

# Graduate Thesis and Dissertation Enrollment

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A graduate student may proceed to thesis/dissertation after completing all academic units and passing the comprehensive examinations (if applicable). The Graduate Thesis or Dissertation has the following stages:

## 1. Thesis/Dissertation Writing

The thesis/dissertation writing course (please check with the academic department for course code) is enrolled similar to a regular course. However, this is done manually at the Office of the University Registrar (OUR) Window 3.

Thesis/Dissertation Writing may be enrolled on the following schedules:

Thesis/Dissertation Writing 1 onwards - Week 1 to 2  
 Thesis/Dissertation Writing 1 only - Week 9

To enroll in the thesis/dissertation writing course, the student must submit the accomplished OUR Form No. E-24 (Enrollment of Thesis/Dissertation Writing). This form is available at the academic department or may be downloaded from <http://www.dlsu.edu.ph/offices/registrar/pdf>

Enrollment for Thesis/Dissertation Writing 2 onwards is done online through the MyLaSalle account of the student. A graduate returnee student must manually enroll this non-coursework at Window 3 of the OUR within the same period of the online enrollment.

The thesis writing course for the master's program is six (6) units. Enrollment in the thesis course is valid for nine (9) consecutive terms.

The assessment for thesis writing course has three components: (1) Tuition; (2) Research Supervision; and (3) Miscellaneous, scheduled as follows:

Term*	Tuition	Research Supervision	Miscellaneous
1	✓		✓
2 to 9	Enrolled with zero (0) unit	✓	✓

\*Term here does not refer to the trimester of the School Year, but the instance of enrollment of the student.

For the doctoral program, the dissertation writing course is twelve (12) units and valid for fifteen (15) consecutive terms.

The assessment for dissertation writing course has three components: (1) Tuition; (2) Research Supervision; and (3) Miscellaneous, scheduled as follows:

Term*	Tuition	Research Supervision	Miscellaneous
1	✓		✓
2	✓		✓
3 to 9	Enrolled with zero (0) unit	✓	✓

\* Term here does not refer to the trimester of the School Year, but the instance of enrollment of the student.

A student, who goes beyond the enrollment validity for thesis/dissertation, shall be required to retake the thesis/dissertation cycle, that is, start from Term 1.

## 2. Proposal Defense

Upon the approval of the thesis/dissertation adviser, the student enrolls manually for proposal defense at Window 3 of the OUR.

Proposal Defense may be enrolled on Weeks 1 to 9 of the term only.

To apply for proposal defense of thesis/dissertation, the student must submit in quadruplicate the accomplished OUR Form No. E-22 (Application for Thesis/Dissertation Defense). This is available at the academic department, the Office of the Graduate Studies Director, or at the Front Desk of the OUR. A copy may also be downloaded from <http://www.dlsu.edu.ph/offices/registrar/pdf>

A student needs to be enrolled in the thesis/dissertation writing course during the term to be allowed to apply for thesis/dissertation proposal defense.

Payment for thesis/dissertation defense may not be carried over to another trimester even if no defense transpired, except when the department is unable to convene a panel for the current term.

## 3. Final Defense

Only student who have successfully completed the Proposal Defense are qualified to apply for the Final Defense.

The conditions, policies and procedures in connection with Proposal Defense also apply to applying for Final Defense.

Final Defense may be enrolled on Weeks 1 to 7 of the term only.

A student may have the Proposal Defense and Final Defense within the same term, provided that the deadlines for application are observed.

#### 4. Submission of Requirements

Upon successful completion of the Final Defense and upon revision (if necessary) of thesis/dissertation, the student needs to submit the following to the Department Secretary/Office of the University Registrar:

- 4.1. Five (5) CDs of approved thesis/dissertation, subject to the following guidelines:
  - 4.1.1 The version of the graduate thesis/dissertation contained in the five (5) CDs is consistent with that approved by the Final Defense panel;
  - 4.1.2. The five (5) CDs are complete in contents, including annexes, tables and the like;
  - 4.1.3 The contents are in non-editable PDF (Portable Document File) format;
  - 4.1.4. The contents are readable in a standard computer;
  - 4.1.5. The CDs used are of reputable brand; and
  - 4.1.6. The CDs and the transparent cases are labeled as:
    - Title of graduate thesis/dissertation
    - Program (e.g., PhD in Development Studies)
    - Name of School
    - Name of student (Last name, first name, middle name)
    - Month and year of completion (e.g., July 2004)
    - Name of faculty adviser
  - 4.1.7. Out of the 5 CDs prepared, three (3) CDs will to be submitted to OUR; two (2) CDs to be provided to the Department Secretary
- 4.2. Signed Approved Sheet
- 4.3. Photocopy of Official Receipt (payment of graduation and other fees)



**Office of the University Registrar**

## **GRADUATE THESIS AND DISSERTATION ENROLLMENT**

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*Office of the University Registrar*  
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