



# College of Science

## University of the Philippines, Diliman

### GUIDELINES FOR GRADUATE PROGRAMS





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\* The College of Science Guidelines for Graduate Programs was approved by the CS Graduate Faculty Council in August 11, 2004 and underwent revisions in January 26, 2015 and March 15, 2021.

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## 1. GENERAL POLICIES

### 1.1 Academic Standards for Graduate Programs

International standards of academic excellence and integrity shall be promoted and upheld in all graduate programs of the College.

### 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 special graduate programs or in meritorious cases where a Master's degree may be deemed a sufficient qualification. However, M.S./M.A. degree holders cannot be members of Ph.D. examination panels.

### 3. Student Qualifications for Graduate Programs

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

### 4. Unit Requirements

Units of the College of Science may adopt additional or stricter requirements for their respective graduate programs with the approval of the unit Graduate Committee, College Academic Affairs Committee and the Graduate Faculty Council.

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## 2. ADMINISTRATION OF COLLEGE GRADUATE PROGRAMS

### 2.1. The Graduate Faculty Council

The highest policy-making body in the College with respect to its graduate programs shall be the Graduate Faculty Council constituted by all qualified faculty as indicated in Section 1.2 and presided by the Dean. The Graduate Faculty Council shall have the following powers and responsibilities:

- 2.1.1. To adopt policies, standards, rules, and guidelines pertaining to College graduate programs;
- 2.1.2. To endorse the graduate curricular proposals from the institutes or departments of the College;
- 2.1.3. To recommend in a joint meeting with the College Assembly the graduation of students from College graduate programs; and
- 2.1.4. To decide on all issues and problems concerning College graduate programs which may be raised by the Dean or a Graduate Committee.

### 2.2. The Dean and the Graduate Office

The Dean shall be responsible for the implementation of college policies and rules pertaining to graduate programs and for the efficient administration of these graduate programs. In particular, the Dean shall exercise the following powers and responsibilities based on the recommendation of Graduate Committees:

- 2.2.1. To approve the admission or readmission of students into College graduate programs and the extension of their graduate residence beyond the maximum residence period;
- 2.2.2. To approve the composition of Thesis or Dissertation Committees and Master's or Doctoral Examination Panels for each student in the College graduate programs;
- 2.2.3. To authorize Master's degree holders to teach graduate courses or become members of thesis committees, master's examination panels, and Graduate Committees in exceptionally meritorious cases;
- 2.2.4. To authorize the scheduling or rescheduling of Master's or Doctoral Examinations; and
- 2.2.5. To present before the Graduate Faculty Council all unresolved issues and problems concerning College graduate programs.

In addition, the Dean shall appoint the members of Interdisciplinary Program Graduate Committees which shall be responsible for the administration, supervision, and coordination of interdisciplinary graduate programs of the College.

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The Dean shall be assisted in the administration of the College graduate programs by the Graduate Office which shall be headed by the Associate Dean for Academic Affairs.

The Graduate Office shall be responsible for (1) processing applications for admission and graduation from College graduate programs, (2) ensuring the implementation of College guidelines for graduate programs, (3) maintaining accurate and up-to-date records of graduate students of the College, and (4) carrying out all other functions incidental to the management of the College graduate programs.

### 2.3. The Institute/Interdisciplinary Graduate Committees

The highest policy-making body with respect to graduate programs of an institute or department shall be the Institute Graduate Committee composed of all the regular faculty members of the institute who possess a doctoral degree or its equivalent. The Head of the Institute shall serve as the Chairperson of its Graduate Committee.

In the case of an interdisciplinary graduate program of the College, the highest policy-making body shall be the Interdisciplinary Program Graduate Committee composed of regular faculty members from other units who possess a doctoral degree or its equivalent, and who are appointed to the Committee by the Dean. With the concurrence of the home Institute Graduate Committee, members of the Interdisciplinary Program Graduate Committee shall be appointed for a period of 1-3 years. The Coordinator of an Interdisciplinary Graduate Program shall be the Chairperson of the Interdisciplinary Program Graduate Committee.

The Graduate Committee of an institute, department or interdisciplinary program shall have the following powers and responsibilities:

- 2.3.1. To adopt special policies, standards, and rules pertaining to institute/interdisciplinary graduate programs, provided these are consistent with the College guidelines;
- 2.3.2. To recommend to the Graduate Faculty Council the institution, revision, or abolition of institute/interdisciplinary graduate programs and courses;
- 2.3.3. To recommend to the Dean or, if necessary, to the Graduate Faculty Council the authorization of a Master's degree holder to teach a graduate course, or become a member of a thesis committee, a Master's examination panel, or the Graduate Committee itself;
- 2.3.4. To recommend to the Dean the admission or readmission of a student into an institute/interdisciplinary graduate program and to appoint the admitted student's Research Adviser or Program Committee
- 2.3.5. To conduct a periodic evaluation of the academic performance and progress of graduate students in the institute/interdisciplinary programs and decide such students' continuation in or disqualification from a graduate program. The evaluation shall be submitted to the Graduate Office on a per semester basis for Master's and PhD students.

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- 2.3.6. To maintain accurate and up-to-date records of their respective graduate students in coordination with the Graduate Office;
  - 2.3.7. To designate their members as examiners for Preliminary Examinations, Comprehensive Examinations, Qualifying Examinations, Candidacy Examinations, and, where applicable, Entrance or Placement Examinations
  - 2.3.8. To approve thesis/dissertation proposals and recommend to the Dean the appointment of members of Thesis or Dissertation Committees and Master's or Doctoral Examination Panels;
  - 2.3.9. To make the final decision on all academic questions regarding the quality of and/or verity of a thesis or dissertation submitted under its graduate programs
  - 2.3.10. To raise to the Graduate Faculty Council any unresolved issue or problem concerning institute/department/interdisciplinary graduate programs.

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### 3. GUIDELINES FOR Ph.D. PROGRAMS

#### 3.1. Admission into Ph.D. Programs

- 3.1.1. Admission into a Ph.D. Program in the College shall require (1) a B.S. or M.S. degree or their equivalent from a recognized institution of higher learning, (2) a very high degree of intellectual capacity and aptitude for advanced study and research in the College, and (3) satisfactory compliance of additional University requirements such as a health clearance and other special admission requirements that may be imposed by the Graduate Committee (e.g., grade requirements, Graduate Aptitude Test or program's diagnostic tests). For the Ph.D by Research Program (Option 3), there is an additional requirement of having at least one publication in a highly reputed journal (e.g. ISI/Scopus) in which the applicant is the primary author and acceptance by a faculty member as a prospective dissertation advisee.

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 (TOEFL, Educational Testing Service, Princeton, New Jersey 08540, USA) shall be required. For Filipino proficiency, a certification shall be required from the duly authorized unit of the University.

- 3.1.2 Each application for admission into a College Ph.D. Program must be accomplished in the official College application form and accompanied by official transcripts of records, two (2) written recommendations from former professors or experts in the field, and the officially prescribed application fee.
- 3.1.3 All applications shall be submitted to and processed by the Graduate Office, referred to the Graduate Committee concerned for evaluation, and endorsed by the latter to the Dean for official action.

#### 3.2. General Requirements for the Ph.D. Degree

The Ph.D degree may be obtained through one of the following three (3) options:

##### 3.2.1. Option 1- Ph.D. Program for MS degree holders

To qualify for a Ph.D. degree under Option 1, a student must satisfy the following requirements

- 3.2.1.1. Completion of at least twenty-four (24) units of graduate courses in the case of students admitted into the Ph.D. Program with an M.S. degree in the discipline;
- 3.2.1.2. Maintenance of a General Weighted Average (GWA) of 1.75 or better at the end of each academic year until completion of the Program of Study;
- 3.2.1.3. Passing of the Qualifying Examination based on the core courses;

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- 3.2.1.4. Passing of the Candidacy Examination after completion of all course work in the student's Program of Study;
  - 3.2.1.5. Completion of at least one (1) unit of a graduate seminar course during the student's course work, and presentation of a yearly seminar report during the student's dissertation work;
  - 3.2.1.6. Successful defense of the Doctoral Dissertation in a public Doctoral Examination;
  - 3.2.1.7. One (1) publication in a reputable, refereed scientific journal as defined by the unit and approved by the Dissertation Committee (notice of acceptance of a manuscript for publication is acceptable); and
  - 3.2.1.8. Submission of at least six (6) unbound paper copies and a PDF file copy of the approved Doctoral Dissertation based on the approved College of Science format.

### 3.2.2. Option 2- Straight Ph.D. Program

To qualify for a Ph.D. degree under Option 2, a student must satisfy the following requirements

- 3.2.2.1. Completion of at least forty-five (45) units of graduate courses in the case of students admitted into the Ph.D. Program with only a B.S. degree in the discipline or Master's degree in an unrelated discipline;
- 3.2.2.2. Maintenance of a General Weighted Average (GWA) of 1.75 or better at the end of each academic year until completion of the Program of Study;
- 3.2.2.3. Passing of the Qualifying Examination based on the core courses;
- 3.2.2.4. Passing of the Candidacy Examination after completion of all course work in the student's Program of Study;
- 3.2.2.5. Completion of at least one (1) unit of a graduate seminar course during the student's course work, and presentation of a yearly seminar report during the student's dissertation work;
- 3.2.2.6. Successful defense of the Doctoral Dissertation in a public Doctoral Examination;
- 3.2.2.7. One (1) publication in a reputable, refereed scientific journal as defined by the unit and approved by the Dissertation Committee (notice of acceptance of a manuscript for publication is acceptable); and



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3.2.2.8. Submission of at least six (6) unbound paper copies and a PDF file copy of the approved Doctoral Dissertation based on the approved College of Science format.

### 3.2.3. Option 3- Ph.D. by Research Program

To qualify for a Ph.D. degree under Option 3, a student must satisfy the following requirements

3.2.3.1. Completion of at twenty-six (26) units of graduate courses in the case of students admitted into the Ph.D. Program with a Master's degree related to the field of interest and one (1) publication related to the discipline in a peer-reviewed journal (e.g. Web of Science/Scopus indexed) in which the applicant is the primary author;

3.2.3.2. Maintenance of a General Weighted Average (GWA) of 1.75 or better at the end of each academic year until completion of the Program of Study;

3.2.3.3. Completion of at least three (3) units of a graduate seminar course during the student's course work, and presentation of a yearly seminar report during the student's dissertation work;

3.2.3.4. Oral presentation in an international or national scientific conference;

3.2.3.5. Successful defense of the Doctoral Dissertation in a public Doctoral Examination;

3.2.3.6. Two (2) publications in a reputable, refereed scientific journal as defined by the unit and approved by the Dissertation Committee (notice of acceptance of a manuscript for publication is acceptable); and

3.2.3.7. Submission of at least six (6) unbound paper copies and a PDF file copy of the approved Doctoral Dissertation based on the approved College of Science format.

Additional requirements and higher standards over and above these common minimum College requirements and standards for these Ph.D. degrees may be adopted by Graduate Committees for their respective Ph.D. programs upon endorsement by the Graduate Faculty Council and approval by the University Council.

## 3.3. The Dissertation Adviser and Program of Study

### 3.3.1. The Program Committee

Each student admitted into a Ph.D. Program shall be assigned a Program Committee composed of three (3) members to be designated by the Graduate Committee from among the latter's membership. The Program Committee

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shall advise, monitor, and evaluate the student until the student has identified a Dissertation Adviser. It is recommended that the prospective Dissertation Adviser be delegated as a member of the Program Committee. Members of the Program Committee may also perform post-advising duties during enrollment. The names of Program Committee members shall be submitted to the Graduate Office within the first semester of the student's initial year in the program.

### 3.3.2. The Dissertation Adviser

Each student admitted into a Ph.D. Program shall identify a Dissertation Adviser. The Graduate Committee shall recommend to the Dean a Dissertation Adviser who is chosen on the basis of the student's recommendation, student's research interests and the ability of the Dissertation Adviser to provide resources, research support and intellectual guidance. The prospective Dissertation Adviser shall be identified by the time the student has completed eighteen (18) units of graduate courses. The Dissertation Adviser who will also serve as the Program Adviser, will advise, monitor, and evaluate the student until the student is advanced to Ph.D. candidacy and is assigned a Dissertation Committee. The Dissertation Adviser is also responsible for submitting a semestral evaluation of the progress of the student to the Graduate Committee. In cases where the Dissertation Adviser is within two to three (2-3) years from retirement, it is recommended that a Dissertation Co-adviser be identified. The Faculty will receive a formal appointment as the Dissertation Adviser once the student has successfully defended the proposal.

### 3.3.3. Placement Examination

A student admitted into a Ph.D. program may be required by the Graduate Committee to take a Placement Examination for the purpose of assessing his/her academic preparation. A student who does not perform satisfactorily in the Placement Examination or who has a deficient academic preparation may be required to complete appropriate undergraduate remedial courses in the College.

### 3.3.4. The Program of Study (POS)

Within the first semester of the student's initial year in the Ph.D. program, a Program of Study shall be designed by the Program Committee, in consultation with the student and on the basis of the latter's academic preparation and desired specialization. The student's POS will be submitted to the Graduate Office through the Graduate Committee.

Subsequent revisions in the POS must be authorized by the Program Committee or the Dissertation Adviser and communicated as soon as possible to the Graduate Office through the Graduate Committee.

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### 3.3.5. Semestral Study Load

The regular study load per semester shall be nine (9) to twelve (12) units of graduate courses. Students who also serve as instructors shall take a maximum of six (6) units of graduate courses per semester.

## 3.4. Course Requirements and Transfer of Credits

### 3.4.1. Course Requirements for M.S. Degree Holders (Option 1)

Students entering the Ph.D. Program with a previously earned Master's degree or its equivalent in the same discipline shall be required to complete at least twenty-four (24) units of graduate courses.

### 3.4.2. Course Requirements for B.S. Degree Holders (Option 2- Straight Ph.D. Program)

Students entering the Ph.D. Program with only a B.S degree in the program's discipline or a Master's degree in an unrelated discipline shall be required to complete at least forty-five (45) units of graduate courses.

Students in the Straight Ph.D. Program (Option 2) of the College of Science may earn a Master's degree in their program provided that the Master's degree pickup is included and specified as part of the straight Ph.D. program and that the students have satisfied the following requirements: (1) completed at least 33 units of graduate courses in their Program of Study; (2) passed the Doctoral Qualifying Examination; (3) passed the Doctoral Candidacy Examination; (4) have a GWA of 1.75; (5) fulfilled all other College and University requirements for a Master's degree.

### 3.4.3. Course Requirements for M.S Degree Holders (Option 3- Ph.D. by Research Program)

Students entering the Ph.D. by Research Program shall be required to complete at least eleven (11) units of graduate courses.

### 3.4.4. Transfer of Credits from Another University

Subject to the recommendation of the Graduate Committee and the approval of the Dean, graduate courses taken by a student in another University may be credited towards his/her Ph.D. course requirements provided that: (a) these courses were taken within the last five (5) years prior to his/her admission into the Ph.D. Program, (b) these courses have been validated through appropriate means by the Graduate Committee of the Institute/Department/Program concerned, and (c) the total number of graduate credits which may be transferred shall not exceed three eighths (3/8) of the total number of units in the student's Ph.D. course requirements.

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However, condition (b) shall not apply if courses were taken in an institution with which the University of the Philippines has a special academic arrangement and if these courses were taken after the student had been admitted into the Ph.D. program.

#### 3.4.5. Transfer of Credits from Another Program

Subject to the recommendation of the Graduate Committee and the approval of 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 Ph.D. course requirements provided that (a) these courses were taken within the last five (5) years prior to the student's admission or transfer to the Ph.D. program and (b) these courses have not been credited to a degree previously obtained by the student.

### 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). In certain special courses, however, the following non-numerical grades may be given: "P" (Pass), or "R" (Repeat); "S" (Satisfactory), or "U" (Unsatisfactory).

#### 3.5.2. General Weighted Average (GWA)

To remain in good standing in the Ph.D. Program a student must maintain a General Weighted Average (GWA) of "1.75" 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 GWA shall be computed at the end of each academic year by his/ her Program Committee and reported by the Graduate Committee to the Graduate Office. The student's GWA will be computed based on the courses approved in the Program of Study. Courses taken that are not in the Program of Study will be referred to the unit's Graduate Committee for approval and inclusion in the GWA computation.

#### 3.5.3. Failure to Satisfy the Grade Requirement

A student who fails to satisfy this grade requirement at the end of the academic year shall be disqualified from the Ph.D. Program unless the Graduate Committee concerned decides, on justifiable grounds and upon the recommendation of the student's Dissertation Adviser, to put the student on probation for a period not exceeding two (2) semesters. Failure to obtain the minimum GWA after the probation period shall automatically disqualify the student from the Ph.D. Program.

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#### 3.5.4. The Qualifying Examination

The Qualifying Examination is a written and/or oral examination covering at least three (3) subject areas that has to be taken by the student within one (1) academic year after completion of the core courses in the Program of Study.

This examination is intended to test the student's ability to integrate and apply the overall knowledge that he/she has gained from the core courses. A student who enters the Ph.D. Program with an M.S. degree in the discipline may be exempted from the Qualifying Examination by the Graduate Committee concerned.

#### 3.5.5. Administration of the Qualifying Examination

The Qualifying Examination in each Ph.D. Program shall be scheduled, administered, and graded by the Graduate Committee or a special sub-committee thereof. Results of the Qualifying Examination must be submitted by the Graduate Committee to the Graduate Office within two (2) weeks after the last day of the examination.

#### 3.5.6. Rating of the Qualifying Examination

A student's performance in the Qualifying Examination shall be rated either "Pass" or "Fail". A student who fails the Qualifying Examination shall be allowed to retake the examination within one (1) academic year after the first examination. Failure of a student in the re-examination shall disqualify him/her from that specific Ph.D. Program.

### 3.6. The Candidacy Examination

#### 3.6.1. Nature of the Candidacy Examination

The Candidacy Examination is an oral and/or written examination that must be taken by the student after (1) passing the Qualifying Examination, (2) completing all course work in the Program of Study, (3) obtaining a GWA of "1.75" or better in his/her course work, (4) completing the courses stipulated by the Residence Rules (see 3.11).

In this examination, the student is required to give a seminar on a research topic in his/her chosen field of specialization as approved by the unit Graduate Committee and is examined on his/her (a) grasp of this chosen field of specialization, (b) mastery of the basic principles and methods of the discipline, and (c) readiness for dissertation research in the chosen field of specialization. Upon the formal request of the student and the recommendation of his/her Dissertation Adviser, the Graduate Committee concerned shall designate a Candidacy Examination Committee.

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### 3.6.2. Candidacy Examination Committee

Upon the formal request of the student and the recommendation of the Dissertation Adviser, the Graduate Committee concerned shall designate a Candidacy Examination Committee which shall schedule, conduct, and evaluate the Candidacy Examination for the student.

The Candidacy Examination Committee shall consist of a minimum of three (3), maximum of five (5) members with doctoral degrees, at least three (3) of whom are regular full-time faculty members of the College.

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

### 3.6.3. Administration of the Candidacy Examination

The Candidacy Examination Committee shall schedule, conduct, and evaluate the Candidacy Examination for the student. This oral examination shall last no longer than four (4) hours and should be scheduled before the Dissertation Proposal Defense and at least one (1) month before the Doctoral Examination Defense.

### 3.6.4. Rating of the Candidacy Examination

The Candidacy Examination shall be rated as either “Pass” or “Fail” by a simple majority vote of the Candidacy Examination Committee. Its result must be officially reported by the Candidacy Examination Committee to the Graduate Office through the Graduate Committee within the first working day after the examination.

If the student fails the Candidacy Examination, he/she will be allowed to take a Candidacy Examination within one (1) year after the first examination. Failure to pass the second Candidacy Examination shall disqualify the student permanently from that specific Ph.D. Program.

### 3.6.5. Advancement to Ph.D. Candidacy

A student who passes the Candidacy Examination is advanced to candidacy for the Ph.D. degree.

## 3.7. The Doctoral Dissertation

### 3.7.1. Standards for the Doctoral Dissertation

The major requirement for the Ph.D. degree is the submission of a doctoral dissertation which must (1) embody an original, independent, and significant scientific research by the student; (2) show the student's capacity to make a critical evaluation of previous work done in his/her chosen research topic; and

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(3) demonstrate his/her ability to present scientific research findings in a clear, systematic, and scholarly manner.

### 3.7.2. The Dissertation Committee

After the student advances to Ph.D. Candidacy, he/she will be assigned a Dissertation Committee composed of the Dissertation Adviser and two (2) Dissertation Readers. In special cases requiring joint advising, the Dissertation Committee may consist of a Dissertation Adviser, a Dissertation Co-Adviser, and a Dissertation Reader.

The Dissertation Committee shall consist of full-time regular faculty members with doctoral degrees.

The Dissertation Adviser must come from the unit where the student is enrolled. The Co-Adviser may belong to an external institution. One (1) of the Dissertation Readers should preferably belong to an external institution. A Professorial Lecturer or Professor Emeritus may serve as Co-Adviser.

The Dissertation Adviser shall be identified after completion of eighteen (18) units of graduate courses. The Dissertation Adviser(s) should be appointed on the basis of their ability to provide laboratory resources, research support and intellectual guidance, and not to deter the advancement of the student.

The Reader reviews the Dissertation, endorses/approves this for a defense by way of a conforme letter. Endorsement/approval will be based on readiness of the dissertation for defense as evidenced by the work's substance and form (with very minor corrections/revisions).

The members of the Dissertation Committee shall be formally appointed by the Dean upon successful defense of the Dissertation Proposal and recommendation of the Graduate Committee concerned.

The Dissertation Committee 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 semestral evaluation report of the progress of his/her dissertation research to the Graduate Committee, and (4) endorsing his/her doctoral dissertation for defense.

### 3.7.3. Change of Dissertation Adviser or Reader

The Dissertation Adviser cannot be changed during the Dissertation process, unless approved by the Graduate Committee with very strong reasons as raised by the student. The student submits a written request to the Dean with proper recommendation by the Graduate Committee. While the consent of the current Dissertation Adviser is not required when changing Advisers, it is recommended that the Graduate Committee oversee that the transition be done in a professional manner. The original Adviser will be duly informed of the change by the Graduate Office.

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If the Dissertation Adviser or Reader shall go on leave for more than one (1) semester, the Dean may appoint a new Dissertation Adviser or Reader upon the recommendation of the Graduate Committee concerned. The Dissertation Adviser or Reader may request to be relieved of advising duties for justifiable reasons.

#### 3.7.4. The Dissertation Proposal

Before the dissertation research can be formally started, the student must first prepare a written Dissertation Proposal with the advice of the Dissertation Committee and submit it to the Graduate Committee for approval. The Dissertation Proposal must be submitted and approved by the Graduate Committee by the end of the first three (3) units of enrollment of the 400 course or by the end of six (6) units of enrollment of the 400 course. If the student will take twelve (12) units of the 400 course in one semester, the Dissertation Proposal must be approved by the Graduate Committee at least two (2) months before the scheduled Dissertation defense date. The proposal shall be defended orally before the Dissertation Committee members. The Dissertation Proposal defense shall be held only after the student has passed the Candidacy Examination and may be scheduled immediately after the Candidacy Examination.

A certified copy of the approved dissertation proposal must be submitted by the Graduate Committee to the Graduate Office.

Changes to the approved Dissertation Proposal related to a change in Dissertation Adviser(s) or Reader(s) must be approved by the Graduate Committee.

### 3.8. Seminar Requirements

#### 3.8.1. Seminar Requirement

For Ph.D. Program Option 1 and 2

Prior to the Candidacy Examination, each student in the Ph.D. Program must complete at least one (1) unit of graduate seminar as an additional requirement on top of the formal course requirements in his/her Program of Study.

For Ph.D. Program Option 3

Students in the Ph.D. by Research Program must complete at least three (3) graduate seminars.

#### 3.8.2. The College Graduate Research Colloquia

After the student is advanced to Ph.D. candidacy, he/she must also participate, at least once every two (2) years, in the Graduate Research Colloquia of the College or Institute by giving a seminar on the progress of his/



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her dissertation research. The Graduate Research Colloquia shall be a College-wide activity to be organized by the Graduate Office in coordination with the various Dissertation Committees. In special instances where the yearly, College-wide Graduate Research Colloquia is not held, the student may present the progress of his/her dissertation research in the Institute Graduate Research Colloquia.

### 3.9. Defense of the Doctoral Dissertation

#### 3.9.1. The Doctoral Examination Panel

Upon completion of the doctoral dissertation and its endorsement by the Dissertation Committee to the Graduate Committee (see Section 3.7.2 on conforme letter), the latter shall recommend to the Dean the formal appointment of two (2) Dissertation Examiners.

The two (2) Dissertation Examiners together with the three (3) Dissertation Committee members shall constitute the Doctoral Examination Panel of five (5) members. At least one (1), with a maximum of two (2), of the members of the Doctoral Examination Panel should come from an external institution, i.e. outside the Institute, College or University. The Doctoral Examination Panel shall be chaired by one of the Dissertation Readers or Dissertation Examiners to be elected by the Doctoral Examination Panel.

#### 3.9.2. Administration of the Doctoral Examination

The Doctoral Examination may be held only if (a) the student has already satisfied the seminar requirements, (b) the dissertation manuscript has been received by each member of the Doctoral Examination Panel at least one (1) month before the examination date, (c) all members of the examination panel are present. If the student or any Examination Panel member is unable to be on campus, permission can be requested by the student to hold the public defense remotely such that the student or panel member will be able to participate remotely. In terms of remote delivery, the student and the Examination Panel must agree on a common time and online platform to be used during the online defense. All members of the examination panel must be present during the defense and should be able to participate in real time interactions with the student. If foreign members of the Examination Panel still cannot attend the defense, 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 (even in online remote delivery mode), or the defense cannot proceed smoothly due to technical difficulties, then the Head of the Examination Panel can (with the concurrence of the other members of the committee) stop the defense and have it rescheduled.

The Doctoral Examination shall be a public oral examination lasting no longer than five (5) hours. In accordance with the examination guidelines of the Graduate Committee concerned, questions may be asked by anybody during the examination, but the evaluation and rating of the student's dissertation

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defense shall be done by the Doctoral Examination Panel in a closed-door meeting to be held immediately after the Doctoral Examination.

The Doctoral Examination may be held within the College at any mutually convenient time, Mondays to Saturdays, except holidays upon the recommendation of the Doctoral Examination Panel, the endorsement of the Graduate Committee concerned, and the formal authorization of the Dean. The unit has to submit the recommendation for the date of the Dissertation Examination (Doctoral Defense) to the Graduate Office at least fifteen (15) working days before the examination / defense date.

The schedule and place of the Doctoral Examination shall be officially announced by the Dean and publicized throughout the College by the Graduate Committee concerned at least two (2) weeks prior to the scheduled Doctoral Examination date. The schedule of the Doctoral Examination may be changed only upon the recommendation of the Doctoral Examination Panel, the endorsement of the Graduate Committee concerned, and the formal authorization of the Dean.

3.9.3. The deadline to defend the Doctoral Dissertation is on the last day of the examination period of the current semester in order to be considered as a candidate for graduation for that semester.

#### 3.9.4. Rating of the Doctoral Examination

The Doctoral Examination may be given either of the following ratings: "Pass," if the dissertation defense is deemed acceptable; "Provisional Pass," if the dissertation defense is deemed acceptable subject to certain minor revisions of the dissertation in form or content; or "Fail," if the dissertation defense is deemed unacceptable.

"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.

3.9.5. Acceptance of the dissertation defense by at least four (4) members of the Doctoral Examination Panel shall merit the rating of "Pass," while rejection of the dissertation defense by at least two (2) Panel members shall incur the rating of "Fail." Any other combination of acceptance, conditional acceptance and/or rejection of the dissertation defense in between these two extremes shall result in a rating of "Provisional Pass" (refer to scheme below). Any vote of rejection by a Panel member must be explained in writing.

3.9.6. If 4 Doctoral Examination members are present:

Pass = 4 pass, 0 provisional pass, 0 fail  
Pass = 3 pass, 1 provisional pass, 0 fail  
Pass = 3 pass, 0 provisional pass, 1 fail

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Provisional Pass = 2 pass, 1 provisional pass, 1 fail  
Provisional Pass = 2 pass, 2 provisional pass, 0 fail  
Fail = >2 fail

If 5 Doctoral Examination members are present:

Pass = 5 pass, 0 provisional pass, 0 fail  
Pass = 4 pass, 1 provisional pass, 0 fail  
Pass = 4 pass, 0 provisional pass, 1 fail  
Provisional Pass = 3 pass, 2 provisional pass, 0 fail  
Provisional Pass = 3 pass, 1 provisional pass, 1 fail  
Fail = >2 fail

The result of the Doctoral Examination must be reported by the Doctoral Examination Panel to the Graduate Office through the Graduate Committee within the first working day after the examination.

### 3.9.7. Passing or Failing of the Doctoral Examination

If the student gets a rating of “Pass” in the Doctoral Examination, his/her doctoral dissertation is considered approved.

If the student gets a rating of a “Provisional Pass” in the Doctoral Examination, he/ she must comply with the conditions imposed by the Doctoral Examination Panel within six (6) months after the examination in order to change his/her rating to “Pass.” Compliance with the conditions must be certified by the Doctoral Examination Panel and reported to the Graduate Committee and the Graduate Office before the doctoral dissertation can be officially endorsed for acceptance.

Failure to comply with the conditions within the six-month period shall entail conversion of the rating of “Provisional Pass” to a rating of “Fail.”

All the members of the Doctoral Examination Panel must give a grade of “Pass” or “Fail” within ten (10) working days of the student’s compliance of the conditions as stated in their final report.

If the student gets a rating of “Fail” in the Doctoral Examination, he/she may submit himself/herself to a second Doctoral Examination not earlier than six (6) months but not later than twelve (12) months after the rating of “Fail” is obtained in the first examination. A rating of “Fail” in the second Doctoral Examination shall disqualify the student from that specific Ph.D. Program.

### 3.10. The Dissertation Publication Requirement

#### 3.10.1 Ph.D. Program Option 1 and 2

In order to qualify for graduation from the Ph.D. Program, a student must first submit to the Graduate Committee and the Graduate Office one (1) acceptance letter for publication in a reputable, refereed scientific journal as defined by the unit. This

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publication must be based partly or entirely on his/her approved dissertation and endorsed by his/her Dissertation Committee.

### 3.10.2 Ph.D. Program Option 3

In order to qualify for graduation from Ph.D. Program by Research, a student must first submit to the Graduate Committee and the Graduate Office two (2) acceptance letters for publication in a reputable, refereed scientific journal as defined by the unit. This publication must be based partly or entirely on his/her approved dissertation and endorsed by his/her Dissertation Committee.

## 3.11. Residence Rules

### 3.11.1. One-Year Residence Before Graduation

The student must be officially enrolled in the College for at least one (1) academic year prior to the conferment of the Ph.D. degree.

### 3.11.2. Maximum Residence Period

The time limit or "maximum residence period" for the completion of all Ph.D. degree requirements shall be no more than six (6) years for Option 1 Ph.D. students; no more than eight (8) years Option 2 (Straight Ph.D. Program) students; or no more than five (5) years for Option 3 (Ph.D. by Research Program) students.

The counting of the period of residence shall start from the student's first enrollment in graduate courses after admission into the Ph.D. program and shall include all leaves of absence from the program.

For graduate students transferring from another University or program, the maximum residence shall be reduced by one (1) semester for every nine (9) units of transferred credits or a fraction thereof. The transferred credits should have been taken within the last five (5) years. Courses credited for a diploma degree may no longer be used to earn a graduate degree (i.e., ladder type program is no longer allowed).

### 3.11.3. Extensions of Residence

In exceptionally meritorious cases, extensions of residence beyond the above maximum residence period may be granted by the Dean upon the recommendation of the Graduate Committee concerned for a period not exceeding one (1) calendar year at a time, but in no case totaling more than five (5) years, provided the student is required to complete additional units of graduate courses in his/her discipline during the extension period at a rate of three (3) units for every two (2) years of extension or fraction thereof.

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#### 3.11.4. Non-Compliance with Maximum Residence Rule

A student who fails to complete all the requirements for the Ph.D. degree within the maximum residence period and any approved extension thereof shall be disqualified from the Ph.D. Program.

#### 3.11.5. Absence Without Leave

A student who goes on an absence without leave (AWOL) from a Ph.D. program shall be automatically dropped from the program.

### 3.12. Graduation from Ph.D. Program

#### 3.12.1. Application for Graduation

After the student passes the Doctoral Examination, he/she is qualified to apply for graduation at the Graduate Office. The application must be recommended by his/her Dissertation Committee and endorsed by the Graduate Committee concerned.

#### 3.12.2. Submission of Dissertation Copies

The applicant for graduation must submit to the Graduate Office six (6) bound dissertation copies and a PDF file copy of the approved doctoral dissertation as a prerequisite for graduation. The dissertation copies must conform to the standard College format and contain the official approval of the dissertation by the members of the Dissertation Committee, the official endorsement by the Chairman of the Graduate Committee concerned, and the official acceptance of the dissertation by the Dean. The dissertation copies must be submitted to the Graduate Office within one (1) calendar year after the defense.

#### 3.12.3. Conferment of the Ph.D. Degree

After the graduation of the student is recommended by the Graduate Faculty Council and College Assembly, endorsed by the University Council, and approved by the Board of Regents, he/she shall be officially conferred the Ph.D. degree.

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## 4. GUIDELINES FOR MASTER'S PROGRAMS

### 4.1. Admission into Master's Programs

- 4.1.1. Admission into a Master's Program in the College shall require (1) a Bachelor's degree from a recognized institution of higher learning, (2) a high degree of intellectual capacity and aptitude for graduate study in the College, and (3) satisfactory compliance of additional University requirements such as a health clearance and other special admission requirements (e.g. College Aptitude Test and program's diagnostic tests) that may be imposed by a Graduate Committee. 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 (TOEFL; 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 College Master's Program must be accomplished in the official College application form and accompanied by official transcripts of records, written recommendations from two (2) former professors or experts in the field, and the officially prescribed application fee.
- 4.1.3. All applications shall be submitted to and processed by the Graduate Office, referred to the Graduate Committee concerned for evaluation, and endorsed by the latter to the Dean for official action.

### 4.2. General Requirements for the Master's Degree

The Master's degree may be obtained through one 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: (a) complete a minimum of twenty-four (24) units of graduate courses; (b) maintain a General Weighted Average (GWA) of "2.0" or better in his/her graduate courses at the end of each academic year; (c) complete at least one (1) unit of a graduate seminar course; (d) successfully defend a Master's Thesis in a Master's Examination; and (e) submit at least six (6) bound and certified copies, and one (1) PDF file copy 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: (a) complete a minimum of thirty-three (33) units of graduate courses; (b) maintain a General Weighted Average (GWA) of "2.0" or better in his/ her graduate courses at the end of each

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academic year; (c) complete at least one (1) unit of a graduate seminar course; (d) pass the Master's Preliminary Examination; and (e) pass the Master's Comprehensive Examination.

#### 4.2.3. Additional Requirements

Additional requirements and higher standards over and above these minimum College requirements and standards for the Master's degree may be adopted by Graduate Committees for their respective Master's Programs upon endorsement by the Graduate Faculty Council and approval by the University Council. Students are encouraged to produce a preprint of their thesis work.

#### 4.2.4. Master's Degree Pick-up by Straight Ph.D. Students

See Section 3.4.2.

### 4.3. The Thesis Adviser and Program of Study

#### 4.3.1. The Program Adviser

Each student admitted into a Master's Program shall be assigned a Program Adviser to be designated by the Graduate Committee concerned. The Program Adviser shall advise, guide, and evaluate the student until the student has identified a Thesis Adviser (in the case of a student in the Thesis Option) or obtains the Master's degree (in the case of a student in the Non-Thesis Option). The Program Adviser may also perform post-advising duties during enrollment. It is recommended that the prospective Thesis Adviser be delegated as a the Program Adviser.

#### 4.3.2. The Thesis Adviser

Each student admitted into a Master's Program shall identify a Thesis Adviser by the end of the second semester of enrollment in graduate courses. The Graduate Committee shall recommend to the Dean a Thesis Adviser who is chosen on the basis of the student's recommendation, student's research interests, and the ability of the Thesis Adviser to provide resources, research support and intellectual guidance. The Thesis Adviser who will also serve as the Program Adviser, will advise, monitor, and evaluate the student until completion of Master's thesis (in the case of a student in the Thesis Option) or obtains the Master's degree (in the case of a student in the Non-Thesis Option). The Thesis Adviser is also responsible for submitting a semestral evaluation of the progress of the student to the Graduate Committee.

#### 4.3.3. Placement Examination

A student admitted into a Master's Program may be required by the Graduate Committee concerned to take a Placement Examination for the purpose of assessing his/her academic preparation. A student who does not perform satisfactorily in the Placement Examination or who has a deficient academic

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preparation may be required to complete appropriate undergraduate remedial courses in the College.

#### 4.3.4. The 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, in consultation with the student and on the basis of the latter's academic preparation and desired specialization, and submitted to the Graduate Office through the Graduate Committee. Subsequent revisions in the Program of Study must be approved by the Program Adviser or Thesis Adviser and communicated as soon possible to the Graduate Office through the Graduate Committee.

#### 4.3.5. Semestral Study Load

The regular study load per semester shall be nine (9) to twelve (12) units of graduate courses. Students who also serve as instructors shall take a maximum of six (6) units of graduate courses per semester.

### 4.4. Course Requirements and Transfer of Credits

#### 4.4.1. Course Requirements for the Thesis Option

Every student under the Master's Thesis Option shall be required to complete at least twenty-four (24) units of graduate courses.

#### 4.4.2. Course Requirements for the Non-Thesis Option

Every student under the Master's Non-Thesis Option shall be required to complete at least thirty-three (33) units of graduate courses.

#### 4.4.3. Transfer of Credits from Another University

Subject to the recommendation of the Graduate Committee and the approval of the Dean, graduate courses taken by the student in another University may be credited towards his/her Master's course requirements provided that: (a) these courses were taken within the last five (5) years prior to his/her admission to the Master's Program, (b) these courses have been validated by the Graduate Committee through appropriate means, and (c) the number of graduate units which may be credited shall not exceed three-eighths (3/8) of the total number of units in the student's Master's course requirements.

However, condition (b) shall not apply if the courses were taken in an institution with which the University has a special academic arrangement and if these courses were taken after the student had been admitted into the Master's Program.



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#### 4.4.4. Transfer of Credits from Another Program

Subject to the recommendation of the Graduate Committee and the approval of 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 Master's course requirements provided that: (a) these courses were taken within the last five (5) years prior to the student's admission or transfer to the Master's program and (b) these courses have not been credited to a degree previously obtained by the student.

#### 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). For special courses, however, the following non-numerical grades may be given: "P" (Pass), or "R" (Repeat); "S" (Satisfactory), or "U" (Unsatisfactory).

##### 4.5.2. General Weighted Average (GWA)

To remain in good standing in the Master's Program a student must maintain a General Weighted Average (GWA) 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 GWA shall be computed by the Program Adviser or Thesis Adviser at the end of each academic year and reported by the Graduate Committee to the Graduate Office. The student's GWA will be computed based on the courses approved in the Program of Study. Courses taken that are not in the Program of Study will be referred to the unit's Graduate Committee for approval and inclusion in the GWA computation.

##### 4.5.3. Failure to Satisfy the Grade Requirement

A student who fails to satisfy the Master's grade requirement at the end of the academic year shall be disqualified from the Master's Program unless the Graduate Committee decides, on justifiable grounds and upon the recommendation of the student's Program Adviser or Thesis Adviser, to put him/her on probation for a period not exceeding two (2) semesters.

#### 4.6. Seminar Requirement

Every student in a Master's Program must complete at least one (1) unit of a graduate seminar course in addition to the formal course requirements.

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## 4.7. The Master's Thesis

### 4.7.1. The Standard for Master's Thesis

Each student in the Master's Thesis Option shall be required to submit a master's thesis which (1) embody an original significant scientific research, (2) show the student's capacity to make a critical evaluation of previous work done in his/her chosen research topic, (3) demonstrate his/her ability to present research findings in a clear, systematic and scholarly manner, and (4) present a worthwhile contribution to scientific knowledge.

### 4.7.2. The Thesis Committee

The Thesis Committee is composed the Thesis Adviser, a Co-Adviser, if any, and the Thesis Reader, and shall consist of full-time regular faculty members who are doctoral degree holders except in highly meritorious cases as approved by the Dean/Director upon the recommendation of the Graduate Committee concerned. Professorial Lecturers, Professors Emeritus and experts from external institutions may also serve as Co-Adviser, Reader and panelists upon approval by the Dean/Director.

The Thesis Adviser must come from the unit where the student is enrolled and shall be identified by the end of the second semester of enrollment in graduate courses (see section 4.3.2). In special cases requiring joint advising, a Thesis Co-Adviser may be assigned to the student. The Co-Adviser may belong to an external institution. In cases where the Thesis Adviser is within two to three (2-3) years from retirement, it is recommended that a Thesis Co-adviser be identified.

The Thesis Adviser and the Thesis Reader (as well as the Co-Adviser, if any) shall be formally appointed by the Dean upon approval of thesis proposal and with the recommendation of the Graduate Committee. They shall be responsible for (1) advising the student in the preparation of his/her Thesis Proposal, (2) guiding and supervising his/her thesis research, (3) submitting a semestral evaluation of the progress of the student to the Graduate Committee and (4) endorsing his/her master's thesis for defense in a Master's Examination.

After the student completes the prescribed academic requirements, a Thesis Reader will be assigned by the Graduate Committee. The Reader reviews the Thesis, endorses/approves this for a defense by way of a conforme letter. Endorsement/approval will be based on readiness of the Thesis for defense as evidenced by the work's substance and form (with very minor corrections/revisions).

### 4.7.3. Change of Thesis Adviser or Reader

The Thesis Adviser cannot be changed during the Thesis process, unless approved by the Graduate Committee with very strong reasons as raised by

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the student. The student submits a written request to the Dean with proper recommendation by the Graduate Committee. While the consent of the current Thesis Adviser is not required when changing Advisers, it is recommended that the Graduate Committee oversee that the transition be done in a professional manner. The original Adviser will be duly informed of the change by the Graduate Office.

If the Thesis Adviser or Reader shall go on leave for more than one semester, the Dean/Director shall appoint a new Thesis Adviser or Reader upon the recommendation of the appropriate bodies. A Thesis Adviser or Reader may request to be relieved of his/her duties for justifiable reasons.

#### 4.7.4. The Thesis Proposal

Before the thesis research can be formally started, the student must first prepare a written thesis proposal with the advice of his/her Thesis Adviser and Thesis Reader (as well as Thesis Co- Adviser, if any) and submit it to the Graduate Committee concerned for approval. The Thesis Proposal must be submitted and approved by the Graduate Committee by the end of the first three (3) unit enrollment of the 300 course. If the student will take six (6) units of the 300 course in one semester, the student must schedule the thesis defense at least two (2) months from the date of approval of the thesis proposal.

A certified copy of the approved thesis proposal must be submitted by the Graduate Committee to the Graduate Office.

Changes to the approved Thesis Proposal related to a change in Thesis Adviser(s) or Reader must be approved by the Graduate Committee.

### 4.8. Defense of the Master's Thesis

#### 4.8.1. The Master's Examination Panel

Upon completion of the Master's Thesis and its endorsement by the Thesis Adviser and Thesis Reader to the Graduate Committee, the latter shall recommend to the Dean the formal appointment of two (2) Thesis Examiners who, together with the Thesis Adviser and Thesis Reader (plus the Thesis Co-Adviser, if any) shall constitute the Master's Examination Panel of four (4) or five (5) members. A maximum of two (2) members of the Master's Examination Panel may come from an external institution, i.e. outside the Institute, College or University. The Thesis Reader or one of the Thesis Examiners shall be elected by the Master's Examination Panel to chair the Master's Examination Panel.

#### 4.8.2. Administration of the Master's Examination

The Master's Examination may be held only if (a) the student has already satisfied the seminar requirement; (b) the thesis manuscript has been received

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by each member of the Master's Examination Panel at least fifteen (15) working days before the scheduled defense date; and all members of the examination panel are present. If the student or any Examination Panel member is unable to be on campus, permission can be requested by the student to hold the public defense remotely such that the student or any panel member will be able to participate remotely. In terms of remote delivery, the student and the Examination Panel must agree on a common time and online platform to be used during the online defense. All members of the examination panel must be present during the defense and should be able to participate in real time interactions with the student. If foreign members of the Examination Panel still cannot attend the defense, 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 (even in online remote delivery mode), or the defense cannot proceed smoothly due to technical difficulties, then the Head of the Examination Panel can (with the concurrence of the other members of the committee) stop the defense and have it rescheduled.

The Master's Examination, in which the student must defend his/her thesis before the Master's Examination Panel, may be held within the College at any mutually convenient time, Mondays to Saturdays, except holidays, upon the recommendation of the Master's Examination Panel, the endorsement of the Graduate Committee, and the formal authorization of the Dean.

The units have to submit the recommendation for the date of the Master's Examination (Thesis Defense) to the Graduate Office at least fifteen (15) working days before the examination/defense date.

The schedule and place of the Master's Examination shall be officially announced by the Dean and publicized throughout the College by the Graduate Committee concerned at least two (2) weeks prior to the defense date. The schedule of the Master's Examination may be changed only upon the recommendation of the Master's Examination Panel, the endorsement of the Graduate Committee concerned, and the formal authorization of the Dean.

The Master's Examination shall be a public oral examination lasting no longer than four (4) hours. In accordance with the examination guidelines of the Graduate Committee concerned, questions may be asked by anybody during the examination, but the evaluation and rating of the student's thesis defense shall be done by the Master's Examination Panel in a closed-door meeting to be held immediately after the Master's Examination.

The deadline to defend the Master's Thesis is on the last day of the examination period of the current semester in order to be considered as candidate for graduation for that semester.

#### 4.8.3. Rating of the Master's Examination

The Master's Examination may be given either of the following ratings: "Pass," if the thesis defense is deemed acceptable; "Provisional Pass," if the thesis

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defense is deemed acceptable subject to certain minor revisions of the thesis in form or content; or “Fail,” if the thesis defense is deemed unacceptable.

“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.

Acceptance of the thesis defense by at least three (3) out of four (4) or four (4) out of five (5) members of the Master’s Examination Panel shall merit the rating of “Pass,” while rejection of the thesis defense by at least two (2) Panel members shall incur the rating of “Fail.”

Any other combination of acceptance, conditional acceptance and/or rejection of the thesis defense in between these two extremes shall result in a rating of “Provisional Pass” (refer to the scheme below). A vote of rejection by a Panel member must be explained in writing.

If 3 Master’s Examination are present:

Pass = 3 pass, 0 provisional pass, 0 fail

Provisional Pass = 2 pass, 1 provisional pass

Provisional Pass = 2 pass, 1 fail

Provisional Pass = 1 pass, 1 provisional pass, 1 fail

Fail = >2 fail

If 4 Master’s Examination are present:

Pass = 4 pass, 0 provisional pass, 0 fail

Pass = 3 pass, 1 provisional pass, 0 fail

Pass = 3 pass, 0 provisional pass, 1 fail

Provisional Pass = 2 pass, 2 provisional pass, 0 fail

Provisional Pass = 2 pass, 1 provisional pass, 1 fail

Fail = >2 fail

If 5 Master’s Examination are present:

Pass = 5 pass, 0 provisional pass, 0 fail

Pass = 4 pass, 1 provisional pass, 0 fail

Pass = 4 pass, 0 provisional pass, 1 fail

Provisional Pass = 3 pass, 2 provisional pass, 0 fail

Provisional Pass = 3 pass, 1 provisional pass, 1 fail

Fail = >2 fail

The result of the Master’s Examination should be reported by the Master’s Examination Panel to the Graduate Office through the Graduate Committee within the first working day after the examination.

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#### 4.8.4. Passing or Failing the Master's Examination

If the student gets a rating of "Pass" in the Master's Examination, his/her Master's Thesis is considered approved.

If the student gets a rating of "Provisional Pass" in the Master's Examination, he/she must comply with the conditions imposed by the Master's Examination Panel within six (6) months after the examination in order to change his/her rating to "Pass". Compliance with these conditions must be certified by the Master's Examination Panel and reported to the Graduate Committee and the Graduate Office before the master's thesis can be officially endorsed for acceptance. Failure to comply with these conditions within the six-month period shall entail conversion of the rating of "Provisional Pass" to a rating of "Fail."

All the members of the Master's Examination Panel must give a grade of "Pass" or "Fail" as soon as the student complies with conditions as stated in their final report.

If the student gets a rating of "Fail" in the Master's Examination, he/she may submit himself/herself to a second Master's Examination not earlier than three (3) months nor later than twelve (12) months after the rating of "Fail" is incurred in the first examination.

A rating of "Fail" in the second Master's Examination shall disqualify the student from the Master's Program.

#### 4.9. The Preliminary Examination

##### 4.9.1. Nature of the Preliminary Examination

The Preliminary Examination is a written and/or oral examination covering at least three (3) subject areas that has to be taken by a student in the Master's Non-Thesis Option within one (1) year after completing the core courses in his/her Program of Study.

This examination is intended to test the student's ability to integrate and apply the overall knowledge that he/she has gained from the core courses. The Qualifying Examination for students in the Ph.D. Program may also be used as the Preliminary Examination for students in the Master's Non-Thesis Option. However, the minimum passing grade for the Ph.D. Qualifying Examination shall be higher than that MS Preliminary Examination.

##### 4.9.2. Administration of the Preliminary Examination

The Preliminary Examination in the Non-Thesis Option shall be scheduled, administered, and graded by the Graduate Committee concerned or by a special subcommittee thereof. Results of the Preliminary Examination must be submitted by the Graduate Committee to the Graduate Office within two (2) weeks after the last day of the examination.

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#### 4.9.3. Rating of the Preliminary Examination

A student's performance in the Preliminary Examination shall be rated either "Pass" or "Fail" on the basis of Master's standards set by the Graduate Committee concerned. A student who fails the Preliminary Examination shall be allowed to retake the examination within one (1) year after the first examination. Failure of a student in the second Preliminary Examination shall disqualify him/her from the Master's Program.

#### 4.10. The Comprehensive Examination

##### 4.10.1. Nature of the Comprehensive Examination

The Comprehensive Examination is an oral examination that must be taken by a student in the Master's Non-Thesis Option after he/she has passed the Preliminary Examination and completed all the course and seminar requirements for the Master's degree. In this examination, the student is required to give a seminar on a topic covering a recent development in the discipline and is examined on his/her (a) grasp of this topic as well as related topics and (b) mastery of the basic principles and methods of the discipline.

The Candidacy Examination for the Ph.D. degree may serve as the Comprehensive Examination for the M.S. degree under the Non-Thesis Option.

##### 4.10.2. The Comprehensive Examination Committee

The Comprehensive Examination Committee shall be composed of at least 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 upon the recommendation of the Graduate Committee concerned. Professorial Lecturers and Professors Emeritus may also serve as examiners provided they are doctoral degree holders with/or known expertise in their field and have taught in the unit during the last two (2) years.

The Comprehensive Examination Committee shall schedule, conduct, evaluate the Comprehensive Examination for the student.

##### 4.10.3. Administration of the Comprehensive Examination

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

Upon the formal request of the student and the recommendation of his/her Program Adviser, the Graduate Committee concerned shall designate a Comprehensive Examination Committee.

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This oral examination shall last from two (2) to four (4) hours.

#### 4.10.4. Rating of the Comprehensive Examination

The Comprehensive Examination shall be rated either “Pass” or “Fail” by a simple majority vote of the Comprehensive Examination Committee. The result must be officially reported by the Comprehensive Examination Committee to the Graduate Office through the Graduate Committee within the first working day after the examination.

If the student passes the Comprehensive Examination, he/she qualifies for the M.S. degree under the Non-Thesis Option.

4.10.5. If the student fails the Master’s Comprehensive Examination, he/she will be allowed to take a second Comprehensive Examination within one (1) year after the first examination. Failure in the Comprehensive Examination shall permanently disqualify the student from the Master’s Program. Moreover, the student shall be disqualified from admission into other master’s programs within the same department.

#### 4.11. Residence Rules

##### 4.11.1. One-Year Residence Before Graduation

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

##### 4.11.2. Maximum Residence Period

The time limit or “maximum residence period” for the completion of all Master’s degree requirements shall be no more than five (5) years.

The counting of the period of residence shall start from the student’s first semester of enrollment in graduate courses after admission into the Master’s Program and shall include all leaves of absence from the Program.

For graduate students transferring from another University or program, the maximum residence shall be reduced by one (1) semester for every nine (9) units of transferred credits or a fraction thereof. The transferred credits should have been taken within the last five (5) years. Courses credited for a diploma degree may no longer be used to earn a graduate degree (i.e., ladder type program is no longer allowed).

##### 4.11.3. Extensions of Residence

In exceptionally meritorious cases, extensions of residence beyond the above maximum residence period may be granted by the Dean upon the recommendation of the Graduate Committee concerned for a period not exceeding one (1) calendar year at a time but in no case totaling more than



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five (5) years, provided that the student must complete additional units of graduate courses in his/her discipline during the extension period at the rate of three (3) units for every two (2) years of extension or fraction thereof.

#### 4.11.4. Non-Compliance with Maximum Residence Rule

A student who fails to complete all the requirements for the Master's degree within the maximum residence period and any approved extension thereof shall be disqualified from the Master's Program.

#### 4.11.5. Absence Without Leave

Any student who goes on absence without leave (AWOL) from the Master's Program shall be automatically dropped from the Program.

### 4.12. Change in Master's Option

Any student in the Master's Program may be allowed to transfer from one Master's Option to another, subject to the approval of the Graduate Committee concerned. Such a change in Master's Option must be officially reported by the Graduate Committee to the Graduate Office during the registration period.

### 4.13. Graduation from Master's Program

#### 4.13.1. Application for Graduation

After completion of all the requirements for the Master's degree under either Option, the student must submit to the Graduate Office an application for graduation, accompanied by a recommendation from the Graduate Committee concerned.

#### 4.13.2. Submission of Thesis Copies

In the case of a student under the Thesis Option, he/she must submit to the Graduate Office six (6) thesis copies and a PDF file copy of the approved Master's Thesis as a prerequisite for graduation.

The thesis copies must conform to the standard College format and contain the official approval of the thesis by the Thesis Adviser (and Thesis Co-Adviser, if any) and the Thesis Reader, the official endorsement by the Chair of the Graduate Committee concerned and the official acceptance by the Dean. The thesis copies must be submitted to the Graduate Office within one (1) calendar year after the defense.

#### 4.13.3. Conferment of the Master's Degree

After the graduation of the student is recommended by the Graduate Faculty Council and College Assembly, endorsed by the University Council, and approved by the Board of Regents, he/she shall be officially conferred the Master's degree by the University.

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## 5. GUIDELINES FOR THE MASTER OF ARTS DEGREE PROGRAMS

### 5.1. Admission into a Master of Arts Degree Program

5.1.1. Admission into a Master of Arts 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 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.

5.1.2. 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 (TOEFL; 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.

5.1.3. 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.

5.1.4. All applications shall be submitted to and processed by the Graduate Office, referred to the Graduate Committee concerned for evaluation, and endorsed by the latter to the Dean for official action.

### 5.2. General Requirements

To qualify for the Master of Arts degree, a student must satisfy the following requirements: (1) complete a minimum of 34 units of formal courses, (2) maintain a General Weighted Average (GWA) of "2.0" or better in his/her graduate courses at the end of each academic year, and (4) pass the Master's Comprehensive Examination.

Additional requirements and higher standards over and above these common minimum College requirements and standards for the Master's of Arts degree may be adopted by Graduate Committees for their respective programs upon endorsement by the Graduate Faculty Council and approval by the University Council.

### 5.3. Program Adviser/Committee and Program of Study

#### 5.3.1. Program Adviser/Committee

Every student admitted into a Master of Arts program shall be assigned a Program Adviser/Committee by the end of the first semester of enrollment

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in formal courses. 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 Master of Arts program, a Program of Study shall be designed by the Graduate Committee or 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, 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

The normal study load for full-time students per semester shall be nine (9) to twelve (12) units of graduate courses.

### 5.4. Course Requirements

Every student in a Master of Arts degree program shall be required to complete (1) a minimum of thirty-four (34) units of relevant courses set by the Graduate Committee of the unit.

### 5.5. Grade Requirement

#### 5.5.1. Grade Requirement

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. General Weighted Average (GWA)

To remain in good standing in the Master of Arts program, a student must maintain a General Weighted Average (GWA) 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 GWA 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.

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The GWA 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. Courses taken that are not in the Program of Study will be referred to the unit's Graduate Committee for approval and inclusion in the GWA computation.

#### 5.5.3. Failure to Satisfy the Grade Requirement

A student who fails to satisfy the GWA of "2.0" at the end of the academic year shall be disqualified from the Master of Arts program unless the Dean decides, on justifiable grounds and upon the recommendation of the student's Program Adviser/Committee, to put the student on probation for a period not exceeding two (2) semesters.

### 5.6. The Comprehensive Examination

#### 5.6.1. Nature of the Comprehensive Examination

In the comprehensive examination, the student is required to take a written examination covering at least three (3) subject areas and/or give a seminar on a topic covering a recent development in the discipline and is examined on his/her (a) grasp of this topic as well as related topics and (b) mastery of the basic principles and methods of the discipline.

#### 5.6.2. The Comprehensive Examination Committee

The Comprehensive Examination Committee shall be composed of at least 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 upon the recommendation of the Graduate Committee concerned. Professorial Lecturers and Professors Emeritus may also serve as examiners provided they are doctoral degree holders with/or known expertise in their field and have taught in the unit during the last two (2) years.

The Comprehensive Examination Committee shall schedule, conduct, and evaluate the Comprehensive Examination for the student.

#### 5.6.3. Administration of the Comprehensive Examination

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

Upon the formal request of the student and the recommendation of his/her Program Adviser, the Graduate Committee concerned shall designate a Comprehensive Examination Committee.

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An oral comprehensive examination shall last from two (2) to four (4) hours.

#### 5.6.4. Rating of the Comprehensive Examination

The Comprehensive Examination shall be rated either “Pass” or “Fail” by a simple majority vote of the Comprehensive Examination Committee. Its result must be officially reported by the Comprehensive Examination Committee to the Graduate Office through the Graduate Committee within the first working day after the examination.

If the student fails the Master’s Comprehensive Examination, he/she will be allowed to take a second Comprehensive Examination within one (1) year after the first examination. Failure in the Comprehensive Examination shall permanently disqualify the student from the Master’s Program. Moreover, the student shall be disqualified from admission into other master’s programs within the same department.

### 5.7. Residence Rules

#### 5.7.1. One-Year Residence Before Graduation

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

#### 5.7.2. Maximum Residence Period

The time limit or “maximum residence period” for the completion of all Master of Arts degree requirements shall be no more than two (2) years.

The counting of the period of residence shall start from the student’s first semester of enrollment in graduate courses after admission into the Master of Arts Program and shall include all leaves of absence from the Program.

For graduate students transferring from another University or program, the maximum residence shall be reduced by one (1) semester for every nine (9) units of transferred credits or a fraction thereof. The transferred credits should have been taken within the last five (5) years. Courses credited for a diploma degree may no longer be used to earn a graduate degree (i.e., ladder type program is no longer allowed).

#### 5.7.3. Extension of Residence

In exceptionally meritorious cases, extensions of residence beyond the above maximum residence period may be granted by the Dean upon the recommendation of the Graduate Committee concerned for a period not exceeding one (1) semester at a time but in no case totaling more than five (5) years, provided that the student must complete additional units of graduate

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courses in his/her discipline during the extension period at the rate of three (3) units for every two (2) years of extension or fraction thereof.

#### 5.7.4. 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 of Arts program.

#### 5.7.5. Absence Without Leave (AWOL)

A student who goes on absence without leave (AWOL) from a Master of Arts program shall be automatically dropped from the program.

### 5.8. Graduation from the Master of Arts Program

#### 5.8.1. Application for Graduation

After completion of all requirements for the Master of Arts degree, the student shall be qualified to apply for graduation to the University Registrar through the Graduate Office.

#### 5.8.2. Conferment of Degree

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

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## 6. Guidelines for the Professional Master's degree programs

### 6.1. Admission into a Professional Master's Degree Program

6.1.1. Admission into a Professional Master's 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 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.

6.1.2. 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 (TOEFL; 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.

6.1.3. 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.

6.1.4. All applications shall be submitted to and processed by the Graduate Office, referred to the Graduate Committee concerned for evaluation, and endorsed by the latter to the Dean for official action.

### 6.2. General Requirements

To qualify for the Professional Master's degree, a student must satisfy the following requirements: (1) complete a minimum of 18 units of formal courses, (2) maintain a General Weighted Average (GWA) of "2.0" or better in his/her graduate courses at the end of each academic year, and (3) pass the Professional Master's Comprehensive Examination.

Additional requirements and higher standards over and above these common minimum College requirements and standards for the Professional Master's degree may be adopted by Graduate Committees for their respective programs upon endorsement by the Graduate Faculty Council and approval by the University Council.

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### 6.3. Program Adviser/Committee and Program of Study

#### 6.3.1. Program Adviser/Committee

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

#### 6.3.2. Program of Study

Within the first semester of the student's initial year in a Professional Master's 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, 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.

#### 6.3.3. Study Load Per Semester

The normal study load for full-time students per semester shall be nine (9) to twelve (12) units of graduate courses.

### 6.4. Course Requirements

Every student in a Professional Master's degree program shall be required to complete a minimum of 18 units of relevant courses set by the Graduate Committee of the unit.

Additional requirements and higher standards over and above these common minimum College requirements and standards for the Professional Master's degree may be adopted by Graduate Committees for their respective programs upon endorsement by the Graduate Faculty Council and approval by the University Council.

### 6.5. Grade Requirement

#### 6.5.1. Grade Requirement

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.

#### 6.5.2. General Weighted Average (GWA)



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To remain in good standing in the Professional Master's program, a student must maintain a General Weighted Average (GWA) 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 GWA 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 GWA 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. Courses taken that are not in the Program of Study will be referred to the unit's Graduate Committee for approval and inclusion in the GWA computation.

#### 6.5.3. Failure to Satisfy the Grade Requirement

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

### 6.6. The Comprehensive Examination

#### 6.6.1. Nature of the Comprehensive Examination

In the comprehensive examination, the student is required take a written examination covering at least three (3) subject areas and/or give a seminar on a topic covering a recent development in the discipline, and is examined on his/her (a) grasp of this topic as well as related topics and (b) mastery of the basic principles and methods of the discipline.

#### 6.6.2. The Comprehensive Examination Committee

The Comprehensive Examination Committee shall be composed of at least 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 upon the recommendation of the Graduate Committee concerned. Professorial Lecturers and Professors Emeritus may also serve as examiners provided they are doctoral degree holders with/or known expertise in their field and have taught in the unit during the last two (2) years.

The Comprehensive Examination Committee shall schedule, conduct, and evaluate the Comprehensive Examination for the student.

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### 6.6.3. Administration of the Comprehensive Examination

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

Upon the formal request of the student and the recommendation of his/her Program Adviser, the Graduate Committee concerned shall designate a Comprehensive Examination Committee.

This oral examination shall last from two (2) to four (4) hours.

### 6.6.4. Rating of the Comprehensive Examination

The Comprehensive Examination shall be rated either “Pass” or “Fail” by a simple majority vote of the Comprehensive Examination Committee. Its result must be officially reported by the Comprehensive Examination Committee to the Graduate Office through the Graduate Committee within the first working day after the examination.

If the student fails the Master’s Comprehensive Examination, he/she will be allowed to take a second Comprehensive Examination within one (1) year after the first examination. Failure in the Comprehensive Examination shall permanently disqualify the student from the Master’s Program. Moreover, the student shall be disqualified from admission into other master’s programs within the same department.

## 6.7. Residence Rules

### 6.7.1. One-Year Residence Before Graduation

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

### 6.7.2. Maximum Residence Period

The time limit or “maximum residence period” for the completion of all Professional Master’s degree requirements shall be no more than three (3) years for a full-time student, and four (4) years for a part-time student.

The counting of the period of residence shall start from the student’s first semester of enrollment in graduate courses after admission into the Professional Master’s Program and shall include all leaves of absence from the Program.

For students transferring from another University or program, the maximum residence shall be reduced by one (1) semester for every nine (9) units of transferred credits or a fraction thereof. The transferred credits should have been taken within the last five (5) years. Courses credited for a diploma

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degree may no longer be used to earn a graduate degree (i.e., ladder type program is no longer allowed).

#### 6.7.3. Extension of Residence

In exceptionally meritorious cases, extensions of residence beyond the above maximum residence period may be granted by the Dean upon the recommendation of the Graduate Committee concerned for a period not exceeding one (1) semester at a time but in no case totaling more than five (5) years, provided that the student must complete additional units of graduate courses in his/her discipline during the extension period at the rate of three (3) units for every two (2) years of extension or fraction thereof.

#### 6.7.4. 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 Professional Master's program.

#### 6.7.5. Absence Without Leave (AWOL)

A student who goes on absence without leave (AWOL) from a Professional Master's program shall be automatically dropped from the program.

### 6.8. Graduation from the Professional Master's Program

#### 6.8.1. Application for Graduation

After completion of all requirements for the Professional Master's degree, the student shall be qualified to apply for graduation to the University Registrar through the Graduate Office.

#### 6.8.2. Conferment of Degree

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

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## 7. Guidelines for Diploma Degree Programs

### 7.1. Admission into a Diploma Degree Program

- 7.1.1. 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 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.
- 7.1.2. 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 (TOEFL; 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.
- 7.1.3. 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.
- 7.1.4. All applications shall be submitted to and processed by the Graduate Office, referred to the Graduate Committee concerned for evaluation, and endorsed by the latter to the Dean for official action.

### 7.2. General Requirements

To qualify for the diploma degree, a student must satisfy the following requirements: (1) complete a minimum of 21 to 35 units (depending on the unit) of formal courses, and (2) maintain a General Weighted Average (GWA) of "2.0" or better in his/her graduate courses at the end of each academic year.

### 7.3. Program Adviser/Committee and Program of Study

#### 7.3.1. 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.

#### 7.3.2. 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,

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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, 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.

#### 7.3.3. Study Load Per Semester

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

#### 7.4. Course Requirements

Every student in a diploma degree program shall be required to complete a minimum of 21 units of relevant courses set by the Graduate Committee of the unit.

#### 7.5. Grade Requirement

##### 7.5.1. Grade Requirement

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.

##### 7.5.2. General Weighted Average (GWA)

To remain in good standing in the diploma program, a student must maintain a General Weighted Average (GWA) 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 GWA 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 GWA 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. Courses taken that are not in the Program of Study will be referred to the unit's Graduate Committee for approval and inclusion in the GWA computation.

##### 7.5.3. Failure to Satisfy the Grade Requirement

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

## 7.6. Residence Rules

### 7.6.1. 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.

### 7.6.2. Maximum Residence Period

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 semester of enrollment 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.

### 7.6.3. Extension of Residence

In exceptionally meritorious cases, extensions of residence beyond the above regular period of completion may be approved by the Dean 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.

### 7.6.4. 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.

### 7.6.5. Absence Without Leave (AWOL)

A student who goes on absence without leave (AWOL) from a diploma program shall be automatically dropped from the program.

## 7.7. Option to Proceed to a Master’s Degree

A student in a diploma program may opt to proceed to a master’s program after graduation upon the recommendation of the Program Adviser and approval of the Dean.

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## 7.8. Graduation from the Diploma Program

### 7.8.1. 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 Graduate Office.

### 7.8.2. Conferment of Degree

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

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## 8. Guidelines for the College of Science Graduate Awards

### 8.1. Most Outstanding Graduate (M.S. and Ph.D.)

#### 8.1.1. Minimum qualifications for nomination

##### 8.1.1.1. M.S.

- (a) Satisfy the minimum academic requirements for admission and retention to the M.S. program of his/her discipline (a minimum average of 1.75);
- (b) Demonstrate the ability to do research (publication/presentation of part of thesis in a journal/conference); and
- (c) Obtain the degree within a reasonable time since admission into the program (Maximum Residence Rule (MRR)): no application for extension of residence).

##### 8.1.1.2. Ph.D.

- (a) Demonstrate academic excellence (a minimum average of 1.75);
- (b) Demonstrate the ability to do independent research (publication part of the dissertation in a peer-reviewed scientific journal); and
- (c) Obtain the degree within the reasonable time since admission into the program (Maximum Residence Rule (MRR)): no application for extension of residence).

#### 8.1.2. Determination of Awardee

In the absence of unanimous agreement, the following measure will be utilized for the ranking of the nominees:

1. Grades (30%):  $0.3^* (\text{highest CWAG among nominees}) / (\text{CWAG of nominee})$
2. ISI publications (70%):  $0.7^* (\text{number of publications}) / (\text{number of years})$

Cutoff date of publication (or its acceptable for publication) for consideration:

Last day of submission of grades (for graduating students) of the term of graduation (of the nominee)

Only papers/publications related to the thesis/dissertation are to be considered in the evaluation.



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The CEB reserves the right not to give any of the awards above if in its estimation it would be inappropriate to do so.

## 8.2. Edgardo D. Gomez Award for Outstanding Ph.D. Graduate

### 8.2.1. Qualification for the Award

The doctoral studies must be completed within the normal time allowed for the degree without any extension. (Did not have to waive the Maximum Residence Rule)

The student must have a cumulative average grade of 1.75 or better in all graduate courses taken. (Average grade of all graduate courses taken required for the degree)

The student must have published two or more papers , as sole, first or senior author, arising from his dissertation research, at least one of which in in an internationally refereed journal, or the student must have been awarded an equivalent patent. (Cut-off date of publication: Last day for submission of grades (for graduating students) of the term of graduation of the nominee)

The student must not have been the subject of any disciplinary action. (Not found guilty of a dishonorable act as a student of the University)

### 8.2.2. Determination of Awardee:

The award will be given to the Ph.D. graduate with the most number of papers published or accepted for publication ISI journal as sole, senior or primary author.

Period covered for number of publications: entry to graduate program leading to the degree for which student is candidate for, up to the last day of submission of grades for graduating students)(Restrictions on Publications: related to dissertation.

The nomination from the institute will indicate satisfaction of the requirement that the University that has not found the nominees guilty of any dishonorable act. The institute may require a certification from a University office that indicates satisfaction of this requirement.

If the nominated candidates for the award have the same number of ISI publications then the nomination will be given to the candidate with the largest value of the total number of papers divided by the number of years to graduate.

If this still results to a tie, the tied candidates will be asked to make a presentation of their work.

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For this award, just as in the College of Science Most Outstanding Graduate (M.S. and Ph.D.) awards “publication” is taken to be synonymous to “accepted for publication”.

The CEB reserves the right not to give the award if in its estimation it would be inappropriate to do so.

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## 9. Frequently Asked Questions

The College of Science website (<https://science.upd.edu.ph/student-matters-grad/>) contains instructions and downloadable forms (<https://science.upd.edu.ph/downloadable-forms-graduate/>) for processing documents related to your graduate studies.

### 9.1. Enrollment-related concerns

#### 9.1.1. What to do if student is returning from absence without leave (AWOL)?

The student needs to be readmitted to the program. Fill up the RETURN FROM AWOL form, have it endorsed by your adviser and institute Director and submit all other requirements to the Graduate Office. Please refer to the CS website for specific instructions and downloadable forms.

#### 9.1.1. What to do if student is returning from absence without leave (AWOL)?

Fill up the RETURN FROM LOA form and submit all other requirements to the Graduate Office. Please refer to the CS website for specific instructions and downloadable forms.

### 9.2. Program-related concerns

#### 9.2.1. What to do if student has exceeded the maximum residency rule (MRR)?

In exceptionally meritorious cases, extensions of residence beyond the above maximum residence period may be granted by the Dean upon the recommendation of the Graduate Committee concerned for a period not exceeding one (1) calendar year at a time but in no case totaling more than five (5) years, provided that the student must complete additional units of graduate courses in his/her discipline during the extension period at the rate of three (3) units for every two (2) years of extension or fraction thereof. Appeals for extensions beyond this will require the approval of the Chancellor through the University Committee on Student Admission Program for Graduation (CSAPG). Please refer to the CS website for specific instructions and downloadable forms.

#### 9.2.2. What will happen to a student who fails to satisfy the grade requirement?

A graduate student (Ph.D, M.S, or M.A) who fails to satisfy the grade requirement at the end of the academic year shall be disqualified from the graduate program unless the Graduate Committee concerned decides, on justifiable grounds and upon the recommendation of the student's Research Adviser, to put the student on probation for a period not exceeding two (2) semesters. Failure to obtain the minimum GWA after the probation period shall automatically disqualify the student from the graduate program.

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9.2.3. What will happen to a student who fails the Qualifying Exam?

A student who fails the Qualifying Examination shall be allowed to retake the examination within one (1) year after the first examination. Failure of a student in the re-examination shall disqualify him/her from that specific Ph.D. Program.

9.2.4. What will happen to a student who fails the Candidacy Exam?

If the student fails the Candidacy Examination, he/she will be allowed to take a Candidacy Examination within one (1) academic year after the first examination. Failure to pass the second Candidacy Examination shall disqualify the student permanently from that specific Ph.D. Program.

9.2.5. What will happen to an M.S students who fails the Preliminary or Comprehensive Exam?

A student who fails the Preliminary or Comprehensive Examination shall be allowed to retake the examination within one (1) academic year after the first examination. Failure of a student in the second, repeat examination shall disqualify him/her from the Master's Program.

9.2.6. Is a graduate student allowed to change Research Adviser?

Research Adviser(s) cannot be changed during the Dissertation or Thesis process, unless approved by the Graduate Committee with very strong reasons as raised by the student. The student submits a written request to the Dean with proper recommendation by the Graduate Committee. The original Research Adviser will be duly informed of the change but there is no need for his/her consent.

9.2.7. Is an M.S student allowed to transfer between M.S Program Options?

Yes. Any student in the Master's Program may be allowed to transfer from one Master's Option to another, subject to the approval of the Graduate Committee concerned. Such a change in Master's Option must be officially reported by the Graduate Committee to the Graduate Office during the registration period.

9.3. Thesis-related concerns

9.3.1. When should a student submit Dissertation or Thesis Proposal?

The Dissertation Proposal must be submitted and approved by the Graduate Committee by the end of the first three (3) units of enrollment of the 400 course or by the end of six (6) units of enrollment of the 400 course. If the student will take twelve (12) units of the 400 course in one semester, the Dissertation Proposal must be approved by the Graduate Committee at least two (2) months before the scheduled Dissertation defense date. The Dissertation Proposal defense shall be held only after

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the student has passed the Candidacy Examination and may be scheduled immediately after the Candidacy Examination.

The Thesis Proposal must be submitted and approved by the Graduate Committee by the end of the first three (3) unit enrollment of the 300 course. If the student will take six (6) units of the 300 course in one semester, the student must schedule the thesis defense at least two (2) months from the date of approval of the thesis proposal.

9.3.2. When should the Dissertation/Thesis Examination Panel receive the dissertation/thesis manuscript?

The Ph.D. dissertation should be received by each member of the Doctoral Examination Panel at least one (1) month before the examination/ defense date. The MS thesis manuscript should be received by the Thesis Examination Panel at least fifteen (15) working days before the defense date.

9.3.3. When is the last day for holding a dissertation/thesis defense?

The deadline to defend the Ph.D. Dissertation or M.S. Thesis is on the last day of the examination period of the current semester in order to be considered as a candidate for graduation for that semester.

9.3.4. When is the deadline for completing the requirements in Provisional pass in a dissertation or thesis defense?

If a Ph.D. student gets a rating of a “Provisional Pass” in the Doctoral Examination, he/ she must comply with the conditions imposed by the Doctoral Examination Panel within six (6) months after the examination in order to change his/her rating to “Pass.”

If an M.S student gets a rating of “Provisional Pass” in the Master’s Examination, he/she must comply with the conditions imposed by the Master’s Examination Panel within six (6) months after the examination in order to change his/her rating to “Pass”. Compliance with these conditions must be certified by the Master’s Examination Panel and reported to the Graduate Committee and the Graduate Office before the master’s thesis can be officially endorsed for acceptance. Failure to comply with these conditions within the six-month period shall entail conversion of the rating of “Provisional Pass” to a rating of “Fail.”

9.3.5. What happens if a student fails the dissertation or thesis defense?

If a Ph.D. student gets a rating of “Fail” in the Doctoral Examination, he/ she may submit himself/herself to a second Doctoral Examination not earlier than six (6) months but not later than twelve (12) months after the rating of “Fail” is obtained in the first examination. A rating of “Fail” in the

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second Doctoral Examination shall disqualify the student from that specific Ph.D. Program.

If an M.S. student gets a rating of "Fail" in the Master's Examination, he/she may submit himself/herself to a second Master's Examination not earlier than three (3) months nor later than twelve (12) months after the rating of "Fail" is incurred in the first examination. A rating of "Fail" in the second Master's Examination shall disqualify the student from the Master's Program.

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## 10. Glossary of Terms

### **Candidacy Exam**

An oral and/or written examination that must be taken by a Ph.D. student (Option 1 and 2) after (1) passing the Qualifying Examination, (2) completing all course work in the Program of Study, (3) obtaining a GWA of “1.75” or better in his/her course work, (4) completing the courses stipulated by the Residence Rules (see 3.11). In this examination, the student is required to give a seminar on a research topic in his/her chosen field of specialization as approved by the unit Graduate Committee and is examined on his/her (a) grasp of this chosen field of specialization, (b) mastery of the basic principles and methods of the discipline, and (c) readiness for dissertation research in the chosen field of specialization.

### **Comprehensive Exam**

The Comprehensive Examination is an oral examination that must be taken by a student in the Master’s Non-Thesis Option after he/she has passed the Preliminary Examination and completed all the course and seminar requirements for the Master’s degree. In this examination, the student is required to give a seminar on a topic covering a recent development in the discipline and is examined on his/her (a) grasp of this topic as well as related topics and (b) mastery of the basic principles and methods of the discipline.

### **Dissertation Committee**

Members of the Dissertation committee should be full-time regular faculty members with Ph.D. degrees. Dissertation Committee composed of the Dissertation Adviser and two (2) Dissertation Readers. In special cases requiring joint advising, the Dissertation Committee may consist of a Dissertation Adviser, a Dissertation Co-Adviser, and a Dissertation Reader.

### **Dissertation Examination Panel**

The two (2) Dissertation Examiners together with the three (3) Dissertation Committee members shall constitute the Doctoral Examination Panel of five (5) members. At least one (1) maximum of two (2) of the members of the Doctoral Examination Panel should 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 Readers or Dissertation Examiners to be elected by the Doctoral Examination Panel.

### **Doctoral Dissertation**

A manuscript that (1) embodies an original, independent, and significant scientific research by the Ph.D. student; (2) demonstrates the Ph.D student’s capacity to make a critical evaluation of previous work done in his/her chosen research topic; and (3) shows the student’s ability to present scientific research findings in a clear, systematic, and scholarly manner.

### **Graduate Committee**

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The highest policy-making body with respect to graduate programs of an institute or department shall be the Institute or Department Graduate Committee composed of all the regular faculty members of the institute/department who possess a doctoral degree or its equivalent. The Head of the Institute or Department shall serve as the Chairperson of its Graduate Committee.

In the case of an interdisciplinary graduate program of the College, the highest policy-making body shall be the Interdisciplinary Program Graduate Committee composed of regular faculty members who possess a doctoral degree or its equivalent and who are appointed to the Committee by the Dean

### **Master's Thesis**

Each student in the Master's Thesis Option shall be required to submit a manuscript which embodies an original significant scientific research, demonstrates the student's capacity to make a critical evaluation of previous work done in his/her chosen research topic, shows the student's ability to present research findings in a clear, systematic and scholarly manner, and (4) represents a worthwhile contribution to scientific knowledge.

### **Preliminary Exam**

The Preliminary Examination is a written and/or oral examination that has to be taken by a student in the Master's Non-Thesis Option within one (1) year after completing the core courses in his/her Program of Study. This examination is intended to test the student's ability to integrate and apply the overall knowledge that he/she has gained from the core courses. The Qualifying Examination for students in the Ph.D. Program may also be used as the Preliminary Examination for students in the Master's Non-Thesis Option. However, the minimum passing grade for the Ph.D. Qualifying Examination shall be higher than that MS Preliminary Examination.

### **Program Committee/Adviser**

Each student admitted into a Ph.D. Program shall be assigned a Program Committee composed of three (3) members to be designated by the Graduate Committee from among the latter's membership.

Each student admitted into a Master's Program shall be assigned a Program Adviser to be designated by the Graduate Committee concerned.

The Program Committee/ Program Adviser shall advise, monitor, and evaluate the student until the student has identified a Dissertation/Thesis Adviser. It is recommended that the prospective Thesis /Dissertation Adviser be delegated as Program Adviser or member of the Program Committee. Members of the Program Committee/ Program Adviser may also perform post-advising duties during enrollment. The names of Program Committee members/ Program Adviser shall be submitted to the Graduate Office within the first semester of the student's initial year in the program.



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### **Qualifying Exam**

A written and/or oral examination that has to be taken by a Ph.D student (Option 1 and 2) within one (1) year after completion of the core courses in the Program of Study. This examination is intended to test the student's ability to integrate and apply the overall knowledge that he/she has gained from the core courses.

### **Research Adviser**

A CS faculty who holds a Ph.D. degree and serves as the Dissertation or Thesis Adviser of a graduate student. The Research Adviser advises, monitors, and evaluates the student until he/she is advanced to Ph.D. candidacy and is assigned a Dissertation Committee. A student's Research Adviser should be identified no later than the end of the second semester of enrollment in graduate courses for M.S. students, or after the completion of 18 units of graduate courses for Ph.D. students.

### **Thesis Committee**

The Thesis Committee is composed the Thesis Adviser, a Co-Adviser, if any, and the Thesis Reader, and shall consist of full-time regular faculty members who are doctoral degree holders except in highly meritorious cases as approved by the Dean/Director upon the recommendation of the Graduate Committee concerned. They Thesis Committee shall be responsible for (1) advising the student in the preparation of his/her Thesis Proposal, (2) guiding and supervising his/her thesis research, (3) submitting a semestral evaluation of the progress of the student to the Graduate Committee and (4) endorsing his/her master's thesis for defense in a Master's Examination.

### **Thesis Examination Panel**

The Thesis Examination Panel is composed of two (2) Thesis Examiners along with the Thesis Adviser and Thesis Reader (plus the Thesis Co-Adviser, if any). The Thesis Reader or one of the Thesis Examiners shall be elected by the Master's Examination Panel to chair the Master's Examination Panel.

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## APPENDIX A

**\* include Curriculum of all CS graduate programs**