Information Technology Department, College of Computer Studies
De La Salle University – Manila

IMPORTANT DATES FOR BS-IT STUDENTS
AY 2018-2019 T1

Thesis Orientation	**SEPT 14, FRIDAY**
Submission of Group Update Form + Scanned copy of EAFs **Submission of Adviser Acceptance Form** **Submission Change of Adviser Form (if necessary)**	**SEPT 21, FRIDAY**
Submission of Request for Thesis Changes Forms • Submit two (2) sets in plastic envelope. Insert a printout of your thesis / project title, group members, adviser, and panelists.	**SEPT 21, FRIDAY**
Release of Request for Thesis Changes Evaluation	**OCT 05, FRIDAY**
THS-IT1	
Submission of Final Documentation • Three (3) copies with signature of the thesis adviser at the title page • Light Blue cover title page **Submission of Final Software** • One (1) USB Flash Drive or Two (2) CDs with signature of the thesis adviser on the cover label • Place the software inside a plastic envelope. Insert a printout of your thesis / project title, group members, adviser, and panelists Demo Kits will be submitted during Defense **Those who would like to have an Early Defense, deadline of Letter of Request is SEPT 24, MONDAY; deadline of Final Documentation and Final Software are OCT 12, FRIDAY**	**NOV 23, FRIDAY**
Regular Defense **Early Defense Period is OCT 15, MONDAY TO OCT 20, SATURDAY**	**NOV 26, MONDAY TO** **DEC 08, SATURDAY**
Last Day of Submission of Final Deliverables • One (1) Ring-Bound Revised Document with Case Scenario and Other Appendices • Panel's Approval Sheet	**DEC 14, FRIDAY**
THS-IT2	
Submission of Final Documentation • Three (3) copies with signature of the thesis adviser at the title page • Pink cover title page **Submission of Final Software** • One (1) USB Flash Drive or Two (2) CDs with signature of the thesis adviser on the cover label • Place the software inside a plastic envelope. Insert a printout of your thesis / project title, group members, adviser, and panelists	**NOV 09, FRIDAY**

Demo Kit and User's Manual will be submitted during Defense **Those who would like to have an Early Defense, deadline of Letter of Request is SEPT 24, MONDAY; deadline of Final Documentation and Final Software are OCT 12, FRIDAY**	
Regular Defense Week **Early Defense Period is OCT 15, MONDAY TO OCT 20, SATURDAY**	**NOV 12, MONDAY TO NOV 24, SATURDAY**
Re-Defense Week **Early Re-Defense Period is OCT 22, MONDAY TO OCT 27, SATURDAY**	**NOV 26, MONDAY TO DEC 08, SATURDAY**

Last Day of Submission of Final Deliverables
   A. One (1) USB Flash Drive or Two (2) CDs containing the following:
      DOCUMENTATION folder   - Abstract in PDF   - Main Documentation in PDF   - One-page (A4) product description in PDF (make sure it includes a screen shot of most important feature)   - Test Cases in PDF   - User's Manual in PDF   - Technical Manual in PDF   - Installation Manual in PDF (assume that the software is installed on an empty PC)   SOFTWARE folder   - Software (Codes, Executable, Installation Software and 3rd party Apps Used)   PRESENTATION folder   - Demo/Exhibit Version (video of how to use your system with audio)   - Presentation and Materials used in the Defense   CD should be properly labeled on the CD itself and the CD casing following the guidelines below: - Use the Thick CD cases   - Create labels for the CD case on the front and on the side   - Front and CD case label should include the name of the Thesis, proponents, adviser and the term and school year submitted   - Side label should include the title and the term and school year submitted   B. Panel's Approval Sheet
   C. Hard copy of your documents using DLSU paper (for the main document) and ordinary bond paper (for the appendices, user's and technical manuals) – As requested by the panel
	DEC 14, FRIDAY