



# COLLEGE OF SCIENCE GUIDELINES FOR GRADUATE PROGRAMS



\*Approved by the College of Science Graduate Faculty Council, August 11, 2004. Revisions apply to incoming graduate students of 1<sup>st</sup> Semester, 2005-2006. Revised January 26, 2015.

**COLLEGE OF SCIENCE**  
University of the Philippines, Diliman  
Quezon City, Philippines

**REVISED GUIDELINES FOR GRADUATE PROGRAMS**

**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.

**1.3 Student Qualifications for Graduate Programs**

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

**1.4 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, CS Academic Affairs Committee and the Graduate Faculty Council.

**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;

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- 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.

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.

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The Graduate Office shall be responsible for (1) processing applications for admission to or 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/Department/Interdisciplinary Graduate Committees**

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. The Coordinator of an interdisciplinary 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/department/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/department/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;

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- 2.3.4 To recommend to the Dean the admission or readmission of a student into an institute/ department/interdisciplinary graduate program and to appoint the admitted student's Program Adviser or Program Committee;
- 2.3.5 To conduct a yearly evaluation of the academic performance and progress of graduate students in the institute/department/interdisciplinary programs and decide such students' continuation in or disqualification from a graduate program;
- 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.

### **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 a Graduate Committee (e.g., grade requirements, Graduate Aptitude Test or program's diagnostic tests).

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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**

Qualification for any Ph.D. degree in the College of Science shall require the following:

- 3.2.1 Completion of a Program of Study consisting of at least forty-five (45) units of formal graduate courses in the case of students admitted into the Ph.D. Program with only a B.S. degree in the discipline or a master's degree in an unrelated discipline (straight Ph.D.) and of at least twenty-four (24) units of formal graduate courses in the case of students admitted into the Ph.D. Program with an M.S. degree in the discipline;
- 3.2.2 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;
- 3.2.3 Passing of the Qualifying Examination based on the core courses;
- 3.2.4 Passing of the Candidacy Examination after completion of all course work in the student's Program of Study;

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- 3.2.5 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;
- 3.2.6 Successful defense of the Doctoral Dissertation in a public Doctoral Examination;
- 3.2.7 Submission of an acceptance letter from or publication in a reputable, refereed scientific journal as defined by the unit and approved by the Dissertation Committee\*; and
- 3.2.8 Submission of at least six (6) unbound paper copies and a CD 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 the Ph.D. degree 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 Program Committee 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 shall advise, monitor, and evaluate the student until he/she is advanced to Ph.D. candidacy and is assigned a Dissertation Committee. 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 Placement Examination**

A student admitted into a Ph.D. program may be required by the 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 preparation may be required to complete appropriate undergraduate remedial courses in the College.

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### **3.3.3 The Program of Study**

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, and submitted to the Graduate Office through the Graduate Committee.

Subsequent revisions in the Program of Study must be authorized by the Program Committee and communicated as soon as possible to the Graduate Office through the Graduate Committee.

\*For students who first enrolled before 1<sup>st</sup> Semester, 2004-2005: Submission of a scientific manuscript based on the approved Doctoral Dissertation and endorsed by the Dissertation Committee as an acceptable article for publication in a reputable scientific journal.

### **3.3.4 Semestral Study Load**

The normal study load per semester shall be nine (9) to twelve (12) units of formal graduate courses.

## **3.4 Course Requirements and Transfer of Credits**

### **3.4.1 Course Requirements for B.S. Degree Holders (Straight Ph.D.)**

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 formal graduate courses.

Students in the straight Ph.D. program of the College of Science may earn a Master's degree in their program provided they have completed 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.

### **3.4.2 Course Requirements for M.S. Degree Holders**

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



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### **3.4.3 Transfer of Credits From Another University**

Subject to the recommendation of the Graduate Committee and the approval of the Dean, graduate courses taken by 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.

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.

### **3.4.4 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 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.

## **3.4 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).

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### **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 Program Committee, to put him/her 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.

### **3.5.4 The Qualifying Examination**

The Qualifying Examination is a written and/or oral examination that has to be taken by the student within one (1) year after completion of 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. 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 subcommittee 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.

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### **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) 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 his/her 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 3.12).

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's 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 Program Committee, the Graduate Committee concerned shall designate a Candidacy Examination Committee.

### **3.6.2 Candidacy Examination Committee**

Upon the formal request of the student and the recommendation of his/her Program Committee, 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.

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### **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 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 (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.

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The Adviser must come from the unit where the student is enrolled or any unit within the College. 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.

Advisers are ideally appointed at the very beginning of the dissertation process. The Advisers should be appointed on the basis of their ability to help (e.g. 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 the 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 yearly 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 Adviser/Reader**

Advisers cannot be changed during the Dissertation process, unless approved by the Graduate Committee with very strong reasons as pointed out by the student. The student makes a written request to the Dean with proper recommendation by the Graduate Committee. The original Adviser will be duly informed of the change but there is no need for his/her consent.

If a faculty Adviser/Reader shall go on leave for more than one (1) semester, the Dean may appoint a new Adviser/Reader upon the recommendation of the Graduate Committee concerned. A faculty Adviser/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 his/her Dissertation Committee and submit it to the Graduate Committee concerned for approval. The proposal shall be defended orally before the Dissertation Committee members.

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Upon approval of his/her dissertation proposal, the student may proceed to carry out his/her dissertation research under the guidance of his/her Dissertation Committee.

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

### **3.8 Seminar Requirements**

#### **3.8.1 Seminar Requirement**

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.

#### **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 by giving a seminar on the progress of his/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.

### **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) 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.

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### **3.9.2 Administration of the Doctoral Examination**

The Doctoral Examination, in which the student must defend his/her dissertation before the Doctoral Examination Panel, 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 units have 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 beforehand. 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.

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, except for programs that require the inclusion of foreign Co-Advisers and Readers or foreign external Examiners. If the latter is absent, he/she shall be required to send his/her comments to the Chair of the panel who shall integrate this in the final report. If any other member of the panel is absent, the defense shall be re-scheduled.

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

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 candidate for graduation for that semester. ( see attached memo)

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## COLLEGE OF SCIENCE

University of the Philippines  
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**OFFICE OF THE ASSOCIATE DEAN FOR  
ACADEMIC AFFAIRS**

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10 July 2017

**MEMORANDUM**

**TO:** All CS Faculty

As per the decision of the College Executive Board during its 467th meeting on 10 July 2017, the deadline for a graduate student of the College of Science to defend his/her thesis/dissertation will be the last day of the final exam period of the semester in order to be considered as candidate for graduation for that semester. This rule will take effect during the 1<sup>st</sup> Semester of AY 2017-2018.

For our guidance and compliance.

**FROM:**

  
**IAN KENDRICH C. FONTANILLA, Ph.D.**  
*Associate Dean for Academic Affairs* 

**NOTED :**

  
**Jose Maria P. Balmaceda, Ph.D.**  
*Dean, College of Science* 



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### **3.9.3 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.

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.

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

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

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

Fail =  $\geq 2$  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 =  $\geq 2$  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.

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### **3.9.4 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**

Before the student can qualify for graduation from the Ph.D. Program, he/she must first submit to the Graduate Committee and the Graduate Office an acceptance letter from or 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.

\*Approved by the College of Science Graduate Faculty Council, August 11, 2004. Revisions apply to incoming graduate students of 1<sup>st</sup> Semester, 2005-2006. Revised January 26, 2015.

### **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 students who enter the Ph.D. program with an M.S. degree or its equivalent in the discipline of the program and no more than eight (8) years for those who enter the Ph.D. program with a B.S. degree in the discipline of the program or a master's degree in an unrelated discipline.

\*For students who first enrolled before 1<sup>st</sup> Semester, 2004-2005: Submission of a scientific manuscript based on the approved Doctoral Dissertation and endorsed by the Dissertation Committee as an acceptable article for publication in a reputable scientific journal.

The counting of the period of residence shall start from the student's first enrolment in the graduate program 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 totalling more than five (5) years, provided the student is required to complete additional units of

\*Approved by the College of Science Graduate Faculty Council, August 11, 2004. Revisions apply to incoming graduate students of 1<sup>st</sup> Semester, 2005-2006. Revised January 26, 2015.

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.

#### **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) dissertation copies and one (1) copy on CD ROM 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.

\*Approved by the College of Science Graduate Faculty Council, August 11, 2004. Revisions apply to incoming graduate students of 1<sup>st</sup> Semester, 2005-2006. Revised January 26, 2015.

### **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.

## **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.

\*Approved by the College of Science Graduate Faculty Council, August 11, 2004. Revisions apply to incoming graduate students of 1<sup>st</sup> Semester, 2005-2006. Revised January 26, 2015.

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

The Master's degree may be obtained through either 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 formal 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 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 formal 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) 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 common 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. ( see attached memo)

\*Approved by the College of Science Graduate Faculty Council, August 11, 2004.  
Revisions apply to incoming graduate students of 1<sup>st</sup> Semester, 2005-2006. Revised  
January 26, 2015.



## COLLEGE OF SCIENCE

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**OFFICE OF THE DEAN**

U.P. Trunklines 920-53-01 to 99  
Local 7174; 7674

14 May 2003

**MEMORANDUM NO. RVA 2003 - 39**

**TO : All Incoming and Old M.S. Environmental Science Students**

**FROM : RHODORA V. AZANZA, Ph.D.**  
*Dean*

**SUBJECT : M.S. NON-THESIS OPTION**

This is to inform you that effective this school year 2003-2004, the M.S. Environmental Science Non-Thesis degree option is considered a terminal degree and hence cannot be considered as a degree leading to possible admission to our Ph.D. Environmental Science Degree Program.

Thank you.

\*Approved by the College of Science Graduate Faculty Council, August 11, 2004. Revisions apply to incoming graduate students of 1<sup>st</sup> Semester, 2005-2006. Revised January 26, 2015.

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

See Section 3.4.1.

### **4.3 The Program 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 latter obtains 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).

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

#### **4.3.3 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 and communicated as soon possible to the Graduate Office through the Graduate Committee.



\*Approved by the College of Science Graduate Faculty Council, August 11, 2004. Revisions apply to incoming graduate students of 1<sup>st</sup> Semester, 2005-2006. Revised January 26, 2015.

#### **4.3.4 Semestral Study Load**

The normal study load per semester shall be nine (9) to twelve (12) units of formal graduate courses.

#### **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 formal 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 formal 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.

\*Approved by the College of Science Graduate Faculty Council, August 11, 2004. Revisions apply to incoming graduate students of 1<sup>st</sup> Semester, 2005-2006. Revised January 26, 2015.

#### **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 his/her Program 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, to put him/her on probation for a period not exceeding two (2) semesters.

\*Approved by the College of Science Graduate Faculty Council, August 11, 2004. Revisions apply to incoming graduate students of 1<sup>st</sup> Semester, 2005-2006. Revised January 26, 2015.

#### **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.

#### **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 Adviser and Reader**

After the student completes the prescribed academic requirements, he/she shall request the Graduate Committee concerned for a Thesis Adviser. The Graduate Committee shall recommend to the Dean a Thesis Adviser chosen on the basis of the student's recommendation and the student's research topic.

He/she will be assigned a Thesis Reader by the Graduate Committee concerned. In special cases requiring joint advising, a Thesis Co-Adviser may be assigned to the student in addition to a Thesis Reader.

The Thesis Committee 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 Adviser must come from the unit where the student is enrolled or any unit within the college. The Co-Adviser may belong to an external institution.

Advisers are ideally appointed at the very beginning of the Thesis process. The Advisers should be appointed on the basis of their ability to help (e.g. provide laboratory resources, research support and intellectual guidance) and not to deter the advancement of the student. The Reader reviews the Thesis, endorses/approves this for a defense by way of a conforme letter.

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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).

The Thesis Adviser and the Thesis Reader (as well as the Co-Adviser, if any) shall be formally appointed by the Dean upon the recommendation of the Graduate Committee concerned. 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 yearly evaluation support to the Graduate Committee and (4) endorsing his/her master's thesis for defense in a Master's Examination.

#### **4.7.3 Change of Adviser/Reader**

Advisers cannot be changed during the Thesis process, unless approved by the Graduate Committee with very strong reasons as pointed out by the student. The student makes a written request to the Dean with proper recommendation by the Graduate Committee.

There is no need for the consent of the old Adviser when changing Thesis Advisers.

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

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

#### **4.7.4 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. Upon approval of his/her Thesis Proposal, the student may then proceed to carry out his/her thesis research. A certified copy of the approved thesis proposal must be submitted by the Graduate Committee to the Graduate Office.

\*Approved by the College of Science Graduate Faculty Council, August 11, 2004. Revisions apply to incoming graduate students of 1<sup>st</sup> Semester, 2005-2006. Revised January 26, 2015.

#### **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. 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, 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 Master's Examination may be held only if (a) the student has already satisfied the seminar requirement; (b) the thesis manuscript has been received by each member of the Master's Examination Panel at least one (1) month beforehand; and all members of the examination panel are present, except for programs that require the inclusion of foreign Co-Advisers, foreign Readers or foreign external Examiners. If the latter is absent, he/she shall be required to send his/her comments to the Chair of the panel who shall integrate this in the final report. If any other member of the panel is absent, the defense shall be rescheduled.

The 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 beforehand. 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

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January 26, 2015.

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 Doctoral Dissertation 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. (see attached memo)

#### **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 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 =  $\geq 2$  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

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January 26, 2015.

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

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

Fail =  $\geq 2$  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 =  $\geq 2$  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.

#### **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.

\*Approved by the College of Science Graduate Faculty Council, August 11, 2004. Revisions apply to incoming graduate students of 1<sup>st</sup> Semester, 2005-2006. Revised January 26, 2015.

#### **4.9 The Preliminary Examination**

##### **4.9.1 Nature of the Preliminary Examination**

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 Preliminary Examination for students in the Master's Non-Thesis Option may be the same as the Qualifying Examination for students in the Ph.D. Program but the minimum passing grade for the latter shall be higher than that for the former.

##### **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.

##### **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.



\*Approved by the College of Science Graduate Faculty Council, August 11, 2004. Revisions apply to incoming graduate students of 1<sup>st</sup> Semester, 2005-2006. Revised January 26, 2015.

#### **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.

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

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.

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#### **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 enrollment in the graduate program 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 totalling 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.

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

\*Approved by the College of Science Graduate Faculty Council, August 11, 2004. Revisions apply to incoming graduate students of 1<sup>st</sup> Semester, 2005-2006. Revised January 26, 2015.

Any student in the Master's Program may be allowed to transfer from one Master's Option to the other 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 CD-ROM 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.

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

#### **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<sup>34</sup> appropriate bodies.

\*Approved by the College of Science Graduate Faculty Council, August 11, 2004. Revisions apply to incoming graduate students of 1<sup>st</sup> Semester, 2005-2006. Revised January 26, 2015.

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.

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

**5.1.3** 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 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 Master's Comprehensive Examination.

## **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 appropriate bodies. The Program Adviser/Committee shall advise, guide and evaluate the student.

### **5.3.2 Program of Study**

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

### **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 formal graduate courses. <sup>35</sup>

\*Approved by the College of Science Graduate Faculty Council, August 11, 2004. Revisions apply to incoming graduate students of 1<sup>st</sup> Semester, 2005-2006. Revised January 26, 2015.

#### **5.4 Course Requirements**

Every student in a Master of Arts degree program shall be required to complete a minimum of 18 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.

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, through channels, to waive the rule.

#### **5.6 The Comprehensive Examination**

##### **5.6.1 Nature of the Comprehensive Examination** 36

\*Approved by the College of Science Graduate Faculty Council, August 11, 2004. Revisions apply to incoming graduate students of 1<sup>st</sup> Semester, 2005-2006. Revised January 26, 2015.

In the comprehensive 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.

#### **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.

This oral 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**

\*Approved by the College of Science Graduate Faculty Council, August 11, 2004. Revisions apply to incoming graduate students of 1<sup>st</sup> Semester, 2005-2006. Revised January 26, 2015.

**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 Regular Period For Completion**

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

**5.7.3 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.

**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<sup>38</sup> the College

\*Approved by the College of Science Graduate Faculty Council, August 11, 2004. Revisions apply to incoming graduate students of 1<sup>st</sup> Semester, 2005-2006. Revised January 26, 2015.

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.

## **6. GUIDELINES FOR DIPLOMA DEGREE PROGRAMS**

### **6.1. Admission into a Diploma Degree Program**

- 6.1.1** 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.

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.

- 6.1.2** Each application for admission shall be accomplished in the official application form of the college/unit and accompanied by the official transcript of records, written recommendation from two (2) former professors or experts in the field, and the officially prescribed application fee.
- 6.1.3** 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.

### **6.2 General Requirements**

To qualify for the diploma degree, a student must satisfy the following requirements: (1) complete a minimum of 24 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.

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

#### **6.3.1. 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.

#### **6.3.2. Program of Study**



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Within the first semester of the student's initial year in a diploma program, a Program of Study shall be designed by the Program Adviser/Committee, in consultation with the student and on the basis of the latter's academic preparation and desired specialization.

A copy of this Program of Study shall be submitted to the Graduate Office, 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 formal graduate courses.

## **6.4. Course Requirements**

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

## **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)**

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.

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### **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 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.

## **6.6. Residence Rules**

### **6.6.1. 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.

### **6.6.2. Regular Period For Completion**

The time for the completion of all diploma degree requirements shall be no more than two (2) years. The period of residence shall start from the student's first 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.

### **6.6.3. 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.

### **6.6.4. 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.

### **6.6.5. Absence Without Leave (AWOL)**

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

## **6.7. Option to Proceed to a Master's Degree**

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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.

## **6.8. Graduation from the Diploma Program**

### **6.8.1. 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.

### **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 diploma degree by the University.

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