



UNIVERSITY OF THE PHILIPPINES
VISAYAS



**GRADUATE
PROGRAM
MANUAL**

2016



UNIVERSITY OF THE PHILIPPINES VISAYAS GRADUATE PROGRAM MANUAL

2016 Edition

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UNIVERSITY OF THE PHILIPPINES VISAYAS

FOREWORD

The first Graduate Program Manual was originally approved by the University Council (UC) of the University of the Philippines Visayas in April 1995. The second revision of the Manual was approved by the UC in April 2011.

The current edition of the Graduate Program Manual highlights the prime role of the UPV graduate faculty; thus, Chapter 2 discusses the composition, appointment, and functions of the graduate faculty. Furthermore, because of the observation that many graduate students nowadays opt for the Special Problem over the Comprehensive Examination in some areas of specialization, specific rules and regulations on the implementation of Special Problem are considered. In addition, other issues that were not captured in the previous edition are included.

The deliberation during the September 13, 2016 meeting of the Graduate Program Council finalized the draft for submission to the University Council through the endorsement of the Executive Committee. The 111th UC meeting held on September 21, 2016 approved this revision of the Graduate Program Manual.

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CHAPTER 1

TITLE AND FUNCTION

This document shall be known as the “University of the Philippines Visayas Graduate Program Manual.” Referred to as the Manual, it provides information on the organization, policies, rules, and regulations governing the administration of graduate programs of the University of the Philippines Visayas (UPV).

CHAPTER 2

THE GRADUATE FACULTY

Section 1. Composition

Article 1. The Graduate Faculty is a group of faculty members who are teaching or have taught in graduate-level degree programs.

Article 2. The Graduate Faculty has two types of membership, namely:

- a. *Regular* members are faculty members of UPV who are issued appointments to serve in the graduate programs of UPV.
- b. *Non-regular* members are professional lecturers, visiting professors, exchange professors, affiliate professors, or adjunct professors who come from institutions other than UPV (including UPV retirees) and are issued appointments to serve in the graduate programs of UPV.

Section 2. Appointment

Article 1. The Chancellor shall issue appointments to the Graduate Faculty upon the recommendation of the Unit Head and endorsed by the Dean of the academic unit.

If the nominated faculty is from a unit outside of UPV, his/her services shall be requested by the latter and the nomination must be endorsed by the Head of the nominee's home unit.

Article 2. Only holders of graduate degrees with publication(s) in journals recognized by UPV and/or related experience shall be assigned to teach graduate courses.

Article 3. Only holders of graduate degrees with related experience or specialized training shall be considered for appointment as non-regular graduate faculty members.

Article 4. The Regular or Non-regular graduate faculty may be active or inactive in particular academic terms for specific programs. The Non-regular graduate faculty appointment shall be co-terminus with the faculty's original appointment with the University.

Section 3. Functions

Article 1. Aside from teaching, the regular members may serve as Chair and/or Members of the Committee on Dissertation/Thesis/Special Problem/Comprehensive Examination while the non-regular members may serve as Co-Advisers or Committee Members only.

Article 2. The regular members of the Graduate Faculty of the different academic units recommend to the Graduate Program Council (GPC) policies, rules, and regulations related to the graduate degree programs. Specifically, they perform the following functions:

- a. Institute, review, and recommend the revision or abolition of graduate programs; and
- b. Formulate and enforce admission and retention requirements.

CHAPTER 3

THE GRADUATE PROGRAM COUNCIL

Article 1. The Graduate Program Council (GPC) is the policy-making body that formulates standards, policies, rules, and regulations pertaining to the implementation of the graduate degree programs of UPV.

It shall be composed of the Vice-Chancellor for Academic Affairs (VCAA) as Chair, the Deans of academic units, the Chairpersons of the Graduate Standing Committees (GSCs), the University Registrar, and the Director of the Graduate Program Office (GPO) as Secretary.

Article 2. The GPC shall provide the leadership for the promotion of academic excellence in the graduate programs and shall set directions to promote quality graduate education at UPV.

Article 3. The GPC shall review the graduate programs and recommend revisions subject to the approval of the University Council (UC).

CHAPTER 4

THE GRADUATE STANDING COMMITTEES

Article 1. The Graduate Standing Committees (GSCs) shall serve as an advisory body to the Graduate Program Council (GPC).

Article 2. The GSC shall be composed of the following committees:

- a. Committee on Fisheries and Biological Sciences;
- b. Committee on Professional Education;
- c. Committee on Management;
- d. Committee on Social Sciences;
- e. Committee on Physical Sciences and Mathematics;
- f. Committee on Arts and Humanities; and

- g. Committee on Engineering and Applied Sciences.

The Chairs of the Standing Committees shall be members of the GPC. Other committees that the GPC deems necessary may also be organized.

Article 3. Each GSC shall have at least three (3) members including the Chair. They shall be drawn from the regular graduate faculty of the college/school concerned upon the recommendation of the Dean(s), endorsed by the GPC, and appointed by the Chancellor.

Article 4. The Chair and Members of the Standing Committees shall serve for a period of two (2) years without prejudice to reappointment.

To provide continuity at the initial organization of the GSC, one member shall serve for one year and the other member for two (2) years. Thereafter, all members shall be appointed for a period of two (2) years.

Article 5. The GSCs shall perform the following functions:

- a. Periodically review the graduate offerings and program requirements of the disciplines represented in the Committee;

- b. Review proposed changes in the curriculum and program requirements of the disciplines represented in the Committee before endorsement to the GPC; and
- c. Recommend to the GPC the institution of new graduate offerings and programs and the abolition and/or revision of existing graduate offerings and programs.

CHAPTER 5

THE GRADUATE PROGRAM OFFICE

Section 1. Functions

Article 1. The Graduate Program Office (GPO) is the coordinating office responsible for overseeing the management of the graduate programs of UPV.

Article 2. The GPO shall perform the following specific functions:

- a. Monitor UPV graduate programs to ensure that standards, rules, and regulations are implemented;
- b. Recommend the enforcement of standards and guidelines for graduate students' admissions, performance, and graduation;
- c. Coordinate, support, and assist the Colleges/School in the implementation of the graduate programs;
- d. Coordinate, support, and assist the GPC in the review and revision of graduate programs;
- e. Maintain a management information system on all graduate programs;
and
- f. Undertake and support activities to promote and enhance graduate education.

Section 2. The GPO Director

Article 1. The GPO shall be headed by a Director who shall be appointed by the Chancellor from among the graduate faculty.

Article 2. The term of office of the Director shall be three (3) years without prejudice to reappointment.

Article 3. The Director shall perform the following duties and responsibilities:

- a. Manage the administrative activities of the GPO;
- b. Recommend to the Vice Chancellor for Academic Affairs actions on graduate student-related matters and concerns;
- c. Initiate discussions/dialogs on new directions in graduate program development, evaluation, and revisions; and
- d. Act as Secretary of the GPC.

The Director shall be assisted by the GPO staff members as shown in the Organizational Chart (Annex A).

CHAPTER 6

GENERAL RULES AND REGULATIONS

Section 1. The Academic Calendar

The graduate programs at UPV operate on either of the following: (1) Semestral (two terms) or (2) Trimestral (3 terms). The academic year will follow the University-approved Academic Calendar for both semestral and trimestral graduate programs.

Section 2. Application and Admission

Article 1. The accomplished Application for Admission Form (GPO Form No.1 downloadable at www.upv.edu.ph/gpo) shall be submitted to the Graduate Program Office together with the following requirements:

- a. Three (3) copies of the accomplished application forms (*GPO Form No. 1*) and Information Sheet;
- b. Two (2) letters of recommendation from former professors and/or immediate supervisors in the major area of study (use *GPO Form No. 2* downloadable at www.upv.edu.ph/gpo);
- c. One (1) original copy and two (2) photocopies of the Official Transcript of Records (OTR) for evaluation purposes;
- d. Certificate of Honorable Dismissal/Certificate of Transfer Credential/Certificate of Transfer Eligibility from the last school attended;
- e. One (1) original copy of the Birth Certificate (*Note: For Filipino applicants, submit the Birth Certificate issued by the Philippine Statistics Authority*);

- f. One (1) original copy of the Marriage Contract for married female applicants (*Note: For Filipino applicants, submit the Marriage Certificate issued by the Philippine Statistics Authority*);
- g. Non-refundable application fee; and
- h. Other requirements as may be prescribed by the College/School for specific degree programs.

Applications may be submitted at any time throughout the year and accompanying documents should be received on or before the deadline set for a particular academic year to provide enough time for evaluation and processing.

Applicants will be notified in writing of the results of their application by the GPO. In addition, the results will be posted in the UPV website and the GPO bulletin board.

Article 2. For international students, a Certification from the Office of the University Registrar of the previous university attended that the medium of instruction is English (*if applicable*) or results of the Test of English as a Foreign Language (TOEFL) with a rating of 500 in the paper-based test, at least 173 in the computer-based test, at least 61 in the Internet-based test, or a score of at least 5.5 in the International English Language Testing System (IELTS) or its equivalent, is required.

Those who fail in this requirement upon their application for a degree program may first seek admission into the University as non-degree students. However, they should pass the prescribed English course(s) at UPV or other valid English proficiency examination within the first year of their initial enrollment.

Section 3. Deferment of Admission

The application for admission may be deferred for a period not exceeding one year and may be granted upon a written request. A student unable to register within one year of admission needs to re-apply for admission to the Graduate Program Office.

Section 4. Registration and Transfer or Advance Credits

Article 1. A student who intends to enroll in a graduate program will be allowed to register only upon the presentation of the Letter of Admission from the Graduate Program Office.

Article 2. Transfer credits may be earned from courses taken at other UP units and other universities where UPV has a Memorandum of Agreement. They may be considered equivalent to those required in the Program pursued or are subject to substitution by the College/School concerned. The substitution of courses in the student's approved Program of Study shall be in accordance with University rules and regulations.

Article 3. Advance credits, which are subject to validation, may be earned from courses taken at institutions outside the UP System. The validation examination(s) required shall be conducted within the first semester/trimester of the initial enrollment of the student.

Article 4. A graduate student may apply for a maximum of nine (9) units of transfer or advance credits for course work taken. The application shall be done within the term of the initial enrollment in the degree program pursued.

Such units should have been earned with a grade of 2.0 (or its UP equivalent) or better within the last five (5) years and have not been credited to a previously earned degree.

Section 5. Grading System and Retention

Article 1. Grades of 1.0 to 3.0 are passing marks in the UP System. A 4.0 is conditional and a 5.0 is a failing grade. The student who removes his/her conditional mark of 4.0 within the academic year that a grade is obtained may only receive a final grade of 3.0 or 5.0. A grade of 4.0 is automatically changed to 5.0 when the one-year grace period for removal has lapsed. An incomplete (INC) mark implies a passing average for a student who has not completed all course requirements, although a 4.0 may occur upon completion. Nevertheless, a student may complete the course requirements within the academic year, i.e., within the three (3) removal periods that the INC grade is incurred.

Article 2. The graduate student's general weighted average (GWA) is computed when the student has completed 50 percent of the prescribed total number of course units for the degree program. The student will be disqualified from the program if the GWA is below 2.0. Grades lower than 3.0 in any of the prescribed courses automatically disqualify the student from any of the UPV graduate programs.

Section 6. Academic Load

Article 1. Full-time graduate students shall be allowed to take at most twelve (12) units but not less than six (6) units a semester/trimester, except for programs which require more than 12 units or less than 6 units.

Article 2. Part-time students shall be allowed a load of not more than six (6) units or an equivalent load of two (2) courses in any semester/trimester, except for programs which require more than 6 units.

Article 3. Under meritorious circumstances, the student may be allowed more than the prescribed academic load by the College/School Dean.

Section 7. Cross-Registration

Article 1. Cross-registration refers to enrollment in another academic unit outside the home unit.

Article 2. A UPV student who wishes to register in another academic unit within UPV must have the permission of the Deans of the home and accepting units. The total number of units of credit for which a student may register in two (2) or more colleges in UPV shall not exceed the maximum allowed by the rules on academic load.

Article 3. A UPV student who wishes to register in another UP Constituent University must have the permission of the Deans and Registrars of the home and accepting units. The total number of units of credit for which a student may register in two (2) or more colleges in the two (2) Universities shall not exceed the maximum allowed by the rules on academic load.

Article 4. A student from another UP Constituent University who wishes to register in UPV must have the permission of the Deans and Registrars of the home and accepting units. The total number of units of credit for which a student may register in two (2) or more colleges in the two (2) Universities shall not exceed the maximum allowed by the rules on academic load.

Article 5. UPV shall give no credit for any course taken by its students in another university, college, or school unless that University has established a Memorandum of Agreement with UPV, and the taking of such a course was expressly authorized by the Chancellor upon the recommendation of the Dean concerned. The authorization shall be in writing to be recorded by the University Registrar and GPO Director and shall specify the subjects authorized.

Article 6. No student registered in any other institution shall be admitted into UPV without a written permit from his/her Dean, Director, or Registrar. The permit shall state the total number of units for which the student is registered and the subjects that he/she is authorized to take in UPV.

Section 8. Non-Degree and Special Students

Article 1. Non-degree students are those who are enrolled for credit but do not follow an organized Program of Study. They are degree holders not currently enrolled in any other institution of higher learning who satisfy appropriate requirements for admission to the University at the graduate level. They shall not be allowed to enroll for more than one (1) semester/trimester except by special permission of the Dean of the College concerned, the GPO Director, and the University Registrar. The total number of units taken as a non-degree student shall not exceed nine (9).

Article 2. Since a non-degree student does not follow any organized Program of Study, he/she is not a prospective candidate for graduation for any degree in the University.

Section 9. Special Students without Credit

Article 1. A special student is one who is not earning a formal academic credit for his/her work but pays the same fees as regular students.

Article 2. Prospective students, even if they do not fully satisfy the entrance requirements, may be admitted as special students and may enroll in such subjects for which, in the opinion of the instructor and the Dean, they have the necessary background knowledge and ability to pursue profitably. They shall not be allowed to enroll for more than 9 units or to register for more than two (2) semesters/trimesters. They are not earning a formal academic credit. However, subjects taken even though without credit may be reported at the end of each semester/trimester as “satisfactory” or “unsatisfactory.”

Section 10. Residence, Leaves, and Readmission

Article 1. A graduate student who has finished all his/her course work and is just working on his/her thesis/special problem or preparing for the Comprehensive Examination may enroll for residence. Similarly, students who are not enrolled in any subject but want to complete an “INC” or remove a grade of 4.0 must also enroll for residence. The registration for residence can be done within the semester/trimester.

Article 2. The graduate student is in residence when he/she is officially enrolled, whether the student is on campus for course work requirements or off-campus for the student’s research work. In the latter case, the approval of the Thesis/Special Problem/Dissertation Committee is necessary.

Article 3. The student should be in residence at least one (1) year prior to the conferment of the degree.

Article 4. A graduate student may request in writing for a Leave of Absence (LOA) for at least a semester/trimester from the Dean of the college/school concerned. The approval of the LOA is granted for not more than one (1) year at a time. A student who takes a leave of absence during an academic term without such a formal permit is considered Absent Without Leave (AWOL) and loses his/her registration privileges.

Article 5. Any leave period of a graduate student is accounted for as part of the residence in the program pursued. To graduate within the allowed residency period of the respective programs, the total leave time of any student should not exceed two (2) academic years.

Article 6. A student who withdraws without a formal LOA for at least one academic term must apply for readmission into the graduate program at the appropriate College.

Article 7. Upon returning from any leave for one or more academic term, a graduate student who has not completed the prescribed program requirements within the allowed residence period needs to apply for readmission.

For those returning from an AWOL status, the readmission requires the payment of the appropriate fee; no payment is required for those returning from approved leaves.

An application for a waiver of the residence rule is further required of those who would be beyond the allowed residence period upon their return from leaves.

Article 8. To be eligible for readmission, the Master's student must have a GWA of 2.0 or better while the Doctoral student must have a GWA of 1.75 or better.

CHAPTER 7

RULES AND REGULATIONS FOR THE MASTER'S DEGREE

Section 1. Admission into the Master's Programs

Article 1. An applicant for admission to the Master's degree program must have a bachelor's degree or its academic equivalent from any recognized institution and must satisfy the other academic requirements of the degree program applied for.

Article 2. An applicant seeking admission into the degree program shall take and pass the entrance examination except in programs that do not require entrance examinations. This examination may be directly administered by the academic unit concerned or by the GPO.

Article 3. The admission of an applicant shall be upon the endorsement of the designated Admissions Committee of the respective degree-granting units to the Dean who will recommend to the GPO Director the issuance of an official letter of admission to the applicant.

Section 2. The Master's Program of Study

Article 1. A Master's Program has two plans: Plan A or Plan B.

Plan A requires the student to complete a specifically prescribed number of units of course work and a thesis or a Special Problem.

Plan B requires the student to complete a specifically prescribed number of units of course work and pass a Comprehensive Examination.

Article 2. Plan A requires a minimum of 24 units of courses, all of which must be of the 200 level. The Master's thesis shall have an equivalent of six (6) units of graduate credits while the Special Problem shall have a minimum of three (3) units.

Article 3. Plan B requires a minimum of 36 units, all of which must be of the 200 level.

Instead of a thesis or a Special Problem, and in addition to the Comprehensive Examination, a program may require the completion of a seminar, practicum, or research project depending on the requirements of the course.

Section 3. Residency in the Master's Program

The Maximum Residence Rule (MRR) requires Master's degree students to fulfill all requirements for a maximum of five (5) academic years from their initial enrollment in the Program. The five-year maximum time of Program completion includes all leave periods.

A student who is not able to complete the requirements of the Program within five years may apply for a waiver of the MRR. Subject to the approval of the Chancellor, the requests for the extension of residence may be considered on meritorious cases. A maximum of two (2) years' extension may be allowed for thesis students and a maximum extension of one (1) year for non-thesis students.

Section 4. The Master's Program Adviser

Article 1. At the time of the student's admission, a Program Adviser shall be provided by the College/School concerned to advise and monitor the student in the course work and other requirements of the degree program. Only regular members of the graduate faculty shall serve as Program Advisers.

Article 2. The Plan A student shall confer with the Program Adviser regarding the specific Program of Study within the first semester/trimester of residence.

Section 5. The Master's Thesis

Article 1. A student may be allowed to work on the thesis proposal after earning at least 50 percent of the course work in the prescribed program of study with a GWA of 2.0 or better. However, some degree programs require the completion of all required courses with an average grade of 2.0 before the work on the thesis proposal commences. The student enrolls for the Master's thesis only once.

Article 2. The student's Thesis Committee shall be constituted upon the completion of the required units prescribed by the degree program and other requirements as determined by the College/School concerned. It shall be chaired by the Thesis Adviser.

Article 3. The student shall select a Thesis Adviser who is a tenured and full-time faculty and has published at least three (3) articles in peer-reviewed journals. The Thesis Adviser shall be responsible for the following:

- a. advising the student in the preparation of the thesis proposal;
- b. guiding and monitoring the student's progress in the thesis research;
and
- c. endorsing the student's Master's thesis for the oral defense.

In consultation with the Thesis Adviser, the student shall also select a minimum of two (2) other Committee Members with publication record. One (1) of the Committee Members must act as the External Critic or Examiner and must come from outside the student's unit.

Article 4. The Unit Head concerned shall recommend the composition of the Thesis Committee and the student's thesis topic for action by the College/School Dean. The student's thesis topic should be within the primary discipline or field of the degree program pursued.

Any request for a change in either the committee composition or the topic selection shall be approved by the Dean.

Article 5. The student shall defend his/her thesis proposal and obtain approval from the Thesis Committee before starting the actual research work.

Article 6. The student may conduct his/her thesis work off campus with the approval of the Thesis Committee. When the thesis entails off campus work for at least an academic term, the student should be enrolled and should make periodic progress report to the Thesis Adviser.

Article 7. Copies of the student's complete thesis draft favorably assessed by the Thesis Adviser shall be forwarded to other members of the Thesis Committee for evaluation and recommendations.

Section 6. The Master's Thesis Examination

Article 1. Upon the favorable assessment of the student's thesis draft by the Thesis Committee, he/she shall apply for the thesis examination.

The oral presentation and defense should be scheduled at least one (1) month prior to the Division/Department/Institute meeting to approve the student's graduation upon the recommendation of the Thesis Committee and the Head of the academic unit for action of the Dean of the College/School concerned.

Article 2. The Thesis Committee shall conduct the thesis examination. The student shall present his/her thesis to the Thesis Committee and the External Critic.

Article 3. To pass the oral examination in the thesis defense, the student must receive not more than one (1) negative vote from the committee members.

The Thesis Committee Chair shall report the results to the Dean within one (1) week after the examination.

Article 4. After the approval of the thesis by the Thesis Committee, nine (9) bound copies of the thesis must be submitted to the College/School on or before the following deadlines:

- a. For midyear graduates, on the day before the first day of regular registration for the succeeding first semester/trimester;
- b. For first semester/trimester graduates, on the day before the first day of regular registration for the succeeding second semester/trimester;
and,

- c. For second semester/trimester graduates, on the day before the College/School faculty meeting to decide on the graduation of students.

Article 5. The nine (9) copies shall be distributed as follows: one (1) copy each for the student, the Thesis Adviser, the major Department/Division/Institute, the Dean's Office, the University Library, the GPO, the UPV Graduate Library, the National Library, and the CHED Regional Office.

Article 6. Since the student enrolls the thesis only once, he/she shall be given a grade only upon completion of all thesis requirements.

Article 7. A student who fails the oral thesis examination may be given a re-examination not earlier than one (1) month, but within twelve (12) months, after the first examination. The failure to pass the second oral examination shall disqualify the student from earning the degree in UPV.

Section 7. The Special Problem

Article 1. A student may be allowed to enroll in the Special Problem after the completion of all required courses with a GWA of 2.0 or better. For programs requiring a Comprehensive Examination, the student must pass the Comprehensive Examination before the work on the Special Problem commences.

Article 2. The student's Special Problem Committee shall be constituted upon the completion of the required units prescribed by the degree program and other requirements as determined by the College/School concerned. It shall be chaired by the Special Problem Adviser.

Article 3. The student shall select a Special Problem Adviser who has published in peer-reviewed journals. The Special Problem Adviser shall be responsible for the following:

- a. advising the student in the preparation of the Special Problem proposal;
- b. guiding and monitoring the student's progress in the Special Problem research; and
- c. endorsing the student's Special Problem for oral defense.

A minimum of two (2) other Committee Members with a publication record, and at least one belonging to the student's unit, shall be selected by the student in consultation with the Special Problem Adviser.

Article 4. The Unit Head concerned shall recommend the composition of the Special Problem Committee and the student's Special Problem topic for action by the College/School Dean. The student's Special Problem topic should be within the primary discipline or field of the degree program pursued.

Any request for a change in either the Committee composition or the Topic selection shall be acted upon by the Dean.

Article 5. The student shall defend his/her Special Problem proposal and obtain approval from the Special Problem Committee before starting the actual research work.

Article 6. The student may conduct his/her Special Problem work off campus with the approval of the Special Problem Committee. When the Special Problem entails off campus work for at least an academic term, the student should be enrolled and should make periodic progress reports to the Special Problem Adviser.

Article 7. Copies of the student's complete Special Problem draft favorably assessed by the Special Problem Adviser shall be forwarded to other members of the Special Problem Committee for evaluation and recommendations.

Article 8. A student who enrolls for the Special Problem but has not completed all the requirements of the course in a term must be given a grade of INC by the Special Problem Adviser at the end of every trimester/semester. The INC grade is removable within a period of one year. If at the end of one year the student still has not completed all requirements, he/she is required to re-enroll the course. The student shall be given a grade only upon completion of all the requirements.

Section 8. The Special Problem Defense

Article 1. Upon the favorable assessment of the student's draft by the Special Problem Committee, the Adviser shall schedule the oral presentation and defense. The oral presentation and defense should be scheduled at least one (1) month prior to the Division/Department/Institute meeting to approve the student's graduation upon the recommendation of the Special Problem Committee and the Head of the Academic Unit for action of the Dean of the College/School concerned.

Article 2. The Special Problem Adviser shall Chair the Committee for the Special Problem defense. The student shall present his/her Special Problem to the Faculty of the Division/Department/Institute.

Article 3. To pass the Special Problem defense, the student must receive not more than one (1) negative vote from the Committee Members. The Special Problem Committee Chair shall report the results to the Division/Department/Institute within one (1) week after the defense.

Article 4. After the acceptance by the Special Problem Committee of the final manuscript, eight (8) bound copies of the Special Problem must be submitted to the College/School on or before the following deadlines:

- a. For midyear graduates, on the day before the first day of regular registration for the succeeding first semester/trimester;
- b. For first semester/trimester graduates, on the day before the first day of regular registration for the succeeding second semester/trimester; and,
- c. For second semester/trimester graduates, on the day before the College/School faculty meeting to decide on the graduation of students.

Article 5. The eight (8) copies shall be distributed as follows: one (1) copy each for the student, the Thesis Adviser, the major Department/Division/Institute, the Dean's Office, the University Library, the GPO, the UPV Graduate Library, and the National Library.

Article 6. A student shall be given a grade only upon completion of all the Special Problem requirements.

Article 7. A student who fails the Special Problem defense may be given another chance to present his/her Special Problem not earlier than one (1) month, but within twelve (12) months, after the first defense. The failure to pass the second oral defense shall disqualify the student from earning the degree in UPV.

Section 9. The Comprehensive Examination for Plan B Programs

Article 1. After completing all academic course requirements, students in Plan B Programs (non-thesis and non-Special Problem programs) shall apply for the Comprehensive Examination. All applications must be submitted on the scheduled date indicated in the Academic Calendar and must be endorsed by the Division/Department/Institute for action by the Head of the academic unit concerned.

Article 2. The Chancellor appoints the Chair and Members of the Comprehensive Examination Committees (CEC) upon the recommendation of the respective Deans.

The CEC is responsible for the formulation of questions and the marking of the test papers. Each Committee shall be composed of three (3) Graduate faculty members (regular or non-regular). Only regular Graduate faculty members can be chair of the CEC while non-regular faculty may only participate as members of the committee.

Article 3. There shall be a minimum number of three (3) examinees per field of the Comprehensive Examination. If there is less than the minimum number of applicants, the examination may still be administered on the merits of specific cases and circumstances upon the request of the Division/Department Chair subject to the approval of the VCAA and upon the recommendation of the GPO Director.

Article 4. To qualify for taking the Comprehensive Examination, the student must obtain a weighted average grade of 2.0 or better for all courses prescribed for both the General and the Special Fields of the Program under Plan B.

Article 5. The Comprehensive Examination for Plan B shall be in the written mode. An oral component of the examination is an option for specific programs.

The examination shall test the student's competence in integrating and applying knowledge in the General and the Special Fields of the concerned Programs.

Article 6. A grade of 2.0 or better in both the General and Special Fields is required in order to pass the Comprehensive Examination.

Article 7. A student who fails in one or both fields of the Comprehensive Examination may be given only one (1) re-examination within twelve (12) months

from the first examination. The re-examination should cover the entire range of the General or Special Field concerned.

Article 8. A non-appearance or “no show” in a scheduled Comprehensive Examination shall automatically be equivalent to failure in the specific field of the Comprehensive Examination unless on a very meritorious case subject to the evaluation by the Division/Department/College concerned.

Article 9. A failure to pass the second try of the Comprehensive Examination shall permanently disqualify the student from earning the degree from UPV.

Article 10. The Committee Chair, through the GPO, shall submit to the Dean the examination results within six (6) weeks from the date of the examination.

Section 10. Graduation

Article 1. A student shall be considered a candidate for graduation if he/she meets the following requirements:

- a. Must have a minimum weighted average of 2.0 for all the required courses taken;
- b. Must have passed the oral defense of his/her thesis/Special Problem and submitted the required number of approved copies of the manuscript or must have passed the Comprehensive Examination;
- c. Must satisfy all other requirements prescribed by the degree program pursued; and
- d. Must have been in residence for one (1) year immediately prior to graduation.

Article 2. The student must file the application for graduation with the College/School concerned or GPO according to the schedule for filing in the approved Academic Calendar.

Section 11. Second Master's Degree

Article 1. A student who has earned a master's degree in UPV or any UP unit and wishes to earn another Master's Degree therein must satisfy the following requirements:

- a. earn in the University at least eighteen (18) more graduate course credits in the second master's degree in addition to the common course requirements of his/her first Master's degree; and
- b. complete all other requirements of the second Master's degree.

Article 2. In the case of the thesis/Special Problem programs, the additional units required for the second master's degree are exclusive of the thesis/Special Problem. In the case of the non-thesis/non-Special Problem programs, the student seeking a second Master's degree must pass the Comprehensive Examination.

CHAPTER 8

THE DOCTORAL DEGREE PROGRAM

Section 1. Admission into the Doctoral Program

Article 1. For admission into a Doctoral Program, an applicant must comply with the following requirements:

- a. be a holder of a Master's degree or equivalent degree or title from the University or from other recognized institutions of higher learning;
- b. have a satisfactory evidence of scholarship and quality of academic work as indicated by his/her previous preparation;
- c. fulfillment of any special requirements for the major field that he/she chooses;
- d. have intellectual ability; and
- e. demonstrated capability for research.

Article 2. These requirements shall be assessed by the examination of the following:

- a. undergraduate and graduate credentials;
- b. recommendation of three (3) recognized scholars or practitioners in the discipline or professional area concerned;
- c. interview with the applicant or other appropriate measure; and
- d. Curriculum Vitae.

Article 3. For admission requirements, refer to Chapter 6 Section 2. The appropriate major Division/Department/Institute of the academic unit concerned should be properly identified in the student's application.

Article 4. The Committee for the Ph. D. Program created by the College/School Dean shall evaluate the credentials of the applicant and determine his/her acceptability to the program.

Article 5. The applicant may be required to take an additional course or courses as may be determined by the Committee for the Ph. D. Program.

Section 2. The Doctoral Program of Study

Article 1. A Program Adviser shall be appointed by the College/School Dean to formulate the Program of Study of the doctoral degree student. Only the regular Graduate faculty shall serve as Program Advisers.

Article 2. The doctoral student's Program of Study shall be based on his/her academic preparation and desired specialization. The Program of Study shall be submitted for approval to the College/School Dean upon the recommendation of the Program Adviser and the Committee for the Ph. D. Program by the end of the first semester of residence. Changes in the Program of Study may be allowed upon the approval of the Dean as recommended by the Program Adviser and the Committee for the Ph. D. Program.

Article 3. The course requirements of the program are a minimum of 30-32 units of course work and 12 units of dissertation.

Section 3. The Doctoral Committee and the Qualifying Examination

Article 1. After the student's completion of all course work requirements, a Doctoral Committee shall be formed for his/her qualifying examination subject to the approval of the Dean of the College/School.

The Doctoral Committee shall be chaired by the student's Program Adviser with three (3) other Graduate faculty members (regular or non-regular). A member of the committee may come from outside of the College/School.

Article 2. To be eligible for the qualifying examination, the doctoral student must obtain a GWA of 1.75 or better for all required courses in his/her study plan.

Article 3. The qualifying examination shall be conducted before the registration period of the semester. The student shall submit the application for the qualifying examination for the approval of the Dean at least five (5) working days prior to the qualifying examination.

Article 4. The qualifying examination shall consist of an oral and/or a written component. The examination tests the student's ability to integrate and apply the knowledge obtained from his/her doctoral program of study.

Article 5. The written component of the qualifying examination for the doctoral student shall not be longer than 15 hours. There should be at least a three-hour session for each of the major and cognate fields with at least a one-day interval between these sessions.

Article 6. The oral examination shall be conducted if majority of the members of the Doctoral Committee are present. To pass, a student must obtain an average grade of 1.75 or better. The results of the oral examination should be submitted to the Dean immediately, i.e., one working day after the oral examination by the Committee.

Article 7. A student who fails to get a passing grade may be allowed to re-take the examination and shall be given not later than one month after the conduct of the first oral examination. A failure at the re-examination shall disqualify the student permanently from the Ph.D. program.

Article 8. After passing the qualifying examination, the student shall be considered as having been advanced to candidacy for the degree and shall prepare for his/her dissertation.

Section 4. The Dissertation Adviser and the Dissertation Committee

Article 1. After passing the qualifying examination, the student requests for the appointment of his/her Dissertation Adviser who will guide him/her in the preparation of the dissertation proposal and conduct of the study. The Dean approves the appointment of the Dissertation Adviser upon the recommendation of the Unit Head where the study will be conducted.

Article 2. The student and the Dissertation Adviser shall meet and decide on the composition of the Dissertation Committee. The members of the student's Dissertation Committee must all be Ph.D. degree holders and must be recommended by the Dissertation Adviser and approved by the Dean.

Article 3. The Dissertation Committee shall be composed of a minimum of four (4) members excluding the Critic/External Examiner. The Dissertation Adviser and at least one member should come from the home unit. The Chairman of the Committee shall be the Dissertation Adviser. The Dissertation Adviser must have published as a senior author at least five (5) articles in peer-reviewed journals. The change in the composition of the Dissertation Committee must be approved by the Dean upon the recommendation of the Dissertation Adviser.

Article 4. The Dissertation Committee shall evaluate the conduct of the defense of the dissertation proposal and guide the student in the preparation of the dissertation.

Section 5. The Preliminary Oral Examination

Article 1. As a doctoral candidate, the student submits a research proposal to the Dissertation Committee for evaluation. Upon the Committee's assessment of the readiness of the said proposal, the student defends it in a preliminary oral examination.

The defense of the dissertation proposal shall be used to evaluate the student's comprehension of the basic principles related to the dissertation problem and his/her preparedness to undertake the proposed research. This will also serve to further improve the proposed research.

Article 2. All members of the Dissertation Committee must be present during the proposal defense. A consensus from the members of the Dissertation Committee qualifying the student to proceed with the implementation of the dissertation proposal must be obtained.

Section 6. The Dissertation

Article 1. The dissertation must be an original and independent research. It must be a worthwhile and significant contribution to scholarship in the field pursued by the student.

Article 2. The title and outline of the dissertation as recommended by the Dissertation Adviser must be approved by all members of the Dissertation Committee.

Article 3. The doctoral dissertation shall be enrolled only once. The student shall be given a grade only after all requirements have been completed.

Section 7. The Final Oral Examination and the Defense Panel

Article 1. The defense of the dissertation shall be used to evaluate the student's ability to explain and evaluate his/her research findings and his/her capacity to define future research areas related to his/her dissertation. This shall also determine the student's ability to present scientific data in a systematic and scholarly manner.

Article 2. The student must submit his/her application for defense of the dissertation for approval of the Dean at least two weeks before the scheduled defense.

Article 3. The defense of the dissertation shall be evaluated by the student's Dissertation Committee and a Critic/External Examiner who is a distinguished expert in the field. The Critic/External Examiner shall come from outside the home College/School and shall be appointed only before the conduct of the defense of the dissertation. The student must distribute a draft of the Dissertation to each member of the Dissertation Committee and the Critic/External Examiner at least two weeks before the scheduled defense set by the Dissertation Committee.

Article 4. To pass, the student must receive not more than one (1) negative vote of the defense panel. If there is a negative vote, the Committee should reach a consensus or the decision of the majority should prevail.

Article 5. A student who fails the dissertation defense is allowed to make a second defense and this should take place not earlier than one month but not later than one (1) year after the first defense.

Article 6. A failure upon the second dissertation defense shall permanently disqualify the student from the Program.

Section 8. Publication Requirement

Article 1. As a requirement for the degree, a student must have at least one accepted or a published regular article. The article must be based on the student's dissertation as certified by the Dissertation Adviser.

Article 2. Articles that are published shall include the Ph.D. student as the first author and the Dissertation Adviser as the co-author. The inclusion of other authors in the article shall be at the discretion of the student and his/her Dissertation Adviser.

Section 9. Residency in the Doctoral Program

Article 1. Maximum Residence Rule (MRR): All requirements for the doctoral degree must be completed within six (6) years from the initial enrollment in the program.

Article 2. An extension may be allowed only in highly meritorious cases, but in no case shall the extension be longer than two (2) years. Subject to evaluation, the extension may be granted one (1) year at a time.

Article 3. The student must be officially enrolled at least one academic year prior to the conferment of the degree.

Section 10. Candidacy for Graduation

Article 1. The doctoral candidate should satisfy all other requirements prescribed by the degree program pursued.

Article 2. To graduate, the doctoral candidate shall pay the prescribed graduation fee and submit nine (9) bound copies of the final dissertation.

The nine (9) bound copies shall be distributed as follows: one (1) copy each for the student, the Thesis Adviser, the major Department/Division/ Institute, the Dean's Office, the University Library, the GPO, the UPV Graduate Library, the National Library, and the CHED Regional Office.

CHAPTER 9

FINAL PROVISIONS

Section 1. Amendments/Approval

Article 1. All pertinent academic rules and policies governing graduate programs that are amended by the University Council (UC) shall automatically form part of the Graduate Program Manual.

Article 2. Other new policies, rules, and regulations may be laid down in the Manual upon approval of the UC.

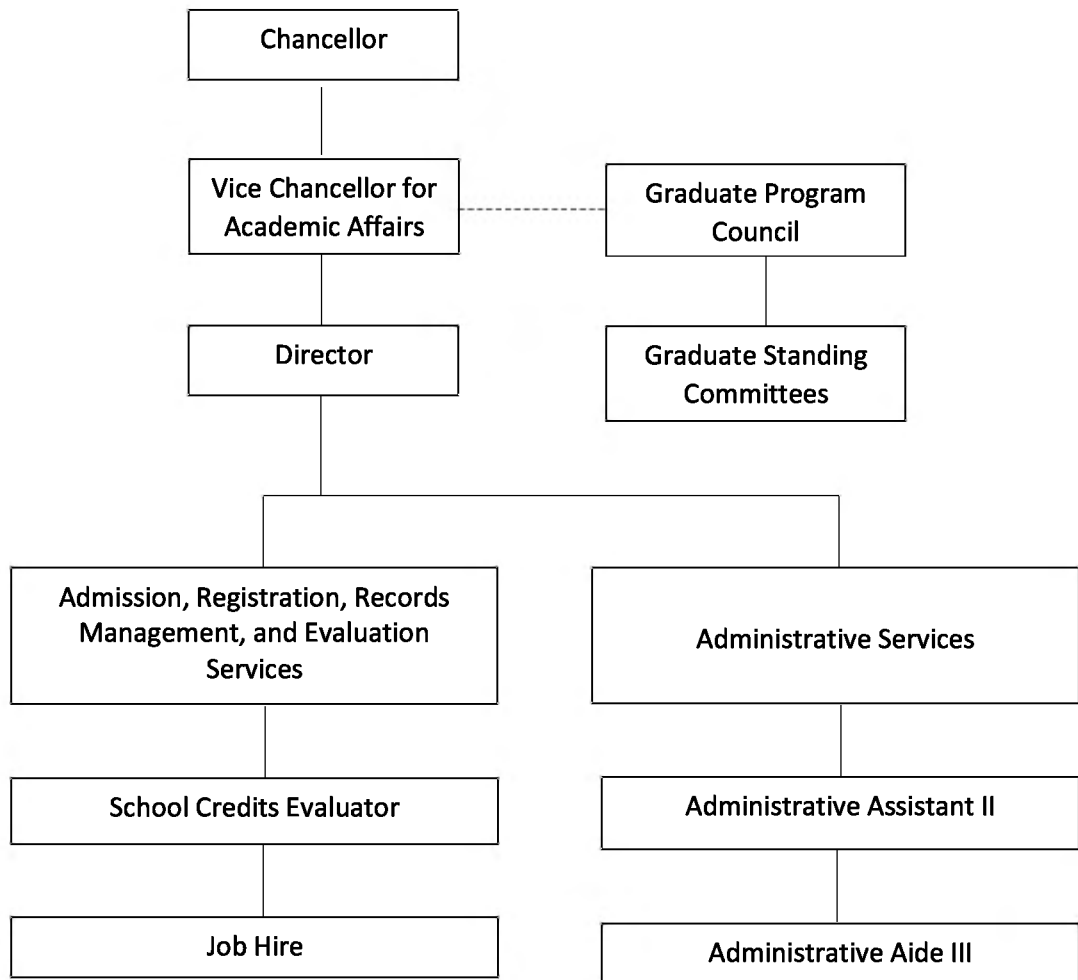
Section 2. Effectivity

The revised version of this Manual shall take effect on the academic year immediately subsequent to its approval by the UPV UC.

APPENDICES

GRADUATE PROGRAM OFFICE

ORGANIZATIONAL CHART





UNIVERSITY OF THE PHILIPPINES VISAYAS

Graduate Program Office

Ground Floor, Graduate and Continuing Education Building
(GCEB), General Luna Street, 5000 Iloilo City, Philippines

Telefax: (+63-33) 337-7982

E-mail: upvgpo@yahoo.com; Website: www.upv.edu.ph/gpo



APPLICATION FOR ADMISSION

Attach
2x2 ID picture
or passport-size
photo

NAME: _____

Sir/Madam:

I would like to apply for admission as a *part-time/full-time* student (encircle choice) in the Graduate Program offered by UP Visayas (please check appropriate box):

Master of Management (MM)
(*non-thesis program*)

Business Management

Public Management

Diploma in Urban and Regional
Planning (DURP)
(*non-thesis program*)

Master of Education (MEd)
(*non-thesis program with Plans A & B*)

Biology

English as a Second Language (ESL)

Filipino

Guidance

Mathematics

Physics

Reading

Social Studies

Master of Chemistry (MChem)
(*non-thesis program with Plans A & B*)

Non-degree student

Master of Science in Biology (MS
Biology)*

Field of Interest:

Developmental Biology

Environmental Biology

Marine Biology

Microbiology

PhD in Fisheries (PhD Fish)

Master of Science in Fisheries (MSF)*

Aquaculture

Fisheries Biology

Fish Processing Technology

Master of Science in Ocean Sciences
(MSOS)*

Master of Marine Affairs (MMA)
(*non-thesis program*)

Master of Aquaculture (MAq)
(*non-thesis program*)

Professional Masters in Tropical Marine
Ecosystems Management (PM-TMEM)

Special student

* with thesis

I am enclosing my application fee of Two Hundred Fifty Pesos (P250.00) only. Also attached are the other requirements for admission:

- a) Two (2) copies of the accomplished Application Forms (GPO Form No. 1) and Information Sheet (**Note: Three (3) copies for College of Fisheries and Ocean Sciences programs**);
- b) Two (2) Letters of Recommendation from former professors and/or immediate supervisors in the major area of study (use attached forms);
- c) One (1) original copy and two (2) photocopies of the undergraduate Transcript of Records (with post-baccalaureate and graduate, if applicable) for evaluation purposes;
- d) Certificate of Honorable Dismissal/Certificate of Transfer Credential/Certificate of Transfer Eligibility from the last school attended;
- e) One (1) original copy of the Birth Certificate from the Philippine Statistics Authority;
- h) One (1) original copy of the Marriage Contract from the Philippine Statistics Authority (for married female applicant only);
- i) For foreign students from countries where English is not the medium of instruction and/or not the native language, a minimum Test of English as a Foreign Language (TOEFL) rating of 500 in the paper-based test, at least 173 in the computer-based test, at least 61 in the Internet-based test, or a score of at least 5.5 in the International English Language Testing System (IELTS), or a certification from a duly authorized unit of the University. This is in addition to other requirements of the specific graduate programs.
- j) Other requirements as prescribed by the College/School for specific degree programs.

Truly yours,

Signature over Printed Name of Applicant

Date

Return Address:

E-mail Address: _____

Tel. No. _____

Fax No. _____

Mobile No. _____

NOTE: Applicants will be notified of the results of the screening of documents by the GPO through the GPO website in the UPV website www.upv.edu.ph/gpo and at the GPO bulletin board, GCE Building. For programs with an entrance examination, the results will also be posted by the GPO through the UPV website, GPO website, and bulletin board.

Applicants should acknowledge admission through a Letter of Acceptance addressed to the GPO not later than a week before the first day of the registration.

Information Sheet
(Please type or print legibly)

I. Personal Data

Name:

First	Middle	Last

Date of Birth _____ Sex: _____ Civil Status: _____

Permanent Address: _____

Mailing Address: _____

Telephone No. _____ Mobile No.: _____ E-mail Address: _____

Citizenship: _____ No. of Dependents: _____

For citizens of other countries only: Please indicate the means of support for the duration of your stay in the Philippines.

Government Scholar Self-supporting Others (please specify):

II. Educational Attainment

	Schools Attended	Inclusive Dates of Attendance	Highest Degree	Date Conferred
Secondary				
College				
Graduate				

III. Academic Honors, Awards, and or Scholarships

Awards	Institution Conferring Award	Date Conferred

IV. Work Experience (from latest position). You may use an additional sheet(s) if necessary.

Position	Employer/ Institution	Period of Employment	Brief Description of Duties

V. Professional and Civil Service Examination Taken

Title of Examination	Date Taken	Rating

VI. Professional Articles Published

Title of Publication and Where Published	Date Published

VII. Professional and Community Organization

Organization	Nature of Organization	Position Held	Inclusive Dates

VIII. Statement of Thesis/Dissertation topic of interest (where applicable)

IX. List down below the names and addresses of your present employer and/or previous employer or professors whom you have asked to fill out the Personal Recommendation Form (to be mailed separately to the School). Please note that it is your responsibility to check with the referee to assure the prompt submission of the recommendations.

Name: _____ Name: _____

Position: _____ Position: _____

Organization: _____ Organization: _____

Address: _____ Address: _____

I hereby certify that the information given above is true to the best of my knowledge. It is understood that upon my admission to the University of the Philippines in the Visayas (UPV), I shall be governed by the rules and regulations of UPV and the University of the Philippines System.

Date

Signature of Applicant



UNIVERSITY OF THE PHILIPPINES VISAYAS
Graduate Program Office
 Ground Floor, Graduate and Continuing Education Building (GCEB)
 General Luna Street, 5000 Iloilo City, Philippines
 Telefax: (+63-33) 337-7982
 E-mail: upvgpo@yahoo.com; Website: www.upv.edu.ph/gpo



CONFIDENTIAL REFERENCE LETTER

- Reference letters are to be placed in an envelope, endorsed across the back seal, and returned to the applicant or mailed by the Referee to: *The Director, Graduate Program Office, University of the Philippines Visayas, General Luna Street, 5000 Iloilo City, Philippines.* Applicants are not to open the envelope.
- The person whose name appears below has applied for admission to the Graduate Program. Your assessment of his/her personal qualification will be most helpful in our consideration of his/her application. This recommendation will be considered strictly confidential. If additional space is needed, please use additional sheets.

1. Name of Applicant: _____
2. How long have you known the applicant? _____
3. In what capacity have you known the applicant? _____
4. Do you believe that the applicant is prepared for graduate work? _____
5. What do you think are the strengths and weaknesses of the applicant?

6. How would you rate him/her on the following scale?

	Excellent	Very Good	Good	Average	Poor
Intellectual Ability					
Diligence					
Leadership					
Administrative Ability					
Cooperation					
Dependability					
Integrity					
Ability to express himself orally					
Ability to express himself in writing					

7. What other information could you provide about the applicant?

Signature above Printed Name: _____
 Position: _____
 Organization: _____
 Address: _____



University of the Philippines Visayas

GRADUATE PROGRAM OFFICE

Graduate and Continuing Education Building (GCEB)
General Luna St., Iloilo City

Telefax: (033) 337-7982

Email: upvgpo@yahoo.com; gpo.upvisayas@up.edu.ph