



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

GRADUATE SCHOOL

OPERATIONS MANUAL

Version 0.1 (Preliminary)

October 2015

## INTRODUCTION

This manual is a compilation of the Graduate School Citizen's charter and the Graduate School Policies Rules and Regulations.

Part of this manual is a revision of the June 2005 handbook on the UPLB Graduate School Organization, Policies, Rules and Regulations. That is a product of a long review process that culminated in the approval of the UPLB University Council on 20 October 2009. The 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 former GS Dean, Dr. Oscar B. Zamora, former School Secretary Dr. Cristeta N. Cuaresma and 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. Yapo who served as language editor of the handbook and Mr. Leslie Bolaños for the cover design and layout.

We hope that this manual will prove useful to our staff, graduate students and faculty.

MARK DONDI M. ARBOLEDA

Secretary

JOSE V. CAMACHO, JR

Dean

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## HISTORY OF THE GRADUATE SCHOOL

Graduate studies at UPLB aim to develop the ability of students in critical inquiry and independent research towards the advancement of knowledge and the development of professional leadership.

The Graduate School (GS) integrates and administers graduate programs in agriculture, forestry, the basic sciences, mathematics and statistics, development economics and management, agrarian studies and human ecology. It also caters to the increasing demand of graduate offering in other disciplines like agricultural engineering, land and water resources engineering, molecular biology and information technology, food science and technology, food and nutrition planning, and veterinary medicine.

Graduate programs at the University of the Philippines Los Baños (UPLB) started as early as 1913 under the College of Agriculture. One graduate student of the College was awarded the degree of Master of Science in Agricultural Chemistry during that year. Graduate studies in the University of the Philippines was then supervised by the University Graduate Committee which administered the graduate programs of all the units of the University.

Realizing the need for more adequate instruction on the graduate level, the Board of Regents established the University Graduate School headed by the Dean on October 26, 1950. Under this set-up, the U.P. Graduate School administered the graduate program at Los Baños through a Sub-Committee for the Los Baños unit. The Dean of the College of Agriculture was the ex-officio chairman of this sub-committee. Within the next few years, the curricular offerings at Los Baños continued to expand and enrollment increased. To cope with the expansion, the Office of the Director of Graduate Studies was created in January 1970.

The field of higher education took a higher step on November 20, 1972 when Presidential Decree No. 58 was issued. This decree authorized the U.P. Board of Regents to establish a University of the Philippines System, including an autonomous University of the Philippines at Los Baños. Consequently, a full pledged and distinct UPLB Graduate School was established on December 21, 1972.

UNIVERSITY OF THE PHILIPPINES  
Quezon City

Office of the President

December 15, 1972

MEMORANDUM for -

The Honorable Chairman and Members  
Board of Regents

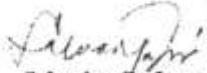
SUBJECT: Establishment of the College of Sciences and Humanities and the Graduate School in the University of the Philippines at Los Baños

In line with the proposal now under consideration by the Board of Regents to establish an autonomous University of the Philippines in Los Baños, pursuant to Presidential Decree No. 58, it is recommended that the College of Sciences and Humanities and the Graduate School be formally created as new degree-granting units in U. P. at Los Baños, effective the second semester, 1972-73.

The College of Sciences and Humanities shall offer:  
(a) general education courses which are required in the various curricula in U. P. at Los Baños; and (b) duly approved curricula leading to Bachelor of Science and Bachelor of Arts degrees.

The Graduate School shall administer and coordinate all courses and programs at the master's and doctoral levels, in all units, in U. P. at Los Baños.

It is further recommended that the Board authorize the President to adopt such measures as may be necessary for the proper staffing, housing, equipping, and financing of these new units from available funds, facilities or resources of U. P. at Los Baños.

  
Salvador P. Lopez  
President

Graduate Studies at UPLB aim to develop the ability of students for critical inquiry and independent research towards the advancement of knowledge as well as to develop professional leadership. Besides paving the way to specialization in selected fields, graduate work is designed to encourage independent work and to promote research. Graduate students, therefore, are admitted to candidacy for a degree only after demonstrating distinct ability in graduate work.

The UPLB Graduate School integrates and administers graduate programs in agriculture, forestry, the basic sciences (e.g. biology and chemistry), mathematics and statistics, development economics and management, agrarian studies and human ecology. It also caters to the increasing demands for graduate offering in other disciplines like agricultural engineering, land and water resources engineering and agrometeorology. Graduate programs in food science and technology, food and nutrition planning and veterinary medicine are likewise offered. The graduate programs cover a wider array of specialization. However, the main thrust of the Graduate School offering is still in the agricultural and closely allied fields of specialization for it is these areas where the UPLB faculty is particularly strong and physical resources are adequate.

The UPLB graduate programs lead to any of the following degrees:

- Master of Agriculture (MAgr)
- Master in Veterinary Epidemiology (MVEpi)
- Professional Master (PM)
- Master of Arts (MA)
- Master in Communication Arts (MCA)
- Master of Forestry (MF)
- Master of Information Technology (MIT)
- Master of Management (MM)
- Master of Professional Studies (MPS)
- Master in Public Affairs (MPAf)
- Master of Science (MS)
- Doctor of Philosophy (PhD)
- Regular PhD
- Straight PhD
- PhD by Research

The graduate degree programs offered by UPLB are as follows:

Master in Veterinary Epidemiology

Professional Masters in Tropical Marine Ecosystems Management.

Master of Forestry

- Forest Biological Sciences
- Forest Resource Management
- Silviculture and Forest Influences
- Social Forestry
- Wood Science and Technology

Master of Information Technology

Master of Arts

- Communication Arts
- Sociology

Master of Communication Arts

- Communication Arts

Master of Agriculture

- Agronomy
- Horticulture

Master of Management

- Agribusiness Management and Entrepreneurship
- Business Management
- Cooperative Management

Master of Development Management and Governance

- Development Management and Governance

Master in Public Affairs

- Agrarian and Rurban Development Studies
- Education Management
- Strategic Planning and Public Policy

Master of Professional Studies

- Food and Nutrition Planning

Master of Science

- Agricultural Chemistry
- Agricultural Economics
- Agricultural Education
- Agricultural Engineering

- Agrometeorology
- Agronomy
- Animal Science
- Applied Nutrition
- Biochemistry
- Botany
- Chemical Engineering
- Chemistry
- Computer Science
- Community Development
- Development Communication
- Development Management and Governance
- Economics
- Entomology
- Environmental Science
- Extension Education
- Family Resource Management
- Food Science
- Forestry: Forest Biological Sciences
- Forestry: Forest Resources Management
- Forestry: Silviculture and Forest Influences
- Forestry: Social Forestry
- Forestry: Wood Science and Technologys
- Genetics
- Horticulture
- Mathematics
- Microbiology
- Molecular Biology and Biotechnology
- Natural Resources Conservation
- Plant Breeding
- Plant Genetics Resources Conservation and Management
- Plant Pathology
- Rural Sociology
- Soil Science
- Statistics
- Veterinary Medicine

- Wildlife Studies
- Zoology

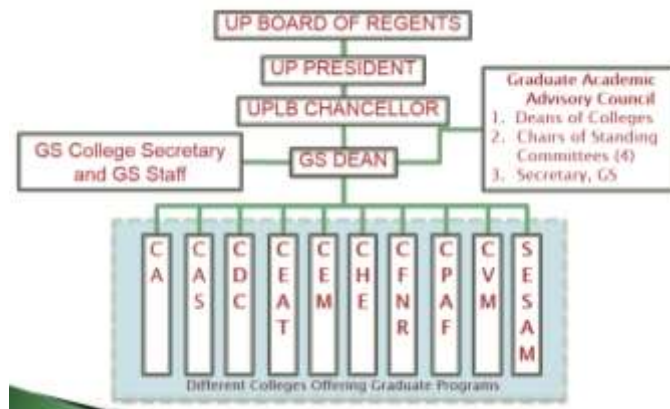
Doctor of Philosophy

- Agricultural Chemistry
- Agricultural Economics
- Agricultural Education
- Agricultural Engineering
- Agronomy
- Animal Science
- Biochemistry
- Botany
- Computer Science
- Community Development
- Development Communication
- Entomology
- Development Studies
- Environmental Science
- Extension Education
- Food Science
- Forestry: Forest Biological Sciences
- Forestry: Forest Resources Management
- Forestry: Silviculture and Forest Influences
- Forestry: Wood Science and Technology
- Genetics
- Horticulture
- Human Nutrition
- Microbiology
- Molecular Biology and Biotechnology
- Plant Breeding
- Plant Pathology
- Soil Science
- Statistics

Doctor of Philosophy by Research

Straight Doctor of Philosophy

### THE ORGANIZATION, UP SYSTEM, UP LOS BAÑOS, AND THE GRADUATE SCHOOL



## **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 reappointment, 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 recordkeeping 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.

## **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.

## **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.

## **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.

**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.

**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.

## THE GRADUATE SCHOOL OFFICE ORGANIZATIONAL CHART



**Jose V. Camacho, Jr.**  
Dean



**Mark Dondi M. Arboleda**  
College Secretary

### General Information and Public Relations



**Ma. Loty A. Sulit**  
AA

- General Information
- Receiving

### Student and Faculty Records



**Cynthia G. Dela Peña**  
SRE II

- Faculty Records
- Student Graduation
- Student Examinations

### Administrative Services



**Marie Cris L. Supleto**  
AO I

- Financials
- Inventory
- Procurement

### Admissions and Scholarships



**Leslie G. Bolaños**  
SRE II

- Student Records
- Systems Design
- IT Support



**Lucas C. Cabalse**  
AA

- Driver
- Building Administrator



**Dorothy C. Litan**  
SCE

- Admissions
- Scholarships
- Visa Processing



**Lilian A. Banalo**  
AA

- Student Records
- Student Progress
- Encoder



**Marissa A. Alumaga**  
NGW

- Project Coordinator



**Jonathan M. Cosico**  
NGW

- Visa Processing
- Scholarships Admission
- Thesis/Dissertation Grants



**Ronald A. Abrera**  
NGW

- Web Developer
- Encoder
- IT Support



**Ferdinand L. Ganayo**  
NGW

- Building Maintenance



**Annabel Ocampo**  
NGW

- Scholarships Monitoring



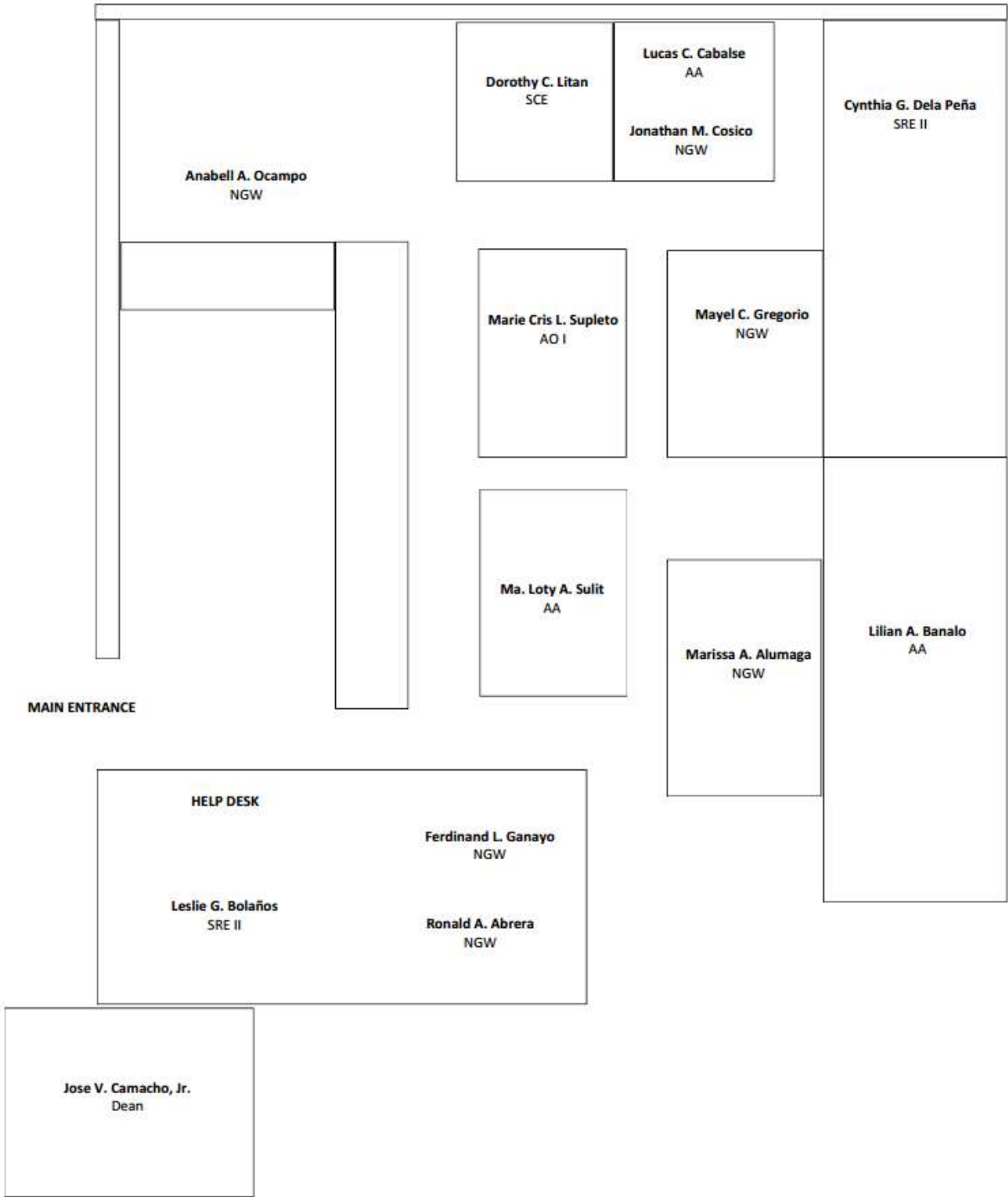
**Mayel C. Gregorio**  
NGW

- Faculty Appointments
- Student Records
- Encoder

# GRADUATE SCHOOL STAFF OFFICE LOCATION

Mark Dondi Arboleda  
College Secretary

## The UPLB Graduate School Staff Location



## **POSITIONS, DESIGNATIONS, AND RESPONSIBILITIES OF GRADUATE SCHOOL OFFICERS AND STAFF**

### **Dean of the Graduate School**

The Dean is the overall administrator of the GS. He is responsible for ensuring the University's mandates in relation to graduate studies are carried out. He reports directly to the University Chancellor.  
(See Officers of the Graduate School Section)

### **Secretary of the Graduate School**

The Secretary assists the Dean in the management of the GS most importantly in student records management and student registration/enrollment and is usually designated the OIC when the Dean is unavailable. His additional tasks are to ensure that students (with thesis) that have entered AY 2010 have their thesis externally reviewed. He reports directly to the Dean  
(See Officers of the Graduate School Section 2 for more details)

### **The GS Staff**

The GS staff is then subdivided into four sections; Administrative Services, General Information and Public Relations, Student and Faculty Records, and Admissions and Scholarships.

**Administrative services Section** is responsible for the financials, inventory and procurement of materials and services, building administration and maintenance, and projects coordination.

**General Information and Public Relations Section** is responsible for providing general information about GS, receiving and sending GS related documents. GIPRO is also responsible for tracking incoming and outgoing documents via the GS Virtual Logbook, the GS document tracking software.

**Student and Faculty Records Section** is responsible for the Graduate Faculty records and appointments, student progress and graduation, student examinations (oral, written, and final), student records, information systems design, IT services and support, and web development.

**Admissions and Scholarships Section** is responsible for Graduate student admissions, scholarships, visa processing, thesis/dissertation grants, and scholarships monitoring.

### **Within the GS staff are the following positions and their designations:**

**Administrative Officer (AO).** The task of the AO is to supervise the day-to-day operations of the GS staff. The AO is designated as the head of the Administrative Services, Finance Officer, Inventory and Procurement Officer. He reports directly to the Dean.

**Administrative Assistant (AA).** The AA assists the AO in accomplishing the day-to-day tasks of the GS. The AAs are designated as General Information and Communications Officer and Office Secretary. They report to the AO.

As general information and communications officer (GIPRO), the AA provides general information about GS, receives and sends GS related documents. The GIPRO is also responsible for tracking incoming and outgoing documents via the GS Virtual Logbook. He is also responsible for documenting the minutes of official Graduate School meetings.

**Administrative Aide (Admin. Aide).** The Admin. Aide assists the AO in accomplishing the day-to day tasks of the GS. Admin Aides are designated as GS Driver, Building Administrator, and Records Officer. They report to the AO.

As driver, the AA maintains the vehicles of the GS in safe and running condition. Makes sure the vehicles are clean. Drives the Dean, Secretary and/or staff for official business. Responsible for transferring/ delivering materials and GS documents to other offices as required. Processes the gasoline and (toll) fees as required.

As building administrator, his task is to make sure the building and infrastructure are well maintained, in working order, clean and safe.

As student records and progress officer, the Admin Aide tracks student progress and graduation, student examinations (oral, written, and final), and maintains student records.

**Student Records Evaluator (SRE).** The SREs are responsible for evaluating and processing of student progress and graduation related documents and forms (Nomination of Committee, Plan of Study, Examinations, Thesis/Dissertation Outlines, Thesis/Dissertation Manuscripts, Checklists, True Copy of Grades, Candidates for Graduation, Clearance for Graduation).. Additional designation includes Faculty Records Officer, Systems Designer and IT Coordinator.

As Faculty Record Officer, the SRE processes Faculty records, ensuring that Faculties are allowed to teach graduate courses and serve in the students' committee.

As Systems Designer, the SRE is tasked to document and analyze office processes and design a more efficient, computerized system.

As IT Coordinator the SRE is tasked to maintain, repair, update IT equipment and coordinate within and with other offices of GS IT projects.

**Students Credit Evaluator.** The SCE is responsible for overseeing the admission of students, scholarships and visa processing.

**Non-Government Worker (NGWs).** NGWs role in the GS is to assist in the various functions of the GS.

An NGW can be designated as Project Coordinator. In this role the NGW assists the Dean in various projects of GS such as the construction of the infrastructures (new GS building 2015), off-campus initiatives (eg. PhD DVST in UPMIn),etc.

An NGW may be designated as the building maintenance worker. In this role, the NGW maintains the safety and cleanliness of the GS complex.

An NGW may be designated as software developer, encoder and supports the Systems Designer in the implementation of an IT project.

An NGW may also function as visa processor and monitoring and thesis/dissertation grants. He assists the SCE in scholarship admissions and monitoring

An NGW may also function as assistant to the SRE and AA in processing faculty appointments and student records

## **OPERATIONAL CONTROL AND SUPERVISION**

The Operational Control and Supervision of the GS is from the Dean-> Secretary-> AO. From the AO, supervision of the various GS sections are towards the AO, SRE, SCE, or AA. The four officers supervise the various AA and NGW under them (see Organizational Chart). The Dean or the Secretary can directly instruct and supervise any officer of the GS as needed.

In case of the absence of the Dean, the Secretary is usually designated as the Officer in Charge (OIC). In case of the absence of both Dean and Secretary, the Dean and Secretary designates their respective representatives. In this case, the Dean usually requests the University Registrar to be the GS OIC. The Secretary can designate any Graduate Faculty of his choice.

In the absence of the AO, any of the SRE, SCE or AAs may take his place as requested by the AO, or as designated by the Dean.

In the absence of the SCE, SRE or AAs, the AO designates his temporary replacement or as requested by the SCE, SRE or AAs.

## **STUDENT POLICIES**

### **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.)

## 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 coursework units	Required inimum 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
MM	36	27	27	
MPS	36	27	27	
MPAf	31	27	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 cochair 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.

## **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 cochair 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 reexamination 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 reexamination, 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.

## **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 reexamination 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.

### **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 by 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, and 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 reexamination 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.

### **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 readmitted Master's students.

**Article 2.** The Provisions of Chapter 10, Section 7, Article 2 shall also apply to readmitted PhD students.

## OPERATIONAL PROCEDURES

### GENERAL INFORMATION AND PUBLIC RELATIONS SECTION

#### Receiving and Releasing

Who may avail of the service: General Public

What are the requirements: None

Duration of Processing: 15 min

Schedule/Availability of Service: Monday to Friday 8:00 – 5:00 PM without noon break

#### Receiving

How to avail of the Service:

Step	Client	Service Provider	Processing time	Person in Charge	Fee	Form
1	Client Submits Documents	Receives documents	3 Min.	Ma. Loty A. Sulit. or any staff	None	Depends on the transaction
2		Check if documents are in order	5 Min.	Ma. Loty A. Sulit. or any staff	None	None
3		Log the documents and inform the client of the possible date of release if applicable	5 min.	Ma. Loty A. Sulit. or any staff	None	None
4		Forward to Person in Charge	2 min	Ma. Loty A. Sulit. or any staff	None	None

#### Releasing

How to avail of the Service:

Step	Client	Service Provider	Processing time	Person in Charge	Fee	Form
1	Client claims Documents	Identify the Document	3 Min.	Ma. Loty O. Sulit. or any staff	None	Depends on the transaction
2		Verify the Identity of the Client	5 Min.	Ma. Loty O. Sulit. or any staff	None	Identification card and/or authorization letter
3		Log the document	5 min.	Ma. Loty O. Sulit. or any staff	None	None
4		Release the Document	2 min	Ma. Loty O. Sulit. or any staff	None	None

### General Inquiries

Who may avail of the service: General Public

What are the requirements: None

Duration of Processing: 15 min depending on the complexity

Schedule/Availability of Service: Monday to Friday 8:00 – 5:00 PM without noon break

#### Over-the-counter Inquiries

How to avail of the Service:

Step	Client	Service Provider	Processing time	Person in Charge	Fee	Form
1	General Public	Entertains over-the-counter inquiry	3-15 minutes depending on the nature of inquiry	Ma. Loty O. Sulit. or any staff	None	None
2		Refer to specific person if necessary	5 Min.	Ma. Loty O. Sulit. or any staff	None	None
3		Obtain the inquirer's contact information if inquiry cannot be answered	5 Min.	Ma. Loty O. Sulit. or any staff	None	None

### Phone Inquiries

How to avail of the Service:

Step	Client	Service Provider	Processing time	Person in Charge	Fee	Form
1	General Public	States name and institution and greets caller	3-15 minutes depending on the nature of inquiry	Ma. Loty O. Sulit. or any staff	None	None
2		Refer to specific person if necessary	5 Min.	Ma. Loty O. Sulit. or any staff	None	None
3		Obtain the inquirer's contact information if inquiry cannot be answered	5 Min.			

**ADMISSIONS AND SCHOLARSHIPS SECTION**

**Admission to Graduate School**

Who may avail of the service: Bachelor’s Degree Graduate.

What are the requirements: Applicant must be a graduate of Bachelor’s degree.

Duration of Processing: within 2 weeks

Schedule/Availability of Service: Monday to Friday 8:00-5:00 PM without noon break

How to avail of the Service:

<b>Step</b>	<b>Applicant/Client</b>	<b>Service Provider</b>	<b>Duration of Activity</b>	<b>Person in Charge</b>	<b>Fee</b>	<b>Form</b>
1	Student submits the completed document	Log the document in virtual Logbook Program	2 min.	Anyone who received the form	Php 500.00	GS Form 1
		Check form and completeness of supporting documents	3 min.	Dorothy C. Litan	None	None
		Endorses to Department	1 day	Col. Secretary	None	Letter
		Evaluates application	1 week	Graduate Admission Committee	None	
		Receives result of evaluation and recommendation	1 min	Anyone who received the documents	None	None
		Issues Notice of Admission/Denial	10 min	Col. Secretary/Dean	None	GS Form 3A
		Releases Notice of Admission/Denial with Acceptance Deferment Slip (if admitted)	2 mins	Dorothy C. Litan	None	None

### Deferment of Enrolment

Who may avail of the service: Admitted applicant

What are the requirements: Deferment Slip

Duration of Processing: one day

Schedule/Availability of Service: Monday to Friday 8:00-5:00 PM without noon break

How to avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fee	Form
	Fill up Deferment/ Acceptance Form, and pay fees at Cashier's office	Check information period of deferment	2 min.	Dorothy C. Litan	Php 200.00	Deferment Form
		Approval	2 min.	Col. Secretary/Dean	None	None
		Prepares notice of approval	2 min.	Dorothy C. Litan	None	Letter
		Signs notice	1 min	Col. Secretary	None	Letter

### Visa Processing

Who may avail of the service: Foreign student

What are the requirements: Passport, Notice of Admission, Certificate of Enrolment/Acceptance, NBI Clearance, and Quarantine Clearance.

Duration of Processing: two months

Schedule/Availability of Service: Monday to Friday 8:00-5:00 PM without noon break

How to avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fee	Form
1	Fill up Immigration Forms and submit with required supporting documents	Carefully check declared information in application form and authenticity of submitted documents	5 min.	Dorothy C. Litan/Jonathan Cosico	BI fees	BI Form 2014 - CGAF
2		Endorses application for visa	2 min.	Col. Secretary/Dean	None	Letter
3		Arrange documents according to BI requirement, photocopy passport and other documents	10 min.	Jonathan Cosico	None	None
4		Submit to Immigration for evaluation and request for Order for Payment slip	30 mins	Jonathan Cosico	None	None
5		Pay fees	5 mins	Jonathan Cosico	P6,000 to P12,000	OPS
6		Return application document with OR for visa implementation	2-4 weeks	Jonathan Cosico	None	Claim Stub
7		Releases new visa document and passport to applicant	3 mins	Dorothy C. Litan	None	

### Re-Admission to Graduate School

Who may avail of the service: A student who was not able to complete the requirements for the degree within the time limit.

What are the requirements: Applicant must not have more than five years of actual residence from the start of graduate work.

Duration of Processing: within 2 weeks

Schedule/Availability of Service: Monday to Friday 8:00-5:00 PM without noon break

How to avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fee	Form
1	Student submits the completed document	Log the document in virtual Logbook Program	2 min.	Anyone who received the form	Php 500.00	GS Form 2A
2		Check form and completeness of supporting documents	3 min.	Dorothy C. Litan	None	None
3		Prepares endorsement letter to Graduate Admission Committee	3 min.	Dorothy C. Litan	None	Letter
3		Endorses to Department	1 day	Col. Secretary	None	Letter
4		Evaluates application	7-10 days	Graduate Admission Committee	None	
5		Receives result of evaluation and recommendation	1 min	Dorothy C. Litan	None	None
5		Prepares Notice of Admission/Denial	10 mins	Dorothy C. Litan	None	GS Form 3A
6		Approves Notice of Admission/Denial	1 day	Col. Sec. / Dean	None	GS Form 3A
7		Releases Notice of Re-Admission/Denial	2 mins	Dorothy C. Litan	None	None

### Application for Change of Degree Program/Major Field

Who may avail of the service: A student who wishes to shift to another degree or major field.

What are the requirements: Applicant must be admitted to graduate school either for MS or PhD degree program.

Duration of Processing: within 2 weeks

Schedule/Availability of Service: Monday to Friday 8:00-5:00 PM without noon break

How to avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fee	Form
1	Student submits the letter of intent addressed to the GS Dean and signed by applicants Advising Committee or Temporary Adviser	Log the document in virtual Logbook Program	2 min.	Anyone who received the form	Php 500.00	GS Form
2		Check form and completeness of supporting documents (TCG)	3 min.	Dorothy C. Litan	None	None
		Retrieve applicants GS file	10 mins	Pinky Banalo	None	None
3		Prepares endorsement letter to Graduate Admission Committee	3 min.	Dorothy C. Litan	None	Letter
3		Endorses to Department	1 day	Col. Secretary	None	Letter
4		Evaluates application	7-10 days	Graduate Admission Committee	None	
5		Receives result of evaluation and recommendation	1 min	Dorothy C. Litan	None	None
5		Prepares Notice of Change of degree/major field/Denial	10 mins	Dorothy C. Litan	None	GS Form 3A
6		Approves Notice of Admission/Denial	1 day	Col. Sec. / Dean	None	GS Form 3A
7		Releases Notice of Re-Admission/Denial	2 mins	Dorothy C. Litan	None	None



### Change of Admission Status from Probationary to Regular

Who may avail of the service: A student who has complied with the requirements of probationary status.

What are the requirements: Applicant must be admitted to graduate school either for MS or PhD degree program on probationary status

Duration of Processing: within 3 days

Schedule/Availability of Service: Monday to Friday 8:00-5:00 PM without noon break

How to avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fee	Form
1	Student submits letter request for change of status	Log the document in virtual Logbook Program	2 min.	Anyone who received the form	None	Letter
2		Attach request to student's folder record with new TCG and other supporting documents	3 min.	Dorothy C. Litan	None	None
3		Comments/evaluates records	3 min.	Col. Sec.	None	Letter
3		Prepares letter of approval/denial	1 day	Dorothy C. Litan	None	Letter
4		Signs letter of approval/denial	3 mins.	Col. Sec.	None	Letter
5		Notifies student and send approved request through email. Returns GS folder to Records Section.	1 min	Dorothy C. Litan	None	None

### Extension of Probationary Period

Who may avail of the service: A student who has not complied with the requirements of probationary status.

What are the requirements: Applicant must be admitted to graduate school either for MS or PhD degree program on probationary status

Duration of Processing: within 3 days

Schedule/Availability of Service: Monday to Friday 8:00-5:00 PM without noon break

How to avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fee	Form
1	Student submits letter request for extension of probationary period	Log the document in virtual Logbook Program	2 min.	Anyone who received the form	None	Letter
2		Attach request to student's folder record with new TCG	3 min.	Dorothy C. Litan	None	None
3		Comments/evaluates records	3 min.	Col. Sec.	None	Letter
3		Prepares letter of extension	1 day	Dorothy C. Litan	None	Letter
4		Signs letter of approval	3 mins.	Col. Sec.	None	Letter
5		Notifies student and send approved request through email. Returns GS folder to Records Section.	1 min	Dorothy C. Litan	None	None

### Scholarship Application

Who may avail of the service: MS/Phd student

What are the requirements: Application form, Admission Notice, Recommendations, Proof of grades

Duration of Processing: one month

Schedule/Availability of Service: Monday to Friday 8:00-5:00 PM without noon break

How to avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fee	Form
1	Fill up scholarship application form and attach required supporting documents	Receive the form and logs in virtual logbook	5 min.	Anyone who received the form	None	DOST Application Form
2		check completeness of supporting documents, arrange accordingly, and put in individual folder	5 min.	Dorothy C. Litan	None	
3		Evaluate application and recommend if qualified	15 mins	Col. Secretary and Dean	None	None
4		Forward application to DOST or sponsoring agency.	2-3 weeks	Dorothy C. Litan	None	Letter of recommendation signed by Dean
5		Prepares Scholarship certification to approved qualifier	10 mins	Dorothy C. Litan		Certification

**Application for Graduate Mentoring and Apprenticeship Program (GMAP)**

Who may avail of the service: MS/Phd student without scholarship

What are the requirements: Application form, True Copy of Grades, CV, Work Plan

Duration of Processing: three weeks

Schedule/Availability of Service: Monday to Friday 8:00-5:00 PM without noon break

How to avail of the Service:

<b>Step</b>	<b>Applicant/Client</b>	<b>Service Provider</b>	<b>Duration of Activity</b>	<b>Person in Charge</b>	<b>Fee</b>	<b>Form</b>
1	Submit accomplished GMAP application form and supporting documents	Receive the form	2 min.	Anyone who received the form	None	GMAP Form 1
2		Records in virtual logbook	1 min	Anyone who received the form	None	
3		check completeness of supporting documents, arrange accordingly, and put in individual folder	5 min.	Dorothy C. Litan	None	
4		Issues certification for qualified applicants	5 mins	Dean	None	Certification
5		Forward application form to BMO/HRDO/OC for preparation of service contract	1 week	Dorothy C. Litan	None	
6		Co-signs service contract	2 days	Vice Chancellor and Chancellor		Service Contract

## STUDENT AND FACULTY RECORDS SECTION

### Processing of Graduate Faculty Appointment

**Who may avail of the service:** Graduate students, faculty and staff

**What are the requirements:** See Graduate Faculty

**Duration of Processing:** 1 – 2 months depending on the completeness of required documents and availability of signatories

**Schedule/Availability of Service:** Monday to Friday 8:00 a.m.– 5:00 p.m. without noon break

Step	Applicant/ Client	Service Provider	Duration of Processing	Person-in-Charge	Fee	Form
1	Requesting unit submits recommendation for appointment to the Graduate Faculty	Receives/log-in at the virtual logbook and record book the recommendation for appointment to the Graduate Faculty	5 min	M. Gregorio	none	Recommendation for Appointment to the Graduate Faculty (Regular members- yellow form; Non regular members - pink / white form)
2		Verifies/evaluate completeness of documents in compliance with GS policies. Countersigns recommendation with complete documents for recommending approval of the GS Secretary	30 min	C. dela Peña		
3		Recommends approval and affixes signature; forwards the recommendation to the GS Dean	10 min	GS Secretary		
4		Recommends approval and affixes signature	10 min	GS Dean		
5		Endorses recommendation for original and re-appointment to HRDO; Endorses recommendation for renewal of appointment to OVCAA for recommending approval	30 min	M. Gregorio		
6		Signs the recommendation and endorses to the Office of the Chancellor for approval		Vice Chancellor, OVCAA		

7		Signs the recommendation and return the documents to the Graduate School	1-2 mo	Office of the Chancellor		
8		Receives and records approved recommendation	5 min	M. Gregorio		
9		Processes Notice of Appointment	5 min	M. Gregorio		
10		Counterchecks notice of appointment; updates faculty record; affixes initial in the Notice of Appointment for signature of the Dean	5 min	C. dela Peña		
11		Signs Notice of Appointment	5 min	GS Dean		
12	Requesting unit receives Notice of Appointment	Records, scan and issues Notice of Appointment through the college dean of the requesting unit; and Files recommendation and notice of appointment	30 min	M. Gregorio		
<b>END OF TRANSACTION</b>						

Processing time depends on the volume of documents received and evaluation of record

### Nomination of Guidance Committee and Plan of Study

Who may avail of the service: Master's Students on regular status

What are the requirements: Students should have a regular admission. Probationary students should first be converted to regular. Change of Admission Status is needed for Probationary students. Faculties that have been nominated should have proper appointment to the Graduate School.

Duration of Processing: within an hour to 3 months depending on the volume, on the average 1 month.

Schedule/Availability of Service: Monday to Friday 8:00 – 5:00 PM without noon break

How to avail of the Service:

Step	Client	Service Provider	Processing time	Person in Charge	Fee	Form
1	Student submits the completed form	Checks for the completeness of the form	3 Min.	anyone who received the form	None	Nomination of Guidance Committee and Plan of Study Form (Green form for Thesis and blue for Non-Thesis students)
2		Log the document in the Virtual Logbook Program	3 min.	anyone who received the form	None	None
3		Forward to the Person in charge	3 min.	anyone who received the form	None	None
4		Accepts the form and processes the form		Leslie G. Bolaños	None	None
5		appointment of the faculty will be checked	5 min	Mayel Gregorio	None	None
6		Check the plan of study and time table	5 min	Leslie G. Bolaños	None	None
7		Approval	30 min	College Secretary and Dean	None	None
8		Digital Filing	5 min	Leslie G. Bolaños	None	None
9	Student gets the copy of the approved form	Physical Filing and Recording	5 min	Lilian Banalo	None	None

### Nomination of Advisory Committee

Who may avail of the service: PHD Students on regular status

What are the requirements: Students should have a regular admission. Probationary students should first be converted to regular. Change of Admission Status is needed for Probationary students. Faculties that have been nominated should have proper appointment to the Graduate School.

Duration of Processing: within an hour to 2 weeks depending on the volume, on the average 1 week.

Schedule/Availability of Service: Monday to Friday 8:00 – 5:00 PM without noon break

How to avail of the Service:

Step	Client	Service Provider	Processing time	Person in Charge	Fee	Form
1	Student submits the completed form	Checks for the completeness of the form	3 Min.	anyone who received the form	None	Nomination of Advisory Committee for PhD
2		Log the document in the Virtual Logbook Program	3 min.	anyone who received the form	None	None
3		Forward to the Person in charge	3 min.	anyone who received the form	None	None
4		Accepts the form and processes the form		Leslie G. Bolaños	None	None
5		appointment of the faculty will be checked	5 min	Mayel Gregorio	None	None
6		Endorse for approval	5 min	Leslie G. Bolaños	None	None
7		Approval	30 min	College Secretary and Dean	None	None
8		Digital Filing	5 min	Leslie G. Bolaños	None	None
9	Student gets the copy of the approved form	Physical Filing and Recording	5 min	Lilian Banalo	None	None



### Plan of Study for PhD

Who may avail of the service: PHD Students on regular status

What are the requirements: Students should have a regular admission. Probationary students should first be converted to regular. Change of Admission Status is needed for Probationary students. Student should have an approved Advisory Committee and have already taken and passed the Qualifying Exam.

Duration of Processing: within an hour to 3 months depending on the volume, on the average 1 month.

Schedule/Availability of Service: Monday to Friday 8:00 – 5:00 PM without noon break

How to avail of the Service:

Step	Client	Service Provider	Processing time	Person in Charge	Fee	Form
1	Student submits the completed form	Checks for the completeness of the form	3 Min.	anyone who received the form	None	Plan of Study Form for PhD (Yellow form)
2		Log the document in the Virtual Logbook Program	3 min.	anyone who received the form	None	None
3		Forward to the Person in charge	3 min.	anyone who received the form	None	None
4		Accepts the form and check the plan of study and time table		Leslie G. Bolaños	None	None
5		Approval	30 min	College Secretary and Dean	None	None
6		Digital Filing	5 min	Leslie G. Bolaños	None	None
7	Student gets the copy of the approved form	Physical Filing and Recording	5 min	Lilian Banalo	None	None

### Revision of Plan of Study

Who may avail of the service: Student with an approved Plan of Study.

What are the requirements: Approved plan of study

Duration of Processing: within an hour to 3 weeks depending on the volume, on the average 1 week.

Schedule/Availability of Service: Monday to Friday 8:00 – 5:00 PM without noon break

How to avail of the Service:

Step	Client	Service Provider	Processing time	Person in Charge	Fee	Form
1	Student submits the completed form	Checks for the completeness of the form	3 Min.	anyone who received the form	None	Application for Revision of Plan of Study Form
2		Log the document in the Virtual Logbook Program	3 min.	anyone who received the form	None	None
3		Forward to the Person in charge	3 min.	anyone who received the form	None	None
4		Accepts the form and check the revisions		Leslie G. Bolaños	None	None
5		Approval	30 min	College Secretary and Dean	None	None
6		Digital Filing	5 min	Leslie G. Bolaños	None	None
7	Student gets the copy of the approved form	Physical Filing and Recording	5 min	Lilian Banalo	None	None

### Change of Member/Adviser in Guidance/Advisory Committee

Who may avail of the service: Students with approved committee

What are the requirements: Approved nomination of committee members

Duration of Processing: within an hour to 2 weeks depending on the volume, on the average 1 week.

Schedule/Availability of Service: Monday to Friday 8:00 – 5:00 PM without noon break

How to avail of the Service:

Step	Client	Service Provider	Processing time	Person in Charge	Fee	Form
1	Student submits the completed form	Checks for the completeness of the form	3 Min.	anyone who received the form	None	Change of Member/Adviser in Guidance/Advisory Committee Form
2		Log the document in the Virtual Logbook Program	3 min.	anyone who received the form	None	None
3		Forward to the Person in charge	3 min.	anyone who received the form	None	None
4		Accepts the form and processes the form		Leslie G. Bolaños	None	None
5		appointment of the faculty will be checked	5 min	Mayel Gregorio	None	None
6		Endorse for approval	5 min	Leslie G. Bolaños	None	None
7		Approval	30 min	College Secretary and Dean	None	None
8		Digital Filing	5 min	Leslie G. Bolaños	None	None
9	Student gets the copy of the approved form	Physical Filing and Recording	5 min	Lilian Banalo	None	None

### Approval of Thesis/Dissertation Outline

Who may avail of the service: Regular Students

What are the requirements: Approved nomination of committee members, Have completed at least 12 units of coursework, have already enrolled thesis/dissertation units.

Duration of Processing: within an hour to 2 weeks depending on the volume, on the average 1 week.

Schedule/Availability of Service: Monday to Friday 8:00 – 5:00 PM without noon break

How to avail of the Service:

Step	Client	Service Provider	Processing time	Person in Charge	Fee	Form
1	Student submits the completed form and outline	Checks for the completeness of the form	3 Min.	anyone who received the form	None	Approval of Thesis/Dissertation Outline Form
2		Log the document in the Virtual Logbook Program	3 min.	anyone who received the form	None	None
3		Forward to the Person in charge	3 min.	anyone who received the form	None	None
4		Accepts the form and outline processes the form		Leslie G. Bolaños	None	None
5		Assess if Graduate work in ausencia and certification of scientific name is necessary	5 min	Leslie G. Bolaños	None	None
6		Endorse for approval	5 min	Leslie G. Bolaños	None	None
7		Approval	30 min	College Secretary and Dean	None	None
8		Digital Filing	5 min	Leslie G. Bolaños	None	None
9	Student gets the copy of the approved form	Physical Filing and Recording	5 min	Lilian Banalo	None	None

### Processing of Application for Qualifying Examination

**Who may avail of the service:** Currently enrolled PhD students

**What are the requirements:**

1. The student must take the qualifying examination to be conducted by the advisory committee before registration for the second semester of residence.
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 chair of the major department, to the Dean of the Graduate School not later than one month before the date of examination.
3. Photocopy of Form 5 (Registration form)
4. Regular admission status
5. Approved nomination of advisory committee

**Duration of Processing:** 30 minutes upon receipt of application to 2 weeks depending on the evaluation of student record

**Schedule/Availability of Service:** Monday to Friday 8:00 a.m.– 5:00 p.m. without noon break

Step	Applicant/ Client	Service Provider	Duration of Processing per applicant	Person-in-Charge	Fee	Form
1	Submits application for qualifying exam	Receives, records/log-in at the virtual logbook application for qualifying examination, retrieves students file, and evaluates student record	30 min	C. dela Peña	none	application for qualifying exam (yellow form)
2	Wait for notification on the availability of exam permit or has the option to follow-up status of application	Processes and countersigns examination permit for signature of the GS Secretary	30 min	C. dela Peña		
3		Approves application for exam and affixes signature in the exam permit	10 min	Graduate School Secretary		
4		Notifies applicant on the availability of exam permit via email	5 min	C. dela Peña		
5	Receives examination permit and signs the logbook	Issues examination permit	5 min	M.L.A. Sulit		Examination permit (color=yellow)
6	The chair of the advisory committee submits to the Dean of the Graduate School a report on the result to the examination within one week after the examination.	Receives, update student record, and countersigns examination report for signature of the GS Secretary	20 min	C. dela Peña		Examination report
7		Affixes signature in the examination report	5 min	Graduate School Secretary		
8		Files examination report	5 min	L. Banalo		
<b>END OF TRANSACTION</b>						

\*Processing time depends on the evaluation of student record.

### Processing of Application for Written Comprehensive Examination

**Who may avail of the service:** Currently enrolled PhD students

**What are the requirements:**

1. The student should submit his/her application for the written comprehensive examination, duly recommended by the chair of his/her advisory committee and noted by the chair of the major department, to the Dean of the Graduate School not later than one month before the date of examination.
2. Approved plan of study
3. All courses prescribed by committee in the approved plan of study under the major and minor fields should have been taken with a general weighted average grade of "2.00" or better
4. Obtain "passing grades" in all courses enrolled.
5. Passing the Qualifying examination
6. Photocopy of Form 5 (Registration form)

**Duration of Processing:** 30 minutes upon receipt of application to 2 weeks depending on the evaluation of student record

**Schedule/Availability of Service:** Monday to Friday 8:00 a.m.– 5:00 p.m. without noon break

Step	Applicant/ Client	Service Provider	Duration of Processing* per applicant	Person-in-Charge	Fee	Form
1	Submits application for written comprehensive exam	Receives, records/log-in at the virtual logbook application for written comprehensive examination, retrieves students file, evaluates student record , and compute for the general weighed average (GWA)	30 min	C. dela Peña	none	application for written comprehensive exam (yellow form)
2	Wait for notification on the availability of exam permit	Processes and countersigns examination permit for signature of the GS Secretary	30 min	C. dela Peña		
3		Approves application for exam and affixes signature in the exam permit	10 min	Graduate School Secretary		
4		Notifies applicant on the availability of exam permit via email	5 min	C. dela Peña		
5	Receives examination permit and signs the logbook	Issues examination permit	5 min	M.L.A. Sulit		Examination permit (color=yellow)
6	The chair of the advisory committee submits to the Dean of the Graduate School a report on the result to the examination within one week after the examination.	Receives, update student record, and countersigns examination report for signature of the GS Secretary	20 min	C. dela Peña		Examination report
7		Affixes signature in the examination report	5 min	Graduate School Secretary		
8		Files examination report	5 min	L. Banalo		
<b>END OF TRANSACTION</b>						

\*Processing time depends on the evaluation of student record; the applicant has the option to follow-up status of application

### Processing of Application for Oral Comprehensive Examination

**Who may avail of the service:** Currently enrolled PhD students

**What are the requirements:**

1. The student should submit his/her application for the oral comprehensive examination, duly recommended by the chair of his/her advisory committee and noted by the chair of the major department, to the Dean of the Graduate School not later than one month before the date of examination.
2. All courses prescribed by committee in the approved plan of study under the major and minor fields should have been taken with a general weighted average grade of "2.00" or better
3. Obtain "passing grades" in all courses enrolled.
4. Passing the Qualifying and written comprehensive examination
5. Photocopy of Form 5 (Registration form)

**Duration of Processing:** 30 minutes upon receipt of application to 2 weeks depending on the evaluation of student record

**Schedule/Availability of Service:** Monday to Friday 8:00 a.m.– 5:00 p.m. without noon break

Step	Applicant/ Client	Service Provider	Duration of Processing	Person-in-Charge	Fee	Form
1	Submits application for oral comprehensive exam	Receives, records/log-in at the virtual logbook application for oral comprehensive examination, retrieves students file, and evaluates student record	30 min	C. dela Peña	none	application for oral comprehensive exam (yellow form)
2	Wait for notification on the availability of exam permit	Processes and countersigns examination permit for signature of the GS Secretary	30 min	C. dela Peña		
3		Approves application for exam and affixes signature in the exam permit	10 min	Graduate School Secretary		
4		Notifies applicant on the availability of exam permit via email	5 min	C. dela Peña		
5	Receives examination permit and signs the logbook	Issues examination permit	5 min	M.L.A. Sulit		Examination permit (color=yellow)
6	The chair of the advisory committee submits to the Dean of the Graduate School a report on the result to the examination within one week after the examination.	Receives, update student record, and countersigns examination report for signature of the GS Secretary	20 min	C. dela Peña		Examination report
7		Affixes signature in the examination report	5 min	Graduate School Secretary		
8		Files examination report	5 min	L. Banalo		
<b>END OF TRANSACTION</b>						

\*Processing time depends on the evaluation of student record; the applicant has the option to follow-up status of application

### Processing of Application for Final Examination

**Who may avail of the service:** Currently enrolled PhD students

**What are the requirements:**

1. The student should submit his/her application for final examination, duly recommended by the chair of his/her advisory committee and noted by the chair of the major department, to the Dean of the Graduate School not later than one (1) week before the intended date of examination
2. Final draft of manuscript for checking thesis format
3. Passing the Qualifying, written, and oral comprehensive examination
4. Photocopy of Form 5 (Registration form)

**Duration of Processing:** 30 minutes upon receipt of application to 2 weeks depending on the evaluation of student record

**Schedule/Availability of Service:** Monday to Friday 8:00 a.m.– 5:00 p.m. without noon break

Step	Applicant/ Client	Service Provider	Duration of Processing* per applicant	Person-in-Charge	Fee	Form
1	Submits application for final exam	Receives, records/log-in at the virtual logbook application for final examination, retrieves students file, and evaluates student record	30 min	C. dela Peña	none	application for final exam (pink form)
2	Waits for notification on the availability of exam permit	Processes and countersigns examination permit for signature of the GS Secretary	30 min	C. dela Peña		
3		Approves application for exam and affixes signature in the exam permit	10 min	Graduate School Secretary		
4		Notifies applicant on the availability of exam permit via email	5 min	C. dela Peña		
5	Receives examination permit and signs the logbook	Issues examination permit	5 min	M.L.A. Sulit		Examination permit (color=pink)
6	The chair of the advisory committee submits to the Dean of the Graduate School a report on the result to the examination within one week after the examination.	Receives, update student record, and countersigns examination report for signature of the GS Secretary	20 min	C. dela Peña		Examination report
7		Affixes signature in the examination report	5 min	Graduate School Secretary		
8		Files examination report	5 min	L. Banalo		
<b>END OF TRANSACTION</b>						

\*Processing time depends on the evaluation of student record; the applicant has the option to follow-up status of application



### Processing of Application for Written General Examination

**Who may avail of the service:** Currently enrolled M.Sc. students (with thesis)

**What are the requirements:**

1. The student should submit his/her application for the written general examination, duly recommended by the chair of his/her advisory committee and noted by the chair of the major department, to the Dean of the Graduate School not later than one month before the date of examination.
2. Approved plan of study
3. All courses prescribed by committee in the approved plan of study under the major and minor fields should have been taken with a general weighted average grade of "2.00" or better
4. Obtain "passing grades" in all courses enrolled.
5. Photocopy of Form 5 (Registration form)

**Duration of Processing:** 30 minutes upon receipt of application to 2 weeks depending on the evaluation of student record

**Schedule/Availability of Service:** Monday to Friday 8:00 a.m.– 5:00 p.m. without noon break

Step	Applicant/ Client	Service Provider	Duration of Processing	Person-in-Charge	Fee	Form
1	Submits application for written general exam	Receives, records/log-in at the virtual logbook application for written general examination, retrieves students file, evaluates student record , and compute for the general weighed average (GWA)	30 min	C. dela Peña	none	application for written general exam (green form)
2	Wait for notification on the availability of exam permit	Processes and countersigns examination permit for signature of the GS Secretary	30 min	C. dela Peña		
3		Approves application for exam and affixes signature in the exam permit	10 min	Graduate School Secretary		
4		Notifies applicant on the availability of exam permit via email	5 min	C. dela Peña		
5	Receives examination permit and signs the logbook	Issues examination permit	5 min	M.L.A. Sulit		Examination permit
6	The chair of the advisory committee submits to the Dean of the Graduate School a report on the result to the examination within one week after the examination.	Receives, update student record, and countersigns examination report for signature of the GS Secretary	20 min	C. dela Peña		Examination report
7		Affixes signature in the examination report	5 min	Graduate School Secretary		
8		Files examination report	5 min	L. Banalo		
<b>END OF TRANSACTION</b>						

\*Processing time depends on the evaluation of student record; the applicant has the option to follow-up status of application

### Processing of Application for Oral General Examination

**Who may avail of the service:** Currently enrolled M.Sc. students (with thesis)

**What are the requirements:**

1. The student should submit his/her application for the oral general examination, duly recommended by the chair of his/her advisory committee and noted by the chair of the major department, to the Dean of the Graduate School not later than one month before the date of examination
2. All courses prescribed by committee in the approved plan of study under the major and minor fields should have been taken with a general weighted average grade of "2.00" or better
3. Obtain "passing grades" in all courses enrolled.
4. Passing the written general examination
5. Photocopy of Form 5 (Registration form)

**Duration of Processing:** 30 minutes upon receipt of application to 2 weeks depending on the evaluation of student record

**Schedule/Availability of Service:** Monday to Friday 8:00 a.m.– 5:00 p.m. without noon break

Step	Applicant/ Client	Service Provider	Duration of Processing* per applicant	Person-in-Charge	Fee	Form
1	Submits application for oral general exam	Receives, records/log-in at the virtual logbook application for oral general examination, retrieves students file, and evaluates student record	30 min	C. dela Peña	none	application for oral general exam (green form)
2	Wait for notification on the availability of exam permit	Processes and countersigns examination permit for signature of the GS Secretary	30 min	C. dela Peña		
3		Approves application for exam and affixes signature in the exam permit	10 min	Graduate School Secretary		
4		Notifies applicant on the availability of exam permit via email	5 min	C. dela Peña		
5	Receives examination permit and signs the logbook	Issues examination permit	5 min	M.L.A. Sulit		Examination permit (color=green )
6	The chair of the advisory committee submits to the Dean of the Graduate School a report on the result to the examination within one week after the examination.	Receives, update student record, and countersigns examination report for signature of the GS Secretary	20 min	C. dela Peña		Examination report
7		Affixes signature in the examination report	5 min	Graduate School Secretary		
8		Files examination report	5 min	L. Banalo		
<b>END OF TRANSACTION</b>						

\*Processing time depends on the evaluation of student record; the applicant has the option to follow-up status of application

### Processing of Application for Final Examination

**Who may avail of the service:** Currently enrolled M.Sc. students (with thesis)

**What are the requirements:**

1. The application for Final Examination, duly recommended by the chair of his/her guidance committee and noted by the chair of the major department together with the final draft of the thesis shall be submitted to the Dean of the Graduate School not later than two weeks before the intended date of examination.
2. Final draft of manuscript for checking of thesis format
3. Passing the written and oral general examination
4. Photocopy of Form 5 (Registration form)

**Duration of Processing:** 30 minutes upon receipt of application to 2 weeks depending on the evaluation of student record

**Schedule/Availability of Service:** Monday to Friday 8:00 a.m.– 5:00 p.m. without noon break

Step	Applicant/ Client	Service Provider	Duration of Processing* per applicant	Person-in-Charge	Fee	Form
1	Submits application for final exam	Receives, records/log-in at the virtual logbook application for final examination, retrieves students file, and evaluates student record	30 min	C. dela Peña	none	application for final exam (Pink form)
2	Waits for notification on the availability of exam permit	Processes and countersigns examination permit for signature of the GS Secretary	30 min	C. dela Peña		
3		Approves application for exam and affixes signature in the exam permit	10 min	Graduate School Secretary		
4		Notifies applicant on the availability of exam permit via email	5 min	C. dela Peña		
5	Receives final examination permit and signs the logbook	Issues examination permit	5 min	M.L.A. Sulit		Final examination permit (Color= pink)
6	The chair of the advisory committee submits to the Dean of the Graduate School a report on the result to the examination within one week after the examination.	Receives, update student record, and countersigns examination report for signature of the GS Secretary	20 min	C. dela Peña		Final examination report
7		Affixes signature in the examination report	5 min	Graduate School Secretary		
8		Files examination report	5 min	L. Banalo		
<b>END OF TRANSACTION</b>						

\*Processing time depends on the evaluation of student record; the applicant has the option to follow-up status of application

### Processing of Application for Final Examination

**Who may avail of the service:** Currently enrolled M.Sc. students (non-thesis)

**What are the requirements:**

1. The student should submit his/her application for final examination, duly recommended by the chair of his/her advisory committee and noted by the chair of the major department, to the Dean of the Graduate School not later than one (1) month before the date of examination.
2. Approved plan of study
3. All courses prescribed by committee in the approved plan of study under the major and minor fields should have been taken with a general weighted average grade of "2.00" or better
4. Obtain "passing grades" in all courses in which he/she has been enrolled.
5. 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.
6. A field study is a requirement of the Master of Management programs.
7. An internship in the student's professional area of specialization may be prescribed under the Master of Professional Studies programs.
8. Photocopy of Form 5 (Registration form)

**Duration of Processing:** 30 minutes upon receipt of application to 2 weeks depending on the evaluation of student record

**Schedule/Availability of Service:** Monday to Friday 8:00 a.m.– 5:00 p.m. without noon break

Step	Applicant/ Client	Service Provider	Duration of Processing	Person-in-Charge	Fee	Form
1	Submits application for final exam	Receives, records/log-in at the virtual logbook application for final examination, retrieves students file, and evaluates student record	30 min	C. dela Peña	none	application for final exam (blueform)
2	Waits for notification on the availability of exam permit	Processes and countersigns examination permit for signature of the GS Secretary	30 min	C. dela Peña		
3		Approves application for exam and affixes signature in the exam permit	10 min	Graduate School Secretary		
4		Notifies applicant on the availability of exam permit via email	5 min	C. dela Peña		
5	Receives final examination permit and signs the logbook	Issues examination permit	5 min	M.L.A. Sulit		Final examination permit
6	The chair of the examining committee shall submit on a prescribed form a report on the result of the examination to the Dean of the Graduate School not later than the working day following the examination.	Receives, update student record, and countersigns examination report for signature of the GS Secretary	20 min	C. dela Peña		Final examination report
7		Affixes signature in the examination report	5 min	Graduate School Secretary		

8	Files examination report	5 min	L. Banalo		
<b>END OF TRANSACTION</b>					

\*Processing time depends on the evaluation of student record; the applicant has the option to follow-up status of application

### Processing of Clearance for Graduation

**Who may avail of the service:** candidates for graduation

**What are the requirements:**

1. Completion of all academic and non-academic requirements in accordance with set deadlines.
2. A student in the master's (with thesis) degree program is required to complete at least 30 units of course work and thesis, pass the general and final examinations, and submit three unbound copies of thesis and one e-copy in word and pdf format.
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.
4. Candidates for the PhD degree are required to complete a minimum of 36 units of course work and dissertation, pass a qualifying examination, a written and oral comprehensive examination and a Final Examination based on the dissertation. Submission of 3 copies of the dissertation
5. Pay the required graduation related fees
6. Settle all accountabilities and deficiencies

Granting of honorable dismissal and the issuance of the transcript or checklist and diploma shall be withheld pending submission of clearance by the student.

**Duration of Processing:** 1 – 2 months depending on the completeness of requirements for graduation

**Schedule/Availability of Service:** Monday to Friday 8:00 a.m.– 5:00 p.m. without noon break

Step	Applicant/ Client	Service Provider	Duration of processing	Person-in-Charge	Fee	Form
1	Submits accomplished university clearance form.	Receives, record and re-evaluates student record, verifies completeness of graduation requirements; countersigns clearance	30 min – 1 hour	C. dela Peña	none	U.P. Form 13a (University Clearance)
2		Verifies accountabilities, residency requirement; countersigns clearance form	20 min	L. A. Banalo		
3		Verifies accountabilities/ deficiencies as DOST scholar, and countersigns clearance form	20 min	J. Litan		
4		Signs the university clearance form	1 min	Graduate School Secretary		
5	Receives the clearance	Issues signed university clearance for signature of O.S.A. Director and University Registrar	5 min	C. dela Peña/ L. Banalo		
<b>END OF TRANSACTION</b>						

Processing time depends on the volume of documents received and evaluation of record

### Processing of True Copy of Grades (TCG)

**Who may avail of the service:** Graduate students, Alumni, faculty and staff

**What are the requirements:**

1. Student I.D.
2. Copy of Official Receipt as proof of payment

**Duration of Processing:** 30 minutes upon receipt of request to 3 working days

**Schedule/Availability of Service:** Monday to Friday 8:00 a.m.– 5:00 p.m. ; without noon break

Step	Applicant/ Client	Service Provider	Duration of Processing per applicant (under normal condition)	Person-in- Charge	Fee	Form
1	Client requests for TCG; receives O.R. and pay at the Cashier's Office	Receives requests, log-in at the virtual logbook, and gives an Official Receipt (O.R.) payable at the Cashier's Office, UPLB using the Account Symbol: 93-007-25; notifies client when to claim the request for TCG	1 min.	L. Banalo	P50 per copy	Official Receipt
2		Retrieves student's folder; enter grades into the GS program for TCG; print draft TCG for verification of the Student Record Evaluator	10 min	L. Banalo		
3		Verifies correctness of grades encoded; if no correction, print final copy and affixes signature and UPLB dry seal	10 min	L. Bolanos		
4	Receives TCG and signs the logbook	Releases TCG and return student's for file	1 min	L. Bolanos		
5		File student's folder/record	5 min	L. Banalo		
END OF TRANSACTION						

\*Processing time depends on the evaluation of student record.

### Student Field Trip / Field Work

Who may avail of the service: Faculty Members

What are the requirements: Field Trip Form, Waiver and Insurance of students.

Duration of Processing: within an hour to 2 weeks depending on the volume, on the average 1 week.

Schedule/Availability of Service: Monday to Friday 8:00 – 5:00 PM without noon break

How to avail of the Service:

Step	Client	Service Provider	Processing time	Person in Charge	Fee	Form
1	Faculty submits the form	Checks for the completeness of the form	3 Min.	anyone who received the form	None	Request for field Trip Form
2		Log the document in the Virtual Logbook Program	3 min.	anyone who received the form	None	None
3		Forward to the Person in charge	3 min.	anyone who received the form	None	None
4		Accepts the form and outline processes the form		Leslie G. Bolaños	None	None
5		Assess if insurance and waiver is in order.	10 min	Leslie G. Bolaños	None	None
6		Endorse for approval	5 min	Leslie G. Bolaños	None	None
7		Approval	30 min	College Secretary and Dean	None	None
8		Digital Filing	5 min	Leslie G. Bolaños	None	
9	Faculty gets the copy of the approved form	Physical Filing and Recording	5 min	Lilian Banalo	None	None

**Processing of Change of Matriculation Form (Form 26)**

**Who may avail of the service:** Graduate students, faculty and staff

**What are the requirements:**

1. Form 5 for the current semester

**Duration of Processing:** 10 minutes upon receipt of request

**Schedule/Availability of Service:** Monday to Friday 8:00 a.m.– 5:00 p.m. ; without noon break

Step	Applicant/ Client	Service Provider	Duration of Processing per applicant (under normal condition)	Person-in- Charge	Fee	Form
1	Client submits Form 26 for change of matriculation	Receives form 26;	10 min.	L. Banalo	P10 per unit	Form 26 Official Receipt
2		Retrieves student's folder; verifies student's record and endorses to the GS Secretary for signature	10 min	L. Banalo		
3		Affixes signature	10 min	GS Secretary		
4	Claims Form 26	Releases Form 26 for re-assessment of fees	5 min	GS Staff		
END OF TRANSACTION						

\*Processing time depends on the evaluation of student record.



### Processing of Removal Permit

**Who may avail of the service:** Graduate students, faculty and staff

**What are the requirements:**

1. Duly accomplished removal permit
2. Currently enrolled

**Duration of Processing:** 10 minutes upon receipt of request

**Schedule/Availability of Service:** Monday to Friday 8:00 a.m.– 5:00 p.m. ; without noon break

Step	Applicant/ Client	Service Provider	Duration of Processing per applicant (under normal condition)	Person-in- Charge	Fee	Form
1	Client submits accomplished Form No. 13 (Removal Permit) with signature of the instructor	Receives form 13 and log-in at the virtual logbook	1 min.	L. Banalo	none	Form No. 13
2		Retrieves student's folder; verifies student's record and endorses to the GS Secretary for signature	10 min	L. Banalo		
3		Affixes signature	10 min	GS Secretary		
4		Attach Form 13 C (Report of Records for Completion/Removal Grade) to Form No, 13	5 min	L. Banalo		
5	Claims Form 13 and Form 13C for signature of the Dept Chair and Instructor	Releases Form 13 and Form 13C and advises the student to submit after 5 working days	5 min	GS Staff		
6	Submits signed Form 13C with completion grade	Receives completion and distributes copies for the student, registrar, instructor and the GS copy for file	2 min	L. Banalo		
END OF TRANSACTION						

### Processing of Dropping of a Course

**Who may avail of the service:** Graduate students, faculty and staff

**What are the requirements:**

1. Accomplished dropping form
2. Copy of receipt as proof of payment for dropping

**Duration of Processing:** 10 -15 minutes upon receipt of request

**Schedule/Availability of Service:** Monday to Friday 8:00 a.m.– 5:00 p.m. ; without noon break

Step	Applicant/ Client	Service Provider	Duration of Processing per applicant (under normal condition)	Person-in- Charge	Fee	Form
1	Client submits accomplished dropping form with signature of the instructor	Receives dropping and log-in at the virtual logbook	1 min.	L. Banalo	none	Dropping Form
2		Retrieves student's form 5 for the current semester for verification of courses enrolled and forwards to the GS Secretary for signature	3 min	L. Banalo		
3		Affixes signature	5 min	GS Secretary		
5	Claims dropping form (student's and instructor's copy)	Releases signed dropping form	5 min	L. Banalo/GS Staff		
6		Attach dropping form to student's form 5 for the current semester for file	2 min	L. Banalo		
END OF TRANSACTION						

### Processing of Certificate of Completion

**Who may avail of the service:** Candidates for graduation

**What are the requirements:**

Applicants should be included in the final list of candidates for graduation

**Duration of Processing:** 15 minutes upon receipt of student's folder

**Schedule/Availability of Service:** Monday to Friday 8:00 a.m.– 5:00 p.m. ; without noon break

Step	Applicant/ Client	Service Provider	Duration of Processing per applicant (under normal condition)	Person-in- Charge	Fee	Form
1	Client submits request for certificate of completion	Receives request and log-in at the virtual logbook	1 min.	L. Banalo	P50 per copy	Official Receipt
2		Retrieves student's folder for verification of student's record and prepares certificate for signature of the GS Dean and GS Secretary	5 min	L. Banalo		
3		Affixes signature	5 min	GS Dean and GS Secretary		
5	Claims Certificate of Completion	Releases signed Certificate Completion	1 min	L. Banalo/GS Staff		
END OF TRANSACTION						

### Processing of Certification of Candidacy

**Who may avail of the service:** Graduate Students

**What are the requirements:**

Applicants must have taken and pass the written and oral examination

**Duration of Processing:** 15 minutes upon receipt of student's folder

**Schedule/Availability of Service:** Monday to Friday 8:00 a.m.– 5:00 p.m. ; without noon break

Step	Applicant/ Client	Service Provider	Duration of Processing per applicant (under normal condition)	Person-in- Charge	Fee	Form
1	Client submits request for certificate of candidacy	Receives request and log-in at the virtual logbook	1 min.	L. Banalo	P50 per copy	Official Receipt for graduation fee
2		Retrieves student's folder for verification of student's record and prepares certificate for signature of the GS Dean and GS Secretary	5 min	L. Banalo		
3		Affixes signature	5 min	GS Dean and GS Secretary		
5	Claims Certificate of Candidacy	Releases signed Certificate Completion	1 min	L. Banalo/GS Staff		
END OF TRANSACTION						

**Processing for Request for Certification**

(Good moral character, English as a medium of instruction, units earned, for scholarship purposes, and others as requested)

**Who may avail of the service:** Graduate Students

**What are the requirements:** Official Receipt

**Duration of Processing:** 15 minutes upon receipt of student's folder

**Schedule/Availability of Service:** Monday to Friday 8:00 a.m.– 5:00 p.m. ; without noon break

Step	Applicant/ Client	Service Provider	Duration of Processing per applicant (under normal condition)	Person-in- Charge	Fee	Form
1	Client submits request for certification	Receives request and log-in at the virtual logbook	1 min.	L. Banalo	P50 per copy	Official Receipt
2		Retrieves student's folder for verification of student's record and prepares certificate for signature of the GS Secretary	5 min	L. Banalo		
3		Affixes signature	5 min	GS Secretary		
5	Claims Certification	Releases signed Certification	1 min	L. Banalo/GS Staff		
END OF TRANSACTION						

### Manual Enrollment for Graduate Students

**Who may avail of the service:** Graduate Students

**What are the requirements:**

- A. New graduate students - Notice of Admission, Medical Certificate, Study permit (for international students)
- B. Continuing graduate students - Plan of Study, Approved Thesis Outline, deficiencies (if any)

**Duration of Processing:** enrolment period

**Schedule/Availability of Service:** Monday to Friday 8:00 a.m.– 5:00 p.m. ; without noon break

Step	Applicant/ Client	Service Provider	Duration of Processing per applicant	Person-in- Charge	Fee	Form
1	Client submits Enrolment requirements	Receives requirements and deficiencies (if any)	1 min.	L. Banalo		
2	Receives Form 5A and proceeds to enlistment area	Verifies student records; issues Form 5 A for enlistment	5 min	L. Banalo		
3	Submits accomplished Form 5A;	For Form 5A with certification of thesis units, verify student records, countersigns the form for signature of the GS Secretary	5 min	L. Banalo		
4		Affixes signature	2 min	GS Secretary		
5		Endorses signed Form 5A and signed certification of thesis units to enlistment area for encoding and submission to OUR for computerization	1 min	L. Banalo/GS Staff		
6	Claims and fill-up computerized Form 5; For students on probationary status, and DOST scholars, proceed to GS Scholarship Division for verification	Verifies student accountabilities/deficiencies; If none, releases computerized Form;	5 min	L. Banalo/GS Staff		
END OF TRANSACTION						

### Transmittal of Blank Grade Sheets

**Who may avail of the service:** Graduate faculty teaching graduate courses

**What are the requirements:** Blank grade sheets from OUR

**Duration of Processing:** enrolment period

**Schedule/Availability of Service:** Monday to Friday 8:00 a.m.– 5:00 p.m. ; without noon break

Step	Applicant/ Client	Service Provider	Duration of Processing per applicant	Person-in- Charge	Fee	Form
1	OUR provides blank grade sheets to GS	Receives blank grade sheets	1 min	L. Banalo		
2		Sorts blank grade sheets by dept/unit/college/ courses and prepares transmittal letter	2 days	L. Banalo		
3	Inst/dept receives blank grades heets on behalf of the graduate faculty	Distributes blank grades to respective units	1 day	L. Cabalse		
4	Dept/Unit submits signed grade sheets	Receives grade sheets; sorts; and forwards copies to dept and OUR as they come	2 min	L. Banalo		
5		Files GS copy of grade sheets				
END OF TRANSACTION						

## ADMINISTRATIVE SERVICES SECTION

### Procurement Processing

**Who may avail of the service:** All Suppliers

**What are the requirements:** The supplier must comply to all the specifications required.

**Duration of Processing:** 2 weeks to 1 month depending on the availability of the item requested.

**Schedule/Availability of Service:** Monday to Friday 8:00 a.m.– 5:00 p.m. without noon break

Step	Applicant/ Client	Service Provider	Duration of Processin g per applicant	Person-in- Charge	Fee	Form
1	Request for Purchase Request (PR)	Prepares PR with complete specifications and sign by TWG	15 mins	M. Supleto	none	Purchase Request
2		Approves PR	5 mins	College Secretary and Dean		
3	Receives Request for Quotation (RFQ)	Sends RFQ to supplier via email or fax if for shopping	10 mins	M. Supleto		Request for Quotation
4		Prepares Abstract of Quotation	5 mins	M. Supleto		Abstract of Quotation
5		Approves Notice of Award		Dean/BAC		
6	Receives Notice of Award from the BAC	Prepares Purchase Order (PO)	5 mins	M. Supleto		Purchase Order
7	Receives the item from the supplier	Inspects and accepts completely the item delivered	15 mins	M. Supleto/ITC		
8		Prepares Inspection and Acceptance Report and Acknowledgement Receipt for Equipment (ARE)	5 mins	M. Supleto		Inspection and Acceptance Report (IAR) and ARE
9	Receives ARE	Prepares Budget Utilization Request (BUR) and submits to Budget Management Office (BMO) for budget clearance	5 mins	M. Supleto/BMO		
10	Receives approved PO	Prepares Disbursement Voucher (DV)	5 mins	M. Supleto		Disbursement Voucher
11		Submits DV to Accounting Office for approval and forwarded to the Cash for check preparation				
<b>END OF TRANSACTION</b>						

\*Processing time depends on the availability of documents submitted from the suppliers.



### A.D. Bustrillos Loan Application

**Who may avail of the service:** All enrolled students

**What are the requirements:** Form 5

**Duration of Processing:** 15 minutes

**Schedule/Availability of Service:** Monday to Friday 8:00 a.m.– 5:00 p.m. without noon break

Step	Applicant/ Client	Service Provider	Duration of Processing per applicant	Person-in-Charge	Fee	Form
1	Fill up A. D. Bustrillos Loan application form and attached required supporting documents	Receives and checks the loan form	5 mins	M. Supleto	10	A.D. Bustrillos Loan form
2		Approves Loan form	5 mins	College Secretary		
3		Prepares Disbursement Voucher (DV)	5 mins	M. Supleto		Disbursement Voucher
4		Submits DV to Accounting Office for approval and forwarded to the Cash for check preparation				
<b>END OF TRANSACTION</b>						

\*Processing time depends on the availability of documents submitted from the students.

### Student Assistant Application

**Who may avail of the service:** All enrolled students

**What are the requirements:** Form 5

**Duration of Processing:** 15 minutes

**Schedule/Availability of Service:** Monday to Friday 8:00 a.m.– 5:00 p.m. without noon break

Step	Applicant/ Client	Service Provider	Duration of Processing per applicant	Person-in-Charge	Fee	Form
1	Receives Application for Student Assistantship	Allocate the number of hours to each student and assign SA Item Codes	5 mins	M. Supleto		Application for Student Assistantship
2	Receives DTR for the month	Check the correct time in and out	10 mins	M. Supleto/SA supervisor		
		Submits to OSA				
<b>END OF TRANSACTION</b>						

\*Processing time depends on the availability of documents submitted from the students.



**Graduate School  
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College, Laguna 4031, Philippines  
Telephone: (+63-49) 536-3414  
Website: <http://gs.uplb.edu.ph/>

Telefax: (+63-49) 536-2310  
E-mail: [uplb.gs@gmail.com](mailto:uplb.gs@gmail.com)  
[gradschool@uplb.edu.ph](mailto:gradschool@uplb.edu.ph)

**Form No 3 – COMPLAINT (Reklamo)**

Date (Petsa): \_\_\_\_\_

Name of Complainant: \_\_\_\_\_  
(Pangalan ng nagreklamo)

Tel./Fax/Cellphone No. \_\_\_\_\_  
(Telepono)

Office/Address: \_\_\_\_\_  
(Tanggapan/Lugar)

Residence Address: \_\_\_\_\_  
(Tirahan)

E-mail Address: \_\_\_\_\_

Name of Person Being Complained of: \_\_\_\_\_  
(Pangalan ng Nagreklamo)

Position/Office: \_\_\_\_\_  
(Posisyon/Tanggapan)

Particulars of Complaint (Detalye ng Reklamo)\*

\*You may use the back page for additional information. (Maaring gamitin ang likuran ng papel paa sa karagatang impormasyon)

\_\_\_\_\_  
Signature (Lagda)



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[gradschool@uplb.edu.ph](mailto:gradschool@uplb.edu.ph)

**Form No 1 – COMMENDATION (Papuri)**

Date (Petsa): \_\_\_\_\_

Name of Commenting Party: \_\_\_\_\_ Tel./Fax/Cellphone No. \_\_\_\_\_  
(Pangalan ng Nagbibigay Papuri) (Telepono)

Office/Address: \_\_\_\_\_  
(Tanggapan/Lugar)

Residence Address: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
(Tirahan)

Name of Person Being Commented: \_\_\_\_\_  
(Pangalan ng Pinapapurihan)

Position/Office: \_\_\_\_\_  
(Posisyon/Tanggapan)

Particulars of Complaint (Detalye ng Reklamo)\*

\*You may use the back page for additional information. (Maaring gamitin ang likuran ng papel paa sa karagagang impormasyon)

\_\_\_\_\_  
Signature (Lagda)



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[gradschool@uplb.edu.ph](mailto:gradschool@uplb.edu.ph)

**Form No 2 – REQUEST for ASSISTANCE (Paghingi ng Tulong)**

Date (Petsa): \_\_\_\_\_

Name of Requesting Party: \_\_\_\_\_ Tel./Fax/Cellphone No. \_\_\_\_\_  
(Pangalan ng Humihingi ng Tulong) (Telepono)

Office/Address: \_\_\_\_\_  
(Tanggapan/Lugar)

Residence Address: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
(Tirahan)

Assistance Requested (Hinihingi ng Tulong): \_\_\_\_\_

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

\*You may use the back page for additional information. (Maaring gamitin ang likuran ng papel para sa karagagang impormasyon)

\_\_\_\_\_  
Signature (Lagda)



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Telefax: (+63-49) 536-2310  
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[gradschool@uplb.edu.ph](mailto:gradschool@uplb.edu.ph)

Form No 4 – SUGGESTION (Mungkahi)

Date (Petsa): \_\_\_\_\_

Name of Suggesting Party: \_\_\_\_\_ Tel./Fax/Cellphone No. \_\_\_\_\_  
(Pangalan ng Nagbibigay ng Suhestyon) (Telepono)

Office/Address: \_\_\_\_\_  
(Tanggapan/Lugar)

Residence Address: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
(Tirahan)

Recommendation/Suggestion(Mungkahi/Suhestyon): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*You may use the back page for additional information. (Maaring gamitin ang likuran ng papel paa sa karagagang impormasyon)

\_\_\_\_\_  
Signature (Lagda)

## DEFINITION OF TERMS

TERM	ABREVIATION	DEFINITION
<b>Organization and Structure</b>		
University of the Philippines System	UPS	The Philippines' national university as mandated by Republic Act No. 9500 (UP Charter of 2008).
University of the Philippines Los Baños	UPLB	A constituent university of the UPS located at Los Baños, Laguna, Philippines.
College / School		A constituent unit of a university. UPLB has 9 colleges and 2 schools.
Graduate Academic Advisory Council	GAAC	Composed of the Deans of the different colleges of UPLB, the Chairs of the four standing committees and the Secretary of the Graduate School. Chaired by the GS Dean.
Graduate School Standing Committees		Reviews graduate offerings, requirements of the disciplines represented in the committee, and attends to matters on academic performance and graduation of graduate students. GS 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.
Graduate School	GS	The Graduate School is College/School that integrates and administers all graduate programs of UPLB.
GS Office of the Dean	GS-DO	
GS Office of the College Secretary	GS-OCS	
GS Administrative Services Section		Responsible for the financials, inventory and procurement of materials and services, building administration and maintenance, and projects coordination.
GS General Information and Public Relations Section		Providing general information about GS, receiving and sending GS related documents. GIPR is also responsible for tracking incoming and outgoing documents.
GS Student and Faculty Records Section		Responsible for the Graduate Faculty records and appointments, student records, progress and graduation, information systems design, IT services and support, and web development.
GS Admissions and Scholarships Section		Responsible for Graduate student admissions, scholarships, visa processing, thesis/dissertation grants, and scholarships monitoring.
<b>GS Officers</b>		
Dean		Overall administrator of the GS. Responsible for ensuring the University's mandates in relation to graduate studies are carried out. He reports directly to the University Chancellor.
Secretary of the Graduate School		Assists the Dean in the management of the GS most importantly in student records management and student progress and graduation. Usually designated the OIC when the Dean is unavailable.
<b>GS Positions</b>		
Administrative Officer	AO	Supervise the day-to-day operations of the GS staff. The AO is also the head of the Administrative Services and is responsible for the financials, inventory and procurement of materials and services. He reports directly to the Dean.
Student Records Evaluator	SRE	Responsible for student progress and graduation and faculty appointments.
Student Credits Evaluator	SCE	Responsible for student admissions and scholarships
Administrative Assistant	AA	Assists the GS Officials and staff in accomplishing the day-to-day tasks of GS.

Administrative Aide	Aide	Assists the GS Officials and staff in accomplishing the day-to day tasks of GS.
Non-Government Worker	NGW	assist in the various functions of the GS
<b>Designations</b>		
Driver		Maintains the vehicles of GS. Drives GS Officials and staff for official business
Building Administrator		Ensure buildings and infrastructure are well maintained, in working order, clean and safe.
Office Secretary		Serves as general information and receiving officer. Documents the minutes of official meetings.
Records officer		Files, maintain and secures records.
Encoder		Encodes records to the database or spreadsheet. Digitizes documents.
Database manager		Maintains and updates the GS database.
IT Support Staff		Maintains, repairs and upgrades GS IT equipment.
Software Developer		Develops IT systems as designed by the systems designer.
Webmaster		Updates GS website
Systems Designer		Designs and deploys automation/computerization systems.
<b>Academic Terminologies</b>		
Academic Degree	Degree	A recognized completion of studies
Degree Sought		A degree that is being pursued by students
Academic Program	Program	A set of mechanics or a curriculum that leads to an academic degree.
Academic Program Major	Major	The primary academic discipline of a student and the main component of an academic program.
Academic Program Minor	Minor	A secondary declared discipline of a Master's degree student. A component of an academic program, usually 9 academic units, which may be required depending on the curriculum.
Academic Program Cognate	Cognate	A secondary declared discipline of a PhD student. A required component of a PhD level program, usually 6 or 9 academic units.
<b>Degrees</b>		
Master of Agriculture	MAgr	
Master of Arts	MA	
Master in Communication Arts	MCA	
Master of Forestry	MF	
Master of Information Technology	MIT	
Master of Management	MM	
Master of Professional Studies	MPS	
Professional Masters	PM	
Master in Public Affairs	MPAf	
Master of Science	MS	
Doctor of Philosophy	PhD	
Straight PhD	PhDS	
PhD by Research	PhDR	
Master of Veterinary Epidemiology	MVEpi	
<b>Admission Terms</b>		
Applicant		A person applying for admission at UPLB.
Regular Admission		An admission type where the applicant is admitted unconditionally.
Probationary Admission		A conditional admission where the applicant has to satisfy certain requirements in order to proceed with regular admission.
<b>Student Types/Tags</b>		
Bona Fide Student		A student that is officially registered for the current term

Active student		A student that is registered for the current term or in LOA
Inactive student		A student that is not registered for the immediate previous term or AWOL
Leave of Absence	LOA	Absence with permission from the university
Absence without leave	AWOL	Absence incurred without filing LOA
Lapsed student		A student who have already reached the maximum residency
Regular student		A student that received a regular admission.
Probationary student		A student that received a probationary admission.
Re-admitted student		A student that was admitted through the readmission process.
Non-Degree student		A student taking academic units without pursuing a degree.
New Graduate Student		A student that enrolls for the first time as a UPLB graduate student
Continuing Student		A student that has previously enrolled as a UPLB graduate student
Graduating Student / Candidate for Graduation		A student that has passed the general/comprehensive examination.
International Student		A student that does not have a Filipino citizenship.
<b>Other Offices</b>		
Bureau of Immigration	BI	
Scholarship Application		
Department of Science and Technology	DOST	
National Bureau of Investigation	NBI	