



# NATIONAL UNIVERSITY

**Education that works.**

# THESIS MANUAL

*Prepared and edited by:*

**Solutions Foundry, Inc.**

*Reference No.*

RAD – RI – D – M - 002

*Date of Effectivity*




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#### MANUAL VERSION CONTROL LOG

Version Control No.	Description	Date	Remarks
RAD – RI – D – M – 002	Consolidation of all Guidelines and Forms		Approved on

#### MANUAL APPROVAL AND DISTRIBUTION LIST

<b>Prepared by:</b>	<b>Checked by:</b>
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<b>Rachel Edita O. Roxas, PhD.</b> Vice President for Research & Development	<b>Renato Carlos H. Ermita, Jr., Ph.D.</b> President
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**G. SUPPORT SERVICES**

- a. Statistician
- b. Grammarian / Language Editor

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## FOREWORD

It is the utmost aim of National University to be able to produce excellent research outputs from the undergraduate and graduate thesis and dissertations. Hence in order to accomplish this, National University requires that all students should comply with the guidelines and specifications laid out in this manual in the conduct of the thesis or non-thesis research project.

The aim of this manual is to provide the standard guidelines to assist the undergraduate and graduate students and the thesis panels in each College with the conduct of the research and presentation for review.

Any questions not addressed in these guidelines should be directed to the National University Center for Research (CentRES).

NU Center for Research

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## **NU VISION AND MISSION**

### **Vision**

We are National University, a dynamic private institution committed to nation building, recognized internationally in teaching and research.

### **Mission**

Guided by the core values and characterized by our cultural heritage of Dynamic Filipinism, National University is committed to providing relevant, innovative, and accessible quality education and other development programs.

We are committed to our:

**STUDENTS**, by molding them into ethical, spiritual and responsible citizens.

**FACULTY and EMPLOYEES**, by enhancing their competencies, cultivating their commitment, and providing a just and fulfilling work environment.

**ALUMNI**, by instilling in them a sense of pride, commitment, and loyalty to their alma mater.

**INDUSTRY PARTNERS and EMPLOYERS**, by providing them Nationalians who will contribute to their growth and development.

**COMMUNITY**, by contributing to the improvement of life's conditions

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## **ROLE OF NU CENTER FOR RESEARCH IN THESIS AND DISSERTATION WRITING**

As the institutional research center of National University, Center for Research (CentRES) is responsible in overseeing the process of conducting and writing research.

To guarantee that the university produce excellent research outputs from the undergraduate and graduate thesis, capstone, and dissertations, CentRES ensures that the thesis, capstone, and dissertation conforms with the university and college research agenda. The center is also responsible for monitoring compliance of undergraduate and graduate students to the thesis, capstone, and dissertation guidelines of the university.

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## RESEARCH FORMATS AND STYLE STANDARDS

### *Cover and Title Page*

<div>TITLE</div>	→ Capital letters (presented in inverted pyramid)
<div>A _____ Presented to the Faculty of the College of _____ NATIONAL UNIVERSITY</div>	→ Capital letters
<div>In partial fulfillment of the requirements for the degree of Bachelor of Science in _____</div>	Arrange

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*Approval Sheet*

<p style="text-align: center;">Approval Sheet</p> <p>In partial fulfillment of the requirements for the degree of XXXXXXXXXXXXXXXXXXXX, this _____ entitled "XXXXXXXXXX" has been prepared and submitted by YYYYYYYY, YYYYYY, YYYYYY and YYYYYY who are hereby recommended for Oral Examination.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"><div style="width: 45%; text-align: center;"><p>_____</p><p>UUUUUUUUUUUU</p><p>Member of the Panel</p></div><div style="width: 45%; text-align: center;"><p>_____</p><p>PPPPPPPPPPPPPP</p><p>Research Adviser</p></div></div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 20px;"><div style="width: 45%; text-align: center;"><p>_____</p><p>IIIIIIIIIIIIIIIIII</p><p>Member of the Panel</p></div><div style="width: 45%; text-align: center;"><p>_____</p><p>IIIIIIIIIIIIIIIIII</p><p>Member of the Panel</p></div></div> <p style="text-align: center; margin-top: 20px;">Accepted and approved in partial fulfillment of the requirements for the degree of XXXXXXXXXXXXXXXX..</p>	
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**FORMATTING:**

Typed, double space, two spaces after punctuation between sentences, no space between sections (or paragraphs),

Titles – Capitalized each first letter of word except prepositions, Times New Roman #12, bold, centered

Chapter Number and Titles - Capitalized each first letter of word except prepositions, Times New Roman #12, bold, centered, Bold, Number using Arabic Numerals

Subtitles – Capitalized each first letter of word except prepositions, Times New Roman #12, bold, left justified

Paging – upper right

Note: No page on the first page of the chapter

Margin – 1 ½ “ x 1” x 1” x 1”

Bond size – 8 ½” x 11” (white)

Body of context – Times New Roman #12, justified

Tables - Label a table with an Arabic numeral and provide a title, the label and the title appear on separate lines above the table, flush-left and single-spaced, cite a source in a note below the table, texts inside tables Times New Roman #10

Figures - Label a figure with an Arabic numeral and provide a title, the label and the title appear on the same line below the figure, flush-left, cite the source below the label and the title

Do not place running headers on each page.

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Number of copies to be produced – three (3)

- College Copy
- NU Library
- National Library

## DELIVERABLES

### *THESIS 1 (Proposal):*

Student must submit the following to the Research Adviser:

1. Hard copy of the proposal (Chapters 1-3), ring-bound, BLUE folder
2. Research Evaluation Form (signed by all members of the panel)
3. Working proto-type (for experimental)
4. Research Instrument (for descriptive)
5. Proof of Payment of Defense Fees
6. Logbook

### *THESIS 2 (Full Study):*

Student must submit the following to the Research Adviser:

1. Hard copy of the document (3 sets) – book-bound (BLUE), signed by all members of the panel
2. Soft copy of the document (new usb)
3. Program Codes saved on USB
4. Operations/Instructions/Safety Manual
5. Accomplished Invention Disclosure Form
6. Proto-type/Product/Program
7. Rubric (signed by all members of the panel)
8. Research Evaluation Form (signed by all members of the panel)
9. Transmittal Letter addressed to the Research Adviser – 2 copies, students to keep the signed copy for reference
10. Big brown envelope (keep documents inside), write names of researchers, title and research adviser
11. Proof of Payment of Defense Fees
12. Logbook (same logbook used during Thesis 1)

Format at the side of hardbound:

	<b>TITLE</b>	<b>NU Date (month and year)</b>	
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## **THESIS AND DISSERTATION CONTENTS**

### **NATIONAL UNIVERSITY**

*Sampaloc, Manila*

## **GUIDE FOR REPORT WRITING ON DESCRIPTIVE RESEARCH**

Title Page  
Approval Sheet  
Abstract  
Dedication  
Acknowledgement  
Table of Contents  
List of Tables  
List of Figures

### **Chapter 1 – INTRODUCTION**

Background of the Study  
Statement of the Problem  
Assumptions/Hypothesis (if applicable)  
Theoretical/Conceptual Framework  
Scope and Limitations of the Study  
Significance of the Study  
    Promotion of value and social relevance  
    Contribution to nation building  
    Contribution to existing body of knowledge (in the field)  
    Continuous improvement of the teaching learning process  
Definition of Terms (Operational or Contextual)  
Acronyms

### **Chapter 2 - REVIEW OF RELATED LITERATURE & STUDIES**

Overview  
Topical Presentation (use APA Style)  
Synthesis

### **Chapter 3 – METHODOLOGY**

Research Design  
**Sample and Sampling Design**  
Context and Participants  
Research Instrument  
Data Gathering Procedure

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Data Analysis  
Ethical consideration

## **Chapter 4 - RESULTS AND DISCUSSIONS**

## **Chapter 5 - SUMMARY, CONCLUSIONS, AND RECOMMENDATIONS**

Summary of Findings  
Conclusions  
Recommendations

### **REFERENCES** (follow APA Style)

### **APPENDICES** (whichever is applicable)

Copy of the Research Instrument  
Certificate of Validation of Research Instrument/s  
Certificate of Statistician  
Certificate of Language Editing  
Letter of Request/s (if necessary)  
Completed Informed Consent Form  
Specimen of completed survey/transcript/s of interview  
Tables and Figures, as appropriate  
Photo documentation (if necessary)  
Others that apply

## **CURRICULUM VITAE**

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**NATIONAL UNIVERSITY**  
*Sampaloc, Manila*

**GUIDE FOR REPORT WRITING ON EXPERIMENTAL RESEARCH  
(PROTOTYPING)**

Title Page  
Approval Sheet  
Abstract  
Dedication  
Acknowledgement  
Table of Contents  
List of Tables  
List of Figures

**Chapter 1 - INTRODUCTION**

Background of the Study  
Objectives  
    General  
    Specific  
Assumptions/Hypothesis (if applicable)  
Theoretical/Conceptual Framework  
Scope and Limitations of the Study  
Significance of the Study  
    Promotion of value and social relevance  
    Contribution to nation building  
    Contribution to existing body of knowledge (in the field)  
    Continuous improvement of the teaching learning process  
Definition of Terms (Operational or Contextual)  
Acronyms

**Chapter 2 - REVIEW OF RELATED LITERATURE & STUDIES**

Overview  
Topical Presentation (use APA Style)  
Synthesis

**Chapter 3 – METHODOLOGY**

Project Design  
Project Development  
Operation and Testing Procedure  
Evaluation Procedure

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## **Chapter 4 - RESULTS AND DISCUSSIONS**

Project Description  
Project Structure  
Project Capabilities & Limitations  
Project Evaluation

## **Chapter 5 - SUMMARY, CONCLUSIONS, AND RECOMMENDATIONS**

Summary of Findings  
Conclusions  
Recommendations

**REFERENCES** (follow APA Style)

**APPENDICES** (whichever is applicable)

## **CURRICULUM VITAE**

Patent Search Report  
Non-Patent Search Report  
Search Report Sheet  
Complete Closest Prior Art Documents (With Claims), No Need To Retype (Direct Print from Source)  
Matrix for Inventive Step Analysis  
Bill of Quantities  
Bill of Materials  
Process List (including procedures)  
Testing List (including procedures)  
Testing Company List  
Suppliers List including receipts of expenses  
Laboratory Facilities Clearance/ Communication Letters  
Project Cost  
Source Codes  
Screenshots of Step-by-Step Walk Through  
Screenshots of Output  
Survey Questionnaire  
Survey Results  
Sample Computations, if any  
Supporting Tables, Figures etc.  
Communication Letters  
Test Results  
Progress Pictures  
Final Formulation/Product No need to retype, append the printed copy from source  
Non-disclosure Agreement (One form per member)  
Assignment (One form per member)

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## **CRITERIA ON ADVISER AND DEFENSE PANEL SELECTION**

### **Thesis/Dissertation Adviser**

1. The thesis adviser must be a full-time/part-time faculty member of the Department who has published at least one paper in a peer-reviewed journal or presented a full paper in a conference related to the field.
2. The thesis/dissertation adviser must have a master's degree for theses and a doctorate degree for dissertation.
3. A "co-adviser" is allowed if the topic is a multidisciplinary research. The co-adviser may be a faculty from other department or university provided that he/she has a proven research track record.
4. **Adviser: External adviser; Co-adviser: NU (special case)**

### **Selection of Panelists**

1. The panel is composed of:
  - a. Three members, one panel head and two members, for thesis defense.
  - b. Four members, one panel head and three members, and **one member for external** for dissertation defense.
2. Panel composition must be selected by the Thesis Coordinator/Program Chair/Dean that appoints the panel head in coordination with the thesis or dissertation adviser.
3. For external panel with proven research track record:
  - a. One panel may be invited for a thesis defense that may be a faculty from other department or university.
  - b. One panel is required for a dissertation defense and must be from different university.
4. The panel composition must have at least a master's degree for theses defense or a doctoral degree for a dissertation defense.

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## THESIS AND DISSERTATION GRADE CREDITS AND GRADING SYSTEM

### Grading System of Thesis/Dissertation (Proposal)

The thesis/dissertation (proposal) defense shall be graded based on the following criteria enumerated below.

Criteria	Weights
Written work	70%
Presentation	10%
Ability to answer questions	20%

Each criterion can be breakdown further by each college according to the nature of their research. The colleges have the leeway if they allow the Thesis Coordinator to give grade. Defense panelists will deliberate and provide the final verdict according to the following: pass with no revisions, pass with revisions, re-defense, ~~and failed~~.

### Pass with Revisions

Student(s) must comply all the revisions provided by the panelists within a week unless stated. They must submit the revised document to the Thesis Coordinator with the signed approval sheet as cover page and Evaluation sheet as second page.

### Re-defense

Student(s) must comply all revisions provided by the panelists and secure an endorsement from the adviser for re-defense. They must submit the revised document to the Thesis Coordinate before scheduling the re-defense. The composition of the panel for re-defense shall be the same members comprising the original oral defense panel.

### ~~Failure of Oral Defense~~

~~Students who fail on their thesis/dissertation (proposal) defense can re-enroll the subject. They will be allowed to change their research topic and faculty research adviser.~~

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## **SUPPORT SERVICES**

### **A. Statistician**

#### Duties and Responsibilities

1. Assess the study being conducted and identify appropriate statistical treatment and/or analysis to be applied for the study.
2. Conducts statistical processing and analysis of the data gathered by the students.
3. Assists in the interpretation of the results of the studies conducted by the students.

#### Qualifications

1. The statistician must have at least a bachelor's degree in Statistics.
2. At least 2 years of experience in statistical techniques and sampling design.
3. The statistician must be knowledgeable with the necessary software for statistical processing and analysis.

### **B. Grammarian / Language Editor**

#### Duties and Responsibilities

1. Provide grammar editing services for undergraduate and graduate students enrolled in Research and Thesis Writing.
2. Verify facts cited in the research for publication.

#### Qualifications

1. The language editor must have at least a bachelor's degree in communication, journalism, English, or education major in English.
2. At least 1 year of experience in language editing.

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