

ORAL DEFENSE OF THE MASTER'S THESIS/DOCTORAL DISSERTATION (Reprinted from General Rules for Graduate Programs , OVCAA 1999 and Faculty Manual in UP Diliman, QC, 2003)

ORAL DEFENSE PANEL

After the critic and thesis/dissertation adviser has approved the student's completed draft, they shall officially endorse it for oral defense to the Dean(Oral Defense Form 2).

Master's thesis

The Oral Defense Panel shall consist of at least three (3) to five (5) full-time faculty members who are Master's degree holders except in meritorious cases (Sec 1.2.1). They shall be appointed by the Dean upon the recommendation of the appropriate bodies. A maximum of two (2) out of five or one (1) out of three (3) members of the Master's Oral Defense Panel may come from an academic institution or qualified agency outside the College / Unit or University.

The Master's Oral Defense Panel shall be chaired by one of the panelists other than the Adviser/Co-Adviser.

Doctoral dissertation

The Oral Defense Panel shall consist of at least five (5) to seven (7) members including the research adviser. A maximum of two (2) members of the dissertation Oral Defense Panel may come from an external institution, i.e. outside the Department, College/ University.

The Doctoral Oral Defense Panel shall be chaired by one of the dissertation examiners other than the Adviser/Co-Adviser.

ADMINISTRATION OF THE ORAL DEFENSE

The oral defense must be held in the college/unit at a time* recommended by the Panel, and authorized by the Dean, through channels.(*on or before the deadline set by the College)

The time and place of the Master's/Doctoral defense shall be officially announced by the Graduate Office/Committee concerned i.e., UPCEd Office of the College Secretary at least two (2) weeks before the scheduled oral defense. The schedule of the defense may be changed only upon the recommendation of the Oral Defense Panel, and authorized only by the Dean, through channels.

The oral defense may be held only under the following conditions: (a) the thesis/dissertation manuscript has been received by each member of the Oral Defense Panel at least two (2) weeks before the scheduled examination; and (b) all members of the Oral Defense Panel are present, except for programs that require the inclusion of a foreign Co-Adviser or foreign external examiner. If the latter is absent, he/she shall be required to send his/her comments to the Chair of the Panel who shall integrate this in the final report. If any other member of the Panel is absent, the defense shall be re-scheduled.

The oral defense shall be open to the public, the duration of which shall be left to the discretion of the Panel. The *evaluation and rating of the student's oral defense shall be done by the Panel in a closed-door meeting to be held immediately after the defense. (*The summary of revisions agreed upon by the Panel should be attached to the approval sheet)

RATING

... "Fail" means substantial revisions are required by at least one of the three or two (2) of the five Panel members. Any member who fails the student must specify the reason/s in writing, a copy of which shall be attached to the report of the Panel.

.....

The result of the oral defense must be reported by the panel to the Dean, through channels, within the first working day after the defense.

PASSING OR FAILING THE MASTER'S/DOCTORAL DEFENSE

If a student passes the defense, his/her master's thesis/doctoral dissertation shall be considered approved.

If the student fails the defense, he/she may submit himself/herself to a second oral defense within the prescribed period after the first defense. Failure to pass the second oral defense or to retake it within the prescribed period disqualifies the student from his/her current Master's/Doctoral program, and from being admitted into the Master's/Doctoral programs offered by the same Department/Unit.

The student must submit an unbound copy of his/her *approved master's thesis/doctoral dissertation on or before the deadline set by the UPCEd for the term/semester the defense was scheduled to be included in the list of candidates for graduation to be approved by the UPCEd faculty. (*duly signed by all the members of his/her Oral Defense Panel)