

**PROCEDURES FOR WRITING THE MASTER IN POPULATION STUDIES
PRE-PRINT RESEARCH PAPER**

Student	UPPI
1. Student writes the UPPI Director requesting for appointment of pre-print paper adviser and fills out CSSP OGP Form 39	
	2. UPPI evaluates the student's records to ensure that he/she has passed the comprehensive examinations
	3. UPPI designates an adviser and submits CSSP OGP Form 39 to the CSSP Graduate Office
	4. UPPI informs the student the name of his/her pre-print paper adviser and provides a copy of the "Procedures for Writing the MPOPS Pre-print Research Paper"
5. Student writes proposal in consultation with adviser	
6. Student submits 2 copies of the proposal to UPPI (at least 14 days before proposal defense date)	
	7. Adviser submits CSSP OGP Form 37 requesting for thesis proposal defense date schedule and recommends panel members (Note: The form and 2 copies of the proposal should be submitted at least 14 days before proposal defense date.)
8. Student prepares a Powerpoint presentation for his/her proposal defense	
9. Student defends proposal	
	10. Panel members sign result of proposal defense form; UPPI submits the form to the CSSP Graduate Office
	11. UPPI informs the student the result of the proposal defense and provides a copy of the "MPOPS Preprint Paper Research Format Guide"
12. Student makes revisions (if any) on the proposal in consultation with adviser	
	13. UPPI designates a critic and informs the student
	14. Adviser writes the Dean recommending the appointment of a critic
15. Student writes the pre-print paper in consultation with adviser	

Student	UPPI
16. Upon approval by the adviser, student submits to the critic a copy of the pre-print paper	
	17. Critic reads the pre-print paper
18. Student revises the pre-print paper based on the comments and suggestions of the critic	
	19. The adviser and critic endorse the final paper and write a certification of its acceptability addressed to the UPPI Director and request for a schedule of the presentation
20. Student prepares a Powerpoint presentation for his/her paper presentation	
21. Student presents the paper	
	22. UPPI Director informs the Dean in writing that the student has submitted and presented the pre-print paper
23. Student submits 5 bound copies of the paper and an electronic copy of the abstract to the CSSP Graduate Office, and submits a bound copy and an electronic copy of the paper to the UPPI Director's Office (c/o Ms. Nea Santos)	