



# APPLICATION FOR DEFENSE

(for GRADUATE STUDENTS only)

PLEASE PRINT

PERSONAL INFORMATION		DATE OF DEFENSE
LAST NAME		
FIRST NAME		TYPE OF DEFENSE
MIDDLE NAME		<input type="checkbox"/> Proposal Defense <input type="checkbox"/> Defense without proposal <input type="checkbox"/> Final Defense
ACADEMIC INFORMATION		TITLE OF PAPER TO BE USED
ID NUMBER		
COLLEGE		
PROGRAM		
EVALUATION OF RECORDS <i>(FOR OUR USE ONLY, DO NOT FILL)</i>		PANEL COMPOSITION <i>(Please indicate the name)</i>
Enrolled in T/D Writing	<input type="checkbox"/> YES <input type="checkbox"/> Not applicable <input type="checkbox"/> NO      (for project paper)	CHAIR
Passed Proposal Defense	<input type="checkbox"/> YES <input type="checkbox"/> Not applicable <input type="checkbox"/> NO	
APPROVED FOR DEFENSE <i>(ACCOMPLISH IN SEQUENCE)</i>		MEMBER
<b>ADVISER</b> <i>I certify that I have read the thesis/dissertation manuscript presented by the student in connection with this application for proposal/final defense and classify the same as eligible for defense within the schedule/deadlines set by the University.</i>  <small>SIGNATURE OVER PRINTED NAME / DATE</small>		MEMBER
		MEMBER
		MEMBER
CHAIR / GS PROGRAM COORDINATOR		
		<small>SIGNATURE OVER PRINTED NAME / DATE</small>

## STUDENT CONFORME

*I have read and understood the "Instructions" and "Terms and Conditions" at the page 2 of this form and agree to the same.*

SIGNATURE OVER PRINTED NAME / DATE

**INSTRUCTIONS TO THE STUDENT**

1. This form must be accomplished and must be submitted to the Office of the University Registrar through a [Google form](#) when all necessary signatures/email endorsements have been completed. Application forms with incomplete signatures/email endorsement will not be accepted for processing.
2. If eligible, an assessment of the relevant fees for the application will be available through MLS Print EAF four working days after submission.
3. The assessment will be printed in the Enrollment Assessment Form (EAF) that the student must download through their MLS Account. Pay the assessed amount through the official payment method released by the Finance and Accounting Office (FAO) <http://www.dlsu.edu.ph/offices/accounting/payments/default.asp> . Together with the proof of payment and EAF must be submitted to the Academic Department for the schedule of the Defense.
4. Coordinate the schedule and venue of the defense with the secretary of the academic department. Student must submit a copy of the EAF (reflecting the enrollment in defense), proof of payment and email approval from OUR.
5. In case of final defense, student must follow the process and procedure of submission of the approved thesis/dissertation through the animorepository the full procedure is found this [link](#).

**TERMS AND CONDITIONS**

1. To be able to enroll for thesis/dissertation proposal/final defense, the student must be enrolled in thesis/dissertation writing course during the term.
2. The thesis/dissertation proposal defense may be enrolled up to the end of Week 9 of the term. The thesis/dissertation final defense may be enrolled up to the end of Week 7 of the term.
3. The enrollment is deemed final once reflected in the Student's EAF and can no longer withdraw/drop the application.
4. A defense resulting to revision requirements in the thesis/dissertation is classified as "Incomplete". To qualify for completion, revisions must be approved and reported by the Chair of the Defense Panel to the Office of the University Registrar within three (3) terms from term of enrollment in defense. After this period, the "Incomplete" is automatically converted to "Failed," in which case the student has to restart the thesis/dissertation cycle.