



Republic of the Philippines
CAVITE STATE UNIVERSITY
 Don Severino de las Alas Campus
 Indang, Cavite

**COLLEGE OF ENGINEERING AND INFORMATION
 TECHNOLOGY**

Department of Agricultural and Food Engineering

**BS AGRICULTURAL AND BIOSYSTEMS ENGINEERING
 RECOMMENDED THESIS TIMELINE**

ABEN 200A. Thesis Capsule

Week of the Semester	TASK	Person Responsible	Remarks
1	Thesis guidelines orientation	Unit RC	<ul style="list-style-type: none"> Faculty Members teaching thesis subjects (ABEN200A – 200C) will coordinate with the Unit Research Coordinator. The Unit Research coordinator will be the overall facilitator of the orientation activity. Date of the last day of capsule defense shall be announced.
2 - 6	Orientation on CvSU Research Thrust and Orientation of OJT	ABEN200A Prof/Inst DAFE Faculty Research Centers of the University	<ul style="list-style-type: none"> Seminar regarding the University research thrust, and possible researchable topics will be conducted The faculty member will share their research conducted and field of research interest.
	Formulation of possible research topics	ABEN200A Prof/Inst	<ul style="list-style-type: none"> The faculty member handling ABEN200A will require the students to submit research topics based on their field of interest.
7	Approval of potential research topic	ABEN200A Prof/Inst	<ul style="list-style-type: none"> The faculty member handling ABEN200A will approve topics that are feasible and in line with the research agenda of the department/college. If multiple research topics will be approved per student. The student must choose only one which he/she will develop a capsule proposal.

8 - 11	Preparation of research capsule for oral review	ABEN200A Prof/Inst DAFE Faculty Members Students	<ul style="list-style-type: none"> • The faculty member handling ABEN200A will provide the faculty profile of the department and their respective expertise to the student. • The student may consult to the potential faculty members specializes in their chosen topics. • The student should prepare a research capsule with the following content: <ul style="list-style-type: none"> a. Introduction <ul style="list-style-type: none"> i. Rationale ii. Significance of the Study iii. Objectives of the Study iv. Time and Place of the Study v. Scope and Limitation of the Study b. Review of Related Literature c. Materials and Methods d. Timeline of the Study/ Gantt Chart e. Line-Item Budget
12	Research Capsule Oral Review/Defense	ABEN200A Prof/Inst Unit RC DAFE Faculty Members Students	<ul style="list-style-type: none"> • ABEN200A Prof/Inst and the Unit RC will schedule an oral review/defense. • Topics will be grouped based on the major research field. • All faculty members are invited most especially on topics related to their expertise. • The students should prepare a 5-to-7- minute presentation.
13	Assign research advisory committee per accepted research capsule	ABEN200A Prof/Inst Unit RC	<ul style="list-style-type: none"> • Unit RC will assign respective research advisory committee (adviser and technical critic) per accepted research capsule. • A student may opt to recommend their own adviser or technical critic to the Unit RC provided the faculty also agreed.
14-17	Approval of Research title and acceptance of research advisory committee.	Students	<ul style="list-style-type: none"> • Students must accomplish research forms 1, 2, and 3.
18	Submission of Research Capsule and Approved Forms	Students	<ul style="list-style-type: none"> • Student must submit the accomplished forms and a copy of their research capsule to the unit research coordinator.

ABEN 200B. Thesis Outline

Week of the Semester	TASK	Person Responsible	Remarks
1	Thesis guidelines re - orientation	Unit RC	<ul style="list-style-type: none"> • The Unit Research coordinator will be the overall facilitator of the orientation activity. • Date of the last day of outline defense shall be announced.
2-6	Submission of Outline draft for the review of Advisory Committee	Student Research Adviser Technical Critic	<ul style="list-style-type: none"> • The draft must be checked by the adviser and technical critic. • Comments and suggestion from the adviser and technical critic shall be adopted by the students. • The adviser and the technical critic should secure that the outline is ready for oral defense. • The student should prepare a research outline with the following content: <ol style="list-style-type: none"> a. Introduction <ol style="list-style-type: none"> i. Rationale ii. Significance of the Study iii. Objectives of the Study iv. Time and Place of the Study v. Scope and Limitation of the Study b. Review of Related Literature c. Materials and Methods d. Timeline of the Study/ Gantt Chart e. Line-Item Budget
7	Thesis Outline Oral Defense/Review	Student Research Panel	<ul style="list-style-type: none"> • Outline can be scheduled earlier than week 15 if approved by the research panel. • The student should request for an oral defense by accomplishing form 5 at least a week before its intended date of oral defense/review. • The student shall provide the panel with a copy of their outline at least 3 days before the defense. • The panel should be at least composed of the following: (a) adviser (b) technical critic (c) unit research coordinator (d) department chairperson (e) at least one (1) other faculty members or consultants that specializes in the research topic to be presented. • Evaluation form will be distributed to the panel members. • The students should prepare a 5-to-7-minute presentation.

8-9	Submission of evaluation	Unit RC Members of the Research Panel	<ul style="list-style-type: none"> • The accomplished evaluation form should be collected by the unit research coordinator. • It should also be shared to the respective students to serve as a basis for revising their research outline. • In the case that the outline defense was scheduled earlier than week 15, evaluation form should be prepared a week after.
10-17	Review and Approval of Thesis Outline	Student	<ul style="list-style-type: none"> • The revised research outline should be checked and further review by the panel members. Routing slip (form 4) should also be signed by the person receiving and reviewing the thesis outline. • If the outline satisfied all the comments and suggestions, the panel could now endorse the outline for approval by signing Form 6 and Outline Approval Sheet (Form 7)
18	Deadline of Submission of Thesis Outline Approved Forms	Student Unit RC	<ul style="list-style-type: none"> • Accomplished forms 4, 6 and 7 as well as the final thesis outline should be submitted to the Unit Research Coordinator.

ABEN 200C. Thesis Manuscript

Week of the Semester	TASK	Person Responsible	Remarks
1	Thesis guidelines re - orientation	Unit RC	<ul style="list-style-type: none"> • The Unit Research coordinator will be the overall facilitator of the orientation activity. • Date of the last day of final defense shall be announced.
2 - 14	Conduct of the Study	Student Research Adviser Technical Critic	<ul style="list-style-type: none"> • Conduct of the study can be done right after the approval of the thesis outline.
	Review of Thesis Manuscript	Student Research Adviser Technical Critic	<ul style="list-style-type: none"> • The student should prepare a draft of the manuscript to be review by his/her adviser and technical critic. • The draft of the manuscript must be checked by the adviser and technical critic. • Comments and suggestion from the adviser and technical critic shall be adopted by the students. • The adviser and the technical critic should secure that the manuscript is ready for oral defense. The objectives stated in their outline has been successfully satisfied by the results.
15	Oral Review/Defense	Student Research Panel	<ul style="list-style-type: none"> • The student should request for an oral defense by accomplishing form 5 at least 1 week before the intended schedule of oral presentation. It can be scheduled earlier than Week 15, if approved by the research panel. • The student shall provide the panel with a copy of their manuscript at least 3 days before the defense. • The panel should be at least composed of the following: (a) adviser (b) technical critic (c) unit research coordinator (d) department chairperson (e) Other faculty members or consultants that specializes in the research topic to be presented can be invited as part of the panel. • Evaluation form will be distributed to the panel members.

16	Submission of Evaluation	Unit RC	<ul style="list-style-type: none"> • The accomplished evaluation form should be collected by the unit research coordinator. • It should also be shared to the respective students to serve as a basis for revising their manuscript . • In the case that the panel identify major revisions for the study, re – defense can be scheduled after satisfying the major revision. • revision.
17 - 20	Review and Approval of Final Thesis Manuscript	Student Research Panel College RC	<ul style="list-style-type: none"> • The revised research outline should be checked and further review by the panel members. Routing slip (form 4) should also be signed by the person receiving and reviewing the manuscript. • Publishable format should be developed by the student. It must be checked for plagiarism using Turnitin. • If the outline satisfied all the comments and suggestions, the panel can now endorse the manuscript for approval by signing form 6 and Outline Approval Sheet (Form 7) • The College RC will provide the researchers a contribution number before signing their manuscript and graduation clearance.
20 (Based on the Univ. Calendar)	Submission of eCopies of the thesis manuscript and Publishable format of the final manuscript	Unit RC Student	<ul style="list-style-type: none"> • eCopies of the approved final manuscript and its publishable format should be submitted to the Unit Research Coordinator. • Hard copies should also be submitted to CvSU printing press for binding.
--	Payment of Thesis Dues/ Submission of final research manuscript for printing/binding	Student	<ul style="list-style-type: none"> • Official OR of the payment for research adviser and technical critic should be submitted to the Unit Research Coordinator. • Printed copy should be submitted to CvSU printing press.
--	Submission of hardbound copy of final manuscript.	Student	<ul style="list-style-type: none"> • Students should submit copy of their manuscript to the following: (a) department (b) college library and (c) university library