

## WVPU's Thesis Process, Content and Minimum Standards

October 6, 2020

### PROCESS FOR UNDERGRADUATE THESIS

1. Student finds supervisor, develops a research question and basic research design
2. Proposal development/acceptance by supervisor
3. Student registers for thesis
4. Writing and feedback phase
5. Final version is sent to supervisor
6. Supervisor writes assessment for the thesis and grades it. Assessment will be sent to the Office of the Director.

**Please note:** UG theses should be register for a semester course (for 8 ECTS) in the Fall or the Spring!

### PROCESS FOR GRADUATE THESIS

1. Student finds supervisor, develops a research question and basic research design, and files a thesis intent form
2. Proposal development/acceptance by supervisor, followed by registration
3. Writing and feedback phase
4. Final version is sent to supervisor and reader
5. Once the supervisor approves the thesis, student binds thesis according to the guidelines.
6. Department coordinator collects assessments including a suggested grade and sends them by e-mail to the Office of the Director.
7. The thesis defense is scheduled.
8. The thesis defense is held. Final grade is set in a discussion between supervisor and reader (and chair – no student!) immediately after the defense and entered into CX as soon as possible.
9. The bound thesis is sent to the Office of the Director for signature.

### THESIS DEFENSE COMMITTEE FOR GRADUATE THESIS

For each graduate thesis, a thesis committee needs to be established consisting of three employed faculty members. This means that besides the reader and the second reader, there needs to be a third faculty present at the defense. If the department head is the supervisor or the second reader of the thesis, this third person can be a member of the faculty of any department, but not an adjunct.

### THESIS CONTENT and STRUCTURE

1. Title Page
2. Table of Contents
3. List of Figures and/or Tables
4. Introduction – ends with a broad research question
5. Literature review – ends with research gap (*may in some disciplines include the theory coverage*)
6. Theory – ends with theory based hypotheses

7. Method (*this includes a walk through and reasoning of the approach to be taken*)
8. Data
9. Analysis
10. Conclusion
11. References
12. Appendices

It does not matter if some of those sections do not make up their own chapter but they need to be in the thesis. Of course in the case of exploratory theses, i.e. the better understanding of a problem, it might look a bit different with respect to hypothesis and methods. In addition, the applied method depends on the question, i.e. this can also alter the structure slightly.

#### THESIS LENGTH

Undergraduate thesis:

- Minimum of 10,000 words in the body of the text (excluding graphics, tables and table of content)

Graduate thesis:

- Minimum of 18,000 words in the body of the text