

MSME FORMS GUIDE

DOCUMENT	FORM NO.	REMARKS
THESIS 1		
MAPUA GRADUATE THESIS WRITING GUIDELINES		
Graduate Advisor Nomination Form	FM-GRS-10-00	Submit to MSME Technical Coordinator upon securing signature from advisor Rosie Ann Pascual Email: racpascual@mapua.edu.ph
BEFORE DEFENSE		
DISSERTATION, THESIS, RESEARCH PRACTICUM ADVISORS AND PANEL MEMBERS	FM-RS-07-01	Secure all signature from selected panel members
PROPOSAL ORAL EXAMINATION	FM-RS-08-01	Check with your advisor and panel for the agreed date and time, inform the thesis coordinator to book the schedule. A MS Team group chat will be created to upload all the forms and documents needed during the defense.
PROPOSAL BILLING FORM	FM-RS-20-01	Submit proposal billing form to accounting for payment
DURING / AFTER DEFENSE		
PROPOSAL ORAL EXAMINATION GRADING SHEET	FM-RS-09-01	Prepare copy for each panel (e.g 3 panel and 1 advisor)
REVISION LIST	FM-RS-22-01	Take note during the defense for the revision needed, prepare the list and get panels and advisor to confirm and sign.
RESULT OF PROPOSAL ORAL EXAMINATION	FM-RS-10-01	Grade will be given after successful completion of defense, to be signed by program chair.
THESIS 2		
BEFORE DEFENSE		
DISSERTATION, THESIS, RESEARCH PRACTICUM ADVISORS AND PANEL MEMBERS	FM-RS-07-01	Secure all signature from selected panel members
FINAL ORAL EXAMINATION	FM-RS-11-01	Check with your advisor and panel for the agreed date and time, inform the thesis coordinator to book the schedule. A MS Team group chat will be created to upload all the forms and documents needed during the defense.
FINAL BILLING FORM	FM-RS-21-01	Submit proposal billing form to accounting for payment
CHANGE OF ADVISOR	FM-RS-14-01	If applicable
CHANGE OF PANEL	FM-RS-28-00	If applicable

DOCUMENT	FORM NO.	REMARKS
DURING / AFTER DEFENSE		
FINAL ORAL EXAMINATION GRADING SHEET	FM-RS-12-01	Prepare copy for each panel (e.g 3 panel and 1 advisor)
REVISION LIST	FM-RS-22-01	Take note during the defense for the revision needed, prepare the list and get panels and advisor to confirm and sign.
CONFORMITY OF REVISIONS	FM-RS-23-01	After revision list accepted prepare conformity of revisions and get the advisor and panel approval and sign
AFTER REVISION ACCEPTED		
FINAL APPROVAL	FM-RS-19-01	
EDITORIAL CERTIFICATION FOR PRACTICUM, THESIS, and DISSERTATION	FM-R0-84-00	Grammarly is accepted for the editing and proof reading of manuscript
THESIS APPROVAL SHEET	As per MSME format	
TURNITIN CHECK	As per MSME guide	
BEALL'S LIST	https://beallslist.net/	Potential predatory journals and publishers.
SCOPUS LIST	https://www.scopus.com/	See attached list

Finalize **Manuscript** and secure advisor's permission to defend

- ✓ you can schedule a proposal defense from 1st week - 10th week only
- ✓ you can schedule a final defense from 1st week - 8th week only
- ✓ Submit to **Turn-it-in** for plagiarism checking (*should be less than 10% overall, with no sources greater than 2%*)