

Tri-College Guidelines for Conducting Online Proposal and Oral Defense 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 dissertation may be conducted in the second semester accordance with the rules and policies of the University.

Below are the guidelines for conducting online proposal and oral defense in the Tri-College PhD Philippine Studies Program (TCPPSP) during the ECQ period:

1. Request for Online Proposal and Oral Defense

Using his/her UP email account, the adviser shall send to the TCPPSP 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 30-day rule shall still apply. This is to give the Council sufficient time in selecting a dean's representative who can participate in an online defense.

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 TCPPSP 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 TCPPSP 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 documentation purposes and need not be submitted to the TCPPSP.

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

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 minimum 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 TCPPSP 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.

4B. For the 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 minimum number of panel members (5) shall be strictly observed.

- e. Decision of each panel member together and 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 TCPPSP via email. The following details shall be in the email subject line: Online Oral Defense – (last name of student, program)

2. The Dean's Representative 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 TCPPSP 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 TCPPSP 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 TCPPSP (phdtricollege.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 may send a letter to the TCPPSP Secretariat addressed to the Council Chair 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 Secretariat).