

**Department of Political Science  
College of Social Sciences and Philosophy  
University of the Philippines, Diliman**

**Graduate Program Manual**

**Approved by the Graduate Faculty of the Department of Political Science  
15 July 2013**

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## **Introduction**

This manual is for the use of students accepted into the graduate degree programs of the Department of Political Science. It describes the policies, rules, and regulations pertinent to the Department's graduate programs and course offerings. In addition to the provisions of this manual, students are also expected to know and abide by the pertinent rules and regulations of the College of Social Sciences and Philosophy (CSSP) and the University of the Philippines. Questions about interpretations of and petitions for exceptions to these departmental regulations and requirements should be directed to the Chairperson, coursed through the Department Graduate Program Coordinator (DGPC).

## **Part I – Department Overview**

### **Section 1. The Department of Political Science**

**1.1** Established in 1915, the Department of Political Science at the University of the Philippines in Diliman is the oldest department of political science in the country. The Department is able to provide upper level instruction in the discipline of the highest quality. It is home to eminent Political Science scholars. The Department has been designated in 2013 by the Commission on Higher Education (CHED) as the only Center of Excellence (CoE) in Political Science in the Philippines.

**1.2** The Department is in a position to undertake research and other collaborative projects with policy and community impact. It is also able to consistently produce local and international publications. Through its faculty's active leadership in the country's only association of Political Science professionals, the Department has provided service to the wider public from its pool of public intellectuals, experts, and advocates.

### **Section 2. Vision and Mission**

**2.1** Our Vision is to be a national center of excellence for advanced studies in politics and public policy committed to addressing the challenges facing the country and the global community

**2.2** Our Mission

- a. To deliver the best instruction in the discipline, capturing its theoretical breadth and its methodological complexities
- b. To be a leading producer of new knowledge in the discipline
- c. To be a principal node for knowledge dissemination in the discipline
- d. To be a leading voice in the political discourse, constantly engaged in dialogues on increasingly more complex issues

### **Section 3. The Graduate Programs**

**3.1** The Department of Political Science offers courses leading to the degrees of Doctor of Philosophy (PhD) and Master of Arts in Political Science (MAPS). It also manages the Master in International Studies (MIS) Program for the College of Social Sciences and Philosophy (CSSP).

**3.2** Students in all the graduate program offerings in the Department must successfully complete a set of prescribed course units (collectively called coursework), pass the comprehensive examinations, and, where applicable, submit an acceptable thesis or dissertation.

**3.3** In general, the graduate program offerings are intended to:

- a. Help competent individuals to qualify for various professions such as teaching, research and practice in the different fields of private and public service;
- b. Guide the individual as a scholar, public intellectual, and responsible citizen; and
- c. Upgrade the discipline and to lead to the production of new knowledge in political science.

**3.4** All the graduate programs of the Department subscribe to the rules and regulations of both the College (CSSP) and the University although there are instances where the Department can be stricter than the College or the University guidelines.

**3.5** The Department offers courses in the following areas:

- a. Philippine Politics and Government (Area I)
- b. Political Dynamics (Area II)
- c. Comparative Government and Politics (Area III)
- d. International Law, Organization, and Relations (Area IV)
- e. Political Theory and Methodology (Area V).

**3.6** In addition, the Department also offers courses in International Studies.

#### **Section 4. Graduate Faculty Governance**

**4.1** The Graduate Faculty of the Department consists of highly qualified regular full-time educators in the fields of political science and international studies.

**4.2** The Graduate Faculty also sets the curricula, rules, guidelines, and policies for the PhD, MAPS, and MIS programs. The Graduate Faculty determines who shall be accepted, retained, and removed from the program. The Graduate Faculty reviews the records and performance of students in the graduate program.

**4.3** Meetings of the Graduate Faculty are called by the Chairperson of the Department and chaired by the DGPC.

**4.4** The DGPC is responsible for the over-all coordination of all the graduate programs of the Department. The DGPC manages the graduate course offerings of the Department. The DGPC is responsible for scheduling the regular comprehensive examinations as well as the defense / presentation of all the master's theses and / or doctoral dissertations. The DGPC also provides relevant information to all graduate students in consultation with a designated Graduate Adviser (GA).

**4.5** For advice and direction regarding curricular requirements and related matters such as enrolment, changes in program of study, schedule of examinations, etc., the student may consult either the GA or the DGPC.

**4.6** The Graduate Admission Committee (GAC) is responsible for considering applications for entry into the PhD, MAPS, and MIS Programs. The GAC is composed of no more than five (5) members of the Graduate Faculty to be designated by the Department Chairperson upon the recommendation of the DGPC.

**4.7** The Comprehensive Examination Committee (CEC) is composed of a Chair and two members-at-large, all of whom are members of the Graduate Faculty. There are six (6) CECs to be created every semester for students about to take the Comprehensive Examinations – one each for the MIS program and the five areas under the Political Science program (PhD and MAPS). The Department Chairperson designates the CEC chairs and members upon the recommendation of the DGPC.

## **Part II – The Graduate Programs**

### **Section 5. Doctor of Philosophy (PhD) in Political Science**

**5.1** The main objective of the PhD Program is to produce professional political scientists of the highest calibre. More specifically, the program is intended to provide its students with an opportunity to pursue advanced studies as well as engage in independent research in political science. It is also designed to train individuals to be competent in their professions particularly in teaching and research in the fields of both the private and public sectors. Being in the program offers students the opportunity to work with and learn from leading scholars working in the major areas of the discipline.

**5.2** Students in the PhD program come from different professional backgrounds including the government bureaucracy and the private sector. Students in the program are able to engage its faculty as well as a larger academic community in identifying and responding to a wide array of important epistemological, ontological, and methodological questions about politics. Both faculty and students share a deep commitment to excellence in relevant, critical, and cutting edge research in political science.

**5.3** PhD graduates eventually move on to pursue careers in research and teaching as well as in government, international organizations, business, and other institutions beyond academe. They can be found in political science departments in many of the leading universities of the country.

**5.4** Students admitted into the PhD Program must already be in possession of an MA degree (preferably in political science or a related field).

**5.5** The PhD Program in political science requires a minimum of 30 units of coursework (six (6) units in each of the five (5) areas of the discipline) and 12 units for the completion of a dissertation. Those who do not have a background in political science are strongly encouraged to take additional units.

**5.6** Students in the PhD Program must take and pass the Comprehensive Examinations (CE).

**5.7** Students in the PhD Program must successfully present and defend a dissertation. The student must submit at least five (5) bound and certified copies of the approved dissertation.

### **Section 6. Master of Arts in Political Science (MAPS)**

**6.1** The Master of Arts (MA) in Political Science Program is aimed at those who wish to embark on advanced studies in the discipline and are thinking of establishing a career in the field of academic research in political science. It is designed for students who already have a basic understanding and/or appreciation for teaching and research in the social sciences. The Program is intended to develop the necessary skills to commence advanced studies. Many students in the program eventually move on to pursue doctorate studies or advanced research in political science or other related fields.

**6.2** MAPS is designed to train analysts and researchers in political science and initiate them to the meaning and importance of critical and independent thinking as well as excellence in research. Students are also introduced to the different analytical techniques and methodologies

in political science. Students in the Program also have the opportunity to engage both faculty and their fellows in understanding as well as solving key research problems and issues.

**6.3** Many of the graduates of the Program eventually pursue teaching and research careers in universities and other centres of higher education. Not a few become professional practitioners and managers in different political institutions and public agencies as well as the private sector.

**6.4** The MAPS Program requires a minimum of 30 units: 24 units of formal coursework and six (6) units for the completion of the thesis. Of the 24 units, at least 18 units must be in political science and up to six (6) units in the cognate discipline(s).

**6.5** Course units taken in political science must be in no more than three (3) areas in the discipline but Political Theory and Methodology (Area V) is required and must include Political Science 299. Philippine Government, Politics and Administration (Area I) is required for foreign students.

**6.6** Students in the MAPS Program must take and pass the Comprehensive Examinations (CE).

**6.7** Students in the MAPS Program must successfully present and defend a thesis. The student must submit at least five (5) bound and certified copies of the approved thesis.

## **Section 7. Master in International Studies (MIS) Program**

**7.1** The Master in International Studies (MIS) Program seeks to provide its students with an understanding of contemporary international society, including the forces that shape and transform it. By examining the dynamics of international society, students can better understand contemporary international problems and issues as well as the various strategies of responding to them.

**7.2** Students of the MIS Program are expected to understand their own culture in a global and comparative context as well as appreciate cultural nuances and differences. Students also develop a sense of importance for conceptual paradigms that guide actions of individuals and institutions in the international arena. Students are able to develop an appreciation for academic as well as policy-oriented research in understanding international issues and problems.

**7.3** MIS Students are exposed to multidisciplinary, inter-disciplinary, and comparative approaches that aim to provide a wider perspective of international society equipping them for a wide variety of careers. The Program aims to provide professional preparation for those who plan to pursue careers requiring an international affairs background such as the foreign service, international organizations, and transnational corporations.

### **7.4 Plan A: The Thesis Track**

a. Under Plan A, the MIS student must pass the academic coursework, the Comprehensive Examinations, as well as successfully present and submit a final thesis to complete the MIS Program.

b. During the coursework stage, the student is expected to complete at least 30 units of the following courses:

International Studies courses -----	6-9 units
Disciplinal or Area Studies courses (Cognates) * -----	6-9 units
International Studies 203 (The Geographical Context of International Affairs) -----	3 units
International Studies 290 (Theories of International Relations) -----	3 units
Anthropology 225 (Philippine Culture and Society) -----	3 units
International Studies 299 (Research Methods) or any research methods course -----	3 units
IS 300 (Thesis) -----	6 units
Total -----	30-36 units

\*Must be in not more than two areas or disciplines

### 7.5 Plan B: The Non-Thesis Track

a. Under Plan B, the MIS student must pass the academic coursework and the Comprehensive Examinations to complete the MIS Program.

b. During the coursework stage, the student is expected to complete at least 36 units of the following courses:

International Studies courses -----	6-9 units
Disciplinal or Area Studies courses ( <i>Cognates</i> )*-----	18-21 units
International Studies 203 (The Geographical Context of International Affairs) -----	3 units
International Studies 290 (Theories of International Relations) -----	3 units
Anthropology 225 (Philippine Culture and Society) -----	3 units
International Studies 299 (Research Methods) or any research methods course -----	3 units
IS 300 (Master's Thesis) -----	6 units
Total -----	36-42 units

\*Must be in not more than two areas or discipline

## **Part III – Rules and Regulations**

### **Section 8. Graduate Program Guidelines**

#### **8.1 The Comprehensive Examinations**

- a. After completing all the coursework and residence requirements, students in all the graduate programs must take and pass the written Comprehensive Examinations.
- b. The comprehensive examinations are scheduled in August (for the first semester) and February (for the second semester) of each academic year.
- c. As a requirement to take the Comprehensive Examinations, graduate students must submit their true copy of grades (TCG), a letter of request to take the Examinations (addressed to the Chair of the Department), DPS-GP Form 5 and DPS-GP Form 6 (to be obtained from the Department Clerical Office); and a certificate of proficiency on a foreign language (other than English) or pass a Proficiency Examination in Statistics. In order to qualify to take the Comprehensive Examinations, the student must submit the following documents to the DGPC two months before the scheduled comprehensive examinations.
- d. Prior to taking the Examinations, the student may acquire a copy of the reading list from the Department. Each examination on a certain field or area must not be less than two (2), but not more than four (4) hours in duration.
- e. PhD students must take and pass the Examinations in all the five (5) areas of the discipline. Only then can they formally begin work on their dissertation.
- f. MAPS students must take and pass their Examinations in the three areas they have selected during their coursework. Only then can they formally begin work on their thesis.
- g. The MIS Comprehensive Examinations are given in three parts – Part I is on Theoretical and Conceptual Issues; Part II is on Case Application; and Part III is on the cognate discipline / area chosen by the student (see Cognate Subjects below). After passing the Examinations, students in MIS Plan A will need to work on and submit an acceptable thesis.
- h. A student who fails may be given another examination. Only one reexamination is permitted. A student who fails an examination or several examinations is allowed to retake said examination/s within one (1) academic year. Failure in the second examination/s disqualifies the student from the graduate program.
- i. It is generally observed that, within one (1) academic year after passing the Comprehensive Examinations, the student (where applicable) must have presented and defended the thesis / dissertation proposal.

#### **8.2 Period of Study**

- a. All graduate students must complete all their respective graduate program requirements within five (5) years starting from the date of their enrolment / admission (inclusive of leaves).

b. In meritorious cases, extensions of residence beyond the five-year period may be approved by the Dean. The extension shall be for a period not exceeding one (1) academic year but in no case shall the extension/s exceed more than five (5) years. The student granted an extension shall take additional units of graduate courses in his/her discipline or area during the extension period at a rate of three(3) units every two (2) years of extension or a fraction thereof.

### **8.3 Grading and Coursework Credits**

a. The Department follows the University grading system. Students enrol in courses during the time of their academic coursework. Each subject is typically credited with three (3) units.

b. If and when a graduate student gets a grade lower than 2.0, said student will not receive credit for that course in the program.

### **8.4 Students Admitted on Probation Status**

a. Students admitted on probation must obtain a grade of 2.0 or better in all their subjects for the first two semesters of graduate work and that they must not incur an 'Incomplete' or 'Dropped' mark in any of these subjects within the same period.

b. The computation of the GWA is to be done on a per-semester basis. Any student admitted on probation who fails to fulfil the grade requirement at any time within the first year of enrolment will be dropped from the program.

### **8.5 Students on AWOL**

a. Students seeking readmission after going on absence without official leave (AWOL) must submit a letter of request for readmission (addressed to the Dean) along with the formal endorsement of the Graduate Adviser or DGPC.

b. Any application for readmission must be accompanied by a detailed program of study or work plan, to be crafted in consultation with the Adviser or DGPC, describing what the student intends to do with the time remaining in the academic program (i.e., coursework including additional courses, thesis or dissertation writing, etc.).

### **8.6 Cognate Subjects**

a. A cognate is a subject "related or connected" to its root (discipline or subject). By definition, a cognate cannot be the same as its root discipline. Cognate courses can be taken in the following disciplines/areas: Anthropology, Linguistics, Asian Studies, Philippine Studies, Economics, Public Administration, Geography, Sociology, History, Islamic Studies, and such other areas that may be designated and allowed by the Graduate Faculty.

b. MIS and MAPS students are required to take cognate subjects.

c. Students in the MAPS and MIS Programs are required to take their cognate subjects outside of the discipline of political science. However, MAPS students may choose to take their cognate courses in International Studies. Students in the MIS Program are allowed to take cognate courses in political science. MIS students are required to take a part of their Comprehensive Examinations in the area / discipline they have selected as their cognate.

### **8.7 Program Retention and Residence (PhD)**

- a. All PhD students must maintain an average of 1.75 or better at the end of each semester and must pass at least 50 % of his/her courses enrolled during the same period.
- b. A student who fails to complete at least 50 % of enrolled courses will not be allowed to enrol in any course the following semester, pending completion of said course/s.
- c. A student who fails to meet the minimum GWA of 1.75 for the semester will be dropped from the graduate program.

### **8.8 Program Retention and Residence (MAPS and MIS)**

- a. All graduate students in the MAPS and MIS Programs must maintain a GWA of 2.0 or better at the end of each semester and must pass at least 50 % of her/his courses enrolled during the same period.
- b. A student in either the MAPS or MIS Program who fails to complete at least 50 % of enrolled courses will not be allowed to enrol in any course the following semester, pending completion of said course/s.
- c. Students in the MAPS and MIS Programs who fail to meet the minimum GWA of 2.0 for the semester will be dropped from the graduate program.

**8.9** All graduate students must abide by the existing residence rules of the College.

### **8.10 Study Load per Semester**

- a. The regular load per semester is 12 units for all graduate degree programs.
- b. In exceptional cases (such as outstanding scholarship) a student may be allowed to enrol in 15 units of coursework per semester.

## **Section 9. Thesis and Dissertation**

**9.1** A Thesis / Dissertation Advisory Committee (TAC / DAC) or panel is created once a graduate student is ready to present the proposal / findings. The TAC / DAC is composed of at least three (3) (for the MIS and MAPS) and five (5) (for the PhD) members to be designated by the CSSP Dean (coursed through the Department Chairperson) upon the recommendation of the DGPC and in consultation with both the student and the GA. Whenever possible, members will come from the Graduate Faculty under whom the student took the formal courses in his area (s) of specialization.

**9.2** The TAC / DAC is to be chaired by the adviser and must include the critic who may or may not be from the Department Graduate Faculty.

**9.3** The members of the TAC / DAC evaluate the thesis or dissertation outputs of the student. The thesis or dissertation must be based on significant, independent, original, scientific research or creative work.

**9.4** The student who intends to present the thesis / dissertation proposal must submit four (4) copies of the proposal to the GA and members of the TAC / DAC not later than a semester after passing the written comprehensive examinations. The DGPC will schedule the defense of the proposal only upon notification of the critic that the proposal is ready for presentation. Copies of the proposal must be provided to the members of the TAC / DAC at least two weeks before the scheduled date of its defense.

**9.5** Once the proposal has been successfully defended the student can now embark on the thesis / dissertation research itself.

**9.6** Upon completion of the thesis / dissertation, the student once again presents the findings and analysis to the TAC / DAC. This is the final oral examination on the thesis or dissertation and is considered the final step in obtaining the MIS (Plan A), MAPS, or PhD in political science. It is based largely on the thesis / dissertation output.

**9.7** In case of failure during the oral examination, the student is allowed a second and final opportunity to pass the examination within a period not exceeding one semester.

**9.8** All final oral examinations on the thesis or dissertation are to be scheduled upon the recommendation of the DGPC in consultation with the student and the GA. Moreover, said oral examinations must comply with existing University and CSSP guidelines.

## **Section 10. Rules on Graduating Students**

**10.1** A student must apply for graduation in the last week of the first month of the semester he/she is expected to graduate.

**10.2** The student who intends to graduate during the semester must be in residence for at least one (1) year prior to graduating. The deadline for applying for graduation is usually announced by the College Graduate Office.

## **FOR QUESTIONS AND INQUIRIES**

Chairperson of the Department: Ruth R. Lusterio-Rico, PhD ([ruthlrico@gmail.com](mailto:ruthlrico@gmail.com))  
Department Graduate Program Coordinator: Jorge V. Tigno, DPA ([jvtigno@gmail.com](mailto:jvtigno@gmail.com))  
University Research Associate: Clarissa N. Angeles  
([upolisci@yahoo.com](mailto:upolisci@yahoo.com)/[angels3217@yahoo.com](mailto:angels3217@yahoo.com)); Tel Nos. 981-8500 local 2342/ 2380)

## **Appendix A: ENROLMENT PROCEDURES**

### For Incoming Graduate Students

Step 1: Print out and fill up your OGP Form 31 which is attached to your Admission Notice (Form 30). You will receive these documents in electronic form by email.

Step 2: Submit the following documents to the CSSP Graduate Program Office (GPO), Palma Hall 111:

- a. Two copies of the Student Directory Form (available at PH 111) and
- b. OGP Form 31

Step 3: Bring your Admission Notice (OGP Form 30) to the Office of the University Registrar to get your admission slip, student number, and CRS webmail account and password. You will need this account in enlisting courses online.

Step 4: Proceed to the Department of Political Science and give your student number to Ms. Claire Angeles for records purposes and online advising. (Note: This is applicable to those who graduated from other universities.)

Step 5: Proceed to the Computer Center (2nd floor, behind the “Sundial” at the National Engineering Center) to get your UP Webmail Account and Password. (Do this only if the Registrar’s Office did not give these to you.)

Step 6: Check the CRS website (<http://crs.upd.edu.ph>) for the schedule of pre-enlistment and regular registration.

Step 7: Enlist your courses online.

Step 8: On registration day, go to PH 111 to get your Form 5-A.

Step 9: Proceed to the Department for advising and last-minute addition or cancellation of subjects (schedule- according to CRS announcement online; advisers and assistant will be available at the Department Graduate Program Office from 9:00am-12:00nn and 1:30-4:30pm during regular registration days.

Please feel free to consult with the DGPC.

Step 10: Proceed to PH 111 for validation of enlisted subjects. The CRS team will announce online the schedule for validation. Failure to validate your subjects during this schedule will mean automatic deletion of your name from the classlist.

Step 11: Assessment and Payment.

### For Returning Students

Step 1: Palma Hall 111 (CSSP Graduate Program Office) for printing of Form 5-A

Step 2: CSSP Faculty Center Room 202 (Research Room) for Student’s Records and/ or enlistment of courses.

Step 3: Secure approval of adviser for planned courses.

Step 4: Room 202 to return Student's folder

Step 5: Palma Hall Lobby for payment of student's fund

Step 6: Palma Hall 111 for printing of Form 5

Step 7: Secure adviser's signature on Form 5

Step 8: Palma Hall 111 for course validation

Step 9: Assessment and payment.

Step 10: Submit photocopy of Form 5 to CSSP FC Room 202.

Students intending to lift their AWOL or LOA status should write a letter to the Dean (through channels) requesting for readmission and provide sufficient justification (for AWOL) before securing their Form 5-A. This letter of request for readmission must be filed through the Department.

## **APPENDIX A: THE GRADUATE FACULTY**

Atienza, Maria Ela L., PhD

Encarnacion Tadem, Teresa S., PhD

Encinas-Franco, Jean S, PhD

Ferrer, Miriam C., MA

Frago-Marasigan, Perlita M., PhD

Jamon, Grace G., PhD

Kraft, Herman Joseph S., MA

Lusterio-Rico, Ruth R., PhD

Mendoza, Amado Jr. M., PhD

Peleo, Amador IV C., PhD

Quilop, Raymund Jose G., MA

Rebullida, Maria Lourdes G., DPA

Tigno, Jorge V., DPA

## **Appendix B: COURSE DESCRIPTIONS**

### UNDERGRADUATE

Political Science 11 - INTRODUCTION TO POLITICAL SCIENCE. Concepts, theories, and principles of political science; types of political systems; development of political institutions and processes.

#### **AREA I - PHILIPPINE GOVERNMENT AND POLITICS**

Political Science 14 - PHILIPPINE GOVERNMENT AND POLITICS. Development, organization and operation of the Philippine political system, with emphasis on the present.

Political Science 141 - READINGS IN PHILIPPINE GOVERNMENT AND POLITICS. Directed readings in the classics of Philippine government and politics. **Prerequisite: Pol. Sc. 150 or Junior standing**

Political Science 150 - PHILIPPINE NATIONAL AND LOCAL ADMINISTRATION. Principles, practices and problems of public administration; historical, behavioral and institutional analysis and evaluation of the national and local bureaucracy and administration in the Philippines. **Prerequisites: Pol. Sc. 11 and 14**

Political Science 151 - THE PHILIPPINE EXECUTIVE. The national executive in the Philippines; its nature and development. **Prerequisites: Pol. Sc. 11 and 14**

Political Science 152 - PHILIPPINE LEGISLATIVE SYSTEM. Structure and functions of the legislative system in the Philippines; legislative behavior and legislative process; stature and bill drafting; executive and judicial lawmaking. **Prerequisites: Pol. Sc. 11 and 14**

Political Science 153 - THE PHILIPPINE JUDICIAL SYSTEM. Role of courts and other law enforcement agencies in the administration of justice. **Prerequisites: Pol. Sc. 11 and 14**

Political Science 157 - SPECIAL TOPICS IN PHILIPPINE GOVERNMENT AND POLITICS. **Prerequisite: Pol. Sc. 150**

#### **AREA II - POLITICAL DYNAMICS**

Political Science 160 - SOCIETY, POLITICS, AND GOVERNMENT. Society as the matrix of politics; political power and leadership; patterns of decision-making; political modernization and development. **Prerequisite: Pol. Sc. 11 or consent of instructor**

Political Science 161 - POLITICAL PARTIES AND INTEREST GROUPS. The types and structures of political parties and interest groups their function in the political system; their strategy and tactics, particularly in aggregating and articulating interests and controlling governmental power and public policy. **Prerequisites: Pol. Sc. 11 and 14**

Political Science 162 - POLITICS OF CHANGE. Problems of social, economic and political change in Africa, Asia and Latin America. **Prerequisites: Pol. Sc. 11 and 14**

Political Science 163 - POLITICAL BEHAVIOR, PROCESSES AND MOVEMENTS. Belief systems; nature and development of political processes and movements. **Prerequisite: Pol. Sc. 160 or consent of instructor**

Political Science 164 - IDEOLOGY AND POLITICS. **Prerequisites: Pol. Sc. 11 and 14**

Political Science 167 - SPECIAL TOPICS IN POLITICAL DYNAMICS. **Prerequisite: Pol. Sc. 160**

### **AREA III - COMPARATIVE GOVERNMENT AND POLITICS**

Political Science 143 - READINGS IN COMPARATIVE POLITICS. Directed reading in the classics and contemporary theories of comparative politics and government. **Prerequisite: Senior standing or BAMA.**

Political Science 170 - INTRODUCTION TO COMPARATIVE GOVERNMENT AND POLITICS. An introduction to comparative political processes in the developed and developing states. **Prerequisites: Pol. Sc. 11 and 14**

Political Science 171 - AMERICAN GOVERNMENT AND POLITICS. Theory and dynamics of the government and politics of the United States. **Prerequisites: Pol. Sc. 11 and 14**

Political Science 172 - GOVERNMENT AND POLITICS OF SELECTED EUROPEAN STATES. Political Systems of the United Kingdom, France, Italy, Germany, and Russia. **Prerequisites: Pol. Sc. 11 and 14 or consent of instructor**

Political Science 176 - GOVERNMENT AND POLITICS OF EAST ASIA. Political systems of Japan, People's Republic of China, North Korea, Republic of China and the Republic of South Korea. **Prerequisite: Pol. Sc. 170**

Political Science 177 - SPECIAL TOPICS IN COMPARATIVE GOVERNMENT AND POLITICS. **Prerequisite: Pol. Sc. 170**

Political Science 178 - GOVERNMENT AND POLITICS OF SOUTHEAST ASIA. Political systems of Burma, Thailand, Laos, Cambodia, Vietnam, Malaysia, Singapore and Indonesia. **Prerequisites: Pol. Sc. 11 and 14 or consent of instructor**

Political Science 179 - GOVERNMENT AND POLITICS OF SOUTH ASIA. Political systems of India, Pakistan, Bangladesh, Sri Lanka, Afghanistan and Nepal. **Prerequisites: Pol. Sc. 11 and 14 or consent of instructor**

### **AREA IV - INTERNATIONAL RELATIONS**

Political Science 144 - READINGS IN INTERNATIONAL RELATIONS. Directed readings in the classics of international relations. **Prerequisite: Senior standing**

Political Science 180 - INTRODUCTION TO INTERNATIONAL RELATIONS. An introduction to the study of international cooperation and conflict and the analysis of regional,

functional and universal regimes and institutions sustaining these processes. **Prerequisites: Pol. Sc. 11 and 14**

Political Science 181 - PHILIPPINE FOREIGN POLICY. The nature and development of Philippine foreign policy and the foreign policy process. **Prerequisite: Pol. Sc. 180**

Political Science 182 - FOREIGN POLICY OF MAJOR POWERS. Development of the foreign policy of major powers, e.g., the United States, Russia, China, Japan and others. **Prerequisite: Pol. Sc. 180**

Political Science 183 - INTERNATIONAL ORGANIZATIONS. Development, structures, functions, and problems of international organizations. **Prerequisite: Pol. Sc. 180**

Political Science 184 - DIPLOMATIC AND CONSULAR PRACTICE. Development, organization, functions, and problems of diplomatic and consular practice with emphasis on the Philippines. **Prerequisite: Pol. Sc. 180**

Political Science 185 - PUBLIC INTERNATIONAL LAW. Nature, development, sources, principles and problems of international law and its role in the development of a world community; selected cases. **Prerequisite: Pol. Sc. 180**

Political Science 186 - PRIVATE INTERNATIONAL LAW. Selected cases involving citizens or juridical entities of different states. **Prerequisite: Pol. Sc. 180**

Political Science 187 - SPECIAL TOPICS IN INTERNATIONAL RELATIONS. **Prerequisite: Pol. Sc. 180**

Political Science 188 - INTERNATIONAL POLITICAL ECONOMY: THEORIES AND ISSUES. An introduction to the theoretical and analytical dimensions of change in the field of international political economy. **Prerequisite: Pol. Sc. 180**

## **AREA V - POLITICAL THEORY AND METHODOLOGY**

Political Science 110 - POLITICAL ANALYSIS. Frameworks of political analysis and approaches for understanding and explaining political phenomena. **Prerequisites: Pol. Sc. 11 and 14**

Political Science 111 - QUALITATIVE RESEARCH METHODS IN POLITICAL SCIENCE.\* Approaches, methods, techniques in qualitative research and applications in political science. **Prerequisite: Pol. Sc. 110**

Political Science 145 - READINGS IN POLITICAL THEORY. Directed readings in the classics of political theory. **Prerequisite: Senior standing**

Political Science 190 - PRACTICUM. **Prerequisite: Junior standing**

Political Science 192 - ANCIENT AND MEDIEVAL POLITICAL THOUGHT. Political thought from Plato to the Medieval thinkers. **Prerequisite: Senior standing**

Political Science 193 - MODERN POLITICAL THEORY. Political thought from Machiavelli to the contemporary political thinkers. **Prerequisite: Senior standing**

Political Science 194 - AMERICAN POLITICAL THOUGHT. Political and social ideas of leading American thinkers from the colonial period to the present and their influence upon American democracy. **Prerequisite: Pol. Sc. 171 or consent of instructor**

Political Science 195 - ASIAN POLITICAL THOUGHT. Main currents of Asian political thought. **Prerequisite: Senior standing or consent of instructor**

Political Science 196 - PHILIPPINE POLITICAL THOUGHT. Main currents of Philippine political thought. **Prerequisite: Senior standing or consent of instructor**

Political Science 197 - SPECIAL TOPICS IN POLITICAL THOUGHT AND METHODOLOGY. **Prerequisite: Senior standing**

Political Science 199 - RESEARCH IN POLITICAL SCIENCE. Directed Research in Political Science. **Prerequisites: Junior standing, Pol. Sc. 110, and Soc. Sc. 103**

Political Science 200 - UNDERGRADUATE THESIS. **Prerequisite: Pol. Sc. 199**

### **Social Science Courses offered by the Department**

Social Science II - SOCIAL, ECONOMIC AND POLITICAL THOUGHT. A Survey of social economic and political thought from the classical to contemporary times. This is a General Education (G.E.) course that may be taken to satisfy the Revitalized G.E. Program (RGEP) requirement in the Social Sciences and Philosophy domain.

Social Science 103 - STATISTICS FOR THE SOCIAL SCIENCES. Statistical techniques for social research (required for Political Science majors as prerequisite for Political Science 199). Sociology 180 may be substituted for this course. **Prerequisites: Math 11 and 14 or 17**

Social Science 104 - HUMAN RIGHTS AND HUMANITARIAN LAW. Seminar on the evolution and development of the theory, principles and practice of international human rights and humanitarian law. This course cannot be credited for Political Science elective.  
**Prerequisite: None**

## GRADUATE

### **INTERNATIONAL STUDIES**

IS 201 - The Nature and Scope of International Studies

IS 203 - The Geographical Context of International Affairs

IS 209 - Readings in International Relations

IS 261 - Contemporary International Issues and Trends

IS 263 - International Peace and Security

IS 267 - Special Problems and Topics in International Security

IS 280 - International Law and Organization

IS 290 - Theories of International Relations

IS 298 - PRACTICUM (based on orientation program to provide students with work experience in a variety of selected international affairs institutions in the public and private sectors).

IS 299 - Research Methods.

IS 300 – Thesis.

### **POLITICAL SCIENCE**

#### **AREA I - PHILIPPINE GOVERNMENT AND POLITICS**

Political Science 250 - SEMINAR IN PHILIPPINE ADMINISTRATIVE PROBLEMS. Selected problems in the governmental processes in the Philippine bureaucracy. **Prerequisite: Pol. Sci. 150 or consent of instructor**

Political Science 251 - SEMINAR IN PHILIPPINE POLITICAL INSTITUTIONS. Types of political institutions evolved in the Philippines from the pre-Spanish period to the establishment of the Philippine Commonwealth in 1935. **Prerequisite: Pol. Sci. 151 or consent of instructor.**

Political Science 252 - SEMINAR IN CONTEMPORARY PHILIPPINE LEGISLATION. Problems in Philippine legislation: legislative-executive relations. **Prerequisite: Pol. Sci. 152 or consent of instructor.**

Political Science 254 - PROBLEMS IN PHILIPPINE LOCAL GOVERNMENT AND ADMINISTRATION. Selected problems in the government and the administration of the local units and their relationships to the national government: role of the local units in socio-economic development. **Prerequisite: Pol. Sci. 150 or consent of instructor.**

Political Science 255 - PROBLEMS IN PHILIPPINE CONSTITUTIONAL LAW. Selected problems in the Philippine constitutional law, with emphasis on current development: theory and cases. **Prerequisite: Pol. Sci. 153 or consent of instructor.**

Political Science 258 - SPECIAL PROBLEMS IN PHILIPPINE NATIONAL AND LOCAL POLITICS AND ADMINISTRATION. Directed readings on the issues, trends and problems in national administration and central-local government relations. **Prerequisite: Pol. Sci. 150.**

Political Science 301 - SPECIAL PROBLEMS IN THE PHILIPPINE GOVERNMENT AND POLITICS. **Prerequisite: Pol. Sci. 150 or consent of instructor.**

## **AREA II - POLITICAL DYNAMICS**

Political Science 260 - SEMINAR IN POLITICAL DYNAMICS. Interaction of individuals, groups, belief systems, political movements and government in policy formulation: techniques of influence and pressure and their impact on political systems: theory of political analysis. Field research may be required. **Prerequisite: Pol. Sci. 160 or consent of instructor.**

Political Science 261 - SEMINAR IN POLITICAL PARTIES, ELECTIONS AND INTEREST GROUPS. Problems in Philippine political parties, elections, and interest groups, and their impact on the government.

Political Science 262 - THE ELITE IN POLITICS. The political elite and their role in the political system. **Prerequisite: Pol. Sci. 160 or 161.**

Political Science 264 - WOMEN AND POLITICS. Changing political roles, status, attitudes, and behavior of women in contemporary society and of the political implications of changing female-male relationship. **Prerequisite: Pol. Sci. 160.**

Political Science 268 - POLITICAL ECONOMY. Directed readings in theories of political economy and their empirical application. **Prerequisite: Pol. Sci. 160.**

Political Science 313 - SEMINAR IN THE POLITICS OF REVOLUTION. Nature of, and conditions bringing about, revolutions: leadership and ideology; stages of development and impact of revolutions on political development.

## **AREA III - COMPARATIVE GOVERNMENT AND POLITICS**

Political Science 270 - THEORIES OF COMPARATIVE POLITICS.

Political Science 271 - GOVERNMENT AND POLITICS OF LATIN AMERICA. The political systems of selected states in Central America, the Caribbean, and South America.

Political Science 272 - GOVERNMENT AND POLITICS OF WEST ASIA. Government and politics of Syria, Jordan, Lebanon, UAR, Saudi Arabia, Iraq, Iran, etc.

Political Science 273 - GOVERNMENT AND POLITICS OF AFRICAN STATES. Government and Politics of selected African states.

Political Science 274 - GOVERNMENT AND POLITICS OF EUROPEAN STATES. Political processes and institutions of selected European States including the interplay of local processes and institutions with supra-national political formation.

Political Science 277 - SEMINAR IN GOVERNMENTS AND POLITICS OF ASIA. Selected problems in the government and politics of Japan, Taiwan, India, Pakistan and other selected Asian countries. **Prerequisite: Pol. Sc. 177 or consent of instructor.**

Political Science 279 - SEMINAR IN LOCAL GOVERNMENT AND ADMINISTRATION IN ASIA. Problems in organization, administration, national-local relations and autonomy of local units in Japan, India, Burma, Thailand, Indonesia and selected Asian countries. **Prerequisite: Pol. Sc. 178 or consent of instructor.**

Political Science 320 - SPECIAL PROBLEMS IN COMPARATIVE GOVERNMENT AND POLITICS. **Prerequisite: Pol. Sc. 172 or consent of instructor.**

Political Science 323 - CONSTITUTIONAL GOVERNMENTS. Constitutional governments in theory and practice; selected cases. **Prerequisite: Pol. Sc. 171 or 171 or consent of instructor.**

Political Science 324 - SOCIALIST POLITICAL SYSTEMS. Theory and practice of major socialist political systems. **Prerequisite: Pol. Sc. 172 or consent of instructor.**

Political Science 325 - THE DEVELOPING STATES. The theory and practice of the government and politics of selected developing states. Prerequisite: **Pol. Sc. 178 or consent of instructor.**

Political Science 326 - THE POLITICS OF THE DEVELOPED STATES. A comparative investigation of political processes and institutions in selected developed states such as the United States, Japan, and Western Europe, particularly as these relate to political change. Prerequisite: **Pol. Sc. 178 or consent of instructor.**

#### **AREA IV - INTERNATIONAL RELATIONS**

Political Science 280 - PROBLEMS IN PHILIPPINE RELATIONS. Selected problems in Philippine foreign relations, with emphasis on current developments. **Prerequisite: Pol. Sc. 180 or consent of instructor.**

Political Science 282 - COMPARATIVE FOREIGN POLICY. The determinants, goals, techniques, problems and machinery in the formulation and conduct of the foreign policy of the United Kingdom, France, Germany, and Russia, the People's Republic of China, and other selected countries. Prerequisite: **Pol. Sc. 172 or 182 or consent of instructor.**

Political Science 283 - INTERNATIONAL POLITICAL ECONOMY. International political and economic system, particularly the capitalist world system, as the framework and determinant of public policy and the economic performance. **Prerequisite: Pol. Sc. 182 or consent of instructor.**

Political Science 285 - PROBLEMS IN INTERNATIONAL LAW. Selected problems in international law, with emphasis on current developments. **Prerequisite: Pol. Sc. 185.**

Political Science 330 - SEMINAR IN THE FOREIGN POLICY OF THE MAJOR POWERS.

Political Science 331 - SPECIAL PROBLEMS IN INTERNATIONAL RELATIONS.

Political Science 332 - REGIONAL ORGANIZATIONS AND WORLD SECURITY. Development and trends toward regional organization and integration; regional blocs and organization within the framework of world order and security. **Prerequisite: Pol. Sc. 182 or 183 or consent of instructor.**

Political Science 333 - SEMINAR IN INTERNATIONAL ORGANIZATIONS. Selected problems of the United Nations and specialized agencies. **Prerequisite: Pol. Sc. 183 or consent of instructor.**

#### **AREA V - POLITICAL THEORY AND METHODOLOGY**

Social Science 203 - ADVANCED QUANTITATIVE METHODS. Quantitative models and methods in social science. **PrerequisiteS: Social Science 103 and Pol. Sc. 199.**

Political Science 210 - ADVANCED POLITICAL ANALYSIS. Critical analysis of epistemological and methodological issues in the study of politics. **Prerequisite: Pol. Sc. 110 or consent of instructor.**

Political Science 290 - SEMINAR ON PLATO AND ARISTOTLE. The political theories of Plato and Aristotle: their influence on political science. **Prerequisite: Pol. Sc. 192.**

Political Science 291 - SEMINAR ON MEDIEVAL THOUGHT. The political philosophy of Western and Eastern thinkers. **Prerequisite: Pol. Sc. 192 or consent of instructor.**

Political Science 293 - POLITICAL OBLIGATION. Analysis of classic theories of political obligation - Hobbes' Leviathan, Locke's The Treatises of Civil Government and Rousseau's Social Contract; critique of modern theories of political obligation. **Prerequisite: consent of instructor.**

Political Science 294 - THE THEORY OF DEMOCRACY. The theory of constitutionalism, republicanism, and democratic socialism.

Political Science 295 - SOCIALISM AND COMMUNIST POLITICAL THEORY. The development of socialist and communist political theories from Babeuf to present. **Prerequisite: Pol. Sc. 192 or 193.**

Political Science 296 - THE POLITICAL AND CONSTITUTIONAL IDEAS OF THE PHILIPPINE REVOLUTION. Filipino political ideas from the propaganda period to the First Philippine Republic. **Prerequisite: Pol. Sc. 195 or consent of instructor.**

Political Science 297 - CONTEMPORARY POLITICAL THOUGHT. Political thought in the 20th century including aspects of critical theory, post-behavioralism, post-structuralism and post-modernism. **Prerequisite: Pol. Sc. 196 or consent of instructor.**

Political Science 299 - SEMINAR IN POLITICAL SCIENCE. Alternative approaches to the systematic study of politics and government, and critical analysis of recent concepts of political science. **Prerequisite: Pol. Sc. 199 or consent of instructor.**

Political Science 299.1 - ADVANCE RESEARCH METHOD. **Prerequisite: BAMA Pol. Sc. 199.**

Political Science 343 - SPECIAL PROBLEMS IN POLITICAL THEORY AND METHOD.

Political Science 300 - THESIS.

Political Science 400 - Dissertation.

#### **APPENDIX D: THE CSSP GRADUATE MANUAL**

# **CSSP Graduate Manual**

Revised edition approved by the College of Social Sciences and Philosophy Graduate Faculty Council during its meeting on June 22, 2009 with a one month extension for departments/institute to submit further comments to be incorporated within this period. The Graduate Faculty Council approved that the manual would become final after incorporating all comments submitted or no comments submitted within this period . A publication of the College of Social Sciences and Philosophy, University of the Philippines Diliman. © 2009. All rights reserved.

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## Preface

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

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

*The Graduate Faculty Council  
College of Social Sciences and Philosophy*

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

### 1.1 Background

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

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

### 1.2 Current Administrative Structure and Disciplinary Programs

Today, the College of Social Sciences and Philosophy (CSSP) is one of the largest graduate degree-granting institutions in the country. The college has eight disciplinary departments and one disciplinary and research institute which offer programs leading to graduate degrees. The eight departments with their degree offerings are: Anthropology (M.A., Ph.D.), Geography (M.S.), History (M.A., Ph.D.), Linguistics (M.A., Ph.D.), Philosophy (M.A., Ph.D.), Political Science (M.A., Ph.D.), Psychology (M.A., Ph.D.), and Sociology (M.A., Ph.D.). The lone institute is the Population Institute which offers the M.A. Demography and Master in Population Studies (MPOPS) degree programs. The Department of Political Science offers the Master in International Studies (M.I.S.) degree program<sup>1</sup> in addition to its regular M.A. and Ph.D. programs in Political Science.

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

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

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

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

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

**1.23 The Office of the Dean.** The Dean of the college, in consultation with the departments and the Office of the Graduate Program, makes most of the decisions involving students’ requests pertinent to

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

their graduate studies. In special cases and on matters where the college's academic policies are unclear or as yet unformulated, the Dean may consult the Graduate Committee. If necessary, the Dean may also convene the Graduate Faculty Council to settle a particular issue.

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

**1.25 The Office of the Graduate Program.** The Office of the Graduate Program serves as the link between the Dean and the various departments/institute, and is responsible for the bulk of the administrative tasks involved in running the various graduate degree programs. The office is headed by the College Graduate Program Coordinator.

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

I. Admission process and registration

1. Accepts and checks applications for admission for completeness then forwards such documents to departments/institute for deliberation according to their own deadlines (see Subsection 2.1);
2. Endorses the recommendation of the Departments/institute for admission of qualified applicants to the Dean;
3. Notifies: (a) the Registrar's Office of officially admitted students by the Dean; (b) qualified applicants of their official admission; (3) applicants who are not qualified and
4. Issues registration materials to graduate students and assists in the checking/validation/assessment during registration.

II. Record safekeeping

1. Keeps the records of all students admitted to the college's graduate programs and of all old CSSP students admitted to the Tri-College Ph.D. Philippine Studies Program prior to the official transfer to AC of the administrative tasks involved in running the program.

III. Monitoring and Evaluation

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

IV. Other Administration

1. Issues the *True Copy of Grades (TCG)* and other certifications requested by graduate students for scholarship, employment, and other purposes;
2. Prepares the appointments of thesis/dissertation advisers and critics, panel members of thesis/dissertation proposal and oral defense, as endorsed by the departments and institute, except the Dean's Representative in oral defenses and comprehensive examination panel members;
3. Administers the Comprehensive Examination Requirement in coordination with the department /institute concerned;
4. Coordinates with the department/institute the thesis/dissertation Proposal Defense;
5. Coordinates with the department/institute the thesis/dissertation Oral Defense;
6. Provides the departments and institute a copy (cc the Department head and institute director) of appointments of the panel members of the comprehensive examinations, thesis/dissertation proposal and oral defenses and results of thesis/dissertation proposal and oral defenses;
7. Prepares the list of Honorable Scholars (College Scholar and University Scholar) every semester;
8. Prepares the list of nominees for election to honor societies such as the *Phi Kappa Phi* and the *Pi Gamma Mu*;
9. Distributes the bound copies of thesis/dissertation to target recipients (see Subsection 8.5); and
10. Acts as registration adviser to all old CSSP students admitted to the Tri-College PH.D. Philippine Studies Program prior to the official transfer to AC of the administrative tasks involved in running the program (Note that this function ends when all these old CSSP students will have graduated.).

IV. Graduation

1. Clears students for graduation and prepares the list of graduating students for approval by the

- College Graduate Faculty Council and Faculty Assembly; and
2. Coordinates with the Office of the University Registrar on clearing students for final graduation.

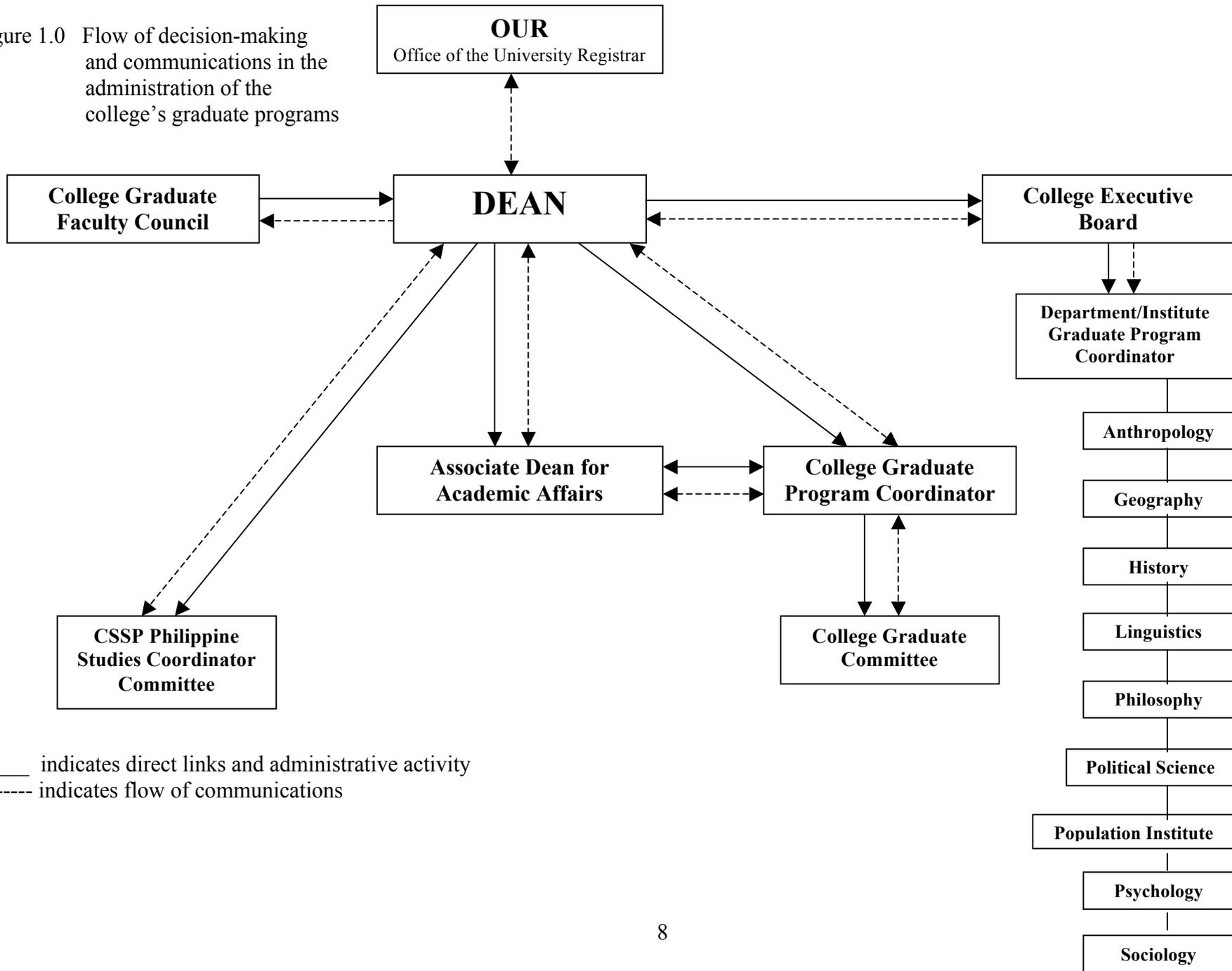
The College Graduate Program Coordinator chairs the CSSP Graduate Committee, which is composed of the Graduate Program Coordinators of each department/institute. The Graduate Committee meets to discuss special issues and to make policy recommendations to the Dean and to the Graduate Faculty Council.

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

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

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

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



### 1.3 Administrative Procedures

The regular transactions between graduate students and the college administration are conducted through filling out and submitting the various official Forms of the Departments, the Office of the Graduate Program, and the Office of the University Registrar. All registration procedures are online through the Computerized Registration System (CRS) and accomplished through such official Forms following strictly the eight (8) steps in computerized registration (see Appendix A for the computerized registration flowchart).

Online registration through the CRS requires the following:

- Old students – using their Webmail account
- New students – applying for a UP webmail account from the Computer Center and then proceeding to the Admission and Registration Section of the OUR for the “Add Student Entry to CRS.”

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

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

Such letters should be addressed to the Dean, through Channels, but should be submitted to the department/institute concerned for the department/institute’s endorsement. (See Appendix B for a sample of the correct format for letters of request to the Dean.) Students must write one letter per request, since the decision for one request may not be the same as the decision for other requests. If the department/institute endorses the request, the letter is forwarded to the Office of the Graduate Program. The College Graduate Program Coordinator may then either recommend the request for approval to the Dean, or else send the letter back to the department/institute. The Dean likewise may either approve the request, or, if not approved, send it back to the College Graduate Program Coordinator, who will return it to the department/institute with his/her comments on why the request was not approved. The departments and institute are duly notified by the Office of the Graduate Program of the outcome of all such requests.

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

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

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

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



## 2 Admission, Academic Performance, and Retention Policies

### 2.1 Admission of New Students

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

- (1) application letter addressed to the Dean of the college;
- (2) official transcript of records of undergraduate work (and graduate work, if any), one original copy and one certified true copy of the original;
- (3) original copy and xeroxed copy of birth certificate ( for Filipino citizens, the birth certificate must be issued by the National Statistics Office for aliens, the xeroxed copy of the birth certificate or passport duly authenticated);
- (4) two copies of Curriculum Vitae;
- (5) three letters of recommendation from professors/employers with their evaluation of the applicant's potential for graduate work (form is available at the Office of the Graduate Program for departments/institute not having their/its own required contents of the letter, (e.g. the Department of Philosophy for its Ph.D. in Philosophy program);
- (6) two passport-size photographs;
- (7) a non-refundable application fee of Php 100.00 for Filipino citizens and US \$25 for aliens (2004-2010 General Catalogue, p. 7) to be paid at the designated official bank of the university or in the form of a money order, cashier's or manager's check payable to the University of the Philippines;
- (8) one-to two-page description of research proposal (for doctoral applicants only); and
- (9) certification of English language proficiency (see subsection 2.13 for more details).

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

Admitted students must respond to the offer of admission by returning OGP Form 31 to the Office of the Graduate Program (see Appendix C-31). Prior to enrollment, they should seek authentication of all relevant records if there are any (i.e. numbers (2) and (3) under this section as they are not allowed to enroll without such authenticated records. Failure to fill up OGP Form 31 shall be deemed a refusal of the offer of admission.

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

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

**2.11 Finality of Admission Decisions.** All decisions on admission made by the college are *final and beyond appeal*. This finality rests on the assumption that applications for admission have been properly reviewed and that pertinent rules and policies, including their dates of effectivity, have been correctly and consistently applied. The various departments and the institute have their own policies on permitting previous applicants to re-apply. Any previous applicant who is allowed by his/her department or institute to re-apply will be treated just like any other applicant by the college, subject to the pertinent rules.

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

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

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

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

The endorsement of the relevant department or institute does not guarantee the non-degree student 's admission to the program he/she plans to apply for eventually. All the requirements, processes and conditions in Section 2.1 and Subsection 2.11 shall apply to him/her.

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

**2.13 TOEFL Requirement for Foreign Students.** The University requires foreign applicants whose native language is not English to demonstrate English proficiency by taking the Test of English as a Foreign Language (TOEFL). To be considered for admission to a graduate program of the college, an applicant must have a TOEFL score of 500 or 173 in the computerized form. Compliance with the TOEFL requirement is monitored by the Office of the University Registrar. The departments/institute may also require a specific TOEFL cut-off score from foreign applicants to their programs, and request the Registrar's Office to furnish them with an applicant's TOEFL score.

For those whose education has been obtained in academic institutions with English as the medium of instruction, must request for a certification from his/her institution that the medium of instruction is English.

## 2.2 Grading System

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

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

The official passing grade in the university is **3.0**; however, some departments/institute may impose stricter grade requirements. Students shall consult the Graduate Manual of their respective departments/institute for the policy that applies to them.

## 2.3 Retention Rules

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

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

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

## 2.4 Honoric Scholarship

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

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

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

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

## 2.5 University Policy on Absences

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

## 3 Residency

### 3.1 Definition of Residency

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

### 3.2 Regular Residency Period

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

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

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

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

### 3.3 Enrollment for Residency

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

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

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

### 3.4 Leave of Absence (LOA)

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

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

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

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

### 3.41 The University policy on LOA is as follows:

- The leave shall not exceed one year, but may be renewed for at most one more year (Art. 401)
- When not taken in two successive years, the aggregate period for the leave of absence shall not exceed two years;
- If a student withdraws after  $\frac{3}{4}$  of the total number of hours prescribed for the course has already elapsed, the Instructor of the course may submit a grade of 5.0 for the student if the class standing up to the time of the withdrawal is below "3". (Art. 402)
- For a Leave of Absence availed of during the second half of the semester (i.e., beyond the date designated in the academic calendar as mid-semester), the class standing of the student (Passing or Failing) should be indicated by the instructor of the course. (822 BOR mtg.)
- Time spent on official LOA is counted as part of a student's total Residency Period.

### 3.42 Readmission from LOA

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

### 3.5 Absence Without Leave (AWOL)

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

#### 3.51 Readmission from AWOL Status

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

### 3.6 One-Year Residence Before Graduation

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

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

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

To apply for extension of residency, a student needs to fill out OGP Form 35 (see Appendix C-35) and to submit supporting documents (**See Table 1**) to the Office of the Graduate Program. The Dean may grant an extension of residency subject to the conditions as specified in **Table 1**.

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

### 3.71 Shifting from a Thesis to a Non-thesis Program

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

### 3.72 Non-Compliance with Maximum Residence Rule (MRR)

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

### 3.8 Penalty Course Requirement for Extension of Residency

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

The penalty course is normally taken in the subject area of the student's degree program. The student should consult his/her department's graduate program coordinator for the courses that he/she is allowed to take as penalty courses. In some cases a student may request to be allowed to take a penalty course in another discipline. He/she must then fill out an **Application for Penalty Course Substitution** (*OGP Form 36*), available in the departments and in the Office of the Graduate Program. The filled-out form must be submitted to the department concerned.

## 4 The Comprehensive Examination Requirement

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

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

Type of Graduate Student	Extension Requested				
	First	Second	Third	Fourth	Fifth
<b>1.Thesis/ dissertation with Comprehensive Examination</b>	Must have passed the comprehensive examination <b>before or during</b> Year 1 of extension (see Section 4 for the requirements prior to taking the comprehensive examination which includes enrolment of 1 <sup>st</sup> penalty course)	Must have done the thesis or dissertation proposal <b>and</b> must have <b>successfully</b> defended it during Year 2 of extension	Must have done a substantial part of the thesis/ dissertation research <b>and</b> must be more than halfway through the research process as certified by the thesis/ dissertation adviser and must enroll 2 <sup>nd</sup> penalty course	Must have written a substantial portion of the thesis/dissertation, as certified by the thesis/dissertation adviser and the department graduate committee/chair, the certifications being appended to the request	Must have defended the thesis/dissertation <b>or</b> must be scheduled to defend by the end of the first semester from the start of Year 5 with the endorsement of the critic and a copy of the thesis/dissertation for the defense in the first semester of Year 5 <b>and</b> the department/institute graduate committee/chair, certifying that the defense has either been done or already scheduled and this certification being appended to the request <b>and</b> must have completed all the requirements for his/her degree, including submission of the bound copies of the thesis/dissertation, by the end of Year 5, including Summer and must enroll 3 <sup>rd</sup> penalty course
<b>2.Thesis/ dissertation</b>	Must have completed formal	Must have done the thesis or	Must have done a substantial part of	Must have written a substantial portion of the	Must have defended the thesis/dissertation <b>or</b> must be

<b>without Comprehensive Examination</b>	course work with no grades of incomplete and must enroll 1 <sup>st</sup> penalty course	dissertation proposal <b>and</b> must have <b>successfully</b> defended it during Year 2 of extension	the thesis/dissertation research <b>and</b> must be more than halfway through the research process as certified by the thesis/dissertation adviser and must enroll 2 <sup>nd</sup> penalty course	thesis/dissertation, as certified by the thesis/dissertation adviser <b>and</b> the department/institute graduate committee/chair, the certifications being appended to the request	scheduled to defend by the end of the first semester from the start of Year 5 with the endorsement of the critic and a copy of the thesis/dissertation for the defense in the first semester of Year 5 <b>and</b> the department/institute graduate committee/chair, certifying that the defense has either been done or already scheduled and this certification being appended to the request <b>and</b> must have completed all the requirements for his/her degree, including submission of the bound copies of the thesis/dissertation, by the end of Year 5, including Summer and must enroll 3 <sup>rd</sup> penalty course
<b>3. Non-thesis with comprehensive examination and a pre-print journal paper</b>	Must have passed the comprehensive examination <b>before</b> or <b>during</b> Year 1 of extension (see Section 4 for the requirements prior to taking the comprehensive examination which includes enrolment of 1 <sup>st</sup> penalty course)	Must have done the pre-print journal paper proposal <b>and</b> must have <b>successfully</b> defended it during Year 2 of extension	Must have done a substantial part of the pre-print paper research <b>and</b> must be more than halfway through the research process as certified by the paper adviser (s) and must enroll 2 <sup>nd</sup> penalty course	Must have written a substantial part of the pre-print paper as certified by the paper adviser (s) <b>and</b> the department/institute graduate committee/chair, the certifications being appended to the request	Must have finished the first draft of the pre-print paper by the end of the first semester from the start of year 5 with the endorsement of the critic <b>and</b> the department/institute graduate committee/chair, certifying that the first draft is ready and this certification being appended to the request <b>and</b> must have completed all the requirements for his/her degree, including submission of a copy of the pre-print journal paper to the Office of the Graduate Program by the end of Year 5, including Summer and must enroll 3 <sup>rd</sup> penalty course
<b>4. Non-thesis with comprehensive examination only</b>	Must have completed formal course work with no grades of incomplete and must enroll 1 <sup>st</sup> penalty course	Must have passed the comprehensive examination <b>or</b> must re-take failed comprehensive examination taken in Year 1 <b>or</b> if has not taken the comprehensive examination in Year 1, must take the exam during Year 2 of extension	Must have passed the comprehensive examination <b>or</b> must re-take failed comprehensive examination taken in Year 2 <b>or</b> if has not taken the comprehensive examination in Years 1 and 2, must take the exam during Year 3 of extension and must enroll 2 <sup>nd</sup> penalty course	Must have passed the comprehensive examination <b>or</b> must re-take failed first comprehensive examination taken in Year 3 at the start of Year 4	Must have passed the comprehensive examination re-taken in Year 4 <b>and</b> must have completed all the requirements for his/her degree by the end of Year 5, including Summer and must enroll 3 <sup>rd</sup> penalty course

Students may apply to their respective departments/institute for comprehensive examination after completing all the above four (4) requirements. One semester before scheduling the comprehensive examination, the student should go to the Graduate Program Office for evaluation to ensure that he/she has completed all the formal courses required for his/her degree and no grade of incomplete prior to taking the comprehensive examination. Each Department/Institute should also check whether this student has completed his/her respective Program of Study in accordance with the pertinent curriculum. Students taking the comprehensive examinations must be in residency during the semester when such examinations are taken.

#### 4.1 Comprehensive Examination Panel

The comprehensive examination panel shall consist of a minimum of three (3) regular full-time graduate faculty members with doctoral degrees for doctoral students/with at least a Master's degree for master's students, except in meritorious cases. Master's degree holders may serve as examiners in doctoral Candidacy Examinations only in highly meritorious cases and upon approval by the Dean/Director. The exception to the examiners in master's Candidacy Examinations shall be made only with the approval of the Dean/director, upon recommendation of the appropriate bodies Professorial Lecturers and Professors Emeriti may serve as examiners, provided they are doctoral

degree holders for doctoral students/master's degree holders for master's students and/or known experts in their field and have taught in the unit for the last two (2) years (*2004-2010 General Catalogue* pp. 21 and 24 and *General Rules* 3.7.2, pp.16-17 and 4.8.2, pp.36-37).

#### **4.2 Scheduling a Comprehensive Examination**

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

#### **4.3 Conduct of the Comprehensive Examination**

The examination is administered either by the Office of the Graduate Program, in coordination with the department /institute concerned, or by the department/institute concerned.

#### **4.4 Rating for the Comprehensive Examination**

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

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

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

### **5 Thesis/Dissertation Proposal Defense**

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

#### **5.1 The Proposal Defense**

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

#### **5.2 Schedule of the Proposal Defense**

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

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

### **5.3 The One-Semester Rule**

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

### **5.4 Thesis/Dissertation Course Enrollment Requirement**

A student who will defend a thesis/dissertation proposal must have previously enrolled or be currently enrolled in the pertinent thesis/dissertation course. This refers to the course numbered 300 or 400 in a degree program. The master's thesis course (300) carries a credit load of six (6) units; the dissertation course (400) carries a credit load of twelve (12) units. The thesis/dissertation course may be enrolled in increments of three units or any combination thereof over one or more semesters.

### **5.5 Residency Requirement**

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

### **5.6 Language Proficiency Requirement**

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

### **5.7 Thesis/Dissertation Proposal Approval Sheet**

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

## **6 Writing a Thesis/Dissertation**

### **6.1 The Thesis/Dissertation**

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

### **6.2 The Adviser**

Having an Adviser appointed to supervise one's thesis/ dissertation work is the initial step. University policy states that the Adviser must come from the unit [college] where the student is enrolled (2004-2010 *General Catalogue* pp. 20 and 24 and *General Rules* 3.8.3, p.19 and 4.6.2, p.32). The recommendation for the appointment of a particular

Adviser must emanate from the department/institute. In recommending the appointment of a particular Adviser for a student, the department/institute shall be guided by the principle of matching the competence of the faculty with the student's thesis/ dissertation topic. The department, in consultation with the student, shall recommend to the Dean the appointment of a particular person to serve as the student's Adviser, but it is the Dean who officially appoints the Adviser to a thesis/dissertation. Some graduate programs allow for the appointment of two Co-Advisers to a thesis/dissertation, instead of a single Adviser. This is left to the discretion of the department/institute. Following is the procedure for the appointment of a Thesis/Dissertation Adviser (see Appendix D for the flowchart):

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

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

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

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

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

### 6.3 The Reader/Critic

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

Two Readers/Critics may be appointed for a thesis/ dissertation whose topic(s) are multidisciplinary in scope.

### 6.4 The Members of the Thesis/Dissertation Committee

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

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

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

*“The Dissertation Committee shall consist of full-time regular faculty members with doctoral degrees, except in meritorious cases, upon the recommendation of the appropriate bodies. The Adviser and/or the Co-Adviser shall belong to the College/unit where the student is enrolled. The Co-Adviser and one of the Readers may belong to an outside unit/College/ University. A Professorial Lecturer or Professor Emeritus may serve as Co-Adviser upon approval by the Dean/Director, through channels. For an Interdisciplinary Graduate Program, [the] majority of the Committee members must come from the University” (2004-2010 General Catalogue p. 24 and General Rules 3.8.2, pp.18-19)..*

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

## **6.5 College Policy on Advisers and Readers**

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

## **7 The Thesis/Dissertation Oral Defense**

### **7.1 Procedure for Setting up the Oral Defense**

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

- i. The Adviser confers with the student about a possible date, time, and venue for the oral defense;
- ii. Once a schedule is fixed, the Adviser writes to the Dean thru Channels, at least a month before the requested defense date, formally requesting the scheduling of the oral defense and the appointment of the members of the panel, except the Dean’s Representative;  
When the Dean has approved the proposed schedule and constitution of the panel, the Dean through the Office of the Graduate Program appoints a Dean’s Representative to the oral defense, and the Office of the Graduate Program makes the official appointment of all the members of the panel including the Dean’s Representative;
- iii. The student submits the hard copy of the thesis/dissertation for the Dean’s Representative to the Office of the Graduate Program.

### **7.2 The Members of the Oral Defense Panel**

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

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

*“The [Thesis] Oral Defense Panel shall consist of at least three (3) to five (5) full-time faculty members who are Master’s degree holders except in meritorious cases. They shall be appointed by the Dean/Director upon the recommendation of the appropriate bodies. A maximum of two (2) out of five (5) or one (1) out of*

*three (3) members of the Master's Oral Defense Panel may come from an academic institution or qualified agency outside the College/unit or University" ((2004-2010 General Catalogue p. 20.and General Rules 4.7.1, p. 34).*

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

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

### **7.3 The Dean's Representative**

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

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

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

### **7.4 The 14-Day Rule**

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

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

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

### **7.5 The Oral Defense**

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

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

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

### **7.6 Grades for the Oral Defense**

The University mandates the following grades for the thesis/dissertation oral defense: **Pass**, **Provisional Pass**, and **Fail** (2004-2010 General Catalogue pp. 21 and 24 and General Rules 3.9.3, p.22 and 4.7.3, p.35). The college interprets these grades as follows:

- Pass:** (a) **No panel member** requires any **major revisions**; or,  
(b) **No more than one panel member** requires **minor revisions**;
- Provisional Pass:** (a) **One** member requires **major revisions**; or,  
(b) **At least two** members require **minor revisions**;
- Fail:** **Two or more** members require **major revisions**

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

The chair of the oral defense panel shall indicate in the Oral Defense Report/Approval Sheet the grade for the oral defense. The approval sheet should bear the Department Chair/Institute Director's signature and not just the Dean's signature. All revisions required to the manuscript shall also be itemized on a separate sheet to be appended to the report and submitted to the Dean.

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

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

## 7.8 College Policy on Serving Refreshments During the Oral Defense

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

# 8 Revising and Submitting the Thesis/Dissertation

## 8.1 The Revision Process

A student who gets a grade of **Provisional Pass**, or a grade of **Pass** with one member of the panel requiring **minor revisions**, will need to revise the thesis/dissertation before the manuscript is approved for final submission. If the grade is **Pass** with **minor revisions**, the student will have to submit the revised version of the thesis/dissertation to the member or members designated by the panel to supervise and approve the revisions. This designation is subject to the consensus of the members of the oral defense panel in their deliberation after the oral defense. Upon submission of the revised manuscript by the student, the panel reaches a decision on the acceptability of the manuscript within **fourteen (14) days**. After such decision of the acceptability of the manuscript, the student must submit a bound copy to the Graduate Program Office within 30 days.

On the other hand, a student who gets a grade of **Provisional Pass** for the oral defense **shall** submit the full, revised version of the manuscript to **all** the members of the panel. Upon submission, each member of the panel **shall** sign the Thesis/Dissertation Revision Form (to be provided by the Office of the Graduate Program). The Reader/Critic and

the members of the panel, including the Dean's Representative, **shall sign before the Adviser**. They may sign in any sequence, but **the Adviser shall be the last to sign the approval sheet**. If the revisions required are categorized as major revisions, the panel **shall reach a decision on the acceptability of the revised manuscript within two (2) months** of their receipt of the manuscript. The fully signed sheet with the provisional pass decision of the panel and the sheet with the final approval of the thesis/dissertation are also included in the bound copies of the thesis/dissertation.

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

## **8.2 Residency Requirement during Thesis/Dissertation Revision**

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

## **8.3 Penalty Course Requirement during Thesis/Dissertation Revision**

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

## **8.4 Application for Graduation during Thesis/Dissertation Revision**

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

## **8.5 Submission of Bound Copies**

When all the revisions to the thesis/dissertation have been approved and accepted by the oral defense panel, the student submits five (5) **bound copies** (1 for the Department/Institute, 1 for the Graduate Program Office, 1 for the UP Main Library, 1 for the National Library and 1 for the student) of the thesis/dissertation and a **soft copy of the abstract** to the Office of the Graduate Program. The **deadline for submission** of the bound copies in order for a student's name to be included in the list of graduating students in a particular semester or summer term is in accord with a given academic calendar year. The student shall refer to the relevant deadlines stated. Any student who misses the deadline, and fails to graduate as a result, **will subsequently again be subject to the rules on maximum residency and application for graduation**.

## **8.6 Grade Report Requirement for Thesis/Dissertation Course**

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

## **9 Graduation**

Graduation from the University requires final clearance from the Office of the University Registrar (OUR). Students who have completed all the requirements of their graduate program are qualified to apply for graduation to the

University Registrar through the Office of the Graduate Program. Students who have completed the academic requirements and are scheduled to defend within the semester may also apply for graduation.

### 9.1 Application for Graduation

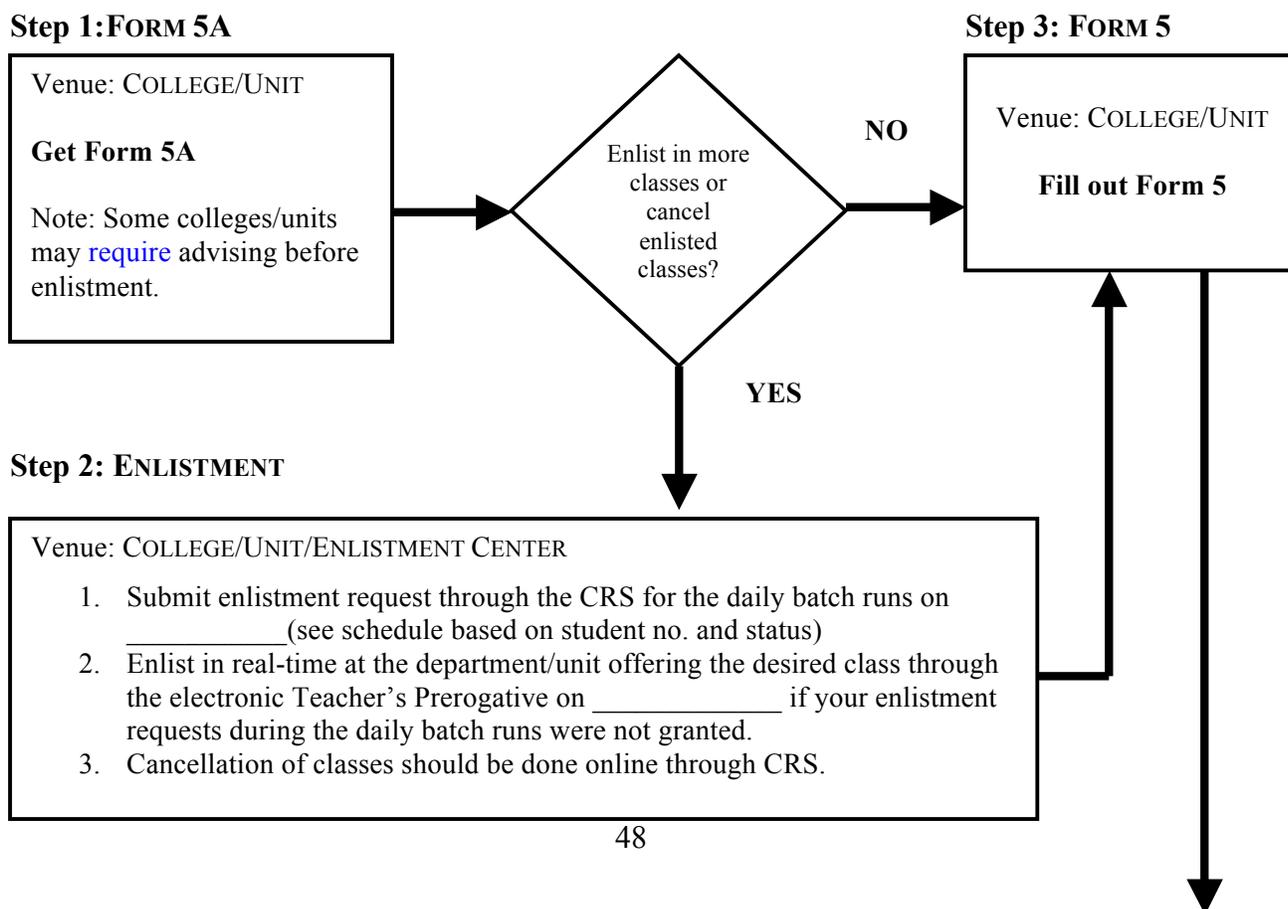
It is necessary to file an **Application for Graduation** with the Registrar's Office in the semester or term during which the student shall graduate. The student shall refer to the relevant current academic calendar for the deadline. The deadline for application is also posted at the Office of the Graduate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

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

### 9.2 Evaluation and Procedure for Graduation

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

## Appendix A: COMPUTERIZED REGISTRATION FLOWCHART



**Step 5: ONLINE ELECTRONIC VALIDATION**

**Step 4: POST-ADVISING**

Venue: COLLEGE/UNIT

**Have your Form 5A & Form 5 electronically validated by the Checker.**

NOTE TO CHECKER: Student and class information in the Form 5A & Form 5 should match the data in the CRS before the Form 5A & Form 5 are stamped "VALIDATED."

Venue: COLLEGE/UNIT

**Have your Form 5A & Form 5 signed by your adviser.**

NOTE: Some colleges/units may not require post-advising.



**Step 6: LIBRARY CLEARANCE**

**Step 7: ASSESSMENT**

**Step 8: PAYMENT**

Venue: MAIN LIBRARY OR COLLEGE LIBRARY

**Have your Form 5 signed by the Library Staff.**

Venue:

- COLLEGE/UNIT (Regular Students)
- OFFICE OF THE UNIVERSITY REGISTRAR (Special assessment for students with scholarship and other privileges)

REMINDER: The Form 5 will not be assessed unless it is stamped "VALIDATED" & signed by the Checker.

Venue:

- PALMA HALL LOBBY
- CASHIER'S OFFICE



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

.....

(Date)

**Dean** \_\_\_\_\_  
College of Social Sciences and Philosophy  
University of the Philippines Diliman

*Thru Channels*

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

Dear Dean \_\_\_\_\_:

I would like to request that I be readmitted to the **M.A. Philosophy** program beginning the 1<sup>st</sup> semester of academic year 2004-2005. My last enrollment was during the 1<sup>st</sup> semester 2003-04, but I

was unable to apply for official Leave of Absence for the current 2<sup>nd</sup> semester because my work necessitated that I leave the country from October up to December 2003.

Yours sincerely,

**JUAN DELA CRUZ**

UP CSSP OGP Form 30

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

**ADMISSION NOTICE**

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Mr./Ms. \_\_\_\_\_ :

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

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

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

For the Dean:

\_\_\_\_\_  
(Coordinator for the Graduate Program, CSSP)

UP CSSP OGP Form 31

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

\_\_\_\_\_  
(Date)

**The Dean  
College of Social Sciences and Philosophy**

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

- ( ) I hereby **accept** the above offer of admission;
- ( ) I **accept** the offer of admission, but hereby request **deferral** of my initial enrolment in the program to the \_\_\_\_\_ semester AY \_\_\_\_\_, for the following reason(s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_;
- ( ) I **do not accept** the offer of admission and hereby withdraw my name from the list of enrollees to the program.

\_\_\_\_\_  
(Signature above Printed Name)

\_\_\_\_\_  
(Date signed)

Received by: \_\_\_\_\_

.....  
Action Taken:

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

\_\_\_\_\_  
(Dean)

UP CSSP OGP Form 32

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

**{NOTICE of NON-ADMISSION}**

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Mr./Ms. \_\_\_\_\_ :

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

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

For the Dean:

\_\_\_\_\_  
(Coordinator for the Graduate Program, CSSP)

UP CSSP OGP Form 33

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

**NOTICE of MAXIMUM RESIDENCY RULE (MRR) STATUS**

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Mr./Ms. \_\_\_\_\_ :

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

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

For the Dean:

\_\_\_\_\_  
(Coordinator for the Graduate Program)

Cc.: Chair/Graduate Program Coordinator, Dept. of \_\_\_\_\_

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

UP CSSP OGP Form 34/Adopting OUR new form

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

UNIVERSITY OF THE PHILIPPINES DILIMAN  
**APPLICATION FOR LEAVE OF ABSENCE (LOA)**

Period applied for: \_\_\_\_\_  
Reason(s): \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature Over Printed Name of Student

Conforme: \_\_\_\_\_  
Signature Over Printed Name of  
Parent/Guardian  
Date: \_\_\_\_\_

Student No.: \_\_\_\_\_  
AY \_\_\_\_\_ Course \_\_\_\_\_  
Date: \_\_\_\_\_

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

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

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

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

Status		Scholastic Standing	
<input type="checkbox"/>	Currently Enrolled	<input type="checkbox"/>	Good Standing
<input type="checkbox"/>	Not Enrolled	<input type="checkbox"/>	Warning
		<input type="checkbox"/>	Failing
		<input type="checkbox"/>	Probation

**GRANTED LEAVE OF ABSENCE EFFECTIVE \_\_\_\_\_ SEM., SY \_\_\_\_\_ until \_\_\_\_\_ SEM., SY \_\_\_\_\_**

\_\_\_\_\_  
Program Adviser

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Director of UG/G Program

Signature Over Printed Name

Signature Over Printed Name

Signature Over Printed Name  
(if applicable)

Paid LOA fee:  
O.R. No. \_\_\_\_\_  
DATE \_\_\_\_\_

\_\_\_\_\_  
**DEAN**  
Signature Over Printed Name

\_\_\_\_\_  
DATE

Appendix C-35

UP CSSP OGP Form 35

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

\_\_\_\_\_  
(Date)

**APPLICATION FOR EXTENSION OF ACADEMIC RESIDENCY**

**The Dean  
College of Social Sciences and Philosophy**

**Thru Channels: Department of \_\_\_\_\_**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Please add additional sheets if necessary.)

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature above Printed Name)

Recommending approval:

\_\_\_\_\_  
Department Chair  
Date: \_\_\_\_\_

\_\_\_\_\_  
Department Graduate Program Coordinator  
Date: \_\_\_\_\_

.....Ac  
tion Taken:

( ) Approved with the following stipulation(s):

---

---

---

( ) Disapproved

Remarks: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Dean)

UP CSSP OGP Form 36

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

**APPLICATION FOR PENALTY COURSE SUBSTITUTION**

\_\_\_\_\_  
(Date)

**The Dean  
College of Social Sciences and Philosophy**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

\_\_\_\_\_  
(Signature of Student above Printed Name)

.....  
Recommending approval and respectfully forwarded to Dean \_\_\_\_\_

\_\_\_\_\_  
(Department Chair/Graduate Program Coordinator)  
Date: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
CSSP Graduate Program Coordinator

\_\_\_\_\_  
(Date)

Action Taken:

- ( ) Approved
  - ( ) Disapproved
- Remarks:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Dean)

\_\_\_\_\_

(Date)

Appendix C-37

UP CSSP OGP Form 37

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

**REQUEST FOR THESIS/DISSERTATION PROPOSAL DEFENSE SCHEDULE**

\_\_\_\_\_ (Date)

**The Dean  
College of Social Sciences and Philosophy**

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

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Venue: \_\_\_\_\_

with the following as members:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

\_\_\_\_\_ (Adviser)

.....  
Recommending approval and respectfully forwarded to Dean \_\_\_\_\_

\_\_\_\_\_  
(Department Chair)  
Date: \_\_\_\_\_

\_\_\_\_\_  
(Graduate Program Coordinator)  
Date: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
CSSP Graduate Program Coordinator

\_\_\_\_\_  
(Date)

Action Taken:

Approved

Disapproved

Remarks: \_\_\_\_\_

(Dean)

Date: \_\_\_\_\_

UP CSSP OGP Form 38

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

**CERTIFICATION OF LANGUAGE  
PROFICIENCY EXAMINATION RESULT**

\_\_\_\_\_  
(Date)

**The Dean  
College of Social Sciences and Philosophy**

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

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

\_\_\_\_\_  
(Signature of Examiner above Printed Name)

.....  
Action Taken:  
( ) Approved as fulfillment of the Language Proficiency Examination for the M.A./Ph.D. program in \_\_\_\_\_  
( ) Disapproved  
Comments: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Department Chair/Graduate Program Coordinator

\_\_\_\_\_  
(Date)

Noted: \_\_\_\_\_  
(Coordinator for the Graduate Program)

UP CSSP OGP Form 39

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

\_\_\_\_\_  
(Date)

**REQUEST FOR APPOINTMENT  
of THESIS/DISSERTATION ADVISER**

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

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

\_\_\_\_\_  
(Signature above Printed Name)

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

\_\_\_\_\_  
Department Chair  
Date: \_\_\_\_\_

\_\_\_\_\_  
Department Graduate Program Coordinator  
Date: \_\_\_\_\_

Conformè of Adviser-designate(s):  
  
\_\_\_\_\_

Action Taken:

- ( ) Approved as recommended
- ( ) Disapproved

---

(Dean)

#### **Appendix D. Schematic flow of the procedure for the appointment of a Thesis/Dissertation Adviser:**

Student fills out and submits OGP Form 38 to the department.  
↓  
Department GPC and/or Chair confers with the student.  
↓  
Department GPC secures *conformé* of the Adviser-designate.  
↓  
Department Chair writes to the Dean requesting the formal appointment of the Adviser-designate.  
↓  
Dean acts on the Department Chair's recommendation.  
↓  
The Office of the Graduate Program notifies the student of the Dean's decision.

#### **Appendix E. Notes on Thesis/Dissertation Advising\***

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

1. Together, the adviser and advisee shall devise a work plan which shall determine the amount, direction and pace of work involved for both parties. This may include a timetable (identifying the start and expected date of completion), schedule of consultations, mutually agreed upon deadlines for partial submissions of the work as well as the adviser's schedule for returning the drafts with comments and suggestions for revision.
2. While it is best to adhere to this timetable, particularly as deadlines are concerned, the work plan can be renegotiated by both parties in response to such circumstances as may arise in the course of work.
3. Differences may arise between adviser and advisee. Often, these differences are easily dealt with and resolved to the satisfaction of both parties. However, there may be instances when these differences prove difficult to resolve and adversely affect both the relationship as well as the progress of work. In such an instance, upon the request of the adviser and/or advisee, the head of the graduate program of the department or unit and/or the department chair/institute director will sit with both parties to discuss the problem and try to effect a resolution.
4. One possible outcome of the mediation may be the decision to end the adviser-advisee relationship. The adviser may opt to withdraw from the project; the student may opt for a change of adviser or both may come to a mutual decision regarding the change. An instance wherein a change of adviser may be necessary will be when the student opts for another research topic which is outside the current adviser's field of expertise.
5. The department chair/institute director will then inform the Dean of the situation and its resolution. In other cases, the Dean may have to sit with the parties involved to discuss the situation and arrive at a satisfactory solution. The student will then write the Dean a formal letter requesting a change of adviser, which is noted by the adviser. As the Dean had previously been informed and/or involved in the discussion, there is no need to detail the reasons involved in the letter.
6. The Dean then appoints a new adviser, following the usual procedure for the appointment of an adviser.

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

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

#### **Appendix F. Flow of the administrative functions of the Thesis/Dissertation Adviser:**

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



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



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



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



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

#### **Appendix G. Schematic flow of the procedure for setting up an oral defense:**

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



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



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



College Graduate Program Coordinator endorses the schedule request.



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



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

#### **Appendix H. Schematic flow of procedures involving graduation:**

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



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



OGP monitors completion of the remaining requirements.



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

