

Graduate Thesis and Dissertation Enrollment

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, with complete procedure posted at:**

https://www.dlsu.edu.ph/wp-content/uploads/pdf/registrar/schedules/enroll_gs.pdf

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

Thesis/Dissertation Writing 1 onwards - Week 1 to 2

To enroll in the thesis/dissertation writing course, the student must submit the accomplished OUR Form No. EN-19 (Enrollment of Thesis/Dissertation Writing). This form is available at the academic department or may be downloaded from

<https://www.dlsu.edu.ph/wp-content/uploads/pdf/registrar/EN-19.pdf>

Enrollment for Thesis/Dissertation Writing 2 onwards is done online through the animosys account of the student. A graduate returnee student must manually enroll this non-coursework at the Enrollment Services Hub at the 2/F Henry Sy Sr. Hall 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 Academic 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 **must enroll** manually for proposal defense the procedure is posted at

https://www.dlsu.edu.ph/wp-content/uploads/pdf/registrar/schedules/enroll_gs.pdf

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 the accomplished OUR Form No. EN 18 (Application for Thesis/Dissertation Defense). A copy may be downloaded from

<https://www.dlsu.edu.ph/wp-content/uploads/pdf/registrar/EN-18-201904.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 students 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 enrollment 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 Thesis/Dissertation Approval Sheet and softcopy of the Thesis/Dissertation/Project Paper through the Animo Repository.

Please be guided by the procedures and reminders below:

- Self-submission of electronic thesis/dissertation (ETDs).
- A signed Submission Consent Form must be included in the preliminary pages of the final PDF version of the ETD.
- Before submission, ensure that the following items are included:
 - o The submission's title
 - o The abstract (up to 1, 000 words)
 - o A list of keywords (maximum of 10 words)
 - o The final version of the thesis/dissertation (including the approval sheet) in PDF format as one file
 - o Separate files of each thesis/dissertation chapter in PDF format
 - o Supplemental files, such as sound or video clips, image files, etc.
- Carefully read and accept the Submission Agreement Form before you upload your files.
- The Academic Department may require submission of a copy for their file
- For graduating GS students (Masters/Doctoral) with inactive MLS account due to non-enrollment, the Graduate Coordinator may submit on your behalf.

Visit <http://bit.ly/SubmitETD-AnimoRep> to learn how to submit your final thesis/dissertation.



Office of the
University Registrar

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