**COMPLETION CHECKLIST FOR DISSERTATION/THESIS/SPECIAL PROBLEM/**

**PRACTICUM PAPER/CAPSTONE/DEVELOPMENT ACTION PLAN/GRADUATION**

**PROPOSAL**

\_\_\_\_ Student processes GSF #6 (Request for Approval of Topic & Mentor).

\_\_\_\_ Student processes GSF #7 (Nomination of Members of Oral Exam Panel) together with a copy of the

proposal paper signed by the mentor

\_\_\_\_ Student accomplishes GSF #9 (Clearance for Proposal Defense) and submit the same to the Graduate School together with the required number of copies of his/her manuscripts specified in GSF #7

\_\_\_\_ Graduate School Dean set a date and time for the Proposal Defense

(minimum of 2 weeks upon submission of manuscripts.)

\_\_\_\_ Graduate School staff verify the availability of the panel members, transmit the manuscripts and inform

the student of his/her final schedule.

\_\_\_\_ Student pays the proposal defense fees (posted at the Graduate School bulletin boards)

\_\_\_\_ Institutional Research Ethics Board (IREB) Review

\_\_\_\_ Student gathers data (if the Thesis Defense Committee approves the proposed research)

**IN-HOUSE**

\_\_\_\_ Student secures and processes GSF # 14 (In-House Presentation) and submits the required number of

copies of his/her manuscripts.

\_\_\_\_ Graduate School Dean sets a date and time for the in-house presentation. (Minimum of 1 week upon submission of manuscripts.)

\_\_\_\_ Graduate School staff verify the availability of the panel members, transmit the manuscripts and inform

the student of his/her final schedule.

**FINAL**

\_\_\_\_ Student completes the final draft of thesis and submit this to his/her adviser for recommendation to the Dean for:

1. Originality Check (student upload his/her final paper as single file copy of chapter pages only to

[graduateschool@xu.edu.ph](mailto:graduateschool@xu.edu.ph) for originality check thru Turnitin

2) Final Oral Defense

\_\_\_\_ Student secures and processes GSF #­ 15 (Clearance for Final Oral Defense) and submit it to the Graduate

School together with the required number of copies of the manuscripts. (He/she should be enrolled in

Thesis/Dissertation Writing)

\_\_\_\_ Graduate School Dean set a date and time for the final defense. (Minimum of 2 weeks upon

submission of manuscripts.)

\_\_\_\_ Graduate School staff verify the availability of the panel members, transmit the manuscripts and inform

the Student of his/her final schedule.

\_\_\_\_ Student pays the final defense fees (posted at the Graduate School bulletin boards).

**GRADUATION/DIPLOMA**

\_\_\_\_ PhD - Certificate of paper presentation in at least a regional forum and publication in a refereed book/journal

\_\_\_\_ MA - Certificate of paper presentation in at least a regional forum.

\_\_\_\_ Student pays the Graduation/Diploma Fee.

\_\_\_\_ Student submits revised copy (final draft) in temporary binding and in proper format (with copy of the

approval sheet signed by mentor, in loose leaf) to the Graduate School (GSF #17).

\_\_\_\_ Graduate School staff transmit the student’s final draft to the members of the Oral Defense Committee

for approval with the endorsement of the Dean for final printing.

\_\_\_\_ Student submits one (1) hard-bound approved copy (original) of his/her CPR to the Graduate School

\_\_\_\_ Student provides 3 \*CD copies (portable document format or pdf file) of the Dissertation/Thesis/

Special Problem/Practicum/Capstone to be distributed as follows: 1 copy for the Dean’s/Director Office,

2 copies for CHED 10 and Central Office Libraries.

\_\_\_\_ Student accomplishes GSF#18-19 (Mentor/Panel Evaluation) and XU Alumni Information Survey.

\_\_\_\_ Graduate School staff prepares certification of completion and forward the same to the Registrar’s Office

together with the final bound copy of the student’s thesis/dissertation/special problem/practicum/

capstone paper and final academic evaluation by the Graduate School evaluator.

\_\_\_\_ Student processes the application for graduation.

\_\_\_\_ Student requests for his/her credentials and/or diploma at the Registrar’s Office.

*Red prints are new requirements. The paper presentation and/or publication as requirements for graduation can be done between proposal and the filing of graduation application activities.*

*\*templates of the CD sticker & case label are at the back*

**SUBMISSION OF CD**

**(Dissertation/Thesis/Special Problem/Practicum/Capstone Project/DAP)**

To join the graduation rites and for the release of credentials and diploma, submission of 3 CDs. The 3 CDs shall contain the whole document of your CPR (with the required panel members’ signature and your signature in the certificate of originality).

Samples/templates of the [CD sticker](http://www.ateneo.edu/ateneo/www/UserFiles/54/Thesis%20Guidelines/CD%20sticker-GRAY.pub) and [case label](http://www.ateneo.edu/ateneo/www/UserFiles/54/Thesis%20Guidelines/CD%20Case%20cover-A4%20paper.doc) are provided or can be downloaded from the XU Graduate School Website. Just click on the text area, type your own text and print. Maintain the format, font type and font size of the sample. All text is in Arial, 11 points, except for the (vertical) text for the CD case edge which is Arial, 9 points.

If the title of the thesis/dissertation will not fit the space on the CD sticker, it should be cut and put 3 dots after the last word.

**CD case.** Use the 7 mm plastic CD case (thin case) with a plastic sleeve that is continuous around the case.

**CD sticker.** Use a plain white sticker.

Template - CD Case Sticker

Template - CD Case Label

*Note: The copies of the CDs will go to the Graduate School Office and the Commission on Higher Education*