

Asian Center Guidelines for Conducting Online Proposal, Oral Defense and Submission of Digital Copy of the Thesis in the time of COVID-19

Based on the recommendations of the OVCAA that were approved by the Executive Committee on 30 March 2020, the proposal and final defense of a thesis may be conducted in the second semester AY 2019-2020 in accordance with the rules and policies of the University.

Below are the guidelines for conducting online proposal and oral defense in the Asian Center during the Enhanced Community Quarantine (ECQ) period:

1. Request for Online Proposal and Oral Defense

Using his/her UP email account, the adviser shall send to the Asian Center Office of the College Secretary (OCS) a formal request for scheduling the online proposal or defense. Said request shall include the following details:

- a. online mode to be used in the defense
- b. schedule of the defense
- c. panel members

The panel members and the student shall try to secure stable internet connection to ensure clear presentation and deliberation during the defense. Rescheduling the defense shall also require a request letter indicating the employment of the online mode for the defense and other modifications to be implemented. In scheduling new online defense applications, the 14-day rule shall still apply.

2. Cancellation of the Defense

If technical problems relative to internet connection occur during the defense and prevent the panel from deliberating on their decision, the adviser may cancel the defense and promptly inform the OCS via email of the cancellation. In this case, a new schedule for the defense may be set at the soonest time possible. The duly signed hard copy of the form indicating the new schedule shall be submitted to the OCS when office operations resume.

3. Recording the Defense

The recording of the online proposal or oral defense is recommended to document the deliberation of the panel as basis for its decision. The recording shall serve for documentation purposes and need not be submitted to the OCS.

4. Documentary Evidence of the Proceedings and Deliberation

After the defense, the following shall be submitted as evidence of the proceedings and deliberation:

4A. For the proposal (within 24 hours from proposal defense)

1. Written report from the adviser on the proceedings and deliberation, including the following details:
 - a. Name of the student, program, and date of proposal

- b. Duration (time started and time ended)
- c. Online platform used for the proposal
- d. Members of the panel
The number of panel members (3) shall still be strictly observed in conducting online proposals.
- e. Decision of EACH panel member and the collective decision of the panel
- f. Comments and Recommendations
Comments and recommendations for the improvement of the proposal shall be promptly submitted to the OCS via email. The following details shall be in the email subject line: Online Proposal Defense – (last name of student, program)
The required signatures shall be affixed when office operations resume.
- g. In lieu of video/audio recording of the defense, a few screenshots of the online defense in progress shall be submitted with the report of the proceedings.

4B. For the Oral/Final Defense (within 24 hours from oral/final defense)

1. Written report from the Chair of the Panel on the proceedings and deliberation, including the following details:
 - a. Name of the student, program, and date of defense
 - b. Duration (time started and time ended)
 - c. Online platform used for the defense
 - d. Members of the panel present during the defense
The number of panel members (3) shall be strictly observed.
 - e. Decision of EACH panel member together with the collective decision of the panel
 - f. Comments and Recommendations
After the defense, comments and recommendations for the improvement of the study shall be promptly submitted to the OCS via email. The following details shall be in the email subject line: Online Oral Defense – (last name of student, program)
 - g. In lieu of video/audio recording of the defense, a few screenshots of the online defense in progress shall be submitted with the report of the proceedings
2. The Chair of the Panel shall submit a report via email. The required signatures shall be affixed to the said report when office operations resume. (The form for the report shall be sent by the OCS before the defense.)
3. When office operations resume, the required signatures shall be affixed to the form indicating the decision of the panel.
The abovementioned reports may be accomplished according to the Asian Center template. Nonetheless, one may also use his/her own report format.

For security reasons, one's official UP email account shall be used in submitting requests, reports, and other pertinent documents to the OCS (acsec.upd@up.edu.ph). If

a mode other than the use of online platforms is requested by the adviser or the panel in consideration of the student's needs and condition this semester, the adviser shall send a letter to the OCS addressed to the Dean expressing such a request and the pertinent guidelines.

Students who are planning to do the online proposal and oral defense in the time of COVID 19 are enjoined to fill up the google form to be supplied by the OCS.

5. Submission of Thesis

1. Digital Copy

- a. The student shall submit the final manuscript to the adviser.
- b. The adviser shall forward it to the panel members for approval.
- c. The email thread containing the approval of the panel members along with the approval sheet and the approved/final digital copy of the thesis shall be forwarded to the OCS (acsec.upd@up.edu.ph) and copy furnished the Office of the Dean (acdean.upd@up.edu.ph) on or before **25 June 2020**.
- d. The email thread shall be submitted by the adviser with email subject: *Approved Final Thesis Copy (Name of Student)*

2. Bound Copies

- a. Bound copies must have wet ink or digital/electronic signatures of the panel members.
- b. Student must submit the bound copies to the OCS on or before **13 July 2020**.