



PROTOCOLS FOR MATH 200 (UNDERGRADUATE THESIS)
For Second Semester AY 2019 - 2020

In light of the COVID-19 pandemic and the enhanced community quarantine enforced throughout Luzon, there will be NO UNDERGRADUATE COLLOQUIUM this second semester, AY 2019-2020. Additionally,

1. To minimize added stress to the advisees, thesis advisers are requested to be the ones to submit to the examiner the softcopy of their student's thesis.
2. Submission to the examiner is AT LEAST ONE WEEK prior to the intended submission of thesis to CS. This includes the time the examiner/reader will be in communication with the adviser. For example, if the student wants to graduate this semester, the thesis has to be forwarded to the examiner at the latest June 9 to meet the deadline of submission of thesis to CS (June 16).
3. The examiner should acknowledge the receipt of the thesis and will be given one whole week to make the necessary comments. Communications will be between the adviser and examiner.
4. A final softcopy of the thesis, digitally signed by both adviser and examiner, will be emailed to undergradthesis@math.upd.edu.ph for Dr. Arceo's final signature. The format should be as follows:

Email subject: LAST NAME, FIRST NAME, MIDDLE INITIAL, COURSE
In the email body: THESIS TITLE and ADVISER'S NAME
PDF file name format:

LAST NAME, FIRST AND MIDDLE NAME INITIAL s.ay1-ay2_THESIS TITLE
(example: DELA CRUZ, JP 2.19-20_Matrix Decompositions)