

## **Dissertation Writing Procedures and Requirements**

1. A student can apply for graduation after passing the proposal defense. Note that the deadline for this is indicated on the academic calendar.
2. Student shall accomplish the application for graduation (see Student Forms) and forward it to the Tri-College Secretariat.
3. The student shall continue doing his/her dissertation. Once the adviser and reader critiques are satisfied with the draft, the student must get their endorsement for the dissertation defense.
4. The student shall submit Form D of the panel constitution form (see Student Forms) as well as his/her manuscript to the Tri-College Secretariat for approval and recording.
5. The Tri-College Secretariat will send the following to the student and panel members:
  - Zoom meeting details
  - Appointment of panel members
  - TriCollege online defense guidelines
6. The Chair of the dissertation defense must submit a report, to the Tri-College Secretariat, regarding the defense's proceedings and deliberations.
7. The student will continue revising his/ her dissertation according to the comments/ recommendations given by the members of the panel during the defense.
8. The student/ dissertation adviser/ Chair must submit the following to the Tri-College Secretariat:
  - Student (Soft copy of the final manuscript)
  - Dissertation Adviser (*Resulta ng Pagdependensa*)
9. The student must submit to TriCollege Secretariat Office (GTTACC Hall of Wisdom drop box) five hard copies of his/ her dissertation with all wet signatures of panel members
  - \* The bound copies must conform to the standard format of the PhD program and carry the approval of the members of the dissertation committee and acceptance of the dissertation by the Chair of Philippine Studies Council
10. Once everything is confirmed and submitted, the student gets grade in CRS for his/ her PS 400
11. The name of the student will be included on the list of candidates for graduation
  - \*List will be approved first by the TCPPSP council before submitting to the University Council and Board of Regents