THESIS/DISSERTATION PROCEDURES

A. Thesis/Dissertation Direction Writing Phase


   Ideally, the student is expected to finish the thesis/dissertation in two or three semesters. The student should enroll for thesis/dissertation direction every semester until he/she completes all the requirements for a thesis/dissertation.

2. The student is given an adviser upon the recommendation of the department chair. The student works with the adviser on his/her research topic.

3. The student defends the thesis/dissertation proposal to a panel of two or three faculty members.

4. The student makes the revisions based on the suggestions of the panelists and conducts the research properly.

B. Oral Defense Phase

1. The thesis/dissertation adviser will inform the department chair once the student is ready for the oral defense.

2. The student must register for Thesis/Dissertation Direction during the regular registration period of the semester he/she is defending.

3. The department chair chooses the panelists in consultation with the thesis adviser. Once the invited panelists have confirmed the chair announces the thesis/dissertation defense by submitting Form ADGP 23 – Announcement of Oral Defense to the Registrar and the Associate Dean for Graduate Programs (ADGP) at least two weeks before the date of the Oral Defense.

   Three panelists are needed for a thesis defense. Four panelists are needed for a dissertation defense.


5. The Office of the Associate Dean for Graduate Programs (OADGP) and the Registrar’s Office (RO) give the student the pertinent documents needed for the completion of the thesis/dissertation requirement.

6. The OADGP prepares the honorarium for the panelists and gives these to the department concerned.
7. The department chair fills our Form ADGP 24 – Announcement of Postponement of Oral Defense if the oral defense will not push through as scheduled.
   a. The student need not pay the Oral Defense Fee again if new schedule of defense is in the same semester.
   b. The student will have to pay the Oral Defense Fee again if new schedule is in the succeeding semester.

8. The student defends his/her thesis/dissertation. The student is given a grade by the panelists. The student is informed by the Chair of the panel that he/she passed the oral defense right after the oral defense. (Form ADGP 8 – Thesis/Dissertation Grade Report Form, Form ADGP 8.1 – Written Work and Oral Examination in Defense of Thesis/Dissertation)

9. The student fills out Form ADGP 15 – Notice of Deadline for Final Revised Copy of Thesis/Dissertation, asks adviser to sign, and submits to the Office of the Associate Dean for Graduate Programs.

10. The department chair submits the grades (Form ADGP 8 and Form ADGP 8.1) and Form ADGP 15 to the Associate Dean for Graduate Programs a day or two after the oral defense.

11. The Associate Dean for Graduate Programs submits the official grade (Form ADGP 20 – Final Report of Student Performance on the Written Work and Oral Defense of Thesis) of the student to the RO and gives a copy to the department concerned.

12. The student claims his/her grade (Form ADGP 20) from the Office of the Associate Dean for Graduate Programs.

13. The RO enters the thesis grade into the student’s academic records.

C. Thesis/Dissertation Submission Phase

1. The student makes the revisions required in consultation with the adviser.

2. The thesis/dissertation is given to the style reader/editor when the revisions are done to the satisfaction of the adviser and the department chair.


4. The student also prepares 1 soft copy (CD/DVD) for submission. Read Preparing the CD Copies of Your Thesis. The soft copy should contain the long and short abstracts, the keywords and the complete thesis/dissertation. The student also asks his/her adviser to check this.

5. The student makes one clean copy of the final manuscript using thesis paper, one copy of the long abstract, one copy of the short abstract, 1 soft copy and the Approval Pages. The Approval Pages are:
   a. Approval Sheet for Defense
   b. Approval Sheet for Acceptance of the Thesis
c. Approval Sheet for Style

6. The student shows this set of clean copy to the Associate Dean for Graduate Programs. The Associate Dean for Graduate Program ensures that the student complied with all requirements in terms of substance and format.

7. The Associate Dean for Graduate Programs approves the manuscript, the abstracts, the soft copy, and the Approval Pages and tells the student to make the copies needed.

8. The student submits to the OADGP four (4) sets (original copy for the Student, 1 copy for the Rizal Library, 1 copy for the Archives, 1 copy for the Department) of the manuscript. The Approval Pages at this point should have been signed by the people involved in the defense. Each copy should have the following:
   a. Approval Sheet for Defense signed by Adviser, Chairperson, and Dean (4 original copies)
   b. Approval Sheet for Acceptance of the Thesis signed by the Adviser, Panel Members, and Dean (4 original copies)
   c. Approval Sheet for Style signed by the Style Reader/Editor (4 original copies)

9. The student also submits to the OADGP four (4) soft copies. These soft copies should contain the long and short abstracts, the key words, and the full manuscript. Follow the guidelines given by the OADGP (Preparing the CD copies of your thesis: Instructions to the student). One soft copy each for Rizal Library, Department, CHED, and the OADGP.

10. The student fills out the Thesis/Dissertation Waiver Form of the Rizal Library and responds to the Exit Survey to be given to him/her by one of the staff of the OADGP.

11. The OADGP will have the manuscripts bound.
   a. If the student submits within the semester he/she defended, the student will just pay the binding fee for each set of the manuscript.
   b. If the student submits after the semester he/she defended, the student has to register and pay for Thesis Submit (RO-G-01 Request Form for Late Thesis Clearing-Form A) and pay the binding fee for each copy.

12. The OADGP informs the RO that the student has completed all thesis/dissertation requirements. The OADGP will submit Form ADGP 21 and the Long Abstract to the RO (Form ADGP 21 – Thesis/Dissertation Submission Form; Thesis/Dissertation Abstract of the Office of the Registrar)

13. The student pays the Graduation and Diploma Fee once the student completes all the submission required.

14. The student applies for clearance. (RO-01 Application for Student Clearance)

15. The date of graduation of the student is the last day of the semester the student submitted the final copies of the thesis/dissertation, the approval pages, the abstracts, and the soft copies.
16. The student joins the graduation ceremony held in March.

17. The OADGP distributes the bound and soft copies to the Rizal Library, Archives, Department, and CHED 8 weeks after the final copies were submitted to the OADGP.

18. The student gets his/her bound thesis/dissertation from the department 8 weeks after the final copies were submitted to the OADGP.