Date of Defense: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Room: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Guideline for Final Defense**

1. **Document Preparation:**
   * **Final Documentation:** Ensure that your final documentation is complete and reviewed by your adviser. (For the table of contents, please refer to the **MCSPROJ FINAL TEMPLATE 2023)**
   * **Presentation Slides:** Create professional and well-organized slides summarizing your work, focusing on system. Please include:
     + **Title**
     + **Group and Members Name**
     + **User Manual**
   * **Printed Copies:**
     + Prepare **three (3) printed copies** of your grade sheet. Ensure the details (e.g., title, group members, and panel) are accurate on submit on or before **January 7, 2025 until 5:00 PM** to your **Subject Teacher or PBL Coordinator.**
   * The proponents are **informed** and **available for the scheduled defense**.
2. **Document Submission:**
   * Send your document (MCSPROJ FINAL TEMPLATE 2023) to your panelists via email a day before your defense.
   * **For the subject line, write:** Section - GROUP NAME - Date of Defense - Time.
   * **File Format:** Submit files in **Word Document** for Document, **Presentation App** for Presentation Slide.
   * **Rename your file to:** Section - GROUP NAME.
   * Only the *Project Manager* should send the documentation. Please include your *subject teacher* and *adviser* in the CC field.
3. **Forms and Endorsements:**
   * Secure and submit the **Endorsement Form** signed by your adviser indicating readiness to defend the project on **January 7, 2025** to your **Subject Teacher or PBL Coordinator.**
4. **Presentation Guidelines:**
   * Length of presentation is 1 hour, allocate 15–20 minutes for the project presentation the remaining time would be Q & A.
   * Length of the Presentation is 60 minutes max including the following:
     + Preparation / Set up – 5 Minutes
     + Presentation – 30 Minutes
     + Question and Answer – 15 Minutes
     + Panel Evaluation – 10 Minutes
5. **There is a 10-minute grace period for late arrivals:**
   * If the proponent arrives within the 10-minute grace period and has a valid reason, they may still proceed with the defense. Please provide appropriate documentation if requested by the committee.
   * If they arrive late with a valid reason but exceed the 10-minute grace period, they will not be allowed to proceed with the defense and will be marked as 50.
   * If they arrive late without a valid reason and exceed the 10-minute grace period, they will not be allowed to proceed with the defense and will be marked as 0.
6. In the event the member is **absent**. The proponent may allow defenses with a majority of team members present.
7. The proponents should record the comments and suggestions made by the panel.
8. The verdict is a unanimous decision among the members of the Capstone/Research Oral Defense panel. Once issued, it is final and irrevocable.
9. Recommend a verdict (Passed, With Revisions, Re-Defense within two weeks [Passed, Passed with Revisions, or Failed]).
10. The proponent should not be in the “room” while panel members discuss and make their decision.
11. The chairman instructs the student to go back to the “room” to inform the proponent of the panel’s decision.
12. Provide a **name tag** with the last name of each member.

Signed and acknowledged by:

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Group Member 1 (Name and Signature) Group Member 2 (Name and Signature)

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Group Member 3 (Name and Signature) Group Member 4 (Name and Signature)