



UNIVERSITY OF
SOUTHEASTERN
PHILIPPINES

Graduate School Manual

2010

Preface

This manual is developed to provide faculty, staff and students of the Graduate School relevant information regarding graduate education. Specifically, it spells out the policies, rules and regulations necessary for the orderly and smooth operation of graduate programs of various colleges of the University.

It is envisioned that the contents of this manual will provide Deans, Department Chairs and Program Heads meaningful and effective implementation of policies and standards that guide graduate students in their pursuit of knowledge and advanced education.

The office of the Vice President for Academic Affairs acknowledges the invaluable efforts of the following members of the Committee: Engr. Val A. Quimno, Forester Ronald B. Jayectin, Prof. Dennis A. Alonzo, Dr. Patricia O. Elbanbuena, Dr. Annweda C. Mina, Dr. Magdalena S. Licas , Dr. Ireneo P. Amplayo and Engr. Ricardo Forbes L. Abear.

Acknowledgement is also due to Dr. Velma S. Labad and Prof. Myrna E. de Los Santos for editing this handbook.

Furthermore, our sincerest gratitude to the University Council headed by the University President Dr. Perfecto A. Alibin, for the untiring support and encouragement.

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Republic of the Philippines
UNIVERSITY OF SOUTHEASTERN PHILIPPINES
Graduate School Division
Obrero, Davao City

Graduate School Manual

Chapter 1. Preliminary Matters

Article 1. These policies, rules and regulations shall be known as the University of Southeastern Philippines (USEP) Graduate School Manual.

Article 2. Graduate School refers to the Graduate Studies Department or Advanced Education Department of any academic unit of the University. Advanced Education courses lead to a Certificate Title, Diploma, Masteral and Doctoral degree.

Article 3. A Graduate Program is any graduate degree course offered in a College or in an Academic Unit.

Chapter 2. Graduate Faculty

Section 1. Composition

Article 4. The Graduate Faculty of USEP is a group of faculty members with academic rank of at least Assistant Professor. They have equal rights, privileges and responsibilities in the formulation and implementation of the graduate programs. Faculty teaching in the Masteral Programs must be at least Masteral degree holders and those in the Doctorate degree programs, Doctoral degree holders.

Article 5. The Graduate Faculty are categorized as: *Regular* and *non-regular*.

- 1) Regular members are those faculty hired on full time basis and whose appointments are either permanent or temporary.
- 2) Non-regular members are Professional Lecturers, Senior Lecturers, Lecturers, Professor Emeritus, Visiting Faculty, Adjunct Faculty, and Affiliate Faculty. They are retained based on their expertise and the needs of the College.

Section 2. Appointment of Graduate faculty

Article 6. Recommendations for appointment as Graduate Faculty shall be initiated by the Department Chairs/Program Heads, and endorsed and recommended by the Dean to the President.

Section 3. Functions, Duties & Responsibilities

Article 7. The Graduate Faculty of USeP shall perform the four (4) functions namely: (1) *instruction*, (2) *research*, (3) *extension*, (4) *production*

Chapter 3. Graduate School Academic Advisory Council

Section 1. Composition

Article 8. The members of the Graduate Faculty of each College offering graduate programs shall comprise the *Graduate School Academic Advisory Council (GSAAC)*.

Section 2. Function

Article 9. The GSAAC shall perform the following functions:

- 1) Formulate policies and guidelines governing the Administration of Graduate Programs and Operations of the Graduate School;
- 2) Review curricular and other matters for endorsement to the graduate faculty;
- 3) Advise the President through the Dean and VPAA new directions and problems in graduate education and suggest administrative measures for coordination, direction and growth of graduate programs in the University; and
- 4) Exercise regulatory jurisdiction over all graduate programs including recommendation to the Board of Regents (BOR) through the University Council the institution, revision or abolition of graduate courses and programs, and the admission, retention and graduation of students.

Chapter 4. Officers of the Graduate School

Section 1. Dean

Article 10. The graduate school of each college shall be headed by a Dean who shall be the Executive Officer of the graduate faculty.

Article 11. The Dean shall perform the following functions and responsibilities.

- 1) Presides over the meetings of the faculty of his/her unit;
- 2) Supervises the administration of all affairs and activities of his/her unit, including the admission and classification of students;
- 3) Sees to the orderly behavior and discipline of students, faculty members, and employees within and outside the University;
- 4) Takes full responsibility for all the publications of his/her unit;

- 5) Initiates disciplinary measures against personnel of his/her unit in accordance with existing rules;
- 6) Acts as ex-officio member of all committees of his/her unit; and
- 7) Submits annual or periodic reports as well as other reports which the President may require.

Section 2. Associate Dean

Article 12. Colleges or academic units with at least 300 graduate students or with at least seven graduate programs shall have one (1) Associate Dean.

Article 13. The Associate Dean shall assist the Dean in the implementation of policies, rules and regulations of the graduate school. He/She shall be designated by the President upon the recommendation of the Dean.

Article 14. The Associate Dean shall perform the following functions:

- 1) Takes the minutes of meetings and keeps records of the GSAAC;
- 2) Assists the dean in the preparation of announcements and reports as may be required by the VPAA and the President;
- 3) Supervises the preparation of the annual budget and requisitions of the graduate school;
- 4) Supervises the monitoring of student records and graduation requirements;
- 5) Assists in the administration of comprehensive examinations;
- 6) Facilitates academic activities of the Graduate faculty, such as review and evaluation of Graduate degree programs, courses, materials, and methods of instruction and academic requirements; and
- 7) Performs other duties that may be assigned by the Dean.

Section 3. Department Chairs/ Program Heads and Graduate Admission Committees

Article 15. Department Chairs shall be designated by the President upon recommendation of the Dean.

Article 16. Department Chairs shall supervise degree programs of each academic unit with at least 100 students or if enrolment does not warrant, he/she must have under his/her supervision at least three (3) programs.

Article 17. The Department Chair shall perform the following functions:

- 1) Circulates within the department communications forwarded by the Dean;
- 2) Processes applications and credentials for admission and other information of interest to the graduate faculty.
- 3) Endorses recommendations and proposals of the graduate faculty to the Dean;
- 4) Submits annual or periodic reports as well as other reports which the Dean may require;
- 5) Presides over meetings of the faculty of his/her department;
- 6) Supervises the administration of all affairs and activities of his/her department;
- 7) Reviews curricula, evaluates students, markets academic programs, and initiates academic/ intellectual discussions with faculty.

Article 18. Each graduate degree program shall have a Department Admission Committee (DAC) composed of at least three (3) graduate faculty members designated by the Dean upon recommendation of the Associate Dean. The Associate Dean shall serve as an Ex-officio Chair.

Chapter 5. General Policies of the Graduate School

Section 1. Admission

Article 19. Applicants for admission to graduate work for the Masteral degree must be holders of an appropriate Bachelor's degree or its equivalent from any recognized institution. For the Doctoral degree, applicants must have an appropriate Masteral degree or its equivalent from any recognized institution.

Article 20. The DAC shall evaluate the academic credentials of applicants and interview these to determine their acceptability for admission to the graduate program on the basis of the program admission policies approved by the GSAAC. The Department Chairs shall endorse the result of the evaluation to the Dean.

Article 21. All applicants shall satisfy other requirements of the program. They shall also satisfy the department requirements of the Office of Admission and Student Records (OASR).

Article 22. Foreign students applying for admission shall comply with all the requirements for overseas study. A TOEFL (Test of English as a Foreign Language) score of 460 is required for students who graduated from educational institutions which medium of instruction is not English. They shall meet the academic standards for admission set by the college. If found below competency level, students shall be required to take intensive English or Advanced English Enhancement courses. In the absence of TOEFL score, the applicant shall take the English Proficiency Test administered by the University Guidance and Testing Office (UGTO).

Section 2. Registration

Article 23. Students shall enroll in person. Proxies are granted only on a case-to-case basis or for meritorious reasons. Students are considered officially enrolled upon completion of the enrollment process which includes advisement, payment of fees and registration.

Article 24. Students are allowed to take a maximum load of twelve (12) units per semester. However, students enrolled in special programs are allowed to take a maximum load of only nine (9) units. Students may enroll additional subject(s) not included in the curriculum but prepare them for the degree they pursue. The same subject(s) shall not be considered in the computation of a student's GPA.

Article 25. Graduate students who simultaneously enroll in two educational institutions (in case of cross enrollment) shall first seek approval of the Dean upon recommendation of the Department Chair.

Article 26. Simultaneous enrollment in two different graduate programs offered by the University or another University/College is strictly prohibited.

Section 3. Transfers of Credits

Article 27. A student whose application for admission has already been approved and has duly matriculated may apply for transfer of credits upon:

- 1) Presentation of credentials showing that he/she has earned courses from another institution equivalent to those given in the graduate school for which credit is sought;
- 2) Validation of units earned from other graduate schools is subject existing policies of the University. Students who transferred from one college to another within the University shall not be subject to validation;
- 3) For the Masteral degree, a maximum of eighteen (18) units earned in other graduate schools by a transferee may be validated for transfer credits;

- 4) For the Doctoral degree, a maximum of twenty four (24) units earned in other graduate schools by a transferee may be validated for transfer credits;
- 5) A student who lacks six (6) units to complete his/her academic requirements shall not be allowed to transfer to another college within the University to finish his/her program; and
- 6) No student shall cross enroll or transfer to another college without approval from the Dean of the college last attended.

Article 28. Application for transfer credits shall be filed with the graduate school during the first semester of residency.

Article 29. No credit shall be given for work that has been credited to other degrees. Unless, units to be credited were taken within seven years for the Masteral degree and nine years for the Doctoral degree programs prior to admission to the new program.

Section 4. Provisional Status

Article 30. Provisional status may be granted to a student who lacks the transfer credentials (Honorable Dismissal with Informative Copy of the Transcript of Records) *provided*, he/she makes up with the deficiencies within one year. Non-compliance of this requirement shall be considered ground for non-admission in the succeeding semester and renders units earned in the previous semester/s null and void. Credits earned during a students provisional status shall be certified by the Registrar upon receipt/ submission of the honorable dismissal and official transcript of records.

Article 31. Applicants who are admitted under provisional status shall become regular students after submission of all requirements to the registrar.

Section 5. Dropping of Subjects

Article 32. For cause, a student shall be allowed to drop the courses enrolled with the consent of his/her Professors, duly approved by the Department Chair and the Dean, subject to the following conditions:

- 1) A student who drops a subject shall accomplish the prescribe form of the University;
- 2) A student who drops a subject on or before the mid-term shall have his/her records marked with "AW" (Authorized Withdrawal) and shall be considered dropped;
- 3) A student who drops a subject after the mid-term shall earn a failing grade or "5.0"; and
- 4) A student who drops a subject without official approval shall have his/her records marked "UW" (Unauthorized Withdrawal) and automatically gets a grade of 5.0.

Section 6. Disqualification

Article 33. A student shall not be re-admitted to a degree program for any of the following reasons:

- 1) Failure to maintain a minimum GPA of 1.75 for a doctoral degree and 2.0 for the masteral degree in any given semester;
- 2) Obtaining a grade of 5.0 in two courses or equivalent to six units;
- 3) Failure in a comprehensive re-examination; and
- 4) As a result of a disciplinary action where the penalty imposed are dismissal and/or expulsion.

Section 7. Substitution

Article 34. Substitution of a subject maybe allowed in any of the following instances;

- 1) A student who pursued a curriculum that has been superseded by a new one but the substitution is in line with the new;
- 2) Conflict of schedule between two required courses in the case of graduating students; and
- 3) When the required subject is not offered.

Section 8. Attendance

Article 35. The rules on attendance shall be enforced in all graduate classes. A student shall automatically be dropped from his/her class when the number of hours lost by absence reaches 20% percent of the total number of hours required by his/her course. If majority of the absences are unexcused, he/she shall be given a grade of "5.0. Time lost by late enrolment shall be considered as time lost by absence.

Article 36. Excused absences are for the time missed only. All class works and activities during the absence shall be made up for and considered satisfactory by the Professor.

Section 9. Withdrawal from the University

Article 37. A student reserves the right to have his name withdrawn from the roster of the University by accomplishing an official withdrawal form from the OASR. He/She shall surrender his/her ID card and shall be given a certificate of eligibility to transfer, provided all accountabilities to the University shall have been settled.

A student who withdraws from the University without going through the official withdrawal process shall have his/her registration privileges suspended. Further, he/she shall be liable for unpaid authorized fees.

Section 10. Refund of Fees

Article 38. Only tuition and fees based on 100% payment, shall be refunded in accordance with the following prescribed schedules and regulations:

- a) Within one week from the opening of classes.....70%
- b) Within two weeks from the opening of classes.....50%
- c) Within three weeks from the opening of classes.....30%
- d) Within four weeks from the opening of classes.....20%

Article 39. After the fourth week or 30 days after the opening of classes, refund of tuition and other fees is strictly disallowed.

Section 11. Leave of Absence

Article 40. A student shall file a Leave of Absence (LOA) not exceeding two semesters. The Dean approves the leave of absence as recommended by the Department Chair. Extension to the maximum residency rule (MRR) shall not be granted if a student fails to apply for a leave of absence. A student who shall not have finished within the MRR plus one year extension shall enroll 6 units of foundation courses and 6 units of specialization courses.

Article 41. A student who falls under any of the following conditions and re-enrolls after a lapse of seven years for the Masteral degree and nine years for the Doctoral degree from the date of first enrollment, shall be evaluated based on the curriculum in force at the time of re-enrollment.

- a. Lacks course work;
- b. Completed course work; and
- c. Lacks thesis/ dissertation.

Section 12. Grading System

Article 42. The USEP grading system uses the number grades in multiples of 0.25 from 1.0 to 5.0 where 1.0 is the highest and 3.0 is the lowest passing grade. A student who fails in two courses equivalent to six units (6 units) in a semester shall not be re-admitted to the program.

Rating		Numerical Equivalent		Interpretation
1.0	–	98–100	–	denotes marked excellence
1.25	–	95–97	–	denotes outstanding
1.5	–	92–94	–	denotes very good work
1.75	–	89–91	–	denotes very satisfactory work
2.0	–	86–88	–	denotes quite good work
2.25	–	83–85	–	denotes good work
2.5	–	80–82	–	denotes satisfactory work
2.75	–	77–79	–	denotes moderately satisfactory work

3.0	–	75–76	–	denotes passing
5.0	–	below 75	–	signify failure. It requires re-enrolment and repetition of the course
INC			--	indicates that course work requirements have not been completed

Section 13. Removal of INC Grade

- Article 43.** An INC grade is given to a student whose class standing throughout the semester is passing, but fails to take the final examination or fails to complete other course requirements due to illness or other valid reasons. Thereupon, a special examination or completion of requirements shall be given to him/her by the faculty concerned. In the absence of the faculty concerned, the Department Chair shall facilitate the completion.
- Article 44.** In case the class standing is not passing, and the student fails to take the final examination for any reason, a grade of “5.0” is given.
- Article 45.** INC is also given for work that is of passing quality but some parts of which for good reason, are unfinished.
- Article 46.** The INC must be removed within the prescribed period of one year; otherwise, it shall be converted to a grade of 5.0 by the Registrar.
- Article 47.** A student who has received a passing grade in a given course is not allowed to take a re-examination for the purpose of improving his/her grades.
- Article 48.** Students who are not in residence shall pay the residency fee on top of the removal fee for the completion of his/her INC grade.

Section 14. Change of Grades

- Article 49.** No faculty member shall change any grade after the report of ratings shall have been filed with the secretary of the college or with the OASR. In exceptional cases, like an honest error has been committed, the faculty concerned may request authority from the GSAAC to make the necessary change/s. *In addition*, the faculty member shall affix his/her signature for any erasure or correction done on the report of ratings.

Section 15. Submission of Grades

- Article 50.** Every faculty member shall submit his/her report of ratings not later than ten (10) working days after the last day of the final examination period.
- Article 51.** Grading sheets should be submitted to the secretary of the college who shall immediately forward the same to the OASR after the Dean shall have affixed his signature.

Article 52. A clear copy of the class records and the report of ratings shall also be submitted and filed in the College. This is for reference purposes in cases of inquiry regarding computation and incomplete grades.

Section 16. Penalties for Late Submission of Grades

Article 53. In case a faculty member fails to submit the report of ratings during the prescribed period without valid reason, the following penalties shall be imposed upon recommendation of the Dean and/or Registrar subject to the approval of the President:

- a) A penalty of fifty pesos (Php50.00) per subject per day of delay is imposed on a faculty member payable to the University; and
- b) The salary for the last quincena of the semester, overload, and other monetary benefits of the faculty concerned shall be withheld until a clearance from the OASR/Registrar is secured.

Article 54. The Department Chairs, College Secretaries and Deans are enjoined to exert all efforts to enforce compliance of the rules regarding deadlines for submission of grades as well as the recommendation for graduation of students.

The Dean shall report to the President, faculty members who repeatedly fail to meet deadlines for the submission of grades. The delinquency shall be entered in the personnel records of the erring faculty members after due process shall have been undertaken.

The procedure for the imposition of penalty shall be:

- a) Notification of deadline, including request for explanation.
- b) Report of delinquency from the Dean; and
- c) Ordering imposition of the penalty.

Section 17. Special Classes in the Graduate Program

Article 55. For courses under the regular offering of the program in a semester, the minimum class size is fifteen (15) for basic/foundation/core courses and ten (10) for major/specialization/courses. If the number of enrollees is less than the required size, the course may still be offered as a special class, in which case, the enrollees in the subject shall prorate among themselves the aggregate payment of tuition fees equivalent to the required number of students.

Article 56. In some cases, a subject may not be part of the regular offering in a semester but the students, especially those who failed in that course or have lagged behind due to leave of absence, may request the same to be offered. In this case a minimum class size of twenty five (25) students shall be required for the offering of the course. If the number is insufficient, the course may still be offered *provided* the enrollees shall equally share the amount of tuition and other

obligatory fees equivalent to the amount accrued from the required number of students.

Article 57. The request for special class shall be approved by the VPAA upon the recommendation of the Dean.

Article 58. Students shall pay their special class accounts in full upon enrolment which shall be done by group for every subject approved. In this instance no privilege like free tuition and other fees shall be given to scholars and dependents who enroll in the subject.

Section 18. Tutorial Classes in the Graduate Programs

Article 59. Courses under the regular offering of any graduate program with less than five (5) enrollees, may still be offered on the following conditions:

- a) The Faculty who shall handle the course is willing to teach even if he/she does not earn credit for the load. However, such teaching assignment shall still be reflected in his/her semestral report of teaching load.
- b) The student/s shall pay Four Thousand Pesos (Php4,000) as tutor's honorarium payable during the adding/dropping period through College Secretary. The students shall officially enroll the course and pay the regular tuition and other fees.

Chapter 6. Master's Degree General Rules and Requirements

Section 1. Official Plan of the Study

Article 60. After the first semester of residence or after earning twelve (12) units of course work, a regular student in consultation with the Department Chair shall draw up a proposed plan of study which includes a detailed listing of courses and transfer of courses, if any. The proposed plan of study shall be endorsed and recommended by the Department Chair to the Dean. Upon approval, this becomes the students' official program of study and shall be fulfilled in detail to meet graduation requirements.

Article 61. A student who needs to revise the official plan of study may file a request for revision from the Dean, upon recommendation of the Department Chair. Any change in the official program shall first be approved before courses are deleted, added or replaced.

Section 2. Grade Requirement

Article 62. A Masteral degree student must obtain a weighted average grade of "2.0" or better in all courses required for the degree.

Section 3. Residency Requirement

Article 63. Masteral students must complete all requirements for the degree within seven (7) years. This shall include the two semesters allowable leave of absence.

Section 4. Comprehensive Examination

Article 64. Upon the evaluation of the Department Chair and with the concurrence of the Dean, students enrolled in the Masteral programs and who obtained a GPA lower than **1.25** are required to take the pre-thesis comprehensive examination. Those with GPA of **1.25** or better shall be exempted from taking the pre-thesis comprehensive examination.

Students shall submit to the office of the Dean, through the Department Chair a letter of intent to take the comprehensive examination. He/she shall attach thereto his/her grades duly certified by the registrar one month before the scheduled comprehensive examination.

Article 65. The comprehensive examination shall be given in the 2nd week of May, and 3rd week of September, or at the discretion of the Dean subject to the availability of the University resources.

Article 66. The fee for the comprehensive examination is Php600.00 per student and shall be paid to the Secretary of the College.

a) Incentives for committee members per student shall be as follows:

<i>Chair</i>	<i>P200.00</i>
<i>1st member</i>	<i>P200.00</i>
<i>2nd member</i>	<u><i>P200.00</i></u>
	<i>P600.00</i>

Article 67. The Dean upon receipt of the final list of examinees shall organize a team of three (3) professors with one of them as Chair and the two (2) others as members. They shall be issued Special Orders and shall draft the comprehensive examination questions and the corresponding prototype answers.

Article 68. The examination question on the two areas –Foundation/ Core courses and Major/ Specialization courses with the corresponding prototype answers shall be prepared twenty (21) days before the scheduled examination. The same committee shall check the examination papers.

Article 69. The Department Chair shall conduct an orientation within fifteen (15) days before the scheduled examination. This is to provide candidates with guidelines on the conduct of the comprehensive examination, i.e. format, grading system and the list of various content domains the examination covers.

- Article 70.** To maintain objectivity of judgment, the name of the examiners and the examinees, shall be held with utmost confidentiality.
- Article 71.** To become member of the comprehensive examination panel, a Professor shall have at least taught in the masteral program for one semester directly preceding the final schedule of examination.
- Article 72.** The mechanics of the administration of the comprehensive examination shall be determined by the College.
- Article 73.** Anyone caught in the act of cheating in any form shall automatically be disallowed from further taking the current examination and gets a failing mark for that exam. A repetition of the same act shall be dealt with in accordance with existing policies on student discipline. In this instance, utmost prudence shall be observed to keep the issue from public scrutiny.
- Article 74.** To pass the comprehensive examination, the candidate shall obtain at least 60% percent rating which is equivalent to a grade of 3.0.
- Article 75.** A student who fails the comprehensive examination may apply for re-examination not earlier than one month but not later than one year after the first examination. The re-examination shall be on the areas where he/she failed. If the student fails the re-examination, he/she shall be debarred permanently from the program; however, he/she shall be issued a certificate of completion by the Registrar.
- Article 76.** The result of the panel's evaluation indicating both the examinees' scores and descriptive equivalent shall be forwarded to the Dean's office for appropriate identification. The Dean's office shall officially inform the examinees about the result of the examination within three (3) days after receiving the panel's evaluation. The committee's decision is final.
- Article 77.** A student, who believes that his/her failure on the comprehensive examination was due to procedural error or palpable injustice, may file a written appeal to the Department Chair. The written appeal shall be duly notarized and shall specify the nature of the perceived injustice. The same shall be filed within fifteen (15) days from receipt of the report of rating. The Department Chair, in turn, shall conduct initial investigation within seven (7) days upon receipt of the appeal to find out if there is sufficient basis for the appeal. If the appeal is complete in form and substance, the Department Chair shall endorse the complaint to the Standing Appeals Committee (SAC) of the College created by the Dean in consultation with the Department Chairs.

The SAC shall meet to evaluate the appeal. They shall render decision in writing within fifteen (15) days from receipt of all documents and shall furnish the student, the Department Chair, and the Dean copies of such decision.

Both parties are entitled to one motion for reconsideration to be filed within fifteen (15) days upon receipt of an adverse decision. The SAC is given fifteen (15) days to dispose the issue with finality.

Section 5. Masteral Thesis

Article 78. After completing all academic requirements and passing the comprehensive examination, a student shall write a thesis on a particular research problem.

Article 79. A Thesis Advisory Committee shall be composed of four (4) members namely: Adviser, Chair, and two (2) members who shall sit both in the outline and final defenses. A faculty member with non-thesis Masteral degree is disqualified from membership to the Thesis Committee.

Article 80. Guidelines on thesis writing include the following:

- 1) The candidate with the assistance of his/her Department Chair shall select his/her adviser and panel members from the qualified faculty of the University.
- 2) An adviser should come from the University, except in some cases when a co-adviser from outside is necessary.
- 3) The Department Chair shall see to it that advisers must be experts on the topic their advisees have chosen. He/She shall see to the equitable assignment of advisees to qualified faculty members in the Department. In no case shall a faculty member be adviser to more than three (3) students per semester except in cases where the service and expertise of the faculty is very necessary.
- 4) The Department Chair shall see to it that the selection of Committee members is done carefully in relation to the research topic being pursued. As much as possible, resident faculty shall be given priority in thesis membership except in cases where the service of a visiting faculty is necessary. Only one visiting faculty shall be allowed to sit in the committee.
- 5) No changes shall be made in the composition of the Committee members except in cases where the Adviser/Committee member resigns or withdraws. In this case, the reconstitution shall be approved by the Dean upon the recommendation of the Department Chair.
- 6) The student and the adviser in agreement with the Committee members shall determine the schedule of the proposal and final defenses. In no case, shall the final defense be later than three (3) weeks before the submission of bound copies.

- 7) Committee members shall be furnished each a copy of the manuscript at least three (3) working days for outline defense and five (5) working days for final defense prior to the scheduled defense.
- 8) In case a Committee member is absent during a scheduled defense, the Dean shall have the authority to re-schedule the conduct of the defense or designate a replacement depending on the circumstances.
- 9) The student should follow the prescribe thesis format. A College may also impose additional requirements, i.e. presentation of theses/dissertation output to Local/ National/ International Fora to improve quality of research.
- 10) A thesis outline shall be approved first by the Thesis Committee before actual research shall be done. The Chairman of the Thesis Committee shall furnish a copy of the proceedings of the proposal and final defenses to the Associate Dean for record keeping.
- 11) The adviser shall require the student to have his/her manuscript critiqued and edited by a reader/editor.
- 12) Five bound copies and two electronic copies of the thesis manuscript shall be submitted to the Dean's office of the graduate school not later than the following deadlines:
 - a) For summer and first semester graduates – one day before the date of enrolment.
 - b) For second semester graduates – one week before the scheduled commencement exercises.

Article 81. Copies of the bound thesis manuscript shall be distributed to the following: National Library, University Library/College Library, College Registrar, and Dean. Additional copy maybe required by the College. E-copies shall be submitted to the College Library and Research Division.

Article 82. Thesis defense incentives for the Committee members shall be:

<u>Committee</u>	<u>Outline Defense</u>	<u>Final Defense</u>
Adviser	2,500.00	2,500.00
Chairman	2,000.00	2,000.00
1 st Panel Member	1,500.00	1,500.00
2 nd Panel Member	<u>1,500.00</u>	<u>1,500.00</u>
	Php 7,500.00	Php 7,500.00

Article 83. Once enrolled in thesis writing, a student shall enroll residency every semester until the final submission of the thesis manuscript. A student pays a residency fee and other required fees.

Article 84. The rating for the thesis/ dissertation shall be based on approved rubrics. It shall have numerical rating in accordance with Section 12 Article 42 of this Manual.

Section 6. The Thesis/ Dissertation Advisory Committee

Article 85. The Adviser shall:

- 1) Assist the researcher from the conceptualization to the finalization of the paper;
- 2) Guide the researcher on the format, substance and other technicalities and mechanics of the paper;
- 3) Decide whether the paper is ready for outline and for final defense;
- 4) Monitor the entire process of the research endeavor; and
- 5) Record the proceedings of the defense.

Article 86. The Chair shall:

- 1) Make himself/herself available for consultations;
- 2) See to it that the suggestions of the members of the Committee are fully effected;
- 3) See to it that proper decorum is observed in the conduct of the defense;
- 4) Preside over the defense and provide an effective system of deliberation; and
- 5) Consolidate the ratings of the Committee members and inform the candidate of his/her rating.

Article 87. The Members shall:

- 1) Make himself/herself available for consultations;
- 2) Actively participates in examining the manuscript;
- 3) Rate the performance of the candidate during the defense; and
- 4) Decide the acceptability of the manuscript.

Article 88. The Associate Dean:

- 1) Recommends the final constitution of the Thesis/Dissertation Committee to the Dean.

- 2) Recommends appointments of the Adviser, Co-Adviser (if applicable), and members of the thesis/dissertation committee to the Dean.

Article 89. The Dean:

- 1) Approves the final composition of a Thesis/Dissertation Committee;
- 2) Observes the proceedings of thesis/dissertation outline/final defenses if deemed necessary, and may call for a post defense conference with the panel members to share with them his observations and suggestions for the improvement of the manuscript; and
- 3) Accepts a thesis, except when he/she sits as member or adviser in which case the VPAA shall be the accepting authority.

Article 90. Meritorious Thesis/Dissertation Award Criteria

A. Pre-Qualification Requirements

- 1) A student shall have a General Point Average (GPA) of 1.25 or better (equivalent to 95% or better).
- 2) In the computation of the GPA, all grades obtained in all academic courses in the program pursued shall be included.
- 3) The candidate shall have been in residence of the University for a maximum of three (3) years for the masteral program and five (5) years for the doctoral program with continuous enrolment.
- 4) In each semester of residence, the candidate shall have taken an academic load of at least nine (9) units.
- 5) No less than 50% of the total number of academic units required for graduation shall have been completed in the University.

B. Criteria for Meritorious Thesis/Dissertation Award

- | | | |
|--------------------------------------------------------------------|---|------------|
| 1) Creativity, originality and quality of work | – | 35% |
| a) Rationale/State of the Art (to include analysis of the problem) | – | (15%) |
| b) Objectives | – | (5%) |
| c) Conceptual/Analytical Framework/Methodology | – | (15%) |

2) Significance of findings	–	45%
a) Contribution to New Knowledge/S&T Advancement	–	(25%)
b) Relevance to National Regional/Institutional	-	(20%)
b.1 Institutional significance only	–	(5%)
b.2 Regional significance only	–	(10%)
b.3 Regional and national significance	-	(20%)
3) Manuscript/Write-up	–	20%
a) Form and substance (practical importance, usefulness, manner or style of writing according to recognized standards or techniques)	–	(5%)
b) Accuracy of figures and language	–	(5%)
c) Clarity and style (correct usage of grammar, diction, punctuation capitalization and typographical arrangement and display followed in writing)	–	(5%)
d) Cogency and logic (valid and appealing to the mind or reason, convincing, relevant/pertinent)	–	(5%)
TOTAL		100%

C. Implementing Rules/Guidelines

- 1) The Candidates should have a grade of 1.25 in oral defense.
- 2) The research should be reviewed by a committee of three (3) who are experts in the field and designated by the President of the University. The Committee shall be called the University Thesis/Dissertation Committee (UTDC) and shall be composed of one (1) member from outside the University and two (2) members from the University. The honorarium of Three Thousand Pesos (Php3,000) for the UTDC shall be borne by the candidate. The criteria for evaluation shall be those in Article 90 (B).

- 3) The Thesis/Dissertation shall be categorized as follows:
 - a) Agriculture and Natural Resources
 - b) Policy Studies, Socio–Economic and Social Sciences
 - c) Education, Arts & Culture
 - d) Engineering, Information and Communication Technology
 - e) Biotechnology and Other High–end Science and Technology and Research and Development.
- 4) The Thesis/Dissertation shall be nominated by the Adviser, endorsed by the Department Chair/ Program Head and recommended by the Dean to the UTDC. Entries shall bear no names of the researcher and the adviser.
- 5) The thesis/dissertation shall have a rating of 95% or better to merit the award.
- 6) The award shall be presented first to the Local Council which in turn shall recommend the same to the University Academic Council. The (UAC) shall further recommend the award to the Board of Regents (BOR) for approval.
- 7) The award shall be given during commencement exercises.

Chapter 7. Doctoral Degree General Rules and Requirements

Section 1. Official Plan of Study

Article 91. Within the first semester of residence, a Doctoral student upon consultation with his/her Department Chair shall draw up his/her proposed plan of study. The plan shall include a detailed list of courses and transfer of courses, if any. The proposed plan of study shall be endorsed and recommended by the Department Chair to the Dean. Upon approval, the plan becomes the official program of study and must be fulfilled in detail to meet graduation requirements.

Article 92. A student who needs to revise his/her official plan of study may file a request for revision to the Dean upon recommendation of the Department Chair. Any changes in the official program shall first be approved before courses are deleted, added or replaced.

Section 2. Residency Requirement

Article 93. A Doctoral student shall complete all requirements for the degree within nine (9) years from the date of his/her first registration.

Section 3. Comprehensive Examination

Article 94. A student with a general weighted average of 1.75 or better is qualified to take Ph.D./Ed.D comprehensive examination. Students shall submit to the office of the Dean, through the Department Chair a letter of intent to take the comprehensive examination. He/She shall attach thereto his/her grades duly certified by the Registrar one month before the scheduled comprehensive examination.

Article 95. The comprehensive examination shall be given in the 2nd week of May and 3rd week of September or at the discretion of the Dean subject to the availability of University resources.

Article 96. The fee for the comprehensive examination shall be Php 1,000.00 per student.

Article 97. The Honorarium for the Committee members on per student basis shall be as follows:

<i>Chair</i>	P200.00
<i>1st member</i>	P200.00
<i>2nd member</i>	P200.00
<i>3rd member</i>	P200.00
<i>4th member</i>	<u>P200.00</u>
	Php1, 000.00

Article 98. The Dean upon receipt of the final list of examinees shall organize a team of five (5) professors with one of them as chair and the four (4) others as members. They shall be issued Special Orders and shall draft the comprehensive examination questions and the corresponding prototype answers.

Article 99. The examination questions on the three areas – Research and Statistics, Foundation and Cognates, and Major subjects and the corresponding prototype answers shall be prepared twenty one (21) days before the scheduled examination. The same Committee shall check the examinees' papers.

Article 100. The Department Chair shall conduct orientation twenty one (21) days before the scheduled examination. This is to provide candidates with guidelines on the conduct of the comprehensive examination, i.e. format, grading system and the list of various content domains the examination covers.

Article 101. To maintain objectivity of judgment, the names of the examiners and the examinees, shall at all times be held with utmost confidentiality.

Article 102. To become a member of the comprehensive examination panel, a Professor shall have at least taught in the doctoral program for one semester directly preceding the final schedule of examination.

- Article 103.** The mechanics of the administration of comprehensive examination shall be determined by the College.
- Article 104.** Anyone caught in the act of cheating in any form shall automatically be disallowed from further taking the current examination and gets a failing mark for that exam. A repetition of the same act shall be dealt with in accordance with existing policies on student discipline. In this instance, utmost prudence shall be observed to keep the issue from public scrutiny.
- Article 105.** To pass the comprehensive examination, the candidate shall obtain at least 60% rating which is equivalent to a grade of 3.0.
- Article 106.** A student who fails the comprehensive examination may apply for re-examination not earlier than one month but not later than one year after the first examination. The re-examination shall be on the areas where he/she failed. If the student fails the re-examination, he/she shall be barred permanently from the program; however, he/she shall be issued a certificate of completion by the Registrar.
- Article 107.** The result of the panel's evaluation indicating both the examinees scores and descriptive equivalent shall be forwarded to the Dean's office for appropriate identification. The Dean's office shall officially inform the examinees about the result of the examination within three (3) days after receiving the panel's evaluation. The committee's decision is final.
- Article 108.** A student, who believes that his failure on the comprehensive examination was due to a procedural error or palpable injustice, may file a written appeal to the Department Chair. The written appeal shall be duly notarized. It shall specify the nature of the perceived injustice and shall be filed within fifteen (15) days upon receipt of the report of rating. The Department Chair in turn, shall conduct initial investigation within seven (7) days to find out if there is sufficient basis for the appeal. If the appeal is complete in form and substance the Department Chair shall endorse the same to the SAC.

The SAC shall meet to evaluate the appeal and shall render a decision in writing within fifteen (15) days from receipt of all documents and shall furnish the student, Department Chair and the Dean copies of such decision.

Both parties are entitled to one motion for reconsideration to be filed within fifteen (15) days upon receipt of an adverse decision. The SAC is given fifteen (15) days to dispose the issue with finality.

Section 4. Doctoral Dissertation

- Article 109.** After completing all academic requirements and passing the comprehensive examination, a Doctorate student shall start working his/her dissertation.

Article 110. A regular member of the graduate faculty with a Doctoral degree and with the rank of Assistant Professor maybe appointed as dissertation adviser.

Article 111. The Dissertation writing policies shall be the same as those for the Masteral thesis.

Article 112. Defense Incentives for the Committee members

<u>Committee</u>	<u>Outline Defense</u>	<u>Final Defense</u>
Adviser	4,500.00	4,500.00
Chairman	3,000.00	3,000.00
1 st Committee Member	2,500.00	2,500.00
2 nd Committee Member	2,500.00	2,500.00
3 rd Committee Member	<u>2,500.00</u>	<u>2,500.00</u>
	Php15,000.00	Php15,000.00

Chapter 8. Graduation Requirements

Section 1. Academic Requirements

Article 113. A candidate for the degree shall have completed all academic requirements prescribed in the approved plan of study and complied with all the non-academic requirements for graduation on or before the deadline set by the University.

If some requirements for graduation were completed beyond the deadline, the student must register for completion in the succeeding term.

A student who completed all the requirements for graduation must submit a clearance, otherwise, he shall not be conferred any title or degree.

The deadline for completion of the requirements for graduation for summer and first semester graduates shall be one day before the date of enrollment; for second semester graduates, one week before the scheduled commencement exercises.

Section 2. Clearance for Graduation

Article 114. A student who has completed all academic requirements including submission of required clearances and has paid all fees, qualify for graduation. The same clearance shall be used in the issuance of honorable dismissal, transcript of records, and diploma.

Section 3. Commencement Exercises

Article 115. A candidate for graduation shall attend the commencement exercises. In case of illness or other valid reasons that hinder him/her from attending the same, a request for graduation in absentia shall be submitted to the Dean.

Section 4. Effectivity

Article 116. This Graduate School Manual takes effect on June, 2011. Policies inconsistent with the provisions herein are deemed inapplicable.