



ATENEIO DE MANILA UNIVERSITY  
LOYOLA SCHOOLS

Office of the Associate Dean for Graduate Programs

12 February 2022

To: LS Graduate Students

From: (Sgd) Anne Lan K. Candelaria, PhD  
Associate Dean for Graduate Programs

Subject: Thesis, Dissertation and Capstone Project Related Deadlines for Second Semester SY 2021-2022

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As we look forward to building a better and more agile online system, we take stock of the many lessons we learned in the past two school years. Particularly for TDCP, we were mindful of the delicate balance we need to achieve between our quality assurance responsibilities and the needs of our students and their mentors.

Last semester, we launched the TDCP Submission and Approval portal - a system embedded in AISIS which aims to streamline and make the last stage of the process more efficient. Our office would like to thank everyone who has given feedback on how we can enhance the efficiency of the system.

For this Second Semester, we would like you to take note of the following:

**1. Optional Consultation for Manuscript Format**

The OADGP offers optional consultations sessions to students in need of assistance in formatting their manuscript. Consultation hours in groups of 5 may be organized for this purpose per term/semester. Sessions for the Second Semester SY 2021-2022 will take place in the last 2 weeks of April. Students may sign up at this link — <https://bit.ly/TDCPApptSlots>.

**2. Revised [Rizal Library Waiver Form](#)**

With the approval of the School Council on October 29, 2021, we will now use the revised Rizal Library Waiver Form. Please take note that for research work that will require publication embargo, graduate students are expected to consult with their adviser/s as to the prescribed length.

**3. Deadlines**

Submission and approval of TDCP can only take place during the official academic calendar of the semester/term.

Oral Defense	Grade Submission	Dean's Approval	ADGP's Approval <sup>1</sup>
Saturday 23 April 2022	Saturday 30 April 2022	Friday 27 May 2022, 5 pm	Saturday 28 May 2022, 12 pm

Note:

1. Submissions not following the technical requirements and required forms will be disapproved.
2. Holy Week Observation - April 11-16, 2022

Consult with your Department/Program and Office of the Deans should they require an earlier deadline for submission and approval. The portal automatically restricts submission and approval after the scheduled deadline for each term/semester.

Students must check their AISIS account and submission dashboard for updates of the approval process. The OADGP will not remind the approvers/students to check their emails and review the submitted documents.

Download and read carefully the revised [Thesis, Dissertation and Capstone Project Guidelines](#) for complete information.

In addition, we would like to invite you to attend the orientation on **February 18, 2022, 3:00 to 5:00 pm**. Click on this [link](#) to register using your OBF email account.

As always, we are extremely grateful for your patience and continued cooperation especially during this time.

Thank you very much.