



Republic of the Philippines  
**University of Cabuyao**  
(Pamantasan ng Cabuyao)  
**College of Computing Studies**

Katapatan Mutual Homes, Brgy. Banay-banay, City of Cabuyao, Laguna 4025



**\*Guidelines for Final Defense 1<sup>st</sup> SEM SY 2024-25**

1. \*Submission of Requirements for Final Oral Defense
  - November 11 – 15, 2024
  - \*Dates for Final Defense are as follows:
  - November 18 – 22, 2023.
2. Prior to the Final defense, the student-researchers shall submit the following requirements to the Research Teacher:
  - Thesis / Capstone Research 1 duly signed Approval Sheet
  - Soft copy of the **completed and edited final paper** (Submit to our designated gdrive Folder per group. Label the digital folder “Final Defense Requirements – Group #, BSIT/CS”)
  - Full report of plagiarism and language software (Submit to our designated gdrive Folder per group. Label the digital folder “Final Defense Requirements – Group #, BSIT/CS”)
  - Dully accomplished and signed Recommendation Form (PNC:PRE-FO-71)
  - Notarized Confidentiality and Non-Disclosure Agreement for student Research (If applicable – for researches conducted in PnC) (PNC:PRE-FO-68)
  - Official Receipt of Final Defense Fees. (Start of payment November 04, 2024 until November 15, 2024)
  - Photocopy / Digital copy (Submit to our designated gdrive Folder per group. Label the digital folder “Final Defense Requirements – Group #, BSIT/CS”) of PNC:PRE-FO-53 (Research Ethics Review Committee Evaluation) as proof that the proposed topic was approved.
3. The group that fails to submit their final paper on the designated date, is given another chance within a week upon presentation of valid reasons through formal letter noted by the Research Teacher and approved by the dean. However, a 1% deduction each day the proposal is late (excluding Saturdays, Sundays, or Holidays) shall be taken from the student’s grade.
4. The members of the panel are given a copy of the research work at least three days before the final presentation. (via email and hard copy)
5. The following time allocation shall be observed: (1hr and 30 minutes per group)
  - 10 min. Setup
  - 15 min. Presentation of research highlights and Software Presentation  
(video recording optional, for promotional purposes only)
  - 20 min. Software/Prototype Presentation
  - 40 min. Cross-examination (Question & Answer)
  - 5 min. Deliberation and presenting of result
6. Student-presenters are expected to be in their business/corporate attire during the paper presentation.



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7. In case the defense schedule conflicts with the student's class schedule, they shall prepare an excuse letter noted by the respective Research Teacher and forward to concerned class teachers.
8. The student-presenters must come on time. Late comers will not be accommodated in the presentation, thus, will be re-scheduled with a re-defense status.
9. Student-presenters must give the PNC:PRE-FO-72 Panel Comment Sheet and PNC:PRE-FO-87 Final Defense Evaluation Form per each panel of evaluators. Indicate on the forms their name and your group details.
10. The student researchers need to submit the following to the Research Teacher at **least two weeks** after the final defense presentation:
  - E-copy of the Final Research Paper
  - E-copy of the Software
  - User's Manual of the Software
  - Duly signed PNC:PRE-FO 78 Student Research Software Prototype and User's Manual Acknowledgement Form
  - Capstone / Thesis Portfolio (Digital and Hard Copy) – All forms, letters, documents pertaining to your capstone / Thesis 1 to 2. Kindly ring bind the hardcopy (Drab – dull light-brown).
  - One final copy printed on Pamantasan ng Cabuyao paper for University Library cataloging. The PnC paper shall be sold by the University.
  - Research papers should be submitted in drab (dull light-brown) with gold lettering colors.
  - Duly signed Approval Sheet (PNC:PRE-FO-44)
  - Duly signed Certification of Originality and Authenticity (PNC:PRE-FO-46)
  - Duly accomplished Evaluation Forms
    - o PNC:PRE-FO-75 Thesis Adviser Evaluation Form
    - o PNC:PRE-FO-76 Panel Evaluation Form
    - o PNC:PRE-FO-77 Statistician Evaluation Form (If Applicable)
    - o PNC:PRE-FO-83 Data Analyst Evaluation Form (If Applicable)
11. A group who fails to submit the terminal requirements until encoding of grades will be given an incomplete grade. The highest grade that can be given is 75%
12. The members of the group who failed to defend their work within the academic year, forfeit their rights over the said research work.
13. If the student feels that the panelist acted unfairly during their research defense, the following actions may be taken:



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- Submit a written request for an appeal to the Dean through the Dept. Chair within three days after the defense. The appeal request must clearly state the grounds for the appeal and include any relevant evidence or documentation that supports the appeal.
- The appeal will be reviewed by the Dean. If the dean is involved in the original decision or panel, it will be elevated to the VPAA.
- Decisions shall be given within five days upon receipt of the appeal.
- The decision will be deemed final and executory.

14. Final Defense Fee (Total: PHP 1,700.00)

- Adviser PHP 500.00
- Panel of Evaluators Chair PHP 400.00
- Panel of Evaluators PHP 350.00 x 2
- Research Ethics Committee PHP 100.00

**V. REFERENCES:** [1] PNC PRE-GU-21 Student Terminal Project, 2023

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