CSSP Graduate Manual

College of Social Sciences and Philosophy
University of the Philippines-Diliman

CSSP Graduate Manual

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Preface

This Graduate Manual was prepared in 2004 and revised in 2007-2009 by the CSSP Graduate Faculty Council for reference by the graduate students, faculty, and staff of the College of Social Sciences and Philosophy (CSSP). The rules herein contained were approved by the Council in accordance with University policies and guidelines contained in the *University of the Philippines Diliman General Catalogue 2004-2010* (July 25, 2007), published by the Office of the University Registrar, University of the Philippines Diliman, and *General Rules for Graduate Programs in U.P. Diliman* (1999), published by the Office of the Director of Instruction under the auspices of the Office of the Vice Chancellor for Academic Affairs. Frequent reference to the 2007 *2004-2010 General Catalogue* and 1999 *General Rules* is made in the text of this manual, and the reader is encouraged to consult such works for further clarification. So far as the rules and policies common to the college's graduate programs are concerned, however, this manual is self-contained. For details specific to a particular graduate program's rules, the student must consult his / her department or institute. Most of the departments in the college, and the Population Institute, simultaneously reviewed their graduate policies and accordingly wrote and revised their own Graduate Manuals guided by the principle that any rules and policies **unique** to a department or institute **should be stricter** than the rules and policies in this Graduate Manual.

Clarity of procedure is essential to the proper functioning of academic institutions. This manual is intended as a contribution towards that indispensable clarity.

THE GRADUATE FACULTY COUNCIL
College of Social Sciences and Philosophy

1 Introduction: Graduate Studies at the College of Social Sciences and Philosophy

1.1 Background

The University has offered a program leading to the Master of Arts (M.A) degree since 1911, and various graduate degree programs were instituted after that date. However, it was not until 1959 that a *Graduate School of Arts and Sciences* was established in the University, thus placing under a single administration all the existing graduate programs in the Humanities, Social Sciences, and in Mathematics and the Natural Sciences. The Graduate Faculty of the *College of Arts and Sciences* served as the faculty of the Graduate School of Arts and Sciences, which was headed by its own Dean.

In 1983, however, the College of Arts and Sciences was reorganized into three separate and autonomous colleges: the College of Arts and Letters, the College of Science, and the College of Social Sciences and Philosophy. Accordingly, administrative control of the various graduate degree programs fell under the respective deans of the three colleges. Thus, the Dean of the College of Social Sciences and Philosophy now administers all the graduate degree programs of the college, assisted by the Associate Dean for Academic Affairs and by the College Graduate Program Coordinator.

1.2 Current Administrative Structure and Disciplinal Programs

Today, the College of Social Sciences and Philosophy (CSSP) is one of the largest graduate degree-granting institutions in the country. The college has eight disciplinal departments and one disciplinal and research institute which offer programs leading to graduate degrees. The eight departments with their degree offerings are: Anthropology (M.A., Ph.D.), Geography (M.S.), History (M.A., Ph.D.), Linguistics (M.A., Ph.D.),

Philosophy (M.A., Ph.D.), Political Science (M.A., Ph.D.), Psychology (M.A., Ph.D.), and Sociology (M.A., Ph.D.). The lone institute is the Population Institute which offers the M.A. Demography and Master in Population Studies (MPOPS) programs. The Department of Political Science offers the Master in International Studies (M.I.S.) degree program[1] in addition to its regular M.A. and Ph.D. programs in Political Science.

1.2.1 The Ph.D. Philippine Studies Program. The Ph.D. Philippine Studies Program now belongs to the Tri-College (CSSP, College of Arts and Letters and the Asian Center) Ph.D. Philippine Studies Program of the University. The Tri-College Coordinating Committee, chaired by a Dean from one of the colleges on a rotation basis, oversees the administration of the program. The Philippine Studies Council is part of the Tri-College structure; it approves policies and guidelines related to the program, reviews and evaluates curricular proposals, and recommends candidates for graduation to the University Council.

1.2.2 The CSSP Graduate Faculty Council. The 1999 *General Rules for Graduate Programs in U.P.Diliman* mandates that each college/unit of the University "shall have a Graduate Faculty Council constituted by all qualified faculty" (section 2.1, p.4). The main functions of the Council shall be to act on the following matters:

- ✍ standards, policies, rules and guidelines pertaining to graduate programs; and

[1] The Master in International Studies was an outcome of the following two main events: (1) the third Social Science Divisional Assembly approved the proposal of the Department of Political Science to phase out the under- graduate program in Foreign Service on July 23, 1977 but approved the institution of a graduate degree program in international relations, and (2) Ad Hoc Committee under Dean E. Y. Arcellana initiated the reconsideration of the program and the proposal was in turn remanded to the College of Social Sciences and Philosophy (CSSP) in 1984; this time, it was decided that this program would be administered by CSSP through the Department of Political Science in coordination with the Graduate School.

- ✍ particular issues and problems concerning graduate programs and graduate students which may be raised by the Dean / Department Chair(s) / Director or the College / unit Graduate Office / Graduate Committee.

The members of the CSSP Graduate Faculty Council shall be all the faculty members of the college who compose the graduate faculty committees of their respective departments / institute. They are doctoral degree holders, except in meritorious cases, (1999 *General Rules*, 1.2, p.2) and are qualified to teach in the Graduate Program and sit on thesis and dissertation committees or graduate examination panels.

The CSSP Graduate Faculty Council appoints its members upon the recommendation of the respective departments / institute of the college, in accordance with the policy stated in 1999 *General Rules*. 1.2. With the Dean as presiding officer, the Council is responsible for formulating the academic and administrative policies that apply to the graduate programs of the college. The council meets once every semester, but special meetings may be called to decide on urgent issues.

1.2.3 The Office of the Dean. The Dean of the college, in consultation with the departments and the Office of the Graduate Program, makes most of the decisions involving students' requests pertinent to their graduate studies upon the recommendation of the concerned department / institute. In special cases and on matters where the college's academic policies are unclear or as yet unformulated, the Dean may consult the Graduate Committee. If necessary, the Dean may also convene the Graduate Faculty Council to settle a particular issue.

1.2.4 The Departments and the Population Institute. The home of each disciplinal program is the Department/ Institute. Each of the eight departments administers its graduate degree program(s) through its Graduate Program Committee chaired by the Department Chair or the Department Graduate Program Coordinator for those departments having this position. Where relevant, the Chair works with the Department Graduate Program Coordinator in administering the department's graduate degree programs. The Population Institute's graduate programs are administered by an Academic Program Coordinator, who works with the institute's Director.

1.2.5 The Office of the Graduate Program. The Office of the Graduate Program serves as the link between the Dean and the various departments/institute, and is responsible for the bulk of the administrative tasks involved in running the various graduate degree programs. The office is headed by the College Graduate Program Coordinator or Associate Dean or some other official so designated by the Dean.

The functions of the Office of the Graduate Program are as follows:

I. Admission process and registration

1. Accepts and checks applications for admission for completeness, and then forwards such documents to departments/institute for deliberation according to their own deadlines (see Subsection 2.1);
2. Endorses the recommendation of the Departments/ institute for admission of qualified applicants to the Dean;
3. Notifies: (a) the Registrar's Office and the Department/Institute of officially admitted students

by the Dean; (b) qualified applicants of their official admission; (3) applicants who are not qualified; and

4. Issues registration materials to graduate students and assists in the checking / validation / assessment during registration.

II. Record-keeping

1. Keeps the records of all students admitted to the college's graduate programs and of all old CSSP students admitted to the Tri-College Ph.D. Philippine Studies Program prior to the official transfer to Asian Center of the administrative tasks involved in running the program.
2. Keeps record of students who are not admitted to the CSSP graduate program for a maximum period of five (5) years;
3. Keeps record of students who failed the MA pre-print journal paper, MA non-thesis comprehensive examinations, MA thesis, and Ph.D. dissertation for a maximum period of five (5) years; and
4. Keeps record of students who have been dismissed from the CSSP graduate program for a maximum period of ten (10) years.

III. Monitoring and Evaluation

1. Monitors and evaluates regularly the residency status of graduate students and sends notices of maximum residency rule (MRR) status to relevant students;
5. Monitors and evaluates the fulfillment of degree requirements by graduate students; and
6. Monitors compliance with the rule on cumulative weighted average.

IV. Others

1. Issues the *True Copy of Grades (TCG)* and other certifications requested by graduate students for scholarship, employment, and other purposes;
2. Prepares the appointments of: (a) thesis / dissertation advisers and critics; (b) panel members of thesis / dissertation proposal and oral defense as endorsed by the departments and institute except the Dean's Representative in oral defenses; (c) comprehensive examination panel members; (d) Population Institute's pre-print research paper advisers and critics; and (e) panel members of the Population Institute pre-print research paper proposal as endorsed by the institute;
3. Administers the Comprehensive Examination Requirement and coordinates with the department / institute concerned;
4. Coordinates the thesis / dissertation / pre-print research paper Proposal Defense with the department / institute concerned;
5. Coordinates the thesis / dissertation Oral Defense with the department / institute concerned;
6. Provides the departments and institute a copy (cc the Department head and institute director) of appointments of thesis / dissertation advisers and critics, panel members of thesis / dissertation proposal and oral defenses and comprehensive examinations, and of results of thesis / dissertation proposal and oral defenses and a copy (cc the institute director) of appointments of pre-print research paper advisers, critics, and panel members of pre-print research paper proposals;
7. Prepares the list of Honorific Scholars (College Scholar and University Scholar) every semester;

8. Prepares the list of nominees for election to honor societies such as the *Phi Kappa Phi* and the *Pi Gamma Mu*;
9. Distributes the bound copies of thesis / dissertation to target recipients (see Subsection 8.5);
10. Acts as registration adviser to all old CSSP students admitted to the Tri-College Ph.D. Philippine Studies Program prior to the official transfer to AC of the administrative tasks involved in running the program (Note that this function ends when all these old CSSP students will have graduated.);
11. Prepares vouchers for honoraria of thesis / dissertation advisers, thesis / dissertation oral defense panel members, pre-print research paper advisers, and comprehensive examination panel members;
12. Notifies the departments / institute where the concerned faculty members belong that their honoraria are ready for pick-up if paid in check or for checking their ATMs if paid through the ATM.

IV. Graduation

1. Clears students for graduation and prepares the list of graduating students for approval by the College Graduate Faculty Council and Faculty Assembly; and
2. Coordinates with the Office of the University Registrar on clearing students for final graduation.

The College Graduate Program Coordinator or the Associate Dean or some other official so designated by the Dean chairs the CSSP Graduate Committee, which is composed of the Graduate Program Coordinators of each department / institute. The Graduate Committee meets to discuss special issues and to make policy recommendations to the Dean and to the Graduate Faculty Council.

1.2.6 The Office of the University Registrar (OUR). Final compliance with University requirements on admission, residency, and graduation is monitored by the Office of the University Registrar (OUR). The OUR keeps its own records of the academic work of all graduate students of CSSP, and makes the final evaluation on whether a candidate for graduation has fulfilled all the requirements for his/her degree. It is the function of the Office of the Graduate Program to coordinate with the OUR to ensure that its own records tally with those of the OUR.

The Registrar's Office is also solely authorized to issue the official *Transcript of Records* both of current students and graduates of the University.

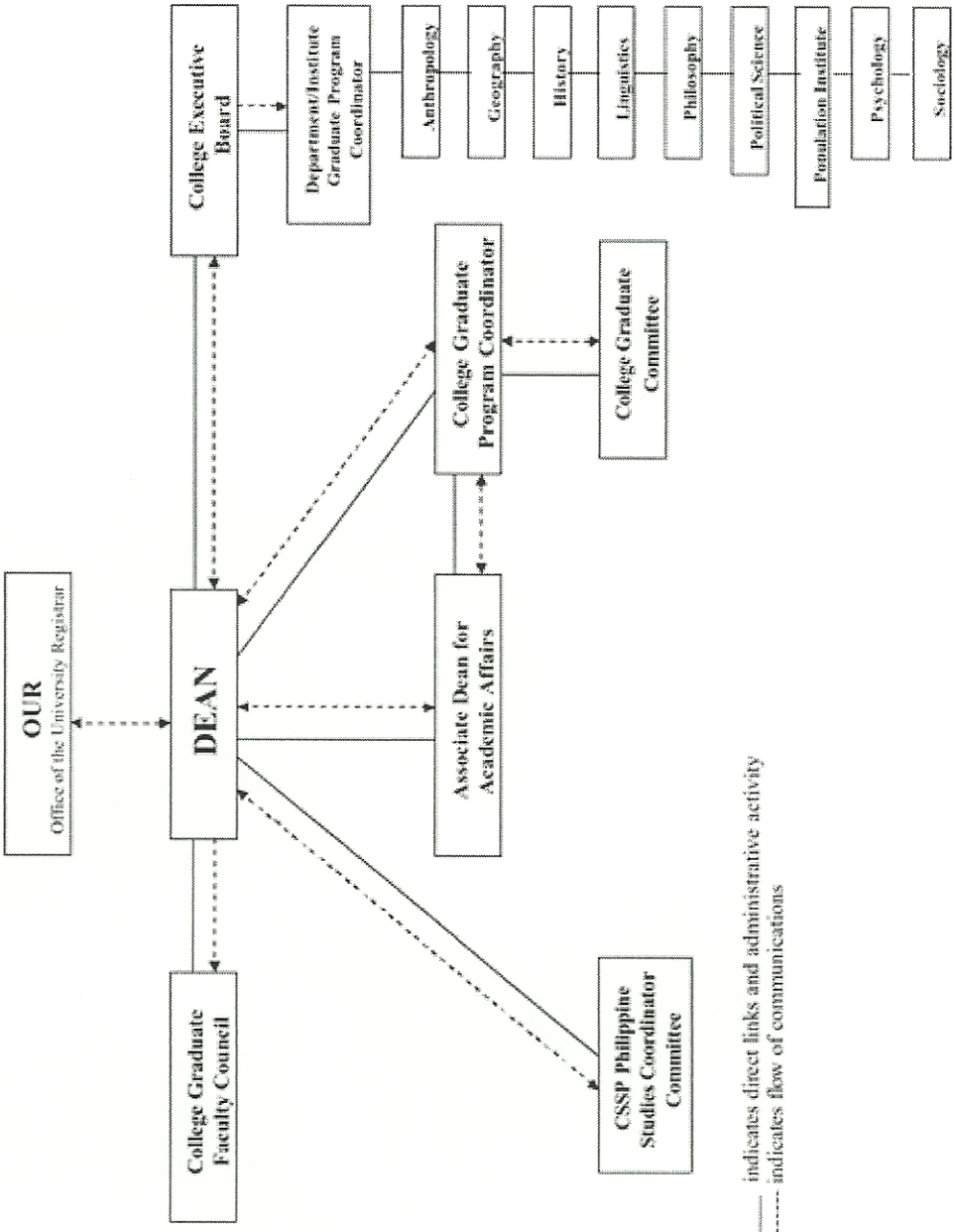
Figure 1.0 on the next page shows the flow of decision-making and communications in the administration of the college's graduate programs. Note: Solid lines indicate administrative authority; broken lines indicate flow of communications.

1.3 Administrative Procedures

Graduate students are expected to fill out and submit the various official Forms of the Departments, the Office of the Graduate Program, and the Office of the University Registrar. **It is the responsibility of the graduate students to ensure that they comply with all the requirements of their respective programs.** The Departments/Institute provide(s) support and information.

All registration procedures are online through the Computerized Registration System (CRS) and accomplished through such official Forms following the eight (8) steps of computerized registration (see Appendix A for the computerized registration flowchart).

Figure 1.0 Flow of decision-making and communications in the administration of the college's graduate programs



Online registration through the CRS requires the following:

- ✍ Old students – use their Webmail account
- ✍ New students – apply for a UP webmail account from the Computer Center and then proceed to the Admission and Registration Section of the OUR for the "Add Student Entry to CRS."

1.3.1 Requests to the Dean. There are some requests for action, however, that are not covered by the official forms of the college. Such requests require a letter to the Dean through channels. Following are the most common:

- ✍ Request for reinstatement following Absence Without Leave (AWOL) status;
- ✍ Request for the scheduling of the comprehensive examination, areas to be covered and panel of examiners;
- ✍ Request for a waiver of a specific rule (e.g., the rules on the composition of the thesis / dissertation committees or oral defense panel).

Such letters should be addressed to the Dean, through Channels, but should be submitted to the department / institute concerned for the department / institute's endorsement. (See Appendix B for a sample of the correct format for letters of request to the Dean.) Students must write one letter per request, since the decision on one request may not be the same as the decision on other requests. If the department / institute endorses the request, the letter is forwarded to the Office of the Graduate Program. The College Graduate Program Coordinator may then either recommend the request for approval to the Dean, or else send the letter back to the department / institute. The Dean likewise may either approve the request,

or, if not approved, send it back to the College Graduate Program Coordinator, who will return it to the department/institute with his/her comments on why the request was not approved. The departments and institute are duly notified by the Office of the Graduate Program of the outcome of all such requests.

1.32 Requests to the Office of the University Registrar (OUR). There are other requests that technically fall outside the scope of the college's administrative functions; such requests need to be addressed to the University Registrar thru channels. Following are the most common:

- ✍ Request for permission to register beyond the deadline for Late Registration; and
- ✍ Request for permission to file an Application for Graduation beyond the deadline set by the Office of the University Registrar.

These requests are processed in the regular manner, i.e., submitted to the department/institute and endorsed by the department/institute to the College Graduate Program Coordinator and then to the Dean before it is forwarded to the Office of the University Registrar. In brief, all communications should be Through Channels.

The regular flow of communications is illustrated in schematic form below:

Student ✍ **Department/Institute** ✍ **OGP** ✍ **Dean** ✍ **OUR**

1.3.3 Requests to the Office of the Vice-Chancellor for Academic Affairs (OVCAA). There are special requests that need to be addressed to the Vice-Chancellor for Academic Affairs thru channels. Examples of these are

requests for extension of residency beyond the fifth year under such special circumstances as those below:

For Master's students with thesis and doctoral students with or without MA in same discipline

- ✍ **Pass** as the grade for the oral thesis / dissertation defense but with no more than one panel member requiring minor revisions and these minor revisions which cannot possibly be done within the remaining last month of the approved fifth year of extension of residency because of serious illness or other strong justification;
- ✍ **Provisional Pass** as the grade for the oral thesis / dissertation defense and one panel member requiring major revisions or at least two members requiring minor revisions (See 7.6) and these revisions cannot possibly be done within the remaining last month of the approved fifth year of extension of residency because of serious illness or other strong justification;

For Master's students with pre-print research paper

- ✍ Adviser or Critic requiring major and minor revisions of the paper and these revisions cannot possibly be done within the remaining last month of the approved fifth year of extension of residency because of serious illness or other strong justification.

For Master's students without thesis but with comprehensive examinations

- ✍ If a student fails the first comprehensive examination and the second examination cannot possibly be done within the remaining last month of the approved fifth year of extension of residency.

These requests are processed in the regular manner, i.e., submitted to the department/institute and endorsed by the department/institute to the College Graduate Program Coordinator, to the Dean and then to the OUR before it is forwarded to the Office of the Vice-Chancellor for Academic for Academic Affairs. In brief, all communications should be Through Channels.

The regular flow of communications is illustrated in schematic form below:

2 Admission, Academic Performance, and Retention Policies

2.1 Admission of New Students

Admission to the various graduate programs of the college is administered by the respective departments/institute. Each department/institute has its own rules and criteria for admission. However, the common admission requirements for all departments/institute are as follows:

(1) application letter addressed to the Dean of the college;
(2) official transcript of records of undergraduate work (and graduate work, if any), one original copy and one certified true copy of the original;
(3) original copy and xeroxed copy of birth certificate (for Filipino citizens, the birth certificate must be issued by the National Statistics Office, for aliens, the xeroxed copy of the birth certificate or passport duly authenticated);
(4) two copies of Curriculum Vitae;
(5) three letters of recommendation from former professors/employers with their evaluation of the applicant's potential for graduate work (form is

available at the Office of the Graduate Program for departments/institute not having their/its own required contents of the letter, (e.g. the Department of Philosophy for its Ph.D. in Philosophy program);

(6) two passport-size photographs;

(7) a non-refundable application fee of Php 100.00 for Filipino citizens and US $25 for aliens (2007 *2004-2010 General Catalogue*, p. 7) to be paid at the designated official bank of the university or in the form of a money order, cashier's or manager's check payable to the University of the Philippines;

(8) one-to two-page description of research proposal (for doctoral applicants only); and

(9) certification of English language proficiency (see subsection 2.1.3 for more details).

Applications for admission, however, are coursed through the Office of the Graduate Program, which forwards all complete sets of application materials to the various departments and institute, according to their own deadlines. The departments and institute recommend the admission of qualified applicants to the Dean, who officially admits them to the college as graduate students. The college then notifies the Registrar's Office, through the Office of the Graduate Program. The Office of the Graduate Program notifies qualified applicants of their official admission to a graduate program through an Admission Notice (OGP Form 30, see Appendix C-30). Departments/institute also notify qualified applicants of their admission to their respective graduate program.

Admitted students must respond to the offer of admission by returning OGP Form 31 to the Office of the Graduate Program (see Appendix C-31). In this form, accepting the offer of admission but with a request for deferment of initial

enrollment is one of the options. If this option is chosen, the student has to get first the Department / Institute 's official approval of deferment requested before filling up this form. Prior to enrollment, they should seek authentication of all relevant records if there are any (i.e. numbers (2) and (3) under this section as they are not allowed to enroll without such authenticated records. Failure to fill up OGP Form 31 shall be deemed a refusal of the offer of admission.

The Office of the Graduate Program also notifies applicants who do not qualify for admission using OGP Form 32 (see Appendix C-32). Departments / institute also notify applicants of their non-admission.

The Office of the University Registrar authenticates all academic records submitted by officially admitted graduate students to the University's graduate programs, including all Official Transcripts of Record from other academic institutions. The process of authentication begins with the departments / institute upon their processing of applications for admission, but new students in the college's graduate programs will be issued their registration materials only after the Registrar has authenticated their submitted documents. The Registrar's Office has the final authority on the authentication of official academic records and documents submitted by applicants, and may recommend the withdrawal of admission of students whose academic records are of questionable authenticity. Admitted students who are subsequently found to have submitted counterfeit documents may be recommended for expulsion and other due sanctions by the Registrar.

2.1.1 Finality of Admission Decisions. All decisions on admission made by the college are *final and beyond appeal*. This finality rests on the assumption that applications for

admission have been properly reviewed and that pertinent rules and policies, including their dates of effectivity, have been correctly and consistently applied.

2.1.2 Non-Degree Status. The 2007 *2004-2010 General Catalogue* (p. 11) defines non-degree graduate students as those who are enrolled for credit but do not follow an organized graduate program of study. They are either graduate or undergraduate degree holders not currently enrolled in any other institution of higher learning. Since they do not follow any organized program of study, they are not prospective candidates for graduation for any degree in the college.

Applicants for a non-degree status must fulfill 1-7 requirements for admission (see 2.1) and submit them to the Office of the Graduate Program for review. The same office recommends to the Dean those fully fulfilling the 1-7 requirements for official admission. Then it notifies the Registrar's Office of all officially admitted non-degree students. The Graduate Program Coordinator serves as their adviser during enrollment.

Non-degree students shall not be allowed to enroll for more than one (1) semester, except by special permission of the Dean and the University Registrar (2007 *2004-2010 General Catalogue*, p. 11). The maximum number of units a non-degree student can take is nine (9) units for one semester or a maximum of six (6) units for one summer.

A non-degree student planning to apply eventually to a graduate program, the application of which happens only once a year, will have one whole year in between his/her application for a graduate program and enrolment as a non-degree student. Hence, he/she will request special permission of the Dean and the University Registrar to enroll for two semesters through channels.

The endorsement of the relevant department or institute does not guarantee the non-degree student 's admission to the program he / she plans to apply for eventually. All the requirements, processes and conditions in Section 2.1 and Subsection 2.1.1 shall apply to him / her.

The departments or institute where the non-degree student eventually becomes a graduate student may subsequently recommend for approval by the Dean the transfer of credits taken under non-degree status to the formal course work of the student as a regular graduate student. Conditions regarding transfer of credits will apply according to 2007 *2004-2010 General Catalogue* (pp. 11, 19, 23 and 1999 *General Rules* (Subsection 3.4.2, p. 13, and 4.4.2, p. 30) as follows: "Subject to the recommendation of the appropriate bodies and the approval by the Dean, graduate courses taken by the student under another program of the University of the Philippines may be transferred for credit to his / her new doctoral / master's program provided that (1) these courses were taken during the last five (5) years prior to the student's admission or transfer to the doctoral / master's program; (2) these units have not been credited to a degree previously obtained by the student; and (3) these courses are relevant to his / her new program."

All non-degree subjects which are credited and included in the student's courses in the program will be subject to the Department / Institute's grade requirements. This means that grades for the credited subjects are included in the computation of the retention grade in the concerned Departments / Institute.

2.1.3 TOEFL Requirement for Foreign Students. The University requires foreign applicants whose native language is not English to demonstrate English proficiency

by taking the Test of English as a Foreign Language (TOEFL). To be considered for admission to a graduate program of the college, an applicant must have a TOEFL score of 500 or 173 in the computerized form. Compliance with the TOEFL requirement is monitored by the Office of the University Registrar. The departments / institute may also require a specific TOEFL cut-off score from foreign applicants to their programs, and request the Registrar's Office to furnish them with an applicant's TOEFL score.

Any student whose education has been obtained in an academic institution with English as the medium of instruction of the whole academic institution must request a certification from his / her institution that the medium of instruction is English in the whole institution. In this case, the TOEFL requirement is waived.

2.2 Grading System

Grades for graduate courses follow those of the rest of the university:

1.0 Excellent
1.25
1.5 Very Good
1.75
2.0 Good
2.25
2.5 Satisfactory
2.75
3.0 Pass
4.0 Conditional Failure
5.0 Fail

The official passing grade in the university is **3.0**; however, some departments / institute may impose stricter grade requirements.

Students shall consult the Graduate Manual of their respective departments / institute for the policy that applies to them.

2.3 Retention Rules

Retention in a graduate degree program is subject to two principal criteria: (a) maintaining the **General Weighted Average (GWA)** required by the department / institute to remain in good standing in the program; and (b) maintaining proper residency status in the university. Each department / institute has its own GWA rules and may impose stricter rules than those of the College. (For rules on residency, see the next section.) All graduate programs in the college, however, are also subject to the University rule on the **Cumulative Weighted Average Grade (CWAG)**, which shall be based on all courses taken by the student in his / her approved Program of Study, including those taken in compliance with the Residence Rules…, if applicable (2007 *2004-2010 General Catalogue*, pp. 20 and 23 and 1999 *General Rules* 3.5.2, p. 14 and 4.5.2, p. 31).

To be retained in the program, a student in any Master's Degree program must maintain a CWAG of "2.0" or better in his / her graduate courses at the end of each academic year until the completion of his / her Program of Study (2007 *2004-2010 General Catalogue*, p. 20 and 1999 *General Rules* 4.5.2, p. 31). A student in the doctoral program must maintain a cumulative weighted average grade of 1.75 or better in his / her course work at the end of each academic year until completion of the program of study (2007 *2004-2010* General Catalogue, p. 23 and 1999 *General Rules* 3.5.2, p. 14).

The Office of the Graduate Program monitors compliance with departmental Retention Rules and university Residency Rules and the rule on CWAG. A graduate student who is non-compliant with his / her program's or the university's retention

rules will be notified by his/her department/institute and/or the Office of the Graduate Program.

2.4 Honorific Scholarship

The College recognizes graduate students with outstanding performance. Every semester, the Office of the Graduate Program submits to the Office of Scholarships a list of students who qualified for recognition as University Scholars and as College Scholars during the previous semester.

The required GWAs for the two categories of honorific scholars are as follows:

- ✍ **University Scholars**: **1.00-1.25**
- ✍ **College Scholars**: **1.26-1.50**

provided, that the total unit load taken by the student in the semester concerned was not less than nine (9) units. The list of graduate students who qualified for recognition as honorific scholars is posted on the bulletin board of the Office of the Graduate Program (Palma Hall Rm. 111) in the middle of each semester. *Students are encouraged to check out the list; qualified students whose names fail to appear on the list are requested to seek clarification with the College Graduate Program Coordinator.*

2.5 University Policy on Absences

A graduate student whose absences in a course reach **20%** of the scheduled course hours shall be dropped from the course (*University Code,* Article XVI). Since the total number of hours prescribed for a 3-unit graduate course is **48** hours (3 hours a week x 16 weeks), this is equivalent to **9.6** hours. The *University Code* further states as quoted from the *2004-2010 General Catalogue*, p. 26: "If the majority of the absences are excused, the student shall not be given a grade of "5" upon being thus dropped (often referred to as "forced drop"); but if the majority

of absences are not excused, the student shall be given a grade of "5" upon being thus dropped. Time lost by late enrollment shall be considered as time lost by absence."

3 Residency

3.1 Definition of Residency

The term "residency" refers to the period of time during which a student is permitted to complete all the requirements of his / her degree program.

3.2 Regular Residency Period

The period of **regular** residency for the completion of a graduate degree for different classes of graduate admissions is as follows:

- For **Master's** students: **Five (5)** academic years;
- For **Doctoral** students with a previously obtained master's degree **in the same field** as their current doctoral degree programs: **Six (6)** academic years;
- For **Doctoral** students without a master's degree, or who have a previous master's degree, but **not in the same field** as their current doctoral degree programs: **Eight (8)** academic years.

An academic year refers to the normal school year made up of two semesters and one summer session. The summer term is part of the academic year. The counting of a student's residency in a program begins from the student's first enrollment in a graduate course after admission in a graduate program and shall include all leaves of absence from the program. The regular period for completion for a graduate student transferring from another university shall be reduced by one (1) semester *(*2007 *2004-2010 General Catalogue* pp. 21 and 26 and 1999 *General Rules* 3.10.2, p. 23 and 4.9.2, p. 38).

If there are graduate courses taken by the student prior to his / her admission to the program and credited to his / her course requirements, then his / her allowed period of completion will be reduced by a number of semesters equivalent to one (1) semester for every nine (9) units of courses credited to his / her program (2007 *2004-2010 General Catalogue* pp. 21 and 26 and 1999 *General Rules* 3.10.2, p. 23 and 4.9.2, p. 39).

3.3 Enrollment for Residence

It is important for a student who is enrolled in a graduate program to be always in residence in the college. To be in residence in the college means either to be enrolled in a course / s, or to be enrolled for *Residency* (course code 88888). Requirement for residency involves enrollment online through the CRS, filling out the standard registration form (Form 5), and paying the required fees during the regular or the late registration period.

A student who has finished the course requirements for a degree program and who is working on non-course degree requirements such as the comprehensive examinations or the thesis / dissertation must register for Residency; otherwise, he / she shall be considered on AWOL status. No student can take the comprehensive examination, defend thesis / dissertation proposal, thesis / dissertation oral defense in his / her program on AWOL status (see Section 4 below for more details).

A student who is not enrolled in any subject but who wants to complete an 'INC.' grade must enroll for residence. Registration for residence should be done during the regular enrollment period. He / she shall pay the registration fee. If the "INC" is to be removed by an examination, he / she shall also pay the removal fee, if required (2007 *2004-2010 General Catalogue* p. 28).

It is important for students always to be aware of their residency status in their respective graduate programs. The Notice of Admission given to students accepted in a graduate program indicates the semester when their regular residency will end. It is up to the students to monitor their own residency status. A student whose residency has lapsed shall be issued a notification by the Office of the Graduate Program (OGP Form 33, Appendix C-33).

3.4 Leave of Absence (LOA)

A graduate student may officially apply for a Leave of Absence (LOA) from his/her studies by filling out the required LOA Form (Application for a Leave of Absence), available from either the Registrar's Office or the Office of the Graduate Program (OGP Form 34, Appendix C-34).

Students who may apply for a Leave of Absence are as follows:

- A student who is not currently **enrolled** for any course;
- A student who is **already enrolled** for courses but is in the process of dropping his/her courses.

The schedule in the Academic Calendar for the deadline of filing LOA should be followed by all students (enrolled and not enrolled). (Memorandum PCC No. 08-57 from the Office of the University Registrar)

3.4.1 The University policy on LOA is as follows:

- The leave shall not exceed one year, but may be renewed for at most one more year (Art. 401)
- When not taken in two successive years, the aggregate period for the leave of absence shall not exceed two years;
- If a student withdraws after ¾ of the total number of hours prescribed for the course has already elapsed, the Instructor of the course may submit a grade of

5.0 for the student if the class standing up to the time of the withdrawal is below "3". (Art. 402)

- ✍ For a Leave of Absence availed of during the second half of the semester (i.e., beyond the date designated in the academic calendar as mid-semester), the class standing of the student (Passing or Failing) should be indicated by the instructor of the course. (822 BOR mtg.)
- ✍ Time spent on official LOA is counted as part of a student's total Residency Period.

3.4.2 Readmission from LOA

To return to his/her studies after the LOA, the student must be re-admitted to his/her graduate program. To do this, he/she shall request the Office of the Graduate Program for evaluation of his/her academic status and write a letter for readmission to the Dean thru channels attaching a copy of the officially approved LOA which indicates the official receipt number and date of payment. With favorable recommendations of the department/ institute and the Office of the Graduate Program and approval of the Dean, the Office of the Graduate Program issues the college re-admission form for the student to bring it to the Office of the University Registrar for appropriate action. Thereafter, the student shall bring to the Office of the Graduate Program the university re-admission slip for his/her enrollment.

3.5 Absence Without Leave (AWOL)

Graduate students who do not enroll during their residency period and do not file a Leave of Absence (LOA) are considered on Absence Without Leave status, or AWOL. Time spent on AWOL status is counted as part of a student's total Residency Period.

3.5.1 Readmission from AWOL Status

A graduate student who goes on AWOL may seek reinstatement to his/her graduate program by requesting the Office of the Graduate Program for evaluation of his/her academic status and writing a letter requesting readmission to the Dean through channels. With favorable recommendations of the department/institute and the Office of the Graduate Program and approval of the Dean, the Office of the Graduate Program issues the college re-admission form for the student to bring it to the Office of the University Registrar for appropriate action as well as paying the AWOL fee at the university cashier's office. Thereafter, the student shall bring to the Office of the Graduate Program the university re-admission slip for his/her enrollment (see Appendix D for the flowchart).

3.6 One-Year Residence Before Graduation

The university's rules state that **a student must be officially enrolled for residence for at least one (1) academic year prior to the conferment of the master's/doctoral degree** (2007 *2004-2010 General Catalogue* pp. 21 and 26 and 1999 *General Rules* 3.10.1, p. 23 and 4.9.1, p. 38). This means that a graduate student who goes on *AWOL* or on LOA will first have to establish residence for one academic year before the graduate degree may be conferred upon him/her.

3.7 Maximum Residence Rule (MRR): Extension of Regular Residency Period

Upon recommendation of their departments/institute, students may be granted an extension of residency period for a period of one (1) calendar year at a time, but only up to **five** years.

To apply for extension of residency, a student needs to fill out OGP Form 35 (see Appendix C-35*)* and to submit supporting documents (**See Table 1**) to the Office of the Graduate Program.

Table 1. Conditions for Granting Extension by Type/Status of Graduate Student and Extension Requested

Type of Graduate Student	Extension Requested				
	First	Second	Third	Fourth	Fifth
1.Thesis/ dissertation with comprehen-sive examination	Must have completed formal course work with no grades of incomplete Expected to have passed the comprehensive examination Expected to have successfully defended thesis or dissertation proposal Expected to take the first penalty course	Must have passed the comprehensive examination Must have successfully defended thesis or dissertation proposal Must have taken the first penalty course Expected to have done a substantial part of the thesis or dissertation research	Must have done a substantial part of the thesis or dissertation research **and** must be more than halfway through the research process as certified by the thesis/ dissertation adviser Expected to have written a substantial portion of the thesis or dissertation Expected to take 2nd penalty course	Must have written a substantial portion of the thesis or dissertation, as certified by the thesis or dissertation adviser and the department graduate committee/chair, the certifications being appended to the request Must have taken the 2nd penalty course Expected to have defended the thesis or dissertation	Must have defended the thesis or dissertation **or** must be scheduled to defend by the end of the first semester from the start of Year 5 with the endorsement of the critic and a copy of the thesis or dissertation for the defense in the first semester of Year 5 **and** the department/institute graduate committee/chair, certifying that the defense has either been done or already scheduled and this certification being appended to the request Must take the 3rd penalty course Expected to have completed all the requirements for his/her degree, including submission of five (5) bound copies of the thesis or dissertation, soft copy of the abstract and one pre-print paper on the approved doctoral dissertation (Ph.D. only) by the end of Year 5, including Summer to the College Graduate Office
2.Thesis/ dissertation without comprehen-sive examination	Must have completed formal course work with no grades of incomplete Expected to have successfully defended thesis or dissertation proposal Expected to take the first penalty course	Must have successfully defended thesis or dissertation proposal Must have taken the first penalty course Expected to have done a substantial part of the thesis or dissertation research	Must have done a substantial part of the thesis/ or dissertation research **and** must be more than halfway through the research process as certified by the thesis/ dissertation adviser Expected to have written a substantial portion of the thesis or dissertation Expected to take 2nd penalty course	Must have written a substantial portion of the thesis or dissertation, as certified by the thesis or dissertation adviser and the department graduate committee/chair, the certifications being appended to the request Must have taken the 2nd penalty course Expected to have defended the thesis or dissertation	Must have defended the thesis or dissertation **or** must be scheduled to defend by the end of the first semester from the start of Year 5 with the endorsement of the critic and a copy of the thesis or dissertation for the defense in the first semester of Year 5 **and** the department/institute graduate committee/chair, certifying that the defense has either been done or already scheduled and this certification being appended to the request Must take the 3rd penalty course Expected to have completed all the requirements for his/her degree, including submission of five (5) bound copies of the thesis or dissertation, soft copy of the abstract and one pre-print paper on the approved doctoral dissertation (Ph.D. only) by the end of Year 5, including Summer to the College Graduate Office

Table 1. Conditions for Granting Extension by Type/Status of Graduate Student and Extension Requested (continuation)

Type of Graduate Student	Extension Requested				
	First	Second	Third	Fourth	Fifth
3. Non-thesis with comprehensive examination and a pre-print research paper	Must have completed formal course work with no grades of incomplete Expected to have passed the comprehensive examination Expected to have successfully defended pre-print research paper proposal Expected to take the first penalty course	Must have passed the comprehensive examination Must have successfully defended pre-print research paper proposal Must have taken the first penalty course Expected to have done a substantial part of the pre-print research paper research	Must have done a substantial part of the pre-print research paper **and** must be more than halfway through the research process as certified by the pre-print research paper adviser Expected to have written a substantial portion of the pre-print research paper Expected to take the 2nd penalty course	Must have written a substantial portion of the pre-print research paper, as certified by the pre-print paper adviser and the department graduate committee/chair, the certifications being appended to the request Must have taken the 2nd penalty course Expected to have the pre-print research paper endorsed by the adviser to the critic	Must have the pre-print research paper endorsed by the adviser to the critic with the endorsement of the adviser and a copy of the pre-print research paper reviewed by the critic being appended to the request Must take the third penalty course Expected to have the critic's approval of the pre-print research paper by the end of the first semester from the start of Year 5 Expected to have completed all the requirements for his/her degree, including submission of five (5) bound copies of the pre-print research paper, soft copy of the abstract by the end of Year 5, including Summer to the College Graduate Office
4. Non-thesis with comprehensive examination only	Must have completed formal course work with no grades of incomplete Expected to have passed the comprehensive examination Expected to take the first penalty course	Must have passed the comprehensive examination but needs to complete required penalty course (s) **or** if failed in first examination in Year 1, must re-take comprehensive examination **or** if has not taken the comprehensive examination in Year 1, must take the first exam during Year 2 of extension Must have taken the first penalty course Expected to have passed the comprehensive examination taken in year 2.	Must have passed the first or second comprehensive examination taken in Year 2 but needs to complete required penalty course(s) **or** if failed in first exam taken in Year 2 ,must re-take comprehensive examination **or** if has not taken the first comprehensive examination in Years 1 and 2, must take the first exam during Year 3 of extension Expected to take 2nd penalty course Expected to have passed the comprehensive examination taken in year 3	Must have passed the first or second comprehensive examination taken in Year 3 but needs to complete required penalty course(s) **or** if failed in first exam taken in Year 3,must re-take comprehensive examination **or** if has not taken the first comprehensive examination in Years 1-3, must take the first exam during Year 4 of extension Must have taken the 2nd penalty course Expected to have passed the comprehensive examination taken in year 4	Must have passed the first or second comprehensive examination taken in Year 4 but needs to complete required penalty course(s) **or** if failed in first exam taken in Year 4, must re-take comprehensive examination during Year 4 of extension Must take the 3rd penalty course Expected to have passed the second comprehensive examination taken in Year 5 and have completed all the requirements for his/her degree by the end of Year 5, including Summer

The Dean may grant an extension of residency subject to the conditions as specified in **Table 1** (see Appendix E for the flowchart).

In no case shall the extensions exceed five (5) years (2007 *2004-2010 General Catalogue* pp. 21-22 and 26 and 1999 *General Rules* 3.10.3, pp. 23-24 and 4.9.3, p. 39).

3.7.1 Shifting from a Thesis to a Non-thesis Program

If the program so allows, students in a thesis program may shift to the non-thesis program, and vice-versa, during any of the approved extension of residency.

3.7.2 Non-Compliance with Maximum Residence Rule (MRR)

Any student who fails to complete all requirements of the degree within the regular period and any approved extension thereof shall be disqualified from the graduate program. (2007 *2004-2010 General Catalogue* pp. 21 and 26; 1999 *General Rules*, 3.10.4 & 4.9.4).

3.8 Penalty Course Requirement for Extension of Residency

The student granted an extension shall take additional units of graduate courses in his/her discipline or area at a rate of three (3) units for every two (2) years of extension or a fraction thereof. (2007 *2004-2010 General Catalogue* pp. 21 and 26; 1999 *General Rules* 4.9.3).

The penalty course is normally taken in the subject area of the student's degree program. The student should consult his/her department's graduate program coordinator for the courses that he/she is allowed to take as penalty courses. In some cases a student may request to be allowed to take a penalty course in another discipline. He/she must then fill

out an **Application for Penalty Course Substitution** (*OGP Form 36*), available in the departments / institute and in the Office of the Graduate Program. The filled-out form must be submitted to the department / institute concerned.

4 The Comprehensive Examination Requirement

Most graduate programs have a comprehensive examination requirement. This is a written examination designed to test the student's mastery of the discipline acquired during the Program of Study. It must be taken by the student after: (1) completing the course work in his / her Program of Study without any grade of "Inc"; (2) satisfying the language requirement, if any; (3) obtaining a CWAG of "1.75" or better (doctoral degree) / "2.0" or better (master's degree); and (4) completing the courses stipulated by the Maximum Residence Rules, if applicable (2007 *2004-2010 General Catalogue* pp. 21 and 24 and 1999 *General Rules* 3.7.1, p.16 and 4.8.3, p.37). Each program defines the number of examination areas that the student will take.

In the event that a student has completed the course requirements for his / her program but is beyond the regular residency period of his / her program (see Subsection 3.2) and therefore has to take a penalty course, he / she should be eligible to take the comprehensive examination even though he / she has not yet finished his / her penalty course provided that the condition of three (3) units for every two (2) years of extension or a fraction thereof is met (Subsection 3.8).

Students may apply to their respective departments / institute for comprehensive examination after completing all the above four (4) requirements. One semester before scheduling the comprehensive examination, the student should go to the Graduate Program Office for evaluation to ensure that he / she has completed all the formal courses required for his / her

degree and no grade of incomplete prior to taking the comprehensive examination. Each Department / Institute should also check whether this student has completed his / her respective Program of Study in accordance with the pertinent curriculum. Students taking the comprehensive examinations must be in residency during the semester when such examinations are taken.

4.1 Comprehensive Examination Panel

The comprehensive examination panel shall consist of a minimum of three (3) regular full-time graduate faculty members with doctoral degrees for doctoral students / with at least a Master's degree for master's students, except in meritorious cases. Master's degree holders may serve as examiners in doctoral Candidacy Examinations only in highly meritorious cases and upon approval by the Dean / Director. The exception to the examiners in master's Candidacy Examinations shall be made only with the approval of the Dean / Director, upon recommendation of the appropriate bodies Professorial Lecturers and Professors Emeriti may serve as examiners, provided they are doctoral degree holders for doctoral students / master's degree holders for master's students and / or known experts in their field and have taught in the unit for the last two (2) years (2007 *2004-2010 General Catalogue* pp. 21 and 24 and 1999 *General Rules* 3.7.2, pp. 16-17 and 4.8.2, pp. 36-37).

4.2 Scheduling a Comprehensive Examination

Each department has a set of procedures for giving the comprehensive examinations, and coordinates with the Office of the Graduate Program concerning schedules and record-keeping. Examinations are administered at intervals of at least two (2) days in the officially designated examination room.

4.3 Conduct of the Comprehensive Examination

The examination is administered either by the Office of the

Graduate Program, in coordination with the department / institute concerned, or by the department / institute concerned.

4.4 Rating for the Comprehensive Examination

The results of the comprehensive examination are designated as "High Pass", "Pass", or "Fail". If a student fails the examination, a second examination shall be allowed within one (1) year after the first examination. Failure in the second examination shall disqualify the student from the program. (2007 *2004-2010 General Catalogue* pp. 21 and 24 and 1999 *General Rules* 3.7.4, p. 17 and 4.8.4, p. 38).

4.5 Next Steps After Passing the Required Comprehensive Examinations for Master's Thesis /Doctoral Programs

A master's thesis / doctoral student who passes the required comprehensive examination advances to the thesis / dissertation stage, and shall now request for the appointment of a thesis / dissertation adviser. He / she shall also be eligible to enroll in the appropriate thesis / dissertation course the following semester as a requisite to the thesis / dissertation proposal (see 5.4 for enrollment requirement).

5 Thesis/Dissertation Proposal Defense[2]

Graduate students shall present and defend a **Thesis/ Dissertation Proposal** before they can write the thesis or dissertation. The proposal is examined by a Thesis / Dissertation Committee composed of at least three members: an Adviser, a potential Reader / Critic, and a Member for thesis / dissertation.

[2] In addition to the MA Demography program of the Population Institute, the requirements of which are in accord with the thesis requirements and procedures as discussed in Sections 5-8, the Population Institute requires a pre-print research paper in its Master in Population Studies Program (MPOPS). Hence, a separate section (9) synthesizes the main pre-print research paper requirements and procedures. Students under this program must consult the Graduate Manual of the Institute for a detailed description of this program and its specific requirements.

5.1 The Proposal Defense

To schedule a thesis / dissertation proposal defense, the Adviser shall fill out and submit OGP Form 37 (Request for Thesis / Dissertation Proposal Defense, see Appendix C-37) to the Office of the Graduate Program. Upon approval by the Dean, the Office of the Graduate Program shall then formally set the date, time, and venue of the proposal defense.

5.2 Schedule of the Proposal Defense

Students in a graduate program that requires both comprehensive examinations and thesis / dissertation may defend their proposals during the semester or academic year following a successful comprehensive examination. Students in a thesis program with no required comprehensive examinations may defend their proposals during the semester or academic year following the completion of coursework required by the program with no outstanding grades of *Incomplete*.

Students applying for extension of one year of their residency and who are eligible to defend a thesis / dissertation proposal but have not yet done so, shall be required to do so within the first academic year that extension is requested.

5.3 The One-Semester Rule

The college requires that a period of one semester or sixteen (16) calendar weeks shall elapse from the date of the thesis / dissertation proposal defense to the date of the oral defense for the thesis / dissertation.

5.4 Thesis/Dissertation Course Enrollment Requirement

A student who will defend a thesis / dissertation proposal must have previously enrolled or be currently enrolled in the pertinent thesis / dissertation course. This refers to the course

numbered 300 or 400 in a degree program. The master's thesis course (300) carries a credit load of six (6) units; the dissertation course (400) carries a credit load of twelve (12) units. The thesis / dissertation course may be enrolled in increments of three units or any combination thereof over one or more semesters.

5.5 Residency Requirement

A student who is enrolled in a particular semester for the entire credit load of the thesis / dissertation course, or any incremental portion thereof, is thereby in residence in the College, whether or not the proposal defense is actually held during that semester. If the student has previously already enrolled the full number of units of the thesis / dissertation course, he / she must be in residence when he / she defends the thesis / dissertation proposal (see **3.3**).

5.6 Language Proficiency Requirement

Many graduate programs have a *Language Proficiency Requirement*. Graduate students should consult their department chair / institute director concerning this requirement. The Office of the Graduate Program monitors compliance with this requirement, and requires submission of the *Certificate of Language Proficiency Examination Result* (see Appendix C-38, OGP Form 38*)* by the department / institute concerned. Other departments have other proficiency requirements. For example, the Department of Political Science requires Statistics. Relevant graduate students should also consult their department / institute for other proficiency requirements.

5.7 Thesis/Dissertation Proposal Approval Sheet

The thesis / dissertation proposal approval sheet should bear the Department Chair / Institute Director's signature and not just the Dean's signature.

6 Writing a Thesis/Dissertation

6.1 The Thesis/Dissertation

Writing a thesis or dissertation is the significant culminating point of one's training as a graduate student. It requires the student to bring to bear on his / her work everything that he / she has learned as a graduate student. The /thesis/ dissertation should be a significant new contribution to scientific knowledge, written in a style that is acceptable to a wide community of scholars. The doctoral dissertation should be more than a master's thesis. It must make an original contribution to scientific knowledge through the uncovering of new facts, the reinterpretation of known facts in significantly novel ways on the basis of sound methodology, or the development and presentation of new and sound methods of critical investigation and analysis. To complete a scholarly work and to pass the oral defense for a thesis or dissertation is to be endorsed by one's Adviser, Reader, and the other members of one's examination panel as a new member of the community of scholars in one's field.

6.2 The Adviser

Having an Adviser appointed to supervise one's thesis/ dissertation work is the initial step. University policy states that the Adviser must come from the unit [college] where the student is enrolled (2007 *2004-2010 General Catalogue* pp. 20 and 24 and 1999 *General Rules* 3.8.3, p. 19 and 4.6.2, p. 32). The recommendation for the appointment of a particular Adviser must emanate from the department/institute. In recommending the appointment of a particular Adviser for a student, the department/institute shall be guided by the principle of matching the competence of the faculty with the student's thesis/ dissertation topic. The department/institute, in consultation with the student, shall recommend to the Dean the appointment of a particular person to serve as the student's Adviser, but it is

the Dean who officially appoints the Adviser to a thesis / dissertation. Some graduate programs allow for the appointment of two Co-Advisers or two Co-Critics (see Subsection 6.3) to a thesis / dissertation, instead of a single Adviser or Critic. This is left to the discretion of the department / institute. Following is the procedure for the appointment of a Thesis / Dissertation Adviser (see Appendix F for the flowchart):

i. The student fills out an Adviser Request Form (OGP Form 39, see Appendix C-39 for a sample copy);
ii. The department head / institute director or the department / institute Graduate Program Coordinator, confers with the student about the student's thesis / dissertation topic, and about possible persons to be appointed as Adviser;
iii. The department / institute secures the *conformè* of the person it will recommend to serve as the student's Adviser, and the department / institute's head / director writes to the Dean, thru Channels, recommending his / her formal appointment;
iv. The Dean acts on the department / institute's recommendation;
v. The Office of the Graduate Program notifies the student of the decision of the Dean.

The Adviser is responsible for advising the student in the preparation of the thesis / dissertation. It is the function of the Adviser to supervise the preparation by the student of a complete initial draft of the manuscript. This task includes guiding the student in the research entailed by the thesis / dissertation plan, making critical comments and suggestions on the manuscript drafts, and holding discussions and consultations with the student about how to improve or complete the manuscript.

The University has drafted some *Notes on Thesis/Dissertation Advising* to guide both Advisers and students. This document is reproduced in this manual as Appendix G.

Once the Adviser deems the manuscript satisfactory, he/she may then refer it to a Reader/Critic for examination. This involves writing a letter to the Dean, thru Channels, endorsing the thesis/dissertation manuscript for examination by a Reader/Critic. This letter of endorsement by the Critic will be included in the final, bound copy of the thesis/dissertation. The Adviser may also endorse a particular person or persons to be appointed as Reader(s)/Critic(s) to the manuscript draft; in that case, the Adviser shall write a separate letter to the Dean through channels for approval; the letter must be submitted to the Office of the Graduate Program for appropriate issuance of official appointments.

Upon the endorsement of the Reader/Critic, the Adviser shall again write to the Dean, thru channels, notifying him/her that the thesis/dissertation is ready for oral defense. To do so, the Adviser must request for approval of the thesis/dissertation oral defense with the exact date, time, venue, and the recommended list of the defense panel members aside from himself/herself and the Reader/ Critic, subject to the endorsement of the department/institute administering the degree regarding the composition of the oral defense panel. Only the Adviser and/or the Department/Institute must communicate with the panel members. This letter also becomes part of the official bound copy of the thesis/dissertation. The Dean's Representative, however, is **not** to be recommended by the Adviser but to be appointed by the Dean through the College Graduate Program Coordinator (see Appendix H on the flow of the administrative functions of the adviser).

6.3 The Reader(s)/Critic(s)

The **Reader(s) / Critic(s)** is(are) responsible for further critical scrutiny of the manuscript. The Adviser, of course, does act as a critic to the manuscript, but the Adviser's critical perspective is that of someone who guided the manuscript in its writing. The Reader(s) / Critic(s), on the other hand, bring(s) the perspective of someone who is reading the manuscript as a complete draft, not having been involved in its writing.

Two Readers / Critics may be appointed for a thesis / dissertation which contains theoretical and empirical components to sharpen the critical lens or is multidisciplinary in scope or approach.

6.4 The Members of the Thesis/Dissertation Committee

The examination panel for the proposal defense is the Thesis / Dissertation Committee. The Thesis / Dissertation Committee may form the initial core of the Oral Defense Panel (see **7.2** below). The composition of the **Thesis Committee** is subject to the following university rule:

> *"The Thesis Committee shall consist of full-time regular faculty members who are Master's Degree holders, except in meritorious cases. Professorial Lecturers, Professors Emeriti and experts from outside the College/unit/University may also serve as Co-Adviser, Reader, and panelists upon approval by the Dean/Director, through channels" (*2007 *2004-2010 General Catalogue* p. 2 and 1999 *General Rules* 4.6.3, pp. 32-33*).*

The composition of the **Dissertation Committee** is subject to the following university rule:

> *"The Dissertation Committee shall consist of full-time regular faculty members with doctoral degrees, except in meritorious cases, upon the recommendation of the appropriate bodies. The*

*Adviser and/or the Co-Adviser shall belong to the College/unit where the student is enrolled. The Co-Adviser and one of the Readers may belong to an outside unit/College/ University. A Professorial Lecturer or Professor Emeritus may serve as Co-Adviser upon approval by the Dean/Director, through channels. For an Interdisciplinary Graduate Program, [the] majority of the Committee members must come from the University" (*2007 *2004-2010 General Catalogue* p. 24 and 1999 *General Rules* 3.8.2, pp.18-19*).*

In the event that there is a need to change the composition of members of the Thesis / Dissertation Committee, the adviser, the Department Chair / Institute Director, the Department / Institute program coordinator and the Department / Institute relevant faculty will discuss the issue and decide who will take the place of the member (s) to be changed. The adviser will then write to the Dean thru channels for approval of such changes.

6.5 College Policy on Advisers and Readers

It is the policy of the College that **only faculty members with doctoral degrees** may serve as Advisers and as Readers on **Dissertation Committees,** except in meritorious cases**.**

7 The Thesis/Dissertation Oral Defense

7.1 Procedure for Setting up the Oral Defense

Recall that once the Reader / Critic judges the thesis / dissertation to be ready for oral defense, the Adviser must then write to the Dean to set up the oral defense examination (see 6.2). Following are the steps involved (see Appendix I of the schematic flow of the procedure in setting up an oral defense):

i. The Adviser confers with the student about a possible date, time, and venue for the oral defense;

ii. Once a schedule is fixed, the Adviser writes to the Dean thru Channels, at least a month before the requested defense date, formally requesting the scheduling of the oral defense and the appointment of the members of the panel, except the Dean's Representative;

When the Dean has approved the proposed schedule and constitution of the panel, the Dean through the Office of the Graduate Program appoints a Dean's Representative to the oral defense, and the Office of the Graduate Program makes the official appointment of all the members of the panel including the Dean's Representative;

iii. The student submits the hard copy of the thesis/dissertation for the Dean's Representative to the Office of the Graduate Program.

7.2 The Members of the Oral Defense Panel

The Thesis/Dissertation Committee may constitute the **Oral Defense Panel**, with the addition of one or two newly appointed members and the Dean's Representative.

The composition of the **M.A. Thesis Oral Defense Panel** is subject to the following university rule:

> *"The [Thesis] Oral Defense Panel shall consist of at least three (3) to five (5) full-time faculty members who are Master's degree holders except in meritorious cases. They shall be appointed by the Dean/Director upon the recommendation of the appropriate bodies. A maximum of two (2) out of five (5) or one (1) out of three (3) members of the Master's Oral Defense Panel may come from an academic institution or qualified agency outside the College/unit or University" (*2007 *2004-2010 General Catalogue* p. 20 and 1999 *General Rules* 4.7.1, p. 34).

The composition of the **Ph.D. Dissertation Oral Defense Panel**, on the other hand, is subject to the following rule:

> *"The [Dissertation] Oral Defense Panel shall consist of at least five (5) members inclusive of the members of the Dissertation Committee (i.e., Adviser, possibly a Co-Adviser, 1 or 2 Readers and, at least, 2 additional members). A maximum of two (2) members of the dissertation Oral Defense Panel may come from an external institution, i.e., outside the Department, College/ University" (*2007 *2004-2010 General Catalogue* p. 24 and 1999 *General Rules* 3.9.1, pp. 20-21).

7.3 The Dean's Representative

The main functions of the Dean's Representative to the oral defense are as follows:

1. To serve as a regular member of the panel in evaluating the academic merits of the thesis / dissertation; and
2. To observe and report on the conduct of the oral defense to the Dean.

Whenever the Dean is a member of a thesis / dissertation oral defense panel, **no Dean's Representative shall be appointed to the oral defense**.

7.4 The 14-Day Rule

The submission of the thesis / dissertation drafts to all members of the panel including the Dean's Representative, is covered by the 14-Day Rule which states that:

> ***"At least fourteen (14) days must elapse, inclusive of weekends, from the date the members of the oral defense panel receive their copies of the thesis/dissertation, to the date of the oral defense."*** *(Approved by the Graduate Faculty Council, 27 November 2002.)*

The rule will ensure that all the members of the oral defense panel will have sufficient time to study the thesis / dissertation manuscript before the oral defense.

7.5 The Oral Defense

In conducting the oral defense, the Oral Defense Panel shall be chaired by any of its members **other than the Adviser or Co-Adviser** (2007 *2004-2010 General Catalogue* pp. 20 and 25 and 1999 *General Rules* 3.9.1, p. 21 and 4.7.1, p. 34). The selection of the chair for the oral defense shall be done by consensus before the oral defense begins. Following is the procedure for the conduct of the oral defense:

- ✍ At the start of the session, the candidate is asked to present an overview of the thesis / dissertation;
- ✍ The candidate is then questioned and examined by each member of the panel;
- ✍ When the candidate has responded to all questions, and when no more questions are forthcoming from the panel members, he / she is asked to leave while the panel deliberates on the grade for the oral defense;
- ✍ When the grade has been decided by the panel, each member signs on the Oral Defense Grade Sheet to be provided by the Office of the Graduate Program);
- ✍ The candidate is then called back in, and formally notified of the decision of the panel.

The oral defense for the thesis or dissertation is **open to the public**. Members of the audience, however, are **not** allowed to pose questions to the candidate during the oral defense.

7.6 Grades for the Oral Defense

The University mandates the following grades for the thesis / dissertation oral defense: **Pass**, **Provisional Pass**, and **Fail** (2007 *2004-2010 General Catalogue* pp. 21 and 24 and 1999 *General*

Rules 3.9.3, p. 22 and 4.7.3, p. 35). The college interprets these grades as follows:

Pass:
(a) **No panel member** requires any **major revisions**; or,
(b) **No more than one panel member** requires **minor revisions;**

Provisional Pass:
(a) **One** member requires **major revisions**; or,
(b) **At least two** members require **minor revisions;**

Fail: Two or more members require **major revisions**

A **major revision** is defined as one that: (a) requires a change in the conceptual framework of the thesis / dissertation; (b) involves a flaw in the research methodology of the paper; or (c) involves a logical error in the main argument of the paper. Thus, the grade of **Fail** is given whenever, in the judgment of at least two of the members of the oral defense panel, the revisions necessary to the thesis / dissertation are tantamount to requiring the manuscript to be rewritten and / or restructured *in toto*. *The grade of* **Fail** *may also be given whenever, in the judgment of a panel member, the candidate was not able to defend the thesis/ dissertation during the oral defense.* A **minor revision** is one which does not require altering the conceptual or methodological thrust of the thesis / dissertation, or the fulfillment of which does not nullify the paper's central argument. Typical minor revisions include the following: (a) correcting improper citations; (b) re-sequencing certain sections of the manuscript; (c) adding a small section of text (e.g., an Appendix) in order to further clarify the discussion.

The chair of the oral defense panel shall indicate in the Oral Defense Report / Approval Sheet the grade for the oral defense.

The approval sheet should bear the Department Chair / Institute Director's signature and not just the Dean's signature. All revisions required to the manuscript shall also be itemized on a separate sheet to be appended to the report and submitted to the Dean.

7.7 University Policy on the Grade of "Fail" in the Oral Examination

Students who fail in the oral defense **shall** submit to a second oral defense **within one academic year after the first defense**. Failure to retake the oral examination within the prescribed period or to pass the second oral defense disqualifies the student from his / her current Master's or Doctoral program and from being admitted into other Master's or Doctoral programs offered by the same unit (2007 *2004-2010 General Catalogue* pp. 21 and 24 and 1999 *General Rules* 3.9.4, p. 22 and 4.7.4, p. 36).

7.8 College Policy on Serving Refreshments During the Oral Defense

The serving of meals or refreshments by the candidate, right after an oral defense is **not** permitted by the college. However, the department / institute may serve coffee or water only.

8 Revising and Submitting the Thesis/Dissertation

8.1 The Revision Process

A student who gets a grade of **Provisional Pass**, or a grade of **Pass** with one member of the panel requiring **minor revisions**, will need to revise the thesis / dissertation before the manuscript is approved for final submission. If the grade is **Pass** with **minor revisions**, the student will have to submit the revised version of the thesis / dissertation to the member or members designated by the panel to supervise and approve the revisions. This designation is subject to the consensus of the members of

the oral defense panel in their deliberation after the oral defense. Upon submission of the revised manuscript by the student, the panel reaches a decision on the acceptability of the manuscript within **fourteen (14) days**. After such decision of the acceptability of the manuscript, the student must submit five (5) bound copies to the Graduate Program Office within 30 days.

On the other hand, a student who gets a grade of **Provisional Pass** for the oral defense **shall** submit the full, revised version of the manuscript to **all** the members of the panel. Upon submission, each member of the panel **shall** sign the Thesis / Dissertation Revision Form (to be provided by the Office of the Graduate Program). The Reader / Critic and the members of the panel, including the Dean's Representative, **shall sign before the Adviser**. They may sign in any sequence, but **the Adviser shall be the last to sign the approval sheet**. If the revisions required are categorized as major revisions, the panel **shall** reach a decision on the acceptability of the revised manuscript within **two (2) months** of their receipt of the manuscript The fully signed sheet with the provisional pass decision of the panel and the sheet with the final approval of the thesis / dissertation are also included in the five (5) bound copies of the thesis / dissertation submitted to the Graduate Program Office within 30 days.

In cases when the panel requires a major revision of the thesis / dissertation, the candidate will be given up to the end of the following semester but within the maximum residence rule to finish the revision and re-submit the revised manuscript to the panel.

8.2 Residency Requirement during Thesis/Dissertation Revision

Graduate students engaged in revising their theses or dissertations **should be in residence in the college until they**

submit the final copy of the thesis/dissertation either during the regular residency period or during the maximum residency period (see 3.2-3.6). Accordingly, students who go beyond or who expect to go beyond the regular residency period in revising the thesis or dissertation **shall apply for extension of residency** taking into consideration the maximum residence rule (see **3.7, 3.71-3.76)**. This is a university policy monitored by the Office of the University Registrar.

8.3 Penalty Course Requirement during Thesis/ Dissertation Revision

All students granted extension of residency are subject to the penalty course requirement (see **3.8**). **This policy applies to graduate students who are revising their theses or dissertations.** Like the residency requirement, this is a university policy monitored by the Office of the University Registrar.

8.4 Application for Graduation during Thesis/Dissertation Revision

Students who are revising their theses or dissertations **shall** re-apply for graduation if they were unable to graduate during the semester or summer term during which the oral defense was held. The operative rule is: *A student **must** have a valid application for graduation for the semester or summer term in which he/she will graduate.*

8.5 Submission of Bound Copies

When all the revisions to the thesis / dissertation have been approved and accepted by the oral defense panel, the student submits five (5) **bound copies** (1 for the Department / Institute, 1 for the Graduate Program Office, I for the UP Main Library, 1 for the National Library and 1 for the student) of the thesis / dissertation and a **soft copy of the abstract** to the Office of the Graduate Program. The **deadline for submission** of the bound

copies in order for a student's name to be included in the list of graduating students in a particular semester or summer term is in accord with a given academic calendar year. The student shall refer to the relevant deadlines stated. Any student who misses the deadline, and fails to graduate as a result, **will subsequently again be subject to the rules on maximum residency and application for graduation**.

8.6 Submission of at Least One Pre-Print Paper for doctoral students

The 1999 *General Rules* 3.11.4, p. 25 states that doctoral students applying for graduation "...must submit to the College Graduate Office at least one (1) Pre-Print Paper on the approved doctoral dissertation, where applicable, as another prerequisite for graduation." The paper shall be approved by the dissertation adviser.

8.7 Grade Report Requirement for Thesis/Dissertation Course

Upon submission of the bound copies of the thesis / dissertation, the department / institute concerned **shall submit a Grade Report for the corresponding Thesis/ Dissertation course** (i.e., the 300 / 400 course) signed by Department Chair / Institute Director to the Office of the Graduate Program. The grade in the report should be either **Pass (P)** or **Fail (F).** The department / institute should also submit the grade to the CRS electronically.

9 The Population Institute's Pre-Print Research Paper Requirements

This section applies only to graduate students of the Population Institute taking MPOPS. The pre-print research paper requirements under the MPOPS are similar to most of the thesis / dissertation requirements. These are as follows:

1. Designation and appointment of an adviser and a critic in accordance with the University policy (see Subsection 6.2 of this manual);
2. Presentation and defense of a pre-print research paper proposal to the faculty of the Population Institute and fulfilling the other requirements related to the proposal defense as detailed in 5, 5.1 to 5.7 of this manual (i.e. request and scheduling, residency requirement and request for extension of residency where applicable, and pre-print paper proposal approval sheet);
3. Writing a pre-print research paper as the significant culminating point of the MPOPS graduate student training and therefore should be a significant new contribution to scientific knowledge, written in a style that is acceptable to a wide community of scholars. Completing this scholarly work requires the appointment of an adviser as stated in 6.2 and a critic (6.3) in accord with the university rules;
4. Residency requirement during pre-print research paper revision (8.2);
5. Penalty course requirement (8.3);
6. Application for graduation during pre-print research paper revision (8.4); and
7. Submission of bound copies - When all the revisions to the pre-print research paper have been approved by the adviser and critic, the student submits five (5) **bound copies** (1 for the Institute, 1 for the Graduate Program Office, 1 for the UP Main Library, 1 for the National Library and 1 for the student) of the pre-print research paper and a **soft copy of the abstract** to the Office of the Graduate Program. The **deadline for submission** of the bound copies in order for a student's name to be included in the list of graduating students

in a particular semester or summer term is in accord with a given academic calendar year. The student shall refer to the relevant deadlines stated. Any student who misses the deadline, and fails to graduate as a result, **will subsequently again be subject to the rules on maximum residency and application for graduation**.

10 Graduation

Graduation from the University requires final clearance from the Office of the University Registrar (OUR). Students who have completed all the requirements of their graduate program are qualified to apply for graduation to the University Registrar through the Office of the Graduate Program. Students who have completed the academic requirements and are scheduled to defend within the semester may also apply for graduation.

10.1 Application for Graduation

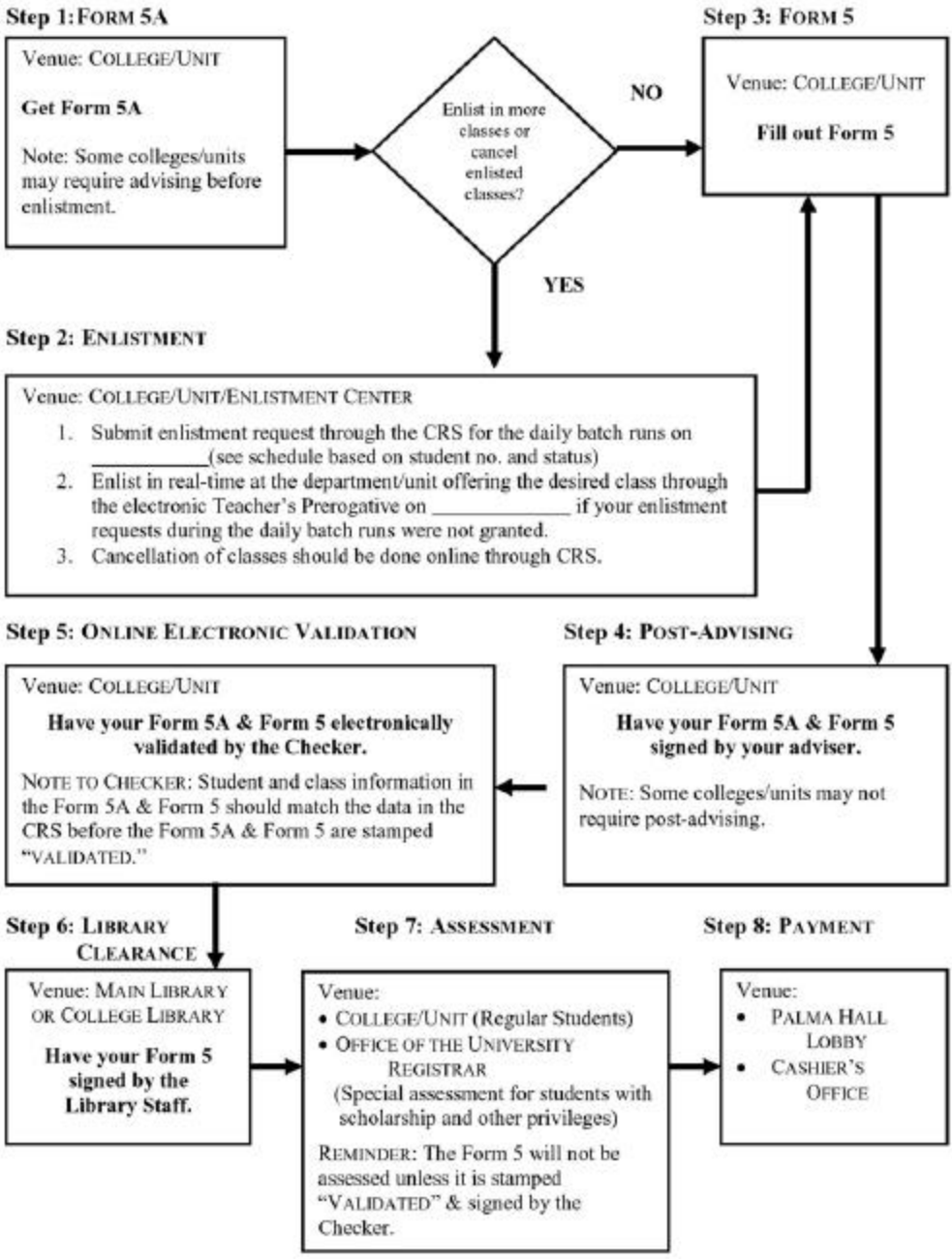
It is necessary to file an **Application for Graduation** with the Registrar's Office in the semester or term during which the student shall graduate. The student shall refer to the relevant current academic calendar for the deadline. The deadline for application is also posted at the Office of the Graduate Program bulletin board from the start of the enlistment period and is included in the academic calendar of the college.

A student who applies for graduation during a semester but is unable to graduate by the end of that semester **shall re-apply for graduation** in the next or subsequent semester or summer session in which he/she will graduate. The application for graduation **does not carry over into the next semester/summer session**.

10.2 Evaluation and Procedure for Graduation

The Office of the Graduate Program evaluates a student for graduation. The college's recommendation of a student for graduation is subject to confirmation by the Registrar's Office. Appendix J presents the flow of procedures involving graduation.

Appendix A:
COMPUTERIZED REGISTRATION FLOWCHART



Appendix B:
Acceptable Format for Letters of Request to the Dean of the College
(Sample: Letter requesting reinstatement from Absence Without Leave)

(Date)

Dean _____
College of Social Sciences and Philosophy
University of the Philippines Diliman

Thru Channels

Subject: Request for Readmission from Absence Without Leave (AWOL)

Dear Dean _____:

I would like to request that I be readmitted to the **M.A. Philosophy** program beginning the 1st semester of academic year 2004-2005. My last enrollment was during the 1st semester 2003-04, but I was unable to apply for official Leave of Absence for the current 2nd semester because my work necessitated that I leave the country from October up to December 2003.

Yours sincerely,

JUAN DELA CRUZ

Appendix C-30

UP CSSP OGP Form 30

OFFICE OF THE GRADUATE PROGRAM
College of Social Sciences and Philosophy
University of the Philippines Diliman

ADMISSION NOTICE

_____
(Date)

_____
_____
_____
_____

Dear Mr./Ms. _____ :

The Office of the Graduate Program is pleased to inform you that your application for admission to the M.A./Ph.D._____ program of the College of Social Sciences and Philosophy has been approved.

If you accept this offer of admission, the college shall admit you to the program beginning the _____ semester/summer AY _____. {Your residency period in the program will extend up to end of Summer _____ . This means that you have up to that date to complete all the requirements for the degree. However, you maybe granted extension of residency status in accordance with college rules for justifiable reasons.}

Please signify your acceptance or non-acceptance of this offer of admission by filling in the attached OGP Form 31, and submitting it to the Office of the Graduate Program on or before _____.

For the Dean:

_____
(Coordinator for the Graduate Program, CSSP)

Appendix C-31

UP CSSP OGP Form 31

OFFICE OF THE GRADUATE PROGRAM
College of Social Sciences and Philosophy
University of the Philippines Diliman

_____
(Date)

The Dean
College of Social Sciences and Philosophy

Offer of Acceptance to the M.A./Ph.D. _____ of the College of Social Sciences and Philosophy, dated _____

( ) I hereby **accept** the above offer of admission;

( ) I **accept** the offer of admission, but hereby request **deferment** of my initial enrolment in the program to the _____ semester AY _____, for the following reason(s):
_____
_____
_____;

( ) I **do not accept** the offer of admission and hereby withdraw my name from the list of enrollees to the program.

_____
(Signature above Printed Name)

_____
(Date signed)

Received by: _____

Action Taken:

( ) Noted and referred to the Office of the Graduate Program
( ) Deferment approved

_____
(Dean)

Appendix C-32

UP CSSP OGP Form 32

OFFICE OF THE GRADUATE PROGRAM
College of Social Sciences and Philosophy
University of the Philippines Diliman

{NOTICE of NON-ADMISSION}

_____
(Date)

_____
_____
_____
_____

Dear Mr./Ms. _____ :

{This is to inform you that the Department of _____ has officially notified us of the result of your application for admission to its M.A./Ph.D. _____ program. We regret to inform you that we cannot make you an offer of admission to the program. You may inquire from the relevant department about the reasons for your non-admission.

Thank you for your interest in pursuing graduate studies in the College of Social Sciences and Philosophy. }

For the Dean:

_____
(Coordinator for the Graduate Program, CSSP)

Appendix C-33

UP CSSP OGP Form 33

OFFICE OF THE GRADUATE PROGRAM
College of Social Sciences and Philosophy
University of the Philippines Diliman

NOTICE of MAXIMUM RESIDENCY RULE (MRR) STATUS

_____
(Date)

_____
_____
_____
_____

Dear Mr./Ms. _____ :

{Our records show that you will exceed your Residency Period in the M.A./ Ph.D. _____ program by the end of the _____ semester AY_____/Summer _____. You may no longer enroll in the following registration period without first being granted an extension of residency.

Should you wish to apply for extension of residency upon the lapse of your Residency Period, please refer to the attached rules, and fill out the **Application for Extension of Academic Residency** (OGP Form 36), and submit it with other required documents (if any) to the Office of the Graduate Program on or before _____ . }

For the Dean:

_____
(Coordinator for the Graduate Program)

Cc.: Chair/Graduate Program Coordinator, Dept. of _____

Appendix C-34:
APPLICATION FOR LEAVE OF ABSENCE (LOA), OUR New Form

UP CSSP OGP Form 34/Adopting OUR new form

TO BE ACCOMPLISHED IN TRIPLICATE (1 COPY EACH FOR STUDENT, OUR and COLLEGE)

UNIVERSITY OF THE PHILIPPINES DILIMAN

APPLICATION FOR LEAVE OF ABSENCE (LOA)

Period applied for: _____

Reason(s): _____

_____

Signature Over Printed Name of Student

Conforme: _____ Student No.: _____

Signature Over Printed Name of Parent/Guardian AY _____ Course

Date: _____ Date: _____

CLEARANCE SHOULD BE OBTAINED FIRST BY THE STUDENT IN THE OFFICES MENTIONED BELOW:

	CLEARED BY:	DATE		CLEARED BY:	DATE
COLLEGE			SDT		
COLLEGE LIBRARY			STUDENT LOAN BOARD		
DORMITORY			UNIVERSITY LIBRARY		

If LOA is applied for during the second half of the semester, ins tructors should indicate the class standing of the student (Passing or Failing)

CLASS CODE	COURSE NO.	SECTION	CLASS STANDING	INSTRUCTOR'S SIGNATURE	DATE

Status

☐ Currently Enrolled

☐ Not Enrolled

Scholastic Standing

☐ Good Standing ☐ Failing

☐ Warning ☐ Probation

GRANTED LEAVE OF ABSENCE EFFECTIVE ____ SEM., SY _____ until ____ SEM., SY_____

Program Adviser
Signature Over Printed Name

Department Chair
Signature Over Printed Name

Director of UG/G Program
Signature Over Printed Name
(if applicable)

Paid LOA fee:
O.R. No. _____
DATE _____

DEAN
Signature Over Printed Name

DATE

Appendix C-35

UP CSSP OGP Form 35

OFFICE OF THE GRADUATE PROGRAM
College of Social Sciences and Philosophy
University of the Philippines Diliman

_____
(Date)

APPLICATION FOR EXTENSION OF ACADEMIC RESIDENCY

The Dean
College of Social Sciences and Philosophy

Thru Channels: Department of _____

I hereby apply for an extension of my residency of **one academic year**. This will be my ( ) first ( ) second ( ) third ( ) fourth ( ) fifth residency extension in the M.A./Ph.D. _____ program. In support of and in connection with my application I would like to state the following:

_____
_____
_____
_____
_____
(Please add additional sheets if necessary.)

I also enclose the following documents in support of my application:

_____
_____
_____

_____
(Signature above Printed Name)

Recommending approval:

_____
Department Chair
Date: _____

_____
Department Graduate Program Coordinator
Date: _____

Action Taken:

( ) Approved with the following stipulation(s):

_____
_____
_____

( ) Disapproved

Remarks: _____
_____

_____
(Dean)

Appendix C-36

UP CSSP OGP Form 36

OFFICE OF THE GRADUATE PROGRAM
College of Social Sciences and Philosophy
University of the Philippines Diliman

APPLICATION FOR PENALTY COURSE SUBSTITUTION

_____

(Date)

The Dean
College of Social Sciences and Philosophy

I hereby apply for substitution for the penalty course requirement. I was granted extension of residency from _____ to _____, and would like to enroll in _____ in fulfillment of the penalty course requirement, for the following reason(s):

_____
_____
_____
_____.

_____
(Signature of Student above Printed Name)

.....

Recommending approval and respectfully forwarded to Dean _____

_____
(Department Chair/Graduate Program Coordinator)
Date: _____

( ) Recommending approval of substitution as requested
( ) Not recommending approval
Remarks:

_____

_____

_____ _____
CSSP Graduate Program Coordinator (Date)

Action Taken:
( ) Approved
( ) Disapproved
Remarks: _____
_____

_____
(Dean)

_____
(Date)

Appendix C-37

UP CSSP OGP Form 37

OFFICE OF THE GRADUATE PROGRAM
College of Social Sciences and Philosophy
University of the Philippines Diliman

REQUEST FOR THESIS/DISSERTATION PROPOSAL DEFENSE SCHEDULE

_____
(Date)

The Dean
College of Social Sciences and Philosophy

I hereby request that the oral defense for the thesis/dissertation proposal of Mr./Ms. _____, entitled _____ be scheduled as follows:

Date: _____

Time: _____

Venue: _____

with the following as members:

_____

_____

_____

_____.

_____
(Adviser)

Recommending approval and respectfully forwarded to Dean _____

_____ _____
(Department Chair) (Graduate Program Coordinator)
Date:_____ Date: _____

( ) Recommending approval
( ) Not recommending approval
Remarks:
_____
_____

_____ _____
CSSP Graduate Program Coordinator (Date)

Action Taken:
( ) Approved
( ) Disapproved
Remarks:_____

(Dean)
Date: _____

Appendix C-38

UP CSSP OGP Form 38

OFFICE OF THE GRADUATE PROGRAM
College of Social Sciences and Philosophy
University of the Philippines Diliman

CERTIFICATION OF LANGUAGE PROFICIENCY EXAMINATION RESULT

_____
(Date)

The Dean
College of Social Sciences and Philosophy

This is to certify that I have administered a **Language Proficiency Examination** to Mr./Ms. _____ in the following area(s), with the following grades:

	Subject/Area	**Date Given**	**Grade** (*Pass/Fail*)
(a)	_____	_____	_____
(b)	_____	_____	_____

_____
(Signature of Examiner above Printed Name)

.....

Action Taken:

( ) Approved as fulfillment of the Language Proficiency Examination for the M.A./Ph.D. program in _____

( ) Disapproved
Comments:

_____

_____

_____
Department Chair/Graduate Program Coordinator

_____
(Date)

Noted: _____
(Coordinator for the Graduate Program)

Appendix C-39

UP CSSP OGP Form 39

OFFICE OF THE GRADUATE PROGRAM
College of Social Sciences and Philosophy
University of the Philippines Diliman

_____
(Date)

REQUEST FOR APPOINTMENT
of THESIS/DISSERTATION ADVISER

To: **The Chair/Graduate Program Coordinator**
Department of _____
College of Social Sciences and Philosophy

I hereby request that an Adviser be appointed to supervise my M.A. Thesis/Ph.D. Dissertation project, titled _____
_____.

_____
(Signature above Printed Name)

Endorsed and respectfully forwarded to Dean _____ recommending the appointment of _____ (and) _____ as Adviser/Co-Advisers.

_____
Department Chair
Date: _____

_____
Department Graduate Program Coordinator
Date: _____

Conformè of Adviser-designate(s):

_____ _____

Action Taken:

( ) Approved as recommended
( ) Disapproved

_____
(Dean)

Appendix D.
Schematic flow of the procedure for the application of readmission from AWOL:

Graduate student requests for evaluation of his / her academic status at the Graduate Program Office

Graduate students writes a letter requesting for readmission to the Dean thru channels

The departments / institute and the Office of the Graduate Program recommends the request for readmission for the approval by the Dean

Upon approval by the Dean, the Graduate Program Office issues the college readmission slip from AWOL to the student

The student then pays the AWOL fee at the university cashier's office and presents the official receipt of payment as well as the college readmission slip to the Office of the University Registrar – Admission section for the issuance of the University Re-admission slip.

The student shall bring to the Office of the Graduate Program the university-re-admission slip for his / her enrollment

Appendix E.
Schematic flow of the procedure for the application for extension of academic residency:

Graduate student fills out OGP form 35 (Application for Extension of Academic Residency) provided by the departments / institute.

The departments / institute and the Office of the Graduate Program recommend the request for extension upon fulfillment of the conditions for granting extensions

Upon approval by the Dean, the Graduate Program Office provides the departments / institute of the approved application for extension of academic residency

Appendix F.
Schematic flow of the procedure for the appointment of a Thesis/Dissertation Adviser:

Student fills out and submits OGP Form 38 to the department.

Department GPC and / or Chair confers with the student.

Department GPC secures *conformè* of the Adviser-designate.

Department Chair writes to the Dean requesting the formal appointment of the Adviser-designate.

Dean acts on the Department Chair's recommendation.

The Office of the Graduate Program notifies the student of the Dean's decision.

Appendix G: Notes on Thesis/Dissertation Advising*

The completion of a thesis or dissertation within a reasonable length of time is the joint responsibility of both student and adviser. Both make a commitment to work together to ensure that the output will be of acceptable merit and scholarship, and that it is completed by an agreed upon date. A good working relationship between the two parties is thus crucial to this effort. To ensure the satisfactory progress and successful completion of this partnership, the following are suggested:

1. Together, the adviser and advisee shall devise a work plan which shall determine the amount, direction and pace of work involved for both parties. This may include a timetable (identifying the start and expected date of completion), schedule of consultations, mutually agreed upon deadlines for partial submissions of the work as well as the adviser's schedule for returning the drafts with comments and suggestions for revision.
2. While it is best to adhere to this timetable, particularly as deadlines are concerned, the work plan can be renegotiated by both parties in response to such circumstances as may arise in the course of work.
3. Differences may arise between adviser and advisee. Often, these differences are easily dealt with and resolved to the satisfaction of both parties. However, there may be instances when these differences prove difficult to resolve and adversely affect both the relationship as well as the progress of work. In such an instance, upon the request of the adviser and/or advisee, the head of the graduate program of the department or unit and/or the department chair/ institute director will sit with both parties to discuss the problem and try to effect a resolution.

4. One possible outcome of the mediation may be the decision to end the adviser-advisee relationship. The adviser may opt to withdraw from the project; the student may opt for a change of adviser or both may come to a mutual decision regarding the change. An instance wherein a change of adviser may be necessary will be when the student opts for another research topic which is outside the current adviser's field of expertise.

5. The department chair / institute director will then inform the Dean of the situation and its resolution. In other cases, the Dean may have to sit with the parties involved to discuss the situation and arrive at a satisfactory solution. The student will then write the Dean a formal letter requesting a change of adviser, which is noted by the adviser. As the Dean had previously been informed and / or involved in the discussion, there is no need to detail the reasons involved in the letter.
6. The Dean then appoints a new adviser, following the usual procedure for the appointment of an adviser.

7. The head of unit (Dean, Chair or Head of Graduate Program) will sit with the previous and new adviser to jointly determine the sharing of honorarium, acknowledgement and use of the former adviser's contributions. If appropriate, the previous adviser may be appointed co-adviser according to the usual rules on co-advising.

*Note: This document was adopted during the 03 December 2002 meeting of the Executive Committee of U.P. Diliman at the Office of the University Registrar Conference Room. This final version was a revision of the November 2002 version.

Appendix H.
Flow of the administrative functions of the Thesis/Dissertation Adviser:

Guides and supervises the student from the appointment date as adviser on his / her thesis / dissertation work, and makes critical comments and suggestions on the manuscript drafts until a complete initial draft is accomplished by the student;

Notifies the Dean in writing (thru channels) when his / her advisee's thesis / dissertation manuscript is ready for examination by a Reader / Critic;

Recommends to the Dean in writing (thru channels) the appointment of a Reader / Critic (*optional*);

When the Reader / Critic has endorsed the thesis / dissertation for oral defense, confers with the student to set a date and time for the oral defense;

Writes to the Dean requesting the setting of a date, time and venue for the oral defense *and* recommending the appointment of the members of the oral examination panel, except for the Dean's Representative.

Appendix I
Schematic flow of the procedure for setting up an oral defense:

Reader / Critic writes to the Dean informing the Dean that the manuscript is ready for oral defense.

Adviser confers with the student and agrees with the student on a suitable date and time for the oral defense, consistently with the 14-Day Rule (see section 7.4).

Adviser writes to the Dean, thru Channels, formally requesting the appointment of the other members of the oral defense panel and setting the schedule of the oral defense.

College Graduate Program Coordinator endorses the schedule request.

Dean approves the schedule as requested, and through the College Graduate Program Coordinator appoints a Dean's Representative to the oral defense.

Student submits the hard copies of the thesis / dissertation to the Office of the Graduate Program,
which distributes the copies to the members of the oral defense panel.

Appendix J. Schematic flow of procedures involving graduation:

Graduate students file Application for Graduation at the Office of the Graduate Program

OGP submits the list of applicants for graduation to the Registrar's Office.

OGP monitors completion of the remaining requirements.

OGP submits list of applicants for graduation with clear records, i.e., those applicants who completed all the remaining requirements, as well as those with removable deficiencies, for their respective degrees, to the Office of the Dean.

The Office of the Dean presents the list of candidates for graduation with clear records and with removable deficiencies for approval by the Graduate Faculty Council and the College Faculty Assembly.

The approved list is submitted to the Office of the University Registrar, including those of students who were able to remove their deficiencies.

The Registrar's Office conducts its own evaluation of graduate students recommended for graduation by CSSP.

The Registrar's Office submits the list of all candidates cleared for graduation to the University Council.

The University Council officially approves graduation of students.

The Board of Regents confirms graduation of students.

Commencement Exercises

The Office of the College Secretary releases all diplomas earned by graduates of the college.