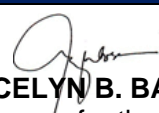




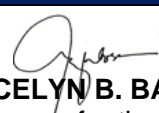

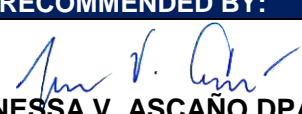



DOCUMENT TITLE	CONDUCT OF UNDERGRADUATE THESIS / RESEARCH STUDY
PURPOSE	<ul style="list-style-type: none"> To ensure that undergraduate thesis/research study produce outputs that is relevant and compliant with University quality criteria.
SCOPE	<ul style="list-style-type: none"> This shall apply to the 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.
RELATED RISK/S	<ul style="list-style-type: none"> Poor research output.
PROCESS OWNER/S	<ul style="list-style-type: none"> Thesis Advisers Department Chairpersons /College Deans/Campus Directors

PROCESS FLOW/DETAILS	RESPONSIBLE PERSON/OFFICE	RECORDS/ EVIDENCE
<div>Appoint Research Study/Thesis Adviser(s)/Panels</div> <div>↓</div> <div>Conduct Concept Paper Presentation</div> <div>↓</div> <div>Conduct Research Proposal Presentation</div> <div>↓</div> <div>A</div>	<p>Note 1</p> <p>Department Chairperson/ College Dean/ Campus Director</p> <p>Note 2</p> <p>Students/ Oral Examination Panel</p> <p>Note 3</p> <p>Students / Oral Examination Panel</p>	<p>Nomination Form</p> <p>Application for Oral Defense Form (Concept Paper)</p> <p>Application for Oral Defense Form (Thesis Proposal)</p>

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

PROCESS FLOW/DETAILS		RESPONSIBLE PERSON/OFFICE	RECORDS/ EVIDENCE
			
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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 VANESSA V. ASCAÑO, DPA Quality Management Leader (QML)	 AMBROSIO B. CULTURA II, Ph.D. President

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

NOTE 1:

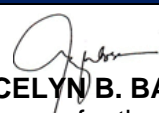



1. Students who undertake individual or group study/thesis are encouraged to align their studies with the research priorities of the Department. For Group Theses/Studies, the Department Chair requires the students who are officially enrolled in research study/thesis to submit the list of 2-7 group members. 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.

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

NOTE 4:

1. 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:

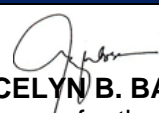



1. The completed research study/thesis is presented in writing and orally to the Panel for final evaluation.
2. Each group/student submits to the department chair, four (4) to seven (7) copies of the complete research study/thesis manuscript, which has been reviewed and endorsed by the adviser. This is done at least one (1) week before the scheduled date of the defense.
3. The Oral Examination Panel makes comments/suggestions, and approves the Research Study/Thesis.
4. 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:

1. 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.
2. The Approval Sheet is accomplished before the students can reproduce copies of the manuscript for binding.

NOTE 7:

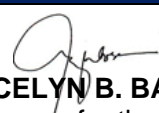



1. Each group/student submits the requirements stipulated by the college for major campuses or department for satellite campuses.
2. The complete research study/thesis satisfies and adheres to the format approved by the college concerned for major campuses or department for satellite campuses as certified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

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

RECORDS/EVIDENCE:

- Nomination of members of Oral Examination Panel FM-USTP-ACAD-09
- Application for Oral Defense Form FM-USTP-ACAD-10
- Approval Sheet FM-USTP-ACAD-11
- Bound Manuscript* and electronic copies

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

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

MASTER COPY

CONTROLLED E-COPY
Date: December 1, 2021