

Procedure No:	ACA-PROC-0020
Procedure Title:	Thesis and oral defense Procedure
Related Policy:	Comprehensive Examination Policy (ACA-POL-0028) Thesis and Dissertation Oral Defense Policy (ACA-POL-0029)
Date of Issuance:	2008-2009
Effectivity:	2008-2009 to present
Page Number:	Two (2)
Office of Origin: (Procedure Expert)	Office of the Graduate School Dean Dean
"Supersedes" Notification:	None
Procedure Description:	This procedure is designed to administer and control the conduct of thesis and dissertation oral defense in the Graduate School department. This covers the MBA, SMP, and DBA academic programs.
Areas of Responsibility:	<ul style="list-style-type: none"> • Dean • Management Staff – Office of the Graduate School • Records In-charge – Office of the Registrar • Evaluator – Office of the Registrar
Procedure Details:	<p>Step 1: The student secures certification from the Registrar's office regarding completion of all academic requirements .</p> <p>Step 2: The student secures thesis/dissertation proposal defense form from the Management Staff of the Dean's Office. The management staff informs the student on how much to pay and advises the same to pay at the cashier.</p> <p>Step 3: The student pays the oral defense fee and other related fees to the cashier. The cashier issues an official receipt.</p> <p>Step 4: The student accomplishes the form. The student presents the official receipt, submits the form and Registrar's certification to the Dean for approval. Upon approval, the student and the Dean arrange the following:</p> <ul style="list-style-type: none"> • Date, time, and place of oral defense • Schedule of thesis or dissertation paper submission to the Dean and panel members. <p>Step 5: The student undertakes the oral defense as scheduled.</p> <p>Step 6: The panel members signs the thesis or dissertation approval sheet upon passing the oral defense (if without revision) or upon completion and submission of the required revisions by the panel members.</p>
Procedure Approval Authority:	Dean
References:	<ul style="list-style-type: none"> • Registrar's Certification • Proposal Defense Form • Approval Sheet
Definition:	MBA – Master in Business Administration (Thesis and Non-Thesis Programs) SMP – Special Management Program (no comprehensive exam required) DBA – Doctor in Business Administration
Help Page:	Office of the Dean Office of the Registrar