



OFFICE OF THE GRADUATE PROGRAM

THESIS/DISSERTATION CHECKLIST 2024

(CSSP Graduate Manual, 2023)

1. Beginning Thesis/Dissertation Work

- ☐ Conditions:
 - Student already completed all required coursework.
 - Student has enrolled in a thesis or dissertation course (at least 3 or 6 units).
 - For PhD Students – Student passed the comprehensive exam.
- ☐ [Form 17 \(Request for Appointment of Thesis/Dissertation Adviser\)](#) - Student to request for thesis adviser/co-adviser appointment (cc: Adviser). *Note: An adviser who is a Professorial Fellow, Associate Professorial Fellow, Assistant Professorial Fellow, Professor Emeritus or retiring faculty in two (2) years, can only be appointed with a regular graduate faculty co-adviser.*

2. Before the Thesis/Dissertation Proposal Defense

- ☐ Conditions:
 - [Form 17 \(Request for Appointment of Thesis/Dissertation Adviser\)](#) - Make sure there is an appointment of adviser/co-adviser.
 - Student is enrolled during the semester.
- ☐ Student to submit complete and sufficiently filled-out Ethics forms to CSSP-ERB <csspethicsboard.upd@up.edu.ph> (cc: OGP - <ogpcssp.upd@up.edu.ph> and Adviser). *Note: Request at least fifteen (15)* working days before the schedule of proposal defense.*
 - Attach the following documents:
 - ☐ [CSSP-ERB Application Form](#)
 - ☐ [CSSP-ERB Assessment Form](#)
 - ☐ Proposal Manuscript (i.e., study protocol, pre-print proposal)
 - ☐ Student CV
 - ☐ Informed Consent Form
 - ☐ Materials to be provided to the participants (e.g., pubmat/poster, questionnaires, etc)
 - ☐ Form 5 (proof of enrollment)
 - CSSP-ERB to inform OGP (cc: student and adviser) of the assigned CSSP-ERB representative within five (5)* working days after submission of complete application documents.
- ☐ [Form 7 \(Request for Thesis/Dissertation Proposal Defense Schedule\)](#)- Adviser/Department to submit request for proposal defense schedule to OGP (cc: CSSP-ERB and student). *Note: Request at least fourteen (14)** days before the schedule of proposal defense.*
 - Attach Proposal Manuscript
 - Attach CSSP-ERB Form 14 - Preliminary Evaluation Decision Letter.
 - [Form 7 \(Request for Thesis/Dissertation Proposal Defense Schedule\)](#). Provide the following details:
 - Date
 - Time
 - Venue details

* excludes weekends and holidays

** includes weekdays and holidays

- If onsite - provide room number. *Note: Check the availability of the room, and reserve the room.*
- 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.*
 - Name of CSSP-ERB Representative as appointed by the CSSP-ERB based on their preliminary evaluation
 - *Note: The defense will not be endorsed to the Dean unless there is already an assigned CSSP-ERB Representative (Student to coordinate with CSSP-ERB regarding the matter). However, in cases where the CSSP-ERB issues a provisional exemption and that there is a very low probability of the study protocol being revised to merit a change in classification, the CSSP-ERB may opt not to designate an ethics review representative. In such situations, the adviser shall submit the CSSP-ERB Thesis/Dissertation Proposal Defense Report Form.*

3. After Thesis/Dissertation Proposal Defense

- Form 8 (Decision Report to be provided by OGP) – Adviser to submit the accomplished Form 8 to OGP (cc: CSSP-ERB) within three (3)* working days after the proposal defense.
- Form 9 (Adviser Report to be provided by OGP) – Adviser to submit the accomplished Form 9 to OGP (cc: CSSP-ERB) within three (3)* working days after the proposal defense..
- If there are revisions, student need to submit revised proposal and revised ERB forms to CSSP-ERB (cc: Adviser and OGP) within three (3)* working days after the proposal defense.
- For proposals classified by the CSSP-ERB as “For Provisional Exemption” where no ethics review representative was assigned, the adviser shall submit to the CSSP-ERB Office the [CSSP-ERB Thesis/Dissertation Proposal Defense Report Form](#).
- For those with a designated ethics review representative, regardless of the review classification, the ERB representative shall be the one to submit this form to the CSSP-ERB Office. This form should be submitted within three (3) working days after the proposal defense.
- CSSP-ERB to issue Certificate of Ethics Clearance (CEC) or Certificate of Exemption (CoE) to the 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 the Thesis/Dissertation Final Defense

- Reminders:
 - Student has enrolled in a full number of thesis or dissertation course (i.e., 6 or 12 units).
 - Student is enrolled during the semester (e.g., Residence or remaining units of thesis/dissertation course.)
 - Student has submitted an “application for graduation” in the semester that they will defend their thesis or dissertation. *Note: please check the deadline of application for graduation in the academic calendar*
- [Form 10 \(Request for Appointment of Thesis/Dissertation Critic\)](#) – Adviser to request for appointment of critic as soon as the manuscript is ready for review of critic.
- Critic to write an *endorsement letter* addressed to the Dean. Endorsement letter should include the following details:
 - Student’s name

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- o Program
 - o Thesis title
 - o 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.*
 - o Request letter should include the following details:
 - o Student's name
 - o Thesis title
 - o Program
 - o Date and Time of final defense
 - o 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)
 - o 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 CSSP-ERB [Final Report Form](#), or Certificate of Exemption (COE)
- OGP to assign Dean's Representative upon recommending approval to the CSSP Dean

5. After the 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 within three (3)* working days after the final defense.
- Form 12 (Dean's Representative Form to be provided by OGP) - Dean's Representative to submit the accomplished Form 12 to OGP within three (3)* working days after the final defense.
- 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.

6. Submission of Thesis/Dissertation Hardbound Copies

- If the defense result is "Pass", student to email OGP the format and guidelines for thesis/dissertation hardbound copy submission.
- Student to submit the thesis/dissertation hardbound copy on or before the deadline.

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