

Frequently Asked Questions (FAQ): Printing and Binding of the Thesis by E.C. Cuansing

1. Why do we need to submit hardbound and cd copies of our thesis?

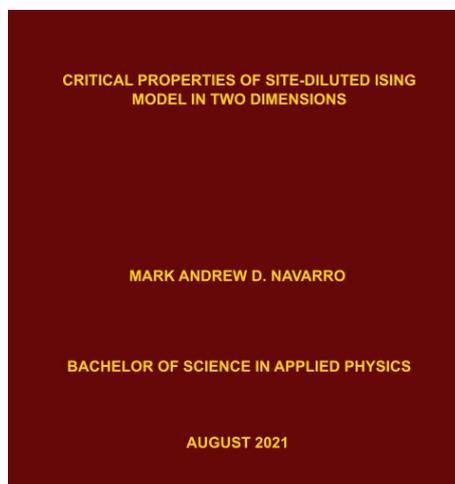
Answer: Submission of the hardbound and cd copies of your thesis is required when you process your clearance from the University. You will need this clearance when you apply for the issuance of your diploma and your transcript of records (among other official University documents).

2. What does a “hardbound” copy of the thesis mean?

Answer: A hardbound copy means that you print your complete and fully signed thesis package. This includes the signed Thesis Action Sheet, a photo during your thesis defense, the thesis defense schedule, the signed Intellectual Property (IP) form, and the signed thesis manuscript. Note that these documents should be printed in “letter” sized paper. The cd copy should also contain the same documents.

3. Is there a format for the binding of the hardbound copy?

Answer: The color of the binding of your thesis must be maroon and the color of the texts should be gold. A sample format is shown below:



Front

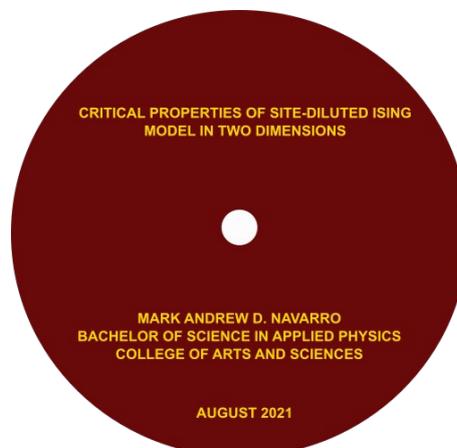


Side

The binding at the back should be plain maroon without any texts.

4. Is there a format for the cover of the cd copy?

Answer: Here is a sample of the cd cover:



5. How many hardbound and cd copies of the thesis should we submit?

Answer: When you process your University clearance, you will need signatures from your adviser, the IMSP, and the CAS College Secretary. Before your clearance is signed, you will be required to submit:

- i. one hardbound copy and one cd copy of your thesis to the CAS College Secretary,
- ii. one hardbound copy and one cd copy of your thesis to the IMSP, and
- iii. one hardbound copy to your adviser.

6. When is the deadline for submission?

Answer: You submit the hardbound and cd copies of your thesis whenever you need to process your University clearance.