# Director's Orientation

## TW3/DW4:

# Oral Defense

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*Director, Office for Graduate Research*
*The Graduate School*
*University of Santo Tomas*

# OGR Team

Allan T. Megote
Thesis/ Dissertation
Proposals

Rowena L. Batoon
Thesis/ Dissertation
Defenses

# Presentation Outline

- ✓ Pre-oral Preps
- ✓ Defense Decorum
- ✓ Evaluation Tools
- ✓ Manuscript Format
- ✓ Convocation clearance

# 1. pre-oral preparations

## 1.1 Request for Oral Defense

The following must be submitted before a defense date is given:

**[A] Paper Trail**

(1) Advisor's approval **Certification**

(2) Updated **TOR**

(3) Manuscript copies: **Paperbound / UST thesis paper**

(4) Originality check**: Turnitin**

**B] Copy of Receipt**

Photocopies of Enrollment Form & Advising Fee

Current Fees:

PhP **20,951.35 (MS/MA)**

PhP **32,803.95 (PhD)**

**C] Declaration of Projected Defense Date**

At least 2 weeks from receipt prior to defense date

# 1. pre-oral preparations

## 1.2 Thesis/Dissertation Extracts

The following must be submitted before a defense date is given:

**[D] Journal Extract of Thesis/Dissertation:**

**Master's**

- Preferably with submitted article (the least)
- Submit a reprint & pdf copy if published

**Doctorate**

- MUST have at least 1 published article or accepted article (acceptance from editor, with vol #, month, year of publication)
- submit a reprint & pdf copy to the OGR or letter of acceptance for *credit* to DW3

# 1. pre-oral preparations

## 1.3 Request for Postponement

**Requesting Defense Postponement:**

**a. request may come from:**

- committee chair/members (majority rule)
- candidate

**b. request must be:**

- written with explanation
- at the OGR Office at least five (5) *working days before* the date of the defense.

# Oral Defense Decorum

## Presentation Guidelines

- Attire: Business Formal
- Time Limit: **20** mins (MS/MA); **30** mins (PhD)
- Content: Structured / focused on highlights
- Q & A: No time limit

# Oral Defense Decorum

## Attendance

**a. Open to the public**

*(unless requested closed-door* by the candidate)

**b. Advisor may/may not attend**

*(written notice required if not attending)*

**c. (1) Proxy examiner**

*(appointee )*

**d. (2-3) Proxy examiners**

*(must sign conforme)*

# Oral Defense Decorum

## Post-defense Reception

a. Candidate's arrangement
b. Coordinate with OGR Staff

# 1. pre-oral preparations

3.1 Examination Tribunal

## Doctorate

Chairperson + 4 examiners,
*at least 1-2 external* readers.

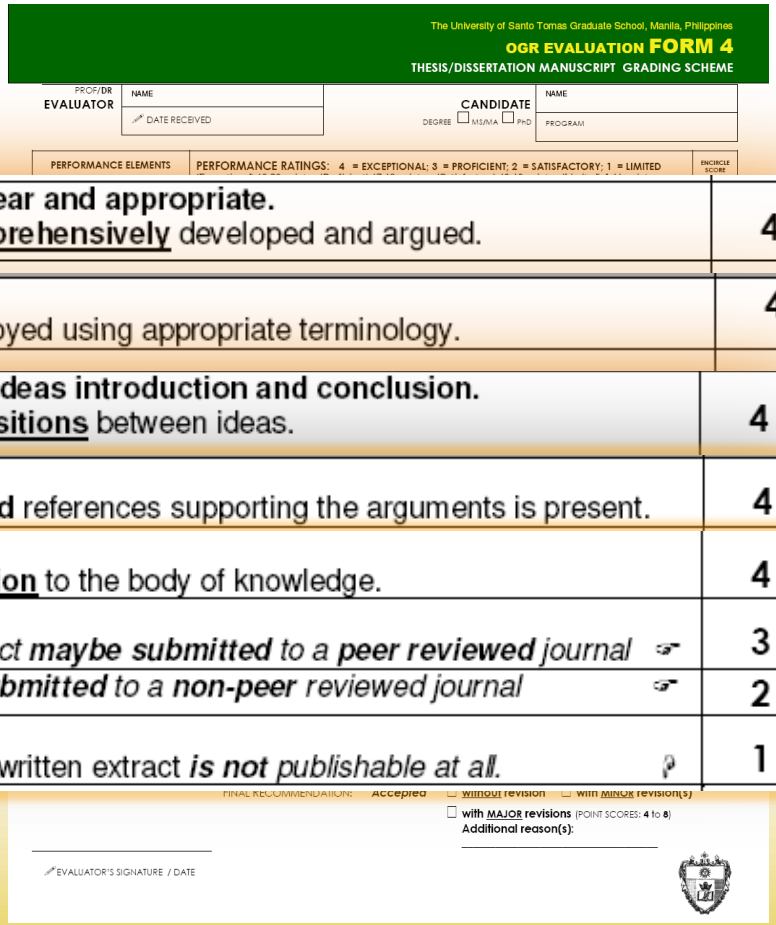
## Master's

Chairperson + 2 examiners,
*at least one external* reader.

# 1. pre-oral preparations

3.2 The Manuscript

## 1. Is graded *separately* using Form-4.



The University of Santo Tomas Graduate School, Manila, Philippines

**OGR EVALUATION FORM 4**

THESIS/DISSERTATION MANUSCRIPT GRADING SCHEME

PROF/DR EVALUATOR — NAME — DATE RECEIVED

CANDIDATE — NAME — DEGREE ☐ MS/MA ☐ PhD — PROGRAM

| PERFORMANCE ELEMENTS | PERFORMANCE RATINGS: 4 = EXCEPTIONAL; 3 = PROFICIENT; 2 = SATISFACTORY; 1 = LIMITED | ENCIRCLE SCORE |
|---|---|---|
| A | Thesis statement/research question is clear and appropriate. **Exceptionally** focused, informative & **comprehensively** developed and argued. | 4 |
| B | Grammar and spelling are correct. Variety of proper sentence structures deployed using appropriate terminology. | 4 |
| C | Logical progression and development of ideas introduction and conclusion. Ideas expressed **clearly** with ***effective*** **transitions** between ideas. | 4 |
| D | Documentation is **complete** and **correct**. **Variety** of **relevant**, **updated/peer reviewed** references supporting the arguments is present. | 4 |
| E Contribution to Research | Thesis/Dissertation **is an original contribution** to the body of knowledge. | 4 |
| | Manuscript has **minor** corrections. *An extract **maybe submitted** to a **peer reviewed** journal* | 3 |
| | Manuscript **is flawed**. *An extract **maybe submitted** to a **non-peer** reviewed journal* | 2 |
| | Manuscript **is highly flawed**. **Any** resulting written extract ***is not*** *publishable at all.* | 1 |

FINAL RECOMMENDATION: *Accepted* ☐ without revision ☐ with MINOR revision(s)

☐ with MAJOR revisions (POINT SCORES: 4 to 8)

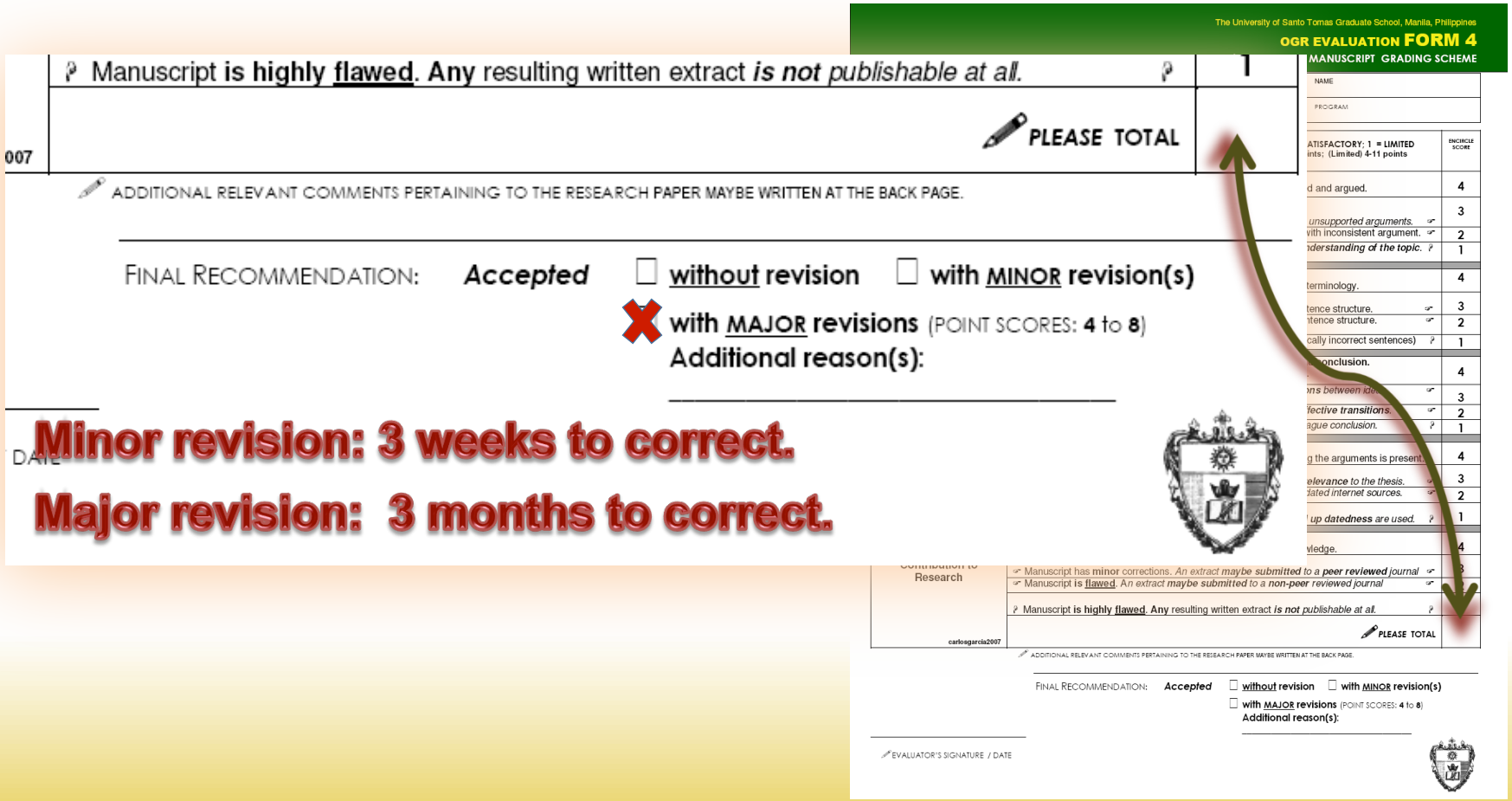
Additional reason(s):

EVALUATOR'S SIGNATURE / DATE

# 1. pre-oral preparations

## 3.2 The Manuscript

**1. Is graded *separately* using Form-4.**



The University of Santo Tomas Graduate School, Manila, Philippines

OGR EVALUATION FORM 4

MANUSCRIPT GRADING SCHEME

NAME

PROGRAM

| | ENCIRCLE SCORE |
|---|---|
| ATISFACTORY; 1 = LIMITED ints; (Limited) 4-11 points | |
| d and argued. | 4 |
| unsupported arguments. / with inconsistent argument. / derstanding of the topic. | 3 / 2 / 1 |
| terminology. | 4 |
| tence structure. / ntence structure. / cally incorrect sentences) | 3 / 2 / 1 |
| onclusion. | 4 |
| ns between ide... / fective transitions. / ague conclusion. | 3 / 2 / 1 |
| g the arguments is present | 4 |
| elevance to the thesis. / dated internet sources. / up datedness are used. | 3 / 2 / 1 |
| wledge. | 4 |
| Manuscript has minor corrections. An extract maybe submitted to a peer reviewed journal | 3 |
| Manuscript is flawed. An extract maybe submitted to a non-peer reviewed journal | 2 |
| Manuscript is highly flawed. Any resulting written extract is not publishable at all. | 1 |
| PLEASE TOTAL | |

Contribution to Research

carlosgarcia2007

ADDITIONAL RELEVANT COMMENTS PERTAINING TO THE RESEARCH PAPER MAYBE WRITTEN AT THE BACK PAGE.

FINAL RECOMMENDATION: *Accepted* ☐ without revision ☐ with MINOR revision(s) ☐ with MAJOR revisions (POINT SCORES: 4 to 8) Additional reason(s):

EVALUATOR'S SIGNATURE / DATE

Manuscript **is highly flawed**. **Any** resulting written extract ***is not*** *publishable at all.* 1

007 PLEASE TOTAL

ADDITIONAL RELEVANT COMMENTS PERTAINING TO THE RESEARCH PAPER MAYBE WRITTEN AT THE BACK PAGE.

FINAL RECOMMENDATION: ***Accepted*** ☐ without revision ☐ with MINOR revision(s)

✘ with MAJOR revisions (POINT SCORES: 4 to 8)

Additional reason(s):

DATE

**Minor revision: 3 weeks to correct.**

**Major revision: 3 months to correct.**

# 3.2 The Manuscript: Overview of Grade

| Average (from evaluators) | Grade | Equivalent |
|---|---|---|
| 20 | 1.0 | 100 |
| 19 | 1.05 | 95 |
| 18 | 1.15 | 90 |
| 17 | 1.55 | 85 |
| 16 | 1.90 | 80 |
| 15 | 2.10 | 75 |

# Evaluation Process

3.3 The Final Manuscript Submission

1. Minor : 3 weeks
2. Major : 3 months
3. Failure to submit after two (2) years - must *re-defend* the thesis/dissertation.

# Evaluation Process

## 1. Oral presentation is graded Separately. (rubric)

| PERFORMANCE CRITERIA | 1 Ball<br>Not pass | 2 Balls<br>Novice | 3 Balls<br>Emergent | 4 Balls<br>Effectual | 5 Balls<br>Exceptional |
|---|---|---|---|---|---|
| **PRESENTATION** | | | | | |
| Organization/ Quality of | • No apparent structure and cluttered | • Shows some structure but appears cluttered | • Structured with lapses in transition | • Structured but not well formatted | • Structured well-formatted, organized |
| **CONTENT** | | | | | |
| Mastery of content *as revealed* in the presentation<br>Skills in interpreting & applying theories / methodologies | • Not evident | • Weak | • Fairly skilled | • Skilled | • Exceptionally skilled |
| **DEFENSE** | | | | | |
| Question & Answer | • Cannot *adequately* answer questions | • Correctly answers *few* questions | • Correctly answers most questions with *some assistance* | • Correctly answers *most* questions | • Correctly argues & answers *all* questions |
| Conduct during Q & A | • Indifferent<br>• Lacks participation | • Lack focus<br>• Barely participate in panel discussion | • Adequately focused<br>• Attempts to engage the panel | • Generally focused<br>• Engages the panel | • Focused<br>• Engages the panel confidently |

# Evaluation Process

3.4 Oral Presentation Grading

**2. Grading is done in *secret vote casting* .**

**3. The Committee Chair sums up the total composite votes. *Cannot be divulged to the candidate***

**4. Issues with regard to University policies, are to be referred to the OGR Director for mediation. *Note: Decision shall be final and binding*.**

# Evaluation Process

## 3.4 Oral Presentation

**5. Deliberation**

- Immediately following the Oral Defense, the candidate and advisor will step out of the room.

- The Committee members will convene and deliberate on the merits of the presentation.

# Evaluation Process

## 6. Announcement of Grade

- After deliberation, the candidate and the advisor return to the room and the defense grade will be announced.
- Post-defense reception

# Evaluation Process

3.5 Voting Scheme: **MASTER'S**

Three Voters with 5 balls each

| | Total Balls |
|---|---|
| Merritissimus | 15 |
| Benemeritus | 12-14 |
| Meritus | 9-11 |
| Bene Probatus | 6-8 |
| Probatus | 3-5 |

# Evaluation Process

3.5 Grade: **MASTER'S**

| Balls | Grade | Equivalent |
|---|---|---|
| 15 | 1.0 | 95-100 |
| 14 | 1.10 | 94.5 |
| 13 | 1.20 | 93.5 |
| 12 | 1.25 | 92.5 |
| 11 | 1.30 | 92 |
| 10 | 1.40 | 91 |
| 9 | 1.55 | 89.5 |
| 8 | 1.65 | 88.5 |
| 7 | 1.85 | 86.5 |
| 6 | 1.90 | 86 |

# Evaluation Process

3.5 Voting Scheme: **DOCTORATE**

Five Voters with 5 balls each

| | Total Balls |
|---|---|
| Merritissimus | 24-25 |
| Benemeritus | 20-23 |
| Meritus | 15-19 |
| Bene Probatus | 10-14 |
| Probatus | 5-9 |

# Evaluation Process

## 3.5 Grade: DOCTORATE

| Balls | Grade | Equivalent |
|---|---|---|
| 25 | 1.0 | 95-100 |
| 24 | 1.10 | 94.5 |
| 23 | 1.15 | 93 |
| 22 | 1.20 | 92.5 |
| 21 | 1.30 | 92 |
| 20 | 1.35 | 91.5 |
| 19 | 1.40 | 91 |
| 18 | 1.45 | 90.5 |
| 17 | 1.50 | 90 |
| 16 | 1.55 | 89.5 |
| 15 | 1.60 | 89 |
| 14 | 1.65 | 88.5 |
| 13 | 1.66 | 88.5 |
| 12 | 1.68 | 88 |
| 11 | 1.70 | 88 |
| 10 | 1.75 | 87.5 |

# Oral Defense Decorum

## The Expediente

1. The committee will certify in writing the results of the defense.
2. One re-examination is allowed.
3. Re-exam is chaired by the OGR Director.

# Evaluation Process

3.7 Oral Defense Grade: **Passed**

1. Committee Chair will clearly verbalize *the expectation/s* prior to final manuscript approval.

2. A *deadline* will be set for submission of the final corrected manuscript.

3. A *copy of the summary report* which consolidates the expectations of the Examination Tribunal will be given.

# Evaluation Process

3.8 Oral Defense Grade: **Failed**

1. The oral examination will be repeated **after** the student completes corrective actions by the examiners.

2. Committee Chair will indicate corrective actions.
   *(further readings, rework of data, or additional coursework)*

3. Candidate must complete the corrective actions and successfully pass the re-examination *(conference type)*.

# Evaluation Process

4.1 Hard Bound Manuscript

1. Traditional Five-Chapter Format

*See Thesis & Dissertation Guideline*

2. Manuscript-by-journal Format

General Introduction *(with references)*
Published Article/s* *(MS/MA=2; PhD=at least 3 or more)*
Summary & Conclusions *(brief)*
Appendix *(raw data)*

# Final Manuscript

## 4.2 Hard Bound Manuscript

Actions following PASSING the Oral Defense

1. Candidate must seek committee signatures for the

    a. Certification of Oral Defense
    b. Certification of Originality
    c. English Editing Certification

# Final Manuscript

## 4.2 Hard Bound Manuscript

**CERTIFICATE OF ORIGINALITY**

I hereby declare that this submission is my own work and that, to the best of my knowledge and belief, it contains no material previously published or written by another person nor material to which to a substantial extent has been accepted for award of any other degree or diploma of a university or other institute of higher learning, except where due acknowledgement is made in the text.

I also declare that the intellectual content of this thesis/dissertation is the product of my work, even though I may have received assistance from others on style, presentation and language expression.

_____
Candidate

Date: _____

_____
Adviser/s

Date: _____

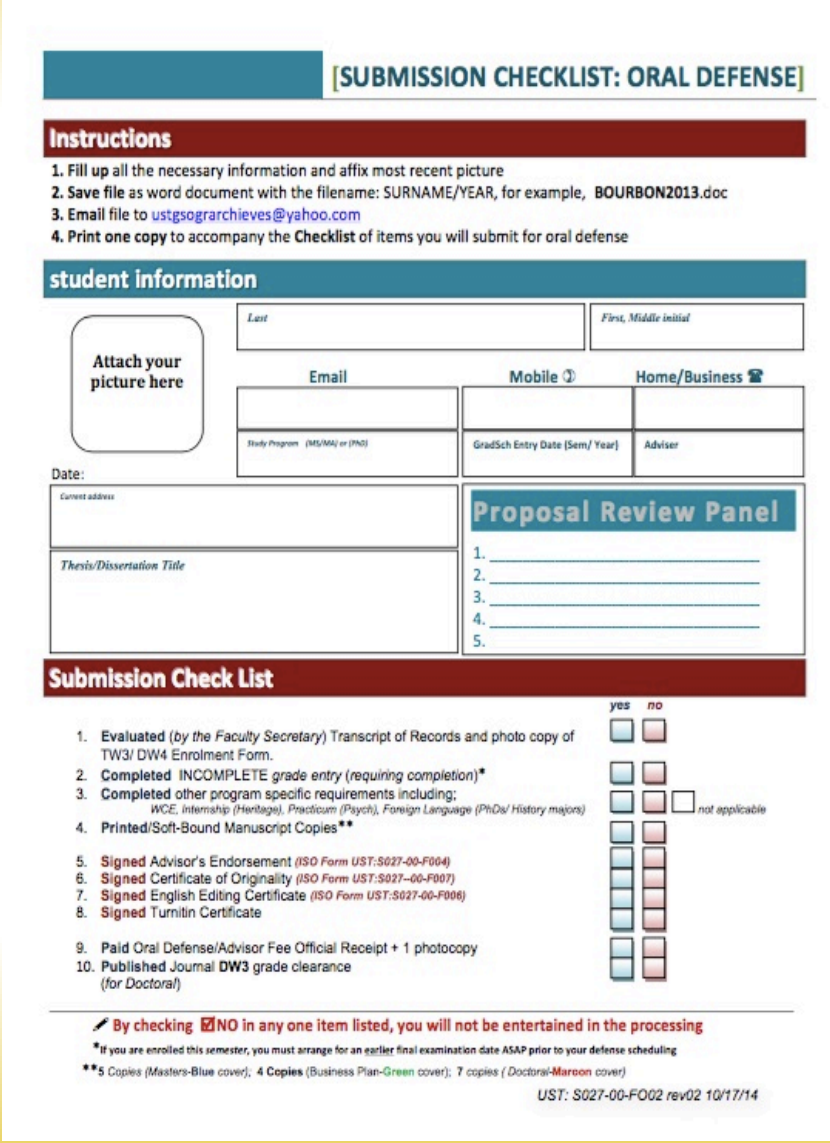
http://graduateschool.ust.edu.ph

# Final Manuscript

## 4.2 Hard Bound Manuscript

Actions following **PASSING** the Oral Defense

## a) Checklist



[SUBMISSION CHECKLIST: ORAL DEFENSE]

**Instructions**

1. **Fill up** all the necessary information and affix most recent picture
2. **Save file** as word document with the filename: SURNAME/YEAR, for example, **BOURBON2013**.doc
3. **Email** file to ustgsograrchieves@yahoo.com
4. **Print one copy** to accompany the **Checklist** of items you will submit for oral defense

**student information**

Attach your picture here

Last | First, Middle initial

Email | Mobile ① | Home/Business ☎

Study Program (MS/MA) or (PhD) | GradSch Entry Date (Sem/ Year) | Adviser

Date:

Current address

Thesis/Dissertation Title

**Proposal Review Panel**

1. _____
2. _____
3. _____
4. _____
5. _____

**Submission Check List**

| | yes | no | |
|---|---|---|---|
| 1. **Evaluated** (*by the Faculty Secretary*) Transcript of Records and photo copy of TW3/ DW4 Enrolment Form. | ☐ | ☐ | |
| 2. **Completed** INCOMPLETE *grade entry (requiring completion)** | ☐ | ☐ | |
| 3. **Completed** other program specific requirements including; *WCE, Internship (Heritage), Practicum (Psych), Foreign Language (PhDs/ History majors)* | ☐ | ☐ | ☐ not applicable |
| 4. **Printed**/Soft-Bound Manuscript Copies** | ☐ | ☐ | |
| 5. **Signed** Advisor's Endorsement *(ISO Form UST:S027-00-F004)* | ☐ | ☐ | |
| 6. **Signed** Certificate of Originality *(ISO Form UST:S027--00-F007)* | ☐ | ☐ | |
| 7. **Signed** English Editing Certificate *(ISO Form UST:S027-00-F006)* | ☐ | ☐ | |
| 8. **Signed** Turnitin Certificate | ☐ | ☐ | |
| 9. **Paid** Oral Defense/Advisor Fee Official Receipt + 1 photocopy | ☐ | ☐ | |
| 10. **Published** Journal **DW3** grade clearance *(for Doctoral)* | ☐ | ☐ | |

By checking ☑NO in any one item listed, you will not be entertained in the processing

*If you are enrolled this *semester*, you must arrange for an earlier final examination date ASAP prior to your defense scheduling

**5 *Copies (Masters-Blue cover)*; **4 Copies** (Business Plan-Green cover); *7 copies ( Doctoral-Maroon cover)*

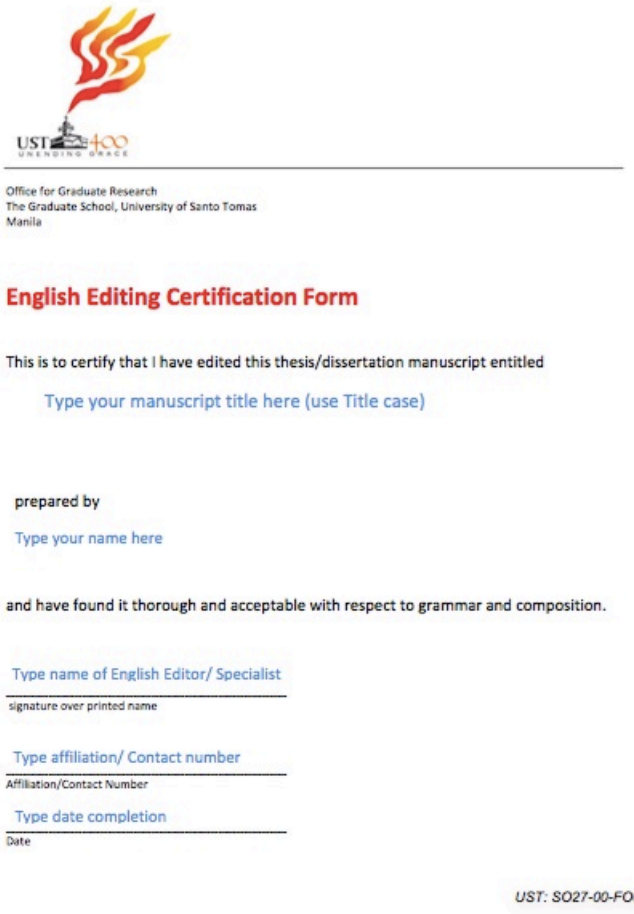
*UST: S027-00-FO02 rev02 10/17/14*

http://graduateschool.ust.edu.ph

# Final Manuscript

## 4.2 Hard Bound Manuscript

c) English Editing Certification



Office for Graduate Research
The Graduate School, University of Santo Tomas
Manila

**English Editing Certification Form**

This is to certify that I have edited this thesis/dissertation manuscript entitled

Type your manuscript title here (use Title case)

prepared by

Type your name here

and have found it thorough and acceptable with respect to grammar and composition.

Type name of English Editor/ Specialist
signature over printed name

Type affiliation/ Contact number
Affiliation/Contact Number

Type date completion
Date

UST: SO27-00-FO06

# Final Manuscript

## 4.2 Hard Bound Manuscript

Actions following PASSING the Oral Defense

2. Final Manuscript format

   (a) one hard bound (Main Library) &
   (b) (b) one soft (PDF file)

3. The OGR Director will compute the candidate's grade point average.

# Ethical Guidelines

All derivatives of the thesis /dissertation include public oral presentations & exhibitions, publications, patents, etc.

The advisor & the Graduate School must be indicated in all derivative forms of the thesis/ dissertation.

**Professional Ethics**

# Useful Tips

1. Know your **examiners.**

2. Prepare a **script** for your presentation.

*Time yourself so that you will stay to the time you are allowed.*

*Practice. Practice. Practice.*

3. Plan with your advisor **well**.

4. Be ready for your presentation *mentally, physically, & academically.*

# Useful Tips

5. Know details of the key study.

*"basis of your investigation"*

6. Familiarize yourself with the larger issues.

*e.g., theoretical framework, basic assumptions, cross cultural perspectives, and paradigm etc.*

7. Have a deep understanding of the nature of your problem.

# Useful Tips

8. Come **presentable** and try to act natural.
9. Understand each question well.

   …*clarify before making any response*

10. <u>Don't ever bluff !</u>

    …honesty matters *next* to mastery.

# Submission Deadlines

## When to submit the TOR, Manuscript and Progress Report (Form #29)?

✓ on or before

Oct. 29, 2015

# Submission Deadlines

Last day of oral defense….
Dec. 9, 2015
(MA/MS = 5 copies;
PhD = 7 copies)

# ALL Graduating Students

Retreat & Baccalaureate Mass

**May 2016**

(MS-5 copies/ Phd- 7 copies)

Solemn Investiture

**May 2016**

# TEAM OGR

# GOOD LUCK

*C☎ll us*:
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ustgsogr@yahoo.com.ph

*visit us*:
**2nd fl., TARC**

*like us*:
**Ustgs Ogr**