Guidelines and requirements before and after Final Defense

1. Endorsement from the Technical Adviser (use the Endorsement Form)
2. Receipt of Payment (1800.00) - please pay on or before January 11, 2022
3. Copy of manuscript Chapter 1-5
4. Pre-recorded presentation (duration: 5minutes) Format and Content
   * Introduction/Overview of the Project
   * Objectives
   * one diagram
   * Result and Discussion
   * Conclusion and Recommendation
5. Pre-recorded system demonstration (duration: 10minutes) Format and Content
   * Highlights of the major functionalities of the system
   * The flow of the system

# (Items 1-5 should be submitted a week before the schedule of the defense)

1. After your final defense, revise and correct your documentation and system according to panel recommendations. Submit the revised copy of the documents and system and ask the approval (signature) from the panel members.
2. Consult a grammarian for grammar checking of the final document. (**Example: Grammarly**)
3. Plagiarism check. **15%** threshold. (Example: Grammarly, Plagscan – coordinate to our campus librarian)
4. Submit the document for final checking to your instructor and seek an endorsement for printing/bookbinding.
5. After bookbinding let your technical adviser, panel members, subject instructor, and the dean sign your approval sheet.
6. Upload a softcopy of your document and a copy of your system (zip file) in google drive.

# (Items 6-11 should be submitted a week after the schedule of the defense)