**THESIS 2 / CAPSTONE 2 CHECKLIST**

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| --- | --- |
| **Title** | ${Title} |
| **Proponents** | ${Students} |
| **Adviser** | ${Adviser} |
| **Instructor** | ${Instructor} |
| **Panelists** | ${Panelists} |
| **Course** | Bachelor of Science in ${Course} |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **STEP** | **TASK** | **PERSON(S)** |
| 🞎 |  | Writing the Chapter 3 | Researchers |
| 🞎 |  | Checking the Chapter 3 | Adviser  Instructor |
| 🞎 |  | Writing the Chapter 4 | Researchers |
| 🞎 |  | Checking the Chapter 4 | Adviser  Instructor |
| 🞎 |  | Prepare files for initial plagiarism | Researchers |
| 🞎 |  | Run initial plagiarism check  Provide result | Instructor  (Coordinator) |
| 🞎 |  | Endorsement for plagiarism certificate | Researchers  Instructor  Coordinator |
| 🞎 |  | Submit endorsement to URC | Researchers |
| 🞎 |  | Issue Plagiarism Certificate | URC |
| 🞎 |  | Prepare Form 15 | Adviser  Instructor  (Coordinator) |
| 🞎 |  | Print Form 13 | Coordinator |
| 🞎 |  | Print evaluation copies (3 copies) | Researchers |
| 🞎 |  | Distribution of Form 13 and evaluation copies | Coordinator  Panelists |
| 🞎 |  | Retrieval of Form 13 | Coordinator |
| 🞎 |  | Payment of defense fees | Researchers |
| 🞎 |  | Prepare Form 16 | Adviser  Instructor  Panelists  Coordinator |
| 🞎 |  | Print Form 18 | Researchers |
| 🞎 |  | Proposal defense  Presentation  Noting of recommendations  Filling of Form 18  Retrieval of Form 18 | Instructor  Researchers  Adviser  Panelists  Instructor |
| 🞎 |  | Accomplish Minutes of defense | Researchers  Panelists  Adviser  Instructor  Coordinator |
| 🞎 |  | Prepare files for final plagiarism | Researchers |
| 🞎 |  | Run final plagiarism check  Provide result | Instructor  (Coordinator) |
| 🞎 |  | Endorsement for plagiarism clearance | Researchers  Instructor  Coordinator |
| 🞎 |  | Submit endorsement to URC | Researchers |
| 🞎 |  | Issue Plagiarism Clearance | URC |
| 🞎 |  | Select editor | Researchers |
| 🞎 |  | Endorsement for editing | Coordinator |
| 🞎 |  | Submit file for editing | Researchers |
| 🞎 |  | Editing of file  Submit result  Sign certification | Editor |
| 🞎 |  | Submit certification to URC | Researchers |
| 🞎 |  | Issue Editing Clearance | URC |
| 🞎 |  | Reformat manuscript to single spacing | Researchers |
| 🞎 |  | Submit final report to UREB | Researchers |
| 🞎 |  | Issue Ethics Clearance | UREB |
| 🞎 |  | Prepare Declaration of Originality | Researchers  Adviser |
| 🞎 |  | Notarization of Declaration of Originality | Attorney |
| 🞎 |  | Checking of final manuscript in single space | Researchers  Adviser  Instructor  Coordinator |
| 🞎 |  | Printing of final manuscript sample copy | Researchers |
| 🞎 |  | Verification of sample copy | Researchers  Adviser  Instructor  Coordinator |
| 🞎 |  | Signing of Approval Sheet | Panelists  Adviser  Instructor  Coordinator  Dean |
| 🞎 |  | Printing of additional copies  Verification of print outs | Researchers |
| 🞎 |  | Binding of copies | Researchers |
| 🞎 |  | Signing of Approval Sheets of hardbound copies | Panelists  Adviser  Instructor  Coordinator  Dean |
| 🞎 |  | Prepare files for burning | Researchers |
| 🞎 |  | Checking of files for burning | Coordinator |
| 🞎 |  | Burning of CDs | Researchers |
| 🞎 |  | Distribution of hardbounds | Researchers  ULRC  Department Head  Dean |
| 🞎 |  | Submission of CDs  Submission of Evaluation forms (Form 31, Form 39, Form 41) | Researchers  Coordinator |
| 🞎 |  | Verification of submitted CDs  Updating of checklist | Coordinator |
| 🞎 |  | Submission of working hardware prototypes  (BSCpE, BSECE, BSEE) | Laboratory Custodian  Signature: |
| 🞎 |  | Submission of system installation package  (BSIT) | CICT  Signature:  Coorcinator |
| 🞎 |  | END OF THESIS 2 CAPSTONE 2 |  |

*Submit this FORM to the Research Coordinator when done.*