



UNIVERSITY OF SANTO TOMAS THE GRADUATE SCHOOL

THOMAS AQUINAS RESEARCH COMPLEX, ESPAÑA MANILA

OFFICE FOR GRADUATE RESEARCH



FO 02 SUBMISSION CHECKLIST: ORAL DEFENSE

FO 02

Instructions

1. Provide all the necessary information and affix your most recent picture
2. **Email file to ustgsograrchives@yahoo.com if using the MS WORD file option (for PDF, scan the printed form then email to ustgsograrchives@yahoo.com)**
3. Print one copy to accompany the checklist of items you will submit for oral defense.
4. Print this form in 8.5x11 Letter (short bond paper) in laser or inkjet printer in the best possible print setting.

STUDENT INFORMATION

** ALL CAPS preferred for this field.*

- to attach image directly, download and open separately in Adobe Acrobat (not thru browser)

- click here to attach your photo

-JPEG/BMP file only

* LAST NAME

* FIRST NAME

* MIDDLE NAME

Program of Study M.A./M.S./Ph.D.

Telephone Number (Residence/Office)

Mobile Number

E-mail address

Graduate School Entry Date (Term/Year)

Address

Research Proposal Title

Advisor

Co-Advisor (if necessary)

Submission Date:

Panel Members

- 1)
- 2)
- 3)
- 4)
- 5)

SUBMISSION CHECKLIST

- | | | |
|---|------------------------------|---|
| 1) Evaluated Transcript of Records (Faculty Secretary Approved) and Photocopy of TW3/DW4 Enrolment Form. | ☐ YES | ☐ NO |
| 2) Completed INCOMPLETE Grade Entry (Requiring Completion) * | ☐ YES | ☐ NO |
| 3) Completed Other Program Specific Requirements Including; -WCE, Internship (Heritage), Practicum (Psych.), Foreign Language (PhDs/History majors) | ☐ YES | ☐ NO ☐ Not Applicable |
| 4) Printed/Soft-Bound Manuscript Copies ** | ☐ YES | ☐ NO |
| 5) Signed Advisor's Endorsement (ISO form UST:S027-00-F004) | ☐ YES | ☐ NO |
| 6) Signed Certificate of Originality (ISO form UST:S027-00-F007) | ☐ YES | ☐ NO |
| 7) Signed English Editing Certificate | ☐ YES | ☐ NO |
| 8) Signed Turnitin Certificate | ☐ YES | ☐ NO |
| 9) Paid Oral Defense/Advisor Fee Official Receipt +1 Photocopy | ☐ YES | ☐ NO |
| 10) Published Journal DW3 Grade Clearance (for Doctoral) | ☐ YES | ☐ NO |

Incomplete Requirements will not be accepted.

* if you are enrolled this Term, you must arrange for an earlier final examination date ASAP prior to your defense.

** 5 Copies (Masters-Blue Cover); 5 Copies (Business-Plan Green Cover); 7 Copies (Doctoral-Maroon Cover)