



TIMETABLE
Extension of Academic Residence

No.	Item	Period Covered
1	Enroll in additional course (first, second, or third)	
2	Develop thesis/dissertation topic	
3	Search for thesis/dissertation adviser (Request for Appointment of Thesis/Dissertation Adviser)	
4	Write thesis/dissertation proposal	
5	Submit thesis/dissertation proposal manuscript to Adviser	
6	Submit study protocol to CSSP-ERB (following the 15-working-day rule)	
7	Get approval of Adviser for defense of thesis/dissertation proposal	
8	Request, through adviser, schedule of thesis/dissertation proposal defense (following the 14-day rule)	
9	Submit draft of thesis/dissertation proposal to OGP for distribution to Thesis/Dissertation Committee members	
10	Undergo thesis/dissertation proposal defense	
11	Collect data	
12	Analyze data	
13	Write thesis/dissertation	
14	Submit thesis/dissertation manuscript to Adviser	
15	Get endorsement of Adviser of thesis/dissertation manuscript for examination by Critic (Note: Adviser to request appointment of Critic.)	
16	Revise thesis/dissertation manuscript as suggested by Critic	
17	Get endorsement of Critic of thesis/dissertation for oral defense (Note: Coordinate with OGP regarding last day of endorsement of Critic.)	
18	Request, through Adviser, schedule of thesis/dissertation oral defense at least one (1) month before the planned date of oral defense. (Note: Ensure that all members of the Oral Defense Panel have received the copy of thesis/dissertation manuscript at least 14 days before the scheduled oral defense.)	
19	Undergo oral defense of thesis/dissertation	
20	Revise thesis/dissertation manuscript according to suggestions of the Oral Defense Panel	
21	Ask Adviser / Oral Defense Panel to approve and accept revised thesis/dissertation manuscript	
22	Submit hard bound copies of final thesis/dissertation manuscript. (Note: See to it that the appropriate format is followed and that all the necessary documents are included in the submitted manuscript)	

Important reminder: Students expecting and/or planning to graduate within the semester of intended graduation must file an application for graduation during the semester/term. Coordinate with the OGP regarding the deadline for filing the application.

Prepared by:

Noted by:

 Signature over Printed Name of the Student

 Signature over Printed Name of Adviser

Degree program: _____

Date: _____