

**GRADUATE ADVISOR NOMINATION AND ACCEPTANCE FORM**


Document No. : FM-GRS-10-00

Effective Date: July 13, 2015

Name of Student : \_\_\_\_\_  
LAST NAME FIRST NAME M.I.

Student no. : \_\_\_\_\_

Program : \_\_\_\_\_

Contact Info :  \_\_\_\_\_  \_\_\_\_\_

**NOMINATION STATEMENT**

I respectfully nominate \_\_\_\_\_ of the School of \_\_\_\_\_  
as my Graduate Advisor.

\_\_\_\_\_  
(Student's Signature & Date)

**ACCEPTANCE STATEMENT**

I am willing to serve as the graduate advisor of \_\_\_\_\_  
( Name of Student)

and am aware of the following duties and responsibilities:

- Guide the advisee in the preparation of a thesis/project/research/dissertation proposal and likewise in the final manuscript preparation
- Assist the advisee during the oral presentation
- Assist the advisee in case of revision/s of the manuscript
- Advise and guide the advisee during the data gathering period and check the results
- Ensure that the written manuscript and article adheres to the institutional format
- Ensure that all thesis/project/research/dissertation requirements are submitted to the School of Graduate Studies on time

\_\_\_\_\_  
(Graduate Advisor's Signature & Date)

**APPROVAL**

Dr. Jonathan W. L. Salvacion  
Dean, School of Graduate Studies

Accomplish in 3 copies: 1 copy for the School of Graduate Studies  
1 copy for the Advisor  
1 copy for the Registrar's Office