

## PhD Key Dates & Guidelines

### Progress Report

**The completed progress report form should be submitted to the Faculty office before the end of each semester.**

### Seminar Presentation

Throughout the entire duration of PhD studies, the student must make **three** seminar presentations. It is compulsory that after the first academic year, the student presents a detailed research work plan. The schedule for the subsequent two seminars will be decided by the supervisor as when the student is ready.

- 1<sup>st</sup> seminar  
Date: **after 1<sup>st</sup> academic year**  
Content of seminar presentation: **detailed research work plan**
- 2<sup>nd</sup> and 3<sup>rd</sup> seminar  
Date: to be decided by your supervisor  
Content of seminar presentation: to be decided by your supervisor

### Guidelines for seminar presentation

The seminar presentation should not exceed 20 minutes, time will also be allotted for questions and answers from the panel of examiners. Your seminar presentation should include an accurate report on the progress of your research work, preliminary findings, problems encountered and resolved, etc. Powerpoint slides may be used for the presentation, and handouts may be distributed to the examiners. Please proofread your powerpoint slides and handouts thoroughly for typo and grammatical errors before the presentation.

Prior to working on your presentation, you must first obtain approval from your supervisor on your topic and content of your presentation. You are also required to consult and work out the details of your presentation with your supervisor.

Key Dates	Events
1 <sup>st</sup> Academic year	<ul style="list-style-type: none"> <li>• Collection of data, literature review</li> <li>• Preparation of research work plan</li> <li>• Preparation for 1<sup>st</sup> seminar</li> <li>• Progress report</li> </ul>
3 <sup>rd</sup> semester	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> seminar presentation</li> <li>• Progress report</li> </ul>
4 <sup>th</sup> semester	<ul style="list-style-type: none"> <li>• Progress report</li> <li>• Preparation for 2<sup>nd</sup> seminar</li> </ul>
Before end of 2 <sup>nd</sup> Academic Year	<ul style="list-style-type: none"> <li>• Started writing first few chapters</li> <li>• 2<sup>nd</sup> seminar presentation if required</li> </ul>
Before end of 3 <sup>rd</sup> Academic year	<ul style="list-style-type: none"> <li>• Completed some chapters</li> <li>• Should have completed the 3<sup>rd</sup> seminar presentation</li> </ul>

Procedure for submission:

1. Students must submit their thesis in temporary binding for examination purposes **prior to the expiry date** of PhD candidature.
2. **3 months prior expiry date of PhD candidature** (duration of study min. 3 years, max. 8 years), students must obtain the approval from the supervisor for submission of the temporary bound copy of thesis. It must be noted that the student must give the supervisor ample time to read through the entire thesis before approving the student's wish to submit the temporary bound copy of thesis.
3. After obtaining final approval from the supervisor for submission of thesis, the student must allow ample time for revisions that may be required by the supervisor.
4. If the format of your thesis including footnote format, bibliography, pagination, etc. does not meet the requirements, your thesis may be rejected and you are advised to revise the format of your thesis.

**Make sure your thesis format meets the requirements before submission.**

5. **Plagiarism.** You should take the greatest care in acknowledging the work of others which includes quotations and citations.

When you collect reference materials, try to ensure that they are imported easily & accurately into your thesis. Be consistent with the format of your citations.

6. Thesis in temporary binding for examination purposes:

Each copy of the thesis with its Title page preceding the Declaration, shall be bound in three volumes using soft covers. **Guidelines for Thesis Submission** (<http://korat.ibc.ac.th/English-Thesis-Guide>)

7. After submission of thesis, at least one month is needed for appointed examiners to read and assess your thesis.
8. Students will be informed on the date and time for viva voce examination. The student must present a summary of your research not exceeding 20 minutes. The student is also required to answer questions posed by the examiners after the presentation.

\*What to do during the viva voce examination?

- Greet the examiner
- Stand up until you are asked to take a seat.
- Always Smile
- Be confident- don't be nervous, take deep breaths.
- Be specific to the question, give simple answer.
- Never, NEVER lie – if you couldn't answer something or don't know the value.
- If you don't know say – I'm sorry Sir/Madam, I don't know.

- “Yes Sir/Ma’am” and “No Sir/Ma’am - when examiner describe you something or talk about out of topic.
- Don’t argue with the examiner. They can hurt you much more than you can irritate them.

## 9. Examination

A student who has satisfied the examiners shall be recommended for the conferment of the degree of Doctor of Philosophy.

A student who has not satisfied the examiners

- may be required to resubmit the thesis after making corrections and amendments as required by the Board of Examiners, without a new examination; or
  - may be required to revise and resubmit the thesis for a new examination within a specified period, and may also be required to satisfy the examiners at a new oral examination, or any other examination as appropriate, on the subject of the revised thesis and/or the approved course of study and research; or
  - may be required to attend a new oral examination, or any other examination as appropriate; or
  - may be deemed to have failed, without the option of resubmission.
- If a student is required to resubmit the thesis after making corrections, he must complete all correction with the specified period. The final corrections must be approved by the supervisor before the student has the thesis bound in hard cover.
  - The final copy of the thesis shall be bound in three volumes, with its Title page preceding the Declaration, hard cover in colour specified with the title, name of author, degree, and date to be lettered in gilt on the front cover and spine in accordance with the standard layout approved by the College.

MA Thesis: red colour

Independent Study: green colour

Ph.D. Dissertation: black colour

- One CD Rom containing the soft copy of the completed thesis as a single PDF file is attached when the final thesis or independent study is submitted.**

## Other Useful Tips

### ❖ **Do you have the necessary skills?**

**Practice writing** from week one of your studies so that the effort needed to produce your thesis does not come as a great shock!

Make sure your **supervisor sees & comments on your essays**, draft thesis material, etc.

**Keep all the materials** you have written that can be incorporated into the draft of your thesis. You are often surprised at how much of your preparatory work can be recycled into a thesis draft.

### ❖ **Do you have trouble with expression in English?**

**If so seek help early!** Your supervisor will help you to express yourself accurately as your thesis develops through various drafts, BUT you cannot expect your supervisor or anyone else to act as proof reader or grammar checker of the final copy of your thesis given to them within a few weeks before the due date of submission.

**Check as you write!**

### ❖ **Know your computer**

Learn how to type. Be familiar with word processing, usage of printer, drawing, graphics, spreadsheet, etc. Seek assistance from ICT team & library.

### ❖ **It will take longer to produce your thesis than you think.**

Build into your time scheduling a generous period devoted to compiling your thesis.

Give your supervisor a reasonable amount of time to read and comment on your work.

### ❖ **Organize your reference & source materials**

When you collect reference materials, try to ensure that they imported easily & accurately into your thesis. Be consistent with the format of your citations.

## **Academic writing**

Academic writing in English is linear, which means it has one central point or theme with every part contributing to the main line of argument, without digressions or repetitions. Its objective is to inform rather than entertain.

There are eight main features of academic writing: ①complex, ②formal, ③objective, ④explicit, ⑤hedged, and ⑥responsible. It uses ⑦language precisely and ⑧accurately.

### **1.) Complexity**

Written language is relatively more complex than spoken language - longer words, lexically more dense and more varied vocabulary. It uses more noun-based phrases than verb-based phrases.

### **2.) Formality**

Academic writing is relatively formal.

- avoid colloquial words and expressions;
- use of third person instead of first person;
- passive voice

### **3.) Precision**

Facts and figures are given precisely.

### **4.) Objectivity**

Objective rather than personal.

- fewer words that refer to the writer or the reader.

Eg. I discover that .... > It can be seen in .....

- main emphasis should be on the information that you want to give and the arguments you want to make, rather than you.

For that reason, academic writing tends to use nouns (and adjectives), rather than verbs (and adverbs).

### **5.) Explicitness**

Explicit about the relationships in the text. To make it clear to the reader how the various parts of the text are related. These connections can be made explicit by the use of different signal words.

In order to be able to lead your reader in the direction you want to go, you will have to use strong transitions in your writing.

- using entire sentences to connect one thought to another,
- entire paragraphs to give more background information,
- or simply a word or two to indicate your intentions.

### **6.) Accuracy**

Academic writing uses vocabulary accurately. Most subjects have words with narrow specific meanings. Linguistics distinguishes clearly between "phonetics" and "phonemics"; general English does not.

## 7.) Hedging

To make decisions about your stance on a particular subject, or the strength of the claims you are making. Different subjects prefer to do this in different ways.

A technique common in certain kinds of academic writing is known by linguists as a ‘hedge’.

1.	Introductory verbs:	seem, tend, look like, appear to be, think, believe, doubt, be sure, indicate, suggest.
2.	Certain lexical verbs	believe, assume, suggest.
3.	Certain modal verbs:	will, must, would, may, might, could.
4.	Adverbs of frequency	often, sometimes, usually.
4.	Modal adverbs	certainly, definitely, clearly, probably, possibly, perhaps.
5.	Modal adjectives	certain, definite, clear, probable, possible.
6.	Modal nouns	assumption, possibility, probability.
7.	That clauses	It could be the case that. e.g. It might be suggested that.
8.	To-clause + adjective	e.g. It may be possible to obtain. e.g. It is important to develop.