

(Revised as of September 9, 1998)

**University of the Philippines
Diliman, Quezon City**

**GENERAL RULES FOR GRADUATE PROGRAMS
IN U.P. DILIMAN**

PREAMBLE

Graduate study at the University of the Philippines in Diliman aims to develop the skills of critical inquiry and high-level research for the advancement of knowledge. It aspires for the highest standards of excellence, integrity and academic freedom.

1. GENERAL POLICIES

1.1 Academic Standards for Graduate Programs

The highest standards of academic excellence, integrity, and academic freedom shall be promoted and upheld in all graduate programs of U.P. Diliman.

1.2 Faculty Qualifications for Graduate Programs

Only doctoral degree holders shall be qualified to teach graduate courses and sit in thesis/dissertation committees or graduate examination panels, except in meritorious cases. Waiver of this policy shall be obtained with the approval of the Dean or Director upon recommendation of the head of the Institute, Department or Interdisciplinary Graduate Program concerned and/or College Graduate Office in consultation with the appropriate Graduate Committee.*

1.2.1 Cases considered meritorious are the following:

1.2.1.1 Master's degree holders with appropriate expertise and/or who are pursuing doctoral studies may be allowed to teach courses at the master's level, sit in master's thesis panels and master's examination panels.

*These are the usual channels at UPD involved in the processing of requests and other matters pertaining to graduate studies. Elsewhere in this document, these channels shall be briefly referred to as "through channels" or "upon the recommendation of the appropriate bodies." "Graduate Committee" may refer to either College, Institute or Department-level committees.

- 1.2.1.2 Faculty with good research and publications record and known expertise in the field (and in some degree programs, specifically possess both applied and practical experience), may be allowed to teach graduate courses.

1.3 **Student Qualifications for Graduate Programs**

Academic qualifications shall be the primary basis for the admission of students into the graduate programs.

1.4 **College Requirements**

Colleges/units may adopt additional or stricter requirements for their respective graduate programs with the approval of the appropriate bodies.

2. **ADMINISTRATION**

2.1 **The Graduate Faculty Council**

Each college/unit shall have a Graduate Faculty Council constituted by all qualified faculty as indicated in 1.2. This Graduate Faculty Council shall have the Dean as presiding officer. It shall act on the recommendations forwarded to the Dean/Director, through channels, on the following:

- 2.1.1 policies, standards, rules and guidelines pertaining to graduate programs;
- 2.1.2 particular issues and problems concerning graduate programs and graduate students which may be raised by the Dean/Director or the College Graduate Committee/the Graduate Office.

2.2 **The Dean/Director of UP System or UP Diliman-based Programs***

The Dean/Director shall be responsible for the planning and implementation of the graduate programs. In particular, the Dean/Director shall exercise the following powers and responsibilities based on the recommendations of the heads of the Institute, Department, Interdisciplinary Program and College Graduate Committee/Office:

- 2.2.1 To approve the membership of the Graduate Committees of the College, Institute, and Interdisciplinary Program;

*System and UPD-based Programs are those not anchored to one college, institute or department.

- 2.2.2 To approve a student's request for transfer of credits from another university or from another college/unit within the University;
- 2.2.3 To approve the admission and readmission of a student into the graduate programs including readmission beyond the master student's regular 5 years or the doctoral student's regular 6-8 years;
- 2.2.4 To approve the student's continuation in, or disqualification from, a graduate program;
- 2.2.5 To approve the composition of the Special Project, Thesis or Dissertation Committees and master's or doctoral examination panels for each student;
- 2.2.6 To authorize master's degree holders (e.g., noted writers, artists, performers) and those indicated in 1.2.1.2 to teach graduate courses and/or become members of the Special Project, Thesis and/or Dissertation Committees and/or Examination Committees in exceptionally meritorious cases;
- 2.2.7 To authorize the scheduling or rescheduling of the Oral Defense of master's theses, doctoral dissertations and special projects as well as other examinations, such as Qualifying, Language and Comprehensive Examinations;
- 2.2.8 To sign and accept bound copies of special projects, theses and dissertations; and
- 2.2.9 To present before the Graduate Faculty Council and/or College Faculty Assembly all unresolved issues and problems concerning graduate programs and graduate students.

2.3 The College Graduate Committee/Office and Institute, Department and/or Interdisciplinary Program Graduate Committees

Each Institute and Department shall have a Graduate Committee whose members shall be appointed by the Institute/Department Chair. In addition, each College or unit shall have a Graduate Committee consisting of representatives recommended by their respective heads and appointed by the Dean/Director.

Where a College has an interdisciplinary program, the Dean shall appoint the members of the Interdisciplinary Program Committee and/or Interdisciplinary Program Coordinator/Head who shall be responsible for the administration, supervision, and coordination of the interdisciplinary program of the College.

The College Graduate Committee and/or Graduate Committee of an Institute, Department, or Interdisciplinary Program and/or their respective heads shall have the following responsibilities:

- 2.3.1 To recommend to the College Graduate Council or designated body, through channels, the adoption of special policies, standards, and rules pertaining to the Institute, Department, Interdisciplinary Program, provided these are consistent with the College and U.P. Diliman guidelines;
- 2.3.2 To recommend to the Dean/Director, through channels, or, if necessary, to the College Graduate Council, the authorization of a master's degree holder to teach a graduate course, or become a member of a special project, thesis or dissertation committee, a graduate examination panel, or the college/unit Graduate Committee itself;
- 2.3.3 To recommend to the Dean/Director, through channels, the admission or re-admission of a student into an Institute, Department and Interdisciplinary Program;
- 2.3.4 To recommend the student's Program Adviser or Program Committee members to the head of the Department, Institute or Interdisciplinary Program concerned;
- 2.3.5 To conduct a yearly evaluation of the academic performance and progress of graduate students in the Institute, Department and Interdisciplinary Program and to recommend to the Dean/Director, through channels, such students' continuation in, or disqualification from, a graduate program;
- 2.3.6 To recommend to the Dean/Director, through channels, the appointment of examiners in comprehensive, candidacy and other examinations;
- 2.3.7 To recommend to the Dean/Director, through channels, the appointment of the members of Special Project, Thesis or Dissertation Committees and master's or doctoral defense panels;
- 2.3.8 To recommend to the College Faculty and/or designated body, through channels, the graduation of students from the Institute, Department, and Interdisciplinary Programs; and
- 2.3.9 To raise to the Dean/Director and, if necessary, the College/unit's Graduate Council any unresolved issue or problem concerning the Institute, Department, and Interdisciplinary Programs and/or their graduate students.

3. GUIDELINES FOR DOCTORAL PROGRAMS

3.1 Admission

- 3.1.1 Admission into a doctoral program shall require (1) a bachelor's degree, in the case of a direct doctoral program, or a master's degree or equivalent, from a recognized institution of higher learning; (2) the intellectual capacity and aptitude for advanced studies and research; (3) language proficiency and (4) satisfaction of additional University requirements such as a health clearance and other special admission requirements that may be imposed by the head of the Institute, Department, Interdisciplinary Program or Graduate Committee/Office concerned with the approval of the appropriate bodies.

Proof of English and/or Filipino proficiency shall be required of students whose native language is not English or Filipino, except those who graduated from institutions where the medium of instruction is English or Filipino. For English proficiency, a score of at least 500 in the Test of English as a Foreign language (Educational Testing Service, Princeton, New Jersey 08540, (USA) shall be required. For Filipino proficiency, a certification shall be required from a duly authorized unit of the University.

- 3.1.2 Each application for admission into a doctoral program shall be accomplished in the official application form and accompanied by the official transcript of records, two (2) written recommendations from former professors or experts in the field, and the officially prescribed application fee.
- 3.1.3 Each application shall be submitted to the appropriate Graduate Committee/Office, and referred to the head of the Institute, Department or Interdisciplinary Program concerned for evaluation. The deserving applicant shall be recommended for admission by the latter to the Dean/Director, through channels.

Applications for a system program shall be submitted to the appropriate body in the autonomous unit where the system program is being offered.

3.2 General Requirements

- 3.2.1 Completion of a Program of Study consisting of at least forty-five (45) units of formal graduate courses, excluding dissertation, in the case of a student admitted into the doctoral program with only a bachelor's degree in the discipline or a master's degree in an unrelated field; and

of at least twenty-four (24) units of formal graduate courses, excluding dissertation, in the case of a student admitted into the doctoral program with a master's degree in the discipline;

- 3.2.2 Maintenance of a Cumulative Weighted Average Grade (CWAG) of 1.75 or better at the end of each academic year until completion of the Program of Study;
- 3.2.3 Passing of a Qualifying Examination after completion of the core courses in the Program of Study where applicable;
- 3.2.4 Passing the Candidacy Examination after completion of all course work in the student's Program of Study and those units stipulated by the Residence Rules (See 3.10), if applicable;
- 3.2.5 Being in residence in the program during the:
 - 3.2.5.1 candidacy examination period;
 - 3.2.5.2 defense of the research proposal;
 - 3.2.5.3 duration of the research;
 - 3.2.5.4 oral defense of dissertation
- 3.2.6 Completion of a doctoral dissertation based on independent and original research;
- 3.2.7 Successful Oral Defense of the doctoral dissertation in a public doctoral examination;
- 3.2.8 Submission of at least five (5) certified bound copies of approved doctoral dissertation.
- 3.2.9 Submission of a pre-print.

3.3 The Program Adviser/Program Committee and Program of Study

3.3.1 The Program Adviser/Committee

Each student admitted into a doctoral program shall be assigned a Program Adviser or a Program Committee composed of three professors, all of whom shall have doctoral degrees. The Graduate Committee of the Department, Institute, Interdisciplinary Program concerned shall recommend the Program Adviser/Committee members to its respective Head.

The Program Adviser/Committee shall advise, monitor, and evaluate the student until he/she advances to candidacy and is assigned a Dissertation Adviser/Committee.

3.3.2 Program of Study

Within the first semester of the student's initial year in the doctoral program, a Program of Study shall be designed by the Program Adviser/Committee, in consultation with the student on the basis of the latter's academic preparation and desired specialization. A copy of this Program of Study shall be submitted to the appropriate Graduate Committee/Office through channels. Subsequent revisions in the Program of Study must be authorized by the Program Adviser/Committee and communicated as soon as possible to the Graduate Office, through channels.

3.3.3 Study Load Per Semester and Trimester

The normal study load of a full-time student shall be nine (9) to twelve (12) units per semester of formal graduate courses and eight (8) to ten (10) units per trimester.

3.4 Transfer of Credits

3.4.1 Transfer of Credits from Another University

Subject to the recommendation of the appropriate bodies and the approval of the Dean/Director, graduate courses taken by a student in another university may be credited towards his/her doctoral program provided that (1) these courses were taken within the last five years prior to admission, (2) these were validated through appropriate means by the Institute, Department, Interdisciplinary Program, or Graduate Office/Committee concerned, and (3) the total number of credits transferred shall not exceed three eight (3/8) of the total number of units in the student's doctoral course requirements.

However, condition (2) shall not apply if the courses were taken in an institution with which the University of the Philippines has a special academic arrangement and if these courses are part of the student's approved Program of study.

3.4.2 Transfer of Credits from Another Program

Subject to the recommendation of the appropriate bodies and the approval by the Dean/Director, 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 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 program, (2) these units have not been credited to a degree previously obtained by the student, and (3) these courses are relevant to the new program.

3.4.3 Processing of Transfer of Credits

Transfer of credits shall be done within the first semester of the student's admission into the program. The course/s credited shall be specified in the student's record by the Graduate Committee/Head of Institute, Department, Interdisciplinary Program concerned and the College Graduate Office. A copy of the approval shall be sent to the University Registrar.

3.5 Grade Requirement

3.5.1 Grading System

The following numerical grades shall be used in graduate courses; 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), INC (Incomplete), and 5.0 (Fail).

A grade of "3.0" or better is a passing grade. A graduate student earns credit for a course when he/she obtains a grade of "3.0" or better.

3.5.2 Cumulative Weighted Average Grade

The Cumulative Weighted Average Grade (CWAG) shall be based on all courses taken by the student in his/her approved Program of Study, including those taken in compliance with the Maximum Residence Rules (See 3.10), if applicable.

To remain in good standing, a student must maintain a CWAG of "1.75" or better in his/her course work at the end of each academic year until the completion of the Program of Study. This CWAG shall be computed by the Program Adviser/Committee and reported by the latter to the Graduate Office, through channels.

3.5.3 Failure to Satisfy the Grade Requirement

A student who fails to satisfy the CWAG of "1.75" at the end of the academic year shall be disqualified from the doctoral program unless the Dean/Director decides, on justifiable ground and upon the recommendation of the student's Program Adviser/Committee, through channels, to waive the rule.

3.6 Qualifying Examination

3.6.1 Nature of Examination

The qualifying examination shall be a written and/or oral examination taken by the student after completion of the core courses in his/her Program of Study. The core courses must be taken within the first three (3) semesters of the student in the program. The examination shall aim to test the student's mastery of the fundamentals of his/her discipline or area provided by the core courses.

A student who enters the doctoral program with a master's degree in the discipline/area may be exempted from the Qualifying Examination by the Institute, Department and Interdisciplinary Graduate Committee concerned, with the approval of the Dean/Director.

3.6.2 Qualifying Examination Committee

The Qualifying Examination Committee shall consist of doctoral degree holders, except in highly meritorious cases (See 1.2.1)

3.6.3 Administration

The Qualifying Examination in each doctoral program shall be scheduled and administered by the appropriate Graduate Committee/Office. The Dean/Director, based on the recommendation of the appropriate bodies, shall appoint an examination committee which will formulate the questions and evaluate the results of the examination. Results of the Qualifying Examination must be submitted by the examination committee to the Graduate Office within (2) weeks after the last day of the examination.

3.6.4 Rating

A student's performance in the Qualifying Examination shall be rated "High Pass," "Pass," or "Fail." A student who fails the Qualifying Examination shall be allowed to re-take the examination within one (1) year after the first examination. A second failure or the failure to re-take the examination within the prescribed period shall disqualify the student from the doctoral program.

3.7 The Candidacy Examination

3.7.1 Nature of Examination

The Candidacy Examination shall be a written and/or oral examination that must be taken by the student after (1) completing the course work in

his/her Program of Study; (2) satisfying the language requirement, if any; (3) obtaining a CWAG of “1.75” or better in his/her course work; and (4) completing the courses stipulated by the Residence Rules (See 3.10), if applicable. The Candidacy Examination shall aim to test the student’s mastery of the discipline/area acquired in the Program of Study.

Students enrolled in an Interdisciplinary Program who are also taking the Candidacy Examination must have taken 6-9 units of cognate courses in each area identified in his/her Program of Study.

3.7.2 **Candidacy Examination Committee**

The Candidacy Examination Committee shall consist of a minimum of three (3) regular full-time faculty members with doctoral degrees, 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.

Professorial Lecturers and Professors Emeritus may serve as examiners provided they are doctoral degree holders and/or known experts in their field and have taught in the unit during the last two (2) years.

3.7.3 **Administration**

The Program Adviser/Committee shall recommend to the Dean/Director, through channels, when to administer the Candidacy Examination. The examination shall be administered by the Graduate Office at intervals of at least two (2) days in the officially designated examination room with the approval of the Dean upon the recommendation of the Graduate Committee.

The result must be officially reported by the examination committee to the Dean/Director , through channels, not later than two weeks after the examination is administered.

3.7.4 **Rating**

The grades for the comprehensive examination are as follows: “High Pass,” “Pass,” or “Fail.”

If a student fails the Candidacy Examination, a second examination shall be allowed within one (1) year after the first examination. Failure to pass this second examination shall bar the student permanently from the doctoral program.

Moreover, the student shall be disqualified from admission into other doctoral programs within the same Department.

3.7.5 Advancement to Doctoral Candidacy

A student who passes the Candidacy Examination advances to candidacy for the doctoral degree.

3.8 Doctoral Dissertation

3.8.1 Standards for the Doctoral Dissertation

The doctoral dissertation shall (1) embody an original, independent, significant, scientific research or creative work; (2) show the student's capacity to make a critical evaluation of previous work done in his/her chosen research topic; and (3) demonstrate his/her ability to present research findings in a clear, systematic, and scholarly manner.

3.8.2 The Dissertation Committee

Upon advancement to candidacy, the student shall be assigned a dissertation committee composed of the Adviser and two (2) Readers. In special cases requiring joint advising, the Dissertation Committee may consist of an Adviser, a Co-Adviser, and a Reader.

The Dissertation Committee shall consist of full-time regular faculty members with doctoral degrees, except in highly-meritorious cases (See 1.2.1). Either the adviser 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 external institution (i.e., an academic institution or qualified agency outside the College). A Professorial Lecturer or Professor Emeritus may serve as Co-Adviser. For an interdisciplinary program, majority of the Committee members must come from the University.

The Dissertation Committee members shall be appointed by the Dean/Director upon the recommendation of the heads of the Institute, Department or Interdisciplinary Program concerned and/or Graduate Office.

3.8.3 The Dissertation Adviser and Co-Adviser

The Adviser/Co-Adviser shall be appointed by the Dean/Director, in consultation with the student, soon after the student passes the Candidacy Examination and chosen on the basis of the former's expertise in the student's research topic. The Adviser must come from the unit where the student is enrolled. In cases of joint advising, the Co-Adviser may come from outside the unit.

The adviser shall be responsible for (1) advising the student in the preparation of the dissertation proposal; (2) guiding and monitoring his/her dissertation research; (3) submitting a yearly evaluation report to the appropriate graduate committee/office and (4) endorsing his/her doctoral dissertation for defense.

3.8.4 **The Dissertation Reader**

The functions of the Reader are to: 1) evaluate the dissertation for defense and 2) endorse the dissertation for oral defense.

3.8.5 **Change of Adviser/Reader**

If a faculty adviser/reader shall go on leave for more than one semester, the Dean/Director shall appoint a new Adviser upon the recommendation of the appropriate body. A student who wishes to change an Adviser/Reader shall write the Dean/Director, through channels.

A faculty adviser may request to be relieved of advising duties for justifiable reasons.

3.8.6 **Number of Dissertation Advisees**

The number of advisees (inclusive of thesis and dissertation students) shall be left to the discretion of the Graduate Faculty Council.

3.8.7 **The Dissertation Proposal**

The student shall submit a written dissertation proposal to the Dissertation Adviser/Committee. The proposal shall be defended orally before the Dissertation Committee members. A certified copy of the approved dissertation proposal and form endorsing the dissertation proposal duly signed by the Dissertation Committee shall be submitted by the Dissertation Committee to the Dean/Director, through channels.

3.9 **Defense of the Doctoral Dissertation**

3.9.1 **Defense Panel**

After the student's completed draft is evaluated favorably by the Dissertation Committee members, they shall endorse it for oral defense to the Dean, through channels.

The Oral Defense Panel shall consist of at least 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, Institute, College or University.

The doctoral examination panel shall be chaired by one of the dissertation examiners other than the dissertation adviser.

3.9.2 Administration

The doctoral defense must be held in the College/unit at a time recommended by the panel, endorsed by the appropriate heads and graduate committees concerned, and authorized by the Dean/Director.

The time and place of the doctoral defense shall be officially announced by the Graduate Studies Office/Committee concerned at least two (2) weeks before the scheduled oral defense. The schedule of the defense may be changed only upon the recommendation of the doctoral defense panel, through channels, and the formal authorization of the Dean/Director.

The doctoral defense may be held only if 1) the dissertation manuscript has been received by each member of the doctoral examination panel at least two (2) weeks before the scheduled examination, and 2) all members of the examination panel are present, except for programs that require the inclusion of foreign Co-Advisers or foreign external examiners. If the latter is absent, he/she shall be required to send his/her comments to the Chair of the panel who shall integrate this in the final report. If any other member of the panel is absent, the defense shall be re-scheduled.

The doctoral defense shall be a public oral examination, the duration of which shall be left to the discretion of the panel. The evaluation and rating of the student's dissertation defense shall be done by the panel in a closed-door meeting to be held immediately after the defense.

3.9.3 Rating

There shall be three (3) ratings for the defense: "Pass," "Provisional Pass," or "Fail." "Fail" means substantial revisions are required by at least two of the panel members. Any member who fails the student must specify the reason(s) in writing, a copy of which shall be attached to the report of the panel.

"Provisional Pass" means minor revisions are required. All members of the panel must agree on the recommended revisions which must be specified in writing and attached to the final report. A second rating sheet shall be signed only after the revisions were made.

The result of the Oral Defense must be reported by the panel to the Dean through channels, within the first working day after the examination.

3.9.4 **Passing or Failing the Doctoral Defense**

If the student passes the defense, his/her doctoral dissertation is considered approved.

If the student fails the defense, he/she may submit himself/herself to a second doctoral defense within one academic year after the first defense. Failure to pass the second defense disqualifies the student from his/her current doctoral program. Moreover, a rating of “Fail” in the second defense shall disqualify the student from being admitted into other doctoral programs offered by the same Department or Institute.

3.10 **Residence Rules**

3.10.1 **One-Year Residence before Graduation**

The student must be officially enrolled at least one (1) academic year prior to the conferment of the doctoral degree.

3.10.2 **Regular Period For Completion**

The time limit for the completion of all doctoral requirements shall be six (6) years for a student who enters the doctoral program with a master’s degree or its equivalent in the same discipline and eight (8) years for one who enters the doctoral program with a Bachelor’s degree or a Master’s degree in an unrelated discipline.

The counting of the period of residence shall start from the student’s first enrollment in a graduate course after admission into the doctoral 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.

If there are 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 semester for every nine (9) units of courses credited to his/her program.

3.10.3 **Extension of Residence**

In exceptionally meritorious cases, extensions of residence beyond the above regular period of completion may be approved by the Dean/Director upon the recommendation of the appropriate bodies. This extension shall be for a period not exceeding one (1) calendar year at a time. In no case shall the extensions exceed more than five (5) years. The student granted

an extension shall take additional units of graduate courses in his/her discipline or area during the extension period at a rate of three (3) units for every two (2) years of extension or a fraction thereof.

3.10.4 Non-Compliance with Residence Rules

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 doctoral program.

3.10.5 Leave of Absence (LOA)/Absence Without Leave (AWOL)

A student who goes on leave of absence (LOA)/absence without leave (AWOL) from a doctoral program shall seek readmission into the program from the Dean/Director, through channels.

3.11 Graduation

3.11.1 Application for Graduation

After the student passes the doctoral defense, he/she shall be qualified to apply for graduation to the University Registrar through the college/unit Graduate Office.

3.11.2 Submission of Bound Copies

The applicant for graduation must submit to the Graduate Office five (5) bound copies of the approved doctoral dissertation as a prerequisite for graduation. The bound copies must conform to the standard format of the unit/college and contain the official approval of the dissertation by the members of the defense panel, the college/unit Graduate Office/Committee and the official acceptance of the dissertation by the Dean/Director.

3.11.3 Conferment of the Doctoral Degree

After the graduation of the student shall have been recommended by the College Faculty Assembly, or appropriate body, endorsed by the University Council, and approved by the Board of Regents, he/she shall be officially conferred the doctoral degree.

4. GUIDELINES FOR MASTER'S DEGREE PROGRAMS

4.1 Admission

- 4.1.1 Admission into a master's program shall require (1) a bachelor's degree from a recognized institution of higher learning; (2) the intellectual capacity and aptitude for advanced studies and research; (3) language proficiency and (4) satisfaction of additional University requirements such as health clearance and other special admission requirements that may be imposed by the head of the Institute, Department, Interdisciplinary Program concerned and/or appropriate Graduate Committee/Office with the approval of the appropriate bodies.

Proof of English and/or Filipino proficiency shall be required of students whose native language is not English or Filipino, except those who graduated from institutions where the medium of instruction is English or Filipino. For English proficiency, a score of at least 500 in the Test of English as a Foreign language (Educational Testing Service, Princeton, New Jersey 08540, (USA) shall be required. For Filipino proficiency, a certification shall be required from a duly authorized unit of the University.

- 4.1.2 Each application for admission into a master's program shall be accomplished in the official application form and accompanied by the official transcript of records, two (2) written recommendations from former professors or experts in the field, and the officially prescribed application fee.
- 4.1.3 Each application shall be submitted to the appropriate Graduate Committee/Office, and referred to the head of the Institute, Department or Interdisciplinary Program concerned for evaluation. The deserving applicant shall be recommended for admission by the latter to the Dean/Director, through channels.

Applications for a system program shall be submitted to the appropriate body in the autonomous unit where the system program is being offered.

4.2 General Requirements

The Master's Degree may be obtained through either of the following two (2) options:

4.2.1 Thesis Option

To qualify for the master's degree under the thesis option, a student must satisfy the following requirements: 1) complete a minimum of twenty-four (24) units of formal graduate courses; 2) maintain a cumulative weighted

average grade (CWAG) of “2.0” or better in his/her graduate courses at the end of each academic year; and 3) successfully defend a master’s thesis; and 4) submit at least five bound and certified copies of the approved master’s thesis.

4.2.2 **Non-Thesis Option**

To qualify for the master’s degree under the non-thesis option, a student must satisfy the following requirements: 1) complete a minimum of thirty (30) units of formal graduate courses; 2) maintain a cumulative weighted average grade (CWAG) of “2.0” or better in his/her graduate courses at the end of each academic year; and 3) pass the master’s comprehensive examination.

4.2.3 **Additional Requirements**

Additional requirements over and above these minimum University requirements and standards for the master’s degree may be adopted by colleges/units for their respective master’s degree programs with the approval of the appropriate bodies. Students are encouraged to produce a pre-print.

4.3 **Program Adviser/Committee and Program of Study**

4.3.1 **The Program Adviser/Committee**

Each student admitted into a master’s program shall be assigned a Program Adviser or a Program Committee composed of professors who are master’s degree holders, except in highly meritorious cases (See 1.2.1). The Graduate Committee of the Department, Institute, Interdisciplinary Program concerned shall recommend the Program Adviser/Committee members to its respective Head.

The Program Adviser/Committee shall advise, monitor, and evaluate the student until he/she finishes all the requirements of the program (non-thesis option) or until he/she advances to the thesis stage and is assigned a Thesis Adviser/Committee (thesis option).

4.3.2 **Program of Study**

Within the first semester of the student’s initial year in the master’s program, a Program of Study shall be designed by the Program Adviser/Committee, in consultation with the student on the basis of the latter’s academic preparation and desired specialization. A copy of this Program of Study shall be submitted to the appropriate Graduate Committee/Office, through channels. Subsequent revisions in the Program

must be authorized by the Program Adviser/Committee and communicated as soon as possible to the Graduate Office, through channels.

4.3.3 Study Load Per Semester and Trimester

The normal study load of a full-time student shall be nine (9) to twelve (12) units per semester of formal graduate courses and eight (8) to ten (10) units per trimester.

4.4 Course Requirements and Transfer of Credits

4.4.1 Thesis Option

Every student under the Master's thesis option shall be required to complete at least twenty four (24) units of formal graduate courses, excluding thesis.

4.4.2 Non-Thesis Option

Every student under the master's non-thesis option shall be required to complete at least thirty (30) units of formal graduate courses.

4.4.3 Transfer of Credits from Another University

Subject to the recommendation of the appropriate bodies and the approval of the Dean/Director, graduate courses taken by a student in another university may be credited towards his/her master's program provided that (1) these courses were taken within the last five years prior to admission, (2) these were validated through appropriate means by the Institute, Department, Interdisciplinary program, or Graduate Office/Committee concerned, and (3) the total number of credits transferred shall not exceed three eight (3/8) of the total number of units in the student's master's course requirements.

However, condition (2) shall not apply if the courses were taken in an institution with which the University of the Philippines has a special academic arrangement and if these courses are part of the student's approved Program of Study.

4.4.4 Transfer of Credits from Another Program

Subject to the recommendation of the appropriate bodies and the approval by the Dean/Director, graduate courses taken by the student under another program of the University of the Philippines may be transferred for credit to his/her new 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 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.

4.4.5 Processing of Transfer of Credits

Transfer of credits shall be done within the first semester of the student's admission into the program. The course/s credited shall be specified in the student's record by the Graduate Committee/Head of Institute, Department, Interdisciplinary Program concerned and the College Graduate Office. A copy of the approval shall be sent to the University Registrar.

4.5 Grade Requirement

4.5.1 Grading System

The following numerical grades shall be used in graduate courses; 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), INC (Incomplete), and 5.0 (Fail).

A grade of "3.0" or better is a passing grade. A graduate student earns credit for a course when he/she obtains a grade of "3.0" or better.

4.5.2 Cumulative Weighted Average Grade

The Cumulative Weighted Average Grade (CWAG) shall be based on all courses taken by the student in his/her approved Program of Study, including those taken in compliance with the Maximum Residence Rules (See 4.9), if applicable.

To remain in good standing, a student must maintain a CWAG of "2.0" or better in his/her course work at the end of each academic year until the completion of the Program of Study. This CWAG shall be computed by the Program Adviser/Committee and reported by the latter to the Graduate Office, through channels.

4.5.3 Failure to Satisfy the Grade Requirement

A student who fails to satisfy the CWAG of "2.0" at the end of the academic year shall be disqualified from the master's program unless the Dean/Director decides, on justifiable grounds and upon the recommendations of the student's Program Adviser/Committee, through channels, to waive the rule.

4.6 Master's Thesis (Thesis Option)

4.6.1 Standard for Master's Thesis

The master's thesis must (1) embody an original, and significant research or creative work; (2) show the student's capacity to make a critical evaluation of previous work done in his/her chosen research topic; and (3) demonstrate his/her ability to present research findings in a clear, systematic, and scholarly manner.

4.6.2 Thesis Adviser

After the student completes the prescribed academic requirements, he/she shall request the head of the unit for a thesis adviser. The Dean/Director shall then appoint the adviser who shall be chosen on the basis of the student's research topic, upon recommendation of appropriate bodies. The adviser shall come from the unit where the student is enrolled.

The adviser shall be responsible for (1) advising the student in the preparation of the thesis proposal; (2) guiding and monitoring his/her thesis research; (3) submitting a yearly evaluation report to the Graduate Committee; and (4) endorsing his/her master's thesis for defense.

4.6.3 Thesis Committee

A Thesis Committee, consisting of the Adviser, Co-Adviser, if any, and a Reader, shall be constituted upon completion of course work.

The Thesis Committee shall consist of full-time regular faculty members who are master's degree holders except in highly meritorious cases as approved by the Dean/Director upon the recommendation of the appropriate bodies. Professorial Lecturers, Professors Emeritus and experts from external institutions may also serve as Co-Adviser, Reader and panelists upon approval by the Dean/Director.

4.6.4 Function of Thesis Committee

The thesis committee shall (1) approve the thesis proposal and (2) endorse the thesis draft for Oral Defense.

4.6.5 Functions of Reader

The functions of the Reader are to: 1) evaluate the thesis for defense and 2) endorse the thesis to the Oral Defense Panel.

4.6.6 **Change of Adviser/Reader**

If a faculty adviser/reader shall go on leave for more than one semester, the Dean/Director shall appoint a new Adviser/Reader upon the recommendation of the appropriate bodies. A student who wishes to change an Adviser/Reader shall write the Dean/Director, through channels.

An Adviser or a Reader may request to be relieved of his/her duties for justifiable reasons.

4.6.7 **Number of Thesis Advisees**

The number of advisees (inclusive of thesis and dissertation students) shall be left to the discretion of the Graduate Faculty Council.

4.6.8 **The Thesis Proposal**

The student shall submit a written thesis proposal to the Thesis Adviser, Co-Adviser (if any) and Reader. Upon approval of the thesis proposal, the student may then carry out the thesis research. A certified copy of the approved proposal and a form endorsing the thesis proposal duly signed by the Thesis Committee shall be submitted to the Dean/Director, through channels.

4.7 **Defense of the Master's Thesis**

4.7.1 **Defense Panel**

After the student's completed draft is evaluated favorably by the Thesis Committee members, they shall endorse it for oral defense to the Dean/Director, through channels.

The Oral Defense Panel shall consist of at least three (3) members and no more than five (5) members who shall be appointed by the Dean/Director upon the recommendation of the appropriate bodies. A maximum of two (2) members out of five (5) or one (1) out of three (3) members of the master's Oral Defense Panel may come from an external institution, i.e. outside the Department, Institute, College or University.

The master's examination panel shall be chaired by one of the examiners other than the Adviser.

4.7.2 **Administration of Defense**

The master's defense must be held in the College at a time recommended by the panel, endorsed by the appropriate heads and graduate committees concerned, and authorized by the Dean/Director.

The time and place of the master's defense shall be officially announced by the Graduate Studies Office/Committee concerned at least two (2) weeks before the scheduled oral defense. The schedule of the defense may be changed only upon the recommendation of the defense panel, through channels, and the formal authorization of the Dean/Director.

The defense may be held only if 1) the thesis manuscript has been received by each member of the master's examination panel at least two (2) weeks before the scheduled examination, and 2) all members of the examination panel are present, except for programs that require the inclusion of foreign Co-Advisers or foreign external examiners. If the latter is absent, he/she shall be required to send his/her comments to the Chair of the panel who shall integrate this in the final report. If any other member of the panel is absent, the defense shall be rescheduled.

The master's defense shall be a public oral examination, the duration of which shall be left to the discretion of the panel. However, the evaluation and rating of the student's defense shall be done by the panel in a closed-door meeting to be held immediately after the defense.

4.7.3 **Rating**

There shall be three (3) ratings for the defense: "Pass," "Provisional Pass," or "Fail". "Fail" means substantial revisions are required by at least two of the five panel members or one of the three panel members. Any member who fails the student must specify the reason(s) in writing, a copy of which shall be attached to the report of the panel.

"Provisional Pass" means minor revisions are required. All members of the panel must agree on the recommended revisions which must be specified in writing and attached to the final report. A second rating sheet shall be signed only after the student incorporates the revisions and the defense panel certifies that the revisions were made.

The result of the Oral Defense must be reported by the panel to the Dean/Director, through channels, within the first working day after the examination.

4.7.4 **Passing or Failing the Master's Defense**

If the student passes the defense, his/her master's thesis shall be considered approved.

If the student fails the defense, he/she may submit himself/herself to a second master's defense within one academic year after the first defense. Failure to pass the second defense disqualifies the student from his/her current master's program. Moreover, a rating of "Fail" in the second defense shall disqualify the student from being admitted into other master's programs offered by the same Department or Institute.

4.8 **Comprehensive Examination (Non-Thesis Option)**

4.8.1 **Nature**

The comprehensive examination shall be written examination that must be taken by a student in the non-thesis option. It shall aim to test the student's mastery of his/her discipline or area.

4.8.2 **Comprehensive Examination Committee**

The comprehensive examination committee shall consist of a minimum of three (3) regular full-time faculty members with doctoral degrees, except in meritorious cases. The exception shall be made only with the approval of the Dean/Director upon the recommendation of the appropriate bodies.

Professorial Lecturers and Professors Emeritus may also serve as examiners provided they are master's degree holders and/or known experts in their field and have taught in the unit during the last two (2) years.

4.8.3 **Administration**

The student may apply for the comprehensive examination after: 1) completing the course work; 2) obtaining a Cumulative Weighted Average Grade of "2.0" or better in all his/her courses, including those courses taken to comply with the Maximum Residence Rules; and 3) satisfying the foreign language requirement, if any.

The Program Adviser/Committee shall recommend to the Dean/Director, through channels, the schedule of the comprehensive examination. The Dean/Director shall then appoint a comprehensive examination committee of three (3) members who shall schedule, conduct, and evaluate the comprehensive examination.

The examination shall be administered only in the officially designated examination room by the appropriate Graduate Committee/Office. The duration of the examination shall be at the discretion of the unit concerned.

The result must be officially reported by the comprehensive examination Committee to the Dean/Director, through channels, not later than two weeks after examination is administered.

4.8.4 Rating

The grades for the comprehensive examination are as follows: “High Pass,” “Pass,” or “Fail.”

If a student fails the comprehensive examination, a second examination shall be allowed within one (1) year after the first examination. Failure to pass this second examination shall bar the student permanently from the master’s program.

Moreover, the student shall be disqualified from admission into other master’s programs within the same Department.

If the student passes the comprehensive examination, he/she shall qualify for the master’s degree under the non-thesis option.

4.9 Residence Rules

4.9.1 One-Year Residence Before Graduation

The student must be officially enrolled at least one (1) academic year prior to the conferment of the master’s degree.

4.9.2 Regular Period for Completion

The time limit for the completion of all master’s requirements shall be five (5) years.

The counting of the period residence shall start from the student’s first enrollment in a graduate course after admission into the master’s 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.

If there are 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 semester for every nine (9) units of courses credited to his/her program.

4.9.3 **Extension of Residence**

In exceptionally meritorious cases, extensions of residence beyond the above regular period of completion may be approved by the Dean/Director upon the recommendation of the appropriate bodies. This extension shall be for a period not exceeding one (1) calendar year at a time. In no case shall the extensions exceed more than five (5) years. The student granted an extension shall take additional units of graduate courses in his/her discipline or area during the extension period at a rate of three (3) units for every two (2) years of extension or a fraction thereof.

4.9.4 **Non-Compliance with Residence Rules**

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 master's program.

4.9.5 **Leave of Absence (LOA)/Absence Without Leave (AWOL)**

A student who goes on leave of absence (LOA)/absence without leave (AWOL) from a master's program shall seek readmission into the program from the Dean/Director, through channels.

4.10 **Transfer from One Master's Option to Another**

Any student in the master's program may be allowed to transfer to another master's option, subject to the approval of the Dean/Director, upon the recommendation of the head of the Institute, Department, and/or Interdisciplinary Program concerned and/or Graduate Committee/Office.

4.11 **Graduation**

4.11.1 **Application for Graduation**

After the student passes the master's defense, he/she shall be qualified to apply for graduation to the University Registrar through the college/unit Graduate Office.

4.11.2 **Submission of Bound Copies**

The applicant for graduation must submit to the Graduate Office five (5) bound copies of the approved master's thesis as a prerequisite for graduation. The bound copies must conform to the standard format of the college/unit and contain the official approval of the thesis by the members of the defense panel, the College/unit Graduate Office/Committee and the official acceptance of the thesis by the Dean/Director.

4.11.2 Conferment of the Master's Degree

After the graduation of the student shall have been recommended by the College Faculty Assembly, or appropriate body, endorsed by the University Council, and approved by the Board of Regents, he/she shall be officially conferred the master's degree.

5. GUIDELINES FOR DIPLOMA DEGREE PROGRAMS

5.1 Admission into a Diploma Degree Program

5.1.1 Admission into a diploma degree program shall require (1) a bachelor's degree from a recognized institution of higher learning; (2) high intellectual capacity; (3) language proficiency; and (4) satisfaction of additional University requirements such as a health clearance and other special admission requirements that may be imposed by the head of the Institute, Department, Interdisciplinary Program and/or Graduate Committee/Office with the approval of the appropriate bodies.

Proof of English and/or Filipino proficiency is required of students whose native language is not English or Filipino, except those who graduated from an institution where the medium of instruction is English or Filipino. For English proficiency, a score of at least 500 in the Test of English as a Foreign Language (Educational Testing Service Princeton, New Jersey 08540, USA) shall be required. For Filipino proficiency, a certification shall be required from a duly recognized unit of the University.

5.1.2 Each application for admission shall be accomplished in the official application form of the college/unit and accompanied by the official transcript of records, written recommendation from two (2) former professors or experts in the field, and the officially prescribed application fee.

5.1.3 Each application shall be submitted to the appropriate Graduate Office/Committee, and referred to the head of the Institute, Department or Interdisciplinary Program concerned for evaluation. The deserving applicant shall be recommended for admission by the latter to the Dean/Director, through channels.

5.2 General Requirements

To qualify for the diploma degree, a student must satisfy the following requirements: (1) complete a minimum of 18 units of formal graduate courses, and (2) maintain a cumulative weighted average grade (CWAG) of "2.0" or better in his/her graduate courses at the end of each academic year.

5.3 Program Adviser/Committee and Program of Study

5.3.1 Program Adviser/Committee

Every student admitted into a diploma program shall be assigned a Program Adviser/Committee by the appropriate bodies. The program Adviser/Committee shall advise, guide and evaluate the student.

5.3.2 Program of Study

Within the first semester of the student's initial year in a diploma program, a Program of Study shall be designed by the Program Adviser/Committee, in consultation with the student and on the basis of the latter's academic preparation and desired specialization. A copy of this Program of Study shall be submitted to the Graduate Office/Committee, through channels. Subsequent revisions in the Program of Study must be approved by the Program Adviser/Committee and communicated as soon as possible to the Graduate Office through channels.

5.3.3 Study Load Per Semester and Trimester

The normal study load for full-time students per semester shall be nine (9) to twelve (12) units of formal courses and eight (8) to ten (10) units per trimester.

5.4 Course Requirements

Every student in a diploma degree program shall be required to complete a minimum of 18 units of relevant courses set by the Graduate Faculty Council.

5.5 Grade Requirement

5.5.1 Grading System

The following numerical grades shall be used in graduate courses: 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), INC (Incomplete), and 5.0 (Fail).

A grade of "3.0" or better is a passing grade. A graduate student earns credit for a course when he/she obtains a grade of "3.0" or better.

5.5.2 Cumulative Weighted Average Grade

To remain in good standing in the diploma program, a student must maintain a Cumulative Weighted Average Grade (CWAG) of "2.0" or

better in his/her course work at the end of each academic year until the completion of his/her program of study. The student's CWAG shall be computed by the Program Adviser/Committee at the end of each academic year (two semesters and one summer) and reported by the latter to the Graduate Office, through channels.

The CWAG shall be based on all courses taken by the student in the approved program of study, including those taken in compliance with the Residence Rules (See 5.6), if applicable.

5.5.3 Failure to Satisfy the Grade Requirement

A student who fails to satisfy the CWAG of "2.0" at the end of the academic year shall be disqualified from the diploma program unless the Dean/Director decides, on justifiable grounds and upon the recommendation of the student's Program Adviser/Committee, through channels, to waive the rule.

5.6 Residence Rules

5.6.1 One-Year Residence Before Graduation

The student must be officially enrolled at least one (1) academic year prior to the conferment of the diploma degree.

5.6.2 Regular Period For Completion

The time for the completion of all diploma degree requirements shall be no more than two (2) years. The period of residence shall start from the student's first enrolment in a graduate course after admission into the diploma program and shall include all leaves of absence from the program. The regular period for completion of a graduate student transferring from another university shall be reduced by one (1) semester.

5.6.3 Extension of Residence

In exceptionally meritorious cases, extensions of residence beyond the above regular period of completion may be approved by the Dean/Director upon the recommendation of the appropriate bodies. This extension shall be for a period not exceeding one (1) semester at a time. In no case shall the extensions exceed more than one (1) year. The student granted an extension shall take 3 additional units of graduate courses in his/her discipline or area during the extension period.

5.6.4 Non-Compliance with Residence Rules

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 diploma program.

5.6.5 Leave of Absence (LOA)/ Absence Without Leave (AWOL)

A student who goes on leave of absence (LOA)/absence without leave (AWOL) from a diploma program shall seek readmission into the program from the Dean/Director, through channels.

5.6.6 Non-Compliance with Residence Rules

A student who fails to complete all requirements for the diploma degree within the regular period of completion and any approved extension thereof shall be disqualified from the diploma program.

5.6.7 Leave of Absence (LOA)/Absence Without Leave (AWOL)

Any student who goes on leave of absence (LOA) and absence without leave (AWOL) from the diploma program shall seek readmission into the program from the Dean, through channels.

5.7 Option to Proceed to a Master's Degree

Student in a diploma program may opt to proceed to a master's program upon the recommendation of the program Adviser and approval of the Dean.

5.8 Graduation for the Diploma Program

5.8.1 Application for Graduation

After completion of all requirements for the diploma degree, the student shall be qualified to apply for graduation to the University Registrar through the college/unit Graduate Office.

5.8.2 Conferment of Degree

After the graduation of the student shall have been recommended by the College Faculty Assembly and appropriate body, endorsed by the University Council, and approved by the Board of Regents, he/she shall be officially conferred the diploma degree by the University.

