

Guidelines for Master's Programs

Admission

Admission into a master's program shall require:

- 1) a bachelor's degree from a recognized institution of higher learning;
- 2) intellectual capacity and aptitude for advanced studies and research;
- 3) language proficiency; and
- 4) satisfaction of additional University requirements, such as a health clearance, and other special admission requirements that may be imposed by the unit concerned and/or appropriate Graduate Committee/Office as approved by appropriate bodies.

Each application for admission into a master's program shall be accomplished in the official application form and accompanied with the official transcript of records, written recommendations from two (2) former professors or experts in the field of study that the student is seeking admission into, and the officially prescribed application fee.

Each application shall be submitted to the appropriate Graduate Office/Committee and referred to the head of the College/Unit concerned for evaluation. The deserving applicant shall be recommended for admission by the latter to the Dean/Director, through channels.

Applications for a System program shall be submitted to the appropriate body in the autonomous unit where the System program is being offered.

General Requirements

The master's degree may be obtained through either of the following two (2) options:

Thesis Option

To qualify for the master's degree under the Thesis Option, a student must satisfy the following requirements: 1) complete a minimum of twenty-four (24) units of formal graduate courses; 2) maintain [in his/her graduate courses] a Cumulative Weighted Average Grade (CWAG) of 2.00 or better at the end of each academic year; 3) successfully defend a master's thesis; and 4) submit at least five (5) bound and certified copies of the approved master's thesis.

Students are encouraged to produce a pre-print paper.

Non-Thesis Option

To qualify for the master's degree under the Non-Thesis Option, a student must satisfy the following requirements: 1) complete a minimum of thirty (30) units of formal graduate courses; 2) maintain [in his/her graduate courses] a Cumulative Weighted Average Grade (CWAG) of 2.00 or better at the end of each academic year; and 3) pass the master's comprehensive examination.

Additional requirements over and above these minimum University requirements and standards for the master's degree may be adopted by colleges/units for their respective master's degree programs with the approval of the appropriate bodies.

Program Adviser/Committee and Program of Study

Program Adviser/Committee

Each student admitted into a master's program shall be assigned a Program Adviser or a Program Committee composed of professors who are master's degree holders, except in highly meritorious cases when other credentials may be considered.

The Graduate Committee of the College/Unit concerned shall recommend the Program Adviser/Committee members to its respective Head.

The Program Adviser/Committee shall advise, monitor, and evaluate the student until s/he finishes all the requirements of the program (non-thesis option) or until s/he advances to the thesis stage and is assigned a Thesis Adviser/Committee (thesis option).

Program of Study

Within the first semester of the student's initial year in the master's program, a Program of Study shall be designated by the Program Adviser/Committee in consultation with the student on the basis of the latter's academic preparation and desired specialization. A copy of this Program of Study shall be submitted to the appropriate Graduate Committee/Office, through channels. Subsequent revisions in the Program must be authorized by the Program Adviser/Committee and communicated as soon as possible to the Graduate Office, through channels.

Study Load Per Semester and Trimester

The normal study load of a full-time student shall be nine (9) to twelve (12) units of formal graduate courses per semester or eight (8) to ten (10) units per trimester.

Course Requirements

Thesis Option

Every student under the master's thesis option shall be required to complete at least twenty-four (24) units of formal graduate courses, excluding thesis.

Non-Thesis Option

Every student under the master's non-thesis option shall be required to complete at least thirty (30) units of formal graduate courses.

Transfer of Credit

From Another University

Subject to the recommendation of the appropriate bodies and the approval of the Dean/Director, graduate courses taken by a student in another university may be credited towards his/her master's program provided that:

- 1) these courses were taken within the last five (5) years prior to admission;
- 2) these were validated through appropriate means by the College/Unit or Graduate Office/Committee concerned; and
- 3) the total number of credit transferred shall not exceed three-eighths (3/8) of the total number of units in the student's master's course requirements.

However, condition (2) shall not apply if the courses were taken in an institution with which the University of the Philippines has a special academic arrangement and if these courses are part of the student's approved Program of Study.

From Another Program

Subject to the recommendation of the appropriate bodies and the approval by the Dean/Director, graduate courses taken by the student under another program of the University of the Philippines may be transferred for credit to his/her new master's program provided that:

- 1) these courses were taken during the last five (5) years prior to the student's admission or transfer to the master's program;
- 2) these units have not been credited to a degree previously obtained by the student; and 3) these courses are relevant to his/her new program.

Processing of Transfer of Credit

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 Graduate Committee/ Office/Head of the College/Unit concerned. A copy of the approval shall be sent to the Office of the University Registrar.

A grade of 3.00 or better is a passing grade. A graduate student earns credit for a course when s/he obtains a grade of "3.00" or better.

Grade Requirement

Grading System (Revised UP Code: Art. 369, 27th UPD UC meeting: 14 December 1991)

The following numerical grades shall be used in graduate courses: 1.00, 1.25 (Excellent), 1.50, 1.75 (Very Good), 2.00 , 2.25 (Good), 2.50, 2.75 (Satisfactory), 3.00 (Pass), 4.00 (Conditional), Inc (Incomplete), and 5.00 (Fail).

Cumulative Weighted Average Grade (CWAG)

The Cumulative Weighted Average Grade (CWAG) shall be based on all courses taken by the student in his/her approved Program of Study, including those taken in compliance with the Residence Rules, if applicable.

To remain in good standing, a student must maintain a CWAG of 2.00 or better in his/her course work at the end of each academic year until the completion of the Program of Study. This CWAG shall be computed by the Program Adviser/Committee and reported by the latter to the Graduate Office, through channels.

Failure to Satisfy the Grade Requirement

A student who fails to satisfy the CWAG of 2.00 at the end of the academic year shall be disqualified from the master's program unless the Dean/Director decides on justifiable grounds and, upon the recommendation of the student's Program Adviser/Committee, through channels, to waive the rule.

Master's Thesis (Thesis Option)

Standard for Master's Thesis

The master's thesis must:

- 1) embody an original and significant research or creative work;
- 2) show the student's capacity to make a critical evaluation of previous work done in his/her chosen research topic; and 3) demonstrate his/her ability to present research findings in a clear, systematic, and scholarly manner.

Thesis Adviser (1126th BOR Meeting: 26 November 1998, as amended on the 1167th BOR Meeting: 30 January 2003)

After the student completes the prescribed academic requirements, s/he shall request the head of the unit for a thesis adviser. The Dean/Director shall then appoint the adviser who shall be chosen on the basis of the student's research topic, upon recommendation of appropriate bodies. The adviser shall come from the unit where the student is enrolled.

The adviser shall be responsible for:

- 1) advising the student in the preparation of the thesis proposal;
- 2) guiding and monitoring his/her thesis research;
- 3) submitting a yearly evaluation report to the Graduate Committee; and
- 4) indorsing his/her master's thesis for oral defense.

Thesis Committee

A Thesis Committee, consisting of the Adviser, Co-Adviser, if any, and a Reader, shall be constituted upon completion of course work.

The Thesis Committee shall consist of full-time regular faculty members who are master's degree holders except in highly meritorious cases as approved by the Dean/Director upon the recommendation of the appropriate bodies. Professorial Lecturers, Professors Emeriti and experts from external institutions may also serve as Co-Adviser, Reader, and panelists upon approval by the Dean/Director.

Functions of Thesis Committee

The Thesis Committee shall:

- 1) approve the thesis proposal; and
- 2) indorse the thesis draft for oral defense.

Functions of Reader/Critic

The functions of the Reader are to:

- 1) evaluate the thesis for defense; and
- 2) indorse the thesis to the Oral Defense Panel.

Change of Adviser/Reader

If the Adviser/Reader goes on leave for more than one (1) semester, the Dean/Director shall appoint a new Adviser/Reader upon the recommendation of the appropriate bodies.

A student who wishes to change an Adviser/Reader shall write the Dean/Director, through channels.

On the other hand, an Adviser may request to be relieved of his/her duties for justifiable reasons.

[Refer to Doctoral Dissertation section in this Chapter, for guidelines on change of Adviser/Reader]

Number of Thesis Advisees

The number of advisees (inclusive of thesis and dissertation students) shall be left to the discretion of the Graduate Faculty Council.

Thesis Proposal

The student shall submit a written thesis proposal to the Thesis Adviser, Co-Adviser (if any) and Reader. Upon approval of the thesis proposal, the student may then carry out the thesis research. A certified copy of the approved proposal and a form indorsing the thesis proposal, duly signed by the Thesis Committee, shall be submitted to the Dean/Director, through channels.

Defense of the Master's Thesis

Defense Panel

After the student's completed draft has been evaluated favorably by the Thesis Committee members, they shall indorse it for oral defense to the Dean/Director, through channels.

The oral defense panel shall consist of at least three (3) members and no more than five (5) members who shall be appointed by the Dean/Director upon the recommendation of the appropriate bodies. A maximum of two (2) out of five (5) or one (1) out of three (3) members of the master's oral defense panel may come from an external institution, i.e., outside the Department, Institute, College, or University.

The panel shall be chaired by one (1) of the examiners other than the Adviser.

Administration of Defense

The master's defense must be held in the College/Unit at a time recommended by the panel, indorsed by the appropriate heads and Graduate Committees concerned, and authorized by the Dean/Director.

The time and place of the master's defense shall be officially announced by the Graduate Office/ Committee concerned at least two (2) weeks before the scheduled oral defense. The schedule of the defense may be changed only upon the recommendation of the defense panel, through channels, and the formal authorization of the Dean/Director.

The defense may be held only if:

- 1) the thesis manuscript has been received by each member of the panel at least two (2) weeks before the scheduled examination;
- 2) all members of the examination panel are present, except for programs that require the inclusion of a foreign Co-Adviser or foreign external examiner. If the latter is absent, s/he shall be required to send her/his comments to the Chair of the Panel who shall integrate this in the final report. If any other member of the panel is absent, the oral defense shall be rescheduled.

The master's defense shall be a public oral examination, the duration of which shall be left to the discretion of the panel. However, the evaluation and rating of the student's defense shall be done by the panel in a closed-door meeting to be held immediately after the defense.

Rating

There shall be three (3) ratings for the defense: "Pass," "Provisional Pass," or "Fail." "Fail" means substantial revisions are required by at least two (2) of the five (5) panel members or one (1) of the three (3) panel members. 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 panel.

"Provisional Pass" means minor revisions are required. All members of the panel must agree on the recommended revisions, which must be specified in writing and attached to the final report. A second rating sheet shall be signed only after the student incorporates the revisions and the defense panel certifies that the revisions were made.

The result of the oral defense must be reported by the panel to the Dean/Director, through channels, within the first working day after the examination.

Passing or Failing the Master's Defense

If the student passes the defense, his/her master's thesis shall be considered approved.

If the student fails the defense, s/he may submit herself/himself to a second master's defense within one (1) academic year after the first defense. Failure to pass the second defense disqualifies the student from her/his current master's program. Moreover, a rating of "Fail" in the second defense shall disqualify the student from being admitted into other master's programs offered by the same Department/Institute.

Comprehensive Examination (Non-thesis Option)

Nature

The comprehensive examination shall be a written examination that must be taken by a student in the Non-Thesis Option. It shall aim to test the student's mastery of his/her discipline or area.

Comprehensive Examination Committee

The Comprehensive Examination Committee shall consist of a minimum of three (3) regular full-time faculty members with doctoral degrees, except in meritorious cases, when those with other credentials may be made part of the Committee, such as Professorial Lecturers and Professors Emeriti may also serve as examiners provided they are at least master's degree holders and/or known experts in their fields and have taught in the unit during the last two (2) years. The exception shall be made only with the approval of the Dean/Director, upon the recommendation of the appropriate bodies.

Administration

The student may apply for the comprehensive examination after 1) completing the course work; 2) obtaining a Cumulative Weighted Average Grade of "2.00" or better in all his/her courses, including those courses taken to comply with the Maximum Residence Rules; and 3) satisfying the foreign language requirement, if any.

The Program Adviser/Committee shall recommend to the Dean/Director, through channels, the schedule of the Comprehensive Examination. The Dean/Director shall then appoint a Comprehensive Examination Committee of three (3) members who shall schedule, conduct, and evaluate the Comprehensive Examination.

The examination shall be administered only in the officially designated examination room by the appropriate Graduate Committee/Office. The duration of the examination shall be at the discretion of the unit concerned.

The result must be officially reported by the Comprehensive Examination Committee to the Dean/ Director, through channels, not later than two (2) weeks after the examination is administered.

Rating

The grades for the comprehensive examination are as follows: "High Pass," "Pass," or "Fail." If a student fails the comprehensive 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 master's program. Moreover, the student shall be disqualified from admission into other master's programs within the same Department.

If the student passes the comprehensive examination, s/he shall qualify for the master's degree under the Non-Thesis Option.

Residence Rules

One-Year Residence Before Graduation

The student must be officially enrolled in residence at least one (1) academic year prior to the conferment of the master's degree.

Regular Period for Completion

The time limit for the completion of all master's requirements shall be five (5) years.

The counting of the period of residence shall start from the student's first enrollment in a graduate course after admission into the master's program and shall include all leaves of absence from the program.

The regular period for completion for a graduate student transferring from another university shall be reduced by one (1) semester.

If there are courses taken by the student prior to his/her admission to the program and credited to his/her course requirements, then his/her allowed period of completion will be reduced by a number of semesters equivalent to one (1) semester for every nine (9) units of courses credited to his/her program.

Extension of Residence

In exceptionally meritorious cases, extensions of residence beyond the above regular period of completion may be approved by the Dean/Director upon the recommendation of the appropriate bodies.

Each extension shall be for a period not exceeding one (1) calendar year at a time. In no case shall the extensions exceed more than five (5) years. The student granted an extension shall take additional units of graduate courses in his/her discipline or area during the extension period at a rate of three (3) units for every two (2) years of extension or a fraction thereof.

Non-Compliance with Residence Rules

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 Master's program.

Leave of Absence (LOA) or Absent Without Leave (AWOL)

A student returning from a leave of absence or from being absent without leave (AWOL) shall declare his/her intention to enroll by writing to the University Registrar through channels (*Annex 4: LOA flow chart*).

Transfer from One Master's Option to Another

Any student in the master's program may be allowed to transfer to another master's option, subject to the approval of the Dean/Director, through channels.

Graduation***Application for Graduation***

After the student passes the master's defense, s/he shall be qualified to apply for graduation to the University Registrar through the College/Unit Graduate Office.

Submission of Bound Copies

The applicant for graduation must submit to the Graduate Office five (5) bound copies of the approved master's thesis as a prerequisite for graduation. The bound copies must conform to the standard format of the college/unit and contain the official approval of the thesis by the members of the defense panel, the College/Unit Graduate Office/Committee and the official acceptance of the thesis by the Dean/Director.

Conferment of the Master's Degree

After the graduation of the student shall have been recommended by the College Faculty Assembly, or appropriate body, indorsed by the University Council, and approved by the Board of Regents, s/he shall be officially conferred the master's degree.