



University of the Immaculate Conception
Graduate School Program
Bonifacio St., Davao City

Oral Defense Procedure
Guide for Technical Panel

BEFORE THE ORAL DEFENSE

1. The adviser endorses the student for the oral defense to the program coordinator by sending the following documents:
 - a. Endorsement Form
 - b. Receipt (insert a copy within the endorsement form)
 - c. Similarity Index (15% or less)
 - d. Manuscript
2. Program coordinators assign technical panel members, stipulate the schedule of defense in the endorsement form, and send the approved endorsement to the adviser.
3. The adviser endorses the student to the technical panel members and sends the following documents:
 - a. Approved endorsement (*note* attach the receipt in the endorsement form*)
 - b. Manuscript
 - c. Similarity Index Report (15% or less)

DURING THE ORAL DEFENSE

1. Students should be advised to be at the venue ahead of time. If the oral defense is online, the student should obtain a robust internet connection.
2. Students are given a 7–10 minute presentation for proposal defense and 12-15 for pre-final defense. During the final defense, the full manuscript will be presented.
3. Each panel member will be assigned to a specific section of the paper. However, they can also comment on other parts if necessary. Panel members are encouraged to clarify, comment, or suggest ideas to improve the paper. Panel members can also raise questions for the students to answer to ensure they thoroughly understand their study.

The adviser will take the minutes of the proceedings. The student is also encouraged to take note of the technical panel's suggestions, comments, and recommendations.
4. After the oral defense, the student must be excused from the room. Panel members will deliberate on the results. When deliberation is done, students will be advised to be back in the venue, and the chairman of the technical panel will announce the result.
5. The chairman of the technical panel sends the scoresheet to the student's thesis teacher; a copy is furnished to the program coordinator.



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AFTER ORAL DEFENSE

1. Students request a certificate of oral defense from the graduate school office. Fill out the Google form: [Request for Oral Defense Certificate*](#)
2. Students fill out the routing form based on the minutes of the oral defense proceedings.
Link: [Routing Form](#)
3. Students send the revised manuscript to the technical panel for approval
4. Upon the approval of the technical panel members, the student can proceed to the Ethics Review

Prepared by:

PROGAM COORDINATORS

APPROVED BY

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