

## Procedure for Revising the Format of the Design Project Article

### I. Purpose

This procedure establishes the steps that the student must follow to revise the format of the Design Project Article and its final submission. The format of the Article must comply with the instructions described in this document.

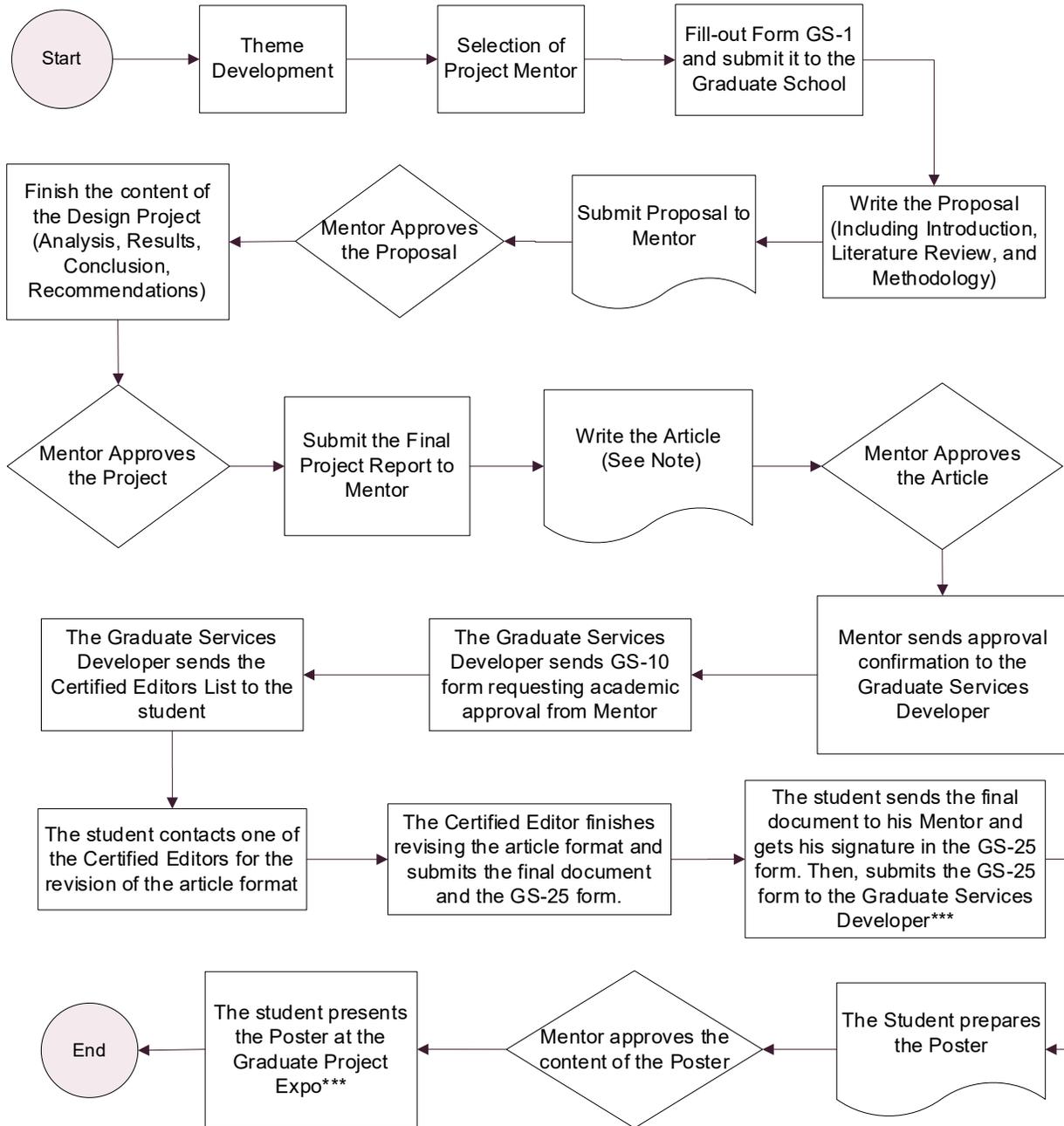
### II. Verification Steps

1. After choosing the Design Project Mentor, the student must fill out and submit the GS1 Form - *Master's Design Project / Thesis Supervision* to the Graduate School.
2. The student must work on the Article (proposal) following the Mentor's advice. When the Mentor finishes reviewing the Article (does not ask for more changes), the student sends the final document to the Graduate Services Developer with the Mentor's approval confirmation. Then, the process of revising the Article writing format continues.
3. The Graduate Services Developer sends the list of Certified Editors to the student. The student contacts and engages the services of a Certified Editor for the revision of the article format and pays the cost.
4. After revising the article format, the Certified Editor will send the final document to the student and a copy to the Graduate School staff. The Certified Editor will also send the GS-25 Form duly completed and signed. Upon receipt of the GS-25 Form signed by the Certified Editor, the student must send the Form and get the required signature from the Mentor. Then, the student signs the GS-25 Form and finally submits it to the Graduate School personnel.
5. Final date for submitting the Article is in the Trimester Academic Graduate Calendar - Important Dates for Graduate Students published by the Graduate School Deanship. The student who does not meet this deadline will not receive the degree certification in that trimester (and will be certified in the next academic trimester).

The Graduate Student who submits the Article to the Graduate School as part of his or her degree requirements must comply with the following:

- Submit the GS-1 Form duly completed and signed by the mentor.
- Submit the GS-25 Form (*Design Project Editing and Format Certification*) duly completed and signed by the editor, the mentor, and the student.
- Has paid the Graduation fee.
- Submit the Article revised by the Certified Editor and according to the *Guidelines for the Design Project Article*.

## Steps for Design Project Students



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\*\* GS-10 Form is for the exclusive use of the Graduate School and the Project Mentor.

\*\*\* See deadlines in the Academic Graduate Calendar – Important Dates for Graduate Students.

**Note:**

The GS-1 Form, the Design Project Article Guidelines, and the Poster Guide are in <https://www.pupr.edu/graduateschool/>