MBA THESIS MEETINGS RECORD FORM
(For Advisor – To be submitted at the end of the semester)

Name of student: ____________________________ Registration No.: __________
Semester: __________ Credits Registered: __________

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<th>Venue</th>
<th>Purpose</th>
<th>Progress and Comments</th>
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(use additional pages if necessary)

To be filled in by Advisor

Name of Advisor: __________________________________________

Topic of Thesis: __________________________________________

Tentative Letter Grade (Assigned by Advisor*):

*(A+: Excellent; A: V. Good; B+: Good; B/ Satisfactory; C+/C: Not Satisfactory)

Final grade will be assigned after report presentation.

Comments (if any): _________________________________________

Date & Signature of Advisor

Tentative Letter Grade (Assigned by Observer*):

(after report presentation – to be filled by Academic Controller)

Date & Signature of Academic Controller

Final Letter Grade Assigned:

Date & Signature of Program Manager

Please submit this form with copy of final reports in proper format (hard & soft)† by final exam week at the end of the semester
Thesis must be presented in an open forum during final examination week. Advisor must be present.

†2 reports: long & short (2000-2500 words in IEEE format) and soft copies on disk

For Office Use Only

Appointment Letter ______ (signed)
Report ______ (submitted)
Softcopy (final report) ______ (submitted)
Thesis Honorarium ______ (paid)