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Memorandum to: Faculty and Senior Graduate Students

Subject: New Guidelines for Thesis Procedures

The following are the New Guidelines for Thesis (MA, MS, PhD) Procedures:

1. Master's students, who have finished their Archaeo 299, will request the Director, in writing, for a Thesis Adviser.
2. After consultation with the requested faculty member, the Director will appoint a thesis adviser.
3. After reviewing the draft thesis proposal, the Thesis Adviser will write to the Director, requesting for the formation of the thesis proposal defense panel.
4. The Director will appoint at least four members of the thesis proposal defense panel including the adviser.
5. The comments and revisions suggested by the panel during the proposal defense should be properly documented.
6. Within three months after the proposal defense, the student will present a progress report to the panel and show the appropriate revisions undertaken.
7. If the full draft of the thesis submitted by the student is satisfactory to the adviser, the latter will request the director, in writing, to appoint a thesis critic, two readers, and an external examiner.
8. The thesis critic will review the full draft and consult with the student on probable revisions, corrections and comments. The student will then revise the thesis draft accordingly and consult with the thesis critic.
9. If the revisions to the draft thesis is satisfactory, the thesis critic will inform the director, in writing, that the thesis is ready for oral examination.
10. The thesis oral examination will be calendared, provided that the panel members are given two weeks to review the thesis.

11. The Master's thesis should not exceed 20,000 words (90-100 pages), excluding front matters, appendices and bibliography. For PhD thesis, it should be between 80,000 to 100,000 words, excluding front matters, appendices and bibliography.



Armand Salvador Mijares, PhD

Director