



**UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
GRADUATE SCHOOL**

**ORGANIZATION
POLICIES
RULES AND REGULATIONS**

**Revised
2010**

Preface

This handbook is a revision of the June 2005 handbook on the UPLB Graduate School Organization, Policies, Rules and Regulations.

This is a product of a long review process that culminated in the approval of the UPLB University Council on 20 October 2009. These revisions are meant to upgrade the University standards as it strives to become a graduate and research university. Revisions were also introduced to address several issues and concerns previously encountered.

We would like to acknowledge the following professors who served as chairs of the ad hoc committees whose outputs were approved and incorporated in the revisions: Dr. Diomedes A. Racelis (Admission Requirements), Dr. Carolina P. Santillana (Language Proficiency Requirements), Dr. Ma. Victoria O. Espaldon (Extension and Residency and Readmission Requirements), and Dr. Virgilio P. Sison (External Review for Thesis/Dissertation Requirements). Our thanks also go to Prof. Jerry R. Yapó who served as language editor of this handbook and Mr. Leslie Bolaños for the cover design and layout.

We hope that this handbook will prove useful to our graduate students and faculty.

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FOREWORD

Graduate study at the University of the Philippines Los Baños (UPLB) is aimed at developing the student's ability for critical inquiry and independent research for the advancement of knowledge, and at developing competence in the exercise of professional leadership.

The Faculty of the UPLB Graduate School assumes the vital role and responsibility of developing and promoting scholarly work, particularly in research, teaching and professional studies. To this end, the Graduate Faculty recognizes the need for coordination and cooperation among its members in order to attain greater efficiency and effectiveness in the pursuit of its intellectual and professional goals.

CHAPTER 1 TITLE AND JURISDICTION

Article 1. These rules and regulations shall be known as “Rules and Regulations for Graduate Studies at the University of the Philippines Los Baños”.

Article 2. The Graduate School shall exercise administrative jurisdiction over all graduate programs in the University.

CHAPTER 2 GRADUATE FACULTY

Section 1. Composition

Article 1. The Graduate Faculty of UPLB is a group of faculty members with equal rights and privileges in the formulation and implementation of graduate programs and policies.

Article 2. The Graduate Faculty of UPLB has two types of membership, namely regular and non-regular.

- a) *Regular* members are staff members of UPLB who are issued additional assignments to teach graduate courses and/or serve as guidance/advisory committee chair or member. If they are assigned to be involved in graduate programs offered by units other than the unit to which they have their basic appointment, then they are given *affiliate* appointments.
- b) *Non-regular* members are professional lecturers, visiting professors, exchange professors, affiliate professors or adjunct professors who come from institutions other than UPLB (including UPLB retirees) and are issued appointments to serve in graduate programs of UPLB.

Section 2. Appointment

Article 1. A prospective Graduate Faculty member must have an existing basic appointment in a home unit at UPLB.

Article 2. Recommendations for appointment to the Graduate Faculty are initiated by the unit head, endorsed by the Dean of the academic unit and the Dean of the Graduate School, and approved by the Chancellor. If the nominee is from a unit other than the recommending unit, then the nomination must be endorsed by the head of the nominee’s home unit.

Article 3. To be appointed as a regular member of the Graduate Faculty, a member of the UPLB academic or research staff must meet the following criteria:

Must have a graduate degree, except in very meritorious cases; If without a doctoral degree, must have handled at least one 100-level course for two semesters.

Article 4. A regular member of the Graduate Faculty may be appointed as Major Adviser (chair of student's guidance/advisory committee) if the following criteria are satisfied:

A. To be adviser for a Master's student

- a) Must have a rank of at least Assistant Professor; and
- b) Must have been senior author of two published scholarly papers in his/her field of specialization, beyond the Master's degree.

B. To be adviser for a PhD student

- a) Must have a rank of at least Assistant Professor; and
- b) Must have been senior author of two published scholarly papers in his/her field of specialization, beyond the PhD.
- c) Must be a holder of a PhD degree, except in meritorious cases where the following criteria are met:
 - i. must be a full Professor or
 - ii. must have highly exceptional academic credentials including the following:
 - 1. at least 10 years professional experience in his/her field of specialization;
 - 2. at least 7 scholarly publications in refereed journals; and
 - 3. an award or distinction from a nationally recognized professional or scientific organization.
- d) Must have been adviser of at least one student who has graduated with MA or MS degree; or Must have been senior author of at least five scholarly articles in his field of specialization beyond the PhD degree.

Article 5. Appointment of non-regular members of the Graduate Faculty as thesis/dissertation advisers shall be made using the same criteria as for regular members of the Graduate Faculty.

Article 6. Appointment to the Graduate Faculty may be permanent or temporary. Permanent appointments may be issued to qualified tenured faculty upon recommendation of the unit head. Temporary appointments may be given for a period not exceeding one year. The appointment shall automatically terminate at the end of the period unless renewed.

Article 7. A member of the Graduate Faculty shall lose membership if he/she ceases to participate actively in graduate education at UPLB. Active participation in graduate education means satisfaction of at least one of the following conditions:

- a) Teaching at least one graduate course or any advanced undergraduate course which may carry graduate credits; or
- b) Membership in guidance or advisory committee of duly matriculated graduate students.

Article 8. A member of the Graduate Faculty who has lost his/her membership may be reinstated following the provisions of Section 2, Article 2 of this chapter.

Section 3. Function

Article 1. The Graduate Faculty of UPLB has administrative jurisdiction over all graduate degree programs and recommends to the Board of Regents, through the University Council the institution, revision or abolition of graduate courses and programs, including admission and graduation of students.

CHAPTER 3 GRADUATE ACADEMIC ADVISORY COUNCIL

Article 1. The Graduate Academic Advisory Council shall be composed of the Deans of the different colleges of UPLB or their designated representatives, the Chairs of the four standing committees and the Secretary of the Graduate School. The Dean of the Graduate School shall be ex-officio Chair of the Council.

Article 2. The Graduate Academic Advisory Council shall perform the following functions:

- a) Formulate policies and guidelines governing the administration of graduate programs and operations of the UPLB Graduate School;
- b) Review curricular and other academic matters for endorsement to the Graduate Faculty; and
- c) Advise the Chancellor on new directions and problems in graduate education and advanced studies, and to suggest administrative measures for coordination, direction, and growth of graduate programs in the University.

CHAPTER 4
OFFICERS OF THE GRADUATE SCHOOL

Section 1. Dean of the Graduate School

Article 1. The Dean of the Graduate School acts as the executive officer of the Graduate Faculty and presides over the meetings of the Graduate Faculty.

Article 2. The Dean of the Graduate School shall be appointed by the Board of Regents from the members of the Graduate Faculty upon nomination by the Chancellor of UPLB.

Article 3. The term of office of the Dean shall be three years without prejudice to re-appointment, and until a successor shall have been appointed.

Article 4. The Dean of the Graduate School performs the following functions:

- a) Administer, coordinate, and review graduate education programs and activities in the University;
- b) Facilitate academic activities of the Graduate Faculty, such as the review and evaluation of graduate degree programs, courses, materials, methods of instruction, and academic requirements;
- c) Review and implement admission policies and guidelines on record-keeping and other administrative operations;
- d) Publish graduate catalogues and brochures, and prepare periodic reports in Graduate School activities for submission to the Chancellor and other officials of the University.
- e) Assist the Chancellor in planning the budget and in raising funds for the support of the graduate programs at UPLB; and
- f) Perform other functions as the Chancellor may require.

Section 2. Secretary of the Graduate School

Article 1. The Secretary of the Graduate School shall be recommended by the Dean and appointed by the Chancellor.

Article 2. The term of office of the Secretary shall be three years without prejudice to re-appointment.

Article 3. The Secretary shall perform the following functions:

- a) Be responsible for the minutes of meetings and records of the Graduate Academic Advisory Council and the Graduate Faculty;

- b) Assist the Dean of the Graduate School in the preparation of announcements and reports as may be required by the Chancellor and other authorities of the University System;
- c) Help in the preparation of the annual budget and requisitions of the Graduate School;
- d) Help in the execution of faculty and committee decisions;
- e) Supervise the monitoring of student records and graduation requirements; and
- f) Perform other duties that may be assigned by the Dean of the Graduate School.

CHAPTER 5 STANDING COMMITTEES

Article 1. The Graduate School shall have four standing committees: Committee on Biological Sciences, Committee on Physical Sciences, Committee on Social Sciences and Humanities, and Committee on Student Progress and Graduation. These committees shall be composed of five to seven members. The Committee on Student Progress and Graduation shall have one graduate student, representing the graduate students, as member.

Article 2. The chair and members of each standing committee shall be appointed by the Dean of the Graduate School.

Article 3. The chair and members of each standing committee shall serve for a period of one year without prejudice to re-appointment.

Article 4. Each of the first three standing committees shall perform the following functions:

- a) Undertake a review of the graduate offerings and program requirements of the disciplines represented in the committee, and recommend to the Dean the necessary changes;
- b) Study and recommend to the Graduate Faculty any new graduate offerings and programs;
- c) Review proposed changes in the graduate curriculum and program requirements of the various disciplines before endorsement to the Graduate Academic Advisory Council and Graduate Faculty; and
- d) Perform other duties that may be assigned by the Dean of the Graduate School.

Article 5. The committee on Student Progress and Graduation shall perform the following functions:

- a) Study and recommend to the Graduate Faculty matters on academic performance of graduate students;
- b) Study and recommend to the Graduate Faculty means of promoting the general welfare of the graduate students;
- c) Study and recommend to the Graduate Faculty matters dealing with graduate student discipline;
- d) Study special cases on student progress, and report the findings and recommendations to the Graduate Faculty; and
- e) Perform other duties that may be assigned by the Dean of the Graduate School.

CHAPTER 6 DEPARTMENT CHAIRS OR INSTITUTE DIRECTORS AND GRADUATE ADMISSIONS COMMITTEES

Article 1. The Department Chair or the Institute/Cluster Director is responsible for the circulation in the unit of communications forwarded by the Dean or Secretary of the Graduate School, including applications and credentials for admission and for fellowships, and other information of interest to the Graduate Faculty in the department or institute. He/She shall in turn endorse recommendations and proposals of the unit to the Dean.

Article 2. Each academic unit or program shall have a Graduate Admissions Committee composed of at least three (3) Graduate Faculty members with the unit head serving as ex-officio chair. Recommendation for membership to the Graduate Admissions Committee shall be made by the unit head endorsed by the Dean of the unit and approved by the Dean of the Graduate School.

Article 3. The Graduate Admissions Committee of each unit shall evaluate the academic credentials of applicants for admission to their graduate programs. The unit head shall endorse the evaluation to the Dean of the Graduate School.

CHAPTER 7 MISCELLANEOUS PROVISIONS

Article 1. All pertinent academic rules and policies governing graduate programs that are approved by the University Council shall automatically form part of these rules and regulations.

Article 2. In case of interdisciplinary programs involving two or more units, the Dean of the Graduate School shall designate a lead unit that shall be mainly responsible for the administration of the program.

Article 3. Graduate students shall be assigned to units and shall be considered alumni of the college where their unit is located.

Article 4. In graduate courses, the requirement for graduation shall either be a general weighted average (GWA) grade of "2" or better in all formal courses except thesis, or a grade of "2" or better in each formal course as the graduate college or school may require. If the student fails to obtain grades that carry graduate credit as required by the particular graduate program, the University rules on scholastic delinquency shall be applied.

CHAPTER 8 GENERAL RULES AND REGULATIONS FOR THE MASTER'S DEGREE

Section 1. Admission Requirements

Article 1. An applicant for admission to graduate work for the Master's degree must be a holder of a Bachelor's degree or its equivalent from any recognized academic institution.

Article 2. An application form (GS Form 1) duly accomplished must be submitted to the Graduate School together with the following documents:

- a) Original and a photocopy of the official transcript of academic records, in English language, with no remarks and with an explanation of the grading system used, from all tertiary and graduate institutions attended;
- b) For international students, certification from the Office of the University Registrar of previous university attended that the medium of instruction is English (if applicable), or results of Test of English as a Foreign Language (TOEFL) or results of the International English Language Testing System (IELTS), or its equivalent;
- c) Application fee (may be paid by bank transfer or postal money order); and
- d) Sealed letters of references from two former professors, superiors or colleagues.

All documents must be in the Graduate School at least one month before the start of classes every semester. For international students, documents must be submitted earlier to have ample time to process travel papers. Submitted documents pertinent to the application become part of the university files and cannot be returned to the applicant.

Article 3. The unit concerned shall determine the acceptability of an applicant based on a set of criteria that may include applicant's academic background, language

proficiency, and research and work experience in the intended major field. Admission of a prospective major student shall be recommended by the head of the unit concerned to the Dean of the Graduate School who will issue an official letter of admission.

Article 4. All applicants from countries where English is not the medium of instruction and with TOEFL score below 500 or IELTS score below 5.5 should take the English proficiency examination. Those who do not meet the required level of proficiency for graduate studies in UPLB may be admitted on Probationary status with the condition that they should take the Intensive English Course for International Students administered by the Language Instruction Towards Excellence (LITE) Program of the College of Arts and Sciences prior to or during their first semester of residency in the program.

Section 2. Notice of Admission

Article 1. Letters of admission shall be sent out beginning February 23 for first semester admission and July 23 for second semester admission.

Article 2. The admission process is not complete until the applicant acknowledges the admission through a letter of acceptance.

Section 3. Admission Categories

Article 1. An applicant to a degree program may be admitted on regular status, on probationary status, or denied admission.

Article 2. Regular Admission is offered to an applicant whose academic records and supporting documents indicate that he/she is qualified to undertake graduate study in his/her chosen field.

Article 3. Probationary Admission is offered to an applicant whose academic records and supporting documents indicate deficiencies but show promise of success in graduate study. Probationary Admission is also offered to international students whose academic background qualify for admission but who failed to show proof of English proficiency.

Article 4. An applicant admitted on probationary status must meet the specific requirements of his admission before his probationary status can be changed to regular. An applicant who fails to meet the terms of his probationary admission is automatically disqualified from pursuing his intended program of study.

Article 5. Applicants who are denied admission due to lack of preparatory or fundamental courses in the intended graduate program of study may have their applications reconsidered only after submission of additional documents not submitted at the time of original evaluation. Applicants denied admission due to poor academic credentials are discouraged from reapplying for admission.

Section 4. Deferment of Admission

Deferment of admission for a period not exceeding one year may be granted upon written request. A student unable to register within one year of admission needs to re-apply for admission to the Graduate School.

Section 5. Registration

Article 1. All students intending to work for a Master's degree will be allowed to register only upon presentation of the letter of admission from the Dean of the Graduate School.

Article 2. A student may register in not more than 14 units of course work per semester and not more than 6 units during summer.

Section 6. Advanced or Transfer Credit

Article 1. A student whose application for admission has already been approved and who has duly matriculated may apply for advanced credits or transfer credits for work done in another institution upon:

- a) presentation of credentials showing that he/she passed in another institution courses fully equivalent to those given in the UPLB Graduate School for which credit is sought; and
- b) passing the validating test given, if necessary, by the unit concerned.

Article 2. Not more than nine (9) units of advanced credit or transfer credit may be granted to a student for course work done towards the graduate degree, unless course work is done in another institution of higher learning with prior approval of a duly constituted guidance committee. Application for advanced credit should be filed with the Graduate School during the first semester of residence.

Article 3. No credit shall be given for work that has been credited towards any other degree.

Section 7. Residence Requirement and Time Limit

Article 1. A minimum of two semesters and one summer of residence is required for the Master's degree. The student is in residence when he/she is registered for course work in campus, or work *in absentia* with due approval in advance by his/her guidance committee. The period of residence does not include the period that the student is on approved leave of absence.

Article 2. Not more than five years of actual residence from the start of graduate work shall be allowed for the fulfillment of all requirements for the Master's degree.

Section 8. Leave of Absence

Article 1. Leave of absence must be requested through a written permission from the Dean of the Graduate School. The letter of request must state the reason for which the leave is requested and must not exceed one year. Total leave time in the degree program must not exceed two years.

Article 2. If the student withdraws after three-fourths of the total number of hours prescribed for the course has already elapsed, his/her professor shall submit a grade of "5.00" for him/her if his/her class standing up to the time of his/her withdrawal is below "3.00"

Article 3. A student who withdraws from UPLB without formal leave of absence shall be on AWOL status and have his/her registration privileges curtailed or entirely withdrawn.

Article 4. A student on AWOL status for more than 2 years will be automatically terminated from the program.

Article 5. The AWOL status can be lifted only upon approval by the Dean of a written request by the student and payment of the AWOL fee.

Section 9. Honorable Discharge

Article 1. A graduate student who desires to sever connection with the University shall present a written petition to this effect to the Dean of the Graduate School. If the petition is granted, the student shall be given honorable dismissal. Without such petition and favorable action, no record of honorable dismissal shall be made.

Article 2. Honorable dismissal is voluntary withdrawal from the University with the consent of the Graduate School. All indebtedness to the University must be settled before a statement of honorable dismissal will be issued.

Section 10. Graduation Requirements

Article 1. Requirements for graduation include all of which must be the completion of all academic as well as non-academic requirements, in accordance with set deadlines.

Article 2. A student in the master's (with thesis) degree programs is required to complete at least 30 units of course work including thesis, pass the General and Final Examinations, and submit three printed copies and electronic copies in PDF file and MS Word of the thesis manuscript. The student is also required to submit one article based on the thesis and written in a format that is ready for publication in a refereed journal.

Article 3. A student in the master's (without thesis) degree program is required to complete from 30 to 42 units of course work and pass the Final Examination.

Article 4. If some graduation requirements are completed beyond the deadline for a given term, the student must register for the succeeding term to be considered a candidate for graduation for that term.

Article 5. All candidates for graduation must have their deficiencies satisfied and their records cleared not later than the day before the start of the regular registration period for the succeeding term. 5 weeks before the end of their last semester with the exception of those in academic subjects in which the student is currently enrolled in.

Article 6. A student who fails to pay the required graduation fee cannot be conferred any title or degree. He may, however, upon request and payment of necessary fees, be issued a certified copy of his records without specifying his completion of the requirements toward any title or degree.

Section 11. Clearance for Graduation

Article 1. Clearance may be obtained by accomplishing U.P. Form 13a. Students who have completed all academic and other requirements for their respective degrees may only be recommended for graduation after they have processed their clearance.

Section 12. Commencement Exercises

Article 1. Candidates for graduation are encouraged to attend the Graduate School Hooding and Recognition Ceremonies. They are also required to attend the commencement exercises. Those who are unable to do so because of illness or other valid reasons, must submit a request for *graduation in absentia* to the Dean of the Graduate School.

Section 13. Transcripts

Article 1. Application for issuance of transcripts of records should be filed at the Office of the Registrar upon presentation of the clearance slip. (Graduates are encouraged to file their requests for transcripts as early as possible to avoid unnecessary delay.)

CHAPTER 9

ADDITIONAL SPECIFIC RULES AND REGULATIONS FOR THE MASTER'S DEGREE

Part 1. Non-Thesis Master's Degrees (MAgr, MCA, MF, MM, MPS, MPAf)

Section 1. Guidance Committee

Article 1. The student, in consultation with the Chair/Director of the academic unit in which he/she wishes to do his/her major work, selects his/her major professor who shall serve as chair of the guidance committee. Not later than two months after registration, the student, in consultation with the major professor, selects other members of the guidance committee. This committee shall be composed of three or four members. A member shall represent the minor or supportive field, if any, and the chair and other members of the committee shall represent the major field. Membership in the guidance committee shall be with the mutual consent of the individuals selected to serve.

Article 2. The head of the unit offering the student's major field recommends to the Dean of the Graduate School the composition of the guidance committee. Changes in its composition must be approved by the Dean upon recommendation of the unit head in consultation with the student and the professor concerned.

Section 2. Course Work Requirement

Article 1. The Non-thesis Master's degree programs require a minimum of 30-36 units of course work. The required number of units varies according to degree program as specified below.

Degree Program	Required minimum no. of course work units	Required minimum no. of units in 200 (and above)-level courses	Minimum no. of units in major field	Minimum no. of units in minor field
MAgr	36	27	24	12
MCA	36	27	24	12
MF	30	24	18	9

Degree Program	Required minimum no. of course work units	Required minimum no. of units in 200 (and above)-level courses	Minimum no. of units in major field	Minimum no. of units in minor field
MM	36 (w/ 9 units of core courses)	27		
MPS	36 (w/ 12 units of core courses)	27		
MPAf	31 (w/ 13 units of core courses)	27		

Article 2. Before the second semester of residence, the student shall confer with the chair and members of his/her guidance committee to draft a detailed listing of courses which he/she plans to take. The plan of course work shall be recommended by the guidance committee and endorsed by the unit head to the Dean of the Graduate School for approval.

Article 3. Once approved, the plan of course work shall become the official program for the degree and must be completely satisfied, including language requirements, if any, in fulfillment of degree requirements. The UPLB Registrar shall be furnished a copy of the approved plan of course work

Article 4. A student must obtain a weighted GWA of “2.00” or better in all the courses prescribed by his/her committee under the major and minor fields. As part of the qualification for taking the Final Examination, he/she must also obtain passing marks in all courses, which he/she had been enrolled in.

Article 5. The cumulative units to be credited for courses numbered 290/291 and 299 in the plan of course work shall not exceed 4 and 2 units, respectively.

Article 6. Changes in the official program for the degree must be approved by the Dean upon recommendation of the unit head in consultation with the chair and members of the student’s guidance committee. Application for revisions in the plan of course work should be made before courses to be deleted /added/replaced are registered.

Section 3. Final Examination

Article 1. After completing all the academic course requirements with a GWA of “2.00” or better, the student should submit his/her application for the Final Examination duly recommended by the chair of his/her guidance committee and

noted by the unit head of the major department, to the Dean of the Graduate School not later than one month before the date of examination. This examination, which is to be given by the guidance committee, shall test the student's competence in integrating knowledge in his/her major and minor fields, and shall be based on all courses prescribed for the student. This integrative Final Examination shall be in oral form, to be supplemented, if desired by the committee, with a written examination.

Article 2. To pass the examination, a unanimous vote of the committee is required.

Article 3. A student who fails in this examination may be given one re-examination upon unanimous approval of the committee not earlier than one month but not later than one year after the first examination. Failure to pass the re-examination shall disqualify the student permanently from earning the degree.

Article 4. The chair of the committee shall submit to the Dean of the Graduate School a report on the result of the Final/General Examination within one week after the examination.

Section 3. Other Specific Requirements

Article 1. An internship in the student's professional area of specialization under the guidance committee and a seminar course each in the major and minor fields shall be standard requirements of the Master of Agriculture and Master of Communication Arts programs.

Article 2. A field study is a requirement of the Master of Management and the Master in Public Affairs programs.

Article 3. An internship in the student's professional area of specialization may be prescribed under the Master of Professional Studies programs.

Part 2. Master of Arts (MA) and Master of Science (MS)

Section 1. Guidance Committee

Article 1. The student, in consultation with the Chair/Director of the academic unit in which he/she wishes to do his/her major work, selects his/her major professor who shall serve as chair of the guidance committee. Not later than two months after registration, the student, in consultation with the major professor, selects other members of the guidance committee. This committee shall be composed of three or four members. A member shall represent the minor or supportive field, if any, and the chair and other members of the committee shall represent the major field. Membership in the guidance committee shall be with the mutual consent of the individuals selected to serve.

Article 2. The head of the unit offering the student's major field recommends to the Dean of the Graduate School the composition of the guidance committee.

Article 3. The major professor shall be the student's thesis adviser and guidance committee chair. The student may select a thesis co-adviser with the approval of the major professor and the Dean of the Graduate School. The co-adviser becomes co-chair of the guidance committee upon approval of the Dean.

Section 2. Course Work Requirement

Article 1. A minimum of 24 units of course work is required with at least 18 units in the 200 and above level. At least 15 units of the course work shall be in the major field and at least 9 units shall be in the minor field, if applicable.

Article 2. The provisions of Part 1, Section 2, Articles 2, 3, 4, 5, and 6 of this chapter shall apply to the Master of Science and Master of Arts degree programs.

Section 3. General Examination

Article 1. After completing all the academic course requirements with a GWA of "2.00" or better, the student should submit his/her application for the general examination, duly recommended by the chair of his/her guidance committee and noted by the unit head of the major department, to the Dean of the Graduate School not later than one month before the date of examination. This examination, which is to be given by the guidance committee, shall test the student's competence in integrating knowledge in his/her major and minor fields and shall be based on all courses prescribed for the student. It shall be in oral form to be supplemented, if desired by the committee, with a written examination.

Article 2. To pass the examination, a unanimous vote of the committee is required.

Article 3. A student who fails the examination may be given one examination upon unanimous approval of the committee, not earlier than one month but not later than one year after the first examination. Failure to pass the re-examination disqualifies the student permanently from earning the degree.

Article 4. The chair of the committee shall submit to the Dean of the Graduate School a report on the result within one week after the examination.

Section 4. Thesis

Article 1. After earning 12 units of courses with graduate credit, the student may be authorized to work on his/her thesis.

Article 2. A thesis outline must be approved by the guidance committee before actual research may be done. The student shall submit to the Graduate School the approved title and outline of the thesis for final approval of the Dean not later than the second semester of thesis enrolment.

Article 3. Copies of the draft of the thesis, when completed in all respects and editorially acceptable as judged by the adviser, shall be submitted to the student's committee for criticism, evaluation, and suggestions for improvement.

Article 4. The guidance committee certifies to the publishable quality of the thesis — that the thesis is suitable for publication in a journal that practices a thorough and credible review process.

Article 5. The student is required to submit to the Dean one article based on the thesis and written in a format that is ready for publication in a refereed journal.

Article 6. The thesis shall be subjected to external review.

Article 7. The Dean of the Graduate School appoints an external reviewer from three nominees recommended by the guidance committee. The external reviewer shall have expertise along the student's field of study and shall come from outside the student's major department. The external reviewer is required to submit an independent report to the Dean that indicates a recommendation for either acceptance or rejection of the thesis with explanation based on the critical review and evaluation that he/she has made.

Article 8. The thesis shall have an equivalent of six units of graduate credit and shall have a numerical grade upon completion.

Article 9. The six units of thesis shall be registered in three terms for two units each term (2-2-2) or two terms for three units each term (3-3).

Article 10. A student who has already registered a total of six units for thesis but still unable to finish the work should register one unit per term until he/she is able to submit the copies of approved manuscript, but only up to a maximum of six terms (4 semesters, 2 summers). If at the end of this time limit, the student is still unable to submit copies of the approved manuscript, he/she shall be given a grade of "U" and should re-enrol all the six units of thesis. The same policies as in Article 9 shall apply. However, a student who is a candidate for graduation during the semester and only has thesis to enrol may be allowed to register the whole six units total credit.

Article 11. Three printed copies and an electronic copy in PDF file and MS Word of the thesis manuscript on a compact disk must be submitted to the Dean of the Graduate School not later than the following deadlines:

- a) For Summer Graduates – the day before the first day of regular registration for the succeeding first semester.
- b) For First Semester Graduates – the day before the first day of regular registration for the succeeding second semester.
- c) For Second Semester Graduates – the day before the Graduate Advisory Council meets.

Section 5. Work in Absentia

Article 1. The thesis of a student may be done *in absentia* with the approval of the guidance committee if his/her research is better done outside the University of the Philippines. In such case, the student must be duly registered for thesis units with the Graduate School.

Article 2. A student working *in absentia* shall make periodic reports of his/her progress to his/her thesis adviser.

Section 6. Final Examination

Article 1. The student shall be given an oral examination on his/her thesis by his/her guidance committee.

Article 2. The student may apply for the Final Examination when his/her thesis is complete and in a form acceptable to his/her major professor, who indicates his/her favorable judgment by recommending the approval of the application for Final Examination.

Article 3. The application for Final Examination, duly recommended by the chair of his/her guidance committee and noted by the unit head of the major department together with the final draft of the thesis manuscript shall be submitted to the Dean of the Graduate School not later than two weeks before the examination. The candidate must also submit a copy of the final draft of his/her thesis manuscript to each member of his/her guidance committee.

Article 4. To pass the examination, the student must receive not more than one negative vote of the committee.

Article 5. A student who fails the examination may be given a re-examination not earlier than one month but not later than one year after the first examination, upon

unanimous approval of the guidance committee. Failure to pass this re-examination permanently disqualifies the student from completing his/her intended program of study at UPLB.

Article 6. The chair of the examining committee shall submit to the Dean of the Graduate School a report on the result of the examination not later than the next working day following the examination and using the prescribed form.

Section 7. Extension of Residency

Article 1. A student who was not able to complete the requirements for the degree within the time limit following the provisions of Chapter 8, Section 7, may apply for extension of residency provided the student has satisfied all the following conditions:

- a) has completed all coursework requirements based on the approved plan of coursework with a GWA of 2.0 or better;
- b) has already passed the general examination; and
has the recommending approval of his/her Guidance Committee.

Article 2. Students must apply for extension at least one month before reaching maximum residency. Upon approval, a formal notice of extension will be sent to the student and his/her Guidance Committee.

Article 3. Prescription of additional courses is optional and is dependent on the collective decision of the student's Guidance Committee.

Article 4. A second and last year of extension may be granted to a student if he/she has already successfully defended the thesis, and is in the process of finalizing the manuscript.

Article 5. In cases of *force majeure*, such as typhoons and major calamities, which the Graduate School, upon the recommendation of the Guidance Committee, will determine, the student may be allowed an additional, or third extension, to complete his/her program.

CHAPTER 10
RULES AND REGULATIONS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY

Section 1. Admission

Article 1. Applicants for admission to graduate work for the degree of Doctor of Philosophy (PhD) must be holders of a master's degree or its equivalent from any recognized institution.

Article 2. An application form (GS Form 1) duly accomplished must be submitted to the Graduate School together with the following documents:

- a) Original and a photocopy of the official transcript of academic records, in English language, with no remarks and with an explanation of the grading system used, from all tertiary and graduate institutions attended;
- b) For international students, certification from the Office of the University Registrar of previous university attended that the medium of instruction is English (if applicable), or results of Test of English as a Foreign Language (TOEFL) or results of the International English Language Testing System (IELTS), or its equivalent;
- c) Application fee (may be paid by bank transfer or postal money order); and
- d) Sealed letters of references from two former professors, superiors or colleagues, and a letter of reference from the applicant's former Master's degree adviser.

All documents must be in the Graduate School at least one month before the start of classes every semester. For international students, documents must be submitted earlier to have ample time to process travel papers. Submitted documents pertinent to the application become part of the university files and cannot be returned to the applicant.

Article 3. The unit concerned shall determine the acceptability of an applicant based on a set of criteria that may include applicant's academic background, language proficiency, and research and work experience in the intended major field. Admission of a prospective major student shall be recommended by the head of the unit concerned to the Dean of the Graduate School who will issue an official letter of admission.

Article 4. All applicants from countries where English is not the medium of instruction and with TOEFL score below 500 or IELTS score below 5.5 should take the English proficiency examination. Those who do not meet the required level of proficiency for graduate studies in UPLB may be admitted on Probationary status with the condition that they should take the Intensive English Course for International Students administered by the Language Instruction Towards

Excellence (LITE) Program of the College of Arts and Sciences prior to or during their first semester of residency in the program.

Section 2. Notice of Admission

Article 1. Letters of admission shall be sent out beginning February 23 for first semester admission and July 23 for second semester admission.

Article 2. The admission process is not complete until the applicant acknowledges the admission through a letter of acceptance.

Section 3. Admission Categories

Article 1. An applicant to a degree program may be admitted on regular status, or on probationary status, or denied admission.

Article 2. Regular Admission is offered to an applicant whose academic records and supporting documents indicate that he is qualified to undertake graduate study in his chosen field.

Article 3. Probationary Admission is offered to an applicant whose academic records and supporting documents indicate deficiencies but show promise of success in graduate study. Probationary Admission is also offered to international students whose academic background qualify for admission but who failed to show proof of English proficiency.

Article 4. An applicant admitted on probationary status must meet the specific requirements of his admission before his probationary status can be changed to regular. An applicant who fails to meet the terms of his probationary admission is automatically disqualified from pursuing his intended program of study.

Article 5. Applicants who are denied admission due to lack of preparatory or fundamental courses in the intended graduate program of study may have their applications reconsidered only after submission of additional documents not submitted at the time of original evaluation. Applicants denied admission due to poor academic credentials are discouraged from reapplying for admission.

Section 4. Deferment of Admission

Deferment of admission for a period not exceeding one year may be granted upon written request. A student unable to register within one year of admission needs to re-apply for admission to the Graduate School.

Section 5. Registration

Article 1. All students intending to work for a PhD degree shall be allowed to register only upon presentation of the letter of admission from the Dean of the Graduate School.

Article 2. A student may enroll in not more than 14 units of course work per semester and not more than 6 units during summer.

Section 6. Advanced or Transfer Credit

Article 1. A student whose application for admission has already been approved and is duly matriculated may apply for advanced credits or transfer credits for work done in another institution upon:

- a) presentation of credentials showing that he/she passed in another institution courses fully equivalent to those given in the Graduate School for which credit is sought; and
- b) passing the validating test given, if necessary, by the unit concerned.

Article 2. Not more than nine units of advanced credit or transfer credit may be granted to a student for course work done towards the PhD degree, unless the course work was done in another institution of higher learning with prior approval of a duly constituted advisory committee. Application for advanced credit should be filed with the Graduate School after passing the qualifying examination.

Article 3. No credit shall be given for course work that has been credited towards any other degree.

Section 7. Residence Requirement and Time Limit

Article 1. A minimum of four semesters and two summers of residence is required for the PhD degree. The student is in residence when he/she is registered for course work, dissertation work on campus, or work *in absentia*, with the approval in advance by his/her Advisory Committee. The period of residence does not include the period that the student is on approved Leave of Absence.

Article 2. Not more than seven years of actual residence from the start of graduate work shall be allowed for the fulfillment of all the requirements for the PhD degree.

Section 8. Leave of Absence

The provisions of Chapter 8, Section 8 shall also apply to students under the PhD program.

Section 9. Honorable Discharge

The provisions of Chapter 8, Section 9 shall also apply to students under the PhD program.

Section 10. Advisory Committee

Article 1. Membership in the advisory committee shall be limited to graduate faculty members who are PhD degree holders and shall be with the mutual consent of the individuals selected to serve. Other graduate faculty members may act as member or chair of an advisory committee only on exceptional merit to be approved by the Dean upon recommendation of the unit head.

Article 2. The student, in consultation with the head of the unit in which he/she desires to do his/her major work, selects his/her major professor who shall serve as chair of the advisory committee.

Article 3. Not later than two months after registration, the student, in consultation with the major professor, select one or two cognate fields and the other members of his/her advisory committee. This committee shall be composed of four or five members with the major field and cognate field(s) represented.

Article 4. The unit head of the major department recommends to the Dean of the Graduate School the composition of the advisory committee.

Article 5. Changes in the composition of the advisory committee must be approved by the Dean upon recommendation of the unit head in consultation with the student and professor concerned.

Article 6. The major professor shall be the student's dissertation adviser. However, the student may select a dissertation co-adviser with the approval of the major professor and the Dean of the Graduate School. The co-adviser becomes the co-chair of the advisory committee upon approval of the Dean.

Section 11. Qualifying Examination

Article 1. The student must take the qualifying examination to be conducted by the advisory committee before the registration for the second semester of residence. The result of the examination will be the basis for evaluating the student's ability to pursue doctoral study and for determining a suitable program of coursework.

Article 2. The student should submit his/her application for the qualifying examination, duly recommended by the chair of his/her advisory committee and noted by the unit head of the major department, to the Dean of the Graduate School not later than one month before the date of examination. The details of the qualifying examination shall be left to the discretion of the advisory committee.

Article 3. To pass the examination, the student must receive not more than one negative vote of the committee.

Article 4. If the student fails his/her qualifying examination, no re-examination shall be allowed, except on the unanimous approval of his/her advisory committee. If the student fails the re-examination, he/she shall be permanently disqualified from earning the degree.

Article 5. The chair of the advisory committee shall submit to the Dean of the Graduate School a report on the result of the examination within one week after the examination.

Section 12. Course Work Requirement

Article 1. After passing the qualifying examination, the student shall confer with his/her advisory committee to plan his/her course work. The plan of course work shall be recommended by the advisory committee and endorsed by the unit head to the Dean of the Graduate School.

Article 2. Once approved, the plan of course work shall become the official program for the degree and must be completely satisfied, including language requirements, if any, in fulfillment of degree requirements. The UPLB Registrar shall be furnished a copy of the approved plan of course work.

Article 3. A minimum of 24 units of course work beyond the master's degree is required with at least 18 units of the course work on the 200 and above level.

Article 4. At least 12 units of course work shall be in the major field and 6 units in each cognate field. In case the students opts to have only one cognate, the minimum number of units for the major and cognate fields shall be 15 and 9 units, respectively.

Article 5. Changes in the official program for the degree must be approved by the Dean upon recommendation of the unit head in consultation with the chair and members of the student's advisory committee. Applications for revisions in the plan of course work should be done before courses to be deleted/added/replaced are registered.

Section 13. Comprehensive Examination

Article 1. A Comprehensive Examination is taken after completing satisfactorily all the courses prescribed in the approved plan of coursework and the foreign language requirement, if any, and upon recommendation of the student's major adviser.

Article 2. The student must obtain a GWA of "2.00" or better in all the courses prescribed in the approved plan of course work under the major and cognate fields. As part of the qualification for taking the Comprehensive Examination, the student must also obtain "passing grades" in all courses which had been enrolled.

Article 3. Application to take the Comprehensive Examination, duly recommended by the chair of the advisory committee and noted by the unit head of the major department, shall be submitted to the Dean of the Graduate school at least one month before the date of examination.

Article 4. The Comprehensive Examination shall test the student in his/her major and cognate fields. A written examination shall be given for each area indicated in his/her plan of course work. An integrative oral examination shall be given after passing the written examination. The details of the examination shall be left to the discretion of the advisory committee.

Article 5. To pass the examination, a unanimous vote of the committee is required.

Article 6. A student who fails the Comprehensive Examination may apply for re-examination not earlier than one month but not later than one year after the first examination. If the student fails the re-examination, he/she shall be barred permanently from pursuing his intended program of study.

Article 7. The chair of the advisory committee shall submit to the Dean of the Graduate School a report on the result of the examination within one week after the examination.

Section 14. Candidacy to the PhD Program

Article 1. Official candidacy to the doctoral degree program is established when a student passed the Comprehensive Examination.

Section 15. Doctoral Dissertation

Article 1. The title and outline of the dissertation as recommended by the adviser must be approved by all members of the advisory committee not later than the third semester of dissertation enrolment.

Article 2. The candidate must present a copy of his/her dissertation that is satisfactory to all members of the advisory committee. The dissertation, which should be in prescribed form, must show that (1) he/she possesses mastery of the field in which he/she presents himself/herself; (2) he/she is capable of doing independent scholarly work; and (3) he/she is able to draw or infer such conclusions as may, in some respect, modify or enlarge upon what has been previously known.

Article 3. The advisory committee certifies to the publishable quality of the dissertation — that the dissertation is suitable for publication in a journal that practices a thorough and credible review process.

Article 4. The student is required to submit to the Dean of the Graduate School two articles based on the dissertation and written in a format that is ready for publication in a refereed journal or journals.

Article 5. The dissertation shall be subjected to external review.

Article 6. The Dean of the Graduate School appoints an external reviewer from three nominees recommended by the advisory committee. The external reviewer shall have expertise along the student's field of study and shall come from outside the student's major department. The external reviewer is required to submit an independent report to the Dean that indicates his recommendation for either acceptance or rejection of the dissertation with explanation based on the critical review and evaluation that he/she has made.

Article 7. The doctoral dissertation shall have a credit of 12 units and shall have a numerical grade upon completion. The 12 units of dissertation can be enrolled in three terms for four units each term (4-4-4) or four terms for three units each term (3-3-3-3).

Article 8. A student who has already registered a total of 12 units for dissertation but still unable to finish the work should register one unit per term until he/she is able to submit the copies of approved manuscript, but only up to a maximum of six terms (4 semesters, 2 summers). If at the end of this time limit, the student is still unable to submit copies of the approved manuscript, he/she shall be given a grade of "U" and should re-enrol all the 12 units of thesis. The same policies as in Article 7 shall apply. However, a student who is a candidate for graduation during the semester and only has dissertation to enrol may be allowed to register the whole 12 units total credit.

Article 9. Three printed copies and an electronic copy in PDF file and MS Word of the dissertation manuscript on a compact disk must be submitted to the Dean of the

Graduate School not later than the following deadlines:

- a) For Summer Graduates – the day before the first day of regular registration for the succeeding first semester.
- b) For First Semester Graduates – the day before the first day of regular registration for the succeeding second semester.
- c) For Second Semester Graduates – the day before the Graduate Advisory Council meets.

Section 16. Work in Absentia

Article 1. The dissertation of a candidate may be done *in absentia* with the approval of the advisory committee, if his/her research project requires work outside the University or will be facilitated by the resources of other institutions.

Article 2. A candidate working *in absentia* shall make periodic reports of his/her progress to his/her adviser. The candidate must be registered for dissertation units with the Graduate School if his/her work is to be recognized.

Section 17. Final Examination

Article 1. The final oral examination has two purposes: to test the candidate's ability to defend his/her dissertation and to provide the advisory committee the opportunity to suggest modifications in the dissertation.

Article 2. The candidate may apply for the examination when his/her dissertation is complete and in a form acceptable to his/her major professor who indicates his/her favorable judgment by recommending the approval of the application for Final Examination.

Article 3. The application for Final Examination, duly recommended by the chair of the advisory committee and noted by the unit head of the major department, and the final draft of the dissertation shall be submitted to the Dean of the Graduate School not later than two weeks before the examination. The candidate must also submit a copy of the final draft of his/her dissertation to each member of his/her advisory committee who shall conduct the examination.

Article 4. To pass the examination, the candidate must receive not more than one negative vote of the committee.

Article 5. A candidate who fails his/her Final Examination may apply for a re-examination, which should take place not earlier than one month but not later than

one year after the Final Examination upon the unanimous approval of the advisory committee. If the student fails the re-examination, he/she shall be barred from completion of his/her intended program of study at UPLB.

Article 6. The chair of the advisory committee shall report the result of the examination to the Dean of the Graduate School not later than three days after the examination.

Article 7. Interested members of the Graduate Faculty may participate without any voting power in the Final Examination.

Section 18. Graduation Requirements

Article 1. Candidates for the PhD degree are required to complete a minimum of 36 units of course work including dissertation, pass a qualifying examination, a written and oral comprehensive examination and a Final Examination based on the dissertation. The student is also required to submit to the Dean of the Graduate School three printed copies and electronic copies in PDF file and MS Word of the dissertation manuscript. Submission of two articles based on the dissertation and written in a format that is ready for publication in a refereed journal or journals is also required.

Article 2. The provisions of Chapter 8, Section 10, Articles 1, 4, 5 and 6; Section 11, Article 1; Section 12, Article 1; and Section 13, Article 1 shall also apply to the PhD program.

Section 19. Extension of Residency

Article 1. A student who was not able to complete the requirements for the degree within the time limit following the provisions of Chapter 10, Section 7, may apply for extension of residency provided the student has satisfied the following conditions:

- a) has completed all coursework requirements based on the approved plan of coursework with a GWA of 2.0 or better;
- b) has already passed the written and oral comprehensive examinations;
and
- c) has the recommending approval of his/her Advisory Committee.

Article 2. Students must apply for extension at least one month before reaching maximum residency. Upon approval, a formal notice of extension will be sent to the student and his/her Advisory Committee.

Article 3. Prescription of additional courses is optional and is dependent on the collective decision of the student's Advisory Committee.

Article 4. A second and last year of extension may be granted to a student if he/she has already successfully defended the thesis, and is in the process of finalizing the manuscript.

Article 5. In cases of *force majeure*, such as typhoons and major calamities, which the Graduate School, upon the recommendation of the Advisory Committee, will determine, the student may be allowed an additional, or third extension, to complete his/her program.

CHAPTER 11
RULES AND REGULATION FOR THE
STRAIGHT PhD DEGREE PROGRAM

Section 1. Admission Requirements

Article 1. A Master of Science (MS) student in UPLB who has completed at least 18 units of 200-level graduate courses, in two consecutive semesters during his/her first year in the graduate program and with a GWA of 1.25 or better may apply to shift to a straight PhD program.

Article 2. The applicant shall undergo the following procedures prior to his/her admission to the straight PhD program:

1) Obtain a certification of his/her GWA and record of his/her grades for each course he/she has taken at the 200-level from the office of the University Registrar. These documents must be attached to his/her application for a qualifying examination.

2) After securing these documents, apply for a Qualifying Examination to the unit head upon the recommendation of his/her guidance committee.

3) Take the Qualifying Examination before the opening of classes following his/her completion of the first 18 units of 200-level graduate courses. The qualifying examination shall determine whether the following criteria are met.

- a) Substantial scholarship and high attainment in a particular field of knowledge;
- b) Marked ability and scholarship in some relatively broad field of knowledge;
- c) High critical ability and powers of imagination and synthesis; and
- d) Knowledge in the use of research techniques.

Section 2. Examination Committee

Article 1. The unit head shall organize the Examination Committee after he/she has approved the application of the student for a Qualifying Examination. The Examination Committee shall perform the following tasks:

- 1) Assess the scholastic standing of the candidate;
- 2) Examine the subject areas taken by the student which will receive emphasis in the doctoral program;
- 3) Interview the candidate;
- 4) Prepare and administer the written Qualifying Examination;
- 5) Evaluate the result of the written Qualifying Examination and measure them against the criteria set forth in the foregoing; and
- 6) Submit to the department chair the results of the evaluation of the candidate's performance in the written Qualifying Examination.

Article 2. A student who passes the written Qualifying Examination shall be recommended by the unit head to the Dean of the Graduate School who will issue the official letter of admission. If the student fails the written Qualifying Examination, he/she shall retain his/her status in the MS degree.

Section 3. Course Work Requirement

Article 1. The student who qualifies for the straight PhD program shall plan his/her course work with the advisory committee.

Article 2. A minimum of 36 units of course work shall be required. At least 27 units shall be required in the major field and a minimum of 9 units in the cognate field, or 24 units shall be required in the major field and a minimum of 6 units in each of the two cognate fields. Only 6 units of 100-level courses may be credited towards the course work requirement.

Article 3. The student must finish all course work within two years (four semesters and two summers). Exception may be made upon strong recommendation of the major adviser.

Section 4. Comprehensive Examination

Article 1. The student may apply for a comprehensive examination after satisfactorily completing all the courses prescribed by his/her committee and upon recommendation of his/her major professor. Application for the comprehensive examination shall be submitted to the Dean of the Graduate School at least one month before the date of the examination.

Article 2. The comprehensive examination shall test the student in his/her major and cognate field(s). a written examination shall be given for each area indicated in his/her plan of course work. An integrative oral examination shall be given after passing the written examination. The details of the examination shall be left to the discretion of the advisory committee.

Article 3. To pass the examination, a unanimous vote of the committee is required.

Article 4. A student who fails the comprehensive exam may apply for re-examination not earlier than one month but not later than one year after the first examination. If the student fails the re-examination, he/she may apply for a Master of Science degree and fulfill the requirements of such a degree.

Article 5. The chair of the advisory committee shall submit to the Dean of the Graduate School a report on the result of the examination within one week after the examination.

Section 5. Doctoral Dissertation

Article 1. The title and outline of the dissertation as recommended by the adviser must be approved by all members of the advisory committee not later than the third semester of dissertation enrolment.

Article 2. The provisions of Chapter 10, Section 15, Articles 2-9 shall also apply to the Straight PhD program.

Section 6. Final Examination

Article 1. Application for the Final Examination shall be submitted to the Dean of the Graduate School at least one month before the examination. Before approval of the application for Final Examination, the candidate must submit a copy of the final draft of his/her dissertation manuscript to each member of his/her advisory committee who shall conduct the examination.

Article 2. The provisions of Chapter 10, Section 17, Articles 1, 2, 4, 6, and 7 shall apply to the Straight PhD program.

Article 3. A candidate who fails his/her Final Examination may apply only once for re-examination which should take place not earlier than a month after the first examination. A re-examination may be given only upon unanimous approval of the advisory committee.

Section 7. Extension of Residency

Article 1. The provisions of Chapter 10, Section 19 on Extension of Residency shall also apply to students in the Straight PhD program.

CHAPTER 12
RULES AND REGULATION FOR THE DEGREE OF
DOCTOR OF PHILOSOPHY BY RESEARCH

Section 1. Admission Requirements

Article 1. An applicant for admission to graduate work for the degree of Doctor of Philosophy (PhD) by research must

- a) be a holder of a Master of Science (MS) degree in the same area as the PhD degree being applied for from a recognized institution;
- b) have a GWA of 1.75 or better in the MS degree;
- c) have at least three (3) years of relevant experience in research certified by his/her Agency.
- d) have at least one referred publication, senior or sole author, in a reputable journal.
- e) must undergo and pass the assessment process conducted by the evaluation committee of relevant academic unit.

Article 2. An application form (GS Form 1) duly accomplished must be submitted to the Graduate School together with the following documents:

- a) Original and a photocopy of the official transcript of academic records, in English language, with no remarks and with an explanation of the grading system used, from all tertiary and graduate institutions attended;
- b) Photocopy of BS and MS diplomas;
- c) Certification from the immediate head of the agency that the applicant has at least three (3) years of satisfactory research experience;
- d) Reprints or copies of the applicant's research outputs
- e) A research proposal which shall include the title, rationale, objectives, methodology, and references;
- f) For international students, certification from the Office of the University Registrar of previous university attended that the medium of instruction is English (if applicable), or results of Test of English as a Foreign Language (TOEFL) or results of the International English Language Testing System (IELTS), or its equivalent;
- g) Application fee (may be paid by bank transfer or postal money order); and
- h) Sealed letters of references from two former professors, superiors or colleagues, and a letter of reference from the applicant's former Master's degree adviser.

All documents must be in the Graduate School at least one month before the start of classes every semester. For international students, documents must be submitted earlier to have ample time to process travel papers. Submitted documents pertinent

to the application become part of the university files and cannot be returned to the applicant.

Article 3. All applicants from countries where English is not the medium of instruction and with TOEFL score below 500 or IELTS score below 5.5 should take the English proficiency examination. Those who do not meet the required level of proficiency for graduate studies in UPLB may be admitted on Probationary status with the condition that they should take the Intensive English Course for International Students administered by the Language Instruction Towards Excellence (LITE) Program of the College of Arts and Sciences prior to or during their first semester of residency in the program.

Section 2. Evaluation for Admission

Article 1. The Evaluation Committee composed of a chair and at least three (3) but not more than five (5) graduate faculty members shall assess the potential of an applicant as a PhD by research student.

Article 2. The Evaluation Committee shall conduct the interview, assessment examination, and defense of the research proposal of the applicant. The assessment examination may be written or oral, or both, as unanimously approved by the Evaluation Committee.

Article 3. Acceptance (or non-acceptance) to the program shall be based on the overall performance of the applicant in the interview, assessment examination, and in the defense of the applicant's research proposal.

Article 4. To be accepted into the program, the applicant must receive no more than one negative vote from the Evaluation Committee.

Section 3. Notice of Admission

Article 1. Letters of admission shall be sent out beginning February 23 for first semester admission and July 23 for second semester admission.

Article 2. The admission process is not complete until the applicant acknowledges the admission through a letter of acceptance.

Section 4. Registration

The student shall be allowed to register only upon presentation of the letter of admission from the Dean of the Graduate School.

Section 5. Deferment of Admission

Deferment of admission for a period not exceeding one year may be granted upon written request. A student unable to register within one year of admission needs to re-apply for admission to the Graduate School.

Section 6. Residency and Time Limit

Article 1. A student is in residence when he/she is registered for dissertation work on campus, or work *in absentia* with due approval in advance b his/her Advisory Committee.

Article 2. A minimum period of two (2) but not more than five (5) years is required for residency.

Article 3. After 5 years, the residency can be extended upon recommendation of the Advisory Committee, consistent with the provision in Chap. 10, Sec. 19, Art. 5 of the UPLB Graduate School Policies, Rules and Regulations.

Section 7. Advisory Committee

Article 1. In the first semester of residence, the student, in consultation with the Chair/Director of the major department/institute, shall select his/her prospective major adviser who shall also be the chair of the student's advisory committee. The student, together with his/her major adviser, shall form the committee, which shall be composed of at least five (5) members, including the adviser, with the major and related areas are represented.

Article 2. The chair of the advisory committee shall convene the committee not later than one month after the approval of its composition by the Dean of the Graduate School. The student shall discuss with his/her advisory committee the details of the dissertation proposal including the place of work and its mechanics of monitoring, facilities needed, time required to accomplish the work, and the budget. During his/her first semester, the student shall also discuss the required seminar presentations in relation to the dissertation research with the Advisory Committee.

Article 3. The Student shall discuss with his/her advisory committee for the approval of portions of the dissertation, which are ready for presentation in a seminar, and to be written and submitted for publication.

Section 8. Work in Absentia

The provisions of Chapter 10, Section 16, Articles 1 and 2 shall also apply to the PhD by Research program.

Section 9. Final Examination Panel

The provisions of Chapter 10, Section 15, Articles 2-9 of the UPLB Graduate School Policies, Rules and Regulations shall also apply to the PhD by Research program.

Section 10. Final Examination

Article 1. The Final Examination panel shall be composed of the student's advisory committee and an external reviewer to be appointed by the Dean of the Graduate School from among three (3) nominees of the department/institute. The process of external review shall be consistent with Chap. 10, Sec. 15, Art. 2-9 of the UPLB Policies, Rules and Regulation. In addition, the doctoral dissertation outline as well as the manuscript will be externally reviewed to ensure quality. The student shall be given, by his/her Final Examination panel, an oral examination which will be opened to the public. The Graduate School shall publicize the schedule and place of the oral examination.

Article 2. To pass the examination, the student must receive no more than one negative vote from the Advisory Committee.

Article 3. A student who fails the examination may be given a re-examination not earlier than one month but not later than one year after the first examination only upon unanimous approval of his/her advisory committee. Failure to pass the re-examination shall disqualify the student from earning the degree.

Article 4. A student who passes the Final Examination shall be given a numerical grade by his/her adviser in consultation with the members of the Advisory Committee. This grade reflects the whole work done during the program to include the publications emanating from the research work and the results of the final examination.

Section 11. Requirements for Graduation

Article 1. The student must register three (3) units of seminar (1 unit per semester), and present a seminar as a requirement for each enrollment. At least two of the seminar topics to be presented must include results of the dissertation. The student shall not be allowed to continue the program if he/she will not be able to give a satisfactory performance in his/her first seminar presentation.

Article 2. Before the student can be awarded the degree, at least three (3) articles from his/her dissertation work should have been published or at least accepted for publication in a refereed journal. The first pages or title pages of the published articles shall be appended to the manuscript. If the articles are not yet published, the letter of acceptance can be appended instead.

Article 3. Three printed copies and electronic copies in PDF and MS Word file of the dissertation manuscript duly approved by the advisory committee members must be submitted to the Graduate School.

CHAPTER 13 SPECIFIC RULES AND REGULATIONS FOR RE-ADMISSION

Section 1. Re-Admission Requirements

A student who was not able to complete the requirements for the degree within the time limit may apply for re-admission to the Graduate School. In order to be eligible for re-admission, the student must have a GWA of "2.00" or better in all advanced undergraduate and graduate courses taken in the program that he/she was pursuing.

Section 2. Crediting of Courses

Article 1. Courses taken previously at UPLB may be credited by passing a written validating examination. Only existing courses or courses that cover substantially the same subject matter as existing courses may be validated.

Article 2. A course taken more than seven years prior to the time of a student's Final Examination schedule can no longer be credited towards a degree.

Section 3. Validating Examination

Validating examinations shall be taken during the first year of residence. Permit to take the validating examination shall be issued by the Graduate School. Results of the validating examination shall be submitted to the Graduate School not later than one week after the examination. The schedule of the validating examination shall be determined by the unit offering the course.

Section 4. Residence Requirement and Time Limit

Article 1. The provisions of Chapter 8, Section 7, Article 2 shall also apply to re-admitted Master's students.

Article 2. The Provisions of Chapter 10, Section 7, Article 2 shall also apply to re-admitted PhD students.