



UNIVERSITY OF THE PHILIPPINES DILIMAN

Office of the University Registrar


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04 November 2019

OUR Memorandum No. MTTP 2019-26

To: ALL CONCERNED

From:


MA. THERESAT. DAYONGAYONG, PhD
University Registrar

Subject: Use of “Residence” instead of Residency and “Additional units” instead of Penalty courses

I. Use of Residence (instead of Residency)

The following are excerpts from the Revised UP Code and UP Diliman Faculty Manual stating the use of “Residence” instead of Residency.

Residence

“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 4.0, must also enroll for residence.” (Faculty Manual, UPD, December 2013, page 230: 11.5.6)

Residence to complete the ‘Inc.’

“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.” (Revised UP Code: Art.377)

Residence work for graduation

“No student shall be graduated from the University System unless he has completed at least one 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 case of the following:

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.”

(Revised UP Code: Art.408, as amended at THE 1082nd meeting of the Board of Regents on 16 December 1994)

Residence rules for graduate students

One-Year Residence before Graduation

“The student must be officially enrolled at least one (1) academic year prior to the conferment of the Diploma, master’s degree, doctoral degree.” (UPD General Catalogue pages 26, 30, & 35)

Therefore, (1) students who have finished all their course work and are just working on their thesis may enroll for **Residence** (not Residency); (2) students who are not enrolled in any subject but who want to remove an Inc. and/or remove a grade of 4.00, must enroll for **Residence** (not Residency); and (3) at least one year of **Residence** (not Residency) work must be completed prior to graduation.

II. Use of Additional units (instead of Penalty Course)

The following are excerpts from the UP Diliman General Catalogue stating the use of “Additional units” instead of Penalty courses.

General Rules for Graduate Programs (1126th BOR Meeting: 26 November 1998)

Extension of Residence for Diploma Programs

“The student granted an extension shall take three (3) additional units of graduate courses in his/her discipline or area during the extension period.” (page 26, UPD General Catalogue 2014)

Extension of Residence for Master’s Programs

“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.” (page 30, UPD General Catalogue 2014)

Extension of Residence for Doctoral Programs

“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.” (page 30, UPD General Catalogue 2014)

Therefore, the student granted an extension of residence shall take additional units of graduate courses (instead of penalty courses) in his/her discipline or area during the extension period.

For your guidance.

Thank you.

cc: Deans

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