



## PANEL REPORT

DATE OF DEFENSE	AY / TERM
<b>SECTION A: PROGRAM INFORMATION</b>	<b>SECTION B: STUDENT INFORMATION</b>
COLLEGE OF	TEAM LEADER
DEPARTMENT	MEMBER MEMBER
DEGREE / PROGRAM	MEMBER MEMBER
MAJOR / SPECIALIZATION	MEMBER MEMBER

### Document and Software Revision Form

Document Revision (use additional sheet if needed)	
Page No	Specific revision needed

### SECTION C: SUBMISSION OF REVISIONS

PANEL MEMBER	CAPSTONE / PROJECT DESIGN TITLE
<i>I certify that I have read the revised Capstone/Project Design manuscript presented by the student as required by the members of the defense panel. I further certify that the revisions are in accordance with their instructions. As such, the student may now be deemed to have PASSED the defense.</i>	
SIGNATURE OVER PRINTED NAME / DATE	

<b>Software Revision</b> (use additional sheet if needed)
Specific revision needed

**SECTION C: SUBMISSION OF REVISIONS**

<p><b>PANEL MEMBER</b></p> <p><i>I certify that I have read the revised Capstone/Project Design Software Revision presented by the student as required by the members of the defense panel. I further certify that the revisions are in accordance with their instructions. As such, the student may now be deemed to have PASSED the defense.</i></p> <hr/> <p>SIGNATURE OVER PRINTED NAME / DATE</p>	<p>CAPSTONE / PROJECT DESIGN TITLE</p>
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## Final Verdict Deliberation

- ☐ **Project is Approved without Revisions** – authorizing research group to produce the final copy for signing of all parties concerned.
- ☐ **Project is Approved with Minor Software and Document Revisions**– authorizing research group to finalize, correct some documentation and software revisions, and provide the final copy for signing of all parties concerned.
- ☐ **Project needs to have a Re-defense** – research group has not totally met the requirements as expected from their research work however the panel of examiners sees that the group can still complete what is required of them given the time remaining so another presentation needs to be schedule on earliest opportunity. The panel of examiners is hereby providing the capstone project adviser the list of items that needs to be revised by the group.
- ☐ **Project is Rejected** – upon careful deliberation, the output presented does not meet what was specified and agreed upon during the pre-final research presentation. Also the panel of examiners sees that the amount of re-work needed is enormous and advised the group to do a major or total revision of their project.



## PANEL CHAIR REPORT

DATE OF DEFENSE	AY / TERM
<b>SECTION A: PROGRAM INFORMATION</b>	<b>SECTION B: STUDENT INFORMATION</b>
COLLEGE OF	TEAM LEADER
DEPARTMENT	MEMBER MEMBER
DEGREE / PROGRAM	MEMBER MEMBER
MAJOR / SPECIALIZATION	MEMBER MEMBER

### Document and Software Revision Form

Document Revision (use additional sheet if needed)	
Page No	Specific revision needed

### SECTION C: SUBMISSION OF REVISIONS

PANEL MEMBER	CAPSTONE / PROJECT DESIGN TITLE
<i>I certify that I have read the revised Capstone/Project Design manuscript presented by the student as required by the members of the defense panel. I further certify that the revisions are in accordance with their instructions. As such, the student may now be deemed to have PASSED the defense.</i>	
SIGNATURE OVER PRINTED NAME / DATE	

<b>Software Revision</b> (use additional sheet if needed)
Specific revision needed

**SECTION C: SUBMISSION OF REVISIONS**

<p><b>PANEL MEMBER</b></p> <p><i>I certify that I have read the revised Capstone/Project Design Software Revision presented by the student as required by the members of the defense panel. I further certify that the revisions are in accordance with their instructions. As such, the student may now be deemed to have PASSED the defense.</i></p> <p>_____</p> <p>SIGNATURE OVER PRINTED NAME / DATE</p>	<p>CAPSTONE / PROJECT DESIGN TITLE</p>
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## Final Verdict Deliberation

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**BULACAN STATE UNIVERSITY**  
College of Information and Communications Technology

## APPLICATION FOR CAPSTON PROJECT DEFENSE

Capstone/Project Design Details	
Complete Title	
Academic Year/Semester	
Capstone/Project Design Adviser	
Chairman	
Panel Members	

Capstone/Project Design Group		
Student Number	LName, FName MI	Signature
<i>Team Leader</i>		
<i>Members</i>		

*I certify that I have read the Capstone/Project Design manuscript presented by the student in connection with this application for final defense and classify the same as eligible for defense within the schedule/deadlines set by the Department Head.*

Capstone/Project Design Adviser		
Complete Name	Signature	Date

Capstone Project Coordinator		
Complete Name	Signature	Date

Area Chair		
Complete Name	Signature	Date

Department Head		
Complete Name	Signature	Date

INSTRUCTIONS TO THE STUDENT
<ol style="list-style-type: none"> <li>1. This form must be accomplished in quadruplicate (4 copies) when all necessary signatures have been completed. Application forms with incomplete information and signatures will not be accepted for processing.</li> <li>2. Upon submission, the Accounting Office will make an assessment of the relevant fees for the application.</li> <li>3. Pay the assessed amount at the Cashier's Office.</li> <li>4. Submit three (3 copies) together with the official receipt to the following: Office of the Dean (1), Department Head (1), Capstone/Project Design Coordinator (1).</li> <li>5. Coordinate the schedule and venue of the defense with the Department Head.</li> </ol>

TERMS AND CONDITIONS
<ol style="list-style-type: none"> <li>1. To be able to apply for Capstone/Project Design Final defense, the student must be enrolled in Capstone Project/Project Design course during the term.</li> <li>2. A verdict resulting to revision in Capstone/Project Design is classified as "Incomplete." To qualify for completion, revisions must be approved and reported by the Chair of the Defense Panel to the Capstone/Project Design Coordinator within the specified date agreed upon by the Panel Members. In case of failure to comply with the revisions, the "Incomplete" is automatically converted to "Failed," in which case the student has to re-enroll the Capstone/Project Design.</li> </ol>

### STUDENT CONFORME

I have read and understood the "Instructions" and "Terms and Conditions" stipulated above and agree to the same.

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME / DATE

### VALIDATION OF PAYMENT

OR Number: \_\_\_\_\_

Date: \_\_\_\_\_

Amount: Php \_\_\_\_\_



## CASPTONE PROJECT AGREEMENT

### Capstone Project Details

Complete Title	
IT Adviser	
Panel Members	

### Provide a brief overview about your chosen capstone

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### Window-based applications general requirements

- ☒ Complete file structure
- ☒ Normalized tables
- ☒ Archiving
- ☒ Complete data entry components
- ☒ Proper maintenance features
- ☒ Complete reports
- ☒ Data entry validation and error trapping
- ☒ Validation, security, data accuracy and integrity features
- ☒ Search engine
- ☒ Security
- ☒ Help file (.chm file)
- ☒ Network set-up (Database is stored in Server OS accessed by two or more clients running client OS)



**Web-based applications general requirements**

- [X] Considerations for multimedia systems
- [X] Dynamic pages (components of a page must be stored and accessed in a database)
- [X] Incorporation of maintenance features
- [X] Use of database(s) with normalized tables in storing information
- [X] Organization/ category of topics or information
- [X] Standard conformance, portability, and clear navigation
- [X] Search engine
- [X] Report generation
- [X] Meta tags & hyperlinks
- [X] E-consultation module – bulletin board or message board or send e-mail inquiry through browser
- [X] Security
- [X] Site Map
- [X] Help
- [X] Network set-up (Database and Web Pages are saved in Server OS (IIS) accessed by two or more workstations through a Web browser)

Specific Requirements:

<i>Feature1</i>	<i>Description</i>

Agreed to be the only features required (together with the complete, grammar and typographical error-free, capstone project document from Chapters I to V) in order for the IT Adviser to recommend the capstone project group for Final Oral Examination and for Panel Members to partially accept capstone project output.

Capstone Project entitled: \_\_\_\_\_ must be 100% finished by \_\_\_\_\_

Agreed to the general requirements, features, and terms above.

Student Number	Complete Name	Signature

**Noted by the Capstone Project IT Adviser:**

	Complete Name	Signature	Date

**Noted by the Capstone Project Instructor**

	Complete Name	Signature	Date

**Noted by the Capstone Project Panel Members**

	Complete Name	Signature	Date

**Noted by the BSIT Department Head**

	Complete Name	Signature	Date



## BS Information Technology Capstone Project Final Evaluation

Please write legibly and in print.

Section and Group \_\_\_\_\_  
Capstone Project Title \_\_\_\_\_  
Group Leader \_\_\_\_\_  
Group Members \_\_\_\_\_  
\_\_\_\_\_

Capstone Project Adviser \_\_\_\_\_

### Note to the Panel of Examiners

The final evaluation is made in three parts: Part 1 is for the evaluation of the capstone project, Part 2 is for the evaluation of the oral presentation, and Part 3 is the deliberation of the final verdict.

After the presentation, the capstone project group shall be requested to step-out of the room for final deliberation between then members of the panel of examiners together with the capstone project instructor and capstone project adviser.

The final verdict will be given to the group as soon as the deliberation has been completed. This will be final.

Please make sure to accomplish the form completely and give it back to the capstone project instructor.

### Part 1: Evaluation of the Capstone Project

Check (✓) one box for each of the following criteria

Evaluation of Content	Excellent (5 points)	Very Good (3.75 points)	Good (2.5 points)	Fair (1.25 points)	Fail (0 point)
Originality of the work (innovation in terms of subject, approach, methodology). This shows an original contribution to the advancement of knowledge or the development of new applications					
Knowledge of related literature and research in the field of study concerned as demonstrated in the presentation of the research problem/opportunities					
Clear formulation of goals in relation that shows the complexity and scope of the capstone project					
Value and justification of methodology and techniques used that provides a good demonstration of intellectual independence appropriate for this level of work					
Analytical thoroughness of results that shows the quality of the results obtained (validity of research findings)					
Evaluation of Form	Excellent (5 points)	Very Good (3.75 points)	Good (2.5 points)	Fair (1.25 points)	Fail (0 point)
Clarity of writing and quality of expression					
Compliance with the rules of grammar and spelling					

Bibliography and references in compliance with the rules and standards of the field of study concerned					
Appropriate and consistent use of standards and abbreviations, including units of measure and the like					
Overall visual quality of document, including text, tables, diagrams, figures and the like					
<b>Overall evaluation of the capstone project</b>	<b>Excellent</b> (no impact)	<b>Very Good</b> (no impact)	<b>Good</b> (no impact)	<b>Fair</b> (no impact)	<b>Fail</b> (no impact)
Indicate the overall result of your evaluation					
Is the capstone project qualified to be considered for the CICT In-House Review of Completed Student Research Studies and Projects?	Yes		No		

Justify the overall evaluation provided in page 1, paying particular attention to the significance of the work and its contribution to the field of study, since this study may be submitted for College In-House Review of Completed Student Research Studies and Projects. You may also consider other factors or criteria not mentioned above (depending on the nature and scope of research, and according to the discipline and field of study concerned). *Use back of page if needed.*

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## Part 2: Evaluation of the Oral Presentation

Check (V) one box for each of the following criteria

<b>Evaluation of Content</b>	<b>Excellent</b> (5 points)	<b>Very Good</b> (3.75 points)	<b>Good</b> (2.5 points)	<b>Fair</b> (1.25 points)	<b>Fail</b> (0 point)
<b>Introduction – topic presentation:</b> Introduction is suitable to the topic and presents it clearly. Clearly defined problem; capstone project group defines context as well as project aims. Capstone project group outlines how the presentation will unfold.					
<b>Logic of the structure:</b> Points are raised where appropriate, in order of importance, and related to those and precede and follow them.					
<b>Clarity:</b> Concepts are well defined. Arguments are correctly justified.					
<b>Presentation of the capstone project and quality of the scientific content:</b> Capstone project group successfully defends choice of topics and scientific methods. Provides pertinent answers to technical questions and sets forth key scientific notion. Work shows a clear contribution to the advancement of knowledge.					
<b>Ability to situate the research in a broader context:</b> Shows in-depth knowledge of field of research; is able to identify contribution of their work to that field.					
<b>Conclusion:</b> Capstone project group's objective puts their arguments into perspective and leads to recommendation/further research.					
<b>Quality of responses to questions posed by the Panel of Examiners:</b> Capstone project group understands the questions asked and responds without having recourse to notes (unless exceptional circumstances prevail).					
<b>Evaluation of Form</b>	<b>Excellent</b> (5 points)	<b>Very Good</b> (3.75 points)	<b>Good</b> (2.5 points)	<b>Fair</b> (1.25 points)	<b>Fail</b> (0 point)
<b>Oral expression:</b> Capstone project group expresses ideas with ease with satisfactory English vocabulary.					
<b>Non-verbal communications:</b> Capstone project group makes eye contact with the listeners. Gestures are assured and natural.					

<b>Time management:</b> Capstone project group makes good use of the allotted time.					
<b>Overall evaluation of the presentation</b>	<b>Excellent</b> (no impact)	<b>Very Good</b> (no impact)	<b>Good</b> (no impact)	<b>Fair</b> (no impact)	<b>Fail</b> (no impact)
Indicate the overall result of your evaluation	↑	↑	↑	↑	↑

### Part 3: Final Verdict Deliberation

After the deliberation of the final verdict, clearly check (v) one box based on what was agreed upon:

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- ☐ **Failed** – upon careful deliberation, the output presented does not meet what was specified and agreed upon during the pre-final research presentation. Also the panel of examiners sees that the amount of re-work needed is enormous and advised the group to do a major or total revision of their project.

Name & Signature of Panel: \_\_\_\_\_ Date: \_\_\_\_\_

*Please return to capstone project instructor. Thank you.*



## **CERTIFICATION AGAINST INTELLECTUAL FRAUD AND DISHONESTY**

On my honor, I thus certify that the contents of this Capstone Project Documentation are the result of my own own intelligence, and that I have properly attributed sources and references. If competent authorities find that what I wrote in this Capstone Project Documentation was gained by fraudulent exploitation of other people's ideas or information, I will bear the penalty or sanction imposed by the College of Information and Communications Technology that goes along with such dishonest behaviour.

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FULL NAME OF STUDENT (Capital letters)	SIGNATURE OF STUDENT	DATE
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