



OFFICE OF THE GRADUATE PROGRAM

THESIS/DISSERTATION CHECKLIST 2024

(CSSP Graduate Manual, 2023)

1. Beginning Thesis/Dissertation Work

- Reminders:
 - Student has completed course works.
 - Student has enrolled in thesis/dissertation (at least 3/6 units).
 - For PhD Students – Student should have passed the comprehensive exam.
- [Form 17](#) - Student to request for thesis adviser/co-adviser appointment (cc: Adviser. Submit *Note: Co-adviser is needed for faculty advisers who will retire in two (2) years.*

2. Before Thesis/Dissertation Proposal Defense

- Reminders:
 - [Form 17](#) - Make sure there is appointment of adviser/co-adviser.
 - Student is enrolled during the semester.
- Student to submit Ethics forms to CSSP-ERB (cc: OGP and Adviser). *Note: Request at least 15 working days before the schedule of proposal defense.*
 - Attach the following documents:
 - [CSSP-ERB Application form](#)
 - [CSSP-ERB Assessment form](#)
 - Proposal Manuscript
 - Student CV
 - Informed Consent Form
 - Materials to be provided to the participants (e.g., pubmat, questionnaires, etc)
 - Form 5 (proof of enrollment)
 - CSSP-ERB to inform OGP (cc: student and adviser) of the assigned ERB representative within 10 working days after submission of complete application documents.
- [Form 7](#) - Adviser/Department to submit request for proposal defense schedule to OGP (cc: CSSP-ERB and student). *Note: Request at least two weeks before the schedule of proposal defense.*
 - Attach Proposal Manuscript
 - [Form 7](#). Provide the following details:
 - Date
 - Time
 - Venue details
 - If onsite - provide room number. *Note: Check availability of room, and reserve room if available.*
 - If online – provide Zoom details (i.e., meeting ID and passcode)
 - Panel members
 - Adviser
 - Co-adviser (if applicable)
 - Potential reader/critic
 - Panel member/s - *Note: If external, write a letter addressed to the Dean, requesting for inclusion of external panel members. Attach CV of external panel member.*
 - (CSSP-ERB Representative)

3. After Thesis/Dissertation Proposal Defense

- Form 8 (Decision Report to be provided by OGP) – Adviser to submit the accomplished Form 8 to OGP
- Form 9 (Adviser Report to be provided by OGP) – Adviser to submit the accomplished Form 9 to OGP
- If there are revisions, student need to submit revised proposal and revised ERB forms to CSSP-ERB (cc: Adviser and OGP)
- CSSP-ERB to issue Certificate of Ethics Clearance (CEC) to student (cc: Adviser and OGP).
 - *Reminder to the student and the adviser: Ensure that CEC is secured before proceeding with the data collection.*

4. Before Thesis/Dissertation Final Defense

- Reminders:
 - Student has enrolled in full number of thesis/dissertation course (i.e., 6/12 units).
 - Student is enrolled during the semester (e.g., Residence or remaining units of thesis/dissertation course).
 - Student has submitted “application for graduation” in the semester that they will defend their thesis/dissertation. *Note: please check the deadline of application for graduation in the academic calendar*
- [Form 10](#) – Adviser to request for appointment of critic
- Critic to write an endorsement letter addressed to the Dean. Endorsement Letter should include the following details:
 - Student’s name
 - Program
 - Thesis title
 - Rationale for endorsing the student’s thesis/dissertation
- Student to submit the CSSP-ERB Final Report to CSSP-ERB (cc: Adviser and OGP). *Note: Only upon CSSP-ERB’s approval of the final report can the student proceed with the request for final defense schedule.*
- Adviser to write a letter, addressed to the Dean, requesting for final defense schedule. *Note: Request at least one month before the schedule of final defense.*
 - Request letter should include the following details:
 - Student’s name
 - Thesis title
 - Program
 - Date and Time of final defense
 - Venue details
 - onsite - provide room number *Note: Check availability of room, and reserve room if available.*
 - online – provide Zoom details (i.e., meeting ID and passcode)
 - Panel members
 - Dissertation (minimum of 5 members, maximum of 7 members)
 - Adviser
 - Co-adviser (if applicable)
 - Critic
 - Panel member/s
 - Thesis (minimum of 4 members, maximum of 6 members)
 - Adviser
 - Co-adviser (if applicable)
 - Critic
 - Panel member/s
- Adviser/Department to submit the request for final defense schedule to OGP, with the following attachments:
 - Request letter for final defense schedule
 - Manuscript (with abstract)
 - Critic endorsement letter
 - Certificate of Ethics Clearance (CEC) and approved Final Report Form, or Certificate of Exemption (COE)
- OGP to assign Dean’s Representative upon recommending approval to the CSSP Dean

5. After Thesis/Dissertation final defense

- Form 11 (Decision on the Result of Oral Defense Form to be provided by OGP)- Chair of Panel to submit the accomplished Form 11 to OGP
- Form 12 (Dean’s Representative Form to be provided by OGP)- Dean’s Representative to submit the accomplished Form 12 to OGP
- If result is “Provisional Pass”
 - Form 13 (Acceptance of Revisions) - Adviser to request Form 13 from OGP
 - All panel members to sign Form 13 upon student’s submission of approved revisions.
- If result is “Pass”, student to ask OGP for format and guidelines for hard bound copy submission.