Graduate School

Education Department

**GUIDELINES FOR TOPIC REQUEST**

1. **Time Frame:**

* Preliminaries - 3-5 minutes
* Presentation of the Topic Request – 10-15 minutes
* Question and Answer - at most 5 minutes for every Dissertation/Thesis Committee member, one round only
* Executive Session - 10-15 minutes
* Closure and Prayer - 3 minutes

**TOTAL**: 1 hour to 1 hour and 15 minutes

1. **Structure of Your Presentation:**

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| --- | --- |
| 1. The title of your thesis/dissertation 2. The background of the study 3. The research gaps 4. Contribution to knowledge or practice 5. Statement of the problem 6. Purpose of the study 7. The research questions 8. Literature review plan 9. Literature review plan (e.g., broad scan, focused review, comprehensive critique). Outline how you will do each step. If you are using another literature review framework, do the same. 10. Literature review outline (not detailed) 11. Broad scan, focused review, and comprehensive critique matrices or other evidences of literature review either as an appendix or soft copy shown to the Thesis/Dissertation Committee | 1. The methodology:   (a) Research approach  (b) Research design  (c) Research context  (d) Sampling procedure  (e) Sample – Who are the participants, selection criteria  (f) Data collection methods (survey, in-depth interview, observation, etc.) with triangulation matrix (when applicable)   1. How your study supports the Graduate School or Seminary research agenda 2. References   Progress Timeline (chart and tabular form) |

1. **Internet Connectivity:**

1. Ensure that you have a strong and stable internet connection.

2. Be in a place that is free from noise and other forms of interruption.

1. **Approval:**
2. The Thesis/Dissertation Committee is satisfied with the Topic Request.
3. The Thesis/Dissertation Committee agree that (a) the study proposes research worthy of the degree sought (e.g., scope and depth, contribution), (b) will contribute to knowledge and practice, (c) it is practical and designed to improve the environment, (d) AIIAS has the physical/human resources to support the study, and (e) the proposed methodology is appropriate.
4. The Thesis/Dissertation Committee understand that authorship of any publication or presentation resulting from this collaboration must be determined by consensus and must secure the written permission of all involved.

*Prepared in September 2020*