



ATENEO DE MANILA UNIVERSITY
LOYOLA SCHOOLS

Office of the Associate Dean for Graduate Programs

23 June 2022

To: LS Graduate Students

From: (Sgd) Fr. Rogel Anecito L. Abais, SJ, STD
(OIC) Associate Dean for Graduate Programs

Subject: Thesis, Dissertation and Capstone Project Related Deadlines and Reminders, SY 2022-2023

As indicated in the memo on [Academic Calendar for School Year 2022-2023](#) released on May 5, 2022 by the Office of the Registrar, we would like to reiterate the deadlines for SY 2022-2023:

A. Deadlines

Oral Defense	Dean's Approval	ADGP's Approval
Intersession Term		
Saturday 9 July 2022	Thursday 21 July 2022, 5 pm	Saturday 23 July 2022, 12 nn
First Semester		
Saturday 5 November 2022	Wednesday 7 December 2022, 5 pm	Saturday 10 December 2022, 12 nn
Second Semester¹		
<i>will join the commencement ceremonies</i>		
Saturday 25 March 2023	Thursday 27 April 2023, 5 pm	Saturday 29 April 2023, 12 nn
<i>will NOT join the Commencement ceremonies</i>		
Saturday 15 April 2023	Thursday 18 May 2023, 5 pm	Saturday 20 May 2023, 12 nn

¹ Holy Week Observation - April 3-8, 2023

B. Reminders

1. Please read and comply with policies and procedures as indicated in the [Thesis/Dissertation/Capstone Project Guidelines](#).
2. Schedule of Oral Defense (*page 17*)
 - The Final Oral Defense should fall within the official academic calendar of the School Year as released by the Office of the Registrar.
 - If the student wishes to submit the final revised copy of the TDCP and other requirements within the submission deadline of a particular semester, the final oral defense should take place on or before the deadline set by the OADGP. This includes students with an approved extension in a particular semester/term.
 - A student whose program does not require a final oral defense of the capstone project enrolls and submits or presents their papers within the deadline of the final oral defense set by the OADGP.
3. Approval of final revised TDCP and other requirements (*page 28*)
 - Students must 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.
 - If the student is unable to secure the approval of all parties concerned on or before the scheduled deadline for the term/semester, the student is required to enroll again in the next semester/term, provided that the student is well within the maximum residency term limit.
4. Students should adhere to the policies and procedures of the Loyola Schools. Students may send their questions/inquiries through email or google chat at adgp.ls@ateneo.edu

Thank you very much.