**PROPOSAL DEFENSE CHECKLIST**

*Ensure completion of the following checklist at least 3 days prior to your scheduled defense. Failure to complete the checklist will result in a re-defense status.*

**Before Defense**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No.** | **Form** | **Submitted By** | **Submitted To** | **Remarks** |
| 1. | Thesis Advising Monitoring Form (PNC:PRE-FO-61) | Group | Gdrive |  |
| 2. | Consultation Form  (PNC:PRE-FO-81). | Group | Gdrive/attached to document |  |
| 3. | Student Research Grouping Form (PNC:PRE-FO-130) | Group | Gdrive |  |
| 4. | Non-Disclosure Agreement for Research Student (PNC:PRE-FO-68) | Group | Gdrive/attached to document |  |
| 5. | Full report of plagiarism and language softwares | Group | Gdrive/attached to document |  |
| 6. | Recommendation Form (PNC:PRE-FO- 71) | Group | Gdrive/attached to document |  |
| 7. | Official receipt of Proposal Defense Fee | Group | Research teacher |  |
| 8. | PNC:PRE-FO-67 (Research Title Assessment Form) | Group | Gdrive |  |
| 9. | Research Ethics Application Form (PNC:PRE-FO-49) | Group | Gdrive/attached to document |  |
| 10. | Proposal Defense Evaluation Form (PNC:PRE-FO-73) | Fill-up details  3 Copies | attached to document |  |
| 11. | Informed Consent Form (PNC:PRE-FO-50) | Group | attached to document |  |
| 12. | PNC:PRE-FO-49 online (Application for Research Ethics) | Group | Gdrive/attached to document |  |
| 13. | Chapter 1-3 Soft and Hardcopy | Group | Gdrive and Hardcopy | Must ring-bind, cover page with clear acetate |
| 14. | Module Checklist | Group | Gdrive/attached to document |  |
| 15. | PANEL COMMENT SHEET - PNC:PRE-FO-72 rev.0 03082023 | Fill-up details  3 Copies | attached to document |  |
| 16. | CLIENT ACCEPTANCE FORM -PNC: PRE-FO-104 rev.0 03262024 | Group | Gdrive/attached to document |  |
| 17. | PROPOSAL DEFENSE CHECKLIST | Group | Gdrive/attached to document | YES! ATTACHED THIS FORM IN YOUR DOCUMENT |

**After Defense**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No.** | **Form** | **Submitted By** | **Submitted To** | **Remarks** |
| 1. | PNC:PRE-FO-75 Thesis Adviser Evaluation Form | Group | Research Teacher |  |
| 2. | PNC:PRE-FO-76 Panel Evaluation Form | Group | Research Teacher |  |
| 3. | PNC:PRE-FO-77 Statistician Evaluation Form | Group | Research Teacher |  |
| 4. | PNC:PRE-FO-83 Data Analyst Form (for qualitative research only) | Group | Research Teacher |  |

**System Module Checklist**

|  |  |  |
| --- | --- | --- |
| **Item No.** | **Module** | **Status** |
| *1.* | *Example: Notification* | *Done* |
| *2.* | *Example: Database Structure* | *20%* |
| *3.* | *Example: Home Page* | *50%* |
| *4.* | *So on……….* |  |