

## DISSERTATION SUBMISSION FLOW SHEET

1. Call for Dissertation Proposal by Research Department (RD)
2. Preliminary review of proposal by RD for necessary conceptual and format-wise requirements
3. Publication of Dissertation Proposal Review Update Sheet by RD
4. Nomination of supervisor
5. Researcher to collect supervisor nomination letter and copy of proposal from RD
6. Researcher to handover supervisor nomination letter and copy of proposal to supervisor within 7 days of collection of the letter from the RD
7. Supervisor to ask researcher to make necessary changes for the improvement of the proposal
8. Supervisor to review the revised proposal, ensure required improvements and sign the revised proposal as an indication of final approval
9. Researcher to submit approved proposal with supervisor's signature for RD record prior to start working on the dissertation
10. Researcher to consult the supervisor frequently and to have at-least 4 meetings held during the dissertation writing period
11. Researcher to duly fill-up the Dissertation Progress Report (<https://ksl.edu.np/assets/uploads/e1738-progress-report.pdf>) and get it signed by the supervisor
12. Supervisor to encourage researcher to go through the dissertation guideline (<https://ksl.edu.np/assets/uploads/54b51-final-dissertation-rule.pdf>) and Self-Assessment Form (<https://ksl.edu.np/assets/uploads/e1f6b-self-assessment-form.pdf>) to prepare the dissertation accordingly
13. Supervisor to approve the draft version of the dissertation before submitting it to RD
14. Researcher to present an approved copy of dissertation to RD (along with Dissertation Progress Report Form and Self-Assessment Checklist) for departmental approval
15. RD to provide feedback to researcher, if any, for improvements of dissertation layout and formatting in order to ensure its adherence to KSL Dissertation Guidelines
16. Researcher to present final revised copy of the dissertation for final approval from the RD
17. Supervisor to encourage researcher to submit the dissertation in advance, preferably before the University Board Exam