

# DOCUMENTED PROCEDURES MANUAL

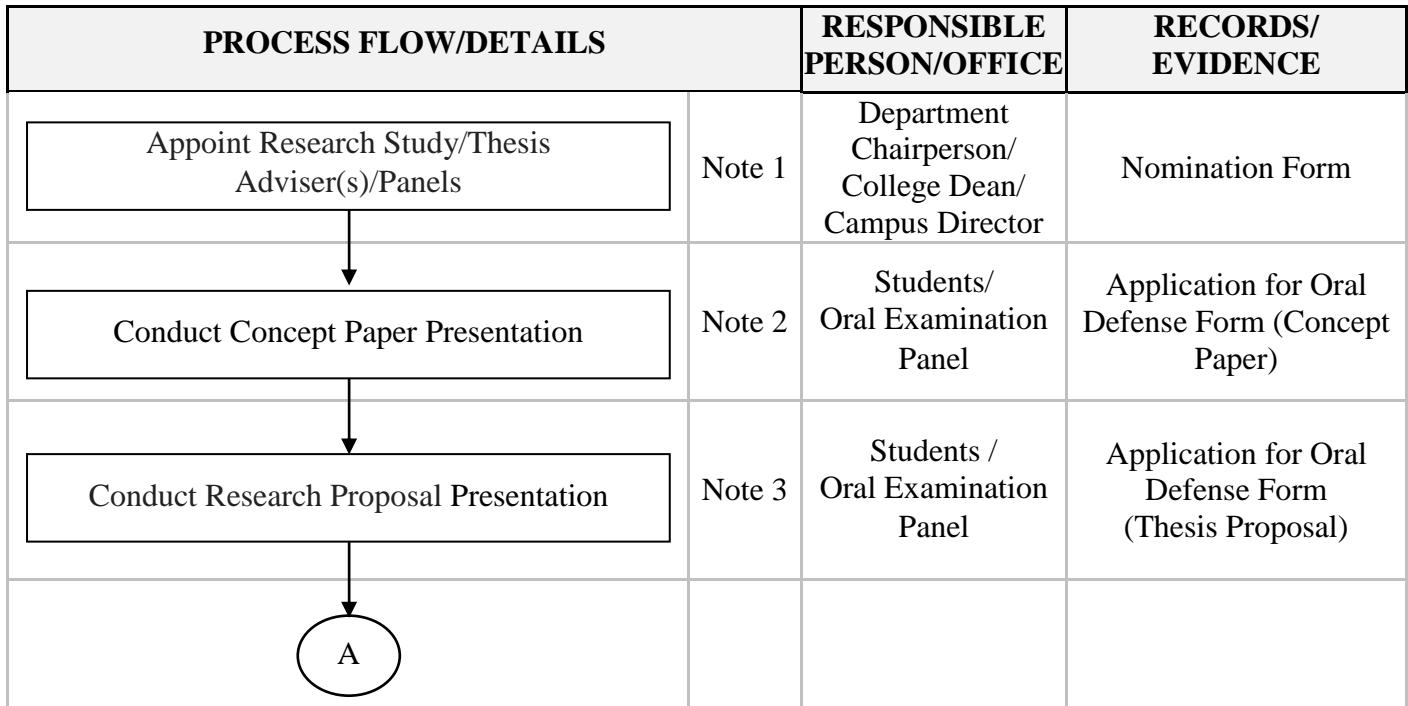
**UNIVERSITY OF SCIENCE  
AND TECHNOLOGY OF  
SOUTHERN PHILIPPINES**

Document Code No.

**DPM-USTP-ACAD-012**

Revision No.	Effective Date	Page No.
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DOCUMENT TITLE	CONDUCT OF UNDERGRADUATE THESIS / RESEARCH STUDY
PURPOSE	<ul style="list-style-type: none"> <li>To ensure that undergraduate thesis/research study produce outputs that is relevant and compliant with University quality criteria.</li> </ul>
SCOPE	<ul style="list-style-type: none"> <li>This shall apply to the process of evaluation and approval of the undergraduate group/individual thesis in partial fulfillment of the requirements for the Bachelor's degree for all campuses.</li> </ul>
RELATED RISK/S	<ul style="list-style-type: none"> <li>Poor research output.</li> </ul>
PROCESS OWNER/S	<ul style="list-style-type: none"> <li>Thesis Advisers</li> <li>Department Chairpersons /College Deans/Campus Directors</li> </ul>



PREPARED BY:	REVIEWED BY:
 <b>DR. JOCELYN B. BARBOSA</b> Focal Person for the Process	 <b>MARIA ELENA L. PAULMA, Ph.D.</b> Deputy QML - Academics
RECOMMENDED BY:	APPROVED BY:
 <b>VANESSA V. ASCANO, DPA</b> Quality Management Leader (QML)	 <b>AMBROSIO B. CULTURA II, Ph.D.</b> President

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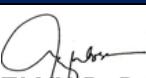
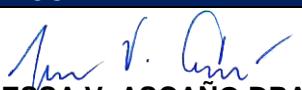
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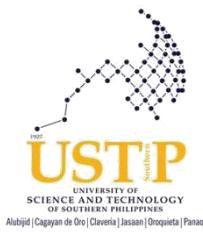
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PROCESS FLOW/DETAILS	RESPONSIBLE PERSON/OFFICE	RECORDS/ EVIDENCE
A		
Conduct Research	Note 4 Student/Adviser	
Submit Draft Manuscript	Student/Adviser	
Endorse for Final Defense	Adviser	Application for Oral Defense Form (Final Defense)
Oral Examination / Final Defense	Note 5 Students / Oral Examination Panel	
Approve Binding	Note 6 Panel Members, College Deans, Campus Director	Approval Sheet
Submit Bound and Electronic Copies	Note 7 Students	Bound Manuscript and electronic copies

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In extreme conditions such as a pandemic, submissions, consultations, and presentations to the adviser/panel may done online.

### NOTE 1:

1. Students who undertake individual or group study/thesis are encouraged to align their studies with the research priorities of the Department. For Group Theses/Studies, the Department Chair requires the students who are officially enrolled in research study/thesis to submit the list of 2-7 group members. For inter-departmental/inter-disciplinary studies, two advisers (one from each department) will be chosen.
2. In consultation with the students, the Department Chair assigns an adviser for each team/student, which is approved by the Dean of the college offering the degree/Campus Director.
3. As a general rule, research study/thesis advising is done by a regular faculty member of the University. The adviser should be an instructor/professor of the program with a master's degree. However, an instructor/professor with Bachelor's degree may be considered if he possesses expertise (by training or experience).
4. The Oral Examination Panel is a group of qualified faculty members who suggests and recommends revisions if necessary and decides on the outcome of the defense and grade of the student.

### NOTE 2:

1. Each group/student prepares and presents a concept paper to the Oral Examination Panel.
2. The Oral Examination Panel makes comments/ suggestions, and approves the concept paper.

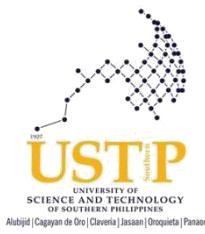
### NOTE 3:

1. When the proposal is ready and endorsed by the adviser, it is presented and defended by the group/student before the Oral Examination Panel.
2. The Oral Examination Panel makes comments/suggestions, and approves the Research Proposal.

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### NOTE 4:

- When the research study/thesis proposal passes the examination of the Panel, the actual study commences under the close guidance of the Adviser.

### NOTE 5:

- The completed research study/thesis is presented in writing and orally to the Panel for final evaluation.
- Each group/student submits to the department chair, four (4) to seven (7) copies of the complete research study/thesis manuscript, which has been reviewed and endorsed by the adviser. This is done at least one (1) week before the scheduled date of the defense.
- The Oral Examination Panel makes comments/suggestions, and approves the Research Study/Thesis.
- The completed research study/thesis follows the format approved by the college for major campuses or department for satellite campuses. Adherence to the prescribed format shall be certified also by the adviser.

### NOTE 6:

- The team/student incorporates the required revisions and submits the revised copy to the members of the Oral Examination Panel for approval, which is recommended to the College Dean/Campus Director for approval.
- The Approval Sheet is accomplished before the students can reproduce copies of the manuscript for binding.

### NOTE 7:

- Each group/student submits the requirements stipulated by the college for major campuses or department for satellite campuses.
- The complete research study/thesis satisfies and adheres to the format approved by the college concerned for major campuses or department for satellite campuses as certified also by the adviser.

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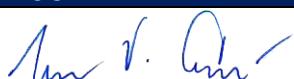
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#### RECORDS/EVIDENCE:

- Nomination of members of Oral Examination Panel
- Application for Oral Defense Form
- Approval Sheet
- Bound Manuscript\* and electronic copies

FM-USTP-ACAD-09  
FM-USTP-ACAD-10  
FM-USTP-ACAD-11

\* may be waived under extreme conditions (e.g. pandemic, etc.)

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