

INTERIM GUIDELINES FOR THESIS AND CAPSTONE
Update as of May 30, 2020

GENERAL

This Guidelines is applicable during fully digital weeks/term.

SCOPE

Intended for undergraduate students taking Thesis and Capstone courses.

INSTRUCTIONS

1. All activities prior to submission of request for oral exam shall be guided by rules set by the coordinator of the "course".
2. All submission of request for oral exam (initial review) and request for revisions review shall be made ONLINE.
3. Instead of Online Oral Exam / Defense, "readership" (review) by panel members shall be employed.
4. General Schedule of Readership/Review is as follows:

Week of Submission	Concerned/Who may Submit	Deadline of Submission of Request & Video	Schedule of Review
Week 2	Groups for Initial Review – All Groups for Revisions Review and Approval – All	June 5, 2020	Week 3
Week 3	Groups for Initial Review – All Groups for Revisions Review and Approval – All	June 12, 2020	Week 4
Week 4	Groups for Initial Review – All Groups for Revisions Review and Approval – All	June 19, 2020	Week 5
Week 5	Groups for Initial Review – All Groups for Revisions Review and Approval – All	June 26, 2020	Week 6
Week 6	Groups for Initial Review – Currently enrolled Thesis 3 & Capstone 3 Groups for Revisions Review and Approval – All	July 3, 2020	Week 7
Week 7	Groups for Initial Review – Currently enrolled Thesis 1 & Capstone 1 Groups for Revisions Review and Approval – All	July 10, 2020	Week 8
Week 8	Groups for Revisions Review and Approval – All	July 17, 2020	Week 9
Week 9	Groups for Revisions Review and Approval – All	July 24, 2020	Week 10

5. Every Saturday, we will post in SOIT Official FB account the status of review process being done by Department. This regular post shall acknowledge the request for review (initial and for revisions) accepted and scheduled and show the status of review.
6. Submission of request for INITIAL REVIEW shall be made **online** using the link, <https://forms.gle/qG7mV4L5g4U2Vq796>, with the following:
 - a. Accomplished Request Form for Proposal Oral Exam (Thesis 1/Capstone1) **or** Request Form for Final Oral Exam (Thesis 3/Capstone3), whichever is applicable. (Annex A and Annex B)
 - b. Faculty adviser recommendation for oral exam. Recommended content format of email is shown in Annex C
 - c. One (1) copy of full document in PDF format.
 - d. The email submission should include the valid email addresses of all the members of the group.
7. Video presentation should be submitted using this link <https://forms.gle/RhE96yHQQ1DBsesAA> . The video shall include the walk through of your proposal or final paper, and in the case of Thesis 3 (if prototype is included) or Capstone 3 a video presentation shall all include walkthrough on how the system / prototype/ software/ application works.
8. The initial review process will be charged with corresponding fee to be billed to each member of a group.
9. After the deadlines of submission of requests and video (which is every Friday), the Office of the Dean shall assign panel members (in the case of proposal paper) or reconcile existing panel members (in the case of final paper).
10. Panel members will be notified of their assigned papers for review and will be given access to documents and video presentations.
11. Every Friday of a particular review weeks each panel member shall submit the results of their review and verdict through email to Joel (jcdegoma@mapua.edu.ph) and Sally (sizara@mapua.edu.ph). The result of INITIAL REVIEW shall be consolidated and forwarded to the particular Adviser for dissemination to his/her group/advisee.
12. For REVISION REVIEW AND APPROVAL for **Proposal Paper**:
 - a. Go to <https://forms.gle/XgSUM53xR8AiT9um8> for submission of the following:
 - i. Revised document in pdf
 - ii. Revisions List in pdf
 - iii. Conformity of Revision in pdf
 - b. Panel members will be notified of their assigned papers for review and will be given access to documents.
13. For REVISION REVIEW AND APPROVAL for **Final Paper**:
 - a. Go to <https://forms.gle/XgSUM53xR8AiT9um8> for submission of the following:
 - i. Revised document in pdf
 - ii. Revisions List in pdf
 - iii. Conformity of Revision in pdf
 - iv. Video presentation on how the system / prototype/ software/ application works **as revised** (if applicable).

- b. Panel members will be notified of their assigned papers for review and will be given access to documents.

Documentation, Submission, Grading of Thesis and Capstone Proposal or Final Paper

For Proposal Paper

1. After receiving the request for revisions review and approval thru google forms respective panel members will be informed.
2. Panel Members shall email the result to Ms. Sally and Mr. Joel whether: APPROVED or REQUESTING FURTHER REVISIONS (including notes and comments if there are any)
3. Revisions checking results per group will be consolidated. For APPROVED, fillable "Proposal Approval Form" shall be routed to respective panel members for signature. For REQUESTING FOR FURTHER REVISION result, adviser will be notified for further action.
4. Once copy of **signed** Proposal Approval Form is received by group, they can now compile final proposal document and submit it via google drive APPROVED PROPOSAL DOCUMENT, <https://forms.gle/RhE96yHQQ1DBsesAA>. Format of proposal document for submission: 1st page – Proposal Approval Form with complete signatures; 2nd page – revisions list/comments; 3rd page/part – conformity of revisions; 4th page/part – title page and the rest of the proposal document. And the file name shall be the family name of the group members (e.g. De Goma-Macrohon-Zara)
5. For final grade or grade completion of those who have complied with the above:
 - a. For currently enrolled, the office of the Dean shall give Dr. T. the list of those considered "Passed" and complied on Friday of Week 10.
 - b. For those who are "IP", we will send recommendation to pass to Dr. T. once RO acknowledged the receipt of your application for completion.

For Final Thesis and Capstone Paper

1. After receiving the request for revisions review and approval thru google forms respective panel members will be informed.
2. Panel Members shall email the result to Ms. Sally and Mr. Joel whether: APPROVED or REQUESTING FURTHER REVISIONS (including notes and comments if there are any)
3. Revisions checking results per group will be consolidated. For APPROVED, fillable "Final Approval Form" shall be routed to respective panel members for signature. For REQUESTING FOR FURTHER REVISION result, adviser will be notified for further action.
4. Once copy of Approval Form is received by group, they can now prepare final draft of the following and seek Adviser's approval of FINAL Draft.
 - a. 8-10 pages' article(s) using ACM Template
 - b. Full document
 - c. Manual (if applicable)
 - d. Poster
 - e. system / prototype/ software/ application
 - f. etc.
5. Faculty adviser shall take the responsibility of **proofreading** the Article and the Full Document using the tools approved by the University. The result and/or evidence of proofreading activity shall be compiled.

6. Student group shall perform Turnitin of the Article and Full document.

Here's your remote access to Turnitin:

1. Go to www.turnitin.com on the web address bar.
2. Click create your user profile. For students with EXISTING TURNITIN ACCOUNT, log-in to your account
3. Click on the CREATE ACCOUNT and then select STUDENT. Supply the username and password given to you by the librarian or library staff. (Class ID: 24239135 Class enrollment key: miteris)
For students with existing account, click on ENROLL IN A CLASS. Fill out the necessary fields needed to complete your registration
4. Click on the Class name . In this case ERIS_REMOTE8. Choose the assignment entitled "Research 1, Research 2 or Research 3". Then click on submit button.
5. Select from the options "Cut and Paste or Single file upload". Key in the necessary information and then choose among the options as to where you saved your paper.
6. Select your file and then click UPLOAD, then CONFIRM and return to the ASSIGNMENT INBOX.
7. Wait for the file to be processed (press F5 to refresh or reload to facilitate the processing).
8. Click the top button "ORIGINALITY" for the similarity percentage.
9. Click on the printer icon found below the page. Then, select Download PDF of current view for printing if you want to have a copy of your paper.

IMPORTANT REMINDER: CLASS ID and PASSWORD will expire on JUNE 30, 2020. Please do not share with others who are non-Mapuan

7. Prepare and compile e-copy: source code, exe file & data set, etc. in folder1-System and then final document, article, manual, poster, TurnItIn result in folder2-Document. These two folders save in one folder named after the family names of group members. (e.g. main folder is De Goma-Macrohon-Zara and inside are sub folders System and Document). Scanned Copy of result/evidence of proofread and Final Approval form are also included in the Document sub-folder.
8. **Compress folder** and submit at google drive: FINAL THESIS/CAPSTONE DOCUMENT, <https://forms.gle/RhE96yHQQ1DBsesAA>.
9. JC De Goma shall check on the completeness of submitted ecopy. He will notify S. Zara on the result of checking for monitoring and recommendation for final grading. Students-group shall be notified if submission is incomplete OR complete and accepted.
10. For final grade or grade completion of those who have complied with the above:
 - a. For currently enrolled, the office of the Dean shall give Dr. T. the list of those considered "Passed" and complied on Friday of Week 10.
 - b. For those who are "IP", we will send recommendation to pass to Dr. T. once RO acknowledged the receipt of your application for completion.
 - c. **ONLY graduating students of the current quarter** (currently enrolled or "IP") will be given passing grade even without the compliance on Documentation and Final Submission using the system of "Waiver for Application of Transcript and Diploma".
 - For currently enrolled, submit accomplished WAIVER FORM complete with parent/guardian signature; together with the copy of duly signed APPROVAL FORM and the result/evidence of proofreading. Submission is via email to sizara@mapua.edu.ph and wttorres@mapua.edu.ph using email subject line: "for final grade"
 - For IP, follow above and submit via email using email subject line: "for grade completion" and then proceed to the procedure on how to complete.