I. STUDENT THESIS WRITING AT DE LA SALLE LIPA

The following courses under the College of Information Technology and Engineering offer project design, special project or their equivalents to fourth year and fifth year students.

<table>
<thead>
<tr>
<th>Course/Program</th>
<th>Subject</th>
<th>Year</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS ComSci</td>
<td>Special Project</td>
<td>4th</td>
<td>2nd</td>
</tr>
<tr>
<td>BS IT/BS IS</td>
<td>Capstone Project</td>
<td>4th</td>
<td>2nd</td>
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<tr>
<td>BS CoE</td>
<td>Design Project</td>
<td>5th</td>
<td>1st</td>
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<tr>
<td>BS IE</td>
<td>Feasibility Study 1 and 2</td>
<td>5th</td>
<td>1st/2nd</td>
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<tr>
<td>BS EE</td>
<td>EE Project Study 1 and 2</td>
<td>4th/5th</td>
<td>2nd/1st</td>
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<tr>
<td>BS ECE</td>
<td>Methods of Research/ ECE Project Study</td>
<td>4th/5th</td>
<td>2nd/2nd</td>
</tr>
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</table>

Teacher-in-Charge (TIC), adviser and panel of evaluators serve as mentors to students throughout the course of finalizing their project design or special project.

II. TEACHER-IN-CHARGE (TIC)

The Teacher-in-Charge is a faculty member of the college assigned by the Department Chairperson, to handle research. The Department Chairperson determines the number of research class to be assigned to the TIC.

A. Qualifications of Teacher-in-Charge (TIC)

The TIC must have:

1. Master’s degree, or at least 9 postgraduate academic units, or its equivalent in the field relevant to the research topics or problems proposed by the students.
2. Experience in writing a thesis or scholarly research paper.
3. Relevant professional experience or expertise in the specific field of students research topics or problems.
4. Licensed Engineer. (Not Applicable for BSIE, BSCS, BSIT and BSIS.)

B. Responsibility of Teacher-in-Charge

The TIC has the primary responsibility of guiding and monitoring research/project study activities of the students. 

As such, TIC:
1. Prepares syllabus or course outline/special project guidelines.
2. Ensures that students enrolled in the course are formed into groups
3. Submits the list of groups by section as well as titles of research or project proposals to the Department Chair.
4. Conducts lectures on research and sets schedule of submissions of the different parts of the manuscript.
5. Suggests, guides, and assists students in problem conceptualization and preparation of proposed research/project topic.
6. In collaboration with fellow faculty members who could become thesis advisers, evaluates and approves proposed research topics.
7. Conducts regular consultation with students.
8. Submits schedule of consultation to the Department Chair.
9. TIC provides list of advisers. Special Project Committee (composed of Department Chair, all TICs and two (2) faculty representatives from the Department with industry experience) recommends project study/project design adviser.

10. Computes and submits grades of students based on approved grading system.
C. Other Duties of Teacher-in-Charge

Before oral defense:
1. In collaboration with the adviser, helps and guides students in formulating items in questionnaires as well as in interview schedules. TIC presents lessons on formulating questionnaire items.
2. Monitors the progress of special project/production work being undertaken by the students.
3. Suggests names of panelists for possible inclusion in the oral defense panel.
4. Coordinates the conduct of proposal and final defense

During the oral defense:
1. Ensures that everything is in order: room reservation, strict enforcement of schedule, the presence of all three panelists, etc.
2. Can be called upon to clarify issues during the defense.

After the oral defense:
1. Sees to it that students do the required revisions.
2. Ensures that the entire manuscript, and the ideas embodied in it, flow in logical, coherent, and straightforward fashion.
3. Sees to it that all requirements are attended to by the students.
4. Ensures that final manuscript undergoes editing by DLSL’s accredited editors.

D. Remuneration of Teacher-in-Charge

The TIC is paid based on hourly rate plus 30% premium per unit.
III. THESIS ADVISER

The Thesis Adviser is a person of professional competence in the area or field he/she is tapped to advise. The adviser is a faculty member of the college/department and is a member of the Pool of Advisers. Membership to the Pool of Advisers is upon recommendation of the Department Chair and approval of the Dean. The list of advisers must be updated yearly.

A. Selection of Thesis Adviser

The students must select their adviser based on recommendation of the Special Project Committee as early as the proposal writing stage. In no case shall the adviser accept more than 5 groups of advisees to allow sufficient time for consultation. Teacher-in-Charge sees to it that Thesis Advising contract is executed for this purpose.

B. Qualifications of Thesis Adviser

The adviser must possess the following qualifications:
1. Master’s degree, or at least 9 postgraduate academic units, or its equivalent in the field relevant to the research topics or problems proposed by the students.
2. Experience in writing a thesis or scholarly research paper.
3. Relevant professional experience or expertise in the specific field of students research topics or problems.
4. Licensed Engineer. (Not Applicable for BSIE, BSIT, BSCS, and BSIS).

C. Responsibilities of the Thesis Adviser

1. Submits schedule of consultation to the TIC and conduct regular meeting with the students based on the schedule submitted.
2. Assists and guides the students on matters pertaining to the conduct of research- particularly in the formulation of questionnaires, in the analysis and evaluation of
gathered data, and in collaboration with the statistical consultant (if any), in the interpretation of data.

3. Makes the necessary correction to whatever output that will be submitted by the students and to return these corrections not later than two weeks from the time of submission.

4. Discusses and resolves conflict with the TIC on both substantive and methodological aspects of the paper. In no case should the Adviser declare in the presence of the students that the TIC has committed errors—both factual and interpretative. The same is also expected of the Teacher-in-charge. Likewise, the adviser is expected to discuss with the students in the presence of the TIC, any substantive disagreement on the advice given by the teacher-in-charge. The students, together with the teacher-in-charge and adviser should resolve disagreements with the aim of providing the best workable solution.

5. Provides not only quantity time but quality advice to students.

6. Be present during the final oral presentation of the group.

D. Other Duties of the Thesis Adviser

Before oral defense:
1. Conducts regular consultations.
2. Accepts outputs submitted by the students and make the necessary corrections.
3. Suggests to students relevant books, journals and other published studies.
4. Prepares the students for oral defense.

During the oral defense:
1. Makes himself/herself available throughout the proceedings.
2. Can be called up to clarify, if necessary, certain points being raised by the panel so as to help the students figure out the answers.

After the oral defense:
1. Sees to it that the students do the required revisions.
2. Continues to supervise the revision of the paper.

E. REQUIREMENTS FOR EACH 3-UNIT RESEARCH/PROJECT STUDY ADVISING

As stipulated in the course syllabus, the thesis or the equivalent research work entails an in-depth study and an extensive investigation of a problem. It must show originality and should contribute to the existing goals, thrusts, and objectives, and should manifest the student’s competence in research/project study.

The student and the adviser should agree on a timetable of research activities and the student should make a report of his/her progress based on this timetable. The adviser should make sure that there is progress in the student’s research.

The adviser should be available for student consultation according to their agreed-upon schedule.

F. REMUNERATION

Thesis Adviser is paid an honorarium per group advised. The amount is given after the students have presented the research paper to a group of panelists and made the necessary revisions.

The assignment of an adviser is contingent upon the student’s submission of an approved concept paper or research proposal.
G. THE ADVISER AND THE ADVISEE

Special Project Committee recommends the adviser, subject to prior consultation with the TIC and the students.

If circumstances under which the adviser and advisee are working hamper the progress of the advisee’s study, either adviser or advisee may request the termination of their relationship. To effect this, either party may write the department chair a letter which should be signed by both to indicate that the termination is mutually agreed upon. Once the letter is received, the department chair will look for a replacement for the outgoing adviser. The replacement must come from among the current panel members (if the panel has been convened), or from the faculty of the department, the selection of whom will be based on the same criteria in III.B. The department chair will then write a formal notice of change of adviser to the Dean, copies of which will be sent to the outgoing adviser, the advisee, and the new adviser.

Consultation between the adviser and the advisee should be done during school hours within the school premises.

IV. PANEL MEMBERS

Panel members are invited to critique the research paper, discuss and challenge its merits with the student-presenters. They are expected to provide comments and suggestions to improve the final report. At the end of the allotted time for oral defense, panelists deliberate and decide on the grade to be given to the students.

A. Duties And Responsibilities Of The Panel Chair

During the proposal defense:

1. The chair presides over the defense and the deliberation on the candidate’s performance.
2. After the proposal defense, the chair summarizes clearly the SPECIFIC recommendations, comments, and corrections of the panel, based on the notes prepared by the adviser.
3. This summary sheet which will serve as the “contract” between the panel and the student should be signed by latter to signify his/her conforme. Any change in the contract must be approved by the adviser and the majority of the panel; otherwise, the student will have to re-defend his/her proposal.
4. Two copies of the contract, one for the student and one for the department, must be prepared by the department through the TIC.
5. The TIC ensures that the approval sheets are available for signing by the panel members during the defense.

After Defense:

1. After the final defense, the TIC notes the revisions and editing requirements of the paper.
2. The TIC reminds the candidate of the prescribed period within which to finish the revision.
3. The chair of the panel, on behalf of the other panelists, writes to the department chair nominating a candidate for the Outstanding Special Project/Project Design.

B. Duties of Panelist

During the oral defense:

1. Scrutinize each and every aspect of the final report, but mainly on areas for which he/she has the competence and expertise. Panel members must read the entire paper before sitting on a defense panel.
2. Suggest all possible improvements in the final report.
3. If a panel member finds fundamental defects in the final paper, s/he may request the department chair, at least five days before the scheduled defense, to convene the
defense panel regarding possible deferment of the defense. The department chair will refer the matter to the panel chair who will then confer with the adviser.

NB: This can only be done if paper submission deadlines are observed. Paper submission deadlines are determined by the concerned College or Department.

After the oral defense:

1. Make sure that his/her comments and revisions are incorporated into the final paper.
2. Affix his/her signature only when the required improvements have been made part of the final report.

C. Remuneration

An honorarium is given to the panelist for every group/research paper presented and critiqued.

D. Composition of Panel of Examiners

1. The panel of examiners for the thesis defense is composed of the following:
   a. 1 Senior faculty member from the department who will act as chair
   b. 2 other faculty members from the department knowledgeable about the topic

2. At least two weeks before the scheduled oral defense/examination, the Department Chair submits the prospective list of panel member/s to the Office of the Dean for approval.
V. DEFENSE GUIDELINES/PROCEDURE

A. FOR PROJECT STUDY PROPOSAL DEFENSE

The student hands in the required number of copies of the research/project proposal to the panelists at least three working days before the defense.

The student defends the proposal before a panel duly constituted for the purpose.

B. FOR FINAL RESEARCH/PROJECT STUDY DEFENSE

A student who is scheduled for his/her final research/project study defense must secure and fill-up application for final defense.

Before the adviser and the department chair sign the Application for Final Defense, the student must present a full draft of his/her research/project study.

The student must submit the required number of copies to the TIC three working days before the date of oral defense.

The panel shall deliberate on the grade that students deserve on the basis of the quality of the paper and performance in the final oral defense and on whether the research/project study can be nominated for the Outstanding Project Design/Project Study Award. The panel shall sign the Final Defense Report form for submission to the TIC.
1. **Conduct, Decorum And Ritual Of Final Defense**

   a. **Conduct Of Defense**

      Decorum: The oral defense is a formal academic activity. As such, proper decorum should be maintained during and after the proceedings.


      - The mentor introduces the candidate who is dressed in business attire. *(2 minutes)*
      - The candidate leads the opening prayer. *(2 minutes)*
      - The chair of the defense panel introduces the panel members. *(3 minutes)*
      - The candidate presents the highlights (extended abstract) of the dissertation project. *(approx. 20 minutes)*
      - After the candidate’s presentation, the panel chair opens and moderates the panel discussion/oral defense.
      - The panel chair formally ends the defense and the panel then evaluates, in private, the performance of the candidate’s response to the panelists’ questions. *(approx. 10 minutes)*
      - After the panel deliberation, the chair of the panel calls back the candidate to announce the result of the defense.

   c. **Grading System**

      The grading system as well as the guidelines on redefense are determined by each College.

   d. **Post-Defense Requirements**

      The revised version of a research/project study must be submitted to the final defense panel members, through the adviser, not later than one month from the time of defense.
Students unable to submit the revised research/project study within the prescribed period shall be deemed to have failed the final defense. As such, the student needs to repeat the entire research/project study cycle.

The revised version of a research/project study must first be approved by the adviser. Once approved by the adviser, it then is submitted to the panel chair who must decide on the acceptability of the revision within one (1) week for proposal or two weeks for oral after submission of the revised paper.

On the basis of the panel chair’s approval, the panel members shall sign the requisite approval sheets to show their concurrence that the revised research/project study fulfills substantially the stipulations made during the oral defense.

Upon successful completion of the final defense and upon revision of the thesis/dissertation, the student must submit the following to the department:

1) Two (2) compact discs (CDs) (of reputable brand) containing the version consistent with the approved research/project study by the final defense panel (including annexes, tables, and the like) in non-editable Portable Document File (PDF) format, readable in a standard computer, with CD and transparent case labeled as follows:

2) Title of research/project study
   College and Program
   Names of students (Last name, first name, middle name)
   Month and year of completion
   Name and signature of faculty adviser

3) Signed Approval Sheet
4) One (1) hardbound copy for LRC. Copy for the Department will be contained in PDF and written in CD.
E. Selection of Outstanding Project Design/Project Study

The following are the general criteria for the selection of outstanding research/project study:

- Significant contribution to the development or refinement of knowledge or improvement of practice.
- Originality and creativity.
- Practicability in the discipline where it applies; the extent to which the study reflects and responds to practical problems.
- Identification of a strong theoretical framework within which the problem is developed.
- Clarity and coherence of presentation and accuracy of language.

However, each college has a list of specific criteria for the selection of outstanding research/project study.

A candidate’s research/project study defense panel nominates him/her for the outstanding research/project study award. Nomination is made during the defense deliberation.

For evaluation purposes, the candidate submits to the department chair a copy of the paper that was used for the oral defense.

*NB: It is defense copy of the paper, NOT the revised copy, that is submitted by the candidate.*

The department chair then recommends to the Screening Committee the candidate for the award.
VI. ACADEMIC DISHONESTY

De La Salle Lipa strongly prohibits plagiarism and other acts of academic dishonesty. Any form of plagiarism will be dealt with accordingly as stipulated in Section 6 (Student Discipline) and Section 21 (Definition of Terms) of De La Salle Lipa Student Handbook.

VII. AUTHORSHIP/OWNERSHIP

De La Salle Lipa maintains that authorship/ownership of research outputs or special projects/project designs solely belongs to students. The adviser and the TIC are prohibited from becoming co-authors, hence, the adviser and the TIC are not allowed to present or publish these works with their names as authors or co-authors.

This prohibition applies also to both editors and statisticians.

VIII. MANUSCRIPT EDITING AND DATA MANAGEMENT

All manuscripts should undergo editing by DLSL accredited editor before submission of final copies. Data management, if required by the research/project study is done by DLSL accredited statistician. Office of Research and Publications coordinates editing as well as data management requirements of student research/project study.

A. EDITING AND LAY-OUT SERVICES PROGRAM (ELSP) GUIDELINES/PROCEDURES

The program aims to provide undergraduate and graduate students with thesis editing and lay-out assistance through professional services from the College accredited group of editors.
1. SERVICES PROVIDED BY AN EDITOR
   a. Indicating spelling and grammatical errors.
   b. Reviewing lay-out and format of the written material based on prescribed standard.
   c. Correcting labeling and page referencing of tables and figures.
   d. Ensuring correct page sequencing.

2. QUALIFICATIONS OF ACCREDITED EDITOR
   a. Preferably has a Bachelor or MA degree in English or in Language Teaching, or has excellent training/experience in editing
   b. Has excellent knowledge in English grammar and rudiments of technical writing
   c. Strong recommendation from the Department Head/Area Chairperson and the Dean where editor teaches
   d. Attendance to orientation to be provided by the Office of Research and Publications (ORP)

3. PROCEDURES IN SEEKING PROFESSIONAL EDITING SERVICES

*Students fill-up ELSP request form

ORP presents request to editor

Editor accepts requests

ORP notifies students of acceptance of request
Notes:
* ELSP form is available at the ORP.
** Student should settle services fee two (2) days before the final defense. Photocopy of official receipt should be submitted by the student to the Office of Research and Publications.
*** Services fee will be issued after full paper has been accepted and approved by the panelists.

4. PROFESSIONAL SERVICES FEE

a. Details of prescribed services fee are available at the Office of Research and Publications.
b. Preliminary and back-end pages are not included in the counting of number of pages.
c. Additional payment is recommended based on the quality of English grammar used in the paper. It the editor who determines the category of the paper.

CATEGORY A – The paper is generally free from grammatical corrections with minor errors in punctuation,
spelling, capitalization and sentence structure. *(No additional charge.)*

**CATEGORY B** — The paper has frequent errors in grammar, spelling, capitalization, punctuation and sentence structure. *(With additional charge)*

**CATEGORY C** — The paper has pervasive error in grammar, spelling, capitalization, punctuation and sentence structure. The editor finds many of the entries difficult to understand. *(With additional charge)*

5. **IMPORTANT REMINDERS**

a. Student should provide hard and soft copies of the paper.

b. Paper should be printed on one side of the paper only. Papers printed back-to-back will not be edited. All pages should be numbered.

c. Paper must be put in a folder with a clasp or secure the pages with a large binder clip.

d. Student should indicate name and contact details on the lower right hand corner of the folder.

e. After editing the paper, editor provides a list of corrections. All revisions on the lists of corrections must be done by the student before rechecking of the editor.

f. Editor ensures that corrections are incorporated in the revised draft.

g. Editor is expected to fully read and review the paper before oral presentation.

h. The Office of Research and Publications (ORP) is in-charge of assigning the editors. In case there is a legitimate need for a change of editor, both requesting student and previously assigned editor should get approval from the ORP.
i. The Editor will not be responsible for any corrections pertaining to conceptual material covered within the paper and is not required to advise on any aspects of the paper: e.g., data analysis, literature review, or methodology.

j. All substantive and conceptual guidance will be and should be given by the thesis adviser.

k. The extent and the nature of the professional editorial assistance that may be given in the preparation of the paper do not cover the publishing process, conventions and industry practice.

**B. DATA MANAGEMENT ASSISTANCE PROGRAM (DMAP) GUIDELINES/PROCEDURES**

The program aims to provide undergraduate and graduate students with data management assistance through professional statistical services from the College accredited group of statisticians.

**I. SERVICES PROVIDED BY A STATISTICIAN**

a. Choosing the appropriate statistical analysis for the study design and data.

b. Providing written interpretation of statistical analysis *(interpretation should be integrated to the statistical output.)*

c. Assistance in writing statistical methods and results sections of the paper.

d. Involvement in questionnaire development and data collection from the beginning to ensure validity and usefulness of the data.

e. Determining the type and size of the sample group.
2. QUALIFICATIONS OF A COLLEGE ACCREDITED STATISTICIAN

a. Preferably has a Bachelor or MA degree in Mathematics or Statistics, or has excellent training in Mathematics or Statistics
b. Has a strong mathematical aptitude
c. Possesses a strong grasp of mathematical and statistical knowledge
d. Strong recommendation from the Department Head/Area Chairperson and the Dean

3. PROCEDURES IN SEEKING PROFESSIONAL STATISTICAL SERVICES

*Students fill-up DMAP request form

ORP presents request to statistician

Statistician accepts requests

ORP notifies students of acceptance of request

Statistician works on the request
** Students pay prescribed services fee to the Accounting Office

*** ORP processes services fee check requisition

Notes:
* DMAP form is available at the Office of Research and Publications.
** Student should settle services fee payment (2) two days before the final defense. Photocopy of official receipt should be submitted by the student to the Office of Research and Publications.
*** Services fee will be issued after full paper has been accepted and approved by the panelists.

4. PROFESSIONAL SERVICES FEE

Students pay the prescribed services fee to the Accounting Office. Details of services fee are available at the Office of Research and Publications.

a. Important Reminders

1) All data should have been tabulated by the student based on prescribed coding by the statistician.
2) Tabulated data should be submitted to the statistician in soft copy.
3) Indicate in the soft copy student’s name, address and contact numbers.
4) Other pertinent document/information that statistician may require should be provided by the student.
5) The Office of Research and Publications (ORP) is in-charge of assigning the statistician. In case, there is a legitimate need for a change of statistician, both
requesting student and previously assigned statistician should get approval from the ORP.

6) It is assumed that appropriate statistical tool will be used to effectively run the data needed in the study. However, in cases of erroneous statistical tool, the following provisions apply:

b. If students provided incorrect data and assigned statistician has to re-run the data analysis, additional services fee is required. Statistician determines the additional fee but should not exceed the existing prescribed services fee. Fee should be proportionate to the revisions done by the statistician.

c. If statistician, after thorough verification, used incorrect statistical tool, statistician has to re-run the data. No additional services fee is required.