

**College of Education
University of the Philippines**

**Guidelines on Online Defenses:
Second Semester AY 2019-2020 and the Mid-Year in the time of Covid-19*
(Thesis and Dissertation)
Effective 02 May 2020**

I. Outline Defense

A. Application for Outline Defense

1. The student and adviser communicate through phone or online regarding the status of the proposal.
2. The student forms the research panel in consultation with the adviser. S/he coordinates with the adviser and panel members to ask for their preferred schedule and online platform (e.g., Zoom, Google Hangouts, Viber, FB Messenger, etc.) for the defense.
3. Once a schedule has been set, the student accomplishes **Form 3 – Application for Designation of Outline Panel** (Download form from https://educ.upd.edu.ph/wp-content/uploads/2020/04/Form-3_Application-for-Outline-Panel.pdf). Instead of asking the adviser to sign **Form 3**, the student:
 - a) Asks his/her adviser to write a short email addressed to the College Secretary endorsing the application for the defense.
 - b) Asks adviser to send this short email to him/her for submission to the OSec.
4. The student emails **Form 3** and the endorsement from adviser to the Office of the College Secretary (**OSec email add: educosec.updiliman@up.edu.ph**) at least a week before the scheduled defense. In the email, the student must likewise indicate the following:
 - a) the online platform (e.g., Zoom, Google Hangouts, Viber, FB Messenger, etc.) to be used for defense; and
 - b) email addresses of all panel members.

Note: The e-signature of the Division Chair is not required at this point.

5. The Office of the College Secretary forwards **Form 3** to the Division Chair and College Secretary for appropriate action. E-signatures are not required in the form. The Division Chair and College Secretary will give their approval to the application by sending their approval to the OSec (**email add: educosec.updiliman@up.edu.ph**).

B. Before the Outline Defense

1. The student must send to panel members a soft copy of the proposal **at least a week before the scheduled defense.**
2. The adviser or student will host the defense through the chosen online platform. S/he must email the online details of defense (i.e., meeting ID and password for Zoom or link of the meeting for Google Hangout) to the panel members before the scheduled defense.
3. The OSec prepares the announcement of the outline defense to be approved by the Dean.
4. The OSec posts the announcement of the outline defense in the College website and FB page.
5. The OSec emails ***Form 4 (Report of Outline Defense)*** to the panel members three days before the defense.

C. During the Outline Defense

1. The adviser or student prepares the “online meeting room”.
2. The adviser records the comments and suggestions made by the panel.
3. The panel members decide on the result of the defense (Pass, Provisional Pass, Fail). The student should not be in the “online meeting room” while panel members discuss and make their decision.
4. The adviser instructs the student to go back to the “online meeting room” to inform him/her of the panel’s decision.

D. After the Outline Defense

1. Each panel member accomplishes ***Form 4*** with necessary information and the result/rating of the defense.
2. The panel members email the accomplished ***Form 4*** to the adviser **within the first working day after the defense.**
3. The adviser emails ***Form 4*** of all panel members, together with the consolidated comments and suggestions, to the OSec via email **also within the first working day after the defense.**
4. The adviser discusses with the student the consolidated comments and suggestions of the panel members.

II. Oral Examination

A. Application for Designation of Critic Reader

1. The student and adviser communicate through phone or online regarding the status of the thesis or dissertation.

2. If the thesis or dissertation is ready for oral examination, the adviser accomplishes **Form 5 - Recommendation for the designation of a critic-reader** (Download form from https://educ.upd.edu.ph/wp-content/uploads/2020/04/Form-5_Recommendation-for-Critic-Reader.pdf) and sends it to the Office of the College Secretary (**OSec Email add: educosec.updiliman@up.edu.ph**).
3. The OSec prepares the designation paper of the critic reader to be approved by the Dean. A copy of which will be sent to the adviser, critic reader, and student.
4. The student sends a polished digital draft to the designated critic reader as soon as the adviser gives the go signal.
5. The student incorporates revisions suggested by the critic reader and waits until the latter certifies that the paper is ready for oral examination.

B. Application for Oral Examination

1. If the student is ready for oral examination, the critic reader contacts the student and adviser and coordinates with them regarding the schedule of the oral examination and the online platform to be used. At this point, the student shall contact the other panel members to get a consensus about the schedule and online platform to be used.
2. The critic reader accomplishes **Form 6 - Certification that the paper is ready for the oral examination** (Download form from https://educ.upd.edu.ph/wp-content/uploads/2020/04/Form-6a_Oral-Examination.pdf) and sends it to the OSec. Since the critic reader's e-signature is not required, s/he should write a short statement certifying that the student is ready for defense. (*Note: Panel members are not required to sign Form 6 at this point*).
3. The student should send an email to the Office of the College Secretary that indicates the following:
 - a) the online platform (e.g., Zoom, Google Hangouts, Viber, FB Messenger, etc.) to be used for defense; and
 - b) email addresses of panel members.
4. The student must send to panel members a soft copy of the thesis or dissertation ***1-2 weeks before the scheduled oral examination***. (*Note: The one-week lead time is only allowed for this 2nd semester 2019-2020*).
5. The OSec sends **Form 6** to all panel members. Through email, the panel members shall confirm their approval of the schedule of the defense and their receipt of the manuscript.
6. The adviser or student will host the defense through the chosen online platform. S/he must email the online details of defense (i.e., meeting ID and password for Zoom or link of the meeting for Google Hangout) to the panel members before the scheduled oral examination.

7. The OSec prepares the announcement of the oral examination which will be approved by the Dean.
8. The OSec posts the announcement of the oral examination on the College website and FB page.
9. The OSec emails ***Online Form 7 (Report of Oral Examination and Report of Oral Examination to the OVCAA)*** to the panel members at least **three days before the scheduled oral examination.**

C. During the Oral Examination

1. The adviser or student prepares the “online meeting room”.
2. The adviser records the comments and suggestions made by the panel.
3. The panel members decide on the result of the examination (Pass, Provisional Pass, Fail). The student should not be in the “online meeting” room while panel members discuss and make their decision.
4. The adviser instructs the student to go back to the “online meeting room” to inform him/her of the panel’s decision.

D. After the Oral Examination

1. Each panel member accomplishes ***Online Form 7*** with necessary information and the result/rating of the oral examination.
2. The panel members email the accomplished ***Online Form 7*** to the adviser **within the first working day after the examination.**
3. The adviser emails ***Online Form 7*** of all panel members, together with consolidated comments and suggestions, to the OSec via email **also within the first working day after the examination.**
4. The adviser discusses with the student the consolidated comments and suggestions of the panel members.
5. The student must polish the paper further by addressing the comments and suggestions of the panel members.
6. Instead of submitting the unbound copy of the final thesis or dissertation, a soft copy must be emailed to the OSec within the designated period set by the Office. The student must attach email from panel members certifying their acceptance and approval of the student’s manuscript.
7. The student waits until the paper is approved by the faculty in a General Faculty Assembly.
8. The student makes necessary revisions, if applicable.
9. The student submits bound copies with signed approval sheets (by panel members) and the publishable article on the date announced by the OSec.

List of downloadable forms:

- **Form 3 - Application for Designation of Outline Panel:**
https://educ.upd.edu.ph/wp-content/uploads/2020/04/Form-3_Application-for-Outline-Panel.pdf
- **Form 5 - Recommendation for the designation of a critic-reader:**
https://educ.upd.edu.ph/wp-content/uploads/2020/04/Form-5_Recommendation-for-Critic-Reader.pdf
- **Form 6 - Certification that the paper is ready for the oral examination:**
https://educ.upd.edu.ph/wp-content/uploads/2020/04/Form-6a_Oral-Examination.pdf

- **Form 4 (Report of Outline Defense) and Online Form 7 (Report of Oral Examination and Report of Oral Examination to the OVCAA)** will be emailed by the Office of the College Secretary to the panel members.

**Based on UPCEd existing procedures on outline defense/oral examination, sample guidelines on online defense from OVCAA, and consolidated feedback from UPCEd ExeCom.*