**American University of Central Asia**

**Psychology Department**

**Preliminary defense regulations of the Senior Thesis**

**2016-2017 Academic Year**

General Description**:**

Preliminary defense is a formal procedure where students present their first drafts of their senior projects to the internal Psychology Department Committee and allows the students to reflect on the progress of their thesis and plan for revisions and corrections prior the final defense. Each defense lasts approximately one hour and it is not open to general public. During this time, candidate gives a short (ten to fifteen – minute) presentation of his or her work and then responds to questions from the committee. The Preliminary Defense Committee makes recommendations for revisions and grants permission to students to participate in the final defense.

# Timeline and dates:

The first draft of the senior thesis should be reviewed by supervisor and submitted by the **First Monday of March** after the spring break. The firs senior thesis draft must be at least 30 pages long (excluding appendixes and back material), typed in 12 point font, double-spaced, with appropriate margins. There is no limit on the maximum number of pages you can write, however, in general, undergraduate senior theses should be under 60 pages (including the title page and references).

Preliminary defense is scheduled by the department typically during the la**st week of April of each year** (the dates are subjects to change). The committee for the preliminary defense of the senior thesis includes professors from Psychology Department of the American University in Central Asia. The committee is appointed each year during the spring session. Members of the preliminary defense committee may ask three different types of questions – factual, explanatory and argumentative questions (see point 4.15. Student’s guide).

Submission of final senior thesis for the final defense is **April 30** 2015.  This deadline is common for all AUCA departments.

# ****Evaluation procedure:****

Preliminary defense will be evaluated by each examiner according to the following criteria (Appendix 1):

1. The thesis is accepted for the defense. Recommend.

2. The thesis is accepted for the defense on the understanding that revisions must be completed after the preliminary defense. Recommend.

3. The thesis requires substantial revision to meet the standards required for the degree; a revised version of the thesis must be submitted to the supervisor. Do not recommend.

Based on examiners’ individual evaluation, the Committee either recommends or does not recommend a student for final senior thesis defense. If the Committee does not recommend the candidate’s work for the final defense she or he is given a period of ten days to improve the thesis (Appendix 2). The revised thesis is submitted to the academic supervisor within ten days after the preliminary defense. If the deadline is missed, the student is not permitted to proceed to final defense. The supervisor reviews the revised thesis and reports to the Department’s chair whether the candidate’s revised work is "recommended/not recommended" for the final defense. This report is final. The candidate whose senior thesis is not recommended cannot participate in the final defense within the current year. In this case, as well as in the case of late re-submission, the student received an “F” grade for the Senior Seminars course and is not permitted to proceed to defense.

# Appeals: **Complaints against decisions or procedural errors in connection with preliminary defense** may be appealed.

# Such appeals are ruled on by the university's Academic Appeals Committee that is charged with reviewing disputes arising among and between the administration, faculty, and students.

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## Appendix 1.

## American University of Central Asia

**Department of Psychology**

## Preliminary Thesis Defense Evaluation Form

Examiner’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_

Student’s name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Thesis: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
| **Evaluation Criteria** | **Comments** |
| Research topic and its novelty |  |
| Research questions |  |
| Hypothesis/hypotheses (where applicable) |  |
| Clearly stated goals of research |  |
| Literature review and its critical analysis |  |
| Research methods and design |  |
| Data analysis |  |
| Clearly stated conclusions |  |

**FINAL GRADE** (Please, tick off the relevant box)

|  |  |
| --- | --- |
| 1. The thesis is accepted for the defense. Recommend. |  |
| 2. The thesis is accepted for the defense on the understanding that revisions must be completed after the preliminary defense. Recommend. |  |
| 3. The thesis requires substantial revision to meet the standards required for the degree; a revised version of the thesis must be submitted to the supervisor. Do not recommend. |  |

Signature of the examiner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appendix 2.

## American University of Central Asia

**Department of Psychology**

**10 DAYS NOTICE**

Date:

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Preliminary Thesis Defense Committee of the Department of Psychology at AUCA has graded your thesis as unsatisfactory. The following areas of criticism are of major concerns:

At this moment you are not allowed to participate in the Final Thesis Defense. The Preliminary Thesis Defense Committee of the Department of Psychology at AUCA offers you a ten days period (until \_\_\_\_\_\_\_\_\_) to bring your senior thesis to acceptable quality and re-submit your revised document to your supervisor. Your supervisor will review your revised thesis and make decision to recommend or not recommend your candidacy for Final Thesis Defense. In the latter case you will receive an “F” grade for Senior Thesis Seminar 2 and will not graduate during this academic year.

Chair of the Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Members of Committee:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appendix 3.

## American University of Central Asia

**Department of Psychology**

Supervisor’s Recommendation Form

Supervisor’s name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thesis topic\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I certify that I:**

|  |  |
| --- | --- |
| **Statement** | **Yes/No** |
| Have received a revised senior thesis by this student on time |  |
| Have carefully reviewed his/her senior thesis |  |
| Have observed significant changes made to the paper |  |
| Think that major areas of concern have been successfully addressed |  |
| Agree that the revised senior thesis has reached an acceptable quality |  |

On the basis of the above I recommend/ do not recommend this student for Final Thesis Defense

Supervisor’s signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_