



UNIVERSITY OF THE PHILIPPINES DILIMAN

Office of the University Registrar

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17 February 2015

MEMORANDUM ECA NO. 15-07

TO: Graduate Program Coordinators and Department Chairs

FROM: EVANGELINE C. AMOR, Ph.D
University Registrar

SUBJECT: Submission of List of Graduate Students Granted Extension of Residence

Based on the university rule, in exceptionally meritorious cases, extension of residence beyond the regular period of completion for graduate students (Diploma – 2 years, Masters – 5 years, and PhD - 6 years for students with master's degree or its equivalent in the same discipline and 8 years for students with a bachelor's degree or a master's degree in an unrelated discipline) 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 five (5) years.

Colleges are requested to submit the List of Graduate Students granted extension of residence every year together with supporting document to the Office of the University Registrar for record purposes.

Thank you.