

# ACADEMIC INFORMATION

## ACADEMIC CALENDAR

The Academic Year is divided into two (2) semesters of at least sixteen (16) weeks each, exclusive of registration and final examination periods. Each semester shall consist of at least one hundred (100) class days. A summer session of six (6) weeks follows the second semester. Class work in the summer session is equivalent to class work in one (1) semester (*UP Code: Art. 306 p.78; 1961; Revised in 1979*).

The first semester begins in August, the second semester in January, and the midyear term in June (*1297th BOR: 28 March 2014*).

All academic units of UP Diliman operate under the semestral system, except for the evening Master of Business Administration program and the Master of Science in Finance program of the Cesar EA Virata School of Business, Master of Management of the UP Diliman Extension Program in Pampanga/Olongapo, and Professional Masters in Tropical Marine Ecosystems Management program of the College of Science which are under the trimestral system.

## CREDIT UNIT

The unit of credit is the semester hour. Most classes taught at the University meet three (3) hours a week; these classes carry forty-eight (48) clock hours of instruction and three (3) units of credit.

Each unit of credit is at least sixteen (16) semester-hours of instruction in the form of lecture, discussion, seminar, tutorial, or recitation or in any combination of these forms. Laboratory work, field work, or related student activity is credited one (1) unit for at least thirty-two (32) semester hours.

## ACADEMIC REQUIREMENTS

Admission into the University is highly competitive. At the undergraduate level, applicants compete through the UP College Admission Test (UPCAT) and/or talent test/audition. At the graduate level, aside from a Bachelor's degree from a recognized institution of higher learning, an applicant must show proof of intellectual capacity to tackle the demands of graduate work.

A student who has earned the required number of units in another university may apply for transfer into UP. In such cases, the applicants have to satisfy the transfer admission requirements of the University as well as those of the college/degree program into which the student seeks to transfer.

No student shall be denied admission to the University System by reason of age, sex, nationality, religious belief, or political affiliation (*Revised UP Code: Art. 327 p. 82*).

Every applicant for admission shall undergo a thorough health examination. No person shall be admitted to this University who is found by the University Health Service to be suffering from a dangerous, communicable, contagious, or infectious disease or who is physically unfit to take courses in any college of the University (*Revised UP Code: Art. 328 p. 82*).

*Every student shall, upon admission, sign the following pledge:*

"In consideration of my admission to the University of the Philippines and of the privileges of a student in this institution, I hereby promise and pledge to abide by and comply with all the rules and regulations laid down by competent authority in the University and in the college in which I am enrolled."

Refusal to take this pledge or violation of its terms shall be sufficient cause for summary dismissal or denial of admission (*Revised UP Code: Art. 329 p. 82*).

## ADMISSION REQUIREMENTS

### Undergraduate or Diploma Programs

Undergraduate certificate or diploma programs do not require the UPCAT for admission. However, applicants must pass a test given by the college—a talent test in the College of Arts and Letters (CAL), College of Fine Arts (CFA) and the College of Music (CM), or a sports readiness test in the College of Human Kinetics (CHK). Application to any of these programs is made directly to the college concerned.

PROGRAMS PER COLLEGE	DURATION
CAL	
Certificate in Theatre Arts	2 yrs
Sertipiko sa Malikhaing Pagsulat sa Filipino	2 yrs
CFA	
Certificate in Fine Arts	3 yrs
CHK	
Certificate in Sports Studies	2 yrs
CM	
Certificate in Music	3 yrs
Diploma in Creative and Performing Musical Arts	4 yrs

### Bachelor's Degree Programs

The University of the Philippines, in its commitment to the pursuit of academic excellence and in light of its mandate as the national university, seeks to democratize admission into the University through the Excellence-Equity Admissions System (EEAS). The EEAS aims for a greater geographic distribution as well as socio-economic equity among the students admitted to UP while maintaining high academic standards. (*1107th BOR Meeting: 17 April 1997*)

In 2006, UP Diliman implemented the revised EEAS, using the UP Admission Index (UPAI). [*1204th BOR Meeting: 26 January 2006; 95th UPD UC: 19 April 2006*]

Admission into a bachelor's degree program is covered by the following guidelines:

- 1) Graduates of Department of Education-accredited high schools may be admitted as freshmen into the University based on their performance in the UP College Admission Test (UPCAT) and their weighted average in the first three (3) years of high school (798<sup>th</sup> BOR Meeting: 27 August 1970);
- 2) Applicants who are holders of the Philippine Educational Placement Test (PEPT) Certificate, in lieu of a high school diploma, may be admitted to the University provided they qualify in the UPCAT (1034<sup>th</sup> BOR Meeting: 30 August 1990);
- 3) Applicants who graduated from high schools abroad and who have not enrolled in college may be admitted as beginning freshmen into a degree program with available slots without taking the UPCAT provided that they meet the following requirements (594<sup>th</sup> EC Meeting: 27 April 1966 p.122):
  - a) completion of the high school program in the country where they had their education (933<sup>rd</sup> BOR Meeting: 30 October 1980). [This includes the completion of one- or two -year university education in a country where such is a prerequisite for admission to a Bachelor's Internationnal Baccalaureate Diploma (IBE) and degree program];
  - b) passing a college-qualifying national or international foreign-administered examination such as the General Certificate of Education (GCE) Examination or the Scholastic Aptitude Test (SAT) or equivalent examination (965<sup>th</sup> BOR Meeting: 23 February 1984) with the following minimum scores:
 

GCE: three (3) ordinary level passes and two (2) advance level passes

SAT: minimum total score of 1200  
(for Math and Critical Reading only)

IBE: International Baccalaureate Diploma; and
  - c) in the case of an applicant whose native language or whose medium of instruction in the secondary school is not English, a score of at least 500 in the paper-based Test of English as a Foreign Language (TOEFL) , or at least 173 in the computerized form, or at least sixty-one (61) in Internet- Based Test [IBT] [1126th BOR Meeting: 26 November 1998, amended at 1296th BOR Approval: 27 February 2014];
  - d) official result forms should be submitted upon entry or upon filing of application.
- 4) a graduate from a high school abroad who fails to satisfy the requirements for automatic admission (i.e., item *b* above) may take the UPCAT;
- 5) a Filipino who graduates from a secondary school abroad and applies for freshman admission to the University must satisfy the same requirements as those for foreign students. (239<sup>th</sup> UC Meeting; 15 April 1969 p.2).

#### **DEFERMENT OF ENROLLMENT**

Qualified freshmen applicants who, for a valid reason cannot enroll during the semester originally applied for, may apply for deferment of enrollment to the next succeeding semester by writing to the University Registrar. Such applicants must not take any academic college subject prior to enrollment (682<sup>nd</sup> EC Meeting; 20 March 1978). The maximum period allowed by the University for deferment of enrollment is one (1) academic year.

#### **TRANSFER ADMISSION**

Former students who have attended another institution since attending the University of the Philippines must qualify on the same basis as new transfer students.

Applicants seeking transfer admission into the University have to satisfy the requirements of the University as well as those of the college/ degree program to which they seek to transfer. The following students are disqualified (1158<sup>th</sup> BOR Meeting 31 January 2002):

- 1) students who have been permanently disqualified from the University. A student, however, who had been previously permanently disqualified from UP may apply for admission to a second bachelor's degree or to a graduate program after completing a bachelor's degree outside the University;
- 2) students who have been dismissed for cause;
- 3) students whose admission was withdrawn due to submission of fake/ falsified entrance credentials/ documents;
- 4) students found guilty of dishonesty or any form of misconduct.

#### **From Other UP Constituent Universities**

Students from another UP Constituent University who have completed at least 30 collegiate academic units may be admitted as transfer students subject to the rules of the admitting college. Subjects previously cross-enrolled in UP Diliman, if any, will not be considered for the purpose of meeting the 30-unit requirement.

#### **From Other Universities**

*Admission Requirements (Revised UP Code: Art. 359, 76<sup>th</sup> UC Meeting: 12 December 2001)*

Students with previous college work from another university who want to transfer to UP Diliman shall satisfy all admission requirements of the University and that of the accepting unit/college. Applicants for transfer shall be considered for admission to the University only during the first semester of each academic year. Applicants shall:

- 1) have completed, outside the University, at least thirty-three (33) academic units;
- 2) have all grades for all academic units they have taken included in the computation of General Weighted Average (GWA);

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- 3) satisfy the GWA requirement of the degree program applied for. The minimum GWA requirement of the University is an ABSOLUTE MINIMUM 2.00 in all academic units taken;
- 4) satisfy other admission requirements prescribed for each degree program such as interview, aptitude test, talent test, or written or oral examination;
- 5) fall within the quota of the program at the time of application, upon evaluation based on the program admission requirements. All applicants shall be ranked according to the criteria set by the admitting program and the cut-off shall be determined by the college/unit based on their quota.

Transferees shall complete in the University not less than 50% of the units required to graduate in their new programs. Furthermore, all upper division courses required in the program shall be taken in the University.

Any or all of the above may be set aside in exceptional cases upon the recommendation of the unit's Committee on Admission or by the Dean or Director concerned, upon approval of the Chancellor.

The admitting unit/college sends to the Office of the University Registrar the list of applicants qualified for admission for a particular year. The OUR shall issue the University Admission Slips (UP Form 4) to the qualified applicants.

### **Application Requirements**

New transfer applicants should submit the following requirements:

- 1) copy of transcript of records (TOR) or true copy of grades (TCG) from each college/school attended, for evaluation purposes;<sup>a</sup>
- 2) accomplished UP Form 3.1 (for foreign applicants) or UP Form 3 (for local applicants). These forms are downloadable from <http://www.our.upd.edu.ph/forms.html>;
- 3) two passport size photos;
- 4) non-refundable fee of PHP100 for Filipino, PHP150 for resident foreign applicants or USD30 for non-resident applicants;<sup>b</sup>
- 5) TOEFL Official Score Report (a score of at least 500 if paper-based, or at least 173 if computer-based or at least 61 if Internet-based) to be submitted if the medium of instruction is not English in the school/university previously attended by the applicant [1126th BOR Meeting: 26 November 1998, amended by 1296th BOR Meeting Approval: 27 February 2014].

Application deadline for foreign applicants: 2<sup>nd</sup> week of February

Application deadline for local transferees: Last working day of April

### **TRANSFER APPLICANTS ARE ACCEPTED IN THE FIRST SEMESTER ONLY**

If qualified, submit the following for the issuance of a University Admission Slip:

- 1) official transcript of records from all schools attended;
- 2) TOEFL Official Score Report (if medium of instruction from previous school is not English);
- 3) honorable dismissal (for local transferees only);
- 4) study permit from the International Students Program (for foreign student);
- 5) NSO Birth Certificate (for local transferees only).

### **Students Dismissed from Another UP Unit**

No readmission of dismissed or disqualified students shall be considered by the Deans without the favorable recommendation of the University Guidance Counselor. Cases in which the action of the Dean conflicts with the recommendation of the University Guidance Counselor may be elevated to the Chancellor whose decision on the readmission of the student shall be final or not.

### **VALIDATION FOR ADVANCED CREDITS** (Revised UP Code: Art. 359-366; Art. 362 & 363; 2003 Faculty Manual p. 217)

- 1) The admission of transfer students shall be on probation basis until such time s/he shall have validated or repeated all subjects taken outside the University according to the rule stated in the succeeding paragraph.
- 2) An admitted transfer student must validate all the courses s/he is offering for advanced credit at the rate of 18 units a semester within a period not exceeding three (3) semesters from the date of his/her admission. Failure to comply with this requirement would mean the cancellation of his/her registration privileges (Revised UP Code: Art. 359-e p.91).
- 3) An admitted transfer student may not be allowed to enroll in a subject or subjects the prerequisites of which, taken elsewhere, have not been validated or repeated in the University.
- 4) The completion of one or two-year university education in a country where such is a prerequisite for admission to a bachelor's International Baccalaureate Diploma (IBE) and degree program;

Any or all of the above may be set aside in exceptional cases upon the recommendation of the Committee on Admission in units where admission of students is passed upon by this committee or by the Dean or Director concerned, upon approval of the Chancellor.

- 5) A student transferring from any recognized institution who possesses an Associate in Arts or its equivalent of sixty-six (66) units of work may be enrolled without needing to take validation exams. Before a student is allowed to major in any discipline, the major discipline

<sup>a</sup>The TCG is to only satisfy initial application evaluation requirements but later on, a TOR shall be required to formalize and make valid the application, evaluation, and as the case maybe, the admission of the students.

<sup>b</sup>all fees may be subject to change upon BOR approval

may prescribe up to 18 units of general education courses and/or preparatory courses for the major, as additional courses. Candidates for a second baccalaureate degree will be required a written comprehensive examination (*Revised UP Code: Art. 360 p.91*).

- 6) Application for advanced credit shall be made, using the prescribed form, to the University Registrar or to the Dean or Director of the college or school which offers the course for which advanced credit is applied. Validation tests begin two (2) weeks before the first day of registration of each semester and shall end one (1) week after the last day of registration. There is no fee for validation tests during this period. A validation test may be held outside of this period with the consent of the Department or Division Chair and approval of the Dean or Director and upon payment of a fee of PhP20 per subject (*Revised UP Code: Art. 362 p.92 as amended at 861<sup>st</sup> BOR Meeting: 29 May 1975; and 966<sup>th</sup> BOR Meeting: 29 March 1984*).
- 7) Advanced standing may also be granted by the University Registrar to students graduated from an institution recognized by the University Council for subjects listed in the course or courses duly recognized. Advanced credit for work constituting only part of courses recognized by the Council shall be awarded by departments or divisions concerned in accordance with the above provision on application for advanced credit (*Revised UP Code: Art. 363 p. 92 as amended at 861<sup>st</sup> BOR Meeting: 29 May 1975*).
- 8) The decision to grant advanced credit for subjects which are completed in other institutions, but which have no equivalent in the University, shall rest on the faculty of the unit concerned (*Revised UP Code: Art. 363 p. 92*).
- 9) Each college or school may promulgate rules for the admission of transfer students and the granting of advanced credit provided they are not inconsistent with the general rules set by the University Council (*Revised UP Code: Art. 366 p. 93*).

**SHIFTING TO ANOTHER DEGREE PROGRAM** (*74<sup>th</sup> UC Meeting: 17 April 2001; 76<sup>th</sup> UPD UC: 12 December 2001*)

Shifting refers to the change of a student's major or degree program within UP Diliman. This is allowed only after completion of at least thirty (30) units in the first program and subject to compliance with the admission requirements of the new program.

For shifting purposes, the Curriculum Weighted Average (CWA) is used as basis for evaluating the student's admission into the new program. In the computation of the CWA, only the grades in courses that will be credited into the new program will be considered. This will be applied to regular students and non-majors shifting to a new program. However, the existing rules on the computation of GWA for graduation, including graduation with honors, shall remain.

Enrollment in courses not prescribed in the student's curriculum will be allowed if a student intends to shift, subject to the following guidelines:

- 1) the student shall indicate intention to shift by writing to the Department Chair/ Institute Director of the home unit;

- 2) the student must shift within one (1) year, subject to compliance with the admission requirements of the admitting unit;
- 3) if a student cannot shift within one (1) year, for whatever reason, s/he shall follow the curriculum of the original degree program;
- 4) the student must be informed by the registration/program adviser of the consequences of enrolling in courses outside the curriculum, like added burden on academic load and possible delay in graduation.

**Requirements**

Students intending to shift should check the unit they wish to shift to for the requirements and deadlines. Deadlines for applications for shifting may be earlier than those for transferring.

**FOREIGN STUDENT ADMISSION**

**Dual Citizenship**

Students holding dual citizenship (e.g., Filipino-American, Filipino-Chinese) who wish to be considered as Filipino for the purpose of studying in the University of the Philippines must submit prior to admission a copy of the order of the Identification Certificate issued by the Bureau of Immigration. Students who choose to be classified as Filipino during their initial enrollment will be considered Filipino until their graduation.

**ADVANCED PLACEMENT EXAMINATIONS (APE)**

The APE is usually a written examination that tests the student's knowledge and skills of the course for which he/she would want advanced credits in. Upon passing the APE, the student no longer needs to take the course as part of his/her normal curriculum load. A grade of Pass (P) is awarded for successfully passing an APE, and this grade is no longer computed as part of the student's Weighted Average Grade (WAG).

The equivalent practical test for advanced credit in PE is the Proficiency Examination in Physical Education (PEPE). [*Refer to Advance Credit Section for PEPE*].

**Foreign Transfer Admission**

Foreign students with credits for college-level course work should meet the University requirements for transfer students.

A TOEFL score of at least 500 (paper-based), or at least 173 (computer-based), or at least 61 (internet-based test) is required of applicants whose medium of instruction in schools they attended is not English [1126<sup>th</sup> BOR Meeting: 26 November 1998, amended by 1296<sup>th</sup> BOR Meeting Approval: 27 February 2014];

Applicants transferring from another Philippine school should secure from DepEd a permit to transfer.

**Other Requirements/Regulations for Foreign Applicants**

**Requirements for Submission**

Only properly accomplished application forms with all the requirements listed below will be processed:

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- 1) accomplished foreign application form (UP Form No. 3.1- revised 10-3);
- 2) a non-refundable application fee of PhP150 for resident foreign students and USD30 for non-resident foreign students in the form of a money order, cashier's, or manager's check payable to the University of the Philippines;
- 3) two (2) copies of one's official transcript of records from each high school and college attended and official examination certificates, if any;

For evaluation purposes, photocopies of records may be accepted provided that these are properly authenticated by the Department of Education or by duly designated authorities in the country of the applicant, otherwise the application will not be processed. Final admission will be subject to verification of documents submitted against original documents of credentials. Certified English translations should also be submitted, when necessary

- 4) course syllabus, school catalogue, and handbook of examination;
- 5) two (2) copies of certification from a reputable bank in the applicant's country, his/her capability to finance the travel, educational, personal and other expenses s/he is expected to incur in his/her studies in the Philippines;
- 6) proof of adequate financial support to cover expenses for the student's accommodation and subsistence, as well as school dues and other incidental expenses;
- 7) official TOEFL results;
- 8) copy of birth certificate or passport, duly authenticated;
- 9) original Notice of Acceptance (NOA) bearing a clear impression of the University's official dry seal;
- 10) scholastic records duly authenticated by the Philippine Foreign Service Post located in the student's country of origin or legal residence;
- 11) Police Clearance Certificate issued by the National Police Authorities in the student's country of origin or residence duly authenticated by the Philippine Foreign Service Post having consular jurisdiction over the place for students who resided in the Philippines for less than fifty-nine (59) days;

However, for a student who has resided in the Philippines for more than fifty-nine (59) days at the time of application for the change/conversion of his/her admission status to that of a student, s/he shall also be required to submit a National Bureau of Investigation (NBI) clearance;

- 12) Quarantine Medical Clearance Certificate by the National Quarantine Office;
- 13) copy of the student's Personal History Statement (PHS) signed by the student with a 2x2-inch photograph recently taken;

- 14) photocopies of the photo, date, and stamp of the latest arrival pages on the passport of the student

The passport itself shall be presented to the Bureau of Immigration for verification.

Credentials filed in support of the application become the property of the University of the Philippines and will not be returned to the applicant.

### **Immigration Requirements**

Foreign students may be allowed to enroll only if they have a student visa (9-f) or any of the following types of visa:

- 1) 9(e), 9(e-1) or 9(e-2) - foreign government official or dependent;
- 2) 47(a)(2) - exchange fellow or scholar sponsored by an international organization;
- 3) 9(g) - pre-arranged employment (working/missionary visa);
- 4) PD 218 - foreign investor;
- 5) 9(d) - treaty trader;
- 6) 13, 13(a) to 13(g) - permanent resident;
- 7) SRRV - Special Resident Retiree Visa;
- 8) SIR V - Special Investor Resident Visa.

The Office of Student Activities (OSA), under its program for international students, assists foreign students in obtaining their student visa, their arrival accommodations, as well as in their academic and social adjustment in the University.

Except for admission matters, all communications regarding foreign students should be addressed to:

*The Coordinator  
Office of Student Activities  
Vinzons Hall Annex  
University of the Philippines Diliman  
1101 Diliman, Quezon City, Philippines*

### **Requirements for the Issuance of a Student Visa**

*(To be submitted in two [2] sets: 1 original and 1 photocopy)*

- 1) Letter of indorsement from the college/University Registrar requesting issuance of a student visa to the applicant, and addressed to:  
*The Director  
Visa Division, Office of Consular Affairs  
Department of Foreign Affairs*
- 2) Notice of Acceptance (NOA) from the college/university addressed to the student, and containing a clear impression of the college/university's official dry seal.
- 3) Five (5) originally duly accomplished form of the 1998 revised Personal History Statement (PHS), duly accomplished and signed by

the student in English and in their national alphabet, accompanied by personal seal, if any, and with original left and right thumbprints, signature and photo.

- 4) Transcript of records duly authenticated by the Philippine Embassy or Consulate in the student's country of origin or legal residence  
*NOTE: "Seen and Noted" stamp is not considered as a form of authentication and is thereby unacceptable as a form of credentialling.*
- 5) Notarized Affidavit of Support with proof of adequate financial support stating the means to cover expenses for the student's accommodation, subsistence, school dues, and other incidental expenses, duly authenticated by the Philippine Embassy or Consulate in the student's country of origin or legal residence.  
*For scholars: Certificate of Scholarship from the institution concerned*
- 6) Photocopy of passport data page (page containing student's full name, date and place of birth, passport number, and photo).
- 7) For students accepted in Dentistry or Medicine programs: Certified True Copy of Certificate of Eligibility for Admission (CEA) from the Commission on Higher Education (CHED).

In addition to the documents submitted to the DFA, the student shall submit the following requirements to the Consular Officer at the Philippine Embassy or Consulate upon notice of interview:

- 1) Original Notice of Acceptance (NOA) from the college/university addressed to the student, and bearing a clear impression of the college/university's official dry seal;
- 2) Police Clearance issued by the national police authority in the student's country of origin or legal residence, duly authenticated by the Philippine Embassy or Consulate;
- 3) Medical Health Certificate issued by an authorized physician, and standard-size chest x-ray;
- 4) for students accepted in Dentistry or Medicine programs: Certified true copy of Certificate of Eligibility for Admission (CEA) from the Commission on Higher Education (CHED).

*\*All foreign documents that are to be submitted to the DFA must be duly authenticated by the Philippine Embassy or Consulate in the student's country of origin or legal residence.*

*\*\*Only the respective liaison officers authorized by the college/university are allowed to submit the required documents to the DFA.*

## APPLYING FOR A STUDENT VISA

### Requirements

- 1) Original and two photocopies of admission letter from the University, bearing a clear impression of the University's dry seal
- 2) Six (6) originally accomplished Personal History Statement forms (PHS) signed by the applicant in English and in one's native writing

system, with personal dry seal, if any; left and right thumbprints on the PHS, and original photos

- 3) Transcript of Records/Scholastic Records (original and two [2] photocopies) duly authenticated by the Philippine Embassy or Consulate in the applicant's country of origin or legal residence
- 4) A notarized affidavit of support and proof of adequate financial support in the form of certificate of bank balances
- 5) Passport pages where applicant's name, photo, date, and place of birth appear

### Procedure

- 1) Applicants submit the above documents to the Office of Student Activities (OSA) at least three (3) months before the start of the semester they intend to enroll in
- 2) OSA endorses the application to the Chief, Visa Division, Department of Foreign Affairs (DFA), Manila
- 3) DFA coordinates with different government agencies (e.g., National Intelligence & Coordinating Agency or the Commission on Higher Education) for clearance
- 4) DFA sends the authorization for the issuance of a student visa to the Philippine Embassy nearest the home of the applicants
- 5) Applicants check status of their visa application at the Philippine embassy nearest their place of residence one month before the start of the semester they intend to enroll in
- 6) When informed of their visa approval, applicants report to the Philippine Embassy with the following documents:
  - a) Visa application - FA Form no. 2;
  - b) Medical Certificate-FA Form no. 11 in triplicate, duly accomplished by designated physician with life-size X-ray film and laboratory report; and
  - c) Police Clearance.
- 7) Upon arrival in the Philippines, students report to the OSA for their study permits. An OSA staff is usually assigned to accompany them to the Bureau of Quarantine for their medical clearance, and to the Bureau of Immigration for their Alien Certificate of Immigration

Foreign students must wait for approval of their student visa applications before coming to the Philippines. Having student tourist visas will not serve to qualify them to study in the Philippines.

### Study Permit

All foreign students should secure a study permit from the OSA before registering. Old students are required by the OSA to submit a copy of grades for the previous semester and an updated authorization to stay.

**Deadline for Filing Applications**

To have ample time to secure their student visa and make necessary arrangements, if accepted for admission, foreign applicants are urged to file their application for admission at least six (6) months prior to the registration period of the semester applied for.

**FOR APPLICATION FOR CONVERSION TO STUDENT VISA** (*Section 9, Paragraph F*)

**Checklist of documentary requirements**

- 1) Joint letter of request addressed to the Commissioner from the authorized representative of the petitioning school and applicant, using the school letterhead with dry seal;
- 2) Duly accomplished Consolidated General Application Form (CGAF) For Student Visa and Special Study Permit (BI Form 2014-00-003 Rev 0);  
  
(Prepare two (2) copies. The other CGAF copy is for the Alien Certificate of Registration (ACR) I-Card Application.);
- 3) Photocopy of passport bio-page and latest admission with valid authorized stay;
- 4) Notice of Acceptance of the applicant bearing a clear impression of the school's official dry seal;
- 5) Endorsement addressed to the Commissioner from the school for the conversion of the applicant's status, signed by the School Registrar;
- 6) Photocopy of passport page bearing the valid Bureau of Quarantine Clearance and International Health Surveillance stamp;
- 7) Medical Certificate issued by the Bureau of Quarantine and International Health Surveillance or a government medical institution with competence to certify that the applicant is not afflicted with any dangerous, contagious or loathsome disease and is mentally fit;
- 8) CHED Endorsement for transfer and shifting of course; if applicable;
- 9) National Bureau of Investigation (NBI) clearance for a foreign student enrolling from a bachelor's degree to post graduate;
- 10) Photocopy of Bureau of Immigration (BI) school accreditation ID of the registrar or school representative;
- 11) National Intelligence Coordinating Agency (NICA) Clearance; and BI Clearance Certificate;
- 12) Photocopy of the original receipt of payment for the applicable BI fees.

*For more information, please refer to the BI official website on the student visa:*

*<http://www.immigration.gov.ph/index.php/visa-requirements/non-immigrant-visa/student-visa/conversion-to-student-visa>*

**RECOGNITION AS FILIPINO CITIZEN**

- 1) Letter of request from the person concerned or from either or both parents or legal guardian for recognition as a Filipino Citizen
- 2) Birth certificate of applicant/child
- 3) Birth certificate of petitioner/parent
- 4) Marriage contract of parents
- 5) Passport of Applicant/child
- 6) Passport of petitioner/s or parent/s
- 7) Affidavit of citizenship executed by applicant's parent/s
- 8) Proof of Filipino citizenship of petitioner/applicant's parent at the time of birth of the applicant/child

**GRADUATE** (*1126<sup>th</sup> BOR Meeting: 26 November 1998*)

**Post-baccalaureate Diploma Programs**

The requirements for admission into a post-baccalaureate Diploma Program are the following:

- 1) bachelor's degree from a recognized institution of higher learning; GWA to be set by unit, but not lower than 3.00;
- 2) high intellectual capacity;
- 3) language proficiency; and
- 4) submission/satisfaction of other requirements like health clearance and others that may be imposed by the unit.

Proof of English and/or Filipino proficiency shall be required of students whose native language is not English or Filipino, except those who graduated from institutions where the medium of instruction is English or Filipino. For English proficiency, a score of at least 500 in the paper-based, or at least 173 in the computer-based, or at least 61 in the internet-based (IBT) forms of the Test of English as a Foreign Language (TOEFL) or at least a score of 5.5 in the International English Language Testing System (IELTS) or a certification from a duly authorized unit of the University shall be required. For proficiency in Filipino and other Filipino Languages, a certification shall be required from a duly authorized unit of the University [1126th BOR Meeting: 26 November 1998, amended by 1296th BOR Meeting Approval: 27 February 2014].

Each applicant shall submit to the head of the unit concerned a duly accomplished application form, official transcript of records, and written recommendations from two (2) former professors or experts in the field in which the student is applying for.

**Master's Degree Program**

The requirements for admission into a master's program are the following:

- 1) bachelor's degree from a recognized institution of higher learning; GWA at a grade not lower than 3.00, to be set by the unit;
- 2) intellectual capacity and aptitude for advanced studies and research;
- 3) language proficiency; and
- 4) satisfaction of additional University requirements such as health clearance and other special admission requirements that may be imposed by the unit concerned and/or appropriate Graduate Committee/Office.

The Language proficiency requirement is the same as in the Diploma program (Refer to Post baccalaureate Diploma Programs in this section).

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, and written recommendations from two (2) former professors or experts in the field in which the student is applying for.

**Doctoral Programs**

The requirements for admission into a doctoral program are the following:

- 1) bachelor's degree, in the case of a direct doctoral program; or a master's degree or its equivalent, from a recognized institution of higher learning; GWA at a grade not lower than 3.00, to be set by the unit;
- 2) intellectual capacity and aptitude for advanced studies and research;
- 3) language proficiency; and
- 4) health certificate and other additional and special admission requirements imposed by the University and the college/unit or Graduate Office/Committee concerned.

The language proficiency requirement is the same as in the Diploma program. [Refer to Post Baccalaureate Diploma Programs in this section]

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

**Transfer Admission**

Transfer admission requirements at the master's and doctoral levels are the same as their admission requirements (Refer to General Rules for Graduate Programs in this section).

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 graduate 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 committee or graduate office/committee concerned; and 3) the total units credited from his/her previous school shall not exceed three-eighths (3/8) of the total number of units required in the student's degree program in UP.

However, condition no. 2) above 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.

Subject to the recommendation of the appropriate bodies and the approval of the Dean/Director, graduate courses taken by students in another program of the University of the Philippines may be transferred for credit to his/her new program provided that: 1) these courses were taken within the last five (5) years prior to admission or transfer to the 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.

**GENERAL ENTRANCE REQUIREMENTS** *(Revised UP Code: Art. 324 as amended at 830<sup>th</sup> BOR Meeting: 22 February 1973)*

The entrance requirements for each degree program shall be as prescribed by the faculty of the College offering the course and approved by the University Council and the President of the University.

**CLASSIFICATION OF STUDENTS**

Students of the University may fall under any of the following categories:

**Regular** *(Revised UP Code: Art. 338 p. 85)*

A regular undergraduate student follows an organized program of study and complies with requirements that lead to the bachelor's degree or undergraduate diploma/certificate. He or she carries the full semester's load prescribed by his or her respective curriculum and is classified as a freshman, sophomore, junior, or senior.

A freshman is a student who has not finished the prescribed subjects of the first year of his/her curriculum, or has finished only or less than 25 percent (25%) of the total number of units required in the entire course.

A sophomore is a student who has satisfactorily completed the prescribed subjects of the first year of his/her curriculum, or has finished not less than 25 percent (25%) nor more than 50 percent (50%) of the total number of units required in the entire course.

A junior is a student who has completed the prescribed subjects of the first two (2) years of his/her curriculum, or has finished not less than 50 percent (50%) nor more than 75 percent (75%) of the total number of units required in the entire course.



## 18 Academic Information

A senior is a student who has completed the prescribed subjects of the first, second, and third years of his/her curriculum, or has finished not less than 75 percent (75%) of the total number of units required in the entire course.

A regular graduate student follows an organized program of study and complies with requirements that lead to a master's or doctoral degree. He/she may be enrolled either part-time or full-time.

### **Irregular** (*Revised UP Code: Art. 337 p. 85*)

An irregular student is a student registered for formal credit but who carries less than the full load called for in a given semester by the curriculum for which he/she is registered.

### **Non-regular**

#### **Non-degree Student with Credit**

A non-degree student is one who is enrolled for credit but does not follow an organized program of study. He/she is either a degree holder or undergraduate student not currently enrolled in any other institution of higher learning who satisfies appropriate requirements for admission to the University at the graduate and/or undergraduate levels. He/she shall not be allowed to enroll for more than one (1) semester, except by special permission of the Dean of the college concerned and the University Registrar.

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

#### **Non-major with Credit** (*1067<sup>th</sup> BOR Meeting: 7 July 1993, 67<sup>th</sup> UC: 08 December 1999*)

A non-major is a student dismissed from his/her respective college, but not from the University, for failure to meet the retention requirements including grade point average or number of units passed. His/her advising shall remain with his/her respective college, through the College Secretaries, until he/she has transferred to another college. He/she shall also be assessed/counseled by the Office of Counseling and Guidance

However, a student can be a non-major only for one (1) year, during which time, he/she is expected to seek admission to another college. Units earned as non-major can be credited towards the new degree program to which the student will be readmitted.

#### **Cross-registrant with Credit** (*Revised UP Code: Art. 333-334 p. 84*)

A cross-registrant is a student who enrolls in a unit in UP Diliman for a specific period of time but is primarily enrolled in his/her home unit in UP Diliman or in another UP Constituent University or in another institution of higher learning. Such enrollment is subject to the approval of the Deans of the home and the accepting units/colleges.

#### **Special Student without Credit** (*Revised UP Code: Art. 337-c p. 85*)

A special student is one who is not earning formal academic credit for his/her work.

A student, even if he/she does not fully satisfy the entrance requirements, may be admitted as a special student and may enroll in such subjects for which, in the opinion of the instructor and the Dean, he/she has the necessary background knowledge and ability to pursue profitably. They shall not be allowed to enroll for more than nine (9) units a semester or to register for more than two (2) years, except by special permission of the Dean. They are not earning formal academic credit. However, subjects taken even though without credit may be reported at the end of each semester as "satisfactory" or "unsatisfactory" (*138<sup>th</sup> UC Meeting: 11 September 1937*).

A special student pays the same fees as regular students. They may register at any time without the payment of fine for late registration, subject to other regulations of the University. They may register for particular subjects within a semester when permissible under the system of instruction adopted by the college.

### **COMPUTERIZED REGISTRATION SYSTEM (CRS)**

The Computerized Registration System (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.

### **REGISTRATION**

Registration period is per schedule indicated in the approved academic calendar.

A student must be officially registered in order to receive credit for course work. "Officially registered" means that the student has already gone through all the processes involved in registration up to payment of fees. A student is officially registered if the student has duly matriculated (*20 March 1978; 682<sup>nd</sup> EC Meeting, 01 June 1978; 683<sup>rd</sup> EC Meeting*).

No student shall be registered in any subject after one (1) week of regular class meetings has been held, unless the Dean, on the basis of his/her scholastic record, permits his/her registration; provided, that if registration is made outside the regular registration period indicated in the University calendar the student shall be subject to fine for late registration; provided, further, that a special student may register at any time without the payment of the fine for late registration subject to other regulations of the University. A student may register for a particular subject within a semester when permissible under the system of instruction adopted by the college or school (*Revised UP Code: Art. 332 p.83 as amended at the 232<sup>nd</sup> UC Meeting: 4 May 1967*).

All students must be duly registered before they allowed to attend classes. In view of the Board-approved policy that no qualified student shall be denied access to UP education due to financial incapacity, a student who is unable to pay the required tuition and other fees due to financial incapacity may apply for, and shall be granted, a loan from the

Student Loan Board to complete the registration (*Revised UP Code: Art. 330 p. 82, 790<sup>th</sup> BOR Meeting: 19 December 1969, 861<sup>st</sup> BOR Meeting: 29 May 1975, 1294<sup>th</sup> BOR Meeting: 16 December 2013*).

## REFUND

Students who have paid their matriculation fees and who withdraw their registration or are granted honorable dismissal or leave of absence shall be entitled to a refund of their matriculation fees, except entrance and registration fees, in accordance with the following schedule (*Revised UP Code: Article 347 as amended at the 933<sup>rd</sup> BOR Meeting: 30 October 1980*):

<i>Before the opening of classes</i>	100%
<i>Within one week from the opening of classes</i>	80%
<i>Within the second, third, and fourth week from the opening of classes</i>	50%
<i>After the fourth week</i>	No refund

In case of students [who withdraw before the opening of classes or those] who register after the opening of classes, and withdraw thereafter, the number of days shall be counted from the actual date of registration, and the refund of his/her matriculation fees shall also be in accordance with the above schedule. In case of death of a student during the semester, all fees may be refunded, if so requested by his family (*Revised UP Code: Article 347 p. 88 as amended at the 933<sup>rd</sup> BOR Meeting: 30 October 1980*).

Laboratory fees will not be refunded after one week from the opening of classes where voluntary change is made from one subject to another. Refund of tuition for a subject may be allowed only in case of forced dropping of the subject (*Revised UP Code: Art. 348 p. 88 as amended at the 933<sup>rd</sup> BOR Meeting: 30 October 1980*).

Any student who is drafted for trainee instruction, in accordance with the National Defense Act, by reason of his ineligibility to be a regular member of the CMT of the University, may be refunded the proportional part of the total amount he paid for his matriculation fees for the term during which he is drafted (*Revised UP Code: Art. 349 p. 88 as amended at 933<sup>rd</sup> BOR Meeting: 30 October 1990*).

## STUDENT ASSISTANSHIPS

Students may supplement their tuition, living and book subsidies, as well as transportation and lodging allowances by working as student assistants.

The wage rate for student assistants is PhP30 per hour for a maximum of one hundred twenty (120) hours per month (*1235<sup>th</sup> BOR Meeting: 29 August 2008*).

Student assistantships (e.g., clerical and messengerial work) are open to all students.

Research projects and similar academic activities may also hire student assistants. However, priority is given to those with the required academic background and qualifications (e.g., *BA Communication students for research projects in communication*).

Graduate student assistantships are available to graduate students who show satisfactory academic work. They are paid PhP50 an hour for

services not exceeding one hundred twenty (120) hours a month (*1235<sup>th</sup> BOR Meeting: 29 August 2008*).

In general, applicants for student assistantships must have no grade of 5.00 in the preceding semester, must not have been subject to disciplinary action worse than a 2-week suspension, and must be enrolled during the period covered by the appointment.

**STUDENT LOANS** (*UP Revised Code: Art. 429c-Art.431 as amended at 1281<sup>st</sup> BOR Meeting: 26 July 2012; 1287<sup>th</sup> BOR Meeting: 12 April 2013; 1288<sup>th</sup> BOR Meeting: 20 June 2013*)

Loans are granted by the University through the Office of Scholarships and Student Services to any bona fide student with no outstanding account with the Office.

Two types of loans are available to students:

- 1) Tuition Loan Fund. A freshman or sophomore student can borrow a maximum of 70% of the total fees per semester; a junior or senior, 80%; graduate and law students, 85%. Loans may be paid fully (including 6% interest per annum) at one time or in four installments up to one month before the final examinations;

At its 1287<sup>th</sup> meeting held on 12 April 2013, the UP Board of Regents approved the policy that “no qualified UP students shall be denied access to education due to financial incapacity.” In line with this policy and effective immediately, the Chancellors of the seven constituent universities (CUs) and the Dean of UP Cebu are hereby authorized to approve, on a **case-by-case** basis, applications and appeals from students and/or their parents/guardians for loans under the University’s Student Loan Board in amounts beyond the cap currently observed in the concerned campus and up to **100%** of total assessed fees.

This grant of authority is designed to equip the CUs and UP Cebu with the means to promptly facilitate the registration of students who are in need of additional financial assistance due to unexpected delays in their receipt of funds for enrollment, sudden changes in their family’s financial situation, or some other **valid** reason, and/or while waiting for the decision on their STFAP applications or appeals (*Office of the President, Executive Order No. PAEP 13-04; 31 May 2013*)

- 2) Short Term Cash Loan. The loan is to be used only for educational expenses (school supplies, books, board, lodging, and similar expenses). The maximum amount that a student can borrow at one time is PhP3000, payable within 90 days, with an interest rate of ½% per month. After 90 days, a service charge of PhP18 per semester shall be collected.

## CLASS SCHEDULE

A 3-unit course is equivalent to a 3-hour (lecture) class period per week. Classes are usually scheduled Tuesdays and Thursdays (TTH), Wednesday and Fridays (WF), with 1 and one-half hours per meeting and Tuesdays-Wednesdays-Thursdays-Fridays (TWHF) with 1 hour per meeting. Classes can also be offered on Mondays or Saturdays with three (3) hours per session.

## 20 Academic Information

As a rule, classes should be dismissed at least 10 minutes before the end of the period, with the option to make it 15 minutes for students who need more time to get to their next class. The last class (5:30 – 7:00 pm) is not covered by this rule (*EC Meeting: 08 August 2001*).

The section is determined by the hour and the day the class is held. The codes for the classes held during a specific/range of time within the day are as follows:

Q - 7:00 – 8:30 am	W - 1:00 – 2:30 pm
R - 8:30 – 10:00 am	X - 2:30 – 4:00 pm
U - 10:00 – 11:30 am	Y - 4:00 – 5:30 pm
V - 11:30 – 1:00 pm	Z - 5:30 – 7:00 pm

Thus, a class held 7:00-8:30 a.m. on Tuesdays and Thursdays has a section of THQ; if on Wednesdays and Fridays, the section will be WFQ. Classes with multiple sections scheduled at the same time (parallel sections) would have the same day/time code. However, to differentiate one section from another, they are numbered, e.g., THQ1, THQ2, etc.

Further, a class held 7:00-8:00 a.m. Tuesdays and Thursdays has a section of THQ also. A class held 8:00-9:00 a.m. Tuesdays and Thursdays will have a section of THQR.

Finally, a class held 7:00-8:00 a.m. on Wednesdays will have a section of WQ.

### CHANGE OF MATRICULATION (COM)

Change of matriculation is the addition and/or cancellation of a class and/or change of section after a student has officially registered. It is processed online (*Annex 1: COM flow chart*). No change of matriculation shall be allowed after one (1) week of regular class meetings [*Revised UP Code: Art. 353 as amended at 232<sup>nd</sup> UC Meeting: 04 May 1967, BOR Meeting: 29 May 1975*].

Refund involving CoM may be applied for at the Admission and Registration Section (ARS) of the Office of the University Registrar (OUR) and may be considered for the following reasons:

- 1) student was ill-advised;
- 2) student lacks the prerequisite for the subject;
- 3) student's class schedules are in conflict; or
- 4) the class was dissolved.

**RESIDENCE** (*Revised UP Code: Art. 408 as amended at 1082<sup>nd</sup> BOR: 16 December 1994*)

Students who have finished all their course work and are just working on their thesis may enroll for residence. Similarly, students who are not enrolled in any subject but who want to complete an INC or remove a grade of 4.00, must also enroll for residence. Registration for residence should be done within the semester.

No student shall be graduated from the University unless s/he has completed at least one (1) year of residence work which may, however, be extended to a longer period by the proper faculty. The residence work referred to must be done immediately prior to graduation in the following cases:

- 1) A STUDENT TRANSFEREE FROM SCHOOLS OTHER THAN THE UNIVERSITY OF THE PHILIPPINES. THIS RESIDENCE REQUIREMENT IS IN ADDITION TO COMPLETION OF AT LEAST 50% OF THE REQUIRED UNITS FOR THE COURSE; AND
- 2) A STUDENT WHO HAS BEEN READMITTED AFTER BEING ABSENT WITHOUT OFFICIAL LEAVE (AWOL).

### CROSS-REGISTRATION

Cross-registration refers to enrollment in another academic unit outside the home unit. It may fall under any of the following categories:

- 1) registration of a UP Diliman student in another academic unit within UP Diliman;
- 2) registration of a UP Diliman student in another UP Constituent University;
- 3) registration in UP Diliman of a student from another UP Constituent University;
- 4) registration of a UP Diliman student in an institution of higher learning outside of the UP System;
- 5) registration in UP Diliman of a student from another institution of higher learning outside of the UP System.

Cross-registration shall be governed by the following guidelines (*Revised UP Code: Art. 333-336 pp.83-84*):

- 1) registration of a UP Diliman student in another academic unit within UP Diliman:
  - a) must have the permission of the Deans of the home and accepting units;
  - b) total number of units of credit for which a student may register in two (2) or more colleges in the University shall not exceed the maximum allowed by the rules on academic load
- 2) registration of a UP Diliman student in another UP Constituent University:
  - a) must have the permission of the Deans and Registrars of the home and accepting units;
  - b) total number of units of credit for which a student may register in two (2) or more colleges in the two (2) Universities shall not exceed the maximum allowed by the rules on academic load
- 3) registration in UP Diliman of a student from another UP Constituent University:
  - a) must have the permission of the Deans and Registrars of the home and accepting units;
  - b) total number of units of credit for which a student may register in two (2) or more colleges in the two (2) Universities shall not exceed the maximum allowed by the rules on academic load

- 4) registration of a UP Diliman student in an institution of higher learning outside of the UP System:

The University shall give no credit for any course taken by its students in another university, college, or school unless the taking of such course was expressly authorized by the Chancellor upon the recommendation of the Dean concerned. The authorization shall be in writing, to be recorded by the University Registrar or by his/her representative, and shall specify the subjects authorized.

- 5) registration in UP Diliman of a student from an institution of higher learning outside of the UP System:

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

## ACADEMIC LOAD

### Undergraduate

#### Academic Unit Requirements

For undergraduate students, the maximum academic load is eighteen (18) non-laboratory units, or twenty-one (21) units including laboratory, except in programs where the prescribed load for the semester is more than eighteen (18) units.

However, graduating students with very good academic records may be permitted to carry a heavier load in their last year. During the summer session, the normal load is six (6) units, but in justifiable cases, the Dean may allow enrollment of up to (9) units (*Revised UP Code: Art. 340-341 p.86*).

Students who are candidates for graduation with honors must have taken during each semester/trimester/ quarter not less than fifteen (15) units of credit or the normal load prescribed in the curriculum in cases where such normal load is less than fifteen (15) units, unless the lighter load was due to justifiable causes such as health reasons, the unavailability of subjects needed in the curriculum to complete the full load, or the fact that the candidate is a working student (*Revised UP Code: Art. 414 as amended at 884<sup>th</sup> BOR: 31 March 1977*).

To justify underloading, the submission of pertinent documents to the Office of the University Registrar through the Office of the College Secretary is required as follows:

- 1) for health reasons—medical certification to be confirmed by the University Health Service;
- 2) for unavailability of subjects—certification by the adviser and copy of schedule of classes;
- 3) for employment—copy of payroll and appointment papers indicating, among others, the duration of employment.

It is the responsibility of the student to establish beyond reasonable doubt the veracity of the cause(s) of underloading. It is required that documents submitted to establish the cause(s) of the light loading must be sworn to.

*THESE DOCUMENTS MUST BE SUBMITTED DURING THE SEMESTER OF UNDERLOADING.*

### Graduate

On the graduate level, full-time students are allowed the normal load of 9-12 units per semester or 8-10 units per trimester. During the summer session, the normal load is 6 units.

No graduate student employed on a full-time basis shall be allowed an academic load of more than 10 units in any semester, unless s/he has the prior approval of the head of the graduate unit to which s/he belongs.

## OTHER REQUIREMENTS

**Physical Education (PE)** (*Revised UP Code: Art. 142-145; Board of Athletic Control: 30 July 1921; EC Meeting: 02 September 1921; 44th UC: 01 October 1921; )*

Basic Physical Education is a prerequisite for graduation.

Eight (8) units of PE are required of all undergraduates with the following exceptions (*155<sup>th</sup> UC Meeting: 22 November 1941, 166<sup>th</sup> UC Meeting: 9 April 1948, EC Meeting: 16 September 1974, President's Approval: 29 September 1976, 273<sup>rd</sup> UC Meeting: 14 April 1980*):

- 1) students who hold the Associate in Arts title (or equivalent) or a Bachelor's degree;
- 2) members of the ROTC Band (required to take only 2 PEs);
- 3) members of the Rayadillo;
- 4) students 30 years old or older;
- 5) veterans of the armed forces, navy, or air force; and
- 6) students who have served on a full-time basis for at least two (2) years in the armed forces, navy, or air force.

### National Service Training Program (NSTP)

The National Service Training Program Act of 2001 (R.A. 9163) was enacted in response to public clamor for reforms in the Reserved Officers Training Corps (ROTC) Program. This Act affirms that the prime duty of the government shall be to serve and protect its citizens. In turn, it shall be the responsibility of all its citizens to defend the security of the State; thus, the government may require each citizen to render personal, military or civil service. In the pursuit of these goals, the youth shall be motivated, trained, organized, and mobilized in military training, literacy, civic welfare, and other similar endeavors in service to the nation.

The NSTP is a program aimed at enhancing civic consciousness and defense preparedness in the youth by developing the ethics of service and patriotism while undergoing training in any of its program components.

Its various components are specially designed to enhance the youth's active contribution to the general welfare of the nation.

All male and female students enrolled in any baccalaureate or in at least two (2)-year technical/ vocational or associate courses are required to complete the equivalent of two (2) semesters of the NSTP Common Module offered by any unit for the period of at least twenty-five (25) hours and any one (1) of the components listed below as a requisite for graduation:

- 1) Reserve Officers' Training Corps (ROTC);
- 2) Literacy Training Service (LTS);
- 3) Civic Welfare Training Service (CWTS);

Under the NSTP law, state universities are required to offer ROTC and at least one other NSTP component. Furthermore, for NSTP courses, schools may collect not more than 50% of the current basic tuition. *(Please refer to the table for the computation of the NSTP fee as of June 2014<sup>a</sup>)*

Socialized Tuition System			
STFAP BRACKET CODES	STS Codes for UP Diliman, UP Manila, UP Los Baños	Tuition Fee	NSTP
A	ND (No Discount)	PhP 1500/unit	PhP 750/unit
B	PD 33% (Partial Discount-33%)	PhP 1000/unit	PhP 500/unit
C	PD 60%	PhP 600/unit	PhP 300/unit
D	PD 80%	PhP 300/unit	PhP 150/unit
E1	FD (Full Discount)	Free	Free
E2	FD+S (Full Discount + stipend)	Free	Free

While the NSTP law requires the courses as a requisite for graduation, it does not make reference as to when students should enroll in these courses. Thus, these can be taken anytime before a student graduates.

Students who finished all their academic requirements on or before the second semester of AY 2001-2002 but who were not graduated because they lacked the required ROTC subjects maybe graduated as of 2nd semester 2001-2002, after application for graduation and without the required one-year residence prior to graduation.

#### **Insurance for NSTP Students**

Insurance is required under the NSTP law. The University has pre-qualified insurance providers for students enrolled in NSTP courses; thus, students taking NSTP courses will be assessed for insurance.

#### **ADVANCE CREDIT**

**Advance Placement Examination (APE)** (234<sup>th</sup> UC Meeting: 27 June 1968 as amended at 257<sup>th</sup> UC Meeting: 08 Feb. 1975)

New freshmen who qualify for and pass the prescribed advanced placement examination in basic courses in the freshman year such as the languages, College Algebra, Plane Trigonometry, etc., within one (1) year of their enrollment in the University, shall be given credit for the corresponding subjects in their academic program provided that this privilege is not given for more than six (6) units in any one discipline. These examinations are usually scheduled two (2) weeks before the advance freshmen registration every first semester.

*Application forms and other information regarding advance placement examinations in Math may be obtained from the Office of the College Secretary or College of Science.*

Holders of the International Baccalaureate (IB) diploma/certificate may apply for advanced credit for certain subjects they have taken. However, the total credit that may be granted, including automatic credit, shall not exceed 15 units per subject area (682<sup>nd</sup> EC Meeting: 20 March 1978, 684<sup>th</sup> EC Meeting: 11 Sept. 1978).

#### **Proficiency Examination in Physical Education (PEPE)**

Proficiency examinations (or credit by examination) in PE courses are given to enable students who are already skillful in one (1) or more sports to acquire advance units in PE. Any student who passes a PEPE shall be given credit for the corresponding PE course. Students may take proficiency examinations in one (1) or more courses to meet the PE requirements. The examination is given twice a year, i.e., before the start of every semester.

A student who is graduating at the end of a given semester but who failed to enrol in a required PE course may take a special proficiency examination upon presentation of a certificate of candidacy for graduation from his/her College Secretary. The fee for the special PEPE is double the regular fee.

Proficiency examinations may be taken in the following areas:

- 1) Team sports: baseball, basketball, floor ball, futsal, soccer, softball, touch rugby, volleyball;
- 2) Individual sports: archery, duck-pin bowling, ten-pin bowling, ice skating, power lifting, rifle/pistol marksmanship, track and field, weight training;
- 3) Dual sports: badminton, fencing, table tennis, tennis;
- 4) Martial Arts: aikido, arnis, judo, karate, taekwondo;
- 5) Dance: ballet, modern dance, modern jazz, Philippine folk dance, social dance, street dance, tap dance;
- 6) Aquatics: skin diving, swimming;
- 7) Fitness: aerobics, running, tai-chi, walking;

<sup>a</sup>Source: OUR-Admission and Registration Section

8) Theory: PE 1;

9) Alternative activity: sports wall climbing.

## ENROLLMENT IN GRADUATE COURSES

Senior undergraduates with a general weighted average of 2.00 or better are allowed to enroll in a maximum of six (6) units of graduate courses in the University.

## CURRICULAR MATTERS

### Program, Course, and Subject

The name or title of a program consists of the degree (e.g., BS) and the discipline or field of study (e.g., Business Administration). It is also called academic program, degree program, or curricular program.

A subject is a collection of topics that forms a coherent whole, intended to be taught by a faculty member within a specific number of hours in a semester. The breadth and depth of the topics is designed to fill the mandated number of hours, spread out over 16 weeks of a semester. A subject is also referred to as a course. In general, courses in the lower division (freshman and sophomore years) are numbered 1 to 99; courses in the upper division (junior and senior years) are numbered 100 to 200; and graduate courses are numbered 201 to 400. Courses numbered 301 and above are generally courses in the doctoral program (*284th UC Meeting: 30 July 1984; CC Guideline Recommendation*)

### Medium of Instruction (*1021<sup>st</sup> BOR Meeting: 29 May 1989*)

The UP Language Policy provides for the development and use of the Filipino language while maintaining English as a global lingua franca. The Policy states that Filipino shall be the medium of instruction in the University at the undergraduate level, within a reasonable time-frame or transition period. Graduate courses of study shall be in English, though there could very well be graduate courses of study in which the medium of instruction is Filipino. English shall be maintained as the primary international language in the University to serve as its chief medium of access to the world's intellectual discourse.

### **General Education Program (GEP)** (*120th Spl UPD UC Meeting: 04 April 2012; 1280th BOR Meeting: 04 June 2012*)

The General Education Program is a set of courses classified under the Arts and Humanities (AH), Social Sciences and Philosophy (SSP), and Mathematics, Science and Technology (MST) domains that give students knowledge and competencies that will better prepare them for the basic understanding of various ways of knowing. This makes the UP student a well-rounded person ready for lifelong learning skills.

The liberal education thrust of GE aims to mold the UP student to becoming a holistic person, a more independent, creative, and critical thinker, a morally sound and intellectual individual of high integrity, and well able to adapt to the fast-changing pace of today's living.

The GE Program was first adopted in 1958 and underwent several revisions thereafter. In 2001, the GE Program was revitalized. Known as the RGE Program (RGEP), it was premised on freedom of choice and no

prerequisites. It was implemented in the First Semester AY 2002-2003.

In 2012, while retaining its philosophy, framework, course goals and aims, a revision was made in the GE program such that certain courses were prescribed under each domain while informally referred to as the "hybrid" RGEP, this is referred to in this Catalogue as the existing General Education Program (GEP).

### **UC Prescribed GE Courses** (*Annex 2: UPD UC Prescribed GE Courses*)

### **GE Courses from other CUs** (*Annex 3: List of GE Courses from other CUs*)

### **GEP Objectives**

#### **General**

- 1) To broaden the student's intellectual and cultural horizons;
- 2) To foster a commitment to nationalism balanced by a sense of internationalism;
- 3) To cultivate a capacity for independent, critical, and creative thinking;
- 4) To infuse a passion for learning with a high sense of moral and intellectual integrity.

#### **Specific**

- 1) To acquire basic skills and competencies in mathematics, reasoning, and communication;
- 2) To develop an awareness, understanding, and appreciation of the various disciplines of the natural sciences, social sciences, humanities, and philosophy;
- 3) To develop the ability to integrate and/or adapt the knowledge and skills acquired from the various disciplines.

### **GEP Framework**

The GEP framework lays down the requirements of the Program and defines the character of the GE courses.

- 1) The GEP ensures that the domains of knowledge contain a healthy mix of disciplines.

The GEP framework requires that students take fifteen (15) units in each of the three (3) domains of knowledge – Arts and Humanities; Social Sciences and Philosophy; and Mathematics, Science and Technology – six (6) units of which must be in Philippine Studies, to be taken from any of the domains.

- 2) Every GE course, existing or to be instituted, must:

- a) satisfy at least three (3) of the following four (4) objectives:

- broaden the student's intellectual and cultural horizons
- foster a commitment to nationalism balanced with a sense of internationalism
- develop an awareness of various disciplines
- integrate knowledge and skills

- b) apply at least one (1) of the following modes of inquiry

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- quantitative and other forms of reasoning
- interpretive and aesthetic approaches

c) develop the following competencies

- communication (oral and written) and
- independent, creative, and critical thinking

3) A GE course must not have a prerequisite

4) Academic units that offer GE courses must take into account the attributes of the ideal GE faculty.

### GEP Approach

The GEP adopts a semi-structured approach with common goals and learner-customized content instead of a fully prescriptive, structured approach, with fixed common content, provided that:

- 1) students select courses within the GE framework;
- 2) prerequisites of major courses are respected; and
- 3) students who perform below a certain cut-off in UPCAT Math and/or English proficiency and comprehension sub-tests shall enroll in Practical Mathematics (Math 2) and/or Basic College English (English 1) during the first semester of their first year in UP. These courses taken under what is popularly referred to as the "Bridge Program" will be credited as part of the 15-unit requirement in the Math, Science and Technology (MST) and/or Arts and Humanities domains, as made effective in the First Semester of 2003-2004. [1167th BOR Meeting: 30 January 2003]

### PREREQUISITES TO COURSES (745<sup>th</sup> BOR Meeting: 21 April 1966)

Courses approved by the University Council as prerequisites to others may not be waived.

However, in meritorious cases, students who have previously enrolled and fully attended a course that is a prerequisite to another may be allowed to enroll in and attend the latter course for credit, without having passed or earned credit for the prerequisite course. Permission shall be granted only upon application by the student. The application shall be accompanied with certifications from a) the student's instructor in the prerequisite course that the student had fully attended the said course; and b) the Vice-Chancellor for Student Affairs that the student's failure to pass or earn credit in the prerequisite course was not due to disciplinary action imposed upon him/her.

Each college shall be authorized to grant the permission, and shall act through a Dean's committee, which shall determine the merit of the application. The said committee shall include the College Secretary.

The student who is granted permission under these rules is required to enroll in the prerequisite course simultaneously with the course to which the former is a prerequisite, or immediately in the next semester.

### SUBSTITUTION (Revised UP Code: Art.354-358)

Substitution of subjects must be based on at least one (1) of the following conditions:

- 1) a student is pursuing a curriculum that has been superseded by a new one and the substitution brings the old curriculum in line with the new;
- 2) there is conflict of hours between a required subject and another required subject;
- 3) the required subject is not offered.

Every petition for substitution must:

- 1) involve subjects within the same department; if not, the two (2) subjects concerned must be allied with each other;
- 2) be between subjects carrying the same number of units (or the substitute subject may have more number of units); and
- 3) be recommended by the adviser and by the heads of departments concerned.

*Note: Except for the GE subjects with permanent substitutions approved by the University Council, GE subjects cannot be substituted.*

All petitions for substitution must be submitted to the office of the Dean concerned before 12% of regular class meetings have been held. Any petition submitted thereafter shall be considered for the following semester.

No substitution shall be allowed for any subject prescribed in the curriculum in which the student has failed or received a grade of "5.00," except when, in the opinion of the department offering the prescribed subject, or of the faculty in units without any departments, the proposed substitute covers substantially the same subject matter as the required subject.

All applications for substitution shall be acted upon by the Dean concerned. In case the action of the Dean is adverse to the recommendation of the adviser and the head of the department concerned, the student may appeal to the Vice-Chancellor for Academic Affairs, whose decision shall be final.

### PERMANENT SUBSTITUTION (Revised UP Code: Art. 354-358 as amended at 76<sup>th</sup> UPD UC: 12 December 2001)

Per the approved GE curriculum, Natural Science 1, Natural Science 2, and Mathematics 1 may be substituted by a set of courses in the major fields of students in the natural science curricula.

Example:

- For Nat Sci 1- Physics 71, 72, 73 and Chem 16, 17
- For Nat Sci 2- Geology 11 and Biology 11
- For Math 1- Math 11 and 14 (or Math 17) up to Calculus (Math 53 or 100) for programs whose curricula do not require Math 1

### ENROLLING IN SUBJECTS OUTSIDE THE CURRICULUM (74<sup>th</sup> UC Meeting: 17 April 2001)

#### For enrichment purposes

Enrollment in subjects outside the curriculum for enrichment purposes may be allowed under the following conditions:

- 1) the student must be in good academic standing and up-to-date with the requirements of his/her curriculum;
- 2) the student may enroll in one (1) or two (2) courses per semester as long as the total load does not exceed 21 units per semester;
- 3) enrollment shall be indorsed by the program adviser and approved by the Department Chair/Institute Director; and
- 4) the student must be informed by the registration/program adviser of the consequences of enrolling in courses outside the curriculum, like added burden on academic load and possible delay in graduation.

#### **For shifting purposes**

Enrollment in subjects outside of the curriculum in preparation for shifting may be allowed under the following conditions:

- 1) the student must indicate intention to shift by writing the Department Chair/Institute Director of the home unit;
- 2) the student must shift within one (1) year, subject to compliance with the admission requirements of the admitting unit;
- 3) if the student cannot shift within one (1) year, for whatever reason, the student shall follow the curriculum of the original degree program; and
- 4) the student must be informed by the registration/ program adviser of the consequences of enrolling in courses outside of the curriculum like added burden in the academic load or possible delay in graduation.

#### **GENERAL RULES FOR GRADUATE PROGRAMS (1126<sup>th</sup> BOR Meeting: 26 November 1998)**

##### **General Policies**

##### **Academic Standards for Graduate Programs**

The highest standards of academic excellence, integrity, and academic freedom shall be promoted and upheld in all graduate programs of UP Diliman.

##### **Student Qualifications for Graduate Programs**

Academic qualifications shall be the primary basis for the admission of students into the graduate programs.

##### **College Requirements**

Colleges/Units may adopt additional or stricter requirements for their respective graduate programs with the approval of the appropriate bodies.

<sup>3</sup>In the College of Human Kinetics, to qualify for the Diploma, a student must satisfy the following requirements: 1) complete thirty-nine (39) units of undergraduate courses (112<sup>th</sup> UPD UC Meeting: 26 March 2010); and 2) maintain [in his/her courses taken] a cumulative weighted average (CWAG) of "2.00" or better at the end of each academic year.

#### **Guidelines for Diploma Programs**

##### **Admission into a Diploma Program**

Admission into a Diploma program shall require:

- 1) a bachelor's degree from a recognized institution of higher learning;
- 2) high intellectual capacity;
- 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 head of the College/Unit, through channels

Each application for admission shall be accomplished using the official application form of the College/Unit and accompanied with the official transcript of records, written recommendation from two (2) former professors or experts in the field of study 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 unit concerned for evaluation. The deserving applicant shall be recommended for admission by the latter to the Dean/Director, through channels.

##### **General Requirements**

To qualify for the award of the Diploma in a particular program<sup>a</sup>, a student must satisfy the following requirements:

- 1) complete a minimum of eighteen (18) 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.

##### **Program Adviser/Committee and Program of Study**

###### *Program Adviser/Committee*

Every student admitted into a Diploma program shall be assigned a Program Adviser/Committee by the appropriate bodies. The Program Adviser/Committee shall advise, guide, and evaluate the student.

###### *Program of Study*

Within the first semester of the student's initial year in a Diploma program, a Program of Study shall be designed by the Program Adviser/Committee, in consultation with the student and on the basis of the latter's academic preparation and desired specialization. A copy of this Program of Study shall be submitted to the Graduate Office/Committee, through channels. Subsequent revisions in the Program of Study must be approved 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 for full-time students shall be nine (9) to twelve (12) units of formal courses per semester or eight (8) to ten (10) units per trimester.



**Course Requirements**

Every student in a diploma program shall be required to complete a minimum of eighteen (18) units of relevant courses set by the Graduate Faculty Council.

**Grade Requirement**

Grading System (Revised UP Code Art. 369, 27<sup>th</sup> 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)
5.00	(Fail)

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.

**Cumulative Weighted Average Grade**

To remain in good standing in the Diploma program, a student must maintain [in his/her course work] a Cumulative Weighted Average Grade (CWAG) of 2.00 or better at the end of each academic year until the completion of his/her Program of Study. The student's CWAG shall be computed by the Program Adviser/ Committee at the end of each academic year, i.e., two (2) semesters and one (1) summer, and reported by the latter to the Graduate Office, through channels.

The CWAG shall be based on all courses taken by the student in the approved Program of Study, including those taken in compliance with the Residence Rules, if applicable.

**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 diploma 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.

**Residence Rules****One-Year Residence Before Graduation**

The student must be officially enrolled at least one (1) academic year prior to the conferment of the Diploma.

**Regular Period For Completion**

The time limit for the completion of all diploma requirements shall be no more than two (2) years. The period of residence shall start from the student's first enrollment in a graduate course after admission into the diploma 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.

**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 appropriate bodies. Each extension shall be for a period not exceeding one (1) semester at a time. In no case shall the extensions exceed more than one (1) year. The student granted an extension shall take three (3) additional units of graduate courses in his/her discipline or area during the extension period.

**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 diploma program.

**Leave of Absence (LOA) and Absent Without Leave (AWOL)**

A student returning from a leave of absence (LOA) 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*).

**Option to Proceed to a Master's Degree**

A student in a post-baccalaureate diploma program may opt to proceed to a master's program upon the recommendation of the Program Adviser and approval of the Dean.

**Graduation****Application for Graduation**

After completion of all requirements for a diploma program, the student shall be qualified to apply for graduation to the University Registrar through the College/Unit Graduate Office.

**Conferment of a Diploma**

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

**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.

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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, 27<sup>th</sup> 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** (1126<sup>th</sup> BOR Meeting: 26 November 1998, as amended on the 1167<sup>th</sup> 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 maybe 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.

#### **Guidelines for Doctoral Programs (1126th BOR Meeting: 26 November 1998)**

##### **Admission**

Admission into a doctoral program shall require:

- 1) a bachelor's Degree, in the case of a direct doctoral program, or a master's degree or its equivalent, 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 College/unit or Graduate Office/Committee concerned approved by appropriate bodies [*Refer to Graduate Admission Requirements part of this section*].

Proof of English and/or Filipino proficiency shall be required of students whose native language is not English or Filipino, except those who graduated from institutions where the medium of instruction is English or Filipino. For English proficiency, a score of at least 500 in the paper-based, or at least 173 in the computer-based, or at least 61 in the internet-based (IBT) forms of the Test of English as a Foreign Language (TOEFL) or at least a score of 5.5 in the International English Language Testing System (IELTS) or a certification from a duly authorized unit of the University shall be required. For proficiency in Filipino and other Filipino Languages, a certification shall be required from a duly authorized unit of the University [1126th BOR Meeting: 26 November 1998, amended at 1296th BOR Approval: 27 February 2014].

Each application for admission into a doctoral 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 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**

- 1) Completion of a Program of Study consisting of at least forty-five (45) units of formal graduate courses, excluding dissertation, in the case of a student admitted into the doctoral program with only a bachelor's degree in the discipline, or a master's degree in an unrelated field; and of at least twenty-four (24) units of formal graduate courses, excluding dissertation, in the case of a student admitted into the doctoral program with a master's degree in the discipline.
- 2) Maintenance of a Cumulative Weighted Average Grade (CWAG) of 1.75 or better at the end of each academic year until completion of the Program of Study.
- 3) Passing of a Qualifying Examination after completion of the core courses in the Program of Study, where applicable.
- 4) Passing the Candidacy Examination after completion of all course work in the student's Program of Study and those units stipulated by the Residence Rules [*Refer to Residence Rules of this section*], if applicable.
- 5) Being in residence in the program during the following phases:
  - a) Candidacy examination period;
  - b) Defense of the research proposal;
  - c) Duration of the research; and
  - d) Oral defense of the dissertation.
- 6) Completion of a doctoral dissertation based on independent and original research.
- 7) Successful oral defense of the doctoral dissertation in a public doctoral examination.
- 8) Submission of at least five (5) certified bound copies of approved doctoral dissertation.
- 9) Submission of a pre-print paper.

#### **Program Adviser/Committee and Program of Study**

##### *The Program Adviser/Committee*

Each student admitted into a doctoral program shall be assigned a Program Adviser/Committee composed of three (3) professors, all of whom have doctoral degrees. The College/Unit Graduate Committee 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 advances to candidacy and is assigned a Dissertation Adviser/Committee.

##### *Program of Study*

Within the first semester of the student's initial year in the doctoral program, a Program of Study shall be designed 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 Office/Committee, through channels. Subsequent revisions in the Program

of Study must be authorized by the Program Adviser/Committee and communicated as soon as possible to the Graduate Office/Committee, 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.

#### **Transfer of Credit**

##### *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 doctoral 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 Committee or Graduate Office/ Committee concerned; and
- 3) the total number of credits transferred shall not exceed three-eighths (3/8) of the total number of units in the student's doctoral 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.

##### *Transfer of Credit 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 doctoral program provided that:

- 1) these courses were taken during the last five (5) years prior to the student's admission or transfer to the doctoral 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/head of the College/unit concerned and the College Graduate Office/Committee. A copy of the approval shall be sent to the University Registrar.

#### **Grade Requirement**

Grading System (*Revised UP Code: Art. 369, 27<sup>th</sup> 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)
5.00	(Fail)

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.

##### *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 1.75 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 1.75 at the end of the academic year shall be disqualified from the doctoral program unless the Dean/Director decides, on justifiable ground and upon the recommendation of the student's Program Adviser/Committee, through channels, decides to waive the rule.

##### *Qualifying Examination*

Nature of examination

The Qualifying Examination shall be a written and/or an oral examination taken by the student after completion of the core courses in his/her Program of Study. The core courses must be taken within the first three (3) semesters of the student in the program. This Examination shall aim to test the student's mastery of the fundamentals of his/her discipline or area provided by the core courses.

A student who enters the doctoral program with a master's degree in the discipline/area may be exempted from the Qualifying Examination by the Graduate Committee concerned, with the approval of the Dean/Director.

##### *Qualifying Examination Committee*

The Qualifying Examination Committee shall consist of doctoral degree holders, except in highly meritorious cases.

## Administration

The Qualifying Examination in each doctoral program shall be scheduled and administered by the appropriate Graduate Committee/Office. The Dean/Director, based on the recommendation of the appropriate bodies, shall appoint an Examination Committee which will formulate the questions and evaluate the results of the examination. Results of the Qualifying Examination must be submitted by the Examination Committee to the Graduate Office within two (2) weeks after the last day of the examination.

## Rating

A student's performance in the Qualifying Examination shall be rated "High Pass," "Pass," or "Fail."

A student who fails the Qualifying Examination shall be allowed to re-take the examination within one (1) year after the first examination. A second failure or failure to re-take the examination within the prescribed period shall disqualify the student from the doctoral program.

*The Candidacy Examination*

## Nature of Examination

The Candidacy Examination shall aim to test the student's mastery of the discipline/area acquired in the Program of Study [*Some colleges/units refer to this as a Comprehensive Examination*].

The Examination shall be a written and/or oral examination that must be taken by the student after:

- 1) completing the course work in his/her Program of Study;
- 2) satisfying the language requirement, if any;
- 3) obtaining a CWAG of 1.75 or better in his/her course work; and
- 4) completing the courses stipulated by the Residence Rules, if applicable.

A student enrolled in an Interdisciplinary Graduate Program who is also taking the Candidacy must have taken 6-9 units of cognate courses in each area identified in his/her Program of Study.

## Candidacy Examination Committee

The Candidacy Examination Committee shall consist of a minimum of three (3) regular full-time faculty members with doctoral degrees, except in meritorious cases. master's degree holders may serve as examiners in doctoral Candidacy Examinations only in highly meritorious cases and upon approval by the Dean/Director.

Professorial Lecturers and Professors Emeriti may serve as examiners, provided they are doctoral degree holders and/or known experts in their field and have taught in the unit during the last two (2) years.

## Administration

The Program Adviser/Committee shall recommend to the Dean/Director, through channels, when to administer the Candidacy Examination. The examination shall be administered by the Graduate Office at intervals of at least two (2) days in the officially designated examination room with the approval of the Dean/Director upon the recommendation of the Graduate Committee.

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

## Rating

The grades for the Candidacy Examination are as follows: "High Pass," "Pass," or "Fail." If a student fails the Candidacy 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.

*Advancement to Doctoral Candidacy*

A student who passes the Candidacy Examination advances to candidacy for the doctoral degree.

**Doctoral Dissertation****Standards for the Doctoral Dissertation**

The doctoral dissertation shall:

- 1) embody an original, independent, significant, scientific 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.

## Dissertation Committee

Upon advancement to candidacy, the student shall be assigned a Dissertation Committee composed of the Adviser and two (2) Readers. In special cases requiring joint advising, the Dissertation Committee may consist of an Adviser, a Co-Adviser, and a Reader.

The Dissertation Committee shall consist of full-time regular faculty members with doctoral degrees, except in highly meritorious cases. Either the Adviser or the Co-Adviser shall belong to the College/Unit where the student is enrolled. The Co-Adviser and one (1) of the Readers may belong to an external institution (i.e., an academic institution or qualified agency outside the College). A Professorial Lecturer or



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Professor Emeritus may serve as Co-Adviser. For an Interdisciplinary Graduate Program, majority of the Committee members must come from the University.

The Dissertation Committee members shall be appointed by the Dean/Director, upon recommendation of the heads of the Institute, Department, or Interdisciplinary Program concerned and/or Graduate Office.

### Dissertation Adviser and Co-Adviser

The Adviser/Co-Adviser shall be appointed by the Dean/Director, in consultation with the student, soon after the student passes the Candidacy Examination. The Adviser/Co-Adviser is chosen on the basis of the former's expertise in the student's research topic. The adviser must come from the unit where the student is enrolled. In cases of joint advising, the Co-Adviser may come from outside the unit.

The Adviser shall be responsible for:

- 1) advising the student in the preparation of the dissertation proposal;
- 2) guiding and monitoring the student's dissertation research;
- 3) submitting a yearly evaluation report to the appropriate Graduate Office/Committee; and
- 4) indorsing the student's doctoral dissertation for defense.

### Dissertation Reader

The functions of the Reader are to:

- 1) evaluate the dissertation for defense and
- 2) indorse the dissertation for oral defense.

### Change of Adviser/Reader

If a faculty adviser/reader shall go 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, justifying the reason/s for the request.

On the other hand, an adviser may request to be relieved of advising duties for justifiable reasons.

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 on a date agreed upon. A good working relationship between the two (2) parties is thus crucial to this effort. The following are adopted to help ensure the satisfactory progress and successful completion of this partnership:

- 1) the adviser and advisee, together, shall devise a work plan that 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. More 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 in which a change of adviser may be necessary will be when the student opts for another research topic that is outside the current adviser's field of expertise.

- 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 been 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 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.

### Number of Dissertation Advisees

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

### Dissertation Proposal

The student shall submit a written dissertation proposal to the Dissertation Adviser/Committee. The proposal shall be defended orally before the Dissertation Committee members. A certified copy of the approved dissertation proposal and a form indorsing the proposal duly signed by the Dissertation Committee shall be submitted by the Dissertation Committee to the Dean/Director, through channels.

## Defense of the Doctoral Dissertation

### Oral Defense Panel

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

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, 1 or 2 Readers 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/Institute/College/University.

The doctoral examination panel shall be chaired by one of the dissertation examiners other than the dissertation adviser.

### Administration

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

The time and place of the doctoral 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 doctoral defense panel, through channels, and the formal authorization of the Dean/Director.

The doctoral defense may be held only if:

- 1) the dissertation manuscript has been received by each member of the doctoral examination 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 defense shall be rescheduled.

The doctoral defense shall be a public oral examination, the duration of which shall be left to the discretion of the panel. The evaluation and rating of the student's dissertation 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 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 Doctoral Defense

If the student passes the defense, his/her doctoral dissertation is considered approved.

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

***Residence Rules (Revised UP Code: 408; amended at 1082<sup>nd</sup> BOR Meeting: 16 December 1994)***

#### *One-Year Residence before Graduation*

The student must be officially enrolled at least one (1) academic year prior to the conferment of the doctoral degree.

#### *Regular Period For Completion*

The time limit for the completion of all doctoral requirements shall be six (6) years for a student who enters the doctoral program with a master's degree or its equivalent in the same discipline, and eight (8) years for one who enters the doctoral program with a bachelor's degree or a master's degree in an unrelated discipline.

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

The regular period for completion of all course requirements 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 the 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 total number of extensions exceed 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 doctoral program.

**Leave of Absence (LOA) and 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*).

**Application for Graduation**

After the student passes the doctoral 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 College/Unit Graduate Office five (5) bound copies of the approved doctoral dissertation 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 dissertation by the members of the defense panel, the College/Unit Graduate Office/Committee and the official acceptance of the dissertation by the Dean/Director.

*Conferment of the Doctoral 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 doctoral degree.

**ATTENDANCE** (*Revised UP Code: Art. 346*)

When the number of hours lost by absence of a student reaches 20% of the hours of recitation, lecture, laboratory, or any other scheduled work in one (1) subject, s/he shall be dropped from the subject; provided, a faculty member may prescribe a longer attendance requirement to meet special needs. If the majority of the absences is 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 the 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.

**Certificate of Illness** (*682<sup>nd</sup> EC Meeting: 20 March 1978; 683<sup>rd</sup> EC Meeting: 01 June 1978*)

Students who are absent from classes due to illness are required to get excuse slips from the University Health Service. These certificates are issued to students who consulted at or were confined in the Health Service. Illnesses attended to elsewhere, causing absences from classes, shall be reported to the Health Service within three (3) days after the absences have been incurred. Excuse slips for the above illnesses as well as for other illness of which the Health Service has no records are issued only after satisfactory evidence has been presented to the Health Service.

**DISMISSAL/SUSPENSION OF CLASSES****Dismissal** (*EC Meeting : 08 Aug 2001*)

As a rule, classes should be dismissed at least 10 minutes before the end of the period, with the option to make it 15 minutes for students who need more time to get to their next class. The last class (5:30 – 7:00 pm) is not covered by this rule.

**Suspension** (*Revised UP Code: Art. 322, E.O. # 1 Office of the President UP: 13 March 1984*)

Only the Chancellor has the authority to dismiss [suspend] classes, except in unusual cases where the Dean/Head of unit may. A report should be submitted to the Chancellor, giving the reasons for such action taken.

**DROPPING OF SUBJECTS** (*Revised UP Code: Art. 350-351*)

A student may, with the consent of his instructor and the Dean, drop a subject by filling out the prescribed UP Form 26 before three-fourths ( $\frac{3}{4}$ ) of the hours for the semester/trimester/quarter term have elapsed, and not later. Any student who drops a course without the approval of the Dean shall have his registration privileges curtailed or entirely withdrawn. If a subject is dropped after the middle of the term, the faculty member concerned shall indicate the date and the class standing of the student at the time of dropping as either Passing or Failing, solely for administrative guidance.

Any student who drops a course without the approval of his Dean/Director shall have his registration privileges curtailed or entirely withdrawn (*Annex 5: Dropping flow chart*).

A student may drop a subject by initiating a dropping transaction online before three-fourths ( $\frac{3}{4}$ ) of the hours prescribed for the current term have elapsed. The faculty member concerned must grant consent for the dropping application online. If a subject is dropped after the middle of the term, the faculty member concerned shall also indicate the class standing of the student at the time of dropping as either "Passing" or "Failing" solely for administrative guidance. The dropping application must then be noted by the adviser before the Dropping Form (Form 26) is printed out by the student's home unit. Form 26 must then be signed and approved by the Dean before it becomes acceptable for payment.

The student may cancel the dropping transaction any time before it is printed by the home unit. The faculty member concerned may withhold consent for the dropping application, in which case, the dropping application is considered invalid.

Dropping transactions that remain unpaid after the prescribed deadline shall be considered invalid.

Any college may enact special rules on dropping of courses which would meet their particular needs, provided, that said rules do not have the effect of relaxing the preceding general regulations.

## LEAVE OF ABSENCE

A student who does not intend to enroll in a semester may apply for a leave of absence (LOA). This also applies to a student currently enrolled and who intends to withdraw his/her enrollment for the rest of the semester. A student on leave of absence does not sever his/her ties with the University.

A request for a leave of absence should be made in writing to the Dean. The request should state the reason for the leave and should specify the period. The leave may be approved for a period of one (1) year but may be renewed for at most another year (*Revised UP Code: Art. 401*).

If a student withdraws after three-fourths ( $\frac{3}{4}$ ) of the total number of hours prescribed for the subject has already elapsed, the faculty member may submit a grade of 5.00 for the subject if the class standing up to the time of the withdrawal is below 3.00 (*Revised UP Code: Art. 402*).

A student who withdraws from a college without formal leave of absence [considered "absent without leave" status or AWOL] shall have his/her registration privileges curtailed or entirely withdrawn (*Revised UP Code: Art. 403*).

The following are the guidelines on filing for a leave of absence (*822<sup>nd</sup> BOR Meeting: 31 July 1972*):

- 1) the College, through the Dean or the duly authorized representative, shall inform the University Registrar and the parents/guardian of every student granted leave of absence, indicating the reasons for the leave and the amount of money refunded to the student, if any;
- 2) for a leave of absence to be availed of by the student himself/herself, during the second half of the semester, faculty members concerned shall be required to indicate the class standing of the student ("Passing" or "Failing") at the time of the application for the leave. No application for leave of absence shall be approved without the class standing being indicated by the instructors concerned. This class standing, however, should not be entered in the official Report of Grades;
- 3) no leave of absence shall be granted during the semester within two (2) weeks before the last day of classes.

If the inability of the student to continue classes is for reasons of health or similar justifiable causes, the absence during this period shall be considered excused. In such cases, the students shall be required to apply for excuse from the absences. It shall be the responsibility of the student to present an excuse slip to the faculty members concerned.

A student returning from a leave of absence shall declare his/her intention to enroll by writing to the University Registrar through his/her

College Secretary. The latter shall write the remarks "From LOA" on the student's Form 5.

## Rejoining Students

Rejoining students (those not enrolled in the immediately preceding semester, excluding the summer session) in Diliman should first secure written permission from the college where they were last enrolled before getting their University Admission Slip (UP Form 4) from the Office of the University Registrar. They then proceed to the University Health Service for a physical and medical examination before registering in their respective colleges. Rejoining students from units outside Diliman should apply directly to the UP Diliman unit concerned.

## INTEGRATION PERIOD (*Revised UP Code: Art. 367*)

There is an Integration Period before the final examinations to give students time to review for their examinations.

A division or department/institute head, with the approval of the Dean or Director, may authorize any member of his/her unit to suspend formal classes for a period not exceeding three (3) days before the final examinations to enable the students to review for their examinations; provided, that in case of colleges and schools having no divisions or departments, the suspension may be done by any member of the faculty, but also subject to the approval of the Dean or Director; Provided further, that faculty members who have been authorized to suspend classes shall keep regular hours for consultation work.

## FINAL EXAMINATIONS

The maximum period for each final examination shall be four (4) hours (*Revised UP Code: Art. 368*). Examinations shall be given only during the officially designated time schedule unless approved by the Dean and the University Registrar.

## GRADES

### Grading System

#### **Grade for Course Work**

The work of students shall be rated at the end of each semester/trimester/term in accordance with the following grading system (*Revised UP Code: Art. 369, 27<sup>th</sup> UPD UC: 14 December 1991*):

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)
5.00	(Fail)

However, some subjects are graded as follows:

P - Pass (*985<sup>th</sup> BOR Meeting: 28 February 1968*)  
F - Fail

The work of special students or students on audit may be reported at the end of the semester as "S" (Satisfactory) or "U" (Unsatisfactory) (*138<sup>th</sup> UC Meeting: 11 Sept. 1937*).

The qualitative grades will not be used in computing GWA, but will be used only to break a tie in the ranking of students (32<sup>nd</sup> UPD UC: 14 August 1993).

#### GRADE OF "INCOMPLETE" ("INC" )

The grade of "Inc" is given if a student's class standing throughout the semester is "Passing," but fails to take the final examination or fails to complete other requirements of the subject due to illness or other valid reasons. In case the class standing is not "Passing" and the student fails to take the final examination for any reason, a grade of 5.00 shall be given (*Revised UP Code: Art. 369, as amended at 886<sup>th</sup> BOR Meeting: 28 April 1977; 899<sup>th</sup> BOR Meeting: 30 March 1978*).

Removal of the "Inc" must be done within the prescribed time [within one (1) academic year in which there are three (3) regular removal periods] by passing an examination or meeting all the requirements of the course, after which the student shall be given a final grade based on his/her overall performance.

For purposes of scholastic standing, a grade of "Inc" is not included in the computation. When it is replaced by a final grade, the latter is to be included in the grades during the semester when the removal was made (*Art. 394 UP Code*).

*For the removal of the grade of "Inc," refer to Removal of "Incomplete" ("Inc") part of this Section.*

**GRADE OF 4.00** (*Art. 369 UP Code; 214<sup>th</sup> UC: 12 April 1962; 886<sup>th</sup> BOR: 28 April 1977; 27<sup>th</sup> UPD UC: 14 December 1991; 69<sup>th</sup> UPD UC: 21 June 2000; Approved by UP President: 14 March 2001*)

A grade of 4.00 means "Conditional." It may be removed only by re-examination taken within the prescribed [within one (1) academic year. If the student passes the re-examination, s/he is given a grade of 3.00, but if s/he fails, a 5.00 is given. Only one (1) re-examination is allowed which must be taken within the prescribed time [within one (1) academic year where there are three (3) regular removal periods]. If the student does not remove the grade of 4.00 within the prescribed time, the grade of 4.00 becomes a 5.00. In this case, s/he may earn credit for the same course only by repeating and passing it.

A grade of 4.00 given for the first semester work of a 2-semester course shall be converted to a grade of "3.00" if the student passes the second semester part of the same course in the same academic year; if s/he fails, the grade of 4.00 which s/he received for the first semester work shall be converted to a grade of 5.00.

*For the removal of the grade of 4.00, refer to Removal of the Grade of 4.00, of this Section.*

#### GRADE AVERAGES

Grade averages are computed to monitor student progress or scholastic standing at particular periods of his/her stay in the University. These averages may be based on any of the following:

- 1) General Weighted Average (GWA) is used to evaluate students' overall scholastic standing. Computation of GWA at a particular level (i.e., undergraduate, master's, doctoral) is based on grades in all subjects taken at that level including those taken in previous programs (in cases where students shifted from another program) or subjects taken outside of the curriculum for enrichment purposes;
- 2) Curriculum Weighted Average (CWA) is used as the basis for evaluating admission of undergraduate students shifting to a new program. Computation is based only on the grades of the students in courses that will be credited in the new program. This will be applied to regular students and non-majors shifting to a new program;
- 3) Cumulative Weighted Average Grade (CWAG) is another way of evaluating students' scholastic standing at the graduate level.

Unlike the GWA, computation is based only on courses taken by the student within his/her approved Program of Study but includes those taken in compliance with Residence Rules, if applicable;

For purposes of graduation with honors, the Weighted Average Grade (WAG) is used. Computation is based on all the grades in all subjects prescribed in the curriculum as well as on all subjects that qualify as electives. [*Refer to the section on Graduation with Honors*].

#### CHANGE OF GRADES

No faculty member shall change any grade after the Report of Grades has been submitted online/filed with the Secretary of the College or with the University Registrar. In exceptional cases, such as where an error has been committed, the faculty member may request authority from the faculty of his/her college to make the necessary change. If the request is granted, a copy of the resolution of the faculty authorizing the change shall be forwarded to the Office of the University Registrar for recording and filing.

Notwithstanding the foregoing provision and to avoid any injustice, the grade on a final examination paper may be revised by a committee of the Dean of the College if it should clearly appear, on the basis of the quality of the scholastic record of the student, that such grade is the result of an erroneous appreciation of the answers or of an arbitrary or careless decision by the faculty member concerned (*Revised UP Code: Art. 374*).

Should the change of the grade on said paper affect the final grade of the student, the committee may request authority from the faculty of the college to make the necessary change in the final grade. The request for reconsideration shall be made within 30 days after the receipt of the final grade by the student concerned.

No student of the University shall directly or indirectly ask any person to recommend him/her to a professor for any grade in the class record, examination paper, or final Report of Grades. Any student violating this rule shall lose credit in the subject(s) regarding which such recommendation is made. The fact that a student is thus recommended shall be prima facie evidence that the recommendation is made at the request of the student concerned (*Revised UP Code: Art. 375*).

Students who have received a passing grade in a given subject are not allowed re-examination for the purpose of improving their grade (*Revised UP Code: Art 371*).

### REMOVAL OF "INCOMPLETE" ("INC")

Removal of the "Inc" must be done within the prescribed time of one (1) academic year by passing an examination or meeting all the requirements for the subject, after which the student shall be given a final grade based on his/her overall performance.

There shall be a regular period for removing grades of "Inc" before the start of each semester. Such a grade may no longer be improved after the end of the third regular removal period immediately following the semester/term in which the grade was incurred. If a grade of "4.00" is received after removing an "Inc," this must be removed within the remaining portion of the prescribed period for the removal of the original grade of "Inc" (*Revised UP Code: Art. 378, as amended at 886<sup>th</sup> BOR Meeting: 28 April 1977*).

If the "Inc" is due to failure to take the final examination, the "Inc" may be removed without a fee under the following conditions (*966<sup>th</sup> BOR Meeting; 29 March 1984*):

- 1) taking the final examination during the regular examination period within the allowed period of one (1) year, if the subject in which a student got an "Inc" is included in the schedule of examination;
- 2) within the regular ten-day removal examination period preceding the registration in each semester; provided, that the examination for the particular subject is taken at the time that it is scheduled; and
- 3) within the ten-day period preceding the Christmas vacation in colleges in which there is no intersemester vacation; provided, that the examination is taken at the time it is scheduled.

Removal examinations may be taken at other times, subject to the next paragraph, on recommendation of the Dean and upon payment of the required fee.

Students not in residence shall pay the registration fee besides the examination fee in the proper cases in order to be entitled to take the removal examination. If the "Inc" is to be removed by an examination, the students shall also pay the removal fee, if required (*Revised UP Code: Art. 377*). Students who are not enrolled in any subject but who want to complete an "Inc" must enroll for residence within the semester (*Refer also to Grading System, of this Section*).

### REMOVAL OF THE GRADE OF 4.00

There shall be a regular period for removing grades of 4.00 before the start of each semester. Such a grade may no longer be improved after the end of the third regular removal period immediately following the semester/term in which the grade was incurred [i.e., one (1) academic year]. A grade of 4.00 received, after removing a grade of "Inc," however,

must be removed within the remaining portion of the prescribed period for the removal of the original grade of "Inc" (*Revised UP Code: Art. 378 as amended at 886<sup>th</sup> BOR Meeting: 28 April 1977*).

The removal of the grade of 4.00 shall be governed by the following guidelines (*69<sup>th</sup> UC Meeting: 21 June 2000; President's Approval 14 March 2001*):

- 1) a grade of 4.00 can be removed ONLY by a removal examination taken within the prescribed time of one (1) academic year. If a student passes the re-examination, a grade of 3.00 is given; otherwise, a 5.00. Only one (1) re-examination is allowed;
- 2) a grade of 4.00 shall appear in the official Transcript of Records. For the computation of weighted averages, the grade of 4.00 is counted until it is removed, which means that it shall be excluded from the computation once removed. Therefore, once removed, only the final grade of 3.00 or 5.00 is counted but the grade of 4.00 remains in the Transcript;
- 3) a grade of 4.00 shall be converted to a grade of 5.00 if the student does not remove the 4.00 within the prescribed one-year period through re-examination or if the student does not re-enroll within that year;

The faculty member concerned, upon being informed by the University Registrar that the prescribed period has lapsed, will submit the Report of Grade indicating the grade of 5.00. If the faculty member is unable to make the report, the Department Chair/Institute Director will do so on his/her behalf. To compute the weighted average, the 4.00 is included until the one-year prescription period is over. After the period has lapsed, the grade of 5.00 and the grade in the re-enrolled class are counted;

- 4) if a student does not remove the grade of 4.00 within the prescribed time (which means that the 4.00 becomes a 5.00), credit may still be earned by repeating and passing the subject;
- 5) if a student re-enrolls in the course within one (1) year after s/he obtained a grade of 4.00, the grade of 4.00 shall remain a 4.00 (i.e., the grade of 4.00 shall not be removed; it shall be included in the computation of grade averages). It shall not be converted to a 5.00 even after the prescribed one (1) year period;

To compute weighted average, the grade of 4.00 and the grade when the subject is re-enrolled shall be included;

- 6) a student who earns a grade of 4.00 in the first of a two-semester course<sup>a</sup> may be allowed to enroll in the next higher course. The grade of 4.00 given for the first semester work shall be converted to a grade of 3.00 if the student passes the second semester part of the course in the same academic year. If s/he fails, the grade of 4.00 received for the first semester work shall be converted to a grade of 5.00; if the student gets a passing grade in the higher course, the grade of 4.00 will automatically become 3.00;

<sup>a</sup>A two-semester course is a sequence of two (2) courses that are taken in two (2) semesters, one after the other.

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- 7) removal examinations may be taken at other times upon approval of the Dean and upon payment of the required fee;
- 8) students who are not enrolled in any subject but who want to remove a grade of 4.00 must enroll for residence within the semester. In order to take the removal examination. The removal examination fee, if required, should be paid.

### RULES ON SCHOLASTIC STANDING

#### Good Scholastic Standing

A student is in good scholastic standing if at the end of the semester s/he obtains a final grade of 3.00 or higher in at least 75% of the total number of academic units in which s/he is registered. However, colleges/units may impose additional rules on good scholastic standing such as a minimum grade average or required number of units passed per semester/year.

#### Scholastic Delinquency (*Revised UP Code: Art. 389*)

The faculty of each college or school shall approve suitable and effective provisions governing undergraduate delinquent students, subject to the following minimum standards:

- 1) Warning - Students who obtain final grades at the end of the semester below 3.00 in 25% - 49% of the total number of academic units in which they are registered shall be warned by the Dean to improve their work;
- 2) Probation - Students who, at the end of the semester, obtain final grades below 3.00 in 50% - 75% of the total number of academic units in which they have final grades shall be placed on probation for the succeeding semester and their load shall be limited to the extent to be determined by the Dean;

Probation may be removed by passing with grades of 3.00 or better in more than 50% of the units in which they have final grades in the succeeding semester.

- 3) Dismissal - Students who, at the end of the semester, obtain final grades below 3.00 in at least 76% of the total number of academic units in which they receive final grades shall be dropped from the rolls of the college or school;

Students on probation, in accordance with 2) above, who again fail in 50% or more of the total number of units in which they receive final grades shall be dropped from the rolls of their college or school subject to the following (*Revised UP Code: Art. 390*):

- a) students dropped from one (1) college shall not ordinarily be admitted to another unit of the University unless, in the opinion of the Vice Chancellor for Student Affairs, their natural aptitude and interest may qualify them in another field of study in which case they may be allowed to enroll in the proper college or department (*Revised UP Code: Art. 391*);

- b) students who were dropped in accordance with the rules on "Dismissal" and again fail so that it becomes necessary again to drop them, shall not be eligible for readmission to any college of the University.

- 4) Permanent Disqualification - Students who, at the end of the semester, obtain final grades below "3.00" in 100% of the academic units in which they are given final grades shall be permanently barred from readmission to any college of the University (*Revised UP Code: Art. 392*).

Permanent disqualification does not apply to cases in which, on the recommendation of the faculty members concerned, the faculty certifies that the grades of "5.00" were due to the student's unauthorized dropping of the subjects and not to poor scholarship. However, if the unauthorized withdrawal takes place after the mid-semester and the student's class standing is poor, his/her grades of 5.00 shall be counted against him/her for the purpose of this scholarship rule. The Dean shall deal with these cases on their individual merits in light of the recommendations of the Vice Chancellor for Student Affairs; provided, that in no case of readmission to the same or another college shall the action be lighter than probation (*Revised UP Code: Art. 393*).

For purposes of scholastic standing, a grade of "Inc" is not included in the computation. When it is replaced by a final grade, the latter is to be included in the grades during the semester when the completion is made (*based on Revised UP Code: Art. 394*). The grade of 4.00 is counted until it is removed. Once removed, only the final grade of 3.00 or 5.00 is counted (*69<sup>th</sup> UC Meeting: 21 June 2000; President's Approval: 14 March 2001*).

Required courses in which a student has failed shall take precedence over other courses in his/her succeeding enrollment (*Revised UP Code: Art. 395*).

In colleges or schools in which the weights of the courses are not expressed in terms of units, the computation shall be based on their respective equivalents (*Revised UP Code: Art. 396*).

No readmission of dismissed or disqualified students shall be considered by the Deans and Directors without the favorable recommendation of the University Guidance Counselor. Cases in which the action of the Deans or Directors conflicts with the recommendation of the University Guidance Counselor may be elevated to the Vice Chancellor for Academic Affairs, whose decision shall be final (*Revised UP Code: Art. 397*).

### SCHOLARSHIPS

#### Honorific Scholarships

The University recognizes academic excellence by conferring the following honorific scholarships. These do not entitle the holders to any tuition waiver or discounts.

**University Scholar** (*Revised UP Code: Art. 381 UP Code, 810<sup>th</sup> BOR Meeting: 22 June 1971*)

Any undergraduate student who obtains at the end of the semester an absolute minimum weighted average of 1.45 or better, or a graduate student with an absolute minimum weighted average of 1.25 or better is given this honorific scholarship. University Scholars are listed in the President's List of Scholars.

**College Scholar** (*Revised UP Code: Art. 382-383 as amended at 810<sup>th</sup> BOR Meeting: 22 June 1971, 1167<sup>th</sup> BOR Meeting: 30 January 2003*)

Any undergraduate who, not being classed as University Scholar, obtains at the end of the semester an absolute minimum weighted average of 1.75 or better, or a graduate student who obtains an absolute minimum weighted average of 1.50 or better, is given this honorific scholarship. College Scholars are listed in the Dean's List of Scholars.

In addition to the general weighted average prescribed, a student must:

- 1) have taken during the previous semester at least fifteen (15) units of academic credit or the normal load prescribed (not less than eight [8] units in the case of a graduate student); and
- 2) have no grade below 3.00 in any academic or non-academic subject. Grades of "Inc" must be completed by the end of the semester.

"(The end of the first semester is the day before the registration for the second semester. The end of the second semester is on the day of the UP General Commencement Exercises.)"

The effectivity of the scholarship is for the semester when such GWA is obtained.

**Scholarship Grants**

Private and government scholarship grants are given as financial assistance as well as reward for excellent academic performance. Unlike honorific scholarships, these scholarships include monetary benefits, the extent of which is determined by the donors. The rules governing each scholarship, including the qualifications like minimum GWA, family income, etc. required of prospective awardees, are subject to the approval of the University.

These scholarships are either University-administered or College-administered. In UP Diliman, information regarding University-administered scholarships may be obtained from the Office of the Scholarships and Student Services, 3rd Floor, Vinzon's Hall, UP Diliman. Information regarding College administered scholarships, on the other hand, may be obtained from the Office of the Dean of the various colleges and schools.

**MAXIMUM RESIDENCE** (*787<sup>th</sup> BOR Meeting: 29 September 1969*)

The Maximum Residence Rule (MRR) states that students who fail to finish the requirements of a degree program of any college within a prescribed period of actual residence shall not be allowed to register

further in that college. Under meritorious cases, extension of residency may be granted. The faculty of each college shall designate the approving authority for such extensions. Each extension granted shall be reported to the Chancellor through the Vice Chancellor for Academic Affairs.

**Undergraduate Students**

The MRR states that students who fail to finish the requirements of a course of any college within a period of actual residence equivalent to 1½ times the normal length of the course concerned shall not be allowed to register further in the university.

Thus, the prescribed years to finish a degree program for the undergraduate level are as follows:

Program	Number of Years Allowed by MRR
Two-Year Certificate	3
Four-Year Diploma	6
Four-Year Bachelor's	6
Five-Year Bachelor's	7½

However, Art. 243 of the Revised University Code should be taken into account in implementing the MRR for faculty, officers, and employees of the University which states that "Members of the faculty, officers and employees shall have the privilege of enrolling in the University for not more than nine (9) units at the undergraduate level or six (6) units at the graduate level in a semester at reduced rates in courses that shall be beneficial to their regular work in the University or in their career development, subject to the approval of the Chancellor or his/her authorized representative. In the case of non-teaching personnel, the courses shall be taken after office hours (*Revised UP Code: Art. 243 as amended at 836<sup>th</sup> BOR Meeting: 30 Aug 1973, 990<sup>th</sup> BOR Meeting: 28 Aug 1986.*)" [*For graduate students, refer to General Rules for Graduate Programs part, of this Section.*]

**HONORABLE DISMISSAL**

Honorable dismissal is the voluntary withdrawal of a student from the University with the consent of the University Registrar.

A student in good standing who desires to sever connection with the University shall present a written petition to this effect to the University Registrar, signed by his/her parent or guardian. If the petition is granted, the student shall be given honorable dismissal. Without such petition and favorable action, no record of honorable dismissal shall be made (*Revised UP Code: Art. 398 as amended at 790<sup>th</sup> BOR Meeting: 19 Dec 1969 and 861<sup>st</sup> BOR Meeting: 29 May 1975.*)

All indebtedness to the University must be settled before a statement of honorable dismissal will be issued. The statement indicates that the student withdrew in good standing in so far as character and conduct are concerned. If the student has been dropped from the rolls on



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account of poor scholarship, a statement to that effect may be added to the honorable dismissal certification (*Revised UP Code: Art. 399 as amended at 789<sup>th</sup> BOR Meeting: 25 Nov 1969, 790<sup>th</sup> BOR Meeting: 19 Dec 1969 and 861<sup>st</sup> BOR Meeting: 29 May 1975*).

A student who leaves the University by reason of expulsion due to disciplinary action shall not be entitled to honorable dismissal (*Revised UP Code: Art 400 as amended at 914<sup>th</sup> BOR Meeting: 31 May 1979, superseded by Revised Rules of Student Conduct and Discipline 1992*). However, s/he is allowed to obtain her/his academic transcript of records without reference to dishonorable dismissal, provided:

- 1) the student writes an application;
- 2) not less than one (1) school year, beginning the school year immediately following the effectivity of the expulsion decision, has elapsed;
- 3) the party concerned, during the period of expulsion, has not been involved in any untoward incident affecting the University, or been charged in court after the fiscal's investigation; and
- 4) all such applications are subject to BOR action.

Section 5 Rule VII of the Revised Rules and Regulations Governing Fraternities, Sororities and Other Student Organizations, however, provides that the University Registrar shall make a permanent entry in the transcript of records of the student the fact of his/her having been expelled or suspended under the said rules. The student may not apply to have such entries deleted (*1091<sup>st</sup> BOR Approval 24 Oct. 1995*).

### **GRADUATION** (*Revised UP Code: Art. 404-410*)

A student who has successfully completed all academic and other requirements prescribed for a degree program is awarded the degree by the BOR upon the recommendation of the faculty.

#### **Graduation Requirements**

Students must file a formal application as candidates for graduation with the office of the Dean of their respective colleges. They shall be recommended for graduation by the faculty of their respective colleges after having satisfied all academic and other requirements prescribed for graduation.

During the first three (3) weeks after the opening of classes in each semester, each Dean or the duly authorized representative, shall submit to the University Registrar a list of candidates for graduation at the next commencement. The University Registrar, in consultation with the chairs of divisions or departments concerned, shall then inquire into the academic records of the candidates to ascertain whether any candidate in such a list has any deficiency to make up and whether s/he has fulfilled all other requirements to be a candidate for graduation. If there is any question regarding a candidate, her/his name should not be deleted from the list of candidates for graduation, but a footnote to that effect should be made. Ten (10) weeks before the end of a semester,

the University Registrar shall publish a complete list of duly qualified candidates for graduation for that semester (*Revised UP Code: Art. 406 as amended at 790<sup>th</sup> BOR Meeting: 19 Dec 1969 and 861<sup>st</sup> BOR Meeting: 29 May 1975*).

All candidates for graduation must have their deficiencies settled and their records cleared not later than five (5) weeks before the end of their last semester, with the exception of those in academic subjects and work in Physical Education and NSTP, in which the student is currently enrolled (*Revised UP Code: Art. 407*).

A candidate for graduation who began studies under a curriculum more than ten (10) years old shall be governed by the following rules [*Revised UP Code: Art. 405*]:

- 1) those who had completed all the requirements of the curriculum but did not apply for, nor were granted, the corresponding degree or title shall have their graduation approved as of the date they should have originally graduated.
- 2) those who had completed all but two (2) or three (3) subjects required by a curriculum shall be made to follow any of the curricula enforced from the time they first attended the University to the present.

No student shall be graduated from the University unless s/he has completed at least one (1) year of residence work which may, however, be extended to a longer period by the proper faculty. The residence work referred to must be done immediately prior to graduation in case of the following (*Revised UP Code: Art. 408 as amended at 1082<sup>nd</sup> BOR 16 Dec. 1994*):

- 1) for transferees from schools other than the University of the Philippines, this residence requirement is in addition to completion of at least 50% of the required units for the course;
- 2) students who have been readmitted after being absent without official leave, shall also be subject to the one-year residence requirement.

No student shall be conferred any title or degree who fails to pay the required graduation fee within the specified period set by the University Registrar. Such student may, however, upon request and payment of the necessary fees, be given a certified copy of his/her credentials without specifying his/her completion of the requirements toward any title or degree (*Revised UP Code: Art. 409 as amended at 790<sup>th</sup> BOR Meeting: 19 Dec 1969 and 861<sup>st</sup> BOR Meeting: 29 May 1975*).

### **Graduation with Honors** (*Revised UP Code: Art 410 as amended at 958<sup>th</sup> BOR Meeting: 24 Feb 1983*)

Students who complete their courses with the following ABSOLUTE MINIMUM weighted average grade shall be graduated with honors:

Summa cum laude	1.20
Magna cum laude	1.45
Cum Laude	1.75

Provided, that all the grades in all subjects prescribed in the curriculum, as well as subjects that qualify as electives, shall be included in the computation of the weighted average grade;

Provided, further, that in cases where the electives taken are more than those required in the program, the following procedure shall be used in selecting the electives to be included in the computation of the weighted average grade:

- 1) for students who did not shift programs, the required number of electives will be considered in chronological order;
- 2) for students who shifted from one (1) program to another, the electives to be considered shall be selected according to the following order of priority:
  - a) Electives taken in the program where the student is graduating will be selected in chronological order;
  - b) Electives taken in the previous program and acceptable as electives in the second program will be selected in chronological order;
  - c) Prescribed courses taken in the previous program but qualify as electives in the second program will be selected in chronological order.

Students who are candidates for graduation with honors must have completed in the University at least 75% of the total number of academic units or hours for graduation and must have been in residence therein for at least two (2) years immediately prior to graduation (*Revised UP Code: Art. 412*).

In the computation of the final average of students who are candidates for graduation with honors, only resident credit shall be included (*Revised UP Code: Art. 413*).

Students found guilty of cheating/dishonesty shall be barred from graduating with honors, even if their weighted average is within the requirement for graduation with honors. Provided, further, that students who have been suspended for one (1) year or more due to conduct as defined in the Rules and Regulations on Student Conduct and Discipline; the Revised Rules and Regulations Governing Fraternities, Sororities and Other Student Organizations, and the Implementing Rules and Regulations of the Anti-Sexual Harassment Act of 1995 shall be barred from graduating with honors.

Students who are candidates for graduation with honors must have taken during each semester/ trimester not less than fifteen (15) units of credit or the normal load prescribed in the curriculum, unless the lighter load was due to justifiable causes such as health reasons, the unavailability of courses needed in the curriculum to complete the full load, or the fact that the candidate is a working student (*Revised UP Code: Art. 414 as amended at 884<sup>th</sup> BOR Meeting: 31 March 1977*).

To justify underloading under the following conditions, the submission of pertinent documents is required (*Approved by UP President 18 October 1981*):

- 1) Health reasons - medical certification from the University Health Service
- 2) Unavailability of courses - certification by the major adviser and copy of schedule of classes
- 3) Employment - copy of payroll and appointment papers indicating among others, the duration of employment

It is the responsibility of the student to establish beyond reasonable doubt the veracity of the cause(s) of his/her light loading. It is required in this connection that documents submitted to establish the cause(s) of the light loading must be sworn to. *THESE DOCUMENTS MUST BE SUBMITTED DURING THE SEMESTER OF UNDERLOADING.*

## SECOND DEGREES

A student who has successfully completed a degree program can pursue another degree within the same level.

### Baccalaureate Degree (680<sup>th</sup> BOR Meeting: 01 November 1960)

Only one (1) baccalaureate degree may be conferred at a time. A holder of a bachelor's degree from the University may earn another bachelor's degree upon the successful completion of at least 36 additional units prescribed by a discipline, after the previous degree. (For those who earned their bachelor's degree from another University, see section on Transfer Admission from other Universities)

### Master's Degree (933<sup>rd</sup> BOR Meeting: 30 October 1980)

A student who has earned a master's degree in the University can earn another master's degree provided the following requirements are satisfied:

- 1) earn in the University at least eighteen (18) graduate units in addition to the course requirements common to both degrees; and
- 2) complete all the requirements of the second master's degree.

These additional units are exclusive of the thesis, or of other requirements in lieu of thesis, and shall be in advanced courses in the student's major field and cognates from other related graduate courses in the University that may strengthen the new area of specialization.

### COMMENCEMENT EXERCISES (*Revised UP Code: Art. 418, 793<sup>rd</sup> BOR 07 April 1970*)

Attendance at general commencement exercises shall be optional. Graduating students who choose not to participate in the general commencement exercises must inform their respective Deans or their duly designated representatives of their decision not to participate at least ten (10) days before the commencement exercises.

## TRANSCRIPTS

Student records are confidential and information is released only at the request of the student or of appropriate institutions. "Partial"

transcripts are not issued. Official transcripts of records obtained from other institutions and which have been submitted to the University for admission and/or transfer of credit become part of the student's permanent record and are issued as true copies with the UP transcript.

Application for transcript of records should be accompanied by a student clearance (UP Form 241).

Clearance should be applied for immediately after the last semester/trimester/term of enrollment.

#### **ACADEMIC COSTUME<sup>a</sup>**

Candidates for graduation with degrees or titles which require no less than four (4) years of collegiate instruction shall be required to wear academic costumes during the baccalaureate service and commencement exercises in accordance with the rules and regulations of the University (*Revised UP Code: Art 422*).

The *sablay* is the official academic costume of the University, replacing the upon its introduction in 1990 and its official adoption in 2000, the traditional mortarboard (cap) and toga.

The *sablay* symbolizes our nationalism and the importance we put upon our indigenic culture, which are among the values learned from the University. The word "*sablay*" refers to an indigenous loose garment that, simple yet elegant, is used traditionally used for formal occasions. As a verb (*isablay*), it also means to put a precious object like a piece of cloth or garment upon one's shoulder, as a way of giving value and respect to this selfsame object.

The *sablay*, as the academic costume is adorned with *ukkil* and geometric elements. The *ukkil* represents the growth of knowledge while the triangles and chevrons, as geometric patterns, are common design elements across indigenous cultures in the Philippines.

The University's acronym, UP appears as a symbol on the *sablay*. This symbol is based on the baybayin for U and P, but it has been designed to represent the University's indigenous acronym itself, and is not meant to be read in a syllabic way as the corresponding baybayin characters are.

#### **MACE<sup>b</sup>**

The mace is a heavy staff made of wood and metal and graced by the seal of the University of the Philippines. There are two types of mace: the President's Mace and the Constituent University's Chancellor's Mace. Each of the maces symbolizes the authority of the University President and the Chancellor, respectively. The University President's mace is carried by the Secretary of the University, who precedes the President during academic processions. The Chancellor's mace is carried by the University Registrar, who precedes the Chancellor during academic processions. The President's as well as the Chancellor's mace, occupies a prominent place during such activities as commencement and investiture ceremonies. Facing the audience, the President's mace is placed at the right side of the stage, while the Chancellor's mace is placed at the left side of the stage.

#### **MEDALLION<sup>b</sup>**

The Regents' and President's Medallion is a replica of the seal of the University of the Philippines. Its chain interconnects smaller replicas of the UP seal. The Chancellor's Medallion shows a replica of the Oblation at its center. The Medallion symbolizes the honor of the University of the Philippines and its tradition of academic excellence. The Medallion is worn over the academic gown during such rites as commencement and the President's and the Chancellor's investiture.

<sup>a</sup>72nd UPD UC Meeting: 06 December 2000, EC Meeting: 21 February 2001, 73rd UPD UC Meeting: 28 February 2001, Report of the Committee on the Sablay 2013, AO No. PAEP 13-64

<sup>b</sup>Handbook on Protocol in the University of the Philippines, UP OSU, 2005