



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

IMPORTANT DATES FOR BS-IT STUDENTS
AY 2018-2019 T2

Thesis Orientation	JAN 11, FRIDAY
Submission of Group Update Form + Scanned copy of EAFs Submission of Adviser Acceptance Form Submission Change of Adviser Form (if necessary)	JAN 18, FRIDAY
Submission of Request for Thesis Changes Forms <ul style="list-style-type: none"> Submit two (2) sets in plastic envelope. Insert a printout of your thesis / project title, group members, adviser, and panelists. 	JAN 18, FRIDAY
Release of Request for Thesis Changes Evaluation	FEB 01, FRIDAY
THS-IT1	
Submission of Final Documentation <ul style="list-style-type: none"> Three (3) copies with signature of the thesis adviser at the title page Light Blue cover title page Submission of Final Software <ul style="list-style-type: none"> 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 <p>Demo Kits will be submitted during Defense</p> <p>Those who would like to have an Early Defense, deadline of Letter of Request is JAN 21, MONDAY; deadline of Final Documentation and Final Software are FEB 08, FRIDAY</p>	MAR 22, FRIDAY
Regular Defense Early Defense Period is FEB 11, MONDAY TO FEB 16, SATURDAY	MAR 25, MONDAY TO APR 06, SATURDAY
Last Day of Submission of Final Deliverables <ul style="list-style-type: none"> One (1) Ring-Bound Revised Document with Case Scenario and Other Appendices Panel's Approval Sheet 	APR 15, MONDAY
THS-IT2	
Submission of Final Documentation <ul style="list-style-type: none"> Three (3) copies with signature of the thesis adviser at the title page Pink cover title page Submission of Final Software <ul style="list-style-type: none"> 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 	MAR 08, FRIDAY

<p>Demo Kit and User's Manual will be submitted during Defense</p> <p>Those who would like to have an Early Defense, deadline of Letter of Request is JAN 21, MONDAY; deadline of Final Documentation and Final Software are FEB 08, FRIDAY</p>	
<p>Regular Defense Week</p> <p>Early Defense Period is FEB 11, MONDAY TO FEB 16, SATURDAY</p>	<p>MAR 11, MONDAY TO MAR 23, SATURDAY</p>
<p>Re-Defense Week</p> <p>Early Re-Defense Period is FEB 26, TUESDAY TO MAR 04, MONDAY</p>	<p>MAR 25, MONDAY TO APR 06, SATURDAY</p>
<p>Last Day of Submission of Final Deliverables</p> <p>A. One (1) USB Flash Drive or Two (2) CDs containing the following:</p> <p>DOCUMENTATION folder</p> <ul style="list-style-type: none"> ▪ 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) <p>SOFTWARE folder</p> <ul style="list-style-type: none"> ▪ Software (Codes, Executable, Installation Software and 3rd party Apps Used) <p>PRESENTATION folder</p> <ul style="list-style-type: none"> ▪ Demo/Exhibit Version (video of how to use your system with audio) ▪ Presentation and Materials used in the Defense <p>CD should be properly labeled on the CD itself and the CD casing following the guidelines below:</p> <ul style="list-style-type: none"> ▪ 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 <p>B. Panel's Approval Sheet</p> <p>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</p>	<p>APR 15, MONDAY</p>