FEd Thesis and Dissertation Manuscript Submission Guidelines

As of 16 July 2026

Step	Process
1	Once the student submits their final manuscript, the Program reviews the manuscript and ensures that: a) it follows the style guide based on the Memo CMDPB 2022-009; b) the student has duly signed the manuscript; c) the manuscript title is consistent with the title indicated in the forms approved by the Faculty; d) the permission marking classification has been completely filled out; e) the Turnitin similarity must be 20% or below If necessary, the Program communicates with the student regarding any needed revisions.
2	The student submits the revised final version of the manuscript to the Program.
3	The Program facilitates the sending of the revised manuscript to the Adviser and Panel Members for signature (together with the Certification of Final Thesis Manuscript for Master's programs).
4	Once the manuscript has been completely signed by the panel members, the Adviser submits the student's final grade via AIMS, with the assistance of the Program if necessary.
5	The Program reviews the manuscript and ensures that all required signatories have signed the manuscript.
6	The Program sends both the unsigned and panel-signed manuscripts to the Faculty Office (to: fed@upou.edu.ph, cc: fed-secretary@upou.edu.ph, fed-fsecsupport@upou.edu.ph).
7	The FEd Mailer facilitates the signing of the manuscript by the Dean.
8	Once the manuscript has been signed by the Dean: a) The FEd Mailer notifies the Faculty Secretary's Office for further processing (cc: Program) b) The FEd Mailer will facilitate the signing of the COS by the panel members
9	FSec Support reviews the manuscript for technical compliance.

10	FSec Support endorses both the signed and unsigned manuscripts via email to the Repository Team (cc: student, Program, fed@upou.edu.ph, fed-secretary@upou.edu.ph). Side Note: FSec Support also informs the student of the details related to FOS and University Clearance applications.
11	Once the link identifier has been generated, the FEd Mailer and FSec Support receive an email from the Repository Team for final checking of the uploaded manuscript details.
12	Once the details have been checked, FSec Support informs all concerned units (i.e., student, Program, FEd Mailer, Library, and Repository Team) that the manuscript uploaded to the Repository has been checked and finalized.
13	The FEd Mailer updates the FEd Admin once the COS has been signed for processing of the payment.