnel and Guidance Journal*, vol. 62, 336-338.

/*Example of magazine*/

3. Wang, R. M. (1993). Talking with Computers. *International Communications*. Pp. 13-18.

/*Example of computer software*/

4. Programmer's Aide [Computer Program]. (1993). Los Angeles, CA: Software Creation Company.

/*From an online database*/

5. Twain, M. U. and Jordan, M. J. (1995, March). Wireless Computing: Fact or Fiction? Paper presented at the Annual Hacker's Conference, Chicago, Illinois. (ERIC No. 316-784)

/*From the internet*/

6. Gates, B. J. (1996, January). Talking Back to Computers. WWW. Newsources Online, <http://www.newsourcesonline.com/>.

	AMA GUIDELINES ISO 9001: 2000	Document No: GL-AAD-007
Title	GUIDELINES FOR THESIS /CAPSTONE PROJECT/DESIGN PROJECT WRITING FOR UNDERGRADUATE & GRADUATE STUDENTS	Issue No.: 01 Revision No.: 03
Effective Date:	September 10, 2013	Page 31 of 31

APPENDIX D

DESIGN PROJECT PROGRESS REPORT FORM

	DESIGN PROJECT PROGRESS REPORT	
PROPOSER/S:	Period Covered:	
Title of Design Project: _____		
Date Accomplished	Task / Activity	Person In-charge
Proponent's Signature	Proponent's Signature	Noted by: Thesis Adviser