

GRADUATE STUDIES Handbook



2010

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Preface

This Graduate Studies Handbook succeeds a couple of other handbooks with the same scope. But this is the first handbook that marks the vertical integration of degree programs—from undergraduate to graduate—consistent with the Commission on Higher Education Memorandum Order No. 36, series of 1998.

One of the highlights of this handbook is the updating of the degree programs offered by MUST at the master's and doctorate levels. To a big extent, it points to how academic training at MUST has expanded to serve a wide array of needs in the region and in the entire country—perhaps even in the entire world.

Another important aspect worth mentioning is the integration of the comprehensive examinations in the thesis/dissertation defense. While a separate set of written comprehensive examinations have been removed, this in no way mean that standards have been compromised. Aside from upgrading the thesis/dissertation process in many respects, the defense sessions are made broader and more thorough.

The handbook also marks the start of two streams at the master's level for the same degree title—the thesis and non-thesis streams. The non-thesis stream requires six units more of courseworks plus a research study which is credited six units—an undertaking smaller in scope than a full thesis which is now credited 12 units.

This new reference material designed to guide graduate studies in the University carries other new important features. These features aimed to enhance the quality of graduate education as well as increase appreciation of graduate students on the process and rigors of graduate education in this University.

The handbook has been the product of tireless collegial discussions among graduate professors and academic officials. While there have been some problems met, the unselfish contributions made by many have made this handbook a reality.

In the future, efforts are invited in order to make further improvements. There are always aspects requiring revision, even correction—a fact of life.

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Article I

Mindanao University of Science and Technology

Section 1. Vision

The Mindanao University of Science and Technology is one of the country's leading providers of scientific and technological knowledge and skills.

Section 2. Mission

The University will provide advanced education, higher technological, professional instruction in mathematics, science, technology, engineering, and advanced research and extension work, in human resource development of critical skills and competencies required for global competitiveness.

Section 3. Core Values

The administration, faculty, staff and students of the university uphold the following core values:

- M – Moral Uprightness
- U – Unselfish Dedication
- S – Social Responsibility
- T – Total Quality Management

Article II

Graduate Studies

Section 1. Organization and Mission

Degree programs at Mindanao University of Science and Technology have been vertically articulated. Graduate degree programs have been placed directly under the direct administration of the different **Colleges** that make up the academic cluster of the University. This removes the need for a separate *Graduate School* for the purpose of managing the institution's diverse graduate programs.

Each **College** is headed by a dean and is guided by a mission it has formulated. There are currently four **Colleges** in the University with their respective missions. These colleges and their missions are:

1.1 College of Arts and Sciences. The College is united by its commitment to promote and sustain balanced education and to train and produce graduates in mathematics, sciences, science education/teaching, and associated arts that are relevant to science-and-technology-based economic and societal growth. It shall also conduct relevant research/development and extension activities in these fields.

1.2 College of Engineering and Architecture. The mission of the College is to serve the needs of Mindanao and the whole country by providing quality education towards innovative and relevant programs in engineering and architecture at both the undergraduate and graduate levels. It shall also carry out relevant research/development and extension activities in these fields.

1.3 College of Industrial and Information Technology. The College shall produce competent technicians, technologists, and managers who are responsive to industrial development needs and who are aggressive in taking the lead in the industrialization of Mindanao. It shall complement instruction with the conduct of relevant research/development and extension activities in these fields.

1.4 College of Policy Studies, Education and Management. The main concern of the College is to produce teachers in technical-vocational education and to train educational leaders and managers who are equipped with strong theoretical understanding of teaching and technology. It shall engage in research/development and extension activities in these fields.

1.5 Departments. To carry out its mission, each College has its own departments tasked to discharge functions related to areas of academic training and/or oversee the offering of degree programs. In keeping with the concept of vertical articulation, a *department*, through its chairman, is tasked to supervise both undergraduate and graduate programs in every field of specialization that is within its mandated domain. Program coordinators may be designated in a department if deemed necessary.

Section 2 Objectives

Overall, graduate studies at the Mindanao University of Science and Technology have been set up for the following objectives:

2.1 To produce and develop a pool of highly qualified and competent leaders in the various areas of science and technology;

2.2 To upgrade the (a) supervisory and managerial competence of professionals and educational administrators; (b) competence of teachers in the different areas of specialization; (c) scientific and technical skills of managers, educators, supervisors and other practitioners;

2.3 To promote research and extension undertakings relevant to agro-industrial and socio-economic development;

2.4 To contribute to educational and public policy formulation and review for local, regional, national, and international development; and

2.5 To achieve academic excellence in post-tertiary education through the accreditation of graduate degree programs.

Section 3 History

3.1 In accordance with BVE Circular No.1 series 1975 and Regional Memorandum No. 8 series 1977, the University (then known as the Don Mariano Marcos Memorial Polytechnic State College) was authorized to offer a “crash program” leading to the degree Master of Arts Teaching Vocational Education (MATVE) starting in the summer of 1976. This was premised on the policy of the Department of Education, Culture and Sports (DECS) to upgrade the vocational competency of teachers so that they in turn will enable their students to acquire the needed vocational skills, develop the love for work, and appreciate quality education.

3.2 On September 5, 1977, the DECS granted authority to the University to offer courses leading to the degree Master of Arts in Teaching (MAT) with majors in Agricultural Arts, Fishery Arts, Industrial Arts, Homemaking Arts, Business and Distributive Arts, and Trade Education. The offering of the MAT program was a response to the serious problem of teacher shortage for practical arts and vocational education courses.

3.3 Cognizant of the urgent need to develop leadership and management skills among school administrators and supervisors, the DECS authorized the establishment of the Graduate Institute for the Development of Educational Managers of the Vocational-Technical Education (GIDEMVE) in the Mindanao and Sulu areas on May 10, 1978. This is a scholarship program designed to offer the degree of Master of Arts in Educational Management (MAEM).

3.4 The first doctorate program was offered by the University during the School Year 1977-1978 through the offering of the Doctor of Philosophy in Educational Planning and Management.

3.5 To date, a wide range of graduate level programs -- particularly in the areas of science, mathematics, engineering, technology, education, and management/administration-are being offered. A number of these programs are pioneering in the region, if not in the entire country.

3.6 In keeping with the Commission on Higher Education (CHED) policy on vertical articulation, the University has streamlined its academic framework by integrating graduate degree programs into the

structures of the different undergraduate colleges of the university that can aptly handle them. This, in effect, phased out the existence of a separate college for graduate studies and expanded the span of responsibility of each college from undergraduate to graduate studies.

3.7 Under this organization, the University continues to explore avenues for addressing highly specialized graduate programs that respond to the needs of the times.

Section 4. Graduate Degree Programs

4.1. College of Arts and Sciences

4.1.1 Doctor of Philosophy in Mathematical Sciences

- *Applied Mathematics*
- *Mathematics Education*

4.1.2 Master of Science-Doctor of Philosophy in Science Education (Straight Program)

- *Chemistry (with minor in Physics or Biology or Environmental Science)*

4.1.3 Doctor of Philosophy in Science Education

4.1.4 Master of Science in Applied Mathematical Sciences

4.1.5 Master of Science in Teaching Mathematics

4.1.6 Master of Science in Teaching Physical Sciences

- *Physics (with minor in Chemistry)*

4.1.7 Master of Science in Environmental Science and Technology

4.1.8 Master of Science in Science Education

4.1.9 Certificate of Advance Studies in Science Teaching

4.1.10 Master of Science in Technology Communication Management

4.2 College of Engineering and Architecture

4.2.1 Master of Engineering

- *Power System Economics*

- *Energy Engineering*

4.3 College of Industrial and Information Technology

4.3.1 Master in Information Technology

4.3.2 Master in Industrial Technology

4.4 College of Policy Studies, Education and Management

4.4.1 Doctor of Philosophy in Educational Planning and Management

4.4.2 Doctor in Technology Education

4.4.3 Doctor in Public Administration

4.4.4 Master in Educational Planning and Management

4.4.5 Master of Arts in Teaching Special Education

4.4.6 Master of Arts in Teaching English as a Second Language

4.4.7 Master in Technician Teacher Education

4.4.8 Master in Public Administration

Article III

Faculty

Section 1. The graduate courses of the different programs of the University are handled by highly qualified professors and lecturers. Most hold doctorate degrees while some hold master's degrees obtained from respectable institutions in the Philippines and abroad. In addition to their advanced academic qualifications, many have actual work experiences in their fields of specialization or have track records in relevant research undertakings.

Section 2. To ensure a strong pool of academic experts, the different programs also tap experts from other colleges/universities and from other agencies/establishments as part-time professors to complement the regular faculty.

Article IV

General Academic Requirements and Regulations

Section 1. Admission to Graduate Programs

1.1 Doctorate Programs

To be eligible for admission to a doctorate degree program, an applicant must:

- 1.1.1 hold a master's degree, preferably has undertaken thesis work, in a relevant field of study from an institution of recognized standing; an applicant who has not done a thesis or a master's research shall be required to submit research proposal as part of the requirement for admission;
- 1.1.2 pass the entrance examination for graduate studies;
- 1.1.3 submit a study objective which would include the required research facilities, if applicable;
- 1.1.4 submit 2 letters of recommendation from supervisors or professors not related by consanguinity or affinity;
- 1.1.5 pass the interview with the department chairman/program coordinator; and
- 1.1.6 satisfy other requirements as specified by the College concerned.

1.2 Master's Programs

To be eligible for admission to a master's degree program, the applicant must:

- 1.2.1 hold a bachelor's degree or its equivalent in an appropriate field of study from an institution of recognized standing;

- 1.2.2 pass the entrance examination for graduate studies;
- 1.2.3 submit a study objective which would include required research facilities, if applicable;
- 1.2.4 submit two letters of recommendation from supervisors or professors not related by consanguinity or affinity;
- 1.2.5 pass the interview with the department chairman/program coordinator; and
- 1.2.6 satisfy other requirements as indicated by the College wherein the degree program is being offered.

Section 2. Application Procedure

2.1 After the admission requirements are fully satisfied, the prospective applicant shall accomplish the Graduate Studies Application Form.

2.2 He/she shall submit the accomplished form together with all the documents to the dean of the College offering the degree program through the program coordinator/department chairman concerned. (It is the applicant's responsibility to obtain information on the requirements for the proposed program).

2.3 The successful applicant shall be notified as soon as results are available.

2.4 The prospective student should consult the program coordinator/department chairman prior to enrolment.

Section 3. Attendance

3.1 The student is in residence when he/she is registered for coursework, research study/thesis/dissertation work in the campus or work in absentia. A minimum of two semesters of residence is required for master's degree and two semesters and one summer for doctorate degree.

Section 4. Leave of Absence

4.1 The student who does not enroll for a full school year, i.e., he/she will enroll only for one or two terms within a school-year, must apply for a “Leave of Absence (LOA)” for the term he/she will not be able to enroll by filling out the corresponding form, which can be secured from the RSIS Office. The application must be due to meritorious reasons such as illness, financial reasons etc. A maximum of one school year (3 terms) LOA will be granted to a student. Without an approved request, a student will be charged with new rate of fees imposed by the University by the time he/she will be readmitted to the program.

4.2 The student who has been on a “Leave of Absence” will reapply to the program by filling out the ‘Re-admission Form’, which can be secured from the RSIS Office. The approved LOA shall be attached to the Re-Admission Form, for information and guidance of the Assessment Office.

4.3 The student who failed to apply for a Leave of Absence can also reapply to the program by filling out the Re-Admission Form, which can be secured from the RSIS Office.

Section 5. Alternative Delivery System

5.1 Short modular lecture is one of the delivery modes used in some doctorate courses. Executive type sessions that include lectures, workshops, and e-learning can be adopted. The small number of participants (usually fifteen) and course design encourage the sharing of experiences that promote high degree of interaction among the participants and their faculty.

5.2 Some coursework may be availed of through Distance Learning and Reading Courses. The request to avail of this mode of delivery and the corresponding tuition and other fees, which shall be calculated based on the full cost of delivering the course, are subject to the approval of the University President or his duly authorized representative.

5.3 The enrolment of a course or courses delivered through Distance Learning and Reading Courses shall be done through the College concerned.

5.4 The University is also authorized to award master’s and doctorate degrees through the Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP). It is a program where the applicant is required to submit career documents portfolio for evaluation. The accreditation process will also include evaluation of applicant’s competencies relevant to the program applied for. The evaluation of the applicant’s portfolio will be facilitated by the Office of the Quality Assurance and Accreditation Services (QAAS).

5.5 Other delivery systems designed by a professor can be used with prior approval or permission from the VPAA.

Section 6. Bridging Courses

6.1 In cases where the student-applicant has been found to be deficient of certain prerequisite courses, he/she shall enroll for bridging course(s), which would be prescribed by the program coordinator/department chairman. The bridging courses must be enrolled for credit, and prior to enrolling regular courses in the graduate program.

Section 7. Audit Courses

7.1. The student may enroll in courses on an audit basis (non-credit). He/she will be accepted for audit in class sections where there are still slots available. The availability of slots will be determined after the number of students who are officially enrolled in the course is already ascertained. Consent of the professor handling the class and permission from the department chairman are required prior to registration.

Section 8. Grading System

The following grading system is used for graduate studies:

8.1 Doctorate Programs

1.0	-	Excellent
1.25	-	Very Satisfactory
1.50	-	Satisfactory
1.75	-	Passed
2.00	-	No Credit
5.00	-	Failed

8.2 Master's Program

1.0	-	Excellent
1.25	-	Very Satisfactory
1.50	-	Satisfactory
1.75	-	Fair
2.00	-	Passed
2.50	-	No Credit
5.00	-	Failed

8.3 Other Marks

Inc	-	incomplete (automatically converted into 5.0 after one school-year)
W	-	authorized withdrawal from the course
UW	-	unauthorized withdrawal from the course
OD	-	officially dropped from the course
UD	-	unofficially dropped from the course

Section 9. Change of Grades

9.1 The student who doubts about a grade that he/she obtained has the right to confer with the professor. Only the professor concerned can change the grade of the student. The professor must accomplish the 'Change of Grade Entries' Form, which can be secured from the Office

of RSIS. In the event that the professor is indisposed, the student may elevate the matter to higher authorities.

Section 10. Completion of Grades

10.1 Incomplete (Inc) mark is given to the student who has not fulfilled all course requirements but whose class standing merits a passing mark.

10.2 As a general rule, if a student at any time has incurred three Inc marks, he/she will not be allowed to continue the program.

10.3 The student who incurred less than three Inc marks may be allowed to re-enroll after said marks are removed within a year immediately following the semester where the Inc marks are obtained. Failure to do so within the prescribed period shall result in the conversion of the Inc mark into a grade without credit -- 2.00 and 2.5 for doctorate and master's programs, respectively.

10.4 To remove an Inc mark after completing the requirements, the student should get a completion form from the Office of the Director of Registry and Students' Information Services (RSIS) and submits this form to the professor after paying the removal fee to the cashier. The professor concerned gives the completion grade and submits the form to the dean for approval. It is the Dean's Office that will forward the completion form to the RSIS Office.

Section 11. Transfer of Credits

11.1 Only a maximum of 15 units of master's or 18 units of doctorate work taken within the last five years from any recognized graduate institution may be credited towards the corresponding master's or doctorate degree upon admission to the MUST graduate program provided the course descriptions match those in the MUST program.

11.2 The accreditation of courses taken in other universities should be done prior to enrolment to avoid cases where the student has enrolled in a course or courses only to have it dropped later because said courses can be credited. The accreditation is initiated by accomplishing a form

for this purpose, which can be obtained from the RSIS Office. The program coordinator/department chairman shall undertake the evaluation for approval of the dean.

Section 12. Registration

12.1 The registration of new and old students shall follow the approved enrolment procedure that is in effect.

Section 13. Cancellation of Registration

13.1 The student is considered officially enrolled upon receipt of his/her Certificate of Registration (COR) from the RSIS Office. Failure to obtain COR will result to cancellation of his/her registration.

Section 14. Withdrawal from the Program

14.1 To withdraw from the program before the end of the semester, the student must inform the dean as well as complete the application of withdrawal form in the RSIS Office. Upon approval of the withdrawal application, a grade of "W" is entered for each course in which the student has registered. The University reserves the right to require the withdrawal of any student from a program when health status or general conduct may be judged clearly detrimental to the best interests of either the student or the University community.

Section 15. Academic Policies

15.1 Study Load

15.1.1 Maximum load that the student is allowed to enroll shall be guided by the following:

- a) Regular Semester 12 units
- b) Summer Term 9 units

15.1.2 The student who is finishing his/her academic requirements is allowed to enroll a maximum load of 15 units during regular semesters only, subject to the approval of the dean concerned.

15.2 Program of Study

15.2.1 Department Chairmen/Program Coordinators are required to provide the student with the appropriate Program of Study (Prospectus) upon admission. This Program of Study shall be conscientiously followed by the student.

15.2.2 The student is likewise required to enroll all courses whose aggregate number of units shall satisfy his/her regular load for the semester/term. In cases where the student shall not be able to carry the required regular load for the semester/term, prior approval of the dean concerned shall be sought. Along this line, the dean shall properly evaluate the request of the student taking into consideration the minimum class size requirement and implications to cost efficiency and effectiveness.

15.3 Opening of Courses

15.3.1 The Department Chairmen/Program Coordinators shall ensure that the required minimum number of five students per class is met before officially opening a course. However, if a course is a regular offering as reflected in the Program of Study, said course shall be offered even if the of students is less than five.

15.3.2 Special class will be offered if the minimum number of five students is met. A special class is one that is not scheduled for the semester/term but requested by the graduate students for reasons such as: (i) remaining course needed to graduate from the program; or (ii) pre-requisite course. Request for special class shall be approved by the President or his/her duly authorized representative. Refer to Article V for assessment and fees.

15.4 Adding/Dropping/Changing of Courses

15.4.1 Adding, dropping or changing of courses (after registration fees have been paid) shall be made for valid reasons only, and must be recommended by the department chairman/program coordinator and approved by the dean of the college where the student belongs.

15.4.2 The student may add, drop or change a course within one week after the opening of classes by filling out a form for this purpose. He/She should secure the signature(s) of the professor(s) concerned and the approval of the dean. The approved form should be submitted to the RSIS Office within the adding/dropping period.

15.4.3 A course dropped officially will not appear in the student's Transcript of Records (TOR).

15.5 Timeframe for Graduate Studies/Degree Completion

15.5.1 Master's Student

The student is given a maximum of six years to complete the degree from the time of admission to the program inclusive of the one year approved leave of absence, if ever availed.

15.5.2 Doctorate Student

The student is given a maximum of eight years to complete the degree from the time of admission to the program inclusive of the one year approved leave of absence, if ever availed.

Note:

Should the foregoing time limit be exceeded, the student shall be required to enroll 9 units of coursework before the student is allowed to undertake thesis/dissertation.

15.6 Recognition of Level of Accomplishment and Retention Policy

15.6.1 For each degree program, different levels of accomplishment may be recognized by way of a

certificate title, e.g., Certificate of Advance Studies in _____.

15.6.2 These levels of accomplishment can also be the exit points for students who are not able to meet the required Grade Point Average (GPA) for graduate studies as indicated in the guidelines specific to a particular degree program. These students will be advised to consider other degree programs that will better suit them.

15.6.3 In general, a student should get a GPA of not less than 1.75 for the first 18 units taken to remain in the master's program and a GPA of not less than 1.50 for the first 18 units taken in the doctorate program. Stricter standards may be imposed for a certain degree program as deemed appropriate by a particular college provided such standards have been approved by the University BOR upon indorsement by the Academic Council.

15.7 Comprehensive Examinations

While comprehensive examinations have formed part of the tradition in graduate studies at MUST, it is deemed sound to integrate what these examinations are supposed to measure in the research study/thesis/dissertation defense of the student. In other words, the research study/thesis/dissertation defense serves at the same time as a forum for the oral examination of the student's knowledge of the important concepts in his/her field of specialization. In effect, the separate written comprehensive examinations do not anymore form part of the requirements for obtaining a graduate degree.

Section 16. Master's Research Study/Thesis and Doctorate Dissertation

16.1 At the master's level, the University makes available two streams for getting a degree, namely, with thesis or without thesis. The non-thesis stream requires that the student takes up additional six units of coursework and that he/she conducts a research study (equivalent to

six units) whose breadth and depth are not expected to be as much as those for a master's thesis (equivalent to 12 units).

16.2 At the doctorate level, there are no options. A doctorate candidate needs to work on a dissertation. It is a requirement in all programs and it is equivalent to 15 units.

Section 17. Research Study/Thesis and Dissertation Guidelines

17.1 Stages in Research Study/Thesis/Dissertation Research

17.1.1 After having taken 18 units of master's or doctorate courses (including Research Statistics and Research Methods), the student shall identify a thesis/dissertation adviser who can start to guide him/her regarding the possible thesis/dissertation topic/proposal. In case the student at the master's level opts to pursue Research Study, he/she will enroll additional six unit coursework. The said student will be allowed to identify his/her research study adviser after having taken 24 units of coursework. (See section on Appointment of the Research Study/Thesis/Dissertation Adviser).

17.1.2 Before working on a full-blown research study/thesis/dissertation proposal, the student makes a Concept Paper on the research problem/topic he/she plans to address in consultation with the adviser. This paper is a brief presentation which includes the research problem statement, practical and/or theoretical significance, brief literature review, list of the major research activities that will be involved, and tentative references. The paper shall be submitted for the joint evaluation of the adviser, program coordinator/department chairman, dean and two other experts who can be prospective panel members, where applicable.

17.1.3 When the Concept Paper gets approved, the student shall prepare and complete his/her full blown research study/thesis/dissertation proposal under the close guidance of the Research Study/Thesis/Dissertation Adviser.

17.1.4 When the proposal is ready and indorsed by the adviser, it shall be presented and defended by the student before a Research Study/Thesis/Dissertation Defense Panel. However, the proposal defense can only take place after the completion of all the required coursework. The student is required to enroll the Research Study/Thesis/Dissertation course during the semester/term he is going to conduct his/her proposal defense.

17.1.5 The actual study will be started under the close guidance of the Adviser when the research study/thesis/dissertation proposal has passed the examination of the Panel and when the following requirements have been already met:

- a) The student has advanced to candidacy for master's or doctorate degree through the completion of all the coursework for the program (to be certified by the Director, RSIS).
- b) The student has enrolled in Research Study/Thesis/Dissertation. The first enrolment is assessed as a six-unit course for master's research study; 12-unit course for master's thesis; and a 15-unit course for dissertation. This enrolment is good for one school-year (i.e., inclusive of two semesters and one summer).
- c) The student is required to re-enroll the Research Study/Thesis/Dissertation after the validity of the first enrolment has expired. The subsequent enrolment in Research Study/Thesis/Dissertation will be considered as three units for purposes of financial assessment (refer to Article V - Assessment and Fees for details).

- d) The student must have enrolled/re-enrolled in the term (i.e., regular semester/summer) during which his/her research study/thesis/dissertation is presented for final defense.

17.1.6 The student is required to present Progress Report of the research study/thesis/dissertation through oral presentation every end of the semester to his/her adviser and at least one member of the panel. If the student fails to present such report at the end of the semester, he/she shall be placed under probationary status. The dean concerned shall correspondingly inform the student of his/her status through an official letter.

17.1.7 When the student is placed under probationary status for two consecutive semesters, his/her readmission to the program is subject to the evaluation of the dean concerned and approval by the Vice President for Academic Affairs (VPAA).

17.1.8 The completed research study/thesis/dissertation shall be presented in writing and orally to the Panel for final evaluation to assess the capability of the candidate.

17.2 Appointment of the Research Study/Thesis/Dissertation Adviser

17.2.1 The candidate must submit an appointment for his/her adviser, concurred by the adviser himself, indorsed by the program coordinator/department chairman, and approved by the dean of the college offering the degree.

17.2.2 As a general rule, research study/thesis/dissertation advising shall be done by a regular faculty member of the University. The adviser should be a graduate school professor with a doctorate degree and an expertise (by training or experience), preferably in line with the field of specialization the candidate hopes to attain. However, a professor with master's degree may be considered for graduate student at the master's level,

if justifiable in terms of a track record that warrants of equivalent expertise.

17.2.3 In the absence of an appropriate faculty, two (2) competent faculty members will serve as co-advisers; one serves as the internal adviser and the other as external adviser. The internal adviser must be a graduate studies professor of the college concerned and a full-time faculty of the University. The external adviser must be considered an expert on the student's topic, coming from another academic institution/agency/establishment, whom may or may not be a part-time professor of the graduate studies of the university.

17.2.4 In all cases, however, the adviser must have conducted the corresponding graduate-level academic research as requirement of his/her program and he/she must have also served as a member of a research study/thesis/dissertation committee for at least three times prior to serving as an adviser.

17.2.5 After an appointment has been made, no change of adviser will be accepted without prior approval of the dean concerned.

17.3 The Research Study/Thesis and Dissertation Defense Panel

17.3.1 Aside from the Panel Chairman, which shall be assumed by the adviser, the Research Study/Thesis/Dissertation Defense Panel shall be composed of experts who can contribute to the success and improvement of the research study/thesis/dissertation of the candidate in terms of content and/or methodology. They must be doctorate degree holders (master's degree holders are acceptable for the research study/thesis) in fields closely related to the study undertaken. Experience as Research Study/Thesis/Dissertation Panel member is not needed. As to the involvement of the dean of the college

offering the program, this is left to his/her discretion to sit or not as a member of the panel.

- 17.3.2 There shall be at least five panel members for master's thesis and six panel members for dissertation including the adviser. Majority of the members must be graduate studies professors of the college concerned. One of the members in the Panel must come from another college in the University and must be one who can relate to the thesis/dissertation topic. Preferably, another member should come from an external institution/establishment and recognized for his/her expertise in the field that corresponds to the research field of the candidate.
- 17.3.3 In the case of a Master's Research Study, the Panel of Evaluators shall be composed of three members, as follows:
 - a) the adviser who will serve as the panel chair;
 - b) graduate professor from the department in charge of the program;
 - c) program coordinator/department chairman.
- 17.3.4 The exact panel composition shall be decided in consultation with the student and the adviser, indorsed by the program coordinator/department chairman, and approved by the dean. A change in the Panel composition can only be made when absolutely necessary and will require the indorsement of the program coordinator/department chairman and the approval of the dean.
- 17.3.5 A consultant or consultants may be tapped by the candidate or recommended by the adviser, indorsed by the program coordinator/department chairman, and approved by the dean to participate in the Panel during the oral defense. The consultants may not have earned degrees for the title the candidate seeks but must have the expertise needed. The consultants do not have voting rights when decision shall be finally made by the Panel.

17.3.6 For documenting the proceedings, a secretary may be present during the defense. He/She must be conversant in the field where the research belongs.

- 17.4 External Examiner (Per BOT Res. No. 38, s. 2007 dated July 12, 2007)
 - 17.4.1 Part of the requirement for a dissertation (not for a thesis) is for it to undergo a review by an External Examiner.
 - 17.4.2 The External Examiner shall be identified by the Program Coordinator/Department Chairman and the Dean of the College concerned, who shall subsequently recommend to the University President through the Vice President for Academic Affairs, for approval and issuance of appointment.
 - 17.4.3 The recommendation must be accompanied by the proposed External Examiner's curriculum vitae, list of publications and doctorate research supervision experience.
 - 17.4.4 The External Examiner may attend the final comprehensive examination of the candidate.
 - 17.4.5 Qualifications of the External Examiner
 - a) The External Examiner must be a doctorate degree holder and should normally have experience in supervising doctoral students and must be actively involved in research as evident from publications in reputable journals.
 - b) Non-doctorate degree holders may be appointed as External Examiners only if they are currently full professors or of equivalent rank in recognized academic or research institutions; and must have experienced in supervising doctoral students as well as actively involved in research as evident from publications in reputable journals.

- c) In the absence of the preceding qualifications, any prominent professional in the field of specialization, with track record in conducting research, may be considered as an External Examiner.

17.5 Oral Defense of Research Study/Thesis and Dissertation Proposal

- 17.5.1 The candidate should submit to the college dean, through the program coordinator/department chairman, copies of the research study/thesis/dissertation proposal (four copies for research study; six copies for thesis; and eight copies for doctorate; can be more depending on the size of the panel) which has been reviewed and indorsed by the adviser. This should be done at least two weeks before the scheduled date of the defense.
- 17.5.2 The proposal's content and format must be in accord with what is prescribed by the college's manual on thesis/dissertation.
- 17.5.3 The defense is conducted with only the Panel members attending with the assistance of a Secretary who will record the proceedings. Some observers may be allowed with prior arrangement.
- 17.5.4 The purpose of the defense is for the candidate to demonstrate that he/she possesses the expertise/readiness necessary for the select subject area and that the plan for answering the research questions is sound. It is also aimed at improving the research plan.
- 17.5.5 The panel's decision may be one of the following:
 - a) Approved – with appropriate modifications/remarks as needed.
 - b) Disapproved
- 17.5.6 A written summary of the decision and accompanying summary of corrections/comments shall be prepared by the panel secretary and attested to by the panel

chairperson. The candidate shall be furnished with a copy of these documents for his/her guidance.

17.6 Oral Defense of Completed Research Study/Thesis/Dissertation

The process is the same as that for the research proposal except that:

- 17.6.1 The candidate should submit to the college dean, through the program coordinator/department chairman, copies of the complete research study/thesis/dissertation manuscript (four copies for research study; six copies for thesis; and eight copies for doctorate; can be more depending on the size of the panel) which has been reviewed and indorsed by the adviser. This should be done at least two weeks before the scheduled date of the defense.
- 17.6.2 A publishable article for publication, based on the thesis/dissertation, in the graduate journal will also be submitted. This must have been reviewed by the adviser before submission. This requirement is optional for students who opt for a research study.
- 17.6.3 The complete research study/thesis/dissertation manuscript must follow the format approved by the college concerned. Adherence to the prescribed format shall be certified also by the adviser. The publishable article should also comply with the format adopted for the University's graduate journal.
- 17.6.4 The defense may take place in front of a bigger audience consisting of the panel members, interested faculty of the University, and graduate/undergraduate students.
- 17.6.5 The purpose of the defense is for the candidate to demonstrate his/her mastery of his/her research and the broader field of knowledge related to the research by defending his findings and participating in scholarly challenges to methodology, analysis, and conclusions. It

is also intended as an opportunity to assist the candidate in polishing his/her work.

- 17.6.6 Part of the evaluation shall be the compliance with the panel's recommendations during the proposal defense.
- 17.6.7 The defense shall be composed of four phases, namely:
- a) a presentation by the candidate of a summary of the research study/thesis/dissertation to the panel and the other participants (faculty and graduate/undergraduate students) followed by a question and discussion period open to all present.
 - b) a continuation of the oral examination by the panel, but with the other participants excused from the room, for an in-depth scrutiny and discussion of the research study/thesis/dissertation.
 - c) a deliberation by the panel, with the candidate excused from the room; the deliberation shall include a synthesis of the corrections/modifications that need to be done aside from a decision on the research study/thesis/dissertation and the performance on examination.
 - d) information to the student on the decision of the panel and presentation of the synthesis of the recommended corrections/modifications.
- 17.6.8 Time shall be managed such that the entire procedure shall take only a maximum of four hours.
- 17.6.9. The possible outcomes expected after the oral defense are:

95 – 100	- 1.0	- Excellent
88 – 94	- 1.25	- Very Satisfactory
81 – 87	- 1.50	- Satisfactory
75 – 80	- 1.75	- Passed
Below 75	- 2.0	- Failed

The bases shall be the presentation (oral and written), content, and defense.

- 17.6.10 During a particular school year, the last date for oral defense for those who like to be included for graduation shall be the last week of January.

Note:

Other requirements in connection with the research study/thesis/dissertation that are unique to a degree program or to a college may be adopted after they have passed through the usual channels of review including that by the Academic Council.

Section 18. Requirements for Final Oral Defense of Dissertation: Paper Presentation/Journal Publication and Report of External Examiner

18.1 For a doctorate degree, there are other important requirements that the candidate needs to comply with before the final oral defense of his/her dissertation can be scheduled. These are:

- 18.1.1 paper publication or presentation based on the dissertation; and
- 18.1.2 the report of the external examiner.

18.2 The candidate shall publish a paper in a refereed journal of at least national circulation. In lieu of a publication, the presentation of at least two papers in a forum or separate fora at the regional level or higher can be considered.

18.3 The following guidelines shall be observed in evaluating and recommending doctorate students for final examination:

- 18.3.1 *Publication in a refereed journal.* Any one of the following will suffice for one to get recommended for final defense of the dissertation:

- a) The graduate student has presented a copy of the refereed journal wherein his/her research output is published; or

- b) He/She has presented proof from the editor of the refereed journal that his/her research output is accepted and that said output will be published in a specific journal volume, number, and date of issue.

18.3.1 *Presentation in a conference/forum.* As evidence of this undertaking, any one of the following will be considered:

- a) The graduate student has presented proof from the conference/forum organizer that his/her research paper has been accepted for presentation during a scheduled conference/forum; or
- b) He/she has presented proof that his/her paper has been presented during a particular conference/forum; or
- c) He/she has presented a copy of the proceedings of the conference/forum.

18.4 For purposes of this particular requirement, the following terms are hereby operationally defined:

18.4.1 *Periodicals.* Refers to serial appearing or intended to appear indefinitely at regular or stated intervals, which is generally more frequent than annually. Under this definition, magazines, and newspaper are all considered periodicals.

18.4.2 *Journal.* A periodical containing scholarly articles and/or disseminating current information on research and development in a particular subject field.

18.4.3 *Refereed Journal.* A refereed journal has a structured reviewing system in which at least two reviewers, excluding in-house editors, evaluate each unsolicited manuscript and advise the editor as to acceptance or rejection. For purposes of this definition, refereed journal is used interchangeably with peer-reviewed journals. Journals considered in this particular provision are national or international in nature/circulation.

18.4.4 *Regional Conference/Forum.* This refers to an organized gathering of researchers, specialists and others in a particular field or fields of discipline (s) for purposes of enhancing one's research article/output through peer-review/critiquing. Examples of conference/forum under this category include those organized by research consortium/consortia, professional associations/societies, research centers, and other similar entities at the regional level. Regional level means that the intent is to gather researchers, specialists and others to the conference/forum coming from different parts of a region in the country.

18.4.5 *National Conference/Forum.* This refers to another level of organized scholarly activity intended to gather researchers, specialists and others coming from the different regions and parts in the country for them to present their research articles/outputs with the end in view of enhancing the same through peer-review/critiquing.

18.4.6 *International Conference/Forum.* This refers to an organized scholarly activity intended for researchers, specialists and others to present their research articles/outputs to an audience coming from different countries in the world. The gathering intends to enhance one's work through peer review/critiquing.

18.5 Before submitting a paper based on the student's dissertation to a research conference/forum, the student shall seek first the approval of the University President, upon recommendation by a committee to be created by the latter. The student may submit his/her paper to a research conference/forum without prior approval of the university president at his/her own risk. In case the paper submitted without prior approval is accepted, the student shall submit the said paper to the committee created by the University President for evaluation and appropriate recommendation.

18.6 Report of External Examiner. The Evaluation Report of the external examiner must be submitted to the dean concerned. The

comments/suggestions of the external examiner shall be attached to the dissertation manuscript that will be provided to the panel members in advance, at least two weeks before the scheduled date of the defense. The said comments/suggestions will be considered as inputs when the Panel of Evaluators deliberates on the dissertation during the final defense. Moreover, the report of the external examiner shall be contained in Form No. 1 as shown in Appendix A.

18.7 Coverage. All doctorate students regardless of degree programs are required to comply with this provision.

Section 19. Final Approval of Research Study/Thesis/Dissertation

19.1 Minor and major corrections prescribed by the panel shall be carried out. The manuscript must also undergo editing by an editor accredited by the school where needed.

19.2 A clean copy of the corrected manuscript will be routed to the adviser then to the other members of the panel. Each member will sign the approval sheets accompanying the clean copy if he/she has no objection.

19.3 The candidate shall include in routing a final copy of the publishable article (revised as needed) derived from the thesis/dissertation. This should have the indorsement of the adviser.

19.4 The candidate will prepare the required number of bound copies of the research study/thesis/dissertation following the format/style prescribed by the college and submit these to the dean (through the program coordinator/department chairman) together with the following: (a) an electronic copy of the full manuscript, (b) an electronic copy of the publishable article, and (c) a hard copy of the article. There should also be a hard copy and an electronic copy of the research study/thesis/dissertation manuscript and the publishable article for the adviser.

19.5 The deadline for submission of the set of bound documents and the article is one week before the Academic Council meeting is held.

Section 20. Graduation Requirements

20.1 Graduation requirements include passing all the prescribed courses, successful defense of research study/thesis/dissertation, and submission of the final copies of the research study/ thesis/dissertation manuscript.

20.2 Students who have failed to submit entry credentials shall be considered ineligible for graduation.

Section 21. Diploma

21.1 Diploma shall be given on graduation day.

21.2 Lost or damaged diplomas may be replaced on a case-to-case basis.

Section 22. Request for Credentials

22.1 Credentials shall be released upon request by the student/graduate concerned provided that he/she:

22.1.1 has complied with all the requirements including the submission of entry credentials from college/university last attended;

22.1.2 is cleared from property and monetary obligations.

Article V

Assessment and Fees

Section 1. Research Study/Thesis and Dissertation

1.1 As a general rule, a student who has completed all required coursework shall be allowed to enroll in research study/thesis/dissertation course.

1.2 Enrolment in research study/thesis/dissertation course shall be in accordance to the following guidelines:

1.2.1 First Enrolment (good for one school year – two semesters and one Summer)

- a) Research Study 6 units + additional 6-unit coursework
- b) Thesis 12 units
- c) Dissertation 15 units

1.3 Subsequent Enrolment per semester after One School Year

- 1.3.1 Research Study 3 units
- 1.3.2 Thesis 3 units
- 1.3.3 Dissertation 3 units

Section 2. Bridging Courses

2.1 As a general rule, the graduate student who is required to take bridging course(s) must not be admitted to the graduate program applied for until such time that he/she has satisfactorily passed the said bridging course(s).

2.2 As such, the graduate student enrolled in bridging course(s) shall be assessed with the same rate applied to the regular students who are enrolled in the said course(s). For example, an applicant for a doctorate degree who is required to enroll in bridging course(s) that is/are part of a master's curriculum shall be assessed using the tuition fee rate for the

master's program. Similarly, a master's degree applicant who is required to enroll in a bridging course(s) that is part of an undergraduate curriculum shall be assessed using the tuition fee rate for undergraduate program.

2.3 The student enrolled in bridging course is required to pay tuition fee, library fee, e-library fee, medical/dental fees, and ID.

Section 3. Audit Courses

3.1 The student enrolled in audit course(s) shall be assessed 50 percent of the tuition fee rate applied to the regular degree program if he/she intends to have the audit course/courses reflected in his/her Transcript of Records (TOR). The student who wants to enroll audit course shall fill out an Audit Course Form, which can be secured from the RSIS Office.

3.2 The student enrolled in audit course(s) is not entitled to receive a grade for the course(s) enrolled.

Section 4. Special Class

4.1 In general, tuition fee for special class is 50% higher than the regular class.

4.2 Students enrolled in special class shall be assessed tuition in the following manner:

- 4.2.1 Class size of at least five - tuition fee shall be 50% higher than tuition for regular class.
- 4.2.2 Class size of four and below – tuition fee equivalent to five students shall be divided equally among the students enrolled in the special class.

Section 5. ETEEAP

5.1 For assessment of tuition and other fees, please refer to the QAAS Office.

Section 6. Enrolment in Research Study/Thesis/Dissertation

6.1 The student who has enrolled in Research Study/Thesis/Dissertation shall be required to enroll the same until the research study/thesis/dissertation is defended and accepted by the panel. This means that one School Year after the first enrolment in a six-unit Research Study/12-unit Thesis for master's and 15-unit Dissertation for doctorate, the student is required to enroll in a three-unit Research Study/Thesis/Dissertation course for every semester thereafter, except Summer, until he/she is able to successfully defend his/her research study/thesis/dissertation. The student shall complete his/her Research Study/Thesis/Dissertation within the allowable timeframe as reflected in Article IV- General Academic Requirements and Regulations, Section 15, item 15.5. However, if the student fails to re-enroll the research study/thesis/dissertation course in the succeeding semester after the validity of the first enrolment has lapsed, his/her assessment upon re-enrollment shall include the applicable charges for the previous semester or semesters, where applicable.

6.2 Moreover, if the student is scheduled to defend his/her research study/thesis/dissertation during the summer term, he/she is required to enroll the Research Study/Thesis/Dissertation course. As such, he/she shall be assessed with the corresponding fees and applicable charges.

6.3 The student will only pay registration, tuition, and library fees including e-Library fee (for other school fees) during subsequent enrolment of 3 units Research Study/Thesis and Dissertation.

Section 7. Professional Fees of Panel of Evaluators

7.1 The professional fees for the adviser, panel members, external examiner, secretary and manuscript editor (as may be required by the panel) shall be based on the schedule of fees approved by the Board. The professional fees/honoraria shall be shouldered by the candidate and shall be paid through the University cashier.

Section 8. Adding/Dropping of Courses

8.1 Adding/dropping of courses within one week from the start of classes is allowed subject to payment of adding/dropping fee.

8.2 Dropping/adding of courses after the adding/dropping period will not entitle the student for a refund except for highly meritorious cases, subject to the approval of the University President or his duly authorized representative.

Section 9. Refund of Tuition and Other School Fees

Refund of school fees shall be made based on standing policies as approved by the Board. Details of the approved refund scheme and mechanisms are as follows (BOT Resolution No. 58, s. 2006 dated October 18, 2006):

9.1 For Regular Term

9.1.1 Within the enrolment period, 10% of the required down payment for enrolment shall be forfeited in favor of the University. Therefore, if the student has paid the required down payment only, he/she shall be entitled to a refund of 90% of his payment. However, if the student pays more than the required down payment for enrolment, his/her refund shall be equivalent to 90% of the required down payment for enrolment plus the excess of the required down payment for enrolment.

- 9.1.2 After the enrolment period and within two weeks after classes have begun, 25% of the required down payment for enrolment shall be forfeited in favor of the University.
- 9.1.3 After two weeks and within one month after classes have begun, 75% of the required down payment for enrolment shall be forfeited in favor of the University.
- 9.1.4 After one month from the start of classes and before the mid-term examinations, the required down payment for enrolment shall be forfeited in favor of the University. The student who has paid more than the required down payment for enrolment must show proof that he/she has not taken any mid-term examination to be entitled for refund.
- 9.1.5 Within three weeks after the mid-term examinations, two-third or 66.67% of the school fees shall be forfeited in favor of the University.
- 9.1.6 After three weeks from the mid-term examinations, no refund shall be made. The student who has unpaid school fees for the semester shall be liable for its full payment. He shall be made to settle the amount before he/she will be granted clearance for whatever purpose (e.g., enrolment, request for TOR)

9.2 For Summer Term

- 9.2.1 Within the enrolment period, 10% of the required down payment for enrolment shall be forfeited in favor of the University. Therefore, if the student has paid the required down payment only, he/she shall be entitled to a refund of 90% of this payment. However, if the student pays more than the required down payment for enrolment, his refund shall be equivalent to 90% of the required down payment for enrolment plus the excess of the required down payment for enrolment.

- 9.2.2 After enrolment period and within two weeks after classes have begun, 50% of the required down payment for enrolment shall be forfeited in favor of the University.
- 9.2.3 After two weeks after the start of classes and before the mid-term examination, the required down payment for enrolment shall be forfeited in favor of the University. The student who has paid more than the required down payment for enrolment must show proof that he/she has not taken any mid-term examination to be entitled for refund.
- 9.2.4 Within one week after the mid-term examination, 2/3 or 66.67% of the school fees shall be forfeited in favor of the University.
- 9.2.5 After one week from the mid-term examination, no refund shall be made. The student who has unpaid school fees for the summer term shall be liable for its full payment. He shall be made to settle the amount before he will be granted clearance for whatever purpose (e.g., enrolment, request TOR).

Section 10. Overstaying Students and Leave of Absence

10.1 If the student exceeds the timeframe set for the completion of the graduate degree program, i.e., six years for masters and eight years for doctorate, both inclusive of the one-year approved leave of absence, he/she shall be considered overstaying. As such, he/she shall be assessed with the applicable school fee rates being charged to new students.

10.2 A student who stopped during the coursework without any approved leave of absence (LOA) shall be charged with the applicable school fee rates for new students upon re-enrolment.

Article VI

Transitory Provision

Students who have enrolled the course on Seminar Paper/ Research Study/Thesis/Dissertation before the approval of this graduate studies handbook shall not be affected by the additional six unit coursework in case of Seminar Paper/Research Study; and an increased number of units for thesis/dissertation within the allowable period of one year. However, should the student fail to defend his/her Seminar Paper/Research Study, Thesis/Dissertation within the allowable period, i.e. within School-year: 2010-2011, he/she shall be subjected to the following assessment upon re-enrolment of the said requirements, to wit:

1. Research Study
 - additional six unit coursework on top of the six unit Seminar Paper/Research Study. Henceforth, master's students regardless of degree programs are required to choose either research study or thesis.
2. Thesis
 - 12 units
3. Dissertation
 - 15 units

Form No. 1

“Report of External Examiner”

Name of Doctorate Student : _____
Title of Dissertation : _____
Degree Program : _____
College : _____

- satisfactory and meets the normal requirements for a doctorate dissertation; or
- acceptable after revision according to comments attached;
- () I would like to see the response of the student to my comments;
- () I request the Panel of Evaluators to ensure that my comments on the dissertation are addressed by the student. It is not necessary to send the response to me.
- to be re-submitted for a further review after the attached comments have been answered; or
- not acceptable for reason(s) attached.

(Name and Signature of External Examiner)