



25 YEARS OF MAKING  
BUILDINGS WORK

## **CSA GRADE 5 THESIS – A GUIDE**

### **GRADE 5 THESIS**

The basis of the upgrade from Grade 4 (Commissioning Engineer) to Grade 5 (Senior Commissioning Engineer) is a 2500-3000 word (approx..) thesis **on a subject allied to commissioning**. The choice of subject is left open to the candidate and can be directly or indirectly connected to commissioning.

### **Synopsis**

Prior to writing the thesis, a synopsis has to be sent to the CSA for approval. If the synopsis is acceptable to the training sub-committee then it will be approved. If there are any comments then these will be sent back to be incorporated into the synopsis. Once the synopsis has been updated it should then be re-submitted to the CSA for approval.

Your initial synopsis for the training sub-committee to consider your thesis should include the title, an index (which may be altered when writing the thesis) and brief précis and how you will develop and conclude the topic.

The synopsis will be reviewed by the training sub-committee and either approved or commented on within a month of receipt. If the synopsis has any comments made on it then they will have to be incorporated. The synopsis will then have to be re-submitted to the CSA within a month.

### **Thesis**

After the synopsis has been approved you have six months to write and submit the thesis to the CSA for approval. If the thesis has not been submitted after six months then the applicant will have to start the process again and submit a new synopsis for approval.

The thesis should be between 2500 to 3000 words. This excludes tables, pictures, drawings etc.

The thesis can be defined several ways and can be considered either as an opinion supported by reasoned argument or a proposition put forward for consideration, especially one to be discussed and proved or to be maintained against objections.

It should include the following:

- **The Thesis Title**
- **Index**
- **Introduction** to the thesis and how you will develop it
- **Substance** of thesis with headings as indicated in your index
- **Conclusion or final opinion**

Please note that your thesis should be written in good plain English.

Once the thesis has been received by the CSA, the training sub-committee will review it and either approve it or may ask you to attend an interview/presentation if they have any queries/comments on it. This is done within one month of receipt. If the thesis has any comments made on it then they will have to be incorporated. The thesis will then have to be re-submitted to the CSA within a month.

**N.B.** *The Internet is a great source for information, however if used, as with other sources of information, should not be copied, but put entirely in your own words. Tables, diagrams, photographs by others can be copied and referenced. The CSA reserves the right to ask anyone to re-write or submit an entirely new thesis if they believe the previous thesis has been plagiarised (not written in the candidates own words). We also require that the candidate has held a CSA membership before they are able to submit a Grade 5 Thesis.*