



College of
Social Sciences
and Philosophy

Graduate Manual

UNIVERSITY OF THE PHILIPPINES DILIMAN
2023

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Foreword

Ang bawat mag-aaral na pumasok sa isang akademikong programa ay naglalayon at umaasang makapagtapos sa kanyang pag-aaral. Higit ang ganitong hangarin sa gradwadong antas, sapagkat bahagi na ng kanilang pangarap para sa hinaharap ang pagkamit ng gradwadong digri. Sa gayon, layunin ng bawat gradwadong mag-aaral ang makapagtapos sa lalong madaling panahon bilang bahagi ng kanilang susunod na hakbang. Para sa Kolehiyo at sa Unibersidad, hinahangad rin namin ang agarang pagtatapos upang mapag-ibayo ang paglilingkod sa pamayanan at mapalawak pa ang pagtuklas at pagpalaganap ng kaalaman.

Sa layuning ito, ipinagkakaloob ng Kolehiyo ang rebisadong Graduate Manual para sa lahat ng mga gradwadong mag-aaral at mga guro sa 18 gradwadong programa na nasa pangagasiwa ng siyam na akademikong yunit sa agaham panlipunan at pilosopiya.

Taong 2009 nang huling nirebisa ang mga patakaran sa pagpasok, pananatili at pagtatapos sa gradwadong programa, ang mga pangangailangan sa bawat antas, maging ang mga kahulugan ng mga termino, hanggang sa matayog na layunin ng bawat isa sa mga gradwadong programa. Ang mga pagbabago, karadagdagang paglililaw, at mga rebisyon na matatagpuan dito ay hindi lamang puntong administratibo. Lahat ng ito ay nagmula sa karanasan ng Kolehiyo at bahagi ng kasaysayan ng pagyabong ng mga programa at pagdami ng mga mag-aaral. Mula sa mayamang karanasan sa pagtanggap, paggabay, at pagpapatapos sa mga gradwadong mag-aaral, tinipon ang mga paglililaw at mga kapasyahan ng gradwadong kaguruan upang mapagtibay itong gabay para sa kasalukuyan at sa hinaharap. Pagdating ng panahon, muling magkakaroon ng mga rebisyon bilang tampok ng isang buhay at masiglang programa na patuloy na tumutugon sa nagbabagong panahon.

Malaki ang pasasalamat ng Kolehiyo sa lahat ng naging Tagapag-ugnay ng Opisina ng Gradwadong Programa (OGP), kasama ang mga kawani ng OGP, sa pagsasakatuparan ng lathalaing ito. Maraming salamat sa gradwadong kaguruan na nagbahagi ng kanilang karanasan at kaalaman upang makumpleto ang rebisyon. Harinawa'y makatulong ito upang higit na maayos ang pagpapadaloy ng mga proseso sa ating gradwadong programa. Ang paggamit ninyo sa Graduate Manual ang siyang tanda ng matagumpay na pinagdaanan nito.

MARIA BERNADETTE L. ABRERA, PhD
Dekano

Preface

This edition of the College of Social Sciences and Philosophy (CSSP) Graduate Manual, like any important institutional document, is a product of a series of workshops, consultations, archival research, and meetings organized by the CSSP Office of the Graduate Program. In 2019, the OGP initiated the review of the 2009 edition of the manual by eliciting comments from the members of the College Graduate Program Committee, Graduate Faculty Council, graduate faculty, and administrators. Afterwards, the OGP incorporated the comments that were gathered into the revised CSSP Graduate Manual. The draft of the revised edition of the manual was finally approved by the Graduate Faculty Council at its meeting on 18 September 2023, pending minor comments and additional suggestions from the members of the council.

The rules and procedures contained in this manual are guided by University policies stipulated in the University of the Philippines (UP) Diliman General Catalogue 2014, published by the Office of the University Registrar, and the General Rules for Graduate Programs in U.P. Diliman, published in 1999 by the Office of the Director of Instruction (now Office for the Advancement of Teaching) under the auspices of the Office of the Vice-Chancellor for Academic Affairs. In addition to the two documents mentioned, this manual is also shaped by memoranda and other new and updated guidelines and policies issued by various offices in the University in the past academic years, reflecting the changing landscape in the administration of the institution's graduate programs. In the past years, the College even more saw the importance of updating its graduate manual, cognizant of the drastic changes in University policies due to the COVID-19 pandemic and shifting paradigms in higher education. Existing rules were either changed or abolished while new ones were created. It is equally important to note that the procedures written in this manual represent the existing practices that are unique to the College, a fact that necessitates the creation and updating of this graduate manual. Nevertheless, the readers must always consult their home departments/institute about the policies and rules specific to their respective programs.

The College strives to regularly revisit and revise the manual to continually fulfill its mission to help CSSP graduate students navigate their respective degree programs, from the beginning of their specialization training until they ultimately don their sabbay. The CSSP Graduate Manual also hopes to continue guiding the College's graduate faculty, staff, and administrators to efficiently carry out their duty of administering their unit's graduate program(s). Finally, may this manual serve as a humble contribution to the 40th founding anniversary of the College of Social Sciences and Philosophy.



Introduction

Graduate Studies at the UP College of Social Sciences and Philosophy

1.1 Background

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

In 1983, however, CAS was reorganized into three separate and autonomous colleges: the College of Arts and Letters, the College of Science, and the College of Social Sciences and Philosophy (CSSP), through Administrative Order No. 170 signed by the UP Board of Regents on 06 October 1983. Accordingly, administrative control of the various graduate degree programs fell under the respective deans of the three colleges. Thus, the Dean of CSSP now administers all the graduate degree programs of the College, assisted by the Coordinator of the Office of the Graduate Program (OGP) (see subsection 1.2.2).

1.2 Administrative Structure

Today, UP CSSP is one of the largest graduate institutions in the country, in terms of number of graduate degrees granted. The College has eight disciplinal departments and one disciplinal and research institute that offer programs leading to graduate degrees. The eight departments with their degree offerings are: Anthropology (M.A., Doctor of Philosophy or Ph.D.), Geography (Master of Science or M.S.), History (M.A., Ph.D.), Linguistics (M.A., Ph.D.), Philosophy (M.A., Ph.D.), Political Science (M.A., Ph.D.), Psychology (M.A., Ph.D.), and Sociology (M.A., Ph.D.). The lone institute is the Population Institute that offers the M.A. Demography and the Master in Population Studies (MPOPS) programs. The Department of Political Science offers the Master in International Affairs (M.I.A.) degree program in addition to its regular M.A. and Ph.D. programs in Political Science.

1.2.1 The Office of the Dean. The Dean shall be responsible for the implementation of College policies and rules pertaining to graduate programs and for the efficient administration of these graduate programs. In particular, the Dean shall exercise the following powers and responsibilities based on the recommendation of the Graduate Faculty Council, the OGP Coordinator, the College Graduate Program Committee, and the department

chairs / institute director through their respective graduate program coordinators/committees:

- approve a student's request for transfer of credits from another university (University of the Philippines Diliman General Catalogue [or UPD General Catalogue] 2014, pp. 27, 32; General Rules for Graduate Programs in UP Diliman [or General Rules] 1999, subsections 3.4.1 and 4.4.1) or from another college/unit within the University (UPD General Catalogue 2014, pp. 28, 32; General Rules 1999, subsections 3.4.2 and 4.4.2);
- approve the admission (see section 2.1) and readmission (see section 3.6) of a student into the graduate programs including extension of academic residence beyond the Maximum Residence Rule (see section 3.7);
- approve the student's continuation in or disqualification from a graduate program;
- approve the composition of the thesis/dissertation committees (see sections 8.2 and 5.2), thesis/dissertation oral defense panels (see subsections 10.1.3.1 and 7.1.3.1), and comprehensive examination panels (see section 4.4) for each student;
- authorize master's degree holders to teach graduate courses and/or become members of thesis/dissertation defense panels and/or comprehensive examination panels in meritorious cases (see section 1.3);
- authorize the scheduling or rescheduling of the thesis/dissertation oral defense (see subsections 10.1.2 and 7.1.2) as well as comprehensive examinations (see section 4.3);
- sign and accept bound copies of theses/dissertations; and
- present before the Graduate Faculty Council all unresolved issues and problems concerning graduate programs and graduate students.

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

1.2.2 The Office of the Graduate Program. The Office of the Graduate Program (OGP) serves as the link between the Dean and the various departments/institute, and is responsible for the bulk of the administrative tasks involved in running the various graduate degree programs. The office, headed by the Coordinator, fulfills the following functions:

A. Admission process and registration

- Accepts and checks applications for admission for completeness, and then forwards such documents to the departments/institute for deliberation according to their own deadlines (see section 2.1)
- Endorses the recommendation of the departments/institute

- for admission of qualified applicants to the Dean
- Notifies: (a) the Office of the University Registrar (OUR) and the department/institute of officially admitted students by the Dean; (b) qualified applicants of their official admission; and (c) applicants who are not qualified
- Issues registration materials to graduate students and assists in the checking/validation/assessment during registration

B. Record-keeping

- Keeps the records of all students admitted to the College's graduate programs and of all CSSP students admitted to the Tri-College Ph.D. Philippine Studies Program prior to the official transfer to Asian Center of the administrative tasks involved in running the program
- Keeps the records of students who are not admitted to the CSSP graduate program, for a maximum period of five (5) years
- Keeps the records of students who failed the pre-print research paper, M.A. non-thesis comprehensive examinations, M.A. thesis, and Ph.D. dissertation, for a maximum period of five (5) years
- Keeps the records of students who have been dismissed from the CSSP graduate program, for a maximum period of 10 years

C. Monitoring and evaluation

- Monitors and evaluates regularly the residence status of graduate students and sends notices of maximum residence rule status to relevant students
- Monitors and evaluates the fulfillment of degree requirements by graduate students
- Monitors compliance with the rule on cumulative weighted average

D. Graduation

- Clears students for graduation and prepares the list of graduating students for approval by the College Graduate Faculty Council and Faculty Assembly
- Coordinates with the OUR on clearing students for final graduation

E. Other functions

- Issues the True Copy of Grades (TCG) and other certifications requested by graduate students for scholarship, employment, and other purposes

- Prepares the appointments of: (a) thesis/dissertation advisers and critics; (b) panel members of thesis/dissertation proposal and oral defense as endorsed by the departments/institute, except the dean's representative in oral defense; (c) comprehensive examination panel members; (d) Population Institute's pre-print research paper advisers and critics; and (e) panel members of the pre-print research paper proposal as endorsed by the Population Institute
- Administers the comprehensive examination requirement and coordinates with the department/institute concerned
- Coordinates the proposal defense of thesis/dissertation or pre-print research paper with the department/institute concerned
- Coordinates the oral defense of thesis/dissertation with the department/institute concerned
- Provides the departments/institute, through the department heads/institute director, with a copy of appointments of thesis/dissertation advisers and critics, panel members of thesis/dissertation proposal and oral defenses and comprehensive examinations, and of results of thesis/dissertation proposal and oral defenses and a copy (cc the Institute Director) of appointments of pre-print research paper advisers, critics, and panel members of pre-print research paper proposals
- Prepares the list of Honorific Scholars (College Scholars and University Scholars) every semester
- Prepares the list of nominees for election to honor societies such as the Phi Kappa Phi and the Pi Gamma Mu
- Distributes the bound copies of thesis/dissertation to target recipients
- Prepares vouchers for honoraria of thesis/dissertation advisers, thesis/dissertation oral defense panel members, pre-print research paper advisers, and comprehensive examination panel members
- Notifies the departments/institute where the concerned faculty members belong that their honoraria are ready for pick-up if paid in check or for checking their ATMs if paid through the ATM

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

1.2.3 The CSSP Graduate Faculty Council. The University mandates that each college/unit of the University "shall have a Graduate Faculty Council constituted by all qualified faculty" (General Rules 1999,

section 2.1). It is the highest policy-making body in the College with respect to its graduate programs, having the following powers and responsibilities:

- to adopt standards, policies, rules, and guidelines pertaining to graduate programs of the College;
- to endorse graduate curricular proposals submitted by the departments/institute;
- to recommend in a joint meeting with the College Faculty Assembly the graduation of students in the graduate programs of the College; and
- to decide on all issues and problems concerning graduate programs and graduate students which may be raised by the Dean, department chairs / institute director, or department/institute graduate program committees.

The members of the GFC shall be all the faculty members of the college who compose the graduate program committees of their respective departments/institute. They are doctoral degree holders, except in meritorious cases (General Rules 1999, section 1.2), and are qualified to teach in the graduate program and sit on thesis and dissertation committees or graduate examination panels.

The Council appoints its members upon the recommendation of the respective departments/institute of the college, in accordance with University policy (General Rules 1999, section 1.2). With the Dean as presiding officer, the GFC is responsible for formulating the academic and administrative policies that apply to the graduate programs of the college. The Council meets once every semester, but special meetings may be called to decide on urgent issues.

1.2.4 The CSSP Ethics Review Board. The CSSP Ethics Review Board (CSSP-ERB) was created by the Office of the Dean and is mandated to implement the policies of the College in matters pertaining to research ethics. The Board reviews and evaluates research involving human participants that are conducted by faculty, staff, and students of CSSP. It ensures that research is conducted in a humane and ethical manner, and complies with national, international, and institutional principles and guidelines on ethical behavior towards human research participants.

The Board shall review and has the authority to approve, disapprove, recommend, require modifications to, monitor the progress of, or authorize observation or monitoring of the consent process as well as research activities, and require reports for research activities involving human participants.

Since the beginning of the Second Semester AY 2022-2023, the College Graduate Faculty Council has required that all thesis/dissertation projects under any program offered by a CSSP unit shall secure an ethics clearance prior to the proposal defense (see sections 6.3 and 9.3). In addition, methods

or field classes that require research outputs involving human participants are encouraged to undergo ethics review by CSSP-ERB should the student(s) decide to disseminate the results of their research projects particularly through publication.

1.2.5 The College Graduate Program Committee. The College Graduate Program Committee (GPC) shall consist of the department/institute graduate program coordinators and headed by the Coordinator of the OGP. The College GPC shall have the following responsibilities:

- to adopt policies, standards, and rules pertaining to the College graduate programs, provided these are consistent with the UP Diliman guidelines;
- to serve as consultant of the Dean for special cases and matters where the College's academic policies are unclear or as yet unformulated;
- to convene to discuss and make recommendations on matters pertaining to student admission, progress, and graduation; and
- to raise to the Dean or, if necessary, the GFC any unresolved issue or problem concerning department/institute graduate programs.

1.2.6 The Department/Institute Graduate Program Coordinators. Generally, the Department/Institute Graduate Program Coordinator provides direct assistance to the department chair/institute director in matters relating to the administration of its graduate program(s). Specifically, they are tasked to perform the following duties and responsibilities:

- serve as channel of official communications between graduate students and the department/institute represented by the department chair/ institute director;
- coordinate assessment of program curriculum that may lead to institutionalization/abolition of courses or programs and curricular revision;
- determine course offerings every semester, based on the program of study of graduate students and availability of graduate faculty who may teach the courses;
- conduct regular advising, guidance, and evaluation of the academic performance and progress of department/institute graduate students and recommend to the department chair/institute director a student's continuation in or disqualification from a graduate program;
- maintain accurate and up-to-date records of their department/ institute graduate students in coordination with the Office of the Graduate Program;
- designate examiners for comprehensive examinations, where applicable;
- sit as an active member of the College Committee on Student

- Admission, Progress, and Graduation (CSAPG); and
- provide support in successfully conducting other graduate program-related academic activities as requested by the department chair/institute director, the OGP, and the Dean.

1.2.7 The Department/Institute Graduate Program

Committee. The Department/Institute Graduate Program Committee (GPC) is the highest policy-making body with respect to graduate programs of a department/institute. It shall have the following responsibilities:

- to adopt policies, standards, and rules pertaining to the department/institute graduate programs, provided these are consistent with the College guidelines;
- to recommend to the GFC the institution, revision, or abolition of department/institute graduate programs and courses;
- to recommend to the Dean or, if necessary, the GFC, the authorization of a master's degree holder to teach a graduate course or become a member of a thesis committee;
- to recommend to the Dean the admission of a student into a department/institute graduate program; and
- to raise to the GFC any unresolved issue or problem concerning department/institute graduate programs.

The Department/Institute GPC is composed of faculty in the department/institute who are members of the GFC. The department/institute graduate program coordinators serve as the chair of their respective department/institute GPCs. In case there is more than one graduate program coordinator in the department/institute, they serve as co-chairs of the Committee.

Appendix A shows the flow of decision-making and communications in the administration of the College's graduate programs.

1.3 Faculty Qualifications for Graduate Programs

Generally, University policy states that only doctoral degree holders shall be qualified to teach graduate courses and sit in Thesis/Dissertation Committees or comprehensive examination panels, except in meritorious cases. According to the General Rules (1999, subsection 1.2.1), cases considered meritorious are the following:

1. Master's degree holders with appropriate expertise and/or who are pursuing doctoral studies may be allowed to teach courses at the master's level and sit in master's Thesis Committee, Thesis Oral Defense Panel, and master's examination panel.
2. Faculty with good research and publications record and known expertise in the field (with practical and specifically applied experience required by some degree programs), may be allowed to teach graduate courses.

In the College, waiver of the policy due to meritorious cases shall be obtained with the approval of the Dean, by taking the following steps:

1. The Department/Institute Graduate Program Coordinator writes a letter to the Dean, through channels, requesting that the faculty who is not a member of the GFC be allowed to serve any or all of the following master's degree program-related roles:
 - instructor of courses at the master's level;
 - thesis adviser/co-adviser;
 - member of the Thesis Committee, who will examine and approve the thesis proposal;
 - thesis critic/co-critic;
 - panel member during the thesis oral defense;
 - examiner for the comprehensive examination in the master's degree program; and/or
 - dean's representative to the thesis oral defense.
2. The letter should contain the merits of the faculty to justify the request. The faculty's updated curriculum vitae must be appended to the letter.
3. The Department Chair / Institute director endorses the request to the Office of the Graduate Program, who shall forward it to the Dean.
4. The Dean approves the request, and the OGP takes note of the faculty who will serve in the master's degree program-related activities in meritorious cases.

The OGP shall regularly request the departments/institute for updates on the list of non-GFC members who may serve in master's-level activities at the beginning of the academic year.

1.4 Disciplinary Programs

The home unit of each disciplinary program is the department/institute. Each of the eight departments administers its graduate degree program(s) through its Department/Institute GPC chaired by the Department Chair / Institute Director, or the Department/Institute Graduate Program Coordinator for units having this position. Where relevant, the Department Chair / Institute Director works with the Department/Institute Graduate Program Coordinator in administering the graduate degree programs of the unit.

1.4.1 Master's Degree Programs.

The master's degree programs offered by the departments/institute are as follows:

- **M.A. Anthropology** – The Master of Arts in Anthropology program gives a basic grounding in the 'four fields' of anthropology (biological anthropology, world archaeology, world ethnography, and linguistic anthropology), in anthropological theory, research design and methods, and in a chosen area of specialization, ultimately enabling the student to conduct original and independent research.
- **M.A. Demography** – The Master of Arts in Demography program aims to train practitioners of demography who are able to conduct independent high quality research, teach demography courses at both graduate and undergraduate levels, conduct short-term

demographic training programs, and engage in population formulation and evaluation.

- **M.S. Geography** – The Master of Science in Geography program aims to train graduate students to apply geographic concepts, theories, and approaches in a holistic and integrative way in addressing contemporary issues and problems at local, national, and global scales. It employs a critical approach toward the spatial understandings of space, place, and landscape, as well as equips students with the fundamental, conceptual, and practical tools needed for developing ethical and innovative research and/or service-learning engagement.
- **M.A. History** – The Master of Arts in History program aims to provide advanced training for scholars who seek to specialize in Philippine history. Emphasis is placed on research based on primary sources and the use of current historical methodologies.
- **M.A. Linguistics** – The Master of Arts in Linguistics program aims to equip students with advanced knowledge of contemporary linguistic theories and methodologies that may be applied in conducting critical analyses of language structures, language use in society, and variation. The program also strongly promotes documentation and description of Philippine languages and dialects, as well as studies on their historical development.
- **M.A. Philosophy** – The Master of Arts in Philosophy program provides an extensive foundation in various areas of philosophy, with a particular emphasis on the analytic and critical traditions. It offers opportunities for practical application and further investigation within these philosophical frameworks.
- **M.A. Political Science** – The Master of Arts in Political Science program is aimed at individuals who wish to embark on advanced studies and are thinking of establishing a career in the field of academic research in politics. It is designed for students who already have a basic understanding and/or appreciation for teaching and research in the social sciences.
- **M.A. Psychology** – The Master of Arts in Psychology program provides advanced training in psychology to enable graduates to contribute meaningfully to Philippine society as scientists, practitioners, and advocates. The program prepares students to become skilled and ethical psychologists and to take on further specialized training in the doctoral program. Students may choose from the following tracks: General Psychology, Industrial and Organizational Psychology, and Clinical Psychology.

- **M.A. Sociology** – The Master of Arts in Sociology program deepens the student's engagement with the discipline through high level discussion in graduate-level seminar courses in theory, research methods, and electives of choice. The M.A. Program culminates in the successful defense of the master's thesis, which demonstrates the student's capability for independent research. Graduates of the MA program are expected to take on leading roles in teaching and research.
- **Master in International Affairs** – The Master in International Affairs program provides students with an understanding of contemporary international society, including the forces shaping and transforming it. Through the program, students can better understand contemporary international issues and problems, as well as the various strategies for responding to them. The program is practitioner-oriented and aims to provide professional preparation for those who plan to pursue careers in foreign service, international organizations, transnational corporations, or similar industries that require an International Relations background.
- **Master in Population Studies** – The Master in Population Studies is a non-thesis program that aims to meet the need for population practitioners with a strong grounding in the theory and methods of demography and the ability to critically analyze the interrelationship between population factors and development in its various ramifications, from an interdisciplinary perspective.

1.4.2 Doctoral Degree Programs.

The departments/institute at CSSP offer the following doctoral degree programs:

- **Ph.D. Anthropology** – In the Doctor of Philosophy in Anthropology program, the student takes units to specialize in a particular field and area of anthropology, while still being grounded in 'four-fields' anthropology. Through dissertation research, the student makes their own original contribution to Philippine anthropology.
- **Ph.D. History** – The Doctor of Philosophy in History program aims to provide advanced training for scholars who seek to specialize in Philippine history. Emphasis is placed on research based on primary sources and the use of current historical methodologies.
- **Ph.D. Linguistics** – The Doctor of Philosophy in Linguistics program focuses on Philippine linguistics and research on Philippine languages and dialects to address language-related issues in the country.
- **Ph.D. Philosophy** – Within the frames of analytic and critical traditions, the Doctor of Philosophy in Philosophy program

provides rigorous and thorough philosophical courses and trainings to enhance the student's knowledge of philosophical issues and ideas as they progress from being philosophy students to becoming researchers, scholars, and educators in the field of philosophy.

- **Ph.D. Political Science** – The Doctor of Philosophy in Political Science program intends to provide students with an opportunity to pursue advanced studies as well as engage in independent research in political science. It trains individuals to be competent in their professions, particularly in teaching and research. It also offers students the opportunity to work with and learn from leading scholars in the major areas of the discipline to identify and respond to a wide array of important epistemological, ontological, and methodological questions about politics.
- **Ph.D. Psychology** – The Doctor of Philosophy in Psychology program follows the scientist-practitioner-advocate model and provides specialized training in psychology, which prepares its graduates to assume leadership roles as academics, researchers, and practitioners in psychology in the Philippines. Students may choose from the following areas of concentration: Clinical Psychology, Developmental Psychology, Social Psychology, Personality and Individual Differences, and Sikolohiyang Pilipino.
- **Ph.D. Sociology** – The Doctor of Philosophy in Sociology program confers the highest academic degree to a student who has demonstrated capability to produce original knowledge through a successfully-defended dissertation. The PhD graduate is expected to demonstrate mastery of sociological theory, research, and expertise in a chosen area of specialization. Graduates of the PhD program are expected to assume distinctive roles in teaching and producing high-impact research.

1.4.3 The Ph.D. Philippine Studies Program.

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

1.5 Administrative Procedures

Graduate students are expected to fill out and submit various official forms of the departments/institute, the OGP, and the OUR. It is the responsibility of the graduate students to ensure that they comply with all the requirements of their respective

programs. Meanwhile, the departments/institute, through their graduate program coordinators, provide support and information.

All registration procedures are online through the Computerized Registration System (CRS). The CRS allows UP Diliman enrollees, faculty, and staff to access records online. It includes features for creating and updating student records during and after admission, encoding of new course offerings, submission of class schedules, pre-enlistment, registration, change of matriculation, dropping, online submission of grades, online viewing of grades, automated assessment of fees, tagging of scholarship/privileges (UP faculty/employees and dependents) and STFAP brackets, encoding of ineligibilities and accountabilities, students' evaluation of teacher, management of enlistment priority, online advising, and generation of reports (UPD General Catalogue 2014, p. 18).

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

- Request for reinstatement following Absence Without Leave (AWOL) status (see section 3.6);
- Request for the scheduling of the comprehensive examination, areas to be covered and panel of examiners (see section 4.4);
- Request for the appointment of critic (see subsections 5.4.1 and 8.4.1, and section 12.3) and scheduling of oral defense (see subsections 7.1.2 and 10.1.2);
- Request to shift programs/change tracks (see section 2.6);
- Request for a waiver of specific rule(s) such as membership for thesis/dissertation committees or oral defense panel (see section 1.3) and MRR Extension (see section 3.7).

Such letters should be addressed to the Dean, through channels, but should be submitted to the department/institute concerned, through the Department/Institute Graduate Program Coordinator and Department Chair/Institute Director, for their endorsement (see Appendix B for a sample of the correct format for letters of request to the Dean). Students must write one letter per request, since the decision on one request may not be the same as the decision on other requests.

If the Department/Institute endorses the request, the letter is forwarded to the OGP. The Coordinator of the OGP then either recommends the request to the Dean for the latter's approval or else sends the letter back to the Department/Institute. The Dean likewise may either approve the request, or, if not approved, send it back to the Coordinator of the OGP, who will return it to the Department/Institute with their comments on why the request was not approved. The departments/institute are duly notified by the OGP of the outcome of all such requests.

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

Student ► Thesis/Dissertation Adviser (if applicable) ► Department/Institute
Graduate Program Coordinator ► Department Chair/Institute Director ►
OGP Coordinator ► Dean

1.5.2 Requests to the University Registrar. There are other requests that are beyond the scope of the College's administrative functions; such requests need to be addressed to the University Registrar, through channels. The following are the most common requests to the University Registrar:

- Appeal for late registration within the payment deadline;
- Appeal for late application for graduation; and
- Appeal for late processing of Leave of Absence (LOA) and/or dropping

These requests are processed in the regular manner, i.e., addressed to the University Registrar but transmitted through appropriate channels before finally reaching the Office of the University Registrar (OUR). The regular flow of communications is illustrated in schematic form below:

Student ► Thesis/Dissertation Adviser (if applicable) ► Department/Institute ►
Graduate Program Coordinator ► Department Chair/Institute Director ►
OGP Coordinator ► Dean ► University Registrar

1.5.3 Requests to the Office of the Vice-Chancellor for Academic Affairs. There are special requests that need to be addressed to the Vice-Chancellor for Academic Affairs (VCAA) through channels. An example of this is request for extension beyond the fifth extension of academic residence (see section 3.7). Such requests are transmitted through channels until it reaches the Office of the Vice-Chancellor for Academic Affairs (OVCAA). The regular flow of communications is illustrated in schematic form below:

Student ► Thesis/Dissertation Adviser (if applicable) ► Department/Institute ►
Graduate Program Coordinator ► Department Chair/Institute Director ►
OGP Coordinator ► Dean ► University Registrar ► VCAA

1.5.4 Requests to the Chancellor. Appeals for late registration or late payment of enrollment are requests that must be addressed to the Chancellor. The appeal, through a letter signed by the student, must be transmitted through channels, as illustrated in the following schematic form:

Student ► Thesis/Dissertation Adviser (if applicable) ► Department/Institute
Graduate Program Coordinator ► Department Chair/Institute Director ►
OGP Coordinator ► Dean ► University Registrar ► Chancellor

2

Admission, Academic Performance, and Retention Policies

Admission, Academic Performance, and Retention Policies

2.1 Admission of New Students

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

1. application letter addressed to the Dean;
2. curriculum vitae;
3. official transcript of records of undergraduate work (and graduate work, if any): one (1) original copy, one (1) certified true copy of the original, and one (1) apostilled copy (if the degree was obtained from an institution outside the Philippines);
4. birth certificate: one (1) original copy and one (1) photocopy (Note: For Filipino citizens, the birth certificate must be issued by the Philippine Statistics Authority; for foreign applicants, the photocopy of the birth certificate or passport must be duly authenticated);
5. recommendation from former professors/employers with their evaluation of the applicant's potential for graduate work (Note: The recommenders must fill out the CSSP-OGP Form 15, available at the Office of the Graduate Program [OGP] or its website, and must send the accomplished form directly to the OGP);
6. passport-size photograph: two (2) copies;
7. a non-refundable, officially prescribed application fee for Filipino citizens and for foreign applicants (UPD General Catalogue 2014, "Academic Information") to be paid at the UP Diliman Cash Office;
8. one (1) to two (2)-page description of research proposal (for doctoral applicants only); and
9. certification of English language proficiency (see subsection 2.1.3).

Calls for applications for admission are released regularly by respective departments/institute, containing specific instructions and requirements.

Beginning the First Semester AY 2020-2021, the CSSP has facilitated the online processing of applications, in cognizance of restrictions brought about by the COVID-19 pandemic. Since then, the College has adopted this mode of processing, elaborated below:

- The Department/Institute or the OGP receive hard/soft copies of application documents. Application packets received by the OGP are forwarded

to the respective departments/institute.

- The Department/Institute recommends the admission of qualified applicants to the Dean.
- The Dean officially admits them to the College as graduate students.
- The OGP officially notifies the qualified applicants of their official admission to a graduate program through the Notice of Admission (CSSP-OGP Form 1).
- The College, through the OGP, then notifies the Office of the University Registrar (OUR) and submits the original hard copies of admission documents.

Admitted students must respond to the offer of admission by returning the duly accomplished CSSP-OGP Form 16 to the OGP. Failure to fill out and return the said form shall be deemed a refusal of the offer of admission.

Through the said form, admitted students may instead opt to accept the offer of admission but request for deferment of initial enrollment for a maximum of one (1) academic year. The deferment of initial enrollment needs to be approved by the Dean. If the student eventually decides to continue with the program from deferment, they must write a letter addressed to the Dean, through channels, requesting admission from deferment. A copy of the approved CSSP-OGP Form 16 must be appended to the letter. The letter and the attachment must be submitted to the Department/Institute, for endorsement of the Department/Institute Graduate Program Coordinator and the Department Chair / Institute Director. The Department/Institute then endorses the letter and the attached form to the OGP, who then forwards the documents to the Dean, for their approval. The request for admission from deferment must be done at least one (1) month before the registration period of the semester/term when the student plans to start with the program.

Prior to enrollment, the admitted student must undergo activities related to admission implemented by the University (e.g., medical examination, submission of original documents, filling out of student directory, etc.).

The Office of the Graduate Program also notifies applicants who do not qualify for admission using CSSP-OGP Form 2. Upon request of the non-admitted applicants, the Department/Institute also notifies them of the reason for their non-admission in the particular graduate program.

The OUR authenticates all academic records submitted by applicants officially admitted to the University's graduate programs, including all official transcripts of records from other academic institutions. The process of authentication begins with the departments/institute, upon their processing of applications for admission, but new students in the College's graduate programs will be issued their registration materials only after the University Registrar has authenticated their submitted documents.

The OUR has the final authority on the authentication of official academic records and documents submitted by applicants, and may recommend the withdrawal of admission of students whose academic records are of questionable authenticity.

Admitted students who are subsequently found to have submitted counterfeit documents may be recommended for expulsion and other due sanctions by the University Registrar.

2.1.1 Finality of admission decisions. All decisions on admission made by the College are final and beyond appeal. This finality rests on the assumption that applications for admission have been properly reviewed and that pertinent rules and policies, including their dates of effectivity, have been correctly and consistently applied.

2.1.2 Non-degree status. The UPD General Catalogue 2014 defines a non-degree student as “one who is enrolled for credit but does not follow an organized program of study” (p. 18). These are prospective graduate students who are not currently enrolled in any other institution of higher learning who satisfy requirements for admission to the University at the graduate level. Non-degree students shall not be allowed to enroll for more than one (1) semester, except by special permission of the Dean and the University Registrar. The maximum number of units a non-degree student can take is nine (9) units for one (1) semester or a maximum of six (6) units for one (1) midyear term.

Since they do not follow any organized program of study, non-degree students are not prospective candidates for graduation for any degree in the College (UPD General Catalogue 2014, p. 18).

Applicants for the non-degree status must fulfill admission requirement numbers (1) to (7) (see section 2.1) and submit them to the OGP for review, who will then recommend the application to the Dean for official admission. Upon approval of the Dean, the OGP notifies the OUR of all officially admitted non-degree students. The Coordinator of the OGP serves as their adviser during enrollment.

A non-degree student planning to apply eventually to a graduate program, the application of which mostly happens only once a year, will have one whole year in between their application for a graduate program and enrollment as a non-degree student. Hence, they must request special permission of the Dean and the University Registrar to enroll for two (2) semesters, through channels. All the requirements, processes and conditions for admission stipulated in section 2.1 shall apply to them.

2.1.3 Transfer of credits. The department/institute, of which the non-degree student eventually becomes a graduate student, may subsequently recommend for approval by the Dean the transfer of credits taken under the non-degree status to the formal course work of the student as a regular graduate student. Conditions regarding transfer of credits will apply according to the following University rules (UPD General Catalogue 2014, pp. 27 and 32; General Rules 1999, sections 3.4.2 and 4.4.2):

Subject to the recommendation of the OGP and the approval by the Dean, graduate courses taken by the student under another program of the University may be transferred for credit to their new graduate program, provided that: (1) these courses were taken during the last five (5) years prior to the student's admission or transfer to the graduate program; (2) these units have not been credited to a degree previously obtained by the student; and (3) these courses are relevant to their new program.

Transfer of credit shall be done within the first semester of the student's admission into the program. The course(s) credited shall be specified in the student's record by the OGP. A copy of the approval shall be sent to the OUR.

All non-degree subjects which are credited and included in the student's courses in the program will be subject to the Department/Institute's grade requirements. This means that grades for the credited subjects are included in the computation of the retention grade in the concerned graduate program.

2.1.4 TOEFL/IELTS Requirement for Foreign Students.

The University requires foreign applicants whose native language is not English to demonstrate English proficiency by taking the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). To be considered for admission to a graduate program of the College, the applicant must have a TOEFL score of 500 (173 in the computerized form) or the equivalent IELTS score of 5.5. Compliance with the TOEFL/IELTS requirement is monitored by the OUR. The departments/institute may also require a specific TOEFL/IELTS cutoff score from foreign applicants to their programs, and request the OUR to furnish them with the applicant's TOEFL/IELTS score.

For foreign students whose native language is not English but whose education has been obtained in an academic institution with English as the medium of instruction of the whole academic institution, they must request a certification from their institution that the medium of instruction is English in the whole institution. In this case, the TOEFL/IELTS requirement is waived.

2.2 Program of Study

Within the first semester of the student's initial year in the graduate program, the student shall communicate with their Program Adviser. In the College, the Department/Institute Graduate Program Coordinator concurrently serves as the Program Adviser, whose task is to advise, guide, and evaluate the student until they advance to candidacy and is assigned to a thesis/dissertation adviser (General Rules 1999, sections 3.3.1 and 4.3.1).

During the student's first semester, a Program of Study shall also be designed by

the Program Adviser or Department/Institute Graduate Program Coordinator, in consultation with the student on the basis of the latter’s academic preparation and desired specialization (General Rules 1999, sections 3.3.2 and 4.3.2).

2.3 Grading System

Grades for graduate courses follow those of the rest of the University, shown in Table 1 below:

Table 1. Grading system implemented in the University

| Numerical Grade | Equivalent Adjectival Remark |
|-----------------|------------------------------|
| 1.00 | Excellent |
| 1.25 | |
| 1.50 | Very Good |
| 1.75 | |
| 2.00 | Good |
| 2.25 | |
| 2.50 | Satisfactory |
| 2.75 | |
| 3.00 | Pass |
| 4.00 | Conditional Failure |
| 5.00 | Fail |

The official passing grade in the university is 3.0; however, some departments/institute may impose stricter grade requirements.

Students shall consult their respective departments/institute for the grading policy that applies to their graduate programs.

2.4 Retention Rules

Retention in a graduate degree program is subject to two principal criteria: (1) maintaining the General Weighted Average (GWA) required by the Department/Institute to remain in good standing in the program; and (2) maintaining proper residence status in the University. Each department/institute has its own GWA rules and may impose stricter rules than those of the College.

All graduate programs in the College, however, are also subject to the University rule on the Cumulative Weighted Average Grade (CWAG), which shall be based on all courses taken by the student in their approved Program of Study, including those taken in compliance with the Residence Rules, if applicable (UPD General Catalogue 2014, pp. 28 and 32; General Rules 1999, sections 3.5.2 and 4.5.2).

To be retained in the program, a student in any master’s degree program must maintain a CWAG of 2.0 or better in their graduate courses at the end of each

academic year until the completion of their Program of Study (UPD General Catalogue 2014, p. 28; General Rules 1999, section 3.5.2). A student in the doctoral program must maintain a CWAG of 1.75 or better in their course work at the end of each academic year until the completion of their Program of Study (UPD General Catalogue 2014, p. 32; General Rules 1999, section 4.5.2). Failure to obtain the retention grade will disqualify them from the program.

The OGP monitors compliance with the Retention Rules of the departments/institute, as well as the University Residence Rules and the rule on CWAG. A graduate student who is noncompliant with the retention rules of their program or of the University will be notified by their Department/Institute and/or the OGP.

2.5 Honoric Scholarship

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

The required GWAs for the two categories of honorific scholars are as follows: between 1.00 and 1.25 for University Scholars, and between 1.26 and 1.50 for College Scholars; provided, the total unit load taken by the student in the semester concerned was not less than nine (9) units.

2.6 University Policy on Absences

A graduate student whose absences in a course reach 20% of the scheduled course hours shall be dropped from the course (Revised UP Code, Article 346). For example, if the total number of hours prescribed for a three (3)-unit graduate course is 48 hours (three [3] hours a week x 16 weeks), this is equivalent to a total of 9.6 hours of absence.

The Revised UP Code further states, as quoted in the UPD General Catalogue (2014, p. 36):

If the majority of the absences are excused, a student shall not be given a grade of 5.00 upon being thus dropped (often referred to as “forced drop”); but if the majority of absences are not excused, the student shall be given a grade of 5.00 upon being thus dropped. Time lost by late enrollment shall be considered as time lost by absence.

2.7 Shifting from a Thesis to a Non-Thesis Program

If the program so allows, students in a thesis program may shift to the non-thesis program, and vice-versa, during the official residence or any of the approved extension of residence (see section 3.7). The student must write a letter of request addressed to the Dean, and endorsed by the Department/Institute Graduate Program Coordinator, Department Chair/Institute Director, and the OGP.

2.8 Shifting to Another Program and Honorable Dismissal

A student intending to shift should check the unit they wish to shift to for the requirements and deadlines (UPD General Catalogue 2014, p. 13). They must also secure the endorsements from the Department/Institute, through its Graduate Program Coordinator and the Chair/Director, and the approval of the Coordinator of the OGP. To do this, the student must accomplish CSSP-OGP Form 23 and submit it to their home unit.

Meanwhile, honorable dismissal is defined as “the voluntary withdrawal of a student from the University with the consent of the University Registrar,” subject to University rules and guidelines (UPD General Catalogue 2014, p. 41; Revised UP Code, Articles 398-400). On the part of the College, a student who plans to apply for honorable dismissal must first secure College clearance by filling out CSSP-OGP Form 22 and having it signed by appropriate parties.

3

Residence

Residence

3.1 Definition of Residence

The term “residence” refers to the period of time during which a student is permitted to complete all the requirements of their degree program.

3.2 Regular Residence Period

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

- For master’s students: five (5) academic years
- For doctoral students with a previously obtained master’s degree in the same field as their current doctoral degree programs: six (6) academic years
- For doctoral students without a master’s degree, or who have a previous master’s degree, but not in the same field as their current doctoral degree programs: eight (8) academic years

An academic year refers to the normal school year made up of two semesters and one midyear term.

The counting of a student’s residence in a program begins from the student’s first enrollment in a graduate course after admission in a graduate program and shall include all leaves of absence from the program (UPD General Catalogue 2014, p.30).

In the Ph.D. programs, it is the Department/Institute, through its Graduate Admissions Committee, that determines/prescribes the regular residence period, along with the preparatory courses that incoming graduate students need to take before proceeding with the program.

If there are graduate courses taken by the student before their admission to the program and credited to their course requirements, then their allowed period of completion will be reduced by several semesters equivalent to one (1) semester for every nine (9) units of courses credited to their program (UPD General Catalogue 2014, pp. 30 and 35; General Rules 1999, sections 3.10.2 and 4.9.2).

3.3 Enrollment for Residence

A graduate student must always be in residence in the College. To be in residence in the College means either to be enrolled in a course/s or to be enrolled for residence. Enrollment for residence is done online through the Computerized Registration System (CRS) and paying the required fees.

Only the following may enroll for residence:

- A student who is not enrolled in any subject but wants to complete an INC

- or remove a grade of 4.0
- A student who has finished the course requirements for a degree program and is working on non-course degree requirements such as the comprehensive examinations
- A student who has finished enrolling for six (6) units of thesis course or 12 units of dissertation course but is still in the thesis/dissertation writing stage

Failure to enroll for residence will result in their being on AWOL status. No student on AWOL status may take the comprehensive examination, defend their thesis/dissertation proposal, or undergo thesis/dissertation oral defense in their program (see section 3.6).

Enrollment for residence may be done anytime during the regular registration period. Additionally, if the INC is to be removed by an examination, the student shall also pay the removal fee, under specific conditions (UPD General Catalogue 2014, p. 39).

Students must always be aware of their residence status in their respective graduate programs. The Notice of Admission (CSSP-OGP Form 1) given to students accepted in a graduate program indicates the semester when their regular residence will end. A student whose residence has lapsed shall be issued a notification by the OGP (CSSP-OGP Form 3).

3.4 Residence Requirement prior to Graduation

The University rule on residence before graduation states that the student must have been in residence in the semester of graduation (Revised UP Code, Article 408). This supersedes the previous one-year residence rule before the conferment of the graduate degree (UPD General Catalogue 2014, p.35).

3.5 Leave of Absence

A graduate student may officially apply for a Leave of Absence (LOA) from their studies through the CRS.

A student who is not currently enrolled in any course and is not qualified to enroll for residence may file a LOA.

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

3.5.1 University Policy on LOA. In the University, the following policies on LOA are as follows:

- A student who does not intend to enroll in a semester may apply for a LOA. This also applies to a student who is currently enrolled and intends to withdraw their enrollment for the rest of the semester (UPD General Catalogue 2014, p.37).

- The leave shall not exceed one (1) year, but may be renewed for at most one (1) more year (Revised UP Code, Article 401).
- When not taken in two (2) successive years, the aggregate period for the LOA shall not exceed two years.
- If a student withdraws after $\frac{3}{4}$ of the total number of hours prescribed for the course has already elapsed, the instructor of the course may submit a grade of 5.0 for the student if the class standing up to the time of the withdrawal is below 3.0. (Revised UP Code, Article 402).
- For a LOA availed of during the second half of the semester (i.e., beyond the date designated in the Academic Calendar as mid-semester), the class standing of the student (Passing or Failing) should be indicated by the instructor of the course (approved by the UP Board of Regents at its 822nd meeting on 31 July 1972).

Based on the OVPAA Memorandum No. 2023-55: "Harmonized policies and procedures related to admissions, student progress, and graduation," issued on 27 April 2023, LOA will not be counted towards the Maximum Residence Rule (MRR) for graduate students (approved by the BOR at its 1379th meeting on 03 April 2023).

3.5.2 Return from LOA. To return to their studies after the LOA, the student must be readmitted to their graduate program. To do this, they must submit to the OGP the following documents:

- accomplished Return from LOA form;
- filled-out Student Directory (OUR Form 3) with photo; and
- medical certificate from the University Health Service if returning from LOA for more than one (1) semester or if the reason for filing the LOA was due to health/medical reasons regardless of the number of semesters.

Upon evaluation of the student's submission, the OGP will then endorse the above documents to the OUR. The OUR furnishes the College, through the OGP, a copy of the approved Return from LOA form.

3.6 Absence Without Leave (AWOL)

Graduate students are considered on AWOL status if, during a regular semester, they do not enroll nor file a LOA. Time spent on AWOL status is considered as part of a student's total residence period.

A graduate student who goes on AWOL may seek readmission to their program by doing the following:

1. Write a letter addressed to the Dean, requesting for readmission from AWOL status. The letter should be duly endorsed by the Department/Institute Graduate Program Coordinator and the Department Chair/Institute Director.

2. Fill out Appeal for Readmission from AWOL Form (CSSP-OGP Form 21). The form should be duly endorsed by the Department/Institute Graduate Program Coordinator and the Department Chair/Institute Director.
3. Accomplish the Student Directory (OUR Form 3) and attach an updated photo.
4. Submit the letter, duly accomplished and endorsed CSSP-OGP Form 21, and Student Directory to the OGP for their endorsement to the Dean, who will approve the request.
5. Upon receipt of notification of approval by the Dean, pay the AWOL fee to the UP Diliman Cash Office.
6. Obtain a medical certificate from the University Health Service if returning from AWOL for more than one (1) semester or if the reason for AWOL was due to health/medical reasons regardless of the number of semesters.
7. Submit the proof of payment and medical certificate (if applicable) to the OGP for the processing of the University Admission Slip, a copy of which will be sent to the student.

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

Upon recommendation of their department/institute, a student may be granted an extension of academic residence for a period of one (1) calendar year at a time, but only up to five (5) years. The departments/institute must be guided by the conditions for granting extension by type/status of graduate student, stipulated in the following tables:

Table 2. Conditions and Expectations for Granting Extension by Type/Status of Graduate Student and Extension Requested

| TYPE OF GRADUATE STUDENT | | EXTENSION REQUESTED | | | | |
|--|---|--|---|---|---|---|
| | | First | Second | Third | Fourth | Fifth |
| 1. Thesis/ Dissertation with comprehensive examination | Conditions (to be considered for the requested extension) | Must have completed formal course work with no grades of incomplete. | Must have passed the comprehensive examination. Must have successfully defended thesis/ dissertation proposal. | Must have done a substantial part of the thesis/dissertation research, i.e., more than halfway through the research process, as certified by the thesis/dissertation adviser. The certification must be appended to the request. | Must have written a substantial portion of the thesis/dissertation, as certified by the thesis/dissertation adviser and the department/institute graduate program coordinator. The certification must be appended to the request. Must have taken the second additional course. | Must have defended the thesis/ dissertation. If the defense has not yet been conducted, the student must at least be scheduled to defend their thesis/dissertation by the end of the first semester from the start of Year 5 of extension. The department/ institute graduate program coordinator must certify that the critic has already endorsed the thesis/dissertation for defense and that the defense will be scheduled during the first semester from the start of Year 5 of extension. This certification, along with a copy of the thesis/dissertation manuscript, must be appended to the request. |
| | Expected accomplishment(s) (after the duration of the requested extension) | Expected to pass the comprehensive examination. Expected to successfully defend the thesis/ dissertation proposal. Expected to take the first additional course. | Expected to do a substantial part of the thesis/dissertation research. | Expected to write a substantial portion of the thesis/dissertation. Expected to take the second additional course. | Expected to successfully defend the thesis/ dissertation. | Expected to take the third additional course. Expected to complete all the requirements for their degree, including submission to the Office of the Graduate Program five (5) bound copies of the thesis/dissertation and one pre-print paper on the approved doctoral dissertation (if applicable) by the end of Year 5 of extension, including midyear term. |

Table 2 (cont.) Conditions and Expectations for Granting Extension by Type/Status of Graduate Student and Extension Requested

| TYPE OF GRADUATE STUDENT | EXTENSION REQUESTED | | | | |
|---|---|--|---|---|---|
| | First | Second | Third | Fourth | Fifth |
| 2. Thesis/ Dissertation without comprehensive examination | Must have completed formal course work with no grades of incomplete. | Must have successfully defended the thesis/ dissertation proposal. Must have taken the first additional course. | Must have done a substantial part of the thesis/dissertation research, i.e., more than halfway through the research process, as certified by the thesis/dissertation adviser. The certification must be appended to the request. | Must have written a substantial portion of the thesis/dissertation, as certified by the thesis/dissertation adviser and the department/institute graduate program coordinator. The certification must be appended to the request. Must have taken the second additional course. | Must have defended the thesis/dissertation. If the defense has not yet been conducted, the student must at least be scheduled to defend their thesis/dissertation by the end of the first semester from the start of Year 5 of extension. The department/institute graduate program coordinator must certify that the critic has already endorsed the thesis/dissertation for defense and that the defense will be scheduled during the first semester from the start of Year 5 of extension. This certification, along with a copy of the thesis/dissertation manuscript, must be appended to the request. |
| | Expected to pass the comprehensive examination. Expected to successfully defend the thesis/dissertation proposal. Expected to take the first additional course. | Expected to do a substantial part of the thesis/dissertation research. | Expected to write a substantial portion of the thesis/dissertation. Expected to take the second additional course. | Expected to successfully defend the thesis/dissertation. | Expected to take the third additional course. Expected to complete all the requirements for their degree, including submission to the Office of the Graduate Program five (5) bound copies of the thesis/dissertation and one pre-print paper on the approved doctoral dissertation (if applicable) by the end of Year 5 of extension, including midyear term. |

Table 2 (cont.) Conditions and Expectations for Granting Extension by Type/Status of Graduate Student and Extension Requested

| TYPE OF GRADUATE STUDENT | | EXTENSION REQUESTED | | | | |
|---|---|--|---|---|--|--|
| | | First | Second | Third | Fourth | Fifth |
| 3. Non-thesis with comprehensive examination and a pre-print research paper | Conditions (to be considered for the requested extension) | Must have completed formal course work with no grades of incomplete. | Must have passed the comprehensive examination. Must have successfully defended the pre-print research paper proposal. | Must have done a substantial part of the pre-print research paper, i.e., more than halfway through the research process, as certified by the pre-print research paper adviser. The certification must be appended to the request. | Must have written a substantial portion of the pre-print research paper, as certified by the pre-print research paper adviser and the department/institute graduate program coordinator. The certification must be appended to the request. | Must have the pre-print research paper approved by the critic. If the pre-print research paper has not yet been approved by the critic, the department/institute graduate program coordinator must certify that the pre-print research paper adviser has already endorsed the pre-print research paper to the critic and that the result will be released during the first semester from the start of Year 5 of extension. |
| | Expected accomplishment(s) (after the duration of the requested extension) | Expected to pass the comprehensive examination. Expected to successfully defend the pre-print research paper proposal. Expected to take the first additional course. | Expected to do a substantial part of the pre-print research paper. | Expected to write a substantial portion of the pre-print research paper. Expected to take the second additional course. | Expected to have the critic's approval of the pre-print research paper. | Expected to take the third additional course. Expected to complete all the requirements for their degree, including submission to the Office of the Graduate Program five (5) bound copies of the pre-print research paper, by the end of Year 5 of extension, including midyear term. |

Table 2 (cont.) Conditions and Expectations for Granting Extension by Type/Status of Graduate Student and Extension Requested

| TYPE OF GRADUATE STUDENT | EXTENSION REQUESTED | | | | |
|---|--|--|--|---|--|
| | First | Second | Third | Fourth | Fifth |
| 4. Non-thesis with comprehensive examination only | Conditions (to be considered for the requested extension) Must have completed formal course work with no grades of incomplete. | Must have passed the comprehensive examination taken in Year 1 but needs to complete required additional course and all the requirements for their degree. Must have taken the first additional course. | Must have passed the comprehensive examination taken in Year 2 but needs to complete all the requirements for their degree. | Must have passed the comprehensive examination taken in Year 3 but needs to complete required additional course and all the requirements for their degree. Must have taken the second additional course. | Must have passed the comprehensive examination requirement of the program but needs to complete all the requirements for their degree. |
| | Expected accomplishments (after the duration of the requested extension) Expected to pass the comprehensive examination. Expected to take the first additional course. | If the student has not yet taken the comprehensive examination in Year 1 of extension, they are expected to take and pass it during Year 2 of extension. If the student obtained a failing mark in the comprehensive examination in Year 1 of extension, they are expected to retake and pass it in Year 2 of extension. | If the student has not yet taken the comprehensive examination in Year 1 or Year 2 of extension, they are expected to take and pass it during Year 3 of extension. If the student obtained a failing mark in the comprehensive examination in Year 2 of extension, they are expected to retake and pass it in Year 3 of extension. Expected to take the second additional course. | If the student has not yet taken the comprehensive examination in Year 1, Year 2, or Year 3 of extension, they are expected to take and pass it during Year 4 of extension. If the student obtained a failing mark in the comprehensive examination in Year 3 of extension, they are expected to retake and pass it in Year 4 of extension. | Expected to take the third additional course. Expected to complete all the requirements for their degree by the end of Year 5 of extension, including midyear term. |

To apply for extension of academic residence, the student must submit to the department/institute the following documents:

- accomplished Application for Extension of Academic Residence (CSSP-OGP Form 18)
- accomplished Timetable of Activities (CSSP-OGP Form 19) duly noted by the Thesis/Dissertation Adviser
- for third to fifth MRR extension applications: certification from the Thesis/Dissertation Adviser, stating the status of the writing

The Department/Institute, through the Department/Institute Graduate Program Coordinator and the Department Chair / Institute Director, endorses the submitted documents to the OGP, who then forwards the request to the Dean for approval. The Dean may grant an extension of academic residence subject to the conditions as specified in Table 2 above.

In no case shall the extensions of academic residence exceed five (5) years (UPD General Catalogue 2014 pp. 30 and 36; General Rules 1999, sections 3.10.3 and 4.9.3).

Any student who fails to complete all requirements of the degree within the regular period and any approved extension thereof shall be disqualified from the graduate program (UPD General Catalogue 2014 pp. 30 and 36; General Rules 1999, sections 3.10.4 and 4.9.4).

3.8 Additional Course Requirement for Extension of Residence

The student granted an extension shall take additional units of graduate courses in their discipline or area at a rate of three (3) units for every two (2) years of extension or a fraction thereof (UPD General Catalogue 2014 pp. 30 and 36; General Rules 1999, sections 3.10.3 and 4.9.3). The additional course should be taken within the approved period of academic residence extension.

Note that if the student has taken six (6) units of additional course during the first two (2) years of approved academic residence, only three (3) units will be credited. The additional three (3) units shall not be credited in the next approved request for third year of extension. In brief, it is not allowed for a student to take an additional course in advance.

The additional course is normally taken in the subject area of the student's degree program. The student must consult their Department/Institute Graduate Program Coordinator for the courses that they are allowed to take as additional courses.

In some cases, a student may request to be allowed to take an additional course in another discipline. They must then fill out an Application for Additional Course Substitution (CSSP-OGP Form 20). The accomplished form must be submitted to their Department/Institute, who will then endorse it to the OGP. The OGP then endorses the application to the Dean for approval.

4

The Comprehensive Examination Requirement

The Comprehensive Examination Requirement

4.1. Nature of Examination

A number of graduate programs in the College have a comprehensive examination requirement. This is a written examination designed to test the student's mastery of the discipline acquired during the Program of Study. University policy (UPD General Catalogue 2014, pp. 29 and 33; General Rules 1999, sections 3.7.1 and 4.8.3) states that the comprehensive examination must be taken by the graduate student after:

1. completing the coursework in their Program of Study without any grade of INC;
2. satisfying the language proficiency requirement (see sections 6.7 and 9.7), if any;
3. obtaining a CWAG (Cumulative Weighted Average Grade, or grade average computed based only on courses taken by the student within their approved Program of Study but includes those taken in compliance with Residence Rules, if applicable) of 1.75 or better (doctoral degree) / 2.0 or better (master's degree); and
4. completing the courses stipulated by the Maximum Residence Rules (see section 3.7), if applicable

Each program defines the number of examination areas that the student will take.

4.2 The Comprehensive Examination Panel

The Comprehensive Examination Panel shall consist of a minimum of three (3) regular full-time graduate faculty members with doctoral degrees for doctoral examinees or with at least a master's degree for master's examinees, except in meritorious cases (see section 1.3). Additionally, the following may serve as members of Comprehensive Examination Panel:

- Master's degree holders may serve as examiners in doctoral Comprehensive Examinations only in highly meritorious cases and upon approval by the Dean.
- The exception to the examiners in master's Comprehensive Examinations shall be made only with the approval of the Dean, upon recommendation of the appropriate bodies.
- Professorial Lecturers and Professors Emeriti may serve as examiners, provided:
 - they are doctoral degree holders for doctoral Comprehensive Examinations or master's degree holders for master's Comprehensive Examinations, and/or they are known experts in their field; and

- they have taught in the unit for the last two (2) years (UPD General Catalogue 2014, pp. 30 and 33; General Rules 1999, sections 3.7.2 and 4.8.2).

It is the Department/Institute, through its Chair/Director and Graduate Program Coordinator, that determines the appropriate members of the Comprehensive Examination Panel. In highly meritorious cases (see section 1.3), the Department/Institute, through its Graduate Program Coordinator, writes a justification to the Dean explaining why the expert was deemed qualified to sit in the Comprehensive Examination Panel. The letter should be endorsed by the Department Chair/Institute Director to the Office of the Graduate Program (OGP), who then endorses the request to the Dean. The Dean then approves the appointment of the expert.

4.3 Request to Take the Comprehensive Examination

Upon fulfillment of all the four (4) requirements stipulated above (see section 4.1), the student must request their respective departments/institute to administer the comprehensive examination to them by taking the following steps:

1. During the first month after the start of the semester, the student writes a letter addressed to the Department Chair/Institute Director, through the Department/Institute Graduate Program Coordinator, to express their intent to take the comprehensive examination. If the comprehensive examination will be conducted remotely (4.5.2), the student must also include the following information:
 - official UP mail;
 - mobile phone number;
 - gadget that will be used during the remote comprehensive examination;
 - applications available to the student during the examination proper (e.g., Microsoft Word, Adobe Acrobat Reader, Pages, etc.);
 - location (e.g., house, dorm, office, etc.) and address where the examination will be taken; and
 - type of internet connection (e.g., DSL, WiFi, mobile data, hotspot, etc.) and status of connectivity (e.g., weak, strong, intermittent).
2. The Department/Institute Graduate Program Coordinator evaluates the student's records, making sure that all the above four (4) requirements (see section 4.1) have been met, before endorsing the request to the Department Chair/Institute Director.
3. The Department/Institute Graduate Program Coordinator writes the possible faculty who may form the Comprehensive Examination Panel. The potential members of the panel shall be consulted regarding their availability and schedule for the examination. In addition to the date, the duration of the examination should also be indicated by the examiners.
4. The Department/Institute Graduate Program Coordinator then endorses the letter to the Department Chair/Institute Director. The letter should include the schedule of each area of the examination, names of examiners, and duration of each area of examination.

In the event that a student has completed the course requirements and other requirements for their program (see section 4.1) but is beyond the regular residence period of their program (see section 3.2) and therefore has to take an additional course, they should be eligible to take the comprehensive examination even though they have not yet finished their additional course; provided, the condition of three (3) units for every two (2) years of extension or a fraction thereof is met (see section 3.8).

4.4 Scheduling a Comprehensive Examination

Each department/institute has a set of procedures for giving the comprehensive examinations, and coordinates with the OGP concerning schedules and record-keeping. The Department Chair/Institute Director writes a letter to the Dean, through the Coordinator of the OGP, about the student's request to take the comprehensive examination. The letter should contain the following details:

- name of the student(s) who will take the examination;
- date and time of the examination per area;
- names of examiners per area;
- mode of examination;
- venue of the examination; and
- justification for endorsing the appointment of examiners in meritorious cases.

Examinations are administered at intervals of at least two (2) working days in the officially designated examination room. The entire conduct of the comprehensive examination, i.e., scheduling, examination proper, assessment, rating, and notification of results, should be accomplished within one semester or midyear term.

The OGP endorses the recommendation to the Dean. Once the Dean approves the recommendation, the OGP issues an official appointment of the examiners. Upon receipt of the appointment, the examiners must send a reading list to the examinee at least two (2) months before the scheduled examination for each area.

The Department/Institute Graduate Program Coordinator is expected to ensure the timely submission of request for schedule of the examination in order that the subsequent steps will be fulfilled and chronologically followed:

1. Request for schedule of the comprehensive examination (c/o student)
2. Endorsement of the request for schedule of the examination (c/o Department/Institute Graduate Program Coordinator)
3. Letter of recommendation with regard to the details of the conduct of the comprehensive examination and constitution of the Comprehensive Examination Panel (c/o Department/Institute Graduate Program Coordinator and Department Chair/Institute Director)
4. Evaluation of the student and endorsement of the recommendation to the Dean (c/o OGP)

5. Approval of the recommendation and appointment of examiners (c/o Dean)
6. Release of appointment regarding the comprehensive examination (c/o OGP)
7. Release of reading list to the student (c/o examiner(s))

4.5 Conduct of the Comprehensive Examination

The comprehensive examination is administered either by the OGP (in coordination with the Department/Institute concerned) or by the Department/Institute concerned.

4.5.1 Conduct of the Face-to-face Comprehensive Examination. Should the face-to-face comprehensive examination be administered by the OGP, the following steps are taken:

1. **Before the examination**
 - The examiners prepare the questions.
 - The hard copy of the questionnaire is submitted in a sealed envelope to the Department/Institute Graduate Program Coordinator no later than three (3) days before the scheduled examination.
 - The sealed envelope should contain the following information: (a) name of student and (b) examination area.
 - The Department/Institute Graduate Program Coordinator then forwards the questionnaire to OGP.
2. **During the examination**
 - The proctor designated by the OGP personally hands the envelope containing the examination questionnaire to the student on the approved date and time and in the officially designated room.
 - It is expected that the proctor, the student, and the examiners keep the questionnaire confidential.
 - The proctor shall not entertain any questions related to the examination; the examinee is expected to use their best judgment.
3. **After the examination**
 - When the student has finished answering the questionnaire or the time allotted for the examination has run out, the student must submit the answer sheet (for typewritten answers, the proctor saves the file to a flash drive then prints the document).
 - The proctor asks the student to paginate the answer sheet and sign each page before putting it into the envelope, along with the questionnaire.
 - The proctor seals the envelope and writes the following

information on the envelope: name of the examinee, examination area and examiner, and the date when the exam was taken.

- The proctor immediately sends the sealed and properly labeled envelop to the Department/Institute.

4.5.2 Conduct of the Remote Comprehensive Examination.

Since the COVID-19 pandemic, the College has allowed the conduct of the remote comprehensive examination, administered by the Department/Institute. The Department/Institute may still conduct the examination in this mode, guided by the following:

1. Before the remote examination

- The examiners prepare the questions.
- The soft copy of the questionnaire is submitted via email to the Department/Institute Graduate Program Coordinator no later than three (3) days before the scheduled examination.
- To ensure that the student will be able to communicate with the proctor during the scheduled examination, the proctor must provide the student with the proctor's contact information (e.g., office landline number, mobile phone number, etc.) before the examination.
- If the remote examination will be mediated by an application (e.g., Zoom, Skype, Webex, Microsoft Teams, etc.), the proctor must send the details to the student on the day of the examination.

2. During the remote examination

- The Department/Institute Graduate Program Coordinator forwards the questionnaire and the Pledge of Academic Integrity to the proctor designated by the Department/Institute.
- The proctor must forward the questionnaire and the Pledge of Academic Integrity only to the examinee on the date and start time of the examination.
- It is expected that the proctor, the student, and the examiners keep the questionnaire confidential.
- The proctor shall not entertain any questions related to the examination; the examinee is expected to use their best judgment.
- Should any problems (e.g., medical emergency, internet connectivity issues, gadget problems, etc.) arise before and during the conduct of the examination, the student must immediately inform the proctor via email, SMS, and/or phone call.
- The proctor will then inform the Department/Institute Graduate Program Coordinator to evaluate the situation and find an appropriate course of action.

3. After the remote examination

- When the student has finished answering the questionnaire or the time allotted for the examination has run out, the student must submit their answer sheet (in Microsoft Word and PDF versions) to the proctor's email.
- The student must also attach in their email the accomplished Pledge of Academic Integrity for the examination session.
- The proctor immediately forwards the answer sheet and the Pledge of Academic Integrity to the Department/Institute Graduate Program Coordinator, who will then forward it to the examiners.

4.6 Rating for the Comprehensive Examination

The examiners must submit the result of their assessment of the examinee within two (2) weeks to one (1) month after the scheduled date of the examination, by sending the accomplished Result of Comprehensive Examination form (CSSP-OGP Form 5) to the Department/Institute Graduate Program Coordinator. The Department/Institute Graduate Program Coordinator forwards to the Department Chair/Institute Director the accomplished CSSP-OGP Form 5, together with a cover letter addressed to the Dean. The Department Chair/Institute Director notes the letter and forwards the documents to the OGP.

The OGP officially notifies the student of the results of their examinations, through CSSP-OGP Form 6, once all the results have been submitted.

The results of the comprehensive examination are designated as "High Pass," "Pass," or "Fail." If a student fails the examination, a second examination shall be allowed within one (1) year after the first examination. Failure in the second examination shall disqualify the student from the program (UPD General Catalogue 2014, pp. 30 and 33; General Rules 1999, sections 3.7.4 and 4.8.4).

4.7 Next Steps after Passing the Required Comprehensive Examinations

A master's/doctoral student who passes the required comprehensive examination advances to the thesis/dissertation stage, and shall now request for the appointment of a thesis/dissertation adviser (see sections 5.3.1 and 8.3.1). They shall also be eligible to enroll in the appropriate thesis/dissertation course the following semester as a requisite to the thesis/dissertation proposal (see sections 6.5 and 9.5).

5



The Doctoral Dissertation

The Doctoral Dissertation

5.1 Standards of a Doctoral Dissertation

Writing a dissertation is the significant culminating point of one's training as a student of a doctoral degree program. It requires the student to bring to bear on their work everything that they have learned as a graduate student. Generally, the dissertation should be a significant new contribution to scientific knowledge, written in a style that is acceptable to a wide community of scholars. In particular, the dissertation shall:

1. embody an original, independent, significant, scientific research;
2. show the student's capacity to make a critical evaluation of previous work done in their chosen research topic; and
3. demonstrate their ability to present research findings in a clear, systematic, and scholarly manner.

The doctoral dissertation should be more than a master's thesis. In addition to the expected outcomes stipulated above, the dissertation must make an original contribution to scientific knowledge through the uncovering of new facts, reinterpretation of known facts in significantly novel ways on the basis of sound methodology, or development and presentation of new and sound methods of critical investigation and analysis.

To complete a scholarly work and to pass the oral defense for a dissertation is to be endorsed by one's adviser, critic, and the other members of the Dissertation Oral Defense Panel as a new member of the community of scholars in the student's chosen field.

5.2 The Dissertation Committee

The examination panel for the dissertation proposal defense is the Dissertation Committee. The composition of the Dissertation Committee is subject to the following University rule (UPD General Catalogue 2014, p. 33; General Rules 1999, section 3.8.2):

The Dissertation Committee shall consist of full-time regular faculty members with doctoral degrees, except in meritorious cases, upon the recommendation of the appropriate bodies. The Adviser and/or the Co-Adviser shall belong to the College where the student is enrolled. The Co-Adviser and one of the Critics may belong to an outside unit/College/University. A Professorial Lecturer or Professor Emeritus may serve as Co-Adviser upon approval by the Dean, through channels.

Following the general guidelines for awarding the title of Professorial Fellow, Associate Professorial Fellow and Assistant Professorial Fellow approved by the Board of Regents via referendum on 18-29 December 2017 and reiterated in Memorandum No. OVCAA-ECA 18-091, Professorial Fellows and Associate

Professorial Fellows may also sit in the Dissertation Committee as potential dissertation co-adviser and/or member of the Dissertation Oral Defense Panel (“Proposed Implementing Guidelines for the Award of the Title of Professorial Fellow, Associate Professorial Fellow and Assistant Professorial Fellow” approved by UP Diliman Chancellor Fidel R. Nemenzo on 14 November 2022).

In the event that there is a need to change the composition of members of the Dissertation Committee, the Adviser, the Department Chair/Institute Director, the Department/Institute Program Coordinator, and the Department/Institute relevant faculty will discuss the issue and decide who will take the place of the member(s) to be changed. The Adviser will then write to the Dean, through channels, requesting for approval of such changes.

5.3 The Dissertation Adviser

Having an adviser appointed to supervise one’s dissertation work is the initial step. University policy states that the Adviser must come from the College where the student is enrolled (UPD General Catalogue 2014, p. 34; General Rules 1999, section 3.8.3).

The recommendation for the appointment of a particular adviser must emanate from the Department/Institute. In recommending the appointment of a particular adviser for a student, the Department/Institute shall be guided by the principle of matching the competence of the faculty with the student’s dissertation topic. The Department/Institute, in consultation with the student, shall recommend to the Dean the appointment of a particular faculty to serve as the student’s Adviser, but it is the Dean who officially appoints the Adviser to a dissertation.

5.3.1 Appointment of Dissertation Adviser.

The following is the procedure for the appointment of a dissertation adviser:

1. The student fills out an Adviser Request Form (CSSP-OGP Form 17);
2. The Department/Institute Graduate Program Coordinator confers with the student about the student’s dissertation topic, and about possible persons to be appointed as Adviser;
3. The Department/Institute secures the conformè of the faculty recommended to serve as the student’s Adviser, and then endorses the form to the OGP;
4. Upon receipt of the Department/Institute-endorsed form, the OGP evaluates the status of the student (i.e., completion of coursework, enrollment status, etc.), then endorses the request to the Dean;
5. The Dean acts on the Department/Institute’s recommendation;
6. Once the request is approved by the Dean, the OGP shall issue an appointment letter to the designated adviser(s).

The Adviser is responsible for supervising the student in the preparation of a complete initial draft of the dissertation manuscript. This task includes guiding the student in the research entailed by the dissertation plan, making critical comments and suggestions on the manuscript drafts, and holding

discussions and consultations with the student about how to improve and complete the manuscript.

The University has drafted a document titled, “Notes on Thesis/Dissertation Advising” to guide both the Adviser and the student. This document is reproduced in this Manual as Appendix D. Meanwhile, Appendix E serves as a guide on the administrative functions of a dissertation adviser.

5.3.2 Dissertation Co-Adviser. Instead of one (1) adviser, two (2) co-advisers may be appointed for a student, subject to the recommendation of the Department/Institute Graduate Program Coordinator and the Department Chair/Institute Director. Aside from full-time regular faculty, the following may serve as Co-Adviser: professors emeriti, professorial lecturers, professorial fellows, and associate professorial fellows (UPD General Catalogue 2014, p. 33; General Rules 1999, section 3.8.2; “Proposed Implementing Guidelines for the Award of the Title of Professorial Fellow, Associate Professorial Fellow, and Assistant Professorial Fellow” approved by UP Diliman Chancellor Fidel R. Nemenzo on 14 November 2022; Memorandum No. OVCAA-ECA 18-091: BOR-Approved Proposal for the Award of the Title of Professorial Fellow, Associate Professorial Fellow and Assistant Professorial Fellow). For these types of faculty, a justification letter must be appended to the request for the appointment of co-advisers.

The CSSP Graduate Faculty Council (GFC) approved at its 22 January 2018 meeting that the status of the Adviser and the Co-Adviser is equal, and so both of their signatures are required to be affixed on requests and documents pertaining to the dissertation of the student (Memorandum No. JLY-N-2018-02: Proposal at Rekomendasyon mula sa Gradwadong Komite na inaprubahan sa Pulong ng Gradwadong Konseho noong Enero 22, 2018).

5.3.3 Appointment as Adviser of Faculty Who Will Retire in Two (2) Years. Per Memorandum No. JLY-N-2018-02, the GFC approved at its 22 January 2018 meeting, the following policies regarding the appointment as Adviser of retiring faculty:

1. The faculty shall be allowed to serve as sole adviser; however, the advisee must submit a timetable indicating that they will finish the thesis/dissertation before the adviser retires. The timetable must be endorsed by the adviser.
2. The retiring faculty shall be allowed to serve as sole adviser but they need to recommend the appointment of an adviser designate who shall take over or serve as co-adviser in case the advisee does not finish before the retiring faculty retires. The adviser designate must be appointed as a member of the Thesis/Dissertation Committee, who will sit in the thesis/dissertation proposal defense.

The Department Chair/Institute Director must submit a written justification that will be appended to the request for appointment as Adviser of retiring faculty.

5.3.4 Appointment as Adviser of Faculty Who Will Go on Sabbatical/Leave or Will Be Terminated from Service.

The GFC approved at its 18 September 2023 meeting the following policies regarding the appointment as Adviser of faculty who will go on sabbatical/leave or will be terminated from service:

1. The faculty shall be allowed to serve as sole adviser; however, the advisee must submit a timetable indicating that they will finish the dissertation before the adviser goes on sabbatical/leave or is terminated from service. The timetable must be endorsed by the adviser.
2. The faculty shall be allowed to serve as sole adviser but they need to recommend the appointment of an adviser designate who shall take over or serve as co-adviser in case the advisee does not finish before the original adviser goes on sabbatical/leave or is terminated from service. The adviser designate must be appointed as member of the Dissertation Committee, who will sit in the dissertation proposal defense.

The Department Chair/Institute Director must submit a written justification that will be appended to the request for appointment as Adviser of faculty who will go on sabbatical/leave or will be terminated from service.

5.3.5 Appointment as Adviser of Faculty on Extended Service. Area no. 3 of Memorandum No. MLT 16-167: Extension of Regular Full-time Faculty Appointment Beyond Retirement Age states that:

[T]he senior faculty who is to be extended can remain as the main adviser only for one academic year beyond the age of 65. If the student is not expected to finish during that one academic year, the senior faculty should be appointed only as a co-adviser to another faculty who is not due to retire.

In addition, the GFC approved at its 22 January 2018 meeting (Memorandum No. JLY-N-2018-02) the following policies pertaining to cases where faculty on extended service will be newly appointed as Adviser:

1. The student must submit a timetable of activities leading to the successful culmination of the thesis/dissertation within one (1) year of extension of the faculty appointment of the adviser.
2. The adviser shall be required to submit a written commitment that they will finish the pertinent activities within one (1) year.
3. The Department Chair/Institute Director must submit a written justification that will be appended to the request for appointment

as adviser of faculty on extended service.

4. The faculty on extended service shall recommend the appointment of an adviser designate and this must be appended to the request for appointment as adviser of faculty on extended service.

If the student fails to finish the dissertation within one (1) year, a co-adviser must be appointed during the second year of extension of the faculty on extended service. If the faculty appointment of the latter will no longer be extended, a new adviser must be appointed.

5.4 The Critic(s)

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

Once the Critic has studied and done due critical examination of the manuscript, they can then assess if the manuscript is ready for oral defense (see subsection 7.1.1). The letter of endorsement by the Critic will be included in the final, bound copy of the dissertation.

5.4.1 Appointment of Critic. Once the Adviser deems the complete initial draft of the doctoral dissertation manuscript satisfactory, they shall then refer it to a critic for examination. The procedure for appointment of Critic is listed as follows:

1. The Adviser fills out and signs CSSP-OGP Form 10 (in case there are two Co-Advisers, both of them shall sign the form). The Adviser/Co-Advisers secure(s) the conformè of the faculty recommended to serve as the Critic of the dissertation.
2. The Department/Institute, through its Graduate Program Coordinator and Chair/Director, endorses the form to the OGP. The curriculum vitae of the potential external critic must be appended to the form.
3. Upon receipt of the Department/Institute-endorsed form, the OGP shall evaluate the status of the student (i.e., successful proposal defense, enrollment status, etc.), then endorses the form to the Dean.
4. The Dean acts on the Adviser's recommendation.
5. Once the request is approved by the Dean, the OGP shall issue an appointment letter to the designated Critic.

5.4.2 Appointment of Co-Critics. Two co-critics may be appointed for a dissertation that (a) contains theoretical and empirical components to sharpen the critical lens; and/or (b) is multidisciplinary in scope or approach. In such cases, the Adviser must obtain the endorsement of

both critics before the former can request for the schedule of oral defense.

5.5 Additional College Policies on Dissertation Advisers/Co-Advisers

It is the policy of the College that only faculty members with doctoral degrees may serve as Advisers and as Critics, except in meritorious cases (see section 1.3 on requests for waiver in meritorious cases).

The appointment of Advisers or Co-Advisers ends on the completion of the student's dissertation (Memorandum No. JLY-N-2018-02), unless:

- a request for change of adviser/co-adviser(s) has been filed and approved;
- the adviser/co-adviser(s) has/have resigned from their aforementioned duty; or
- the adviser/co-adviser(s) has/have ended their appointment as faculty with the University.

In the College, the maximum number of advisees (inclusive of thesis and dissertation students) shall be left to the discretion of the Department/Institute, duly noted by the Dean.

6

The Dissertation Proposal Defense

The Dissertation Proposal Defense

6.1 The Dissertation Proposal

Doctoral degree students shall present and defend a Dissertation Proposal before they can write the dissertation. The proposal is examined by a Dissertation Committee composed of at least four (4) members: a potential critic, a panel member, the appointed adviser/co-advisers (see subsection 5.3.1 for the request for appointment of adviser/co-advisers), and the CSSP-ERB representative.

The CSSP-ERB representative, duly-appointed by the CSSP-ERB, shall communicate the ethics review panel's feedback on the proposed dissertation project during the proposal defense. If one of the members of the Dissertation Committee is also the assigned CSSP-ERB representative, the dissertation proposal defense may proceed with three (3) Committee members.

Doctoral students may defend their dissertation proposals only after the semester/term when they took and passed the comprehensive examination.

Because of the COVID-19 pandemic, upon the recommendation of the Office of the Vice-Chancellor for Academic Affairs (OVCAA) and upon approval of the UP Diliman Executive Committee on 30 March 2020, the College has allowed the conduct of online thesis/dissertation proposal defense¹. The online defense of the dissertation proposal may be conducted upon the approval of the Dean and abiding by the guidelines implemented by the College and the University.

6.2 Schedule of the Dissertation Proposal Defense

The request for schedule of the dissertation proposal defense must be submitted at least 14 calendar days before the requested schedule. To schedule a dissertation proposal defense, the following steps should be taken:

1. The Adviser must fill out and submit CSSP-OGP Form 7 to the Office of the Graduate Program (OGP), with endorsement from the Department/Institute Graduate Program Coordinator and the Department Chair/Institute Director.
 - Note that the Dissertation Committee should also include a representative of the CSSP-ERB, who will review the ethicality of the proposed dissertation project. However, the CSSP-ERB representative is no longer required to serve as member of the Dissertation Oral Defense Panel.

¹ Then OGP Coordinator Dr. Mary Ann G. Bacolod led the crafting of guidelines for the conduct of online thesis/dissertation proposal and final defense, which the College started implementing on 28 April 2020.

2. The accomplished form, endorsed by the Department/Institute Graduate Program Coordinator and the Department Chair/Institute Director, must be submitted to the OGP.
3. The OGP then endorses the letter to the Dean, who shall approve the request. Once the request is approved, the OGP shall issue the appointment of the Dissertation Committee containing the list of members and the schedule and the venue/platform of the proposal defense.

6.3 Dissertation Proposal Ethics Review

Since the Second Semester AY 2022-2023, the College has required all dissertations, theses, and graduate-level research proposals to obtain ethics approval from the CSSP-ERB before implementing the research project. This requirement was approved by the College Faculty Assembly at its 27 September 2021 meeting, and reiterated by the Office of the Dean, through the Memorandum No. CSSP-OD 2023-03.

To apply for ethics review of the dissertation proposal, the following documents must be submitted to the CSSP-ERB at least 15 working days before the planned schedule of the proposal defense:

- CSSP-ERB Application Form
- CSSP-ERB Assessment Form
- Study Protocol
- Curriculum vitae of student
- Relevant research materials (e.g., informed consent form, assent form, participant information sheet, research instruments, advertisements/promotional materials)
- Proof of enrollment

The CSSP-ERB then reviews the submitted application documents for completeness. If the application packet is complete, the CSSP-ERB informs the student through email (cc: the home department/institute, the Adviser, and the OGP) about the following:

- the ethics review application documents have been received;
- the protocol is currently undergoing preliminary review (to determine the type of review, whether the protocol is exempted from review or it will undergo expedited or full review) prior to forwarding it to the designated review panel;
- the student will be informed of the results of the initial screening; and
- the timeline of the panel review.

Afterwards, the CSSP-ERB forwards the complete documents to the chair of the designated review panel to initiate the review process (i.e., appointment of primary reviewer(s) and determination of review calendar). The same office also informs the OGP through email (cc: the home department/institute, the student, and the Adviser) about who will sit as the CSSP-ERB representative during the proposal defense, in consultation with the designated review panel.

6.4 The One-Semester Rule

The College requires that a period of one semester or 16 calendar weeks shall elapse from the date of the dissertation proposal defense to the date of the dissertation oral defense.

6.5 Dissertation Course Enrollment Requirement

A student who will defend a dissertation proposal must have previously enrolled or be currently enrolled in the pertinent dissertation course. This refers to the course numbered 400 in a degree program. The dissertation course carries a credit load of 12 units. The dissertation course may be enrolled in increments of three (3) units or any combination thereof over one or more semesters.

6.6 Residence Requirement

A student who is enrolled in a particular semester for the entire credit load of the dissertation course, or any incremental portion thereof, is thereby in residence in the College, whether or not the proposal defense is actually held during that semester/term. If the student has previously already enrolled the full number of units of the dissertation course, they must be in residence when they defend the dissertation proposal (see section 3.5). Students who are taking an additional course in a particular semester/term due to extension of academic residence may defend their dissertation proposal or undergo dissertation oral defense during the said semester/term, provided, that they have already completed their coursework.

6.7 Other Proficiency Requirements

Many graduate programs have other proficiency requirements, such as the language proficiency requirement and statistics proficiency requirement. Graduate students should consult their Department/Institute concerning these proficiency requirements.

The OGP monitors compliance with these requirements, and requires submission of relevant forms, e.g., the Certificate of Language Proficiency Examination Result (CSSP-OGP Form 4), by the Department/Institute concerned.

6.8 The Dissertation Proposal Defense Proper

On the day of the dissertation proposal defense, the Adviser/Co-Advisers must ensure that all members of the Dissertation Committee are present. If a member of the Committee is absent, they shall be required to send their comments to the Adviser/Co-Advisers who shall integrate this in the Adviser's Report on the Proposal Defense (CSSP-OGP Form 9). No proposal defense should be allowed to proceed without a representative from the CSSP-ERB.

For the online proposal defense, it is expected that the Dissertation Committee members present and the student have a stable internet connection for the student to clearly present and defend their proposal and for the members to properly

deliberate the defense.

If, for any reason, the online dissertation proposal defense encountered technical difficulty in the middle of the defense, which may affect the deliberation of the Committee, the proposal defense may be cancelled by the Adviser, in concurrence with the student and the members of the Dissertation Committee. In this case, the Adviser must send a letter to the Dean, through channels, informing them about the cancellation and requesting for the rescheduling of the dissertation proposal defense. Afterwards, the Adviser must process the request for schedule of dissertation proposal defense anew.

The designated ethics panel's reviewer (for expedited review) or primary reviewer (for full panel review or provisional exemption) acting as the CSSP-ERB Representative must attend the proposal defense to provide comments and constructive feedback on the ethicality of the research. Some of the issues that may be raised include, but are not limited to, the following: (a) how to better protect participants from harm; (b) safeguarding data to protect the identity and privacy of participants; and (c) free and prior informed consent process. The CSSP-ERB representative must comment only on the technical aspects of the protocol if it impacts on the ethicality of the proposed dissertation project.

6.9 Post-Dissertation Proposal Defense Activities

If there are revisions to the proposal as recommended or required during the defense proper, the student should submit the revised proposal to the CSSP-ERB (cc: the Adviser and the OGP), together with the accomplished CSSP-ERB Resubmission Form.

Once the protocol is cleared, the CSSP-ERB shall issue the Certificate of Ethics Clearance (CEC) or Certificate of Exemption (CoE) to be signed by the Chair of the designated review panel and noted by the CSSP-ERB Chair. The CSSP-ERB sends it to the student via email (cc: the Adviser and the OGP). The CEC/CoE shall be included in the bound copy of the student's dissertation.

After the proposal defense, the Adviser must accomplish CSSP-OGP Form 8 and CSSP-OGP Form 9. Meanwhile, the CSSP-ERB representative must accomplish the CSSP-ERB Assessment Form. The forms, duly endorsed by the Department Chair/Institute Director, must be submitted to the OGP, who will then forward them to the Dean for their approval.

6.10 Amendments on the Dissertation Proposal

Changes in the study protocol after the ethics clearance is issued must be approved by the CSSP-ERB. To initiate this process, the student must submit to the CSSP-ERB the accomplished Study Protocol Amendment Submission Form.

7

The Dissertation Oral Defense

The Dissertation Oral Defense

7.1 Procedure for Setting up the Oral Defense

The setting up of the dissertation oral defense commences at the point when the Critic(s) endorse(s) the dissertation for oral defense, followed by the Adviser's formal request for schedule of dissertation oral defense.

7.1.1 Endorsement of Critic(s). Once the Critic(s) deem(s) the dissertation ready for oral defense, they shall formally endorse the dissertation manuscript for oral defense, by taking the following steps:

1. The Critic writes to the Dean, indicating that the dissertation manuscript is now ready for oral defense.
 - a. If there are two (2) Critics appointed for the dissertation, both Critics must write separate letters of endorsement.
 - b. The letter(s), noted by the Dissertation Adviser/Co-Advisers and duly endorsed by the Department/Institute Graduate Program Coordinator and the Department Chair/Institute Director, must be sent to the OGP.
2. The OGP receives the endorsement letter(s) then forwards it/them to the Dean for approval.
3. The Dean approves the endorsement letter(s).

7.1.2 Request for Schedule of Dissertation Oral Defense.

Once the dissertation manuscript is completed and endorsed by the critic(s), and prior to scheduling the oral defense, the student must submit the filled-out CSSP-ERB Final Report Form to the CSSP-ERB (cc: the adviser and the OGP). Once the final report is cleared by the CSSP-ERB, the CSSP-ERB must inform the student (cc: the adviser and the OGP). Only after the clearance has been granted can the final defense be scheduled. The Certificate of Ethics Clearance or Certificate of Exemption issued by the CSSP-ERB must be included as part of the official bound copy of the dissertation.

It is the Adviser/Co-Advisers who shall officially request for the schedule of the dissertation oral defense. The following steps shall be taken in requesting for the schedule of the dissertation oral defense:

1. The Adviser/Co-Advisers confer(s) with the student about a possible date, time, and venue/platform for the dissertation oral defense.
2. At least one (1) month before the requested date, the Adviser writes a letter to the Dean formally requesting that the oral defense be scheduled. In case the dissertation has two (2) Co-Advisers, both Co-Advisers must sign the letter. A copy of the dissertation manuscript must also be appended to the letter. The letter must include all of the following information:

- a. requested date of oral defense
 - b. venue (for onsite defense) or platform (for online defense)
 - c. time
 - d. list of faculty requested to sit as panel members
3. The letter must be endorsed by the Department/Institute Graduate Program Coordinator and the Department Chair / Institute Director.
4. The Department/Institute forwards the letter and the attached dissertation manuscript to the OGP, who shall endorse the request to the Dean. The OGP shall also recommend the name of the Dean's Representative who will sit as a member of the Dissertation Oral Defense Panel.
5. Once the request is approved by the Dean, the OGP shall issue the appointment of the Dissertation Oral Defense Panel and the schedule and venue/platform of the oral defense.

Only the adviser and/or the Department/Institute, through its Chair/Director and Graduate Program Coordinator, must communicate with the panel members. The request letter also becomes part of the official bound copy of the dissertation.

7.1.3 The Dissertation Oral Defense Panel. Generally, the Dissertation Oral Defense Panel in the College shall consist of a minimum of five (5) and a maximum of seven (7) members (one [1] Adviser or two [2] Co-Advisers, one [1] to two [2] Critic(s), two [2] to three [3] Panel Members, and one [1] Dean's Representative).

7.1.3.1 Composition of the Dissertation Oral Defense Panel.

The composition of the Dissertation Oral Defense Panel is subject to the following University rule (UPD General Catalogue 2014, p. 29; General Rules 1999, section 3.9.1):

The Oral Defense Panel shall consist of at least five (5) members inclusive of the members of the Dissertation Committee (i.e., Adviser, possibly a Co-Adviser, one or two Critics and, at least, 2 additional members). A maximum of two (2) members of the Dissertation Oral Defense Panel may come from an external institution, i.e., outside the Department/College/University.

Following the general guidelines for awarding the title of Professorial Fellow, Associate Professorial Fellow and Assistant Professorial Fellow approved by the Board of Regents (BOR) via referendum on 18-29 December 2017 and reiterated in Memorandum No. OCAA-ECA 18-091, Professorial Fellows, Associate Professorial Fellows, and Assistant Professorial Fellows may also sit as member in the Dissertation Oral Defense Panel ("Proposed Implementing Guidelines for the Award of the Title of Professorial Fellow, Associate Professorial Fellow and Assistant Professorial Fellow" approved by UP Diliman Chancellor Fidel R. Nemenzo on 14 November 2022).

In addition to the composition stipulated above, the Oral Defense Panel shall include a Dean's Representative, to be appointed by the Dean through the Office of the Graduate Program. The Dean's Representative is not to be recommended by the Adviser but to be appointed by the Dean through the OGP (see Appendix K on the flow of the administrative functions of the Adviser).

Note that the CSSP-ERB Representative who sat in the dissertation proposal defense is no longer required to sit in the oral defense, provided the Certificate of Ethics Clearance or Certificate of Exemption has been issued to the dissertation project, and any amendments on the dissertation proposal have been approved by the CSSP-ERB.

7.1.3.2 The Dean's Representative. In the College, the main functions of the Dean's Representative to the oral defense are as follows:

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

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

7.1.4 The 14-Day Rule. The submission of the dissertation drafts to all members of the panel including the Dean's Representative, is covered by the 14-Day Rule (Approved by the CSSP Graduate Faculty Council at its meeting on 27 November 2002; UPD General Catalogue 2014, p. 35; General Rules 1999, subsection 3.9.2) which states that:

At least fourteen (14) days must elapse, inclusive of weekends, from the date the members of the oral defense panel receive their copies of the thesis/dissertation, to the date of the oral defense.

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

7.2 The Dissertation Oral Defense Proper

University policy (General Rules 1999, subsection 3.9.2) states that the dissertation oral defense must be held only under the following conditions:

1. the dissertation manuscript has been received by each member of the Dissertation Oral Defense Panel at least two (2) weeks before the scheduled oral defense; and
2. all members of the Dissertation Oral Defense Panel are present, except

for programs that require the inclusion of a foreign co-adviser or foreign external panel member.

If the foreign external panel member is absent, they shall be required to send their comments to the Chair of the Dissertation Oral Defense Panel who shall integrate this in the CSSP-OGP Form 11. If any other member of the Dissertation Oral Defense Panel is absent, the adviser must send a letter to the Dean, through channels, informing them about the cancellation and requesting for the rescheduling of the thesis oral defense. Afterwards, the adviser must process the request for schedule of thesis oral defense anew (see section 7.1.2).

7.2.1 Administration of the Dissertation Oral Defense.

In conducting the oral defense, the Oral Defense Panel shall be chaired by any of its members other than the Adviser or Co-Adviser (UPD General Catalogue 2014, p. 35; General Rules 1999, subsection 3.9.1). In the College, the Critic(s) and the Dean's Representative are also not allowed to serve as chair of the Dissertation Oral Defense Panel. The selection of the Chair for the oral defense shall be done by consensus before the oral defense begins.

Following is the procedure for the conduct of the oral defense:

1. At the start of the session, the candidate is asked to present an overview of the dissertation.
2. The candidate is then questioned and examined by each member of the panel.
3. When the candidate has responded to all questions, and when no more questions are forthcoming from the panel members, the student is asked to leave while the panel deliberates on the grade for the oral defense. (The guidelines for the deliberation of the oral defense panel are enumerated in subsection 7.2.4.)
4. When the grade has been decided by the panel, each member signs on the Oral Defense Approval Sheet to be provided by the OGP.
5. The candidate is then called back in, and formally notified of the decision of the panel. For dissertation that requires revisions, the student is also notified of the timeframe in accomplishing said revisions and submitting the bound copies of the final dissertation manuscript.

The oral defense for the dissertation is open to the public as observers. Observers are expected to arrive and be seated before the oral defense starts. Once the oral defense has started, they will no longer be allowed into the room. Members of the audience are not allowed to intervene and pose questions to the candidate or any of the panel members during the oral defense. The deliberation and rating of the student's oral defense shall be done only by the members of the Dissertation Oral Defense Panel in a closed-door meeting to be held immediately after the defense. No member of the audience shall be allowed to observe the panel deliberation and rating of the student's oral defense.

7.2.2 Online Oral Defense. Because of the COVID-19 pandemic, upon the recommendation of the Office of the Vice-Chancellor for Academic Affairs and upon approval of the UP Diliman Executive Committee on 30 March 2020, the College has allowed the conduct of online thesis/dissertation oral defense¹. The online oral dissertation defense may be conducted upon the approval of the Dean and abiding by the guidelines implemented by the College and the University.

For the online dissertation oral defense, it is expected that all members of the Dissertation Oral Defense Panel who are present and the student have a stable internet connection for the student to clearly present and defend their dissertation and for the members to properly deliberate the defense.

If, for any reason, the online dissertation oral defense encountered technical difficulty in the middle of the defense, which may affect the deliberation of the panel, the online dissertation oral defense may be cancelled by the chair of the Dissertation Oral Defense Panel, in concurrence with the student and the members of the panel. In this case, the adviser must send a letter to the Dean, through channels, informing them about the cancellation and requesting for the rescheduling of the dissertation oral defense. Afterwards, the adviser must process the request for schedule of dissertation oral defense anew (see subsection 7.1.2).

7.2.3 Grades for the Oral Defense. The University mandates the following grades for the thesis/dissertation oral defense: PASS, PROVISIONAL PASS, and FAIL (2007 2004-2010 General Catalogue pp. 21 and 24 and 1999 General Rules 3.9.3, p. 22 and 4.7.3, p. 35). The College interprets these grades as follows:

Table 3. Grades for the Dissertation Oral Defense

| GRADE | FOUR (4)- OR FIVE (5)-MEMBER PANEL | SIX (6)- OR SEVEN (7)-MEMBER PANEL |
|-------------------------|--|--|
| PASS | <ul style="list-style-type: none"> No panel member requires any revisions; OR Must satisfy both conditions: <ul style="list-style-type: none"> No more than one (1) panel member requires minor revisions; AND No panel member requires any major revisions | <ul style="list-style-type: none"> No panel member requires any revisions; OR Must satisfy both conditions: <ul style="list-style-type: none"> No more than two (2) panel members require minor revisions; AND No panel member requires any major revisions |
| PROVISIONAL PASS | <ul style="list-style-type: none"> There are at least two (2) panel members who require minor revisions; OR There is at most one (1) panel member who requires major revisions | <ul style="list-style-type: none"> There are at least three (3) panel members who require minor revisions; OR There are at most two (2) panel members who require major revisions |

¹ Then OGP Coordinator Dr. Mary Ann G. Bacolod led the crafting of guidelines for the conduct of online thesis/dissertation proposal and final defense, which the College started implementing on 28 April 2020.

| | | |
|-------------|---|---|
| FAIL | <ul style="list-style-type: none"> Two (2) or more members require major revisions | <ul style="list-style-type: none"> Three (3) or more members require major revisions |
|-------------|---|---|

A “major revision” is defined as one that: (a) requires a change in the conceptual framework of the thesis/dissertation; (b) involves a flaw in the research methodology of the paper; or (c) involves a logical error in the main argument of the paper.

Thus, the grade of FAIL is given whenever, in the judgment of at least two (2) members of the four (4)- or five (5)-member panel and at least three (3) members of the six (6)- or seven (7)-member panel, the revisions necessary to the thesis/dissertation are tantamount to requiring the manuscript to be rewritten and/or restructured in toto. The grade of FAIL may also be given whenever, in the judgment of the panel, the candidate was not able to defend the thesis/dissertation during the oral defense.

A “minor revision” is one which does not require altering the conceptual or methodological thrust of the thesis/dissertation, or the fulfillment of which does not nullify the paper’s central argument. Typical minor revisions include the following: (a) correcting improper citations; (b) re-sequencing certain sections of the manuscript; or (c) adding a small section of text (e.g., an Appendix) in order to further clarify the discussion.

7.2.4 Deliberation of the Dissertation Oral Defense Panel.

After the student’s oral presentation of their dissertation, the chair shall moderate the question-and-answer portion of the defense. When there are no more questions or comments from the Dissertation Oral Defense Panel, the student will be asked to leave the room (for online defense, the chair will put the student in the waiting room). If the session is being recorded, the Chair shall pause/stop the recording before proceeding with the panel deliberation.

The deliberation of the Dissertation Oral Defense Panel shall be guided by the following steps:

1. The chair asks each oral defense panel member whether they require (a) no revisions; (b) minor revisions; or (c) major revisions to the dissertation.
2. The chair tallies the individual decisions of the oral defense panel members, then refers to the table above for the final decision of the panel: (a) PASS; (b) PROVISIONAL PASS; or (c) FAIL.
3. Each oral defense panel member signs the Approval Sheet under one of the two columns provided: (a) “Agree” or (b) “Disagree.”
4. If an oral defense panel member disagrees with the panel’s decision; they must provide the reason under the “Additional Remarks” section (e.g., “requires major revision,” “must be given a grade of “Provisional Pass,” etc.).
5. In case there are required revisions to the manuscript, the panel

shall decide whether the revisions need to pass through all members of the panel or only the adviser / designated panel member(s) shall check and approve the revisions to be made by the student (see section 11.2).

6. Per University rule (UPD General Catalogue 2014, p. 35), any member who fails the student must specify the reason(s) in writing, a copy of which shall be attached to the report of the Dean's Representative.

The Chair of the oral defense panel shall indicate in the Approval Sheet the grade for the oral defense. The panel shall also decide on the timeframe for the student to work on the revisions and submit the final bound copies of the dissertation (see section 11.3).

All revisions required to be incorporated in the manuscript shall be itemized on a separate sheet to be appended to the report of the Dean's Representative to be submitted to the Dean.

7.3 University Policy on the Grade of "Fail" in the Oral Examination

Students who fail in the oral defense shall submit to a second oral defense within one academic year after the first defense. Failure to retake the oral examination within the prescribed period or to pass the second oral defense disqualifies the student from their current doctoral program and from being admitted into another doctoral program(s) offered by the same department/institute (UPD General Catalogue 2014, p. 29; General Rules 1999, subsection 3.9.4).

7.4 College Policy on Serving Refreshments during the Oral Defense

The serving of meals or refreshments by the candidate, right after an oral defense is not permitted by the College. However, the Department/Institute may serve coffee or water only.

8

The Master's Thesis

The Master's Thesis

8.1 Standards of a Master's Thesis

Writing a thesis is the significant culminating point of one's training as a student of a master's degree program. It requires the student to bring to bear on their work everything that they have learned as a graduate student. Generally, the thesis should be a significant new contribution to scientific knowledge, written in a style that is acceptable to a wide community of scholars. In particular, the thesis shall:

1. embody an original, independent, significant, scientific research;
2. show the student's capacity to make a critical evaluation of previous work done in their chosen research topic; and
3. demonstrate their ability to present research findings in a clear, systematic, and scholarly manner.

To complete a scholarly work and to pass the oral defense for a thesis is to be endorsed by one's adviser, critic, and the other members of the Thesis Oral Defense Panel as a new member of the community of scholars in the student's chosen field.

8.2 The Thesis Committee

The examination panel for the thesis proposal defense is the Thesis Committee. In the College, the composition of the Thesis Committee shall consist of full-time regular faculty members with doctoral degrees, except in meritorious cases, upon the recommendation of appropriate bodies. Waiver of this policy due to meritorious cases shall be obtained with the approval of the dean (see section 1.3 for cases considered meritorious and steps in obtaining such a waiver). Additionally, per University rule, Professorial Lecturers, Professors Emeriti, and experts from outside the department/institute may also serve as Co-Adviser, Critic, and panel member upon the approval of the dean, through channels (UPD General Catalogue 2014, p. 33; General Rules 1999, section 4.6.3).

Following the general guidelines for awarding the title of Professorial Fellow, Associate Professorial Fellow and Assistant Professorial Fellow approved by the Board of Regents via referendum on 18-29 December 2017 and reiterated in Memorandum No. OVCAA-ECA 18-091, Professorial Fellows and Associate Professorial Fellows may also sit in the Thesis Committee as potential dissertation co-adviser and/or member of the thesis oral defense panel ("Proposed Implementing Guidelines for the Award of the Title of Professorial Fellow, Associate Professorial Fellow and Assistant Professorial Fellow" approved by UP Diliman Chancellor Fidel R. Nemenzo on 14 November 2022). Meanwhile, Assistant Professorial Fellows may sit in the Thesis Committee as potential member of the Thesis Oral Defense Panel.

In the event that there is a need to change the composition of members of the Thesis Committee, the Adviser, the Department Chair/Institute Director, the Department/Institute Program Coordinator and the Department/Institute relevant faculty will

discuss the issue and decide who will take the place of the member(s) to be changed. The Adviser will then write to the Dean, through channels, requesting for approval of such changes.

8.3 The Thesis Adviser

Having an adviser appointed to supervise one's thesis work is the initial step. In the College, full-time regular faculty members with doctoral degrees, except in meritorious cases, may be appointed as Adviser. Waiver of this policy due to meritorious cases shall be obtained with the approval of the Dean (see section 1.3 for cases considered meritorious and steps in obtaining such a waiver).

University policy states that the adviser must come from the college where the student is enrolled (UPD General Catalogue 2014, p. 28; General Rules 1999, section 4.6.2). The recommendation for the appointment of a particular adviser must emanate from the Department/Institute. In recommending the appointment of a particular adviser for a student, the Department/Institute shall be guided by the principle of matching the competence of the faculty with the student's thesis topic. The Department/Institute, in consultation with the student, shall recommend to the Dean the appointment of a particular faculty to serve as the student's Adviser, but it is the Dean who officially appoints the Adviser to a thesis.

8.3.1 Appointment of Thesis Adviser. Following is the procedure for the appointment of a thesis adviser:

- a. The student fills out an Adviser Request Form (CSSP-OGP Form 17);
- b. The Department/Institute Graduate Program Coordinator confers with the student about the student's thesis topic, and about possible persons to be appointed as Adviser;
- c. The Department/Institute secures the conformè of the faculty recommended to serve as the student's Adviser, and then endorses the form to the Office of the Graduate Program (OGP);
- d. Upon receipt of the Department/Institute-endorsed form, the OGP evaluates the status of the student (i.e., completion of coursework, enrollment status, etc.), then endorses the request to the Dean;
- e. The Dean acts on the Department/Institute's recommendation;
- f. Once the request is approved by the Dean, the OGP shall issue an appointment letter to the designated adviser(s).

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

The University has drafted a document titled, "Notes on Thesis/Dissertation Advising" to guide both the Adviser and the student. This document is reproduced in this Manual as Appendix D. Meanwhile, Appendix E serves

as a guide on the administrative functions of a thesis adviser.

8.3.2 Thesis Co-Adviser. Instead of one (1) adviser, two (2) co-advisers may be appointed for a student, subject to the recommendation of the Department/Institute Graduate Program Coordinator and the Department Chair/Institute Director. Aside from full-time regular faculty, the following may serve as Co-Adviser: professors emeriti, professorial lecturers, professorial fellows, and associate professorial fellows (UPD General Catalogue 2014, p. 28; General Rules 1999, section 4.8.2; “Proposed Implementing Guidelines for the Award of the Title of Professorial Fellow, Associate Professorial Fellow and Assistant Professorial Fellow” approved by UP Diliman Chancellor Fidel R. Nemenzo on 14 November 2022; Memorandum No. OVCAA-ECA 18-091: BOR-Approved Proposal for the Award of the Title of Professorial Fellow, Associate Professorial Fellow and Assistant Professorial Fellow). For these types of faculty, a justification letter must be appended to the request for the appointment of co-advisers.

The CSSP Graduate Faculty Council (GFC) approved at its 22 January 2018 meeting that the status of the Adviser and the Co-Adviser is equal, and so both of their signatures are required to be affixed on requests and documents pertaining to the thesis of the student (Memorandum No. JLY-N-2018-02: Proposal at Rekomendasyon mula sa Gradwadong Komite na inaprubahan sa Pulong ng Gradwadong Konseho noong Enero 22, 2018).

8.3.3 Appointment as Adviser of Faculty Who Will Retire in Two (2) Years. Per Memorandum No. JLY-N-2018-02, the GFC approved at its 22 January 2018 meeting, the following policies regarding the appointment as Adviser of retiring faculty:

1. The faculty shall be allowed to serve as sole adviser; however, the advisee must submit a timetable indicating that they will finish the thesis/dissertation before the adviser retires. The timetable must be endorsed by the adviser.
2. The retiring faculty shall be allowed to serve as sole adviser but they need to recommend the appointment of an adviser designate who shall take over or serve as co-adviser in case the advisee does not finish before the retiring faculty retires. The adviser designate must be appointed as member of the Thesis/Dissertation Committee, who will sit in the thesis/dissertation proposal defense.

The Department Chair/Institute Director must submit a written justification that will be appended to the request for appointment as Adviser of retiring faculty.

8.3.4 Appointment as Adviser of Faculty Who Will Go on Sabbatical/Leave or Will Be Terminated from Service.

The GFC approved at its 18 September 2023 meeting the following policies regarding the appointment as Adviser of faculty who will go on sabbatical/

leave or will be terminated from service:

1. The faculty shall be allowed to serve as sole adviser; however, the advisee must submit a timetable indicating that they will finish the thesis before the adviser goes on sabbatical/leave or is terminated from service. The timetable must be endorsed by the adviser.
2. The faculty shall be allowed to serve as sole adviser but they need to recommend the appointment of an adviser designate who shall take over or serve as co-adviser in case the advisee does not finish before the original adviser goes on sabbatical/leave or is terminated from service. The adviser designate must be appointed as member of the Thesis Committee, who will sit in the thesis proposal defense.

The Department Chair/Institute Director must submit a written justification that will be appended to the request for appointment as Adviser of faculty who will go on sabbatical/leave or will be terminated from service.

8.3.5 Appointment as Adviser of Faculty on Extended

Service. Area no. 3 of Memorandum No. MLT 16-167: Extension of Regular Full-time Faculty Appointment Beyond Retirement Age states that:

[T]he senior faculty who is to be extended can remain as the main adviser only for one academic year beyond the age of 65. If the student is not expected to finish during that one academic year, the senior faculty should be appointed only as a co-adviser to another faculty who is not due to retire.

In addition, the GFC approved at its 22 January 2018 meeting (Memorandum No. JLY-N-2018-02) the following policies pertaining to cases where faculty on extended service will be newly appointed as Adviser:

- a. The student must submit a timetable of activities leading to the successful culmination of the thesis/dissertation within one (1) year of extension of the faculty appointment of the adviser.
- b. The adviser shall be required to submit a written commitment that they will finish the pertinent activities within one (1) year.
- c. The Department Chair/Institute Director must submit a written justification that will be appended to the request for appointment as adviser of faculty on extended service.
- d. The faculty on extended service shall recommend the appointment of an adviser designate and this must be appended to the request for appointment as adviser of faculty on extended service.

If the student fails to finish the thesis within one (1) year, a co-adviser must be appointed during the second year of extension of the faculty on extended service. If the faculty appointment of the latter will no longer be extended, a new adviser must be appointed.

8.4 The Critic(s)

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

Once the Critic has studied and done due critical examination of the manuscript, they can then assess if the manuscript is ready for oral defense (see subsection 7.1.1). The letter of endorsement by the Critic will be included in the final, bound copy of the thesis.

8.4.1 Appointment of Critic. Once the Adviser deems the complete initial draft of the master's thesis manuscript satisfactory, they shall then refer it to a critic for examination. The procedure for appointment of Critic is listed as follows:

- a. The Adviser fills out and signs CSSP-OGP Form 10 (in case there are two Co-Advisers, both of them shall sign the form). The Adviser/ Co-Advisers secure(s) the conformè of the faculty recommended to serve as the Critic of the thesis.
- b. The Department/Institute, through its Graduate Program Coordinator and Chair/Director, endorses the form to the OGP. The curriculum vitae of the potential external critic must be appended to the form.
- c. Upon receipt of the Department/Institute-endorsed form, the OGP shall evaluate the status of the student (i.e., successful proposal defense, enrollment status, etc.), then endorses the form to the Dean.
- d. The Dean acts on the Adviser's recommendation.
- e. Once the request is approved by the Dean, the OGP shall issue an appointment letter to the designated Critic.

8.4.2 Appointment of Co-Critics. Two critics may be appointed for a thesis that (a) contains theoretical and empirical components to sharpen the critical lens; and/or (b) is multidisciplinary in scope or approach. In such cases, the Adviser must obtain the endorsement of both critics before the former can request for the schedule of oral defense.

8.5 Additional College Policies on Thesis Advisers/Co-Advisers

It is the policy of the College that only faculty members with doctoral degrees may serve as advisers and as critics, except in meritorious cases (see section 1.3 on requests for waiver in meritorious cases).

The appointment of Advisers or Co-Advisers ends on the completion of the student's thesis (Memorandum No. JLY-N-2018-02), unless:

- a request for change of adviser/co-adviser(s) has been filed and approved;
- the adviser/co-adviser(s) has/have resigned from their aforementioned duty; or
- the adviser/co-adviser(s) has/have ended their appointment as faculty with the University.

In the College, the maximum number of advisees (inclusive of thesis and dissertation students) shall be left to the discretion of the Department/Institute, duly noted by the Dean.

9

The
Thesis Proposal
Defense

The Thesis Proposal Defense

9.1 The Thesis Proposal

Master's degree students shall present and defend a Thesis Proposal before they can write the thesis. The proposal is examined by a Thesis Committee composed of at least four (4) members: a potential critic, a panel member, and the appointed adviser/co-advisers (see subsection 8.3.1 for the request for appointment of adviser/co-advisers), and the CSSP-ERB representative. The CSSP-ERB representative, duly-appointed by the CSSP-ERB, shall communicate the ethics review panel's feedback on the proposed dissertation project during the proposal defense. If one of the members of the Thesis Committee is also the assigned CSSP-ERB representative, the thesis proposal defense may proceed with three (3) Committee members.

Students in a thesis program with no required comprehensive examination may defend their proposals only after the semester/term when they completed the coursework required by the program with no outstanding grades of INC. Students under programs that have a language proficiency requirement may not defend their thesis proposal if they have not yet fulfilled the said requirement.

Because of the COVID-19 pandemic, upon the recommendation of the Office of the Vice-Chancellor for Academic Affairs (OVCAA) and approved by the UP Diliman Executive Committee on 30 March 2020, the College has allowed the conduct of online thesis/dissertation proposal defense¹. The online defense of the thesis proposal may be conducted upon the approval of the dean and abiding by the guidelines implemented by the College and the University.

9.2 Schedule of the Thesis Proposal Defense

The request for schedule of the thesis proposal defense must be submitted at least 14 calendar days before the requested schedule. To schedule a thesis proposal defense, the following steps should be taken:

1. The Adviser must fill out and submit CSSP-OGP Form 7 to the Office of the Graduate Program (OGP), with endorsement from the Department/Institute Graduate Program Coordinator and the Department Chair/Institute Director.
 - o Note that the Thesis Committee should also include a representative of the CSSP-ERB, who will review the ethicality of the proposed thesis project. However, the CSSP-ERB representative is no longer required to serve as member of the Thesis Oral Defense Panel.

¹ Then OGP Coordinator Dr. Mary Ann G. Bacolod led the crafting of guidelines for the conduct of online thesis/dissertation proposal and final defense, which the College started implementing on 28 April 2020.

2. The accomplished form, endorsed by the Department/Institute Graduate Program Coordinator and the Department Chair / Institute Director, must be submitted to the OGP.
3. The OGP then endorses the letter to the Dean, who shall approve the request. Once the request is approved, the OGP shall issue the appointment of the Dissertation Committee containing the list of members and the schedule and the venue/platform of the proposal defense.

9.3 Thesis Proposal Ethics Review

Since the Second Semester AY 2022-2023, the College has required all dissertations, theses, and graduate-level research proposals to obtain ethics approval from the CSSP-ERB before implementing the research project. This requirement was approved by the College Faculty Assembly at its 27 September 2021 meeting, and reiterated by the Office of the Dean, through the Memorandum No. CSSP-OD 2023-03.

To apply for ethics review of the thesis proposal, the following documents must be submitted to the CSSP-ERB at least 15 working days before the planned schedule of the proposal defense:

- CSSP-ERB Application Form
- CSSP-ERB Assessment Form
- Study Protocol
- Curriculum vitae of student
- Relevant research materials (e.g., informed consent form, assent form, participant information sheet, research instruments, advertisements/promotional materials)
- Proof of enrollment

The CSSP-ERB then reviews the submitted application documents for completeness. If the application packet is complete, the CSSP-ERB informs the student through email (cc: the home department/institute, the Adviser, and the OGP) about the following:

- the ethics review application documents have been received;
- the protocol is currently undergoing preliminary review (to determine the type of review, whether the protocol is exempted from review or it will undergo expedited or full review) prior to forwarding it to the designated review panel;
- the student will be informed of the results of the initial screening; and
- the timeline of the panel review.

Afterwards, the CSSP-ERB forwards the complete documents to the chair of the designated review panel to initiate the review process (i.e., appointment of primary reviewer(s) and determination of review calendar). The same office also informs the OGP through email (cc: the home department/institute, the student, and the Adviser) about who will sit as the CSSP-ERB representative during the proposal defense, in consultation with the designated review panel.

9.4 The One-Semester Rule

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

9.5 Thesis Course Enrollment Requirement

A student who will defend a thesis proposal must have previously enrolled or be currently enrolled in the pertinent thesis course. This refers to the course numbered 300 in a degree program. The thesis course carries a credit load of six (6) units. The thesis course may be enrolled in increments of three (3) units or any combination thereof over one or more semesters.

9.6 Residence Requirement

A student who is enrolled in a particular semester for the entire credit load of the thesis course, or any incremental portion thereof, is thereby in residence in the College, whether or not the proposal defense is actually held during that semester/term. If the student has previously already enrolled the full number of units of the thesis course, they must be in residence when they defend the thesis proposal (see section 3.5). Students who are taking an additional course in a particular semester/term due to extension of academic residence may defend their thesis proposal or undergo thesis oral defense during the said semester/term, provided, that they have already completed their coursework.

9.7 Other Proficiency Requirements

Many graduate programs have other proficiency requirements, such as the language proficiency requirement and statistics proficiency requirement. Graduate students should consult their Department/Institute concerning these proficiency requirements.

The OGP monitors compliance with these requirements, and requires submission of relevant forms, e.g., the Certificate of Language Proficiency Examination Result (CSSP-OGP Form 4), by the Department/Institute concerned.

9.8 The Thesis Proposal Defense Proper

On the day of the thesis proposal defense, the Adviser/Co-Advisers must ensure that all members of the Thesis Committee are present. If a member of the committee is absent, they shall be required to send their comments to the Adviser/Co-Advisers who shall integrate this in the Adviser's Report on the Proposal Defense (CSSP-OGP Form 9). No proposal defense should be allowed to proceed without a representative from the CSSP-ERB.

For the online proposal defense, it is expected that the Thesis Committee members present and the student have a stable internet connection for the student to clearly present and defend their proposal and for the members to properly deliberate the

defense.

If, for any reason, the online thesis proposal defense encountered technical difficulty in the middle of the defense, which may affect the deliberation of the Committee, the proposal defense may be cancelled by the Adviser, in concurrence with the student and the members of the Thesis Committee. In this case, the Adviser must send a letter to the Dean, through channels, informing them about the cancellation and requesting for the rescheduling of the thesis proposal defense. Afterwards, the Adviser must process the request for schedule of thesis proposal defense anew.

The designated ethics panel's reviewer (for expedited review) or primary reviewer (for full panel review or provisional exemption) acting as the CSSP-ERB Representative must attend the proposal defense to provide comments and constructive feedback on the ethicality of the research. Some of the issues that may be raised include, but are not limited to, the following: (a) how to better protect participants from harm; (b) safeguarding data to protect the identity and privacy of participants; and (c) free and prior informed consent process. The CSSP-ERB representative must comment only on the technical aspects of the protocol if it impacts on the ethicality of the proposed thesis project.

9.9 Post-Thesis Proposal Defense Activities

If there are revisions to the proposal as recommended or required during the defense proper, the student should submit the revised proposal to the CSSP-ERB (cc: the Adviser and the OGP), together with the accomplished CSSP-ERB Resubmission Form.

Once the protocol is cleared, the CSSP-ERB shall issue the Certificate of Ethics Clearance (CEC) or Certificate of Exemption (CoE) to be signed by the Chair of the designated review panel and noted by the CSSP-ERB Chair. The CSSP-ERB sends it to the student via email (cc: the Adviser and the OGP). The CEC/CoE shall be included in the bound copy of the student's thesis.

After the proposal defense, the Adviser must accomplish CSSP-OGP Form 8 and CSSP-OGP Form 9. Meanwhile, the CSSP-ERB representative must accomplish the CSSP-ERB Assessment Form. The forms, duly endorsed by the Department Chair/Institute Director, must be submitted to the OGP, who will then forward them to the Dean for their approval.

9.10 Amendments on the Thesis Proposal

Changes in the study protocol after the ethics clearance is issued must be approved by the CSSP-ERB. To initiate this process, the student must submit to the CSSP-ERB the accomplished Study Protocol Amendment Submission Form.

10

The Thesis Oral Defense

The Thesis Oral Defense

10.1 Procedure for Setting up the Oral Defense

The setting up of the thesis oral defense commences at the point when the Critic(s) endorse(s) the thesis for oral defense, followed by the Adviser's formal request for schedule of thesis oral defense.

10.1.1 Endorsement of Critic(s). Once the Critic(s) deem(s) the dissertation ready for oral defense, they shall formally endorse the thesis manuscript for oral defense, by taking the following steps:

1. The Critic writes to the Dean, indicating that the thesis manuscript is now ready for oral defense.
 - a. If there are two (2) Critics appointed for the thesis, both Critics must write separate letters of endorsement.
 - b. The letter(s), noted by the Thesis Adviser/Co-Advisers and duly endorsed by the Department/Institute Graduate Program Coordinator and the Department Chair/Institute Director, must be sent to the Office of the Graduate Program (OGP).
2. The OGP receives the endorsement letter(s) then forwards it/them to the Dean for approval.
3. The Dean approves the endorsement letter(s).

10.1.2 Request for Schedule of Thesis Oral Defense. Once the thesis manuscript is completed and endorsed by the critic(s), and prior to scheduling the oral defense, the student must submit the filled-out CSSP-ERB Final Report Form to the CSSP-ERB (cc: the adviser and the OGP). Once the final report is cleared by the CSSP-ERB, the CSSP-ERB must inform the student (cc: the adviser and the OGP). Only after the clearance has been granted can the final defense be scheduled. The Certificate of Ethics Clearance or Certificate of Exemption issued by the CSSP-ERB must be included as part of the official bound copy of the thesis.

It is the Adviser/Co-Advisers who shall officially request for the schedule of the thesis oral defense. The following steps shall be taken in requesting for the schedule of the thesis oral defense:

1. The Adviser/Co-Advisers confer(s) with the student about a possible date, time, and venue/platform for the thesis oral defense.
2. At least one (1) month before the requested date, the Adviser writes a letter to the Dean formally requesting that the oral defense be scheduled. In case the thesis has two (2) Co-Advisers, both Co-Advisers must sign the letter. A copy of the thesis manuscript must also be appended to the letter. The letter must include all of the following information:

- a. requested date of oral defense
 - b. venue (for onsite defense) or platform (for online defense)
 - c. time
 - d. name of faculty requested to sit as a panel member
3. The letter must be endorsed by the Department/Institute Graduate Program Coordinator and the Department Chair / Institute Director.
4. The Department/Institute forwards the letter and the attached thesis manuscript to the OGP, who shall endorse the request to the Dean. The OGP shall also recommend the name of the Dean's Representative who will sit as a member of the Thesis Oral Defense Panel.
5. Once the request is approved by the Dean, the OGP shall issue the appointment of the Thesis Oral Defense Panel and the schedule and venue/platform of the oral defense.

Only the adviser and/or the Department/Institute, through its Chair/Director and Graduate Program Coordinator, must communicate with the panel members. The request letter also becomes part of the official bound copy of the thesis.

10.1.3 The Thesis Oral Defense Panel. Generally, the Thesis Oral Defense Panel in the College shall consist of a minimum of four (4) and a maximum of six (6) members (one Adviser or two Co-Advisers, one to two Critic(s), one to two Panel Member(s), and one Dean's Representative).

10.1.3.1 Composition of the Thesis Oral Defense Panel.

The composition of the Thesis Oral Defense Panel is subject to the following University rule (UPD General Catalogue 2014, p. 35; General Rules 1999, section 4.7.1):

The Oral Defense Panel shall consist of at least three (3) to five (5) full-time faculty members who are master's degree holders except in meritorious cases. They shall be appointed by the Dean upon the recommendation of the appropriate bodies. A maximum of two (2) out of five (5) or one (1) out of three (3) members of the Master's Oral Defense Panel may come from an academic institution or qualified agency outside the College or University.

Following the general guidelines for awarding the title of Professorial Fellow, Associate Professorial Fellow and Assistant Professorial Fellow approved by the Board of Regents (BOR) via referendum on 18-29 December 2017 and reiterated in Memorandum No. OVCAA-ECA 18-091, Professorial Fellows, Associate Professorial Fellows, and Assistant Professorial Fellows may also sit as member in the Thesis Oral Defense Panel ("Proposed Implementing Guidelines for the Award of the Title of Professorial Fellow, Associate Professorial Fellow and Assistant Professorial Fellow" approved by UP Diliman Chancellor Fidel R. Nemenzo on 14 November 2022).

In addition to the composition stipulated above, the Oral Defense Panel shall include a Dean's Representative, to be appointed by the Dean through the Office of the Graduate Program. The Dean's Representative is not to be recommended by the Adviser but to be appointed by the Dean through the OGP (see Appendix K on the flow of the administrative functions of the Adviser).

Note that the CSSP-ERB Representative who sat in the dissertation proposal defense is no longer required to sit in the oral defense, provided the Certificate of Ethics Clearance or Certificate of Exemption has been issued to the thesis project, and any amendments on the thesis proposal have been approved by the CSSP-ERB.

10.1.3.2 The Dean's Representative. In the College, the main functions of the Dean's Representative to the oral defense are as follows:

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

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

10.1.4 The 14-Day Rule. The submission of the thesis drafts to all members of the panel including the Dean's Representative, is covered by the 14-Day Rule (Approved by the CSSP Graduate Faculty Council at its meeting on 27 November 2002; UPD General Catalogue 2014, p. 29; General Rules, subsection 4.7.2) which states that:

At least fourteen (14) days must elapse, inclusive of weekends, from the date the members of the oral defense panel receive their copies of the thesis/dissertation, to the date of the oral defense.

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

10.2 The Thesis Oral Defense Proper

University policy (General Rules 1999, subsection 4.7.2) states that the thesis oral defense must be held only under the following conditions:

1. the thesis manuscript has been received by each member of the Thesis Oral Defense Panel at least two (2) weeks before the scheduled oral defense; and
2. all members of the Thesis Oral Defense Panel are present, except for programs that require the inclusion of a foreign co-adviser or foreign external panel member.

If the foreign external panel member is absent, they shall be required to send their comments to the Chair of the Thesis Oral Defense Panel who shall integrate this in the CSSP-OGP Form 11. If any other member of the Thesis Oral Defense Panel is absent, the adviser must send a letter to the Dean, through channels, informing them about the cancellation and requesting for the rescheduling of the thesis oral defense. Afterwards, the adviser must process the request for schedule of thesis oral defense anew (see subsection 10.1.2).

10.2.1 Administration of the Thesis Oral Defense.

In conducting the oral defense, the Oral Defense Panel shall be chaired by any of its members other than the Adviser or Co-Adviser (UPD General Catalogue 2014, p. 29; General Rules 1999, subsection 4.7.1). In the College, the Critic(s) and the Dean's Representative are also not allowed to serve as Chair of the Thesis Oral Defense Panel. The selection of the Chair for the oral defense shall be done by consensus before the oral defense begins.

Following is the procedure for the conduct of the oral defense:

1. At the start of the session, the candidate is asked to present an overview of the thesis.
2. The candidate is then questioned and examined by each member of the panel.
3. When the candidate has responded to all questions, and when no more questions are forthcoming from the panel members, the student is asked to leave while the panel deliberates on the grade for the oral defense. (The guidelines for the deliberation of the oral defense panel are enumerated in subsection 10.2.4.)
4. When the grade has been decided by the panel, each member signs on the Oral Defense Approval Sheet to be provided by the OGP.
5. The candidate is then called back in and formally notified of the decision of the panel. For a thesis that requires revisions, the student is also notified of the timeframe in accomplishing said revisions and submitting the bound copies of the final thesis manuscript.

The oral defense for the thesis is open to the public as observers. Observers are expected to arrive and be seated before the oral defense starts. Once the oral defense has started, they will no longer be allowed into the room. Members of the audience are not allowed to intervene and pose questions to the candidate or any of the panel members during the oral defense. The deliberation and rating of the student's oral defense shall be done only by the members of the Thesis Oral Defense Panel in a closed-door meeting to be held immediately after the defense. No member of the audience shall be allowed to observe the panel deliberation and rating of the student's oral defense.

10.2.2 Online Oral Defense. Because of the COVID-19 pandemic, upon the recommendation of the Office of the Vice-Chancellor for

Academic Affairs and upon approval of the UP Diliman Executive Committee on 30 March 2020, the College has allowed the conduct of online thesis/dissertation oral defense¹. The online oral dissertation defense may be conducted upon the approval of the Dean and abiding by the guidelines implemented by the College and the University.

For the online thesis oral defense, it is expected that all members of the Thesis Oral Defense Panel who are present and the student have a stable internet connection for the student to clearly present and defend their thesis and for the members to properly deliberate the defense.

If, for any reason, the online thesis oral defense encountered technical difficulty in the middle of the defense, which may affect the deliberation of the panel, the online thesis oral defense may be cancelled by the chair of the Thesis Oral Defense Panel, in concurrence with the student and the members of the panel. In this case, the adviser must send a letter to the Dean, through channels, informing them about the cancellation and requesting for the rescheduling of the thesis oral defense. Afterwards, the adviser must process the request for schedule of thesis oral defense anew (see subsection 10.1.2).

10.2.3 Grades for the Oral Defense. The University mandates the following grades for the thesis/dissertation oral defense: PASS, PROVISIONAL PASS, and FAIL (2007 2004-2010 General Catalogue pp. 21 and 24 and 1999 General Rules 3.9.3, p. 22 and 4.7.3, p. 35). The College interprets these grades as follows:

Table 4. Grades for the Thesis Oral Defense

| GRADE | FOUR (4)- OR FIVE (5)-MEMBER PANEL | SIX (6)- OR SEVEN (7)-MEMBER PANEL |
|-------------------------|--|--|
| PASS | <ul style="list-style-type: none"> No panel member requires any revisions; OR Must satisfy both conditions: <ul style="list-style-type: none"> No more than one (1) panel member requires minor revisions; AND No panel member requires any major revisions | <ul style="list-style-type: none"> No panel member requires any revisions; OR Must satisfy both conditions: <ul style="list-style-type: none"> No more than two (2) panel members require minor revisions; AND No panel member requires any major revisions |
| PROVISIONAL PASS | <ul style="list-style-type: none"> There are at least two (2) panel members who require minor revisions; OR There is at most one (1) panel member who requires major revisions | <ul style="list-style-type: none"> There are at least three (3) panel members who require minor revisions; OR There are at most two (2) panel members who require major revisions |
| FAIL | <ul style="list-style-type: none"> Two (2) or more members require major revisions | <ul style="list-style-type: none"> Three (3) or more members require major revisions |

¹ Then OGP Coordinator Dr. Mary Ann G. Bacolod led the crafting of guidelines for the conduct of online thesis/dissertation proposal and final defense, which the College started implementing on 28 April 2020.

A “major revision” is defined as one that: (a) requires a change in the conceptual framework of the thesis/dissertation; (b) involves a flaw in the research methodology of the paper; or (c) involves a logical error in the main argument of the paper.

Thus, the grade of FAIL is given whenever, in the judgment of at least two (2) members of the four (4)- or five (5)-member panel and at least three (3) members of the six (6)- or seven (7)-member panel, the revisions necessary to the thesis/dissertation are tantamount to requiring the manuscript to be rewritten and/or restructured in toto. The grade of FAIL may also be given whenever, in the judgment of the panel, the candidate was not able to defend the thesis/dissertation during the oral defense.

A “minor revision” is one which does not require altering the conceptual or methodological thrust of the thesis/dissertation, or the fulfillment of which does not nullify the paper’s central argument. Typical minor revisions include the following: (a) correcting improper citations; (b) re-sequencing certain sections of the manuscript; or (c) adding a small section of text (e.g., an Appendix) in order to further clarify the discussion.

10.2.4 Deliberation of the Thesis Oral Defense Panel.

After the student’s oral presentation of their thesis, the chair shall moderate the question-and-answer portion of the defense. When there are no more questions or comments from the Thesis Oral Defense Panel, the student will be asked to leave the room (for online defense, the chair will put the student in the waiting room). If the session is being recorded, the Chair shall pause/ stop the recording before proceeding with the panel deliberation.

The deliberation of the Thesis Oral Defense Panel shall be guided by the following steps:

1. The chair asks each oral defense panel member whether they require (a) no revisions; (b) minor revisions; or (c) major revisions to the dissertation.
2. The chair tallies the individual decisions of the oral defense panel members, then refers to the table above for the final decision of the panel: (a) PASS; (b) PROVISIONAL PASS; or (c) FAIL.
3. Each oral defense panel member signs the Approval Sheet under one of the two columns provided: (a) “Agree” or (b) “Disagree.”
4. If an oral defense panel member disagrees with the panel’s decision; they must provide the reason under the “Additional Remarks” section (e.g., “requires major revision,” “must be given a grade of “Provisional Pass,” etc.).
5. In case there are required revisions to the manuscript, the panel shall decide whether the revisions need to pass through all members of the panel or only the adviser / designated panel member(s) shall check and approve the revisions to be made by the student (see section 11.2).

6. Per University rule (UPD General Catalogue 2014, p. 29), any member who fails the student must specify the reason(s) in writing, a copy of which shall be attached to the report of the Dean's Representative.

The Chair of the oral defense panel shall indicate in the Approval Sheet the grade for the oral defense. The panel shall also decide on the timeframe for the student to work on the revisions and submit the final bound copies of the thesis (see section 11.3).

All revisions required to be incorporated in the manuscript shall be itemized on a separate sheet to be appended to the report of the Dean's Representative to be submitted to the Dean.

10.3 University Policy on the Grade of "Fail" in the Oral Examination

Students who fail in the oral defense shall submit to a second oral defense within one academic year after the first defense. Failure to retake the oral examination within the prescribed period or to pass the second oral defense disqualifies the student from their current master's program and from being admitted into other master's program(s) offered by the same department/institute (UPD General Catalogue 2014, p. 35; General Rules 1999, subsection 4.7.4).

10.4 College Policy on Serving Refreshments during the Oral Defense

The serving of meals or refreshments by the candidate, right after an oral defense is not permitted by the College. However, the Department/Institute may serve coffee or water only.

Revising and Submitting The Thesis or Dissertation

Revising and Submitting the Thesis or Dissertation

11.1 Revision of Thesis/Dissertation after the Oral Defense

In general, if a student gets a grade of PROVISIONAL PASS or a grade of PASS with no more than one (1) member of the four (4)-/five (5)-member panel or no more than two (2) members of the six (6)-/seven (7)- member panel requiring minor revisions, they will need to revise the thesis/dissertation before the manuscript is approved for final submission. In such cases, the panel shall decide whether: (a) the revisions need to pass through all members of the panel; or (b) only the Adviser or the designated panel member(s) shall check and approve the revisions to be made by the student.

Ideally, the maximum period to accomplish the post-defense activities—doing the necessary revisions, submission of the final thesis/dissertation manuscript, approval of the revised manuscript by the adviser / designated panel member(s), and acceptance of the manuscript by the adviser—should take around 16 weeks from the date of the successful oral defense. However, these post-oral defense activities may also take a shorter period.

11.2 Submission and Evaluation of Revised Thesis/Dissertation Manuscript

As stated earlier, the evaluation of the submitted revised manuscript of thesis/dissertation is based on the result of the oral defense (see Table 3 in subsection 7.2.3 and Table 4 in subsection 7.2.4).

11.2.1 Pass with Minor Revisions. If the grade is “Pass with Minor Revisions,” the student will have to submit the revised version of the thesis/dissertation to the member(s) designated by the panel (usually the Adviser/ Co-Advisers) to supervise and approve the revisions based on comments gathered during the oral defense proper. This designation is subject to the consensus of the members of the oral defense panel in their deliberation during the oral defense.

Upon submission of the revised manuscript by the student, the panel or designated panel member(s) must reach a decision on the acceptability of the manuscript within 14 days. After such decision of the acceptability of the manuscript, the student must submit five (5) bound copies to the Office of the Graduate Program (OGP) within 30 days.

11.2.2 Provisional Pass. A student who obtains a grade of “Provisional Pass” for the oral defense shall submit the full, revised version of the manuscript to all the members of the panel. Meanwhile, the Panel Chair must accomplish CSSP-OGP Form 13 to be provided by the OGP.

Upon submission of the revised manuscript by the student, the Oral Defense Panel must reach a decision on the acceptability of the revised manuscript within two (2) months of their receipt of the manuscript. Afterwards, CSSP-OGP Form 13 is filled out, certifying that the student has satisfactorily incorporated the required revisions. The panel members, including the Dean's Representative, shall all sign the form, indicating whether or not they agree that the revisions have been satisfactorily made on the thesis/dissertation manuscript. They may sign in any sequence, but the Adviser shall be the last to sign the form. If majority of the panel agrees on the acceptability of the revisions, the thesis/dissertation is considered approved.

In cases where the panel requires a major revision of the thesis/dissertation, the candidate will be given up to the end of the following semester but within the Maximum Residence Rule (MRR) to finish the revision and resubmit the revised manuscript to the panel.

The fully signed CSSP-OGP Form 13, together with CSSP-OGP Form 11, is included in the five (5) bound copies of the thesis/dissertation, which must be submitted to the OGP within 30 days.

11.3 Submission of Bound Copies of Final Thesis/Dissertation Manuscript

When all the revisions to the thesis/dissertation have been approved and accepted by the oral defense panel or the designated panel member(s), the student submits five (5) bound copies (one [1] copy each for the home Department/Institute, the OGP, the University Library, the National Library, and the student) of the thesis/dissertation to the OGP. The deadline for submission of the bound copies in order for a student's name to be included in the list of graduating students in a particular semester or midyear term is in accord with a given academic calendar year. The student shall refer to the relevant deadlines stated.

Any student who misses the deadline, and fails to graduate as a result, will subsequently again be subject to MRR and application for graduation.

The bound copies must conform to the standard format of the College and must include the following documents/sections, in the prescribed order presented below (see Appendix F):

- Title page, which contains the following information:
 - UP logo and name
 - final thesis/dissertation title
 - name and degree program of student
 - name(s) of Adviser/Co-Adviser(s) and affiliation(s)
 - date of submission (month and year)
 - thesis classification
 - wet signatures of the student and the Adviser

- University permission
 - dated, with wet signature of the student
- Declaration
 - dated, with wet signature of the student
- Approval sheet
 - dated, with wet signatures of the adviser and the dean
- Certificate of Clearance or Certificate of Exemption issued by the CSSP-ERB
- Endorsement letter of critic(s)
- Request for the constitution of the thesis/dissertation oral defense panel
- accomplished and signed CSSP-OGP Form 11
- accomplished and signed CSSP-OGP Form 13 (if applicable)
- Abstract (in the primary language of the thesis/dissertation)
- Abstract (in the alternative language, either in English or Filipino)
- Acknowledgements (optional)
- Table of contents
- List of tables, figures, and acronyms (if applicable)
- Main body of the thesis/dissertation
- References
- Appendix (if applicable)

The manuscript must be encoded in Times New Roman font size 12 pt., printed in letter paper (8.5 in x 11 in) and hard bound with maroon cover. The text of the main body of the thesis/dissertation manuscript must be double-spaced. The bound copies shall be submitted by the student to the OGP.

11.4 Residence Requirement during Thesis/Dissertation Revision

Graduate students engaged in revising their thesis/dissertation should be in residence in the College until they submit the final copy of the thesis/dissertation either during the regular residence period or during the maximum residence period (see sections 3.2-3.6). Accordingly, students who go beyond or who expect to go beyond the regular residence period in revising the thesis/dissertation shall apply for extension of academic residence, taking into consideration the MRR (see section 3.7 and subsections 3.7.1-3.7.6). This is a University policy monitored by the Office of the University Registrar (OUR).

11.5 Additional Course Requirement during Thesis/Dissertation Revision

All students granted extension of academic residence are subject to the additional course requirement (see section 3.8). This policy applies to graduate students who are revising their thesis/dissertation. Like the residence requirement, this is a University policy monitored by the OUR.

11.6 Application for Graduation during Thesis/Dissertation Revision

Students who are revising their thesis/dissertation shall re-apply for graduation if they were unable to graduate during the semester or midyear term when the oral defense was conducted. The operative rule is: A student must have a valid application for graduation for the semester or midyear term in which they will graduate.

11.7 Submission of at least One Pre-Print Paper for Doctoral Students

University policy states that doctoral students applying for graduation must submit to the college graduate office at least one (1) pre-print paper on the approved doctoral dissertation, where applicable, as another prerequisite for graduation (General Rules 1999, subsection 3.11.4). The paper shall be approved by the Dissertation Adviser. However, in the College, the implementation of this rule is left to the discretion of the Department/Institute.

11.8 Grade Report Requirement for Thesis/Dissertation Course

Upon submission of the bound copies of the thesis/dissertation, the Department/Institute concerned, through the Thesis/Dissertation Adviser, shall submit the grade officially. The grade in the report should be either PASS (P) or FAIL (F). An Official Report of Grade for the corresponding thesis/dissertation course (i.e., having the course number “300” or “400,” respectively), signed by Department Chair/Institute Director, must also be submitted to the OGP.

The Adviser must assign the grade to all the thesis/dissertation courses taken by the student, provided these courses carry a total credit unit of 6 units (for thesis course) and 12 units (for dissertation course). This will be done through the Grade Submission module in the Computerized Registration System (CRS).

The Population Institute's Pre-print Research Paper Requirement

The Population Institute's Pre-print Research Paper Requirement

This part applies only to graduate students of the Population Institute taking the Master in Population Studies (MPOPS). Writing a pre-print research paper is the significant culminating point of the MPOPS graduate student training and therefore should be a significant new contribution to scientific knowledge, written in a style that is acceptable to a wide community of scholars.

The pre-print research paper requirement under the MPOPS is similar to most of the thesis/dissertation requirements. Below are the procedures in relation to writing the MPOPS Pre-print Research Paper.

12.1 Appointment of Pre-print Research Paper Adviser

Following is the procedure for the appointment of a pre-print research paper adviser:

1. The student writes a letter to the Director of the Population Institute, through the Institute Graduate Program Coordinator, requesting for the appointment of a pre-print research paper adviser. The student also fills out CSSP-OGP Form 17A which will be attached to the letter of request.
2. The Institute Graduate Program Coordinator evaluates the student's records to ensure that the latter has already completed the coursework and has taken and passed the comprehensive examinations.
3. The Institute, through its Graduate Program Coordinator and upon consultation with the Institute Director, confers with the student about the student's pre-print research paper topic, and about the possible faculty member who may be appointed as Adviser.
4. The Institute secures the conformè of the faculty recommended to serve as the student's adviser, and then forwards the duly endorsed CSSP-OGP Form 17A to the Office of the Graduate Program.
5. Upon receipt of the form, the Office of the Graduate Program evaluates the status of the student then endorses the request to the Dean, who then acts on the Institute's recommendation.
6. Once the request is approved by the Dean, the Office of the Graduate Program issues an appointment letter to the designated adviser.
7. The Institute Graduate Program Coordinator informs the student of the name of their pre-print research paper adviser and provides a copy of the "Procedures for Writing the MPOPS Pre-print Research Paper."

The MPOPS program is also guided by the policies and guidelines implemented for the thesis co-adviser (see subsection 8.3.2), appointment as adviser of faculty who will retire in two (2) years (see subsection 8.3.3), appointment as adviser of faculty

on extended service (see subsection 8.3.4), and additional College policies on thesis advisers/co-advisers (see subsection 8.5).

The adviser is responsible for supervising the student in the preparation of a complete initial draft of the pre-print research paper manuscript. This task includes guiding the student in the activities entailed by the research plan, making critical comments and suggestions on the manuscript drafts, and holding discussions and consultations with the student about how to improve and complete the manuscript.

12.2 The Pre-print Research Paper Proposal Defense

Similar to the master's degree programs (see chapter 9 and section 9.1), the following procedures are observed for the MPOPS Pre-print Research Paper Proposal Defense.

1. The student writes the pre-print research paper proposal in consultation with the designated adviser.
2. The student applies for ethics approval to the CSSP Ethics Review Board 15 working days before the planned proposal defense date (see section 9.3 for the guidelines on ethics review that are similarly implemented for pre-print research paper proposals).
3. The student submits two (2) copies of the proposal to the Institute at least 14 days before the planned proposal defense date.
4. The Adviser fills out and submits CSSP-OGP Form 7A to the Institute, through its Graduate Program Coordinator, requesting for the schedule of the pre-print research paper proposal defense and recommending faculty who may sit in the Pre-print Research Paper Committee (see section 8.2 for additional guidelines on the qualifications of the members of the Pre-print Research Paper Committee).
5. The Institute forwards the duly endorsed CSSP-OGP Form 7A to the Office of the Graduate Program. The OGP then endorses the request to the Dean, who shall approve the request.
6. Once approved, the OGP issues the appointment of the Pre-print Research Paper Committee containing the list of members and the schedule and the venue/platform of the proposal defense (the MPOPS program also follows guidelines on fulfilling the residence requirement implemented in master's theses, stipulated in section 9.6).
7. The student defends their pre-print research paper proposal (see section 9.8 for guidelines on the conduct of the proposal defense proper).
8. After the proposal defense, the adviser accomplishes CSSP-OGP Form 8A and the CSSP-OGP Form 9A. Meanwhile, the CSSP-ERB Representative accomplishes the CSSP-ERB Assessment Form. The said forms, duly endorsed by the Institute Director through the Institute Graduate Program Coordinator, must be submitted to the OGP, who will then forward them to the Dean for their approval.

12.3 Appointment of Critic and Writing the Pre-print Research Paper

For the MPOPS Pre-print Research Paper, the appointment of critic is requested as

soon as the student starts the pre-print research paper writing proper. The following procedures are followed with regard to the appointment of critic and writing the pre-print research paper:

1. The Institute, through its Graduate Program Coordinator, informs the student about the result of the proposal defense and provides a copy of the "MPOPS Pre-print Research Paper Format Guide."
2. Guidelines regarding the request for the appointment of Critic for master's theses are similarly followed for the pre-print research paper (see section 8.4). However, for the pre-print research paper, the Adviser must accomplish CSSP-OGP Form 10A instead.
3. The student writes the pre-print research paper in consultation with the adviser. Upon approval of the adviser, the student submits a copy of the pre-print research paper manuscript to the critic.
4. The student revises the pre-print research paper based on the comments and suggestions of the critic.
5. For the pre-print research paper, the Institute also follows the guidelines implemented for thesis/dissertation revision, particularly with regard to residence requirement (see section 11.4), additional course requirement (see section 11.5), and application for graduation (see section 11.6).

12.4 Presentation and Submission of the Pre-print Research Paper

The following procedure is implemented in relation to presenting the pre-print research paper and submitting the final version of the manuscript:

1. When the pre-print research paper is deemed acceptable for public presentation, the adviser and the critic endorse the paper by writing a letter addressed to the Institute Director and endorsed by the Institute Graduate Program Coordinator. The letter should contain a request for the schedule of the pre-print research paper presentation and should append a copy of the pre-print research paper manuscript.
2. The student presents their pre-print research paper on the schedule approved by the Institute Director.
3. Upon successful paper presentation, the Institute Director writes to the Dean, through the OGP, informing them that the student has submitted and successfully presented the pre-print research paper. Meanwhile the Adviser and the Critic must write a certification that the pre-print research paper has been submitted and presented. The duly endorsed and approved letter and certification must be included in the final bound copy of the pre-print research paper.
4. After all the revisions have been made and the final version of the pre-print research paper accepted by the Adviser and the Critic, the student submits three (3) bound copies of the manuscript (one [1] each for the student, the OGP, and the Institute) and an electronic copy of the abstract to the OGP. Additionally, one (1) electronic copy of the manuscript must also be submitted to the Office of the Institute Director.

5. A student who misses the deadline for submission of the final version of the pre-print research paper, and fails to graduate as a result, will subsequently be subject to rules on maximum residence (see section 3.7) and application for graduation (see section 13.2).

13

Graduation

Graduation

13.1 Graduation from the University

Graduation from the University requires final clearance from the OUR. Students who have completed all the requirements of their graduate program are qualified to apply for graduation through the OGP. Students who are about to complete all the academic requirements of their program may also apply for graduation.

13.2 Application for Graduation

It is necessary to file an Application for Graduation with the Office of the University Registrar in the semester or term during which the student shall or is expected to graduate. The OGP shall officially notify the students, faculty, and units of the deadline for submission of application for graduation through all platforms available.

A student who applies for graduation during a semester or midyear term but is unable to graduate by the end of that semester/term shall reapply for graduation in the next or subsequent semester or midyear term in which they will graduate. The application for graduation does not carry over into the next semester/midyear term.

13.3 Evaluation and Procedure for Graduation

The OGP evaluates a student for graduation. The college's recommendation of a student for graduation is subject to confirmation by the OUR.

Appendix G presents the flow of procedures involving graduation.

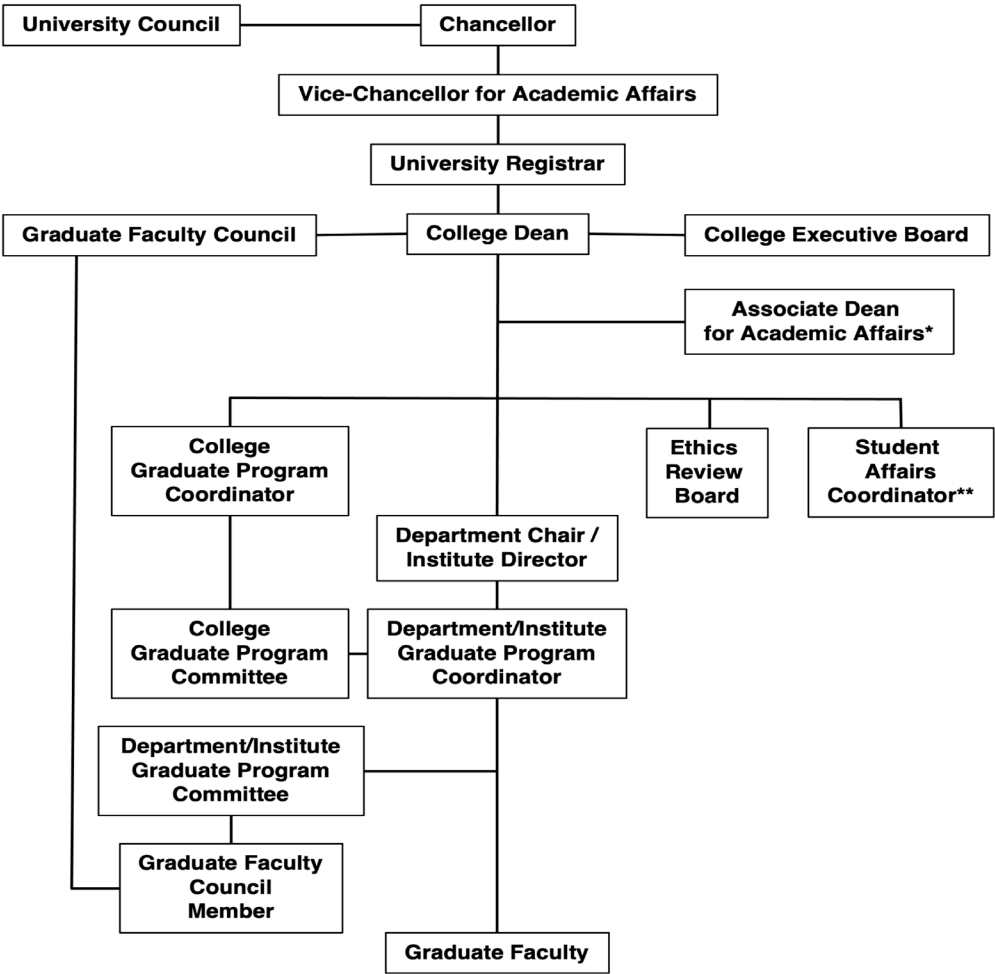
13.4 Conferment of the Degree

The graduation of students shall be recommended by the College Graduate Faculty Council, for the information of the College Faculty Assembly, to the University Council. The University Council shall endorse the students' graduation to the Board of Regents for their approval. Once the Board of Regents approve the graduation of the students, they shall be conferred their respective graduate degrees.

Appendices

Appendix A

Organizational Structure and Flow of Official Communication Related to the Administration of the Graduate Programs in UP Diliman



* For matters involving proposals for institution and revision of graduate program curricula

** For matters involving requests for Certification of Good Moral Character

Appendix B

Sample Letter of Request by the Graduate Student

[Date]

Dean _____
College of Social Sciences and Philosophy
University of the Philippines Diliman

[Through Channels]

Request for Readmission from Absence Without Leave (AWOL)

Dear Dean _____,

I would like to respectfully request that I be readmitted to the _____ program beginning the ____ Semester of Academic Year ____-____.

My last enrollment was during the ____ Semester AY ____-____, but I was unable to apply for official Leave of Absence for the current semester because my work necessitated that I leave the country from _____ up to _____.

I hope for your favorable response to my request. Thank you very much.

Respectfully,

Signature over Printed Name of Student

Appendix C1

CSSP-OGP Form 1 (Notice of Admission)

CSSP-OGP Form 1 (Rev. 2023-09-18)



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

NOTICE OF ADMISSION

[Date]

[NAME OF RECIPIENT]

[Address / Email Address]

Dear [Mr./Ms./Mx.] **[NAME OF RECIPIENT]**:

Greetings!

The Office of the Graduate Program is pleased to inform you that your application for admission to the **[Degree]** program of the College of Social Sciences and Philosophy **has been approved**.

If you accept this offer of admission, the College shall admit you to the program beginning the **[Semester and Academic Year Admitted]**. Your residence period in the program will extend up to the end of **[Final Semester of Regular Residence]**. This means that you have up to that semester/term to complete all the requirements for the degree, unless you are granted an extension of residence status in accordance with College rules.

Please signify your acceptance or non-acceptance of this offer of admission by filling out the attached CSSP-OGP Form 16 and submitting it to the Office of the Graduate Program via mail or email on or before **[Date of Deadline]**.

Thank you.

For the Dean:

[NAME AND SIGNATURE OF OGP COORDINATOR]

Coordinator

Appendix C2

CSSP-OGP Form 2 (Notice of Non-Admission)

CSSP-OGP Form 2 (Rev. 2023-09-18)



OFFICE OF THE GRADUATE PROGRAM

College of Social Sciences and Philosophy
University of the Philippines Diliman

NOTICE OF NON-ADMISSION

[Date]

[NAME OF RECIPIENT]

[Address / Email Address]

Dear [Mr./Ms./Mx.] **[Name of Recipient]**:

Greetings!

This is to inform you that the **[Name of the Department/Institute]** has officially notified us of the result of your application to its **[Degree]** program. We regret to inform you that we cannot make you an offer of admission to the program. You may inquire from the relevant unit about the reason(s) for your non-admission.

Thank you for your interest in pursuing graduate studies at the UP College of Social Sciences and Philosophy. We wish you every success in your future endeavors.

For the Dean:

[NAME AND SIGNATURE OF OGP COORDINATOR]

Coordinator

Appendix C3

CSSP-OGP Form 3 (Notice of Maximum Residence Rule (MRR) Status)

CSSP-OGP Form 3 (Rev. 2023-09-18)



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

NOTICE OF MAXIMUM RESIDENCE RULE (MRR) STATUS

[Date]

[NAME OF RECIPIENT]

[Address / Email Address]

Dear [Mr./Ms./Mx.] **[NAME OF RECIPIENT]**:

Greetings!

Our records show that your regular residence period in the **[Degree]** program will be fully spent by the end of **[Semester and Academic Year or Midyear Term and Year of Final Residence]**. You may no longer enroll in the following registration period without first being granted an extension of academic residence.

Should you wish to apply for extension of academic residence upon the lapse of the allowed residence period, please refer to the attached rules, fill out CSSP-OGP Form 17, and submit it with other required documents (if any) to the Office of the Graduate Program on or before **[Date of Deadline for Submission]**.

Thank you.

For the Dean:

[NAME AND SIGNATURE OF OGP COORDINATOR]

Coordinator

cc: Chair of the Department of the **[Name of Department]**/Director of the **Population Institute**

Appendix C4

CSSP-OGP Form 4 (Certification of Language Proficiency Examination Result)

CSSP-OGP Form 4 (Rev. 2023-09-18)



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

CERTIFICATION OF LANGUAGE PROFICIENCY EXAMINATION RESULT

Date: _____

FOR: **The DEAN**
College of Social Sciences and Philosophy

This is to certify that Mr./Ms./Mx. _____ has taken and passed the **Language Proficiency Examination** in the following area, with the corresponding grade:

| Area/Language | Date Administered | Grade/Remarks |
|---------------|-------------------|---------------|
| _____ | _____ | _____ |

Signature over Printed Name of Examiner

This certification is approved as fulfillment of the Language Proficiency Examination requirement for the degree _____.

Remarks: _____

Department/Institute Graduate Program Coordinator
Date: _____

Department Chair / Institute Director
Date: _____

Noted:

Coordinator, Office of the Graduate Program
Date: _____

Dean
Date: _____

Appendix C5

CSSP-OGP Form 5 (Comprehensive Examination Result)

CSSP-OGP Form 5 (Rev. 2023-09-18)



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

COMPREHENSIVE EXAMINATION RESULT

Name of Student: _____
Degree Program: _____
Area: _____
Date of Examination: _____
Name of Examiner: _____

RATING: [] HIGH PASS
 [] PASS
 [] FAIL

Additional Notes (Please use separate sheet(s) if necessary):

Signature over Printed Name of Examiner
Date: _____

Date Received by OGP: _____

Noted:

Coordinator, Office of the Graduate Program
Date: _____

Dean
Date: _____

Appendix C6

CSSP-OGP Form 5 (Filipino) (Resulta ng Komprehensibong Pagsusulit)

CSSP-OGP Form 5 (Filipino) (Rev. 2023-09-18)



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

RESULTA NG KOMPREHENSIBONG PAGSUSULIT

Pangalan ng Mag-aaral: _____

Digri: _____

Larangan: _____

Petsa ng Pagsusulit: _____

Pangalan ng Eksaminer: _____

MARKA: [] **PUMASA NA MATAAS ANG MARKA**
 [] **PUMASA**
 [] **BUMAGSAK**

Karagdagang mga Tala (Mangyaring gumamit ng hiwalay na papel kung kinakailangan):

Lagda sa ibabaw ng Pangalan ng Eksaminer

Petsa: _____

Petsa ng Pagtanggap sa OGP: _____

Binigyang-pansin:

Tagapag-ugnay, Opisina ng Gradwadong Programa

Petsa: _____

Dekano

Petsa: _____

Appendix C7

CSSP-OGP Form 6 (Notification of Comprehensive Examination Result)

CSSP-OGP Form 6 (Rev. 2023-09-18)



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

NOTIFICATION OF COMPREHENSIVE EXAMINATION RESULT

[Date]

[NAME OF STUDENT]

c/o [Name of Department/Institute]

Through: **[Name of Department Chair / Institute Director]**

Dear [Mr./Ms./Mx.] **[Name of Student]**:

This is to inform you of the result of the comprehensive examination that you took during the **[Semester and Academic Year the Examination was Taken]**:

| Area | Date Taken | Result |
|-------|------------|--------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

For the Dean:

Coordinator, Office of the Graduate Program

Please be guided by the University Rules on the Comprehensive Examination, found on page 33 of the *UP Diliman General Catalogue 2014*:

The grades for the [Comprehensive] Examination are as follows: "High Pass," "Pass," or "Fail." If a student fails the examination, a second examination shall be allowed within one (1) year after the first examination. Failure to pass this second examination shall bar the student permanently from the doctoral program. Moreover, the student shall be disqualified from admission into other doctoral programs within the same [department/institute].

Appendix C8

CSSP-OGP Form 7 (Request for Thesis/Dissertation Proposal Defense Schedule)

CSSP-OGP Form 7 (Rev. 2023-09-18)



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

REQUEST FOR THESIS/DISSERTATION PROPOSAL DEFENSE SCHEDULE

Date: _____

FOR: The Dean
College of Social Sciences and Philosophy

I hereby respectfully request that the thesis/dissertation proposal defense of my advisee, Mr./Ms./Mx. _____ titled, “ _____ ”

be scheduled as follows:

Date: _____
Time: _____
Venue: _____

with the following as members* of the Thesis/Dissertation Committee:

The student has already filed an ethics review application dated _____. Thank you.

Signature over Printed Name of Adviser

Recommending approval and respectfully forwarded to Dean _____.

Department/Institute Graduate Program Coordinator
Date: _____

Department Chair / Institute Director
Date: _____

[] Recommending approval
[] Not recommending approval

Remarks: _____

Coordinator, Office of the Graduate Program
Date: _____

Action Taken: [] Approved
[] Disapproved

Remarks: _____

Dean
Date: _____

*Please take note of the following: (1) A CSSP-ERB representative must sit as a committee member; and
(2) Append a letter of justification if any member is affiliated with an institution outside the College.

Appendix C9

CSSP-OGP Form 7A (Request for Pre-print Research Paper Proposal Defense Schedule)

CSSP-OGP Form 7A (Rev. 2023-09-18)



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

REQUEST FOR PRE-PRINT RESEARCH PAPER PROPOSAL DEFENSE SCHEDULE

Date: _____

FOR: The Dean
College of Social Sciences and Philosophy

I hereby respectfully request that the pre-print research paper proposal defense of my advisee, Mr./Ms./Mx. _____ titled, “ _____ ”
be scheduled as follows:

Date: _____
Time: _____
Venue: _____

with the following as members* of the Pre-print Research Paper Committee:

The student has already filed an ethics review application dated _____. Thank you.

Signature over Printed Name of Adviser

Recommending approval and respectfully forwarded to Dean _____.

Department/ Institute Graduate Program Coordinator
Date: _____

Department Chair / Institute Director
Date: _____

[] Recommending approval
[] Not recommending approval

Remarks: _____

Coordinator, Office of the Graduate Program
Date: _____

Action Taken: [] Approved
[] Disapproved

Remarks: _____

Dean
Date: _____

*Please take note of the following: (1) A CSSP-ERB representative must sit as a committee member; and
(2) Append a letter of justification if any member is affiliated with an institution outside the College.

Appendix C10

CSSP-OGP Form 8 (Decision on the Result of the Thesis/Dissertation Proposal Defense)

CSSP-OGP Form 8 (Rev. 2023-09-18)



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

DECISION ON THE RESULT OF THE THESIS/DISSERTATION PROPOSAL DEFENSE

Date of Proposal Defense: _____

FOR: The DEAN
College of Social Sciences and Philosophy

We would like to inform you that Mr./Ms./Mx. _____, candidate for the degree _____, has defended their thesis/dissertation proposal titled, “_____,” today at _____ [venue/platform]. The following is the result of the proposal defense:

Committee Decision: ☐ Approved ☐ Disapproved

| Name of Committee Member | Agrees with the Committee Decision | Disagrees with the Committee Decision |
|--------------------------|------------------------------------|---------------------------------------|
| _____ <i>Adviser</i> | _____ | _____ |
| _____ <i>Member</i> | _____ | _____ |
| _____ <i>Member</i> | _____ | _____ |
| _____ <i>Member</i> | _____ | _____ |

Additional Comments (Please use additional sheet(s) if necessary):

Signature over Printed Name of Adviser

Noted:

Coordinator, Office of the Graduate Program
Date: _____

Dean
Date: _____

Appendix C11

CSSP-OGP Form 8 (Filipino) (Kapasyahan tungkol sa Resulta ng Depensa ng Panukalang Tesis/Disertasyon)

CSSP-OGP Form 8 (Filipino) (Rev. 2023-09-18)



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

KAPASYAHAN TUNGKOL SA RESULTA NG DEPENSA NG PANUKALANG TESIS/DISERTASYON

Petsa ng Depensa: _____

PARA SA: DEKANO
Kolehiyo ng Agham Panlipunan at Pilosopiya

Nais po naming ipabatid na si G./Bb./Mx. _____, kandidato para sa digring _____, ay sumailalim sa depensa ng kaniyang panukalang tesis/disertasyon na pinamagatang, “_____,” ngayong araw sa _____ [silid/platform]. Ang resulta ng depensa ay nakasaad po sa ibaba:

Kapasyahan ng Komite: [☐] Inaprubahan [☐] Di-inaprubahan

| Pangalan ng Kasapi ng Komite | Sumasang-ayon sa Kapasyahan ng Komite | Di-sumasang-ayon sa Kapasyahan ng Komite |
|------------------------------|---------------------------------------|--|
| Tagapayo | | |
| Kasapi | | |
| Kasapi | | |
| Kasapi | | |

Karagdagang mga Komento (Mangyaring gumamit ng hiwalay na papel kung kinakailangan):

Lagda sa ibabaw ng Pangalan ng Tagapayo

Binigyang-pansin:

Tagapag-ugnay, Opisina ng Gradwadong Programa
Petsa: _____

Dekano
Petsa: _____

Appendix C12

CSSP-OGP Form 8A (Decision on the Result of the Pre-print Research Paper Proposal Defense)

CSSP-OGP Form 8A (Rev. 2023-09-18)



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

DECISION ON THE RESULT OF THE PRE-PRINT RESEARCH PAPER PROPOSAL DEFENSE

Date of Proposal Defense: _____

FOR: The DEAN
College of Social Sciences and Philosophy

We would like to inform you that Mr./Ms./Mx. _____, candidate for the degree _____, has defended their pre-print research paper proposal titled, “_____” today at _____ [venue/platform]. The following is the result of the proposal defense:

Committee Decision: ☐ Approved ☐ Disapproved

| Name of Committee Member | Agrees with the Committee Decision | Disagrees with the Committee Decision |
|--------------------------|------------------------------------|---------------------------------------|
| <i>Adviser</i> | _____ | _____ |
| <i>Member</i> | _____ | _____ |
| <i>Member</i> | _____ | _____ |
| <i>Member</i> | _____ | _____ |

Additional Comments (Please use additional sheet(s) if necessary):

Signature over Printed Name of Adviser

Noted:

Coordinator, Office of the Graduate Program
Date: _____

Dean
Date: _____

Appendix C13

CSSP-OGP Form 8A (Filipino) (Kapasyahan tungkol sa Resulta ng Depensa ng Panukalang Pre-print Research Paper)

CSSP-OGP Form 8A (Filipino) (Rev. 2023-09-18)



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

KAPASYAHAN TUNGKOL SA RESULTA NG DEPENSA NG PANUKALANG PRE-PRINT RESEARCH PAPER

Petsa ng Depensa: _____

PARA SA: DEKANO

Kolehiyo ng Agham Panlipunan at Pilosopiya

Nais po naming ipabatid na si G./Bb./Mx. _____, kandidato para sa digring _____, ay sumailalim sa depensa ng kaniyang panukalang pre-print research paper na pinamagatang, “_____,” ngayong araw sa _____ [silid/platform]. Ang resulta ng depensa ay nakasaad po sa ibaba:

Kapasyahan ng Komite: ☐ Inaprubahan ☐ Di-inaprubahan

| Pangalan ng Kasapi ng Komite | Sumasang-ayon sa Kapasyahan ng Komite | Di-sumasang-ayon sa Kapasyahan ng Komite |
|------------------------------|---------------------------------------|--|
| <i>Tagapayo</i> | | |
| <i>Kasapi</i> | | |
| <i>Kasapi</i> | | |
| <i>Kasapi</i> | | |

Karagdagang mga Komento (Mangyaring gumamit ng hiwalay na papel kung kinakailangan):

Lagda sa ibabaw ng Pangalan ng Tagapayo

Binigyang-pansin:

Tagapag-ugnay, Opisina ng Gradwadong Programa
Petsa: _____

Dekano
Petsa: _____

Appendix C14

CSSP-OGP Form 9 (Adviser’s Report for the Thesis/ Dissertation Proposal Defense)

CSSP-OGP Form 9 (Rev. 2023-09-18)



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

ADVISER’S REPORT THE THESIS/DISSERTATION PROPOSAL DEFENSE

Date of Proposal Defense: _____

Name of Student: _____

Degree Program: _____

Thesis/Dissertation Title: _____

Time Started: _____

Time Ended: _____

Venue/Online Platform Used: _____

| Name of Thesis/Dissertation Committee Member Present | Decision (Pass/Fail) |
|--|----------------------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |

Narrative Report of the Adviser on the Conduct of the Proposal Defense and the Panel’s Deliberation:

CSSP-OGP Form 9 (Rev. 2023-09-18)

Revisions/Recommendations:

Prepared and Submitted by:

Signature over Printed Name of Adviser
Date Submitted: _____

Appendix C15

CSSP-OGP Form 9A (Adviser's Report on the Pre-print Research Paper Proposal Defense)

CSSP-OGP Form 9A (Rev. 2023-09-18)



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

ADVISER'S REPORT ON THE PRE-PRINT RESEARCH PAPER PROPOSAL DEFENSE

Date of Proposal Defense: _____

Name of Student: _____

Degree Program: _____

Pre-print Research Paper Title: _____

Time Started: _____

Time Ended: _____

Venue/Online Platform Used: _____

| Name of Pre-print Research Paper Committee Member Present | Decision (Pass/Fail) |
|---|----------------------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |

Narrative Report of the Adviser on the Conduct of the Proposal Defense and the Panel's Deliberation:

CSSP-OGP Form 9A (Rev. 2023-09-18)

Revisions/Recommendations:

Prepared and Submitted by:

Signature over Printed Name of Adviser
Date Submitted: _____

Appendix C16

CSSP-OGP Form 10 (Request for Appointment of Thesis/Dissertation Critic)

CSSP-OGP Form 10 (Rev. 2023-09-18)



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

REQUEST FOR APPOINTMENT OF THESIS/DISSERTATION CRITIC

Date: _____

FOR: The Dean
College of Social Sciences and Philosophy

I am pleased to inform you that the thesis/dissertation of Mr./Ms./Mx. _____, titled, "_____, is now ready for review by a critic. in partial fulfillment of requirements for the degree _____,

I hereby respectfully request for the appointment of _____ as Critic/Co-Critics* to conduct further critical scrutiny of the manuscript. Thank you.

Signature over Printed Name of Adviser

Conform:

Signature over Printed Name of Critic/Co-Critic

Signature over Printed Name of Co-Critic (if any)

Endorsed and respectfully forwarded to the Dean the appointment of _____ as Critic/Co-Critics*.

Department/Institute Graduate Program Coordinator
Date: _____

Department Chair / Institute Director
Date: _____

[] Recommending approval
[] Not recommending approval

Remarks: _____

Coordinator, Office of the Graduate Program
Date: _____

Action Taken: [] Approved
[] Disapproved

Remarks: _____

Dean
Date: _____

*Please append a letter of justification if the critic/co-critic(s) is/are affiliated with an institution outside the Department/Institute.

Appendix C17

CSSP-OGP Form 10A (Request for Appointment of Pre-print Research Paper Critic)

CSSP-OGP Form 10A (Rev. 2023-09-18)



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

REQUEST FOR APPOINTMENT OF PRE-PRINT RESEARCH PAPER CRITIC

Date: _____

FOR: The Dean
College of Social Sciences and Philosophy

I am pleased to inform you that the pre-print research paper of Mr./Ms./Mx. _____, titled, “_____,” in partial fulfillment of requirements for the degree _____, is now ready for review by a critic.

I hereby respectfully request for the appointment of _____ as Critic/Co-Critics* to conduct further critical scrutiny of the manuscript. Thank you.

Signature over Printed Name of Adviser

Conforme:

Signature over Printed Name of Critic/Co-Critic

Signature over Printed Name of Co-Critic (if any)

Endorsed and respectfully forwarded to the Dean the appointment of _____ as Critic/Co-Critics*.

Institute Graduate Program Coordinator
Date: _____

Institute Director
Date: _____

[☐] Recommending approval
[☐] Not recommending approval

Remarks: _____

Coordinator, Office of the Graduate Program
Date: _____

Action Taken: [☐] Approved
[☐] Disapproved

Remarks: _____

Dean
Date: _____

*Please append a letter of justification if the critic/co-critic(s) is/are affiliated with an institution outside the Institute.

Appendix C18

CSSP-OGP Form 11 (Decision on the Result of the Thesis/Dissertation Oral Defense)

CSSP-OGP Form 11 (Rev. 2023-09-18)



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

DECISION ON THE RESULT OF THE THESIS/DISSERTATION ORAL DEFENSE

Date of Oral Defense: _____

FOR: The DEAN
College of Social Sciences and Philosophy

We would like to inform you that Mr./Ms./Mx. _____, candidate for the degree _____, has defended their thesis/dissertation titled, “_____”, today at _____ [venue/platform]. The following is the result of the oral defense:

| Panel Decision: <input type="checkbox"/> Pass <input type="checkbox"/> Provisional Pass <input type="checkbox"/> Fail | | |
|---|--------------------------------|-----------------------------------|
| Name of Oral Defense Panel Member | Agrees with the Panel Decision | Disagrees with the Panel Decision |
| <i>Adviser</i> | _____ | _____ |
| <i>Critic</i> | _____ | _____ |
| <i>Member</i> | _____ | _____ |
| <i>Member</i> | _____ | _____ |
| <i>Dean's Representative</i> | _____ | _____ |

Additional Comments (Please use additional sheet(s) if necessary):

Attached is the list of revisions to the manuscript that the student must address. Furthermore, the Oral Defense Panel has decided that:

- ☐ The revision of the thesis/dissertation needs to go through the members of the Oral Defense Panel to ensure that all recommended changes will have been made.
- ☐ Only the Adviser will approve the revisions to be made by the student.

Signature over Printed Name of Oral Defense Panel Chair

Noted:

Coordinator, Office of the Graduate Program
Date: _____

Dean
Date: _____

Appendix C19

CSSP-OGP Form 11 (Filipino) (Kapasyahan tungkol sa Resulta ng Depensa ng Tesis/Disertasyon)

CSSP-OGP Form 11 (Filipino) (Rev. 2023-09-18)



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

KAPASYAHAN TUNGKOL SA RESULTA NG DEPENSA NG TESIS/DISERTASYON

Petsa ng Depensa: _____

PARA SA: DEKANO

Kolehiyo ng Agham Panlipunan at Pilosopiya

Nais po naming ipatid na si G./Bb./Mx. _____, kandidato para sa digring _____, ay sumailalim sa depensa ng kaniyang tesis/disertasyon na pinamagatang, “ _____,” ngayong araw sa _____ [silid/platform]. Ang resulta ng depensa ay nakasaad po sa ibaba:

Kapasyahan ng Panel: ☐ Pumasa ☐ Provisional Pass ☐ Bumagsak

| Pangalan ng Kasapi ng Oral Defense Panel | Sumasang-ayon sa Kapasyahan ng Panel | Di-sumasang-ayon sa Kapasyahan ng Panel |
|--|--------------------------------------|---|
| Tagapayo | | |
| Kritik | | |
| Kasapi | | |
| Kasapi | | |
| Kinatawan ng Dekano | | |

Karagdagang mga Komento (Mangyaring gumamit ng hiwalay na papel kung kinakailangan):

Kalakip po ang listahan ng mga rebisyon sa manuskrito na kailangang tugunan ng mag-aaral. Kaugnay nito, napagkasunduan po ng Oral Defense Panel na:

- ☐ Ang rebisyon ng tesis/disertasyon ay kailangang dumaang muli sa mga kasapi ng Oral Defense Panel upang matiyak na naisagawa ng mag-aaral ang lahat ng mga mungkahing pagbabago.
- ☐ Tagapayo na lamang ang mag-aapruba ng mga rebisyong isasagawa ng mag-aaral.

Pangalan at Lagda ng Tagapangulo ng Oral Defense Panel

Binigyang-pansin:

Tagapag-ugnay, Opisina ng Gradwadong Programa
Petsa: _____

Dekano
Petsa: _____

Appendix C20

CSSP-OGP Form 12 (Report of the Dean's Representative on the Thesis/Dissertation Oral Defense)

CSSP-OGP Form 12 (Rev. 2023-09-18)



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

REPORT OF THE DEAN'S REPRESENTATIVE ON THE THESIS/DISSERTATION ORAL DEFENSE

Date of Oral Defense: _____

1.0 Candidate Information

- 1.1 Name: _____
- 1.2 Degree Program: _____
- 1.3 Title of Thesis/Dissertation: _____

2.0 Attendance

2.1 Members of the Oral Defense Panel (Please check if present during the oral defense proper):

- ☐ _____, *Adviser*
- ☐ _____, *Critic*
- ☐ _____, *Member*
- ☐ _____, *Member*
- ☐ _____, *Dean's Representative*

2.2 Chair of the Panel: _____

2.3 Number of Attendees apart from the Candidate and Oral Defense Panel Members: _____

3.0 Conduct of the Oral Defense

3.1 Schedule and Venue

- 3.1.1 Start Time of the Oral Defense: _____
- 3.1.2 Actual Start Time of the Oral Defense: _____
- 3.1.3 Venue / Online Platform Used: _____
- 3.1.4 If discrepancy between scheduled and actual start time is more than 15 minutes, please check cause(s) of delay below:
- ☐ The Candidate arrived late
- ☐ Member(s) of the Oral Defense Panel arrived late
- ☐ Change of venue
- ☐ Setup of equipment
- ☐ Other(s), please specify: _____

CSSP-OGP Form 12 (Rev. 2023-09-18)

3.2 Were there questions asked during the oral defense? ☐ Yes ☐ No

3.3 Please rate the candidate's ability to respond to the questions on a scale of 1 to 5: _____

(1 – Excellent; 2 – Good; 3 – Adequate; 4 – Poor; 5 – Poor)

3.4 Deliberation of the Panel

3.4.1 What was the decision of the Oral Defense Panel?

☐ Pass ☐ Provisional Pass ☐ Fail

3.4.2 How was the decision arrived at? ☐ Consensus ☐ Voting

3.4.3 Decision of the Panel on submission and approval of manuscript revision:

☐ The revisions will be submitted to all members of the Panel one more time for their final approval.

☐ The revisions will be submitted to the Adviser and the Critic/Co-Critics for their final approval.

☐ The revisions will only be submitted to the Adviser for final approval.

4.0 Comments (Please use separate sheet(s) if necessary)

4.1 Conduct of the Oral Defense

4.2 Deliberation of the Panel

4.3 Other Comments

I hereby certify that all information and details provided in this form are true and correct.

Signature over Printed Name of the Dean's Representative

Date Submitted: _____

Appendix C21

CSSP-OGP Form 13 (Acceptance of the Revisions of the Thesis/Dissertation)

CSSP-OGP Form 13 (Rev. 2023-09-18)



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

ACCEPTANCE OF THE REVISIONS OF THE THESIS/DISSERTATION

Date: _____

FOR: **The DEAN**
College of Social Sciences and Philosophy

This is to certify that Mr./Ms./Mx. _____, candidate for the degree _____, has successfully revised their thesis/dissertation titled, “_____,” in accordance with the suggested revisions given during the oral defense proper held on _____.

| Name of Oral Defense Panel Member | Agrees with the Panel Decision | Disagrees with the Panel Decision |
|-----------------------------------|--------------------------------|-----------------------------------|
| Adviser | | |
| Critic | | |
| Member | | |
| Member | | |
| Dean’s Representative | | |

Signature over Printed Name of Oral Defense Panel Chair

Noted:

Coordinator, Office of the Graduate Program
Date: _____

Dean
Date: _____

Appendix C22

CSSP-OGP Form 13 (Filipino) (Pagtanggap sa mga Rebisyon ng Tesis/Disertasyon)

CSSP-OGP Form 13 (Filipino) (Rev. 2023-09-18)



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

PAGTANGGAP SA MGA REBISYON NG TESIS/DISERTASYON

Petsa: _____

PARA SA: DEKANO

Kolchiyo ng Agham Panlipunan at Pilosopiya

Ito ay nagpapatunay na matagumpay na naisagawa ni G./Bb./Mx. _____, kandidato para sa digring _____, ang mga mungkahing rebisyon sa kaniyang tesis/disertasyon na pinamagatang, “_____,” sang-ayon sa mga mungkahing ipinaabot sa kaniya sa depensa ng tesis/disertasyon noong _____.

| Pangalan ng Kasapi ng Oral Defense Panel | Sumasang-ayon sa Kapasyahan ng Panel | Di-sumasang-ayon sa Kapasyahan ng Panel |
|---|---|--|
| <i>Tagapayo</i> | | |
| <i>Kritik</i> | | |
| <i>Kasapi</i> | | |
| <i>Kasapi</i> | | |
| <i>Kinatawan ng Dekano</i> | | |

Pangalan at Lagda ng Tagapangulo ng Oral Defense Panel

Binigyang-pansin:

Tagapag-ugnay, Opisina ng Gradwadong Programa
Petsa: _____

Dekano
Petsa: _____

Appendix C23

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Appendices

CSSP-OGP Form 14 (Graduate Program Application Form)

CSSP-OGP Form 14 (Rev. 2023-09-18)



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

Graduate Program Application Form

1st / 2nd Semester, AY 20 ____ - 20 ____

NOTE: Please accomplish this form in duplicate.

| | | | |
|--|--|--|--------------------|
| Program applied for: <input type="checkbox"/> M / MA / MS <input type="checkbox"/> NON-DEGREE <input type="checkbox"/> Doctoral | | Attach Passport size ID picture here | |
| Discipline: <input type="checkbox"/> Anthropology <input type="checkbox"/> Philosophy <input type="checkbox"/> Geography <input type="checkbox"/> Political Science <input type="checkbox"/> History <input type="checkbox"/> Sociology <input type="checkbox"/> International Affairs <input type="checkbox"/> Linguistics | | | |
| PERSONAL DATA | | | |
| Name | | | |
| (LAST NAME) | (FIRST NAME) | (MIDDLE NAME) | |
| Date of Birth (MM-DD-YYYY) | Place of Birth | Sex Assigned at Birth <input type="checkbox"/> Male <input type="checkbox"/> Female | |
| Nationality/Citizenship | Civil Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated | | |
| Present Address | | | |
| Permanent Address | | | |
| Email Address | Cellphone Number | Landline Number | |
| Occupation | Company Name | Company Tel. No. | |
| EDUCATIONAL ATTAINMENT/BACKGROUND | | | |
| Include ALL undergraduate & graduate schooling, as well as short-term, technical, or professional training. If not completed, please put "N/A" in the last two columns. Please use a separate sheet if necessary. | | | |
| Name and Location of Institution | Dates of Attendance | Degree/Certificate | Date of Graduation |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| HONORS, FELLOWSHIPS & SCHOLARSHIPS RECEIVED AND DATE AWARDED. Please use separate sheet if necessary. | | | |
| Honors/Fellowships/Scholarships | Institution | Date Received | |
| _____ | _____ | _____ | |
| _____ | _____ | _____ | |
| _____ | _____ | _____ | |
| GRADES (Please attach certificate of GWA. For Foreign Students, please attach TOEFL result.) | | | |
| | BA/BS | M/MA/MS | PHD |
| General Weighted Average (GWA) _____ | | | |
| Internet based (61 or better) Computer based (173 or better) Paper based (500 or better) | | | |
| TOEFL Score _____ | | | |
| (For applicants whose native language is not English and/or who come from an institution where the medium of instruction is not English) | | | |

| PUBLICATIONS (Please use separate sheet if necessary) | | |
|---|---------------------------|-------------------|
| Title of Publication | Date/Place of Publication | |
| | | |
| | | |
| | | |
| | | |
| RESEARCHES UNDERTAKEN (Please use separate sheet if necessary) | | |
| Title of Research | Date of Completion | Brief Description |
| | | |
| | | |
| | | |
| | | |
| MEMBERSHIP IN PROFESSIONAL AND HONOR SOCIETIES (Please use separate sheet if necessary) | | |
| Position | Organization | Inclusive Dates |
| | | |
| | | |
| | | |
| | | |
| WORK EXPERIENCE (Please use separate sheet if necessary) | | |
| Position | Name of Company | Inclusive Dates |
| | | |
| | | |
| | | |
| | | |

PLEASE READ CAREFULLY:

I hereby affirm that all information supplied herein is complete and accurate. I know that any false information given by me, or information withheld by me, can make me ineligible for admission or subject to dismissal. If admitted, I agree to abide by the policies and rules and regulations of the University of the Philippines.

I have also read the University of the Philippines' Privacy Notice for Students. I understand that for the UP System to carry out its mandate under the 1987 Constitution, the UP Charter, and other laws, that the University must necessarily process my personal and sensitive personal information. Therefore, I recognize the authority of the University of the Philippines to process my personal and sensitive personal information, pursuant to the UP Privacy Notice and applicable laws.

Signature

Date

Appendix C24

CSSP-OGP Form 15 (Recommendation Form for Admission to the Graduate Program)

CSSP-OGP Form 15 (Rev. 2023-09-18)



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

RECOMMENDATION FORM FOR ADMISSION TO THE GRADUATE PROGRAM _____ SEMESTER, 20____ - 20____

To be filled-out by the applicant (please Type or Print)

| | | |
|--|---|--|
| Name: (Last name) (First name) (Middle name) | | |
| Degree Program desired: <input type="checkbox"/> Master/MA/MS <input type="checkbox"/> Doctoral | Study Program desired: <input type="checkbox"/> Anthropology <input type="checkbox"/> Linguistics <input type="checkbox"/> Geography <input type="checkbox"/> Philosophy <input type="checkbox"/> History <input type="checkbox"/> Political Science <input type="checkbox"/> International Affairs <input type="checkbox"/> Sociology | |
| Intended field of concentration/specialization: | | |

(TO BE FILLED OUT BY THE REFERENCE)

The person whose name appears above seeks to be admitted to the Graduate Program of the College of Social Sciences and Philosophy at the University of the Philippines in Diliman, Quezon City. The College would be most grateful if you would give an evaluation of the student's ability to succeed in his/her studies in the graduate program and in the profession in which he/she would use his/her studies. You can be assured that all information you give will be treated **CONFIDENTIALLY**.

How long have you known the applicant? _____ months _____ years

How did you meet the applicant?

In your opinion, do you think the applicant is ready to face the demands of the studies at the Graduate Program? Explain your answer.

What do you think are the applicant's weaknesses which could affect their studies at the Graduate Program?

Give an evaluation of the applicant's potential as a successful researcher in their chosen field.

What do you think are the skills/abilities/capabilities/strengths of the applicant which could contribute to the success in their studies?

What do you think is the probability that the applicant will be able to finish studies at the Graduate Program if admitted to the college?

Additional remarks about the applicant.

I hereby recommend that the applicant be:

- ☐ admitted to the program without hesitation
☐ admitted
☐ admitted, but placed under a trial period (probation)
☐ rejected from the program

IMPORTANT: DO NOT RETURN THE FILLED OUT FORM TO THE APPLICANT.

SEND THIS TO:

The Graduate Program Office
 College of Social Sciences and Philosophy
 University of the Philippines
 Rm. 111 Palma Hall, Diliman, Quezon City

Name of Reference: _____
 Signature of _____
 Reference: _____
 Position: _____
 Place of Employment _____
 (include address): _____

 Date: _____

Appendix C25

CSSP-OGP Form 16 (Acceptance of Admission Offer)

CSSP-OGP Form 16 (Rev. 2023-09-18)



OFFICE OF THE GRADUATE PROGRAM

College of Social Sciences and Philosophy
University of the Philippines Diliman

ACCEPTANCE OF ADMISSION OFFER

[Date]

FOR: The DEAN

College of Social Sciences and Philosophy

**RE: Offer of Acceptance to the degree _____ for the
_____ Semester Academic Year _____**

- ☐ I hereby **accept** the above offer of admission.
- ☐ I **accept** the offer of admission, but hereby request **deferment** of my initial enrollment in the program to the _____ Semester Academic Year _____ for the following reason(s):

- ☐ I **do not accept** the offer of admission, and hereby withdraw my name from the list of enrollees to the program.

Signature above Printed Name

Date: _____

- ☐ Noted
- ☐ Recommending approval of request for deferment

Coordinator, Office of the Graduate Program

Date: _____

Action Taken:

- ☐ Noted
- ☐ Deferment approved

Dean

Date: _____

Appendix C26

CSSP-OGP Form 17 (Request for Appointment of Thesis/Dissertation Adviser)

CSSP-OGP Form 17 (Rev. 2023-09-18)



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

REQUEST FOR APPOINTMENT OF THESIS/DISSERTATION ADVISER

Date: _____

FOR: The Dean
College of Social Sciences and Philosophy

I respectfully request that an adviser be appointed to supervise my master's thesis / doctoral dissertation project titled, "_____"
in partial fulfillment of the degree _____. Thank you.

Signature over Printed Name of the Student

Conformi:

Signature over Printed Name of Adviser/Co-Adviser

Signature over Printed Name of Co-Adviser (if any)

For retiring Adviser or Adviser on extended service (Appointment will be given upon retirement of original Adviser):

Name of Adviser Designate: _____

Endorsed and respectfully forwarded to the Dean the appointment of _____
as Adviser/Co-Advisers.

Department/Institute Graduate Program Coordinator
Date: _____

Department Chair / Institute Director
Date: _____

[] Recommending approval
[] Not recommending approval

Remarks: _____

Coordinator, Office of the Graduate Program
Date: _____

Action Taken: [] Approved
[] Disapproved

Remarks: _____

Dean
Date: _____

Appendix C27

CSSP-OGP Form 17A (Request for Appointment of Pre-print Research Paper Adviser)

CSSP-OGP Form 17A (Rev. 2023-09-18)



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

REQUEST FOR APPOINTMENT OF PRE-PRINT RESEARCH PAPER ADVISER

Date: _____

FOR: The Dean
College of Social Sciences and Philosophy

I respectfully request that an adviser be appointed to supervise my pre-print research paper project titled,
“ _____ ”
in partial fulfillment of the degree _____. Thank you.

Signature over Printed Name of the Student

Conforme:

Signature over Printed Name of Adviser/Co-Adviser

Signature over Printed Name of Co-Adviser (if any)

For retiring Adviser or Adviser on extended service (Appointment will be given upon retirement of original Adviser):

Name of Adviser Designate: _____

Endorsed and respectfully forwarded to the Dean the appointment of _____
as Adviser/Co-Advisers.

Institute Graduate Program Coordinator

Date: _____

Institute Director

Date: _____

- [] Recommending approval
[] Not recommending approval

Remarks: _____

Coordinator, Office of the Graduate Program

Date: _____

Action Taken: [] Approved
[] Disapproved

Remarks: _____

Dean

Date: _____

Appendix C28

CSSP-OGP Form 18 (Application for Extension of Academic Residence)

CSSP-OGP Form 18 (Rev. 2023-09-18)



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

APPLICATION FOR EXTENSION OF ACADEMIC RESIDENCE

Date: _____

FOR: The Dean
College of Social Sciences and Philosophy

I respectfully request an extension of academic residence of **one academic year (AY** _____**).**
This will be my [] first / [] second / [] third / [] fourth / [] fifth residence extension in the degree
_____. In support of and in connection with my application, I would like to state the
following (Please use additional sheet(s) if necessary):

_____.

Please also find enclosed the following documents in support of my application:

_____.

Thank you and I hope for your favorable response.

Signature over Printed Name of the Student

Recommending Approval:

Department/Institute Graduate Program Coordinator
Date: _____

Department Chair / Institute Director
Date: _____

[] Recommending approval of extension of academic residence for _____
[] Not recommending approval

Remarks: _____

Coordinator, Office of the Graduate Program
Date: _____

Action Taken: [] Approved, with the following stipulation(s): _____

[] Disapproved _____

Remarks: _____

Dean
Date: _____

Appendix C29

CSSP-OGP Form 19 (Timetable: Extension of Academic Residence)

CSSP-OGP Form 19 (Rev. 2023-09-18)



OFFICE OF THE GRADUATE PROGRAM

College of Social Sciences and Philosophy
University of the Philippines Diliman

TIMETABLE Extension of Academic Residence

| No. | Item | Period Covered |
|-----|---|----------------|
| 1 | Enroll in additional course (first, second, or third) | |
| 2 | Develop thesis/dissertation topic | |
| 3 | Search for thesis/dissertation adviser (Request for Appointment of Thesis/Dissertation Adviser) | |
| 4 | Write thesis/dissertation proposal | |
| 5 | Submit thesis/dissertation proposal manuscript to Adviser | |
| 6 | Submit study protocol to CSSP-ERB (following the 15-working-day rule) | |
| 7 | Get approval of Adviser for defense of thesis/dissertation proposal | |
| 8 | Request, through adviser, schedule of thesis/dissertation proposal defense (following the 14-day rule) | |
| 9 | Submit draft of thesis/dissertation proposal to OGP for distribution to Thesis/Dissertation Committee members | |
| 10 | Undergo thesis/dissertation proposal defense | |
| 11 | Collect data | |
| 12 | Analyze data | |
| 13 | Write thesis/dissertation | |
| 14 | Submit thesis/dissertation manuscript to Adviser | |
| 15 | Get endorsement of Adviser of thesis/dissertation manuscript for examination by Critic (Note: Adviser to request appointment of Critic.) | |
| 16 | Revise thesis/dissertation manuscript as suggested by Critic | |
| 17 | Get endorsement of Critic of thesis/dissertation for oral defense (Note: Coordinate with OGP regarding last day of endorsement of Critic.) | |
| 18 | Request, through Adviser, schedule of thesis/dissertation oral defense at least one (1) month before the planned date of oral defense. (Note: Ensure that all members of the Oral Defense Panel have received the copy of thesis/dissertation manuscript at least 14 days before the scheduled oral defense.) | |
| 19 | Undergo oral defense of thesis/dissertation | |
| 20 | Revise thesis/dissertation manuscript according to suggestions of the Oral Defense Panel | |
| 21 | Ask Adviser / Oral Defense Panel to approve and accept revised thesis/dissertation manuscript | |
| 22 | Submit hard bound copies of final thesis/dissertation manuscript. (Note: See to it that the appropriate format is followed and that all the necessary documents are included in the submitted manuscript) | |
| 23 | Submit bound copies of the thesis/dissertation manuscript | |

Important reminder: Students expecting and/or planning to graduate within the semester of intended graduation must file an application for graduation during the semester/term. Coordinate with the OGP regarding the deadline for filing the application.

Prepared by:

Noted by:

Signature over Printed Name of the Student

Degree program: _____

Date: _____

Signature over Printed Name of Adviser

Appendix C30

CSSP-OGP Form 20 (Application for Substitution of Additional Course)

CSSP-OGP Form 20 (Rev. 2023-09-18)



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

APPLICATION FOR SUBSTITUTION OF ADDITIONAL COURSE

Date: _____

FOR: The Dean
College of Social Sciences and Philosophy

I hereby apply for substitution of course in relation to the additional course requirement. I was granted an extension of academic residence from _____ to _____, and would like to enroll in _____ in fulfillment of the additional course requirement, for the following reason(s):

_____.

Signature over Printed Name of the Student

Endorsed and respectfully forwarded to the Dean.

Department/Institute Graduate Program Coordinator
Date: _____

Department Chair / Institute Director
Date: _____

[☐] Recommending approval of substitution as requested
[☐] Not recommending approval

Remarks: _____

Coordinator, Office of the Graduate Program
Date: _____

Action Taken: [☐] Approved
[☐] Disapproved

Remarks: _____

Dean
Date: _____

Appendix C31

CSSP-OGP Form 21 (Appeal for Readmission from AWOL)

CSSP-OGP Form 21 (Rev. 2023-09-18)



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

APPEAL FOR READMISSION FROM AWOL

To be filled out by student

Semester/Term: _____ Academic Year: _____
Name of Student: _____ Student Number: _____
Degree Program: _____
Signature: _____ Date of Filing: _____

To be filled out by College SRE

| First Enrollment in UP (Specify College, AY, and Semester) | First Enrollment in CSSP (Specify AY and Semester) | First Enrollment in the Current Program (Specify AY and Semester) | Last Enrollment | Duration of LOA | Duration of AWOL |
|---|---|---|-----------------|--------------------|---------------------|
| | | | | | |

The student is requesting for readmission effective _____.

Documents attached:

☐ Letter of appeal ☐ TCG ☐ Timetable ☐ Adviser's justification
☐ Others (Please specify): _____

Signature over Printed Name of College SRE
Date: _____

| Step | Recommendation/Action | Remarks |
|---|--|---------|
| STEP 1: Department/Institute _____ Signature over Printed Name of Program Adviser Date: _____ _____ Signature over Printed Name of Department Chair / Institute Director Date: _____ | <input type="checkbox"/> Approval <input type="checkbox"/> Disapproval <input type="checkbox"/> Approval <input type="checkbox"/> Disapproval | |
| STEP 2: Office of the Graduate Program _____ Signature over Printed Name of OGP Coordinator Date: _____ | <input type="checkbox"/> Approval <input type="checkbox"/> Disapproval | |
| STEP 3: Office of the Dean _____ Signature over Printed Name of the Dean Date: _____ | <input type="checkbox"/> Approval <input type="checkbox"/> Disapproval | |

Appendix C32

CSSP-OGP Form 22 (College Clearance)

CSSP-OGP Form 22 (Rev. 2023-09-18)



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

COLLEGE CLEARANCE

To be filled out by student

Name of Student: _____ Student Number: _____
Degree Program: _____
Purpose: _____
Signature: _____ Date of Filing: _____

| Office/Unit | Recommendation/Action | Remarks |
|---|--|---------|
| DEPARTMENT/INSTITUTE: _____ _____ Signature over Printed Name of Department Chair / Institute Director Date: _____ | <input type="checkbox"/> Cleared <input type="checkbox"/> With accountabilities | |
| CSSP- OFFICE OF STUDENT AFFAIRS (OSA) (PH 113) _____ Signature over Printed Name of OSA Coordinator Date: _____ | <input type="checkbox"/> Cleared <input type="checkbox"/> With accountabilities | |
| CSSP-COMPUTER LABORATORY (COMP LAB) (PH 115-117) _____ Signature over Printed Name of Comp Lab Coordinator Date: _____ | <input type="checkbox"/> Cleared <input type="checkbox"/> With accountabilities | |

This is to certify that Mr./Ms./Mx/ _____, with Student No. _____, of the College of Social Sciences and Philosophy has no accountability in our College. Thank you.

Coordinator, Office of the Graduate Program

Noted:

Dean

Appendix C33

CSSP-OGP Form 23 (Kahilingan para sa Paglipat ng Programa/Kolehiyo)

CSSP-OGP Form 23 (Rev. 2023-09-18)



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

KAHILINGAN PARA SA PAGLIPAT NG PROGRAMA/KOLEHIYO

Petsa: _____

PARA SA: TAGAPAG-UGNAY
Opisina ng Gradwadong Programa

Magalang ko pong hinihiling ang inyong pahintulot na:

[☐] lumipat ng programa mula sa _____
patungo sa _____

[☐] lumipat ng kolehiyo mula Kolehiyo ng Agham Panlipunan at Pilosopiya
patungo sa _____

sa sumusunod na kadahilanan:

_____.

Pangalan at Lagda ng Mag-aaral

Rekomendasyon ng Departamento/Surian na Pinanggalingan:

[☐] Pinapayagan
[☐] Di-pinapayagan

Tagapag-ugnay ng Gradwadong Programa
ng Departamento/Surian

Petsa: _____

Tagapangulo ng Departamento / Direktor ng Surian

Petsa: _____

Aksiyon ng Tagapag-ugnay ng Opisina ng Gradwadong Programa:

[☐] Pinapayagan
[☐] Di-pinapayagan

Tagapag-ugnay, Opisina ng Gradwadong Programa

Petsa: _____

Appendix C34

CSSP-OGP Form 24 (Permit to Transfer)

CSSP-OGP Form 24 (Rev. 2023-09-18)



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

PERMIT TO TRANSFER

[Date]

FOR: The DEAN / DIRECTOR

Academic Unit: _____

Greetings from the College of Social Sciences and Philosophy!

This is to inform you that our College has no objection to the transfer to any college or unit within the UP System of the student, whose information is provided below, effective _____:

Name: _____
Student No.: _____
Original Admission: _____
Program: _____
Last Enrollment: _____

Thank you.

[NAME AND SIGNATURE OF OGP COORDINATOR]

Coordinator

Appendix D

Notes on Thesis/Dissertation Advising¹

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

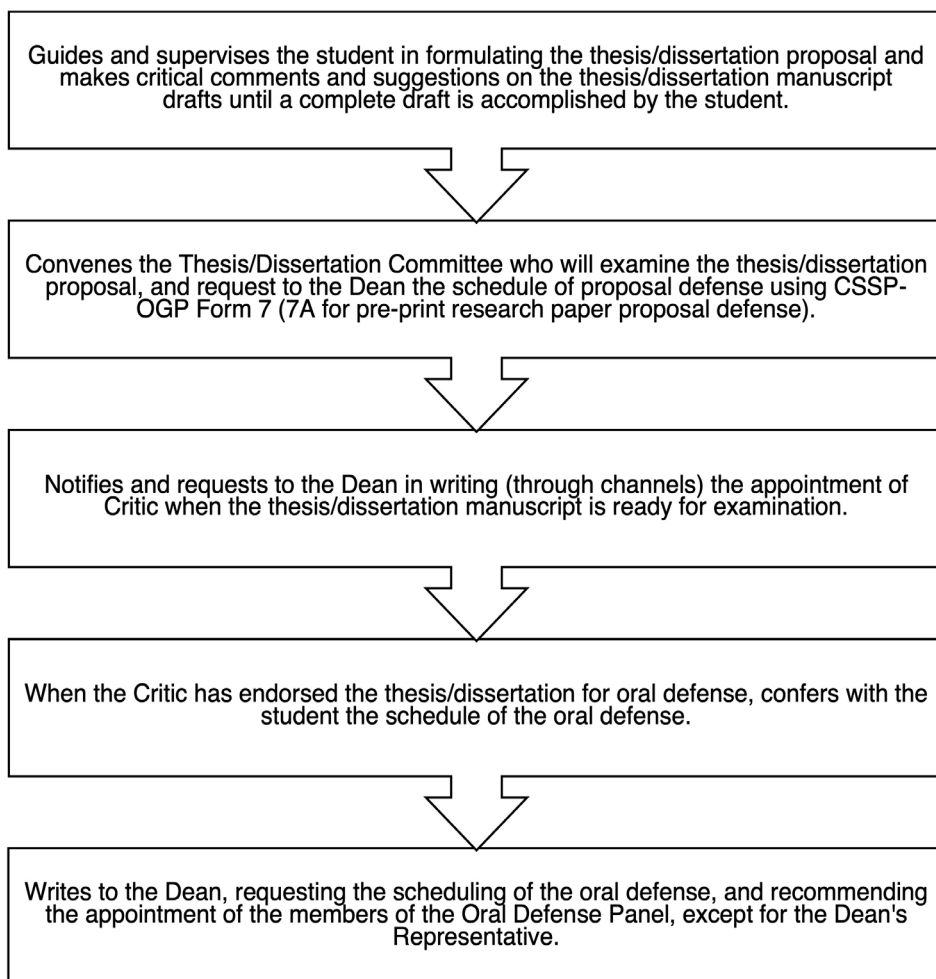
1. Together, the adviser and advisee shall devise a work plan which shall determine the amount, direction and pace of work involved for both parties. This may include a timetable (identifying the start and expected date of completion), schedule of consultations, mutually agreed upon deadlines for partial submissions of the work as well as the adviser's schedule for returning the drafts with comments and suggestions for revision.
2. While it is best to adhere to this timetable, particularly as deadlines are concerned, the work plan can be renegotiated by both parties in response to such circumstances as may arise in the course of work.
3. Differences may arise between adviser and advisee. Often, these differences are easily dealt with and resolved to the satisfaction of both parties. However, there may be instances when these differences prove difficult to resolve and adversely affect both the relationship as well as the progress of work. In such an instance, upon the request of the adviser and/or advisee, the head of the graduate program of the department or unit and/or the department chair/ institute director will sit with both parties to discuss the problem and try to effect a resolution.
4. One possible outcome of the mediation may be the decision to end the adviser-advisee relationship. The adviser may opt to withdraw from the project; the student may opt for a change of adviser or both may come to a mutual decision regarding the change. An instance wherein a change of adviser may be necessary will be when the student opts for another research topic which is outside the current adviser's field of expertise.

¹ This document was adopted during the 03 December 2002 meeting of the Executive Committee of UP Diliman held at the Conference Room of the Office of the University Registrar. This final version was a revision of the November 2002 version.

5. The department chair/institute director will then inform the Dean of the situation and its resolution. In other cases, the Dean may have to sit with the parties involved to discuss the situation and arrive at a satisfactory solution. The student will then write the Dean a formal letter requesting a change of adviser, which is noted by the adviser. As the Dean had previously been informed and/or involved in the discussion, there is no need to detail the reasons involved in the letter.
6. The Dean then appoints a new adviser, following the usual procedure for the appointment of an adviser.
7. The head of unit (Dean, Chair or Head of Graduate Program) will sit with the previous and new adviser to jointly determine the sharing of honorarium, acknowledgement and use of the former adviser's contributions. If appropriate, the previous adviser may be appointed co-adviser according to the usual rules on co-advising.

Appendix E

Flow of the Administrative Functions of the Thesis/Dissertation Adviser



Appendix F1

Thesis/Dissertation Bound Copy Spine

| | | |
|--|---|-----------------------------|
| <div>SURNAME, INITIAL(S) OF GIVEN NAME AND MIDDLE NAME</div> | <div>THE THESIS/DISSERTATION TITLE: THIS IS AN EXAMPLE FROM EXISTING UNIVERSITY OF THE PHILIPPINES (UP) MODEL</div> | <div>UP CSSP YEAR</div> |
|--|---|-----------------------------|

Appendix F2

Thesis/Dissertation Bound Copy Cover Page

**THE THESIS/DISSERTATION TITLE: THIS IS AN
EXAMPLE FROM EXISTING UNIVERSITY OF THE
PHILIPPINES (UP) MODEL**

[Full Name of Student]

**Master / Master of Arts / Master of Science / Doctor of Philosophy
in [Discipline]**

**[Name of Department/Institute]
College of Social Sciences and Philosophy
University of the Philippines
Diliman, Quezon City**

[Month and Year of Submission]

Appendix F3

Thesis/Dissertation Title Page



University of the Philippines

**THE THESIS/DISSERTATION TITLE: THIS IS AN EXAMPLE FROM EXISTING
UNIVERSITY OF THE PHILIPPINES (UP) MODEL**

[Full Name of Student]

Master / Master of Arts / Master of Science / Doctor of Philosophy in [Discipline]

Adviser:

[Name of Adviser]

[Name of Department/Institute]

University of the Philippines Diliman

Co-Adviser:

[Name of Co-Adviser]

[Name of Department/Institute]

University of the Philippines Diliman

[Month and Year of Submission]

Thesis Classification:

F

This thesis/dissertation is available to the public.

Student's Signature: _____

Adviser's Signature: _____

Appendix F4

University Permission

UNIVERSITY PERMISSION

I hereby grant the University of the Philippines a non-exclusive worldwide, royalty-free license to reproduce, publish and publicly distribute copies of this [thesis/dissertation] in whatever form subject to the provisions of applicable laws, the provisions of the UP IPR policy and any contractual obligation, s. as well as more specific permission marking the Title Page.

Specifically, I grant the following rights to the University:

- a) To upload a copy of the work in the theses database of the College/Institute/Department and in any other databases available on the public internet;
- b) To publish the [thesis/dissertation] in the College/Institute/Department journal, both in print and electronic or digital format and online; and
- c) To give open access to above-mentioned work, thus allowing “fair use” of the work in accordance with the provision of the Intellectual Property Code of the Philippines (Republic Act No. 8293), especially for teaching, scholarly, or research purposes.

[Signature over Printed Name of Student]

Date: _____

Appendix F5

Declaration

DECLARATION

I hereby declare that this [thesis/dissertation] titled, “The Thesis/Dissertation Title: This is an Example from Existing University of the Philippines (UP) Model” has been written by me in its entirety. I attest that this is my original work not previously submitted for any degree or diploma program in any other university.

I further attest that I have acknowledged all sources I have used in this [thesis/dissertation].

[Signature over Printed Name of Student]

Date: _____

Appendix F6

Approval Sheet

APPROVAL SHEET

This [thesis/dissertation] titled, “The Thesis/Dissertation Title: This is an Example from Existing University of the Philippines (UP) Model,” in partial fulfillment of the requirements for the degree of [Master / Master of Arts / Master of Science / Doctor of Philosophy] in [Discipline], is hereby accepted.

[Signature over Printed Name of Adviser]

Adviser

Accepted in partial fulfillment of the requirements for the degree of [Master / Master of Arts / Master of Science / Doctor of Philosophy] in [Discipline].

[Signature over Printed Name of Dean]

Dean

Appendix G

Schematic Flow of Procedures Involving Graduation

