GENERAL INSTRUCTION – WORKSHOP ON THESIS WRITING PROCEDURE AND PRESENTING RESEARCH SEMINAR

1. Date. 16 April 2016 (Saturday).

2. Venue. Bijoy Auditorium, 5th Floor, Admin Block, BUP.

3. Duration of the Workshop. With effect from 0900 hours to 1330 Hours.

4. Attendance

   (1) All members of EC.

   (2) All faculty members of BUP.

   (3) All researchers of MPhil and PhD Program (Session: 2014-2015 and 2015-2016).

   (4) All members of CHSR.


5. Registration by the Attendees. All the attendees will complete online registration through BUP Website www.bup.edu.bd by 10 April 2016. On arrival at BUP, they have to confirm their presence at the northern entry point of Bijoy Auditorium from 0800 hours to 0900 hours.

6. Objectives of the Workshop.

   a. To enhance research skills of MPhil and PhD Researchers and faculty members of BUP.

   b. To increase their competency in research related to Science, Social Science, Strategic and Business Studies.

   c. To give them an insight on how to effectively write thesis and seminar paper.
d. To develop essential skills and strategies in their field of research.

e. To provide a platform to share research and writing experiences, give and receive constructive feedback.

f. To provide comprehensive guidance on number of challenges and problems that enter into the long and complicated process of framing, designing and structuring a research thesis.

g. The objectives will also include:

(1) Structure and format of a thesis and seminar paper.
(2) Important elements and section of a thesis/seminar paper.
(3) Style and contents in thesis and seminar paper writing.
(4) Structure and Importance of a thesis abstract.
(5) Tips, techniques and strategies on effective abstract writing.
(6) Preparation of a thesis draft.
(7) Presentation of thesis and seminar.

7. **Execution.** The workshop will be conducted in two sessions.

8. **First Session.**

   a. **Duration.** Two hours with effect from 0900 hours to 1100 hours.
   b. **Chief Guest.** Maj Gen Sheikh Mamun Khaled, SUP, psc, PhD VC, BUP.
   c. **Special Guest.** Professor Dr. Nazmul Ahsan Kalimullah, BTFO Pro-VC, BUP.
   d. **Moderator.** Capt Syed Saidul Islam Khan, (E), psc, BN Director Research CHSR, BUP.
e. **Key Note Speakers.**

1. Dr. Khawaja Muhammed Sultanul Aziz  
   Secretary  
   Bangladesh Academy of Sciences

2. Professor Dr. Md. Hasibur Rashid  
   Department of Management Information System  
   University of Dhaka

3. Professor Dr. Shuchita Sharmin  
   Department of Development Studies  
   University of Dhaka

9. **Schedule of Events.**

<table>
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<tr>
<th>Ser</th>
<th>Time (Hours)</th>
<th>Event</th>
<th>Remark</th>
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<tbody>
<tr>
<td>1.</td>
<td>0900 – 0905</td>
<td>Welcome speech by the Dean, CHSR</td>
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<td>2.</td>
<td>0905 – 0925</td>
<td>Key Note Speech by Dr. Khawaja Muhammed Sultanul Aziz</td>
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<td>3.</td>
<td>0925 – 0945</td>
<td>Key Note Speech by Professor Dr. Md. Hasibur Rashid</td>
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<td>4.</td>
<td>0945 – 1005</td>
<td>Key Note Speech by Professor Dr. Shuchita Sharmin</td>
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<td>5.</td>
<td>1005 – 1045</td>
<td>Question and Answer Session</td>
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<td>6.</td>
<td>1045 – 1055</td>
<td>Speech by the Pro-VC</td>
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<td>7.</td>
<td>1055 – 1100</td>
<td>Speech by the VC</td>
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<td>8.</td>
<td>1100 – 1130</td>
<td>Light Refreshment</td>
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10. **Second Session.**

a. **Session Chair.**  
   Professor Dr. Nazmul Ahsan Kalimullah  
   Pro-VC, BUP
b. **Schedule of Events.**

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<tr>
<th>Ser</th>
<th>Time (Hours)</th>
<th>Event</th>
<th>Remark</th>
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<tbody>
<tr>
<td>1.</td>
<td>1130 – 1230</td>
<td>Group Work</td>
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<td>2.</td>
<td>1230 – 1330</td>
<td>Group Presentation</td>
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<td>3.</td>
<td>1330 – 1335</td>
<td>Vote of thanks by the participants</td>
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<td>3.</td>
<td>1335 – 1340</td>
<td>Closing remarks by the Pro-VC</td>
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<td>4.</td>
<td>1340 – 1400</td>
<td>Lunch</td>
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<td>5.</td>
<td>1400</td>
<td>Departure</td>
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11. **Grouping of Researchers and Observers.** Researchers of MPhil and PhD Program (Session: 2014-2015) will be divided into six groups. They will work out solution to the problems and present the same during second session. MPhil and PhD Researchers of other sessions will be divided into Observer Groups. They will observe and learn.

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MD AKTARUZZAMAN  
Lt Col  
Additional director and  
For Dean

March 2016