

**SPICER ADVENTIST UNIVERSITY
POST-GRADUATE SECTION**

THE RESEARCH PROCESS & PROCEDURE

SEMESTER	STEP#	STEPS / CHECKLIST/ GUIDELINES / SEQUENCE
FIRST SEMESTER	[]	1. Complete the Research Methodology Course [EDRM517/ENGL517/RLRM517/HIST517/ MCOM513/MGMT513/PSYC517/SOCI517]
SECOND SEMESTER	[]	2. Choose the research topic by consultation with professors and dean
	[]	3. Prepare a mini-proposal for topic approval
	[]	4. Get topic approved by defending the mini-proposal at the BoS
	[]	5. Select RGC chairperson (Recommended by the Bos)
	[]	6. Select the other RGC members (Recommended by the BoS)
	[]	7. *# Get topic & RGC approved by the RAC
	[]	8. Begin research work/writing (Target completion of chapter 1 or chapters 1-3) If project, plan and execute it (Maximize on summer vacation)
	[]	9. Complete correction of chapter(s) 1 or 1-3 from the chairperson of RGC
	[]	10. Complete corrections of chapters recommended by the research editor
THIRD SEMESTER	[]	11. Research work/writing continuation (Target completion of chapters 2 & 3)
	[]	12. Complete correction of chapters 2 & 3 from the chairperson of RGC
	[]	13. Complete corrections of chapters recommended by the research editor
FOURTH SEMESTER	[]	14. Research work/writing continuation (Target completion of chapters 4 & 5)
	[]	15. Complete correction of chapters 4 & 5 from the chairperson of RGC
	[]	16. Complete corrections of chapters 4 & 5 recommended by the research editor
	[]	17. Complete the entire research work/paper
	[]	18. Get the research work approved by RGC and BoS
	[]	19. *# Get Oral Defense Examination date approved by RAC through the Bos
	[]	20. Pass the Oral Defense Examination
	[]	21. Revise/refine the research work as required by ODC (Consult with the chair & research editor)
	[]	22. Make 5 HC of the work (For the dean, chairperson and library, RD & the student)
	[]	23. Submit soft copy (in PDF format) to RD and get his/her acknowledgement letter
	[]	24. Submit acknowledgement letter to the registrar
	[]	25. Make sure you get your own bound hard copy from the RD
LEGEND:	HC	- Hard Copy of Project (Will be bound by the University)
	ODC	- Oral Defense Committee
	PGC	- Post Graduate Council
	RD	- Research Director
	RGC	- Research Guidance Committee
	*	- Appropriate Forms to be obtained from and submitted to RD
	#	- Note Deadlines for submission in the Academic Calendar of Events
	[]	- Tick off the boxes as you proceed step by step.