



TIMETABLE
Extension of Academic Residence

No.	Item	Period Covered
1	Enroll in additional course (first, second, or third)	
2	Develop thesis/dissertation topic	
3	Look 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	Schedule 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	Write thesis/dissertation	
12	Submit thesis/dissertation manuscript to Adviser	
13	Get endorsement of Adviser of thesis/dissertation manuscript for examination by Critic <ul style="list-style-type: none"> Remind Adviser to request appointment of Critic. 	
14	Revise thesis/dissertation manuscript as suggested by Critic	
15	Get endorsement of Critic of thesis/dissertation for oral defense <ul style="list-style-type: none"> Coordinate with OGP regarding last day of endorsement of Critic. 	
16	Request, through Adviser, schedule of thesis/dissertation oral defense (at least one (1) month before the planned date of oral defense) <ul style="list-style-type: none"> Make sure all members of the Oral Defense Panel receive copy of thesis/dissertation manuscript at least 14 days before the scheduled oral defense. 	
17	Undergo oral defense of thesis/dissertation	
18	Revise thesis/dissertation manuscript according to suggestions of the Oral Defense Panel	
19	Have Adviser / Oral Defense Panel approve and accept revised thesis/dissertation manuscript	
20	Bind copies of final thesis/dissertation manuscript <ul style="list-style-type: none"> Make sure that the format and other pertinent documents are incorporated into the manuscript. 	
21	Submit bound copies of the thesis/dissertation manuscript	

Additional reminder: Make sure to file application for graduation during the semester/term when you plan to graduate. 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: _____