



## Faculty Guide to Graduate Thesis and Dissertation

Particulars	Stage 1 Thesis/Dissertation Writing	Stage 2 Proposal Defense	Stage 3 Final Defense	Stage 3A Submission of Revisions	Stage 4 Submission of Requirements
Schedule	<u>Enrollment</u> Weeks 1 to 2 of the term (for Thesis/Dissertation Writing 1 onwards)  Week 9 of the term (for Thesis/Dissertation Writing 1 only)	<u>Enrollment</u> Weeks 1 to 9 of the term	<u>Enrollment</u> Weeks 1 to 7 of the term	<u>Submission of revisions</u> Not later than three (3) terms from the term of enrollment in Final Defense	<u>Submission of requirements</u> Not later than Week 12 of the term
Venue	<u>Enrollment</u> Enrollment Services Hub (Thesis/Dissertation Writing 1)  Online [animo.sys.dlsu.edu.ph] (Thesis/Dissertation Writing 2 onwards)	<u>Enrollment</u> Enrollment Services Hub	<u>Enrollment</u> Enrollment Services Hub	<u>Submission of revisions</u> Academic department (Panel Chair)	<u>Submission of requirements</u> Academic department (Dept. Secretary)
Enrollment Pre-requisite	Passed all WCE areas	Approval of the adviser  Enrolled in Thesis/Dissertation Writing course for the term	Approval of the adviser  Enrolled in Thesis/Dissertation Writing course for the term  Rating of "Passed" in Proposal Defense	No enrollment necessary	No enrollment necessary
Enrollment form to be used	One (1) copy of accomplished OUR Form No. E-24 (Enrollment of Thesis/Dissertation Writing)	Four (4) copies of accomplished OUR Form No. E-22 (Application for Thesis/Dissertation Defense)	Four (4) copies of accomplished OUR Form No. E-22 (Application for Thesis/Dissertation Defense)	Not applicable	Not applicable



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Entry on TOR	Does not appear	Does not appear	Does not appear	Not applicable	Title of Thesis/Dissertation
"Grading"	Not graded  The course is enrolled for assessment and monitoring purposes only. Faculty members need not submit grades online.	Not graded like a regular course  Result is submitted through Proposal Defense Panel Report  The course is enrolled for assessment and monitoring purposes only. Faculty members need not submit grades online.	Not graded like a regular course  Result is submitted through Final Defense Panel Report  The course is enrolled for assessment and monitoring purposes only. Faculty members need not submit grades online.	Not graded like a regular course  Result is submitted through Panel Chair Report  The Panel Chair Report functions like a change of grade of the original rating in submitted in the Final Defense Panel Report	Not applicable
"Grading" form to be used	None	Four (4) copies of accomplished OUR Form No. R-21A (Proposal Defense Panel Report)  In this form, the Panel Chair and members rate the defense of the student as any of the following:  <ul style="list-style-type: none"> <li>• Passed</li> <li>• Unsatisfactory/Failed</li> </ul> The alpha codes contained in the form	Four (4) copies of accomplished OUR Form No. R-21B (Final Defense Panel Report)  In this form, the Panel Chair and members rate the defense of the student as any of the following:  <ul style="list-style-type: none"> <li>• Passed</li> <li>• With minor revisions</li> <li>• With major revisions</li> <li>• Unsatisfactory/Failed</li> </ul>	Four (4) copies of accomplished OUR Form No. R-23 (Panel Chair Report)  In this form, the Panel Chair, on behalf of the members, certifies that the revised manuscript conforms to the requirements and instructions of the panel during the final defense.	Not applicable



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		are not grades and should not be interpreted as such.	<p>The alpha codes contained in the form are not grades and should not be interpreted as such.</p> <p>If the rating given is either “with minor revisions” or “with major revisions,” a Panel Chair Report should be submitted to the OUR if and when the revisions have been approved by the panel chair and members already (Please see Stage 3A in the next column)</p>		
Submission to OUR	None	<p>After the defense, the Proposal Defense Panel Report (Form No. R-21A) is accomplished in quadruplicate, signed and submitted to the OUR immediately.</p> <p>The submitted Proposal Defense Panel Report is used as documentation that the defense materialized and should be submitted</p>	<p>After the defense, the Final Defense Panel Report (Form No. R-21B) is accomplished in quadruplicate, signed and submitted to the OUR immediately.</p> <p>The submitted Final Defense Panel Report is used as documentation that the defense materialized and should be submitted regardless</p>	The Panel Chair Report is submitted to the OUR as basis for completion of graduation requirements.	<p>The following materials need to be submitted by the department secretary to the Enrollment Services Hub:</p> <ol style="list-style-type: none"> <li>1. Three (3) CDs of approved thesis/dissertation (please refer to guidelines below)</li> <li>2. Signed Approval Sheet (<a href="http://www.dlsu.edu.ph/offices/registrar/_pdf/approval_sheet.pdf">http://www.dlsu.edu.ph/offices/registrar/_pdf/approval_sheet.pdf</a>)</li> <li>3. Application to Graduate (Form S-01).</li> <li>4. Photocopy of</li> </ol>



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		regardless of pending revisions, if any, or of the result of the defense.	of pending revisions, if any, or of the result of the defense.		Official Receipt (payment of graduation and other fees)
Other Guidelines	<p>At the master's level, the thesis writing cycle consists of nine (9) consecutive terms. At the doctoral level, the dissertation writing cycle consists of fifteen (15) consecutive terms.</p> <p>A student who reaches the end of the thesis/dissertation writing cycle without having defended successfully shall be required to repeat the thesis/dissertation cycle, that is, start from Thesis/Dissertation Writing 1.</p>	<p>Composition of the defense panel (contained in the Graduate Student Handbook)</p> <p>The Faculty Adviser, in signing the form, certifies that he/she has read the thesis/dissertation manuscript presented by the student and has classified it as eligible for defense within the schedule/ deadlines set by the University.</p> <p>A student given an "Unsatisfactory/Failed" rating should repeat the thesis/dissertation writing cycle, that is, start from Thesis/Dissertation Writing 1.</p>	<p>A student may have the Proposal Defense and Final Defense within the same term, provided that the deadlines for application are observed.</p>	<p><u>CD submission</u></p> <ol style="list-style-type: none"> <li>The thesis/ dissertation contained in the CDs is consistent with that approved by the Final Defense panel;</li> <li>The CDs are complete in contents, including annexes, tables, and the like;</li> <li>The contents are in PDF (Portable Document File) format;</li> <li>The contents are readable in a standard computer;</li> <li>The CDs used are of reputable brand; and</li> <li>The CDs and the transparent cases are labeled as:</li> </ol> <p>Title of graduate thesis/dissertation Program (e.g., <i>PhD in Development Studies</i>) Name of student (<i>Last name, first name, middle name</i>) Month and year of completion (e.g., <i>July 2004</i>) Name of faculty adviser</p> <p><u>Approval Sheet signatories</u></p> <ol style="list-style-type: none"> <li>The Approval Sheet contains three (3) sets of signatures, as follows: <ul style="list-style-type: none"> <li>Adviser</li> <li>Defense Panelists (Chair, Members)</li> <li>Dean</li> </ul> </li> <li>Adviser. Any Member of the Defense Panel may sign for the Adviser, provided there is</li> </ol>	



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				<p>an authorization letter in favor of the Member of the Defense Panel.</p> <ol style="list-style-type: none"> <li>3. Chair of the Defense Panel. Any Member of the Defense Panel may sign for the Chair of the Defense Panel, provided there is an authorization letter in favor of the Member of the Defense Panel.</li> <li>4. Member of the Defense Panel. The Chair of the Defense Panel may sign "for" any member of the Defense Panel, provided there is an authorization letter in favor of the Chair of the Defense Panel.</li> <li>5. Dean. The Vice Dean may sign "for" the Dean, provided there is an authorization letter in favor of the Vice Dean. A blanket authorization to sign any and all approval sheets on behalf of the Dean may be communicated and submitted in lieu of an authorization letter for every student.</li> <li>6. It is important to note in what capacity the person is signing. The Dean, sitting as a Member of the Defense Panel, may not be substituted by the Vice Dean in signing the Approval Sheet if the latter is not himself/herself a Member of the Defense Panel.</li> <li>7. Only Approval Sheets with complete signatures (even by proxies) will be accepted as a valid submission to the Office of the University Registrar. All authorization letters must be submitted simultaneously for signatures by proxy.</li> </ol>	