



**PhD THESIS REGULATIONS  
CENTRE FOR HIGHER STUDIES AND RESEARCH (CHSR)  
BANGLADESH UNIVERSITY OF PROFESSIONALS (BUP)**

## **Thesis**

A thesis is the acquisition and dissemination of new knowledge.

It is important that "new" is not just new to the researcher, but also new to the community. Novelty/originality/new understanding/marshalling existing ideas in ways that provide new insights is what it is all about.

### **A PhD Thesis Must Contain**

A PhD Thesis must contain Knowledge, understanding and appreciation of the field of study. The thesis must be accessible to others and it should demonstrate ones mastery of a given subject.

### **Components of a Thesis Structure**

**1. Prefatory Part (Prefatory part should appear chronologically as illustrated bellow. The researcher may omit any of the parts which are not relevant to her/his thesis).**

**a. Cover page**

Cover page displays thesis title, concerned department including university, doctoral candidate's name, name of supervisor and date. Cover page should have deep olive green background with golden font color. Sample cover page is shown in Annex B below.

**b. Title Fly**

Title Fly displays thesis title, concerned department including university, doctoral candidate's name, name of supervisor and date. Sample Title Fly is shown in Annex C below.

**c. Dedication**

The author may dedicate her/his thesis in this page. Sample Dedication page is shown in Annex D below.

**d. Declaration or Statement of Authorship**

Here the author declares that the material has not been used for other awards from other institutions and that all sources are acknowledged. Sample Declaration of Authorship page is shown in Annex E below.

**e. Acknowledgement**

Here the author recognizes the help rendered by supervisors, technical staff, family and anyone else who offered support or advice. Sample Acknowledgement page is shown in Annex F below.

**f. Certificate of Originality of Research**

Here the Supervisor certifies the originality of research. Sample **Certificate of Originality of Research** page is shown in Annex G below.

**g. Abstract**

Abstract is the first substantive description of the thesis which should be viewed as an opportunity to set accurate expectations. It is a summary of the whole thesis that presents all the major elements of the work in a highly condensed form. Size of the abstract of doctoral thesis should be within 500 words. Sample **Abstract** page is shown in Annex H below.

**h. Table of Contents**

Here all the major divisions and chapter titles should be listed including page numbers. Sample **Table of Content** page is shown in Annex I below.

**j. Publications**

Here the author should provide a list of her/his publications which directly relate to the research work for the thesis. These papers may be included in an appendix. Sample **Publications** page is shown in Annex J below.

**k. List of Photographs/Tables/Figures/Maps/Case Studies/Acronyms/ Illustrations**

Here the author should provide list of photographs, tables, figures, maps, case studies, acronyms, illustrations etc if these are included in the thesis. Sample **List of Photographs/Tables/Figures/Maps/Case Studies/Acronyms/ Illustrations** page is shown in Annex K, L, M, N, O and P below.

**l. Nomenclature/Notation**

It is generally a requirement in the sciences which defines all notation and symbols used in the text of the thesis. It may be replaced by a list of acronyms in other disciplines.

## **2. Main Text (PhD Thesis)**

The PhD Thesis should have 8 – 9 chapters.

### **a. Chapter One – Introduction Including Research Methodology**

The first chapter is extremely important because it sets the scene and the tone for the thesis. It is the first real opportunity for the researcher to highlight the importance and value of the work and to contextualize it, all in a well-written, clear and interesting manner. This is the first impression that the reader or examiner will get. It will give an indication of the writing style, the depth of research and content, structure, language and complexity. Examiners indicate that they pay considerable attention to the first chapter, which creates a strong initial indication as to the standard of the thesis. This first chapter must introduce the thesis with an emphasis on its key components, providing a clear statement of the topic or problem under investigation. It generally includes:

- (1) Context information
- (2) Statement of the problem
- (3) Aims of the project
- (4) Brief description of methodology/ research
- (5) Outline of chapters - Thesis plan

In describing methodology the researcher may need to summarize available methods and theoretical approaches for the research topic; she/he will certainly need to justify choice of method(s) and indicate any relevant limitations they may have. The detail emphasis of what should be covered will be different in different disciplines.

- (1) Scientific and technical disciplines:
  - (a) Rationale for choosing materials, methods and procedures.
  - (b) Details of materials, equipment and procedures that will allow others to:
    - i. Replicate experiments.
    - ii. Understand and implement technical solutions.
- (2) Social science disciplines:
  - (a) Demonstration of fit between methods chosen and research question(s).
  - (b) How the data was collected, recorded and analyzed.
  - (c) Rationale for sampling or choice of cases, representatively of sample or case.

- (3) Humanities disciplines:
  - (a) What sources were used.
  - (b) Rationale for choice of sources.
  - (c) Approach to interpretation - what approach was chosen and why.

**b. Chapter Two – Review of Literature**

A review of literature has the following functions:

- (1) To justify choice of research question, theoretical or conceptual framework and method.
- (2) To establish the importance of the topic.
- (3) To provide background information needed to understand the study.
- (4) To show readers that the researcher is familiar with significant and/or up-to-date research relevant to the topic.
- (5) To establish the study as one link in a chain of research that is developing knowledge in the said field.

The review traditionally provides an historical overview of the theory and the research literature, with a special emphasis on the literature specific to the thesis topic. It serves as well to support the argument/proposition behind the thesis, using evidence drawn from authorities or experts in the research field. It provides the bridge between introduction of research question or problem and the presentation of original contribution.

**c. Chapter Three – Theoretical Framework**

A theoretical framework is a collection of interrelated concepts. It guides the researcher, determining what things the researcher will measure, and what statistical relationships she/he will look for. Theoretical frameworks are obviously critical in deductive, theory-testing sorts of studies. In those kinds of studies, the theoretical framework must be very specific and well-thought out. Surprisingly, theoretical frameworks are also important in exploratory studies, where the researcher really doesn't know much about what is going on, and are trying to learn more. There are two reasons why theoretical frameworks are important - Firstly, no matter how little the researcher thinks she/he knows about a topic, and how unbiased she/he thinks she/he is, it is impossible for a human being not to have preconceived notions, even if they are of a very general nature. For example, some people fundamentally believe that people are basically lazy and untrustworthy, and she/he has kept her/his wits about them to avoid being conned. These fundamental beliefs about human nature affect

how one looks things when doing personnel research. In this sense, she/he is always being guided by a theoretical framework, but she/he doesn't know it. Not knowing what her/his real framework is can be a problem. The framework tends to guide what she/he notices in an organization, and what she/he doesn't notice. In other words, she/he doesn't even notice things that don't fit her/his framework. We can never completely get around this problem, but we can reduce the problem considerably by simply making our implicit framework explicit. Once it is explicit, we can deliberately consider other frameworks, and try to see the organizational situation through different lenses.

- |    |               |   |
|----|---------------|---|
| d. | Chapter Four  | (In case of a thesis containing eight chapters, there will be three chapters from “Chapter Four to Chapter Six” here) |
| e. | Chapter Five  |   |
| f. | Chapter Six   |   |
| g. | Chapter Seven |   |
- The researcher is independent of naming these chapters depending on the topic of research and the research outcome she/he intends to bring out.
- h. Chapter Eight – Research Findings and Analysis  
(In case of a thesis containing eight chapters it will be: “Chapter Seven – Research Findings and Analysis”)**

In the analysis of the findings, the researcher has an opportunity to develop the story she/he found in the data, making connections between the results of her/his analysis and existing theory and research. While the degree of analysis required in a thesis may vary according to discipline, all disciplines expect some interpretation of the findings that makes these connections.

- j. Chapter Nine – Conclusion and Recommendation  
(In case of a thesis containing eight chapters it will be: “Chapter Eight – Conclusion and Recommendation”)**

**(1) Be Meticulous About the Final Chapter**

By now the researcher has completed her/his research, identified results, drawn conclusions and written most of the work. She/he is ready to construct the final and concluding chapter of the thesis.

This is the last opportunity to show the examiner(s) the strength of the research and of her/his expertise as a researcher. This chapter has to bring together all the scholarly elements that have already been developed in the work, the reading, the established literature in the area, a summary of research findings, and in particular their importance and implications for the discipline. Demonstrate finally how the current findings connect with earlier work, with practice, with existing theory, with opportunities for future research and if relevant, how theory has been developed by virtue of the work.

## **(2) Present and Discuss the Main Findings of the Research**

The researcher has already presented specific conclusions drawn from the results of each stage of her/his investigation in earlier chapters of the thesis. In the discussion section of the thesis, she/he will have drawn some conclusions. These can now be woven into a series of well organized conclusions of the work as a whole and should connect with the original project aims, its importance and the ways in which it contributes to the knowledge of the discipline. In the conclusion chapter, researcher presents the broad general conclusions of the entire investigation.

## **(3) Implications of Findings**

The researcher will need to identify and demonstrate the implications of her/his findings, what her/his research means in terms of practice or understanding, ideas or theory.

## **(4) Limitations of the Research**

Within the concluding chapter, the researcher shall discuss limitations of the research. While she/he will present confidence regarding the scholarly aspect of her/his research, her/his findings and the significance of the work, she/he will simultaneously show humility in recognizing that it is still only an in depth study into a very tiny aspect of the field. That is all it can purport to be. While she/he may succeed in doing that exceptionally well, she/he will also need to demonstrate that she/he appreciates that it is limited. Additionally, even within the most comprehensive and large scale study, there are limitations by virtue of the possible scope, methodological restrictions, and practical realities. All claims and generalizations therefore, have to be tempered by this knowledge, and should be made using cautious language.

## **(6) Recommendations for Future Work**

It is generally accepted as good practice to recommend areas and possibilities for further research and future work that is indicated by the present project. The study should open up new questions that can be addressed in the future. In this section the researcher will suggest various useful ways of extending the scope of the research presented in the thesis.

## **Closure of Writing PhD Thesis**

The length of time devoted to the thesis, the reading, researching, developing argument and the process of writing, refining, re-writing, adding, subtracting, contracting, becomes apparently endless. Because the researcher focuses on one small section at a time - a chapter, a page or two, or even just a paragraph, she/he sees that small part improve and take shape and meaning, but it is easy

to lose sight of the whole or even to feel overwhelmed by it all. It becomes difficult to identify when each section is complete (or at least adequate), and when the parts can be put together to form a completed thesis.

Creating a thesis is like doing a giant, complex jigsaw puzzle. While the thesis is in progress, the total picture is being created but looks vague, ill defined. Slowly, it starts to take form, but has noticeable gaps. As the thesis moves towards completion a sense of wholeness emerges, a picture can be discerned that takes on a distinct form and shape. Finally, the researcher will be able to take an objective stand and see the work as a whole, feeling that the pieces of the puzzle have all fitted neatly together. There is a complete picture.

There will always be more that the researcher can read, additional references that could be added, further theoretical connections that could be made, when she/he can view the total picture and have a sense of its completeness and clarity, she/he can accept closure.

## **Supplementary Part**

### **1. References**

For writing Doctoral Thesis at BUP reference(s) should be cited in following manner:

The researcher should list the author's names in the text followed by the date of publication in brackets. In the list of references, the publications will then be arranged in alphabetical order by the principal author's last name. It is illustrated in the following example:

The advocacy of development as the major instrument of fertility decline was largely based  
.....  
.....  
.....demand for family planning supplies and services (Simons, 1984).

The proponents of the development school  
.....  
.....the absence of major development efforts (Jones, 1979).

The references will appear as follows:

**Jones, G. W. (1984). "Demographic Transition in Asia, Maruzen Asia Ltd, Singapore", 47(4), 325-352.**

**Simons, J. B. (1979) Family Planning Programs or Development: How Persuasive is the new wisdom? International Family Planning Perspectives", 5(3).**

Web Links should be cited as follows:

<http://archive.thedailystar.net/newDesign/news-details.php?nid=135551>

<http://burnanenergyjournal.com>

## 2. Appendices

### a. Order of appendices

Appendix(es) should appear in the order in which they are introduced in the text.

### b. Appendix headings

The researcher may include one appendix or a number of appendices. In case of more than one appendix, she/he would letter each accordingly (i.e., Appendix A, Appendix B, etc.). Appendix headings should be written in the same manner as chapter headings.

## **PREPARING THE TEXT OF MANUSCRIPT**

1. PhD thesis must be printed on a high quality A4 (297 x 210 mm) size offset 80 gsm paper (Sample Page Setup is shown in Annex A below).
2. The print should be with dark black characters that are consistently clear and dense, double spaced, Times New Roman size 12 and on one side of the paper.
3. PhD thesis must be at least of 1,00,000 words (computer counting) excluding maps, tables, figures, references, bibliographies and appendices.
4. Margins: 1.25 inches (32mm) from left, 1 inch (25mm) from right, 1 inch (25 mm) from top and 1 inch (25 mm) from bottom.
5. Pagination: All pages, except the cover page and title fly, must be numbered at least  $\frac{3}{4}$ " from the bottom of the page. Pages must be numbered consecutively and bottom centre. Numbering the pages of prefatory part shall be in lower case roman numerals while all the others shall be in Arabic numerals. Paginate the parts of the thesis in following order:

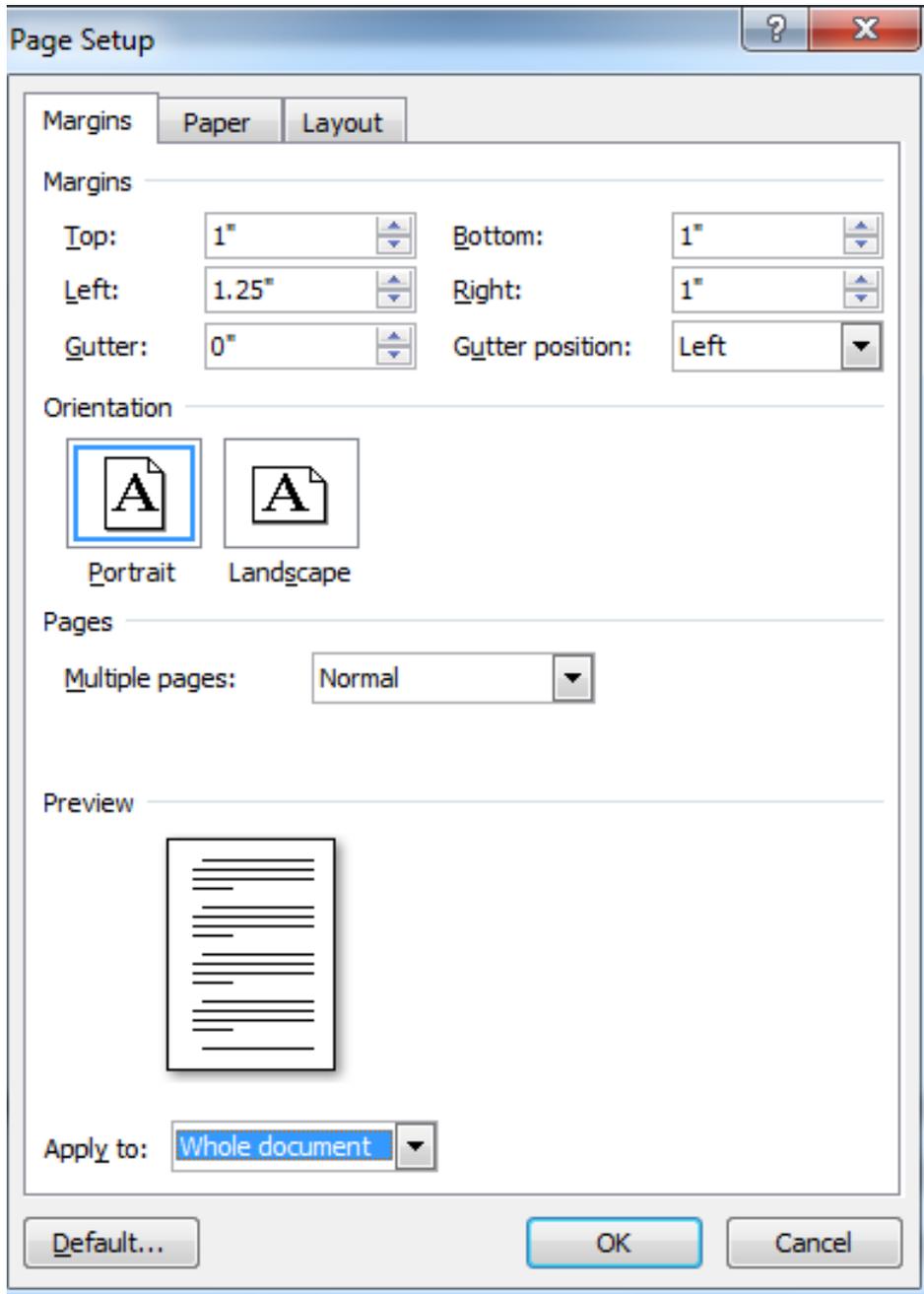
- |    |  |   |               |
|----|--|---|---------------|
| a. | Cover Page                             | : | Not numbered. |
| b. | Title Fly                              | : | Not numbered. |
| c. | Dedication                             | : | i             |
| d. | Declaration or Statement of Authorship | : | ii            |
| e. | Acknowledgement                        | : | iii           |
| f. | Certificate of Originality of Research | : | iv            |

g.	Abstract	:	v
h.	Table of Contents	:	vi
j.	Publications/ List of Photographs/ Tables/Figures/Maps/Case Studies/Acronyms/ Illustrations Nomenclature/Notation.	:	vii.....

Use Arabic numerals beginning with “Chapter I” of the main text of the thesis and continue with every sheet that follows, whether it be text, figures, explanation for figures or photos, tables, maps, appendices etc., numbering pages to the end.

6. All chapters should begin in a new page and centered.
7. Chapter headings must be Times New Roman size 12, bold upper case and centered.
8. Subsections must be bold lower case.
9. The first line in a new paragraph must start from the left margin.
10. Whenever the heading of a section or sub-section appears near the bottom of a page, it must be followed by at least one complete line of text, or the heading should be forced to the top of the next page.
11. Legend title and source: Legend title for tables and figures should be written at the top and centre while the source should be written within a bracket at the bottom and centre of each table and figure.
12. List of Doctoral Candidate’s publications emanating from the thesis should be appended.
13. Tables, Figures and Plates should be numbered in separate sequence and should be cited by a number in the text (eg. Table 1, Figure 1 etc). Each Table, Figure and plate should have a caption. There should be a 60mm margin around all Figures, Diagrams and Plates.
14. Thesis should be bound in deep olive green with golden font color.

**Page Setup Instruction**  
A4 (297 x 210 mm) Size Offset 80 gsm Paper



**Sample Cover Page**

Understanding Unconstrained Student Demand and Improving Academic  
Programs of BUP



A Thesis  
Submitted to the Department of Public Administration  
Bangladesh University of Professionals for  
the Degree of Doctor of Philosophy

By  
Md Aktaruzzaman

Under Supervision of  
Professor Dr. Md Moniruzzaman  
Bangladesh University of Professionals

August 2015

**Sample Title Fly Page**

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Professor Dr. Md Moniruzzaman  
Bangladesh University of Professionals

20 August 2015

Sample Dedication Page

Dedication

To my parents whose affection and love  
Inspired me to do the task, that  
I feel every moment on my way .....

Sample Declaration Page

Declaration

I hereby declare that the research work entitled "Understanding Unconstrained Student Demand and Improving Academic Programs of BUP" has been carried out under the Department of Public Administration, Faculty of Arts and Social Science, Bangladesh University of Professionals in fulfillment of the requirement for the Degree of Doctor of Philosophy. I have composed this thesis based on original research findings from field study acquired by me along with references from published literature. This has not been submitted in part or full for any other institution for any other degree.

20 August 2015

Md Aktaruzzaman  
Roll No.....  
Registration No.....  
Session: 2014-15  
Department of Public Administration  
Bangladesh University of Professionals

Sample Acknowledgement Page

Acknowledgement

20 August 2015

Md Aktaruzzaman  
Roll No.....  
Registration No.....  
Session: 2014-15  
Department of Public Administration  
Bangladesh University of Professionals

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Sample Certificate of Originality of Research Page

Certificate

This is to certify that Md Aktaruzzaman has worked under my supervision in preparing the thesis entitled "**Understanding Unconstrained Student Demand and Improving Academic Programs of BUP**" submitted in fulfillment of the requirement for the award of the degree of Doctor of Philosophy in the Department of Public Administration, Bangladesh University of Professionals. The thesis has been prepared on the basis of original research work carried out by Md Aktaruzzaman alone and to the best of my knowledge. No part of the thesis has been submitted anywhere for any other degree or diploma.

Supervisor

August 2015

M. Abul Kashem Mozumder, PhD  
Department of Public Administration  
Jahangirnagar University

**Sample Abstract Page**

Abstract

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**Sample Table of Contents Page**

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**Sample List of Publication Page**

Article  
No

Title of Article

Page No

**Sample List of Photographs Page**

<b>SL No</b>	<b>Photo No</b>	<b>LIST OF PHOTOGRAPHS Photograph Title</b>	<b>Page No</b>
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Sample List of Case Studies Page

Case Study No	<b>LIST OF CASE STUDIES</b> Case Study Title	Page No
xii		

Sample Acronyms Page

Acronyms

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ADB      Asian Development Bank