



**University of the Philippines Manila
National Graduate Office for the Health Sciences**

2016 CODE OF GRADUATE STUDIES

**POLICIES, RULES
AND
REGULATIONS**



Message

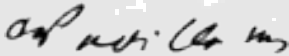
My felicitations to the erstwhile and current members of the Graduate Management Team (GMT) and others involved in putting together this updated edition of the UP Manila Code of Graduate Studies.

The hard work and patience of the members, headed by National Graduate Office for the Health Sciences (NGOHS) Director Dr. Arnold Hallare, in revising the material deserve commendation because of its importance. The contents of the Code may lead to crucial decisions of applicants to UP Manila's graduate programs. The ever-changing needs and demands of the higher education warrant the regular modifications of the principles and guidelines of the graduate studies in the university for the greater relevance and alignment to the times.

We acknowledge the efforts of the past members led by former NGOHS Director Dr. Lourdes Marie Tejero for ushering in relevant changes in the area of graduate studies and continuing education, and for setting in motion the Code's amendment.

To the graduate students, we are delighted to furnish you a copy of the new Code that provides general information and specific details that you need to keep abreast of in your pursuit of graduate work. To the faculty members, let the Code lead you in making prudent decisions as educators.

May this Code enlighten and guide all graduates who wish to pursue advanced academic studies in the University. This serves as an invitation for you to experience the UP Manila graduate education as a springboard for service to the country and our people.



Carmencita D. Padilla, MD, MAHPS
Chancellor



Foreword

With nearly two years in the making, the 2016 UP Manila Code of Graduate Studies was finally approved by the UP Manila University Council on February 9, 2016.

The new Code is the product of concerted efforts by members of the Graduate Management Team (GMT) who share the same vision of seeing UP Manila as the country's premier institution in the health sciences, and a repository of topnotch graduates to cater the needs of the country and the Asia Pacific region. Very crucial to the realization of this goal is the assurance that the policies and guidelines on graduate studies are responsive to the changing dynamics and standards of higher education in both local and global scales.

This aspiration has given us enough impetus to update the 1997 version of the graduate code. With the new version, the GMT members have cautiously worked on the specific details to ensure that everything is clear enough for all the stakeholders. It contains revisions and clarifications on specific codal provisions to ensure adherence with the goals of the University as a research and global university. The new version is carefully divided into meaningful sections tackling specific issues and concerns such as the organizational structure of the main support unit (NGOHS and GMT) and composition of graduate faculty; general guidelines for all graduate students; specific guidelines for doctoral, Master's, and diploma students; rules for new program applications; and retention/abolition of existing programs among others. The layout of the revised code is made much clearer, more colorful, and more appealing to the readers.

I thank the former GMT headed by NGOHS Director Dr. Lourdes Marie Tejero for initiating and providing the benchmark for the revision of the Code of Graduate Studies.

Let me also thank the immediate past and current members of the GMT whose substantial inputs have shaped the 2016 Code of Graduate Studies:

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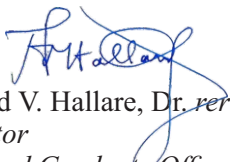
Coordinator, Office for Continuing Education Program (OECF)
Dr. Leslie Michelle M. Dalmacio

The same appreciation is given to the former and present staff of the National Graduate Office for the Health Sciences – Ms. Rochelle V. Brillantes, Mr. Warren D. Bautista, Mr. Rizalino S. Gestopa, Ms. Verna P. Laureto, Ms. Annginor Joy Q. Martin, Ms. Xenia B. Nicanor, Ms. Erlyn May U. Pareja and Ms. Marijoie V. Castillo for their technical and logistics support, and to the professors from the Department of Arts & Communication, College of Arts & Sciences for proof-reading the draft version.

Finally, I wish to thank the former and present Chancellors Manuel B. Agulto and Carmencita D. Padilla, respectively, for their unwavering support of this endeavor.

Let this Code, which is recommended for review and re-assessment every five years; serve as a staircase to guide interested students and professionals into the portals of graduate education in UP Manila.

In behalf of the Graduate Management Team:



Arnold V. Hallare, *Dr. rer. nat*
Director

National Graduate Office for the Health Sciences (NGOHS)

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MISSION STATEMENT AND THE NATIONAL GRADUATE OFFICE FOR THE HEALTH SCIENCES (NGOHS)

I. THE UP SYSTEM AND THE UP MANILA MISSION

The University of the Philippines (UP) is declared by law as the National University. As stated in the UP Charter of 2008 (Mandate as the National University, Republic Act 9500), the University has the responsibility of performing a unique and distinctive leadership role in higher education and development as:

- a graduate university,
- a research university,
- a public service university, and
- a regional and global university

In view thereof, UP Manila shall continually strive to become globally competitive and nationally relevant, while upholding its tradition of academic and research excellence. It shall push for academic and operational excellence through innovative research work, enriched curricula, and dependable public service. It shall endeavor to maintain efficient administrative governance and promote creative means to gain financial sustainability while retaining government support. Its mission is to become an entrepreneurial research university, with relevant published researches that are translated to policies and applications that will benefit the Filipino people.

II. FUNCTIONS OF THE NGOHS

As approved during the Board of Regents' 1171st meeting on May 20, 2003, the National Graduate School for the Health Sciences (NGSHS) was renamed the National Graduate Office for the Health Sciences (NGOHS). The NGOHS, in consonance with the goal of UP Manila and in coordination with the different degree-granting units (DGUs), shall strive to:

- develop new academic courses/programs and enhance existing ones;
- promote and ensure regular evaluation of graduate programs by proper persons or units to ascertain adherence to University standards;
- formulate policies and guidelines for the administration of graduate programs in consultation with the DGUs;
- enforce all graduate program policies and procedures of DGUs;
- coordinate with pertinent offices to address issues on graduate program offerings;
- serve as the information center on graduate programs and initiatives; and
- endorse the program of expenditures submitted by the individual DGUs through the Graduate Tuition Fund (GTF) Utilization Plan.

ORGANIZATIONAL STRUCTURE AND GOVERNANCE

I. THE GRADUATE FACULTY

The graduate faculties of the University of the Philippines Manila are qualified faculty members with equal rights and privileges in the formulation and implementation of guidelines, rules, standards, and policies pertaining to graduate programs. They have administrative jurisdiction over all graduate programs offered by their respective DGUs and recommendatory functions to the Board of Regents, through the NGOHS and the University Council, as regards the institution, revisions, or abolition of graduate courses and programs. The graduate faculty also have administrative jurisdiction over the admission and graduation of their students in close coordination with the NGOHS. It can act on particular issues and problems concerning graduate programs and graduate students that may be raised through the DGUs, NGOHS, or the Graduate Management Team (GMT).

Section 1. Composition And Membership

Article 1. Recommendation for appointment to the graduate faculty is initiated by the Department Chairman, and endorsed by the Academic Graduate Program Committee (AGPC) to the Dean of the academic unit and to the NGOHS Director who, in turn, recommends approval to the Chancellor, as regular, adjunct, or affiliate graduate faculty.

- 1.1. For adjunct and affiliate graduate faculty, the appointment is temporary in nature, lasting for a maximum period of one year. The appointment is automatically terminated at the end of the stated academic year unless renewed. Permanent appointments may be issued to qualified regular faculty upon recommendation of the Dean of the college.

Article 2. Appointment as regular member of the graduate faculty shall be made on the basis of the following criteria:

- 2.1. He/she must have a graduate degree (MS or PhD or equivalents), except in very meritorious cases, as in the following:
 - 2.1.1. Faculty with appropriate expertise both in applied and practical experiences with a rank of at least Assistant Professor;
 - 2.1.2. Faculty with good research and publication records and with known expertise in the field; and
 - 2.1.3. Faculty recognized by peer/s and professional organization/s as an expert

In such meritorious cases, this policy shall be waived upon recommendation of the Dean of the academic unit and the NGOHS Director, in consultation with the appropriate graduate committee and with the approval of the Chancellor.

- 2.2. He/she must have handled at least a graduate course for two semesters.

Article 3. Appointment as an adjunct member of the graduate faculty shall be given to a recognized expert in a particular field from another institution.

Article 4. Appointment as affiliate members shall be given to professorial lecturers, professors emeritus, visiting professors, exchange professors, retired UP faculty, and staff members within UP Manila and other constituent units of the University.

Article 5. Graduate faculty shall lose regular membership if they cease to participate actively in graduate education at UP Manila. Active participation in graduate education means satisfaction of at least one of the following conditions:

- 5.1. Teaching at least one (1) graduate course; and/or
- 5.2. Membership in any graduate academic committee of their academic unit.

Article 6. Members of the graduate faculty who have lost their regular membership may be reinstated following the provisions stated in Section 1 Article 1.

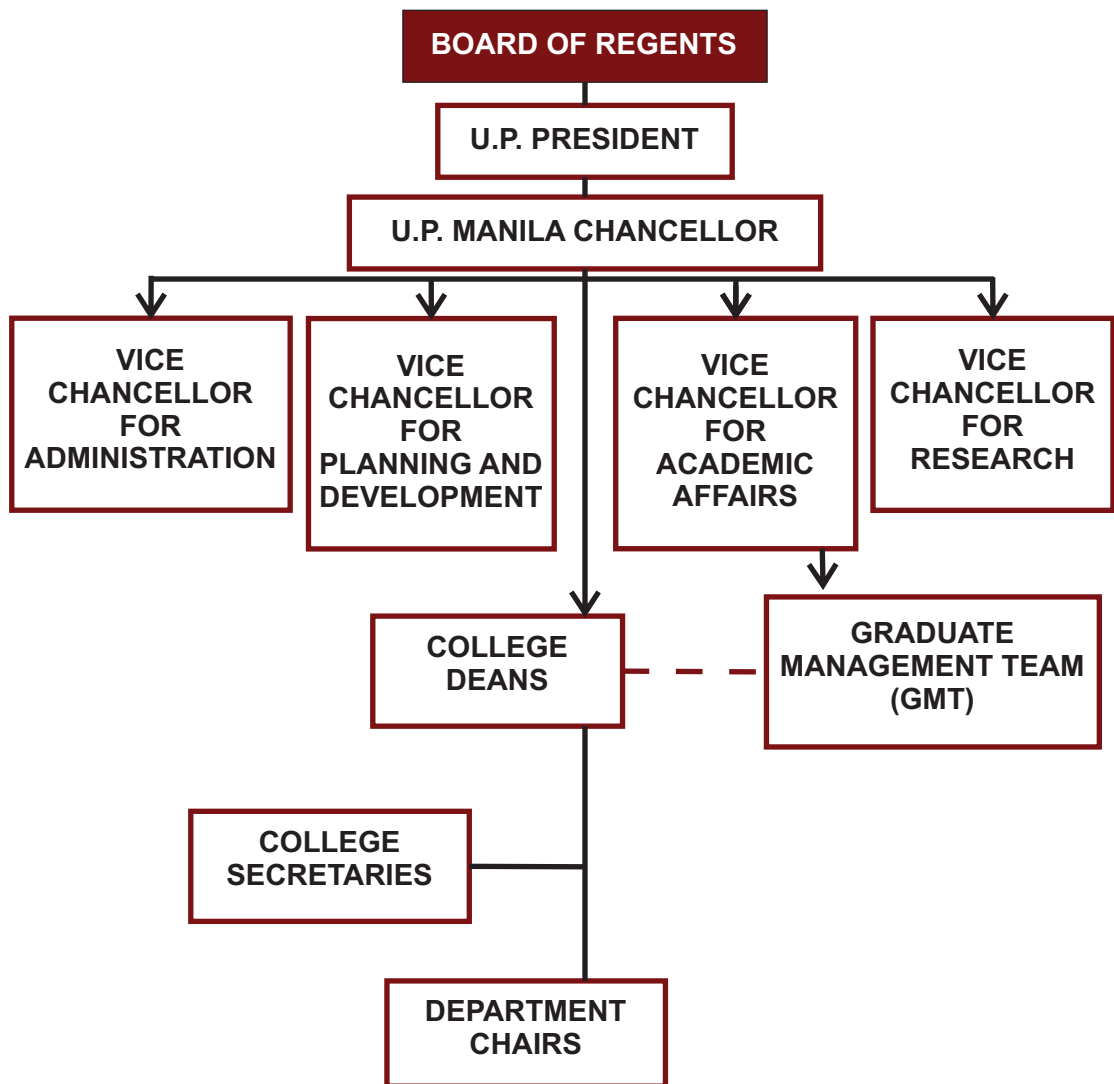
II. THE GRADUATE MANAGEMENT TEAM

Section 1. Composition and Functions

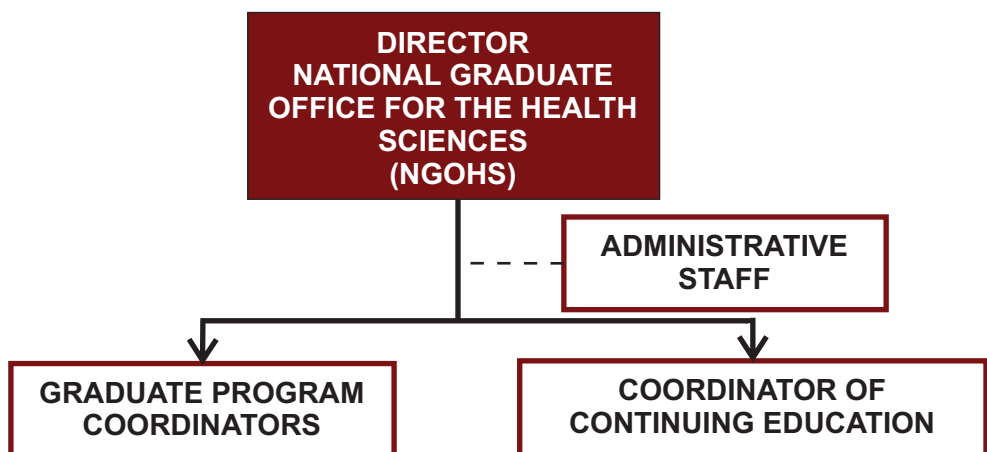
Article 1. The Graduate Management Team (GMT) shall be comprised of Graduate Program Coordinators (GPCs) as designated by their respective college Deans and the Coordinator of Continuing Education. The NGOHS Director shall serve as the Chair of the GMT.

Article 2. The GMT shall serve as liaison officers between the NGOHS and the DGUs. They shall:

- 2.1. prepare their individual unit's program of expenditures (in the form of GTF Utilization Plan) in consultation with the different departments within their college;
- 2.2. provide a venue for the discussion of policies and guidelines governing the administration of their graduate programs; and
- 2.3. coordinate with the NGOHS on the creation, review, and evaluation of existing graduate degree programs and development of new ones in terms of course objectives and contents, instructional design and materials, methods of instruction and academic requirements.



THE GRADUATE MANAGEMENT TEAM



III. OFFICE OF THE DIRECTOR

Section 1. Appointment As Executive Officer Of The NGOHS

The Director is appointed by the Chancellor to serve as the Executive Officer of the NGOHS.

Section 2. Term Of Office

The term of office of the Director is co-terminus with the Chancellor of the University.

Section 3. Functions Of The Director

The Director shall have the following functions:

- a. preside over the meetings of the GMT;
- b. facilitate the review and evaluation of existing graduate degree programs and develop new ones in terms of course objectives and contents, instructional design and materials, methods of instruction and academic requirements;
- c. recommend to the Board of Regents (BOR), after consultation with the different DGUs and their graduate program committees, through proper university channels, the following cases: creation, revision, or abolition of graduate courses and programs; admission, retention, and graduation criteria and requirements; student welfare projects; tuition and other fees; and
- d. administer, coordinate, and implement graduate education decisions, policies and guidelines approved by the graduate faculty, the University Council, and/or the BOR affecting NGOHS operations and programs in UP Manila.

In particular, the Director:

- a. reviews policies in the implementation of the various graduate programs and approves admission, readmission, or disqualification of students from the graduate program, upon recommendation of the Academic Graduate Program Committees (AGPCs), based on existing codal provisions;
- b. authorizes graduate degree holders who are not regular or associate/affiliate faculty to teach graduate courses, or become members of special projects or thesis, dissertation, or examining panels, and endorses other exceptionally meritorious cases, upon the recommendation of the Dean of the DGUs and the AGPCs;
- c. approves the composition of and gives appointments to panel members for theses, dissertations, and/or qualifying examinations;
- d. signs and accepts bound copies of special projects or theses, and dissertations upon the acceptance and recommendation of adviser, Academic Graduate Program Committee Chair (AGPCC) and the college Dean;
- e. presents before the graduate faculty of the DGU all unresolved issues and problems concerning graduate programs and students;
- f. conducts periodic orientation of new graduate students;

- g. helps facilitate linkages and memoranda of agreement (MOAs) with local and international institutions for faculty development, resource sharing, and or generation;
- h. institutes guidelines for record-keeping, information management systems, and other administrative operations;
- i. helps in initiating marketing strategies, such as publishing of graduate programs in local newspapers, updating of graduate school catalogues, program brochures, and other marketing materials; and
- j. prepares and submits periodic and annual reports on graduate program operations, updates, and relevant activities to the Chancellor and other authorities of the University.

IV. THE GRADUATE PROGRAM AND ADMISSIONS COMMITTEES

Section 1. The Academic Graduate Program Committee

Each college or DGU shall have an Academic Graduate Program Committee (AGPC) consisting of recommended graduate faculty from different departments and appointed by the respective academic Dean. When a DGU has an interdisciplinary program, the Dean shall appoint the members and Chair of the Interdisciplinary Program Committee (IPC) that will oversee the supervision and implementation of the program. The Dean likewise appoints a Graduate Program Coordinator (GPC).

Section 2. The Graduate Program Coordinator

The GPC shall become the college representative to the Graduate Management Team (GMT) of the University and shall be responsible for the circulation of communications forwarded by the Director of the NGOHS through the Dean or College Secretary of the academic unit. Such communications may involve policies and guidelines for new application and admission as well as criteria for retention and graduation. The College GPC is likewise responsible for dissemination of information on fellowships, assistantships, and other information of interest to the graduate faculty in his/her department. In turn, the GPC endorses recommendations and proposals on relevant matters on graduate studies from the graduate faculty to the NGOHS Director through channels (i.e. through the Dean or College Secretary of the academic unit).

Section 3. Graduate Admissions Committee

Each academic department offering a graduate program shall have a Graduate Admissions Committee (GAC) comprised of at least three (3) regular graduate faculty members with the department/academic GPC Chair serving as ex-officio Chair. The department chair shall recommend members to the GAC, as endorsed by the College GPC and the Dean of the academic unit, and approved by the NGOHS Director.

Section 4. Evaluation Of Applicants For Admission Or Graduation

The GAC shall evaluate the academic credentials of applicants and recommend their admission to and graduation from a particular graduate program. The AGPC and GPC shall endorse the recommendation to the NGOHS Director through channels (i.e. through the Dean or College Secretary of the academic unit).

ACADEMIC RULES AND REGULATIONS FOR ALL GRADUATE PROGRAMS

Section 1. Student Category

The University Code provides for the following classification of students:

1. A regular student is one who has been formally accepted to a graduate program and is registered for academic credits towards a master's or doctoral degree. They may either be a part-time or a full-time student. A part-time student carries less than the full load called for in a given semester whereas a full-time student is enrolled in all units required per semester.
2. A non-regular student can be any of the following:
 - 2.1. A non-degree student whose academic background qualifies for admission but still needs to meet certain criteria as determined by an admission committee and, therefore, placed on a probationary status. Such student must not be currently enrolled in any other institution of higher learning and not allowed to enroll for credit in more than nine (9) academic units per semester. This excludes the bridging courses or proficiency courses required by the specific degree programs. The non-degree status shall not exceed one (1) academic year. The grades obtained by a non-degree student can be credited. Furthermore, the probationary status can be changed to regular student once all the criteria have been met. In case the student decides to pursue a regular degree course, he/she should file new application at the NGOHS;
 - 2.2. A cross-registrant/cross-enrollee is a student of another institution of higher learning who is allowed to enroll for credit in the University, subject to the provisions of Article 161 (UP System Code 2006) which states that, “No student enrolled in another educational institution shall be allowed to cross-enroll in the University without the approval of the department and the Dean of the DGU” in which enrollment is sought. A written permit for cross-enrollment from the institution in which the applicant is primarily enrolled shall be required and shall indicate the number of units enrolled therein and the subject authorized to be taken in the University of the Philippines.”; and
 - 2.3. A special student is allowed to enroll but without credit. This type of student need not satisfy the admission requirements for regular students. However, the applicant must show proof of basic documents such as Official Transcript of Records or diploma. Enrollment as a special student shall be subject to the approval of the NGOHS Director upon the recommendation of the DGU or the college, and shall not exceed one (1) academic year and six (6) units per semester. Special students do not earn formal academic credit. However, subject/s taken, even though without credit, may be reported at the end of each semester as “satisfactory” or “unsatisfactory”. Special students pay the same fees as regular students.

Section 2. Graduate Class And Credit Load Multipliers

Article 1. A graduate class must have at least five (5) students (Memo No. 92-40, 21 July 1992; UP System Code 2006). Present University rules require that any exceptions to this rule must have Special Approval by the Chancellor on or before the last day of registration.

Article 2. Exemptions to the rule above are based on the UP System Code, Art. 136 and granted under the following conditions (a) when the course is a major or a specialization, and (b) when there is a graduating student in the class. These conditions must have justification by the Dean. If the offering of a graduate course with less than five (5) students cannot be postponed or avoided, there shall be no multiplier for credit load nor overload honoraria to be applied. There shall be no exception to this rule.

Article 3. Credit load multiplier for graduate courses shall be 1.50 times if class size is ten (10) or more and 1.25 times if size is between five (5) and nine (9).

Article 4. In all of these cases, it is understood that only officially registered graduate students who have fully paid as of the last day of late registration, shall be counted. Auditors or sit-ins shall not be counted.

Article 5. Thesis/dissertation advising shall not be given any teaching load credits but shall be given honorarium in accordance with University rules and regulations.

Article 6. A faculty member who combines, merges, or meets two or more sections as one class shall be credited for teaching one section only.

Section 3. Advanced Or Transfer Credits

Article 1. After students have duly matriculated, they may apply for advanced or transfer credits in the following cases:

1.1. Courses taken from another institution within or outside the UP System

- 1.1.1. Students may apply for advanced or transfer credits upon presentation of credentials attesting that they passed the courses which are equivalent to those given in UP Manila in terms of curricular content and credit units and, provided further, that these courses have been taken within the immediate past five (5) years prior to admission to their present program. Furthermore, these units should not have been credited to a degree previously obtained by the student.
- 1.1.2. No more than nine (9) units of course work can be credited.
- 1.1.3. Students may also apply for credits upon passing the validation exam for courses taken from institutions outside UP as required by the department concerned.

1.2. Students with non-degree status, have been admitted to a graduate program

- 1.2.1. Credits of no more than nine (9) units could be transferred, provided the courses have been taken within the immediate past five (5) years.

1.3. A second master's degree

- 1.3.1. Course requirements that are common between a first and second master's degree shall be credited, provided the courses were taken within the last five (5) years and provided further that the transfer credits shall not exceed thirty percent (30%) of the total number of required units. In addition, the student must earn at least eighteen (18) graduate units of course credits for the second master's degree.
- 1.3.2. A student may be granted no more than 9 units of advanced/transfer credits for course work towards the second master's degree.
- 1.3.3. Courses within the allowed nine (9) units of transfer credits that have already been credited towards completion of a previous degree will only be reflected as "Passing" in the Transcript of Records (TOR) and therefore, will no longer be used again in the computation of the GWA for the second degree. This is to avoid using the same grade for the course twice.
- 1.3.4. Students applying for credit for courses taken outside UP may be required to pass a validation exam depending on the department concerned.
- 1.3.5. The same rules shall apply for crediting courses from diploma to master's degree.

1.4. Transfer of credits to PhD from another program

- 1.4.1. Subject to the recommendation of the AGPC and the approval of the Dean of the College, graduate courses taken by a student under another program or allied disciplines of the University of the Philippines may be transferred to his or her PhD course requirements, provided that these courses were taken within the last five (5) years before the student's admission or transfer to the PhD program.

1.5. Shifting from one program to another

- 1.5.1. All the courses taken can be credited if they were taken within the last five (5) years

1.6. Previously disqualified student re-admitted to another graduate program

- 1.6.1. Credits of no more than nine (9) units can be transferred provided the courses have been taken within the immediate past five (5) years.

Article 2. Request for Validation of Courses (Advanced/ Transfer Credits) (UPM-NGOHS Form #10) shall be filed by the student and approved by the Academic Graduate Program Committee (AGPC) during the first semester of residence. The approved advanced or transfer credits shall be endorsed to the NGOHS Director. The NGOHS shall officially notify the University Registrar about the accreditation.

- 2.1. Proof of having taken the subjects being applied for advanced credits must be properly documented in the Transcript of Records submitted to the NGOHS.
- 2.2. For credited courses taken from another institution with a different grading nomenclature, the grade shall only be "P" (Passing) as shown in the Transcript of Records; therefore, the units and the grade should not be included in the computation of GWA. However, if the

former institution can provide a corresponding numerical grade similar to UP, then such grade will be reflected in the TOR and will be used for the computation of the GWA.

Section 4. Requirements For Shifting/transferring

Article 1. A student who wishes to shift or transfer to another program must write a letter addressed to the NGOHS Director, through proper channels (i.e. College Secretary), stating the reason(s) for the shift/transfer. Attached to the letter is a true copy of grades (i.e., of courses taken in the previous program) secured from the Office of the College Secretary.

Article 2. The Program Adviser and/or Academic Graduate Program Committee Chair (AGPCC) should annotate the letter.

Article 3. Student shall get application forms (UPM-NGOHS Form A1-A3) from the NGOHS and shall pay a corresponding fee at the Cashier's Office.

Article 4. The NGOHS shall make an initial screening of the student's residency and academic status. The letter, the application form, and the true copy of grades with the notation from the NGOHS, are forwarded to the appropriate AGPC that will approve/disapprove the application based on the admission criteria of the graduate program.

Article 5. The AGPC shall communicate in writing the result of the application for transfer to the NGOHS through same channels.

Article 6. The change in program is recorded in the student's record filed at the NGOHS. The NGOHS shall inform the University Registrar in writing of this change for record purposes.

Section 5. Application

Article 1. Admission into a Master's or PhD program shall require:

- 1.1. A bachelor's degree (e.g. BS, DMD, DVM), or relevant master's degree (e.g. MS, MA) with good academic records from a recognized institution of higher learning. Individual DGUs may specify what degrees qualify as relevant;
- 1.2. While the grade requirement for application is no longer specified, the Graduate Admissions Committee of the College may still use the GWA, along with other requirements, for screening applications;
- 1.3. Passing an interview and/or written examination that may be required by the Graduate Admissions Committee (GAC) to gauge intellectual capacity and aptitude of applicants for advanced studies;
- 1.4. A duly accomplished Application Form to be submitted to the NGOHS together with the following documents:
 - 1.4.1. Certified true copy of College Diploma (highest degree obtained) with the seal of the university and the signature of the Registrar in ink;
 - 1.4.2. Photocopy of birth certificate (original shall be presented for verification) ;

- 1.4.3. Photocopy of marriage certificate for female married applicants (original shall be presented for verification) especially when documents reflect names when still on single status;
 - 1.4.4. Four (4) passport size photos;
 - 1.4.5. Two (2) accomplished recommendation forms (UPM-NGOHS Form A3) from referees such as former professors, supervisors or colleagues sent directly to the NGOHS by the referees. Depending on the DGU, a narrative recommendation letter may be required as attachment to this form in support to the ratings provided by the evaluator;
 - 1.4.6. Official receipt of the application/processing fee paid at the UP Manila Cash Division;
 - 1.4.7. Health and dental clearance from the University Health Service;
 - 1.4.8. Additional requirements for foreign applicants:
 - 1.4.8.1. Certified true copy of the English translation of the diploma, with the seal of the university and the signature of the Registrar in ink;
 - 1.4.8.2. Valid TOEFL certificate with a minimum score of 550 (paper-based); 173 (computer-based); 70 (internet- based) or other Certification of English proficiency equivalent to the TOEFL requirement (e.g. IELTS band 6); a certificate that English is the medium of instruction in the university where the student graduated from is sufficient to waive this requirement;
 - 1.4.8.3. Affidavit of support or certificate of financial capability;
 - 1.4.8.4. Photocopy of passport (original to be presented for verification); and
 - 1.4.8.5. Alien certificate of residence for resident aliens.
- 1.5. The NGOHS shall accept and perform the initial screening of the submitted documents prior to forwarding to the DGUs.

Article 2. A foreigner with a tourist visa (9-4) shall not be allowed to enroll in the University. The Philippine Government issues a student visa to foreigners if they can present a certification of acceptance from any Philippine institution of learning and have submitted all other relevant requirements. [From the Office of Student Affairs (OSA): Applicants with tourist visa are not allowed to study. However, they can apply for conversion of their tourist visa to student visa at the Bureau of Immigration once admitted.]

Article 3. A foreign student's study permit is needed to register for course work. Upon submission of requirements, the International Student Program of the Office of Student Affairs (OSA) shall process and issue a temporary student permit. Only the Commission on Higher Education (CHED) shall issue the final or validated study permit.

Section 6. Admission

The NGOHS shall set forth the minimum program requirements applicable to all master's and doctoral degree applicants.

Article 1. All application documents must be with the NGOHS by the last working day of May of each year for First Semester applications and last working day of October each year for Second Semester applications.

Article 2. The NGOHS shall accept applications all year round. However, applications received after the deadline shall be considered for the next semester.

Article 3. For applicants who need their documents evaluated earlier (e.g., applying for scholarship, foreign applicants, etc.), they should write and file a letter of request for early evaluation to the NGOHS not later than three (3) months prior to the deadline of submission of application requirements for the semester/term in which the applicant wishes to enter.

Article 4. The Graduate Program Coordinator (GPC) may request an extension of the deadline for submission of applications for graduate programs under its jurisdiction by writing a letter of request to the NGOHS two (2) weeks before the aforementioned deadlines.

Article 5. The Department/Academic Graduate Program Committee concerned shall determine the acceptability of an applicant based on a specific set of criteria.

Article 6. Departments or DGUs may set additional requirements or criteria for admission into their Master's and PhD degrees, which may be more stringent than the existing rules of the NGOHS. In no case shall departments or DGUs have requirements or criteria for admission that are less stringent than the existing rules of the NGOHS.

Article 7. No one shall be denied admission to the University by reason of age, gender, nationality, religious belief, economic status, or political affiliations.

Article 8. The Department Chair/Graduate Program Committee shall recommend the admission of prospective master's/doctoral students to the Dean of the academic unit who shall endorse the same to the NGOHS Director.

Article 9. The results of screening and evaluation of applicant's documents should be available and reported to the NGOHS not later than a month before the registration period.

Article 10. The NGOHS Director shall issue an official Letter of Acceptance to successful applicants. The schedule of registration, student orientation, and start of classes are included in the admission letter. Moreover, the following documents/forms are attached: Flowchart for Registration, Program of Study (UPM-NGOHS Form # 07), and Deferment Form (UPM - NGOHS Form #9).

Section 7. Deferment of Admission

Article 1. Successful applicants shall be granted admission for a specific semester/term. Should an applicant be unable to begin studies during the term applied for, a request for deferment of admission (UPM-NGOHS Form # 09) to a later term can be made. Such request shall be made not later than two (2) weeks after the start of the term for which admission has been granted. When granted, such deferment is valid for a maximum of one (1) academic year.

Article 2. Applicants who have previously deferred their admission and decide to begin their studies in the program they have been admitted to should write the University through the NGOHS at least two (2) months before the beginning of the term in which they wish to enter. Also, applicants should note that there are specific programs that do not have annual admission. Failure to do so will mean having to re-apply for admission.

Section 8. Registration

Article 1. A full-time student may enroll in a minimum of nine (9) units or a maximum of twelve (12) units of course work per semester and not more than six (6) units during the short term (previously the summer term). A part-time student can enroll in a maximum of eight (8) units per semester, and not more than six (6) units also during the mid-year term.

Article 2. The student shall be considered officially registered only upon payment of fees.

Section 9. Dropping Of Subjects

Article 1. A student may, with the consent of the concerned faculty and the Dean, drop a course by filling out the prescribed UP Form 26 before three-fourths ($\frac{3}{4}$) of the hours prescribed for the semester or mid-year term have elapsed, and not later.

Article 2. Any student who drops a course without the approval of the Dean shall have their registration privileges curtailed or entirely withdrawn.

Article 3. If a subject is dropped after the middle of a semester or mid-year term, the faculty member concerned shall indicate at the time of dropping the date and the class standing of the student as either "Passing" or "Failing" solely for administrative guidance [Art. 350, 669th EC meeting, Sept. 3, 1975].

Article 4. Any college may enact special rules on dropping of courses that would meet their particular needs; provided that said rules do not have the effect of relaxing the preceding general regulations [Art. 352, University Code, 1961].

Article 5. A fee is charged to a student who drops a course.

Section 10. Leave of Absence

Article 1. A student may go on leave for an extended period of time provided the Dean of the academic unit, through channels, approves a written request. The approved request is endorsed to the NGOHS Director. The petition must state the reason/s for which the leave is requested. The

approved leave must not exceed two (2) years. An extended leave period beyond the maximum of two (2) years nullifies the registration of the student to the program. Thus, re-application is needed if the student wants to continue the program.

- 1.1. For a leave of absence (LOA) to be availed of during the second half of a semester, concerned faculty members shall be required to indicate the class standing of the student (passing or failing) at the time of application of the leave. No application for leave of absence shall be approved without the class standing being indicated by the faculty concerned. This should not be entered on the Official Report of Grades [Approved at the 822nd BOR meeting, July 31, 1972].
- 1.2. If a student withdraws after three-fourths ($\frac{3}{4}$) of the total number of hours prescribed for the course has already elapsed, the concerned faculty may submit grades of 5.0 if the class standing of the student up to the time of withdrawal is below 3.0.
- 1.3. No LOA shall be granted within two weeks before the last day of classes.
- 1.4. A fee is charged to a student who goes on official leave of absence.

Article 2. A student can apply for readmission after having been on absence without leave (AWOL) for one semester. A student who goes on AWOL for two consecutive semesters will be disqualified from the program [See Sec. 11. Art. 1.5].

Section 11. Disqualification

Article 1. A student shall be automatically dropped from the graduate program in any of the following cases:

- 1.1. A grade of 5.0 in any course;
- 1.2. Failure to obtain, after completion of the course requirements, a GWA of 2.00 for master's students and a GWA of 1.75 for PhD students;
- 1.3. Failure in the second take of the comprehensive examination;
- 1.4. Failure in the second take of the final oral defense of the Master's thesis or PhD dissertation; and/or
- 1.5. Failure to register in two consecutive semesters without an official leave of absence.

Article 2. A disqualified student can still be re-admitted into other graduate programs within the College. However, he/she will be considered a new applicant and must satisfy the admission criteria for the new program applied for. A stricter policy for readmission of previously disqualified students may be imposed depending on the College concerned. [For transfer of credit units, see Chapter 3. Sec. 3. Art 1.6.1]

Article 3. A disqualified student may re-apply to another graduate program within UP Manila only once.

Section 12. Honorable Dismissal

Article 1. A student shall be given an honorable dismissal provided a written petition stating the reason for such is made with a favorable recommendation from the Dean of the academic unit and sent through channels to the NGOHS.

Article 2. Honorable dismissal is voluntary withdrawal from the University with the consent of the academic unit and the NGOHS.

Article 3. All indebtedness to the University (financial or property accountability) must be settled before a statement of honorable dismissal can be issued.

Section 13. Residence Requirement And Time Limit

Article 1. Students must be officially enrolled for at least one (1) academic year prior to the conferment of a PhD or master's degree. Students are in residence when they are registered for course work in the campus or are at work *in absentia*, with prior approval by the particular Department/Academic Graduate Program Committee.

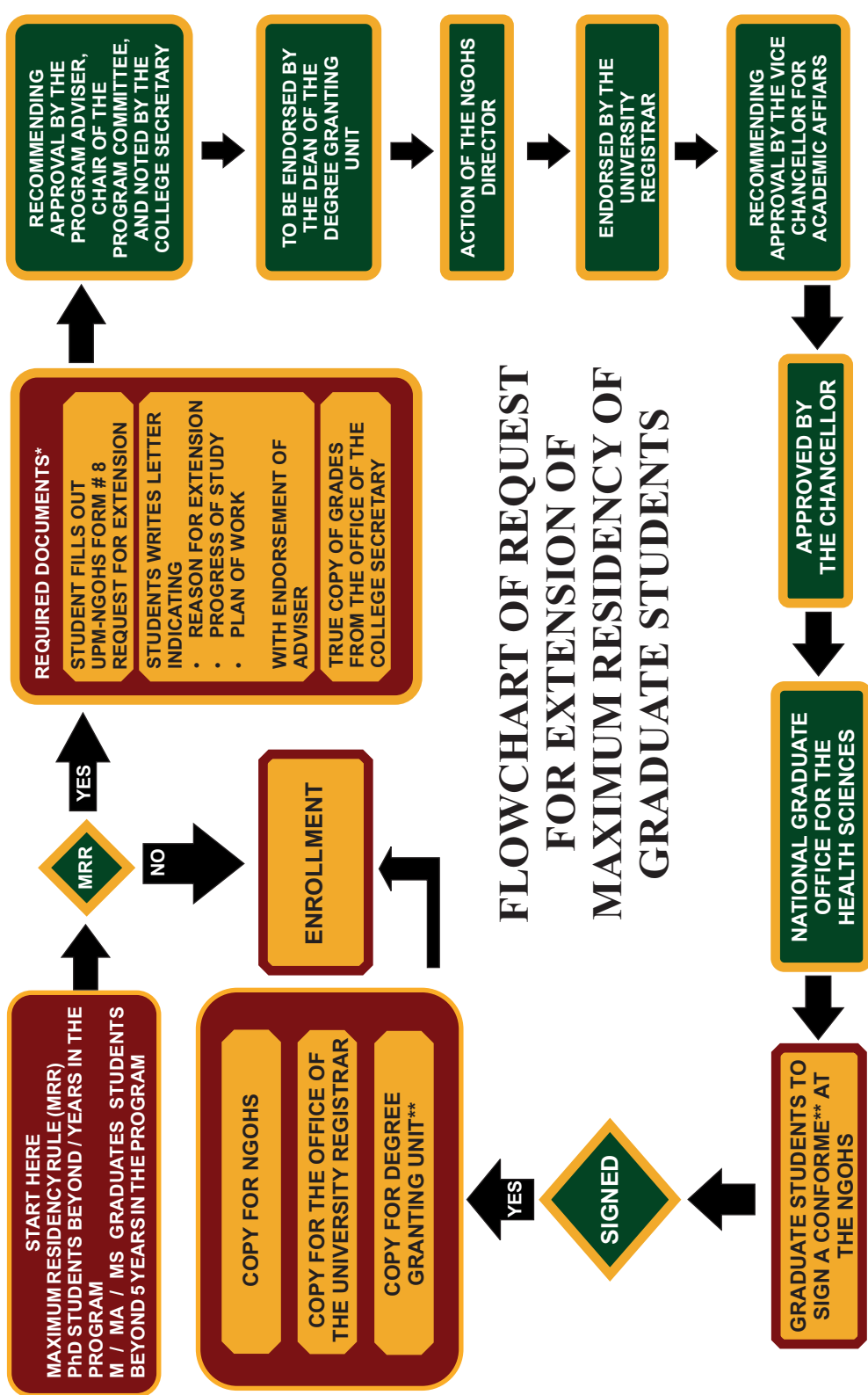
Article 2. A maximum residency of seven (7), five (5), and two (2) calendar years, including leave of absence (LOA) from the start of the graduate work, i.e., upon admission to the program, shall be allowed for the fulfillment of all requirements for the PhD degree, master's degree, and diploma/certificate program, respectively.

Article 3. The regular period of completion of a graduate student transferring from another program shall be reduced in accordance with the time of admission to the original program.

Article 4. A student may request an extension of residency in case the maximum residence rule (MRR) is exceeded. The UPM-NGOHS Form # 08 shall be filled-out for this purpose and submitted on or before the following deadlines: second Friday of June for the first semester; second Friday of November for the second semester; and second Friday of April for the mid-year term.

- 4.1. An extension of no more than two (2) semesters upon recommendation of the adviser through channels shall be granted at a time, but in no case shall total more than five (5) years. Students on MRR extension shall be required to complete additional units of graduate course/s in their discipline during the extension period at the rate of three (3) units of enrichment course for every two years of extension or a fraction thereof.
- 4.2. A Progress Report after one (1) semester shall be submitted to the NGOHS through proper channels.
- 4.3. All requests for extension should be submitted to the NGOHS at least one month prior to the enrollment or registration period.
- 4.4. Once approved, the date of extension period must be noted. Students on MRR who have not finished the requirements within the allotted extension period shall not be allowed to enroll in the succeeding term unless another MRR request is approved.

The flowchart of steps for MRR extension is shown on the next page.



*ALL REQUESTS FOR EXTENSION SHOULD BE SUBMITTED TO THE NATIONAL GRADUATE OFFICE FOR THE HEALTH SCIENCES (NGOHS) TWO MONTHS PRIOR TO THE REGISTRATION OR ENROLLMENT PERIOD.
** PLEASE NOTE DATE OF APPROVED EXTENSION PERIOD. STUDENTS ON MRR WHO HAVE NOT FINISHED ALL REQUIREMENTS WITHIN THE ALLOTTED EXTENSION PERIOD SHOULD NOT BE ALLOWED TO ENROLL ON THE SUCCEEDING TERM UNLESS ANOTHER MRR REQUEST IS APPROVED

Section 14. Requirements For Graduation

Article 1. Prospective graduates shall be required to submit six (6) bound copies of the doctoral dissertation/master's thesis/special project to the NGOHS.

1. The deadlines are as follows:
 - 1.1.1. For first semester graduates: first day of regular registration of the succeeding semester, i.e., the second semester of the same academic year;
 - 1.1.2. For second semester graduates: the day before the University Council Meeting where the graduate faculty meet to approve the list of candidates for graduation.
 - 1.1.3. For short term graduates: first day of regular registration of the succeeding semester, i.e., the first semester of the succeeding academic year.
2. Original copies of duly accomplished UPM-NGOHS Form # 03 (Completion/Approval Sheet) and UPM-NGOHS Form # 04 (Certificate of Acceptance) shall be included in each bound copy.
3. The NGOHS shall distribute copies of the doctoral dissertations/master's theses/special project to the following: (1) National Library; (2) UP Manila Library; (3) Academic unit library; (4) NGOHS Library; (5) Dissertation/Thesis Adviser; and (6) Student.

Article 2. For students admitted beginning Academic Year 2016-2017, an additional requirement for graduation in the form of submission of a paper derived from the thesis for Master's candidates and an acceptance of at least one paper derived from the dissertation for PhD candidates in a peer-reviewed reputable journal shall be satisfied. The Submission/ Acceptance of Paper Form (UPM-NGOHS Form # 14) shall be accomplished with attached proof of submission and/or acceptance and shall be presented to the DGU and college with a copy furnished to the NGOHS [UP System Approval October 2015]. This rule does not apply for students taking up Master's programs that do not call for a thesis, but only special projects and similar requirements.

Article 3. Settlement of deficiencies and clearing of records shall not be later than five (5) weeks before the end of the semester.

Article 4. Filing of a formal application for graduation with the respective colleges during the prescribed period.

Article 5. Failure to pay the required graduation fee within the specific period set by the University Registrar is a ground for non-conferment of any title or degree.

SPECIFIC GUIDELINES ON DOCTORAL PROGRAMS

Section 1. Program Adviser

Article 1. Each student admitted into a doctoral program shall be assigned a Program Adviser who holds a PhD degree. The Program Adviser shall advise, monitor, and evaluate the students until they have completed all academic requirements of the program and advance to the dissertation stage.

Article 2. Transcollegial courses

For doctoral degrees involving multidisciplinary offerings, the partner colleges shall agree, at the time of the student's admission, which unit shall be mainly responsible for the administration of the program. The lead unit shall inform the NGOHS of the agreement.

Section 2. Program Of Study

Article 1. A student's plan of course work is documented in the Program of Study (UPM-NGOHS Form # 07).

Article 2. The plan shall be drawn and agreed upon by the Program Adviser and the student at the commencement of the graduate study on the basis of the student's academic preparation and desired track.

Article 3. The student shall consult with the Program Adviser on courses to be taken for each semester in accordance with the curricular program and maximum residence rule. The student shall finalize the agreed Program of Study ensuring that the Program Adviser affixes his/her signature on the form.

Article 4. A copy of the Program of Study shall be submitted to the College Secretary of the DGU with copies furnished to both the Program Adviser and the student.

Article 5. Any change in the program of study shall be made with the approval of the Program Adviser.

Section 3. Course Work

Article 1. Coursework is defined as a minimum of twenty-four (24) units of formal graduate courses above the 300-level, (i.e., beyond the master's degree).

Article 2. At least twelve (12) units of courses shall be in the major field and six (6) units in each of the cognate fields. If the student has one cognate field, units for the major and cognate fields shall be eighteen (18) and (6) units, respectively.

Article 3. Courses above the 200 level but below the 300 level may be credited if:

1. courses above the 300 level in the major field are not available in any unit of the university system; or
2. such are needed for either elective or cognate courses.

Section 4. Minimum Grade Requirement

Article 1. To be in good standing, a PhD student must maintain a GWA of 1.75 or better. Evaluation of student's academic standing shall be done by the Program Adviser at the end of each academic year for full-time students or upon completion of 50% of the course requirements for part-time students.

Article 2. Computation of GWA for purposes of periodic or final evaluation, shall include all courses taken by the student based on his/her approved program of study regardless of the track/specialization of the student including any enrichment courses taken in compliance with the approved extension of maximum residence rule.

Article 3. A student who fails to satisfy the final GWA of 1.75 shall be disqualified from the program unless the Program Adviser/Committee allows the student to pursue additional units but in consonance with the maximum prescribed units for the particular program per BOR approval.

Section 5. Comprehensive Examination

Article 1. The comprehensive examination aims to test the students' mastery of their discipline or area of specialization.

- 1.1. It shall be either combined written and oral examination or written examination only.
- 1.2. It shall be administered by the Comprehensive Examination Panel (CEP) at intervals of at least two (2) days per exam in the officially designated examination venue.
- 1.3. The content, scope, and guidelines for the conduct of the examination shall be left to the discretion of the CEP.

Article 2. Upon recommendation of the Program Adviser, the student may apply for comprehensive examination after completion of all courses. The Application for Comprehensive Examination form (UP-NGOHS Form # 11) shall be used for such purpose. To ensure quality control, a True Copy of Grades (TCG) duly signed by the College Secretary of the academic unit should be attached upon submission of the form.

Article 3. To qualify for comprehensive examination, a student must satisfy the following requirements:

- 3.1. completion of courses specified in the Program of Study;
- 3.2. obtaining a GWA of 1.75 or better in all courses stipulated in the Program of Study; and
- 3.3. completion of the enrichment courses stipulated by the MRR, if applicable.

Article 4. Application shall be submitted to the NGOHS at least one (1) month prior to the date of the examination. The application shall be recommended by the Program Adviser and noted by the Academic Graduate Program Committee (AGPC) and the dean of the degree-granting unit (DGU).

Article 5. A CEP composed of a minimum of five (5) to a maximum of seven (7) full-time graduate faculty members shall be recommended by the AGPC and endorsed to the Dean of the academic unit with a copy furnished to the NGOHS. All members of the Committee should have a doctoral degree, except in meritorious cases.

Article 6. A consensus based on the standards set by the CEP or by the DGU is required for the student to pass the comprehensive examination.

Article 7. The result must be officially reported by the CEP to the NGOHS through channels, not later than one (1) month after the examination is administered.

Article 8. The successful examinee shall qualify as candidate for the doctoral degree and may proceed to their doctoral dissertation course requirement.

Article 9. If the student fails the comprehensive examination, a second examination shall be allowed within one (1) year.

- 9.1. Failure to pass this second examination or to retake it within the prescribed period shall bar the student permanently from the doctoral program, and from admission into other doctoral programs within the same department.

Section 6. Doctoral Dissertation

6.1. Dissertation Credit Units

Article 1. The doctoral dissertation must be an original contribution to the body of knowledge, showing the student's capabilities in scholarly undertaking.

Article 2. The student shall enroll the 12-unit dissertation course as 400.1 (4 units) during the proposal stage; 400.2 (4 units) during the implementation of the proposal up to oral defense; and 400.3 for writing of a research article and its acceptance for publication in a reputable, peer-reviewed journal.

Article 3. Each component (400.1, 400.2, and 400.3) shall be graded either Passed or Failed.

6.2. Doctoral Dissertation Panel

Article 1. A Dissertation Panel shall be assigned for each doctoral student and shall be comprised of an adviser, a reader/critic, and at least three (3) other members. The adviser and the rest of the panel members shall be doctoral degree holders, except in meritorious cases [See Art. 1.2.2]. A maximum of two (2) members out of five (5) may come from an external institution i.e. outside the department, institute, college, or university. Professorial Lecturers and Professors Emeriti as well as UP retirees may also be given affiliate faculty appointments and may serve as adviser, reader, or panelists upon the recommendation of the dissertation adviser and in agreement with the student. The NGOHS Director shall give appointments to the members of the panel upon the recommendation of the college.

- 1.1. The Dissertation Adviser shall be chosen on the basis of the area of specialization that relates to the student's research topic.
- 1.2. The appointment as Dissertation Advisers are based on the following criteria:
 - 1.2.1. shall come from the department where the student is enrolled in;
 - 1.2.2. must have a doctoral degree, except in meritorious cases, such as highly exceptional academic credentials with any of the following: (1) at least 10 years of professional experience in his/her field of specialization; (2) at least 5 scholarly publications in refereed journals; or (3) an award or distinction from a nationally recognized professional or scientific organization;
 - 1.2.3. must be a regular faculty member;
 - 1.2.4. must have a rank of at least Associate Professor;
 - 1.2.5. must have been a senior author of at least one (1) published scholarly paper in their field of specialization; and
 - 1.2.6. must have been an adviser of at least one (1) student who earned a master's degree.
- 1.3. The Dissertation Adviser shall:
 - 1.3.1. advise the student in the preparation of the dissertation proposal;
 - 1.3.2. guide and monitor the student's research; and
 - 1.3.3. endorse the dissertation proposal and final paper for oral defense.
- 1.4. Changes in advising assignment may be requested for justifiable reasons (e.g. breach in the learning contract, faculty leave, retirement of adviser, etc.). In cases where the adviser is due for retirement, the department Chair must submit the request to the NGOHS through Channels at least a semester before the original adviser's date of retirement. Newly retired UP faculty may however be recommended as an affiliate
- 1.5. The Reader/Critic shall also be chosen based on specialization and may come from other colleges or universities. He/she shall evaluate the dissertation proposal and/or research paper for defense.
- 1.6. The function of the other members of the panel is to provide guidance or constructive criticisms for the improvement of the proposal or the completed research.
- 1.7. Panel shall elect a chair from among them. Anyone of them is eligible to be chair except the Dissertation Adviser.
- 1.8. The same set of members shall comprise the Dissertation Panel for both the proposal and oral defense. Changes in the reader and/or other panel members may be requested for justifiable reasons (e.g., faculty leave, incapacitation etc.) and must have the approval of the NGOHS Director.

* faculty to continue serving as faculty adviser. (See Section 6.2).

6.3. Dissertation Proposal

Article 1. The student shall submit copy of the dissertation proposal to the Dissertation Adviser, Reader and panel members at least two (2) weeks prior to proposal presentation.

Article 2. For exceptional students, the Adviser may recommend preparation of dissertation proposal immediately after the student has completed the core courses.

Article 3. The Adviser and Reader/Critic shall endorse the proposal for oral defense to the Dissertation Panel who will then decide to approve or disapprove the proposal for implementation.

Article 4. A doctoral student scheduled for defense of proposal must fill out the Notice of Master's/Dissertation Proposal Defense form (UPM-NGOHS Form # 12) and shall file it at the NGOHS one (1) month prior to the date of presentation ensuring proper attachments and endorsement letters through channels. The attachments shall include:

- 4.1. A letter containing the name of the student, graduate program enrolled in, title of study, list of panel members, the date, and venue of the proposal defense;
- 4.2. TCG duly signed by the College Secretary; and
- 4.3. A certification that the student passed all components of the comprehensive examination.

Article 5. The College Secretary of the academic unit shall file a copy of the report bearing the result of the oral defense of the proposal to the NGOHS within one (1) week after the scheduled presentation.

Article 6. In cases where student fails in the dissertation proposal presentation, he/she shall be permitted to improve the proposal and present it for the second time as long as it is within the same academic year. Disqualification is left to the discretion of the Dissertation Panel.

Article 7. In cases where student requests a change in dissertation topic, the decision is left to the discretion of the Dissertation Panel. However, the change in the dissertation topic shall be allowed only once and the repeat presentation shall be within the same academic year.

6.4. Dissertation Defense

Article 1. A doctoral student scheduled for oral defense must fill out the Notice of Master's Thesis/Dissertation Defense form (UPM-NGOHS Form #13) and shall file it at the NGOHS one (1) month prior to the date of presentation with proper attachments and endorsement letters through channels. These attachments shall include :

- 1.1. a letter containing the name of the student, graduate program enrolled in, title of study, list of panel members and the date and venue of the oral defense; and
- 1.2. TCG duly signed by the College Secretary.

*Upon the Adviser's recommendation, exceptional students may start writing dissertation proposal immediately after the completion of core courses.

Article 2. The same Dissertation Panel for the proposal defense shall sit in the oral defense and will also be chaired by one of the examiners other than the Dissertation Adviser.

Article 3. The Panel shall also designate a member to take down notes. The Panel shall sign the printed notes right after the defense. Copies of the signed notes shall be distributed to the panel members and to the student.

Article 4. The doctoral defense must be held in the respective DGU. The time, place, and duration of the defense shall be officially announced and posted at the bulletin boards of the NGOHS and at the office of the College Secretary of the unit.

Article 5. The dissertation defense shall only proceed if:

- 5.1. The dissertation manuscript has been received by each member of the dissertation panel at least two (2) weeks prior to the scheduled defense; and
- 5.2. Both the Dissertation Adviser and the Reader/Critic and at least two (2) other panel members are present. If any member of the panel is absent (either foreign co-adviser or local examiner), he/she shall be required to send his/her written comments to the Chair of the panel who shall integrate this in the oral defense and in the final report. The absence of a panel member must be highly justifiable.

Article 6. Changes in the composition of Thesis Panel shall be made with justifiable reason (e.g. faculty leave, incapacitated) and upon recommendation of the Thesis Adviser and approval of the College.

Article 7. The doctoral 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 shall be done by the panel in a closed-door meeting to be held immediately after the defense.

Article 8. There shall be three (3) ratings for the defense: “Passed”, “Approved” or “Failed”. No numerical grade is to be given for the defense.

- 7.1. “Passed” means the thesis is acceptable to all members of the panel. The student has successfully defended all the processes in the research and has been able to explain clearly the results and implications of the study.
- 7.2. “Approved” 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 (UPM-NGOHS Form # 02) shall be signed only after the student has incorporated the revisions and the defense panel have certified to the acceptability of the revised manuscript. Submission of a revised manuscript shall be done within one (1) year from the date of defense.
- 7.3. “Failed” means substantial revisions are required by 50% of the total number of panel members, excluding the adviser. Any member who fails the student shall specify the reason(s) in writing, a copy of which shall be attached to the report of the panel. A second oral defense may be permitted and scheduled within the academic year. Failure to pass the second defense shall disqualify the students from their current doctoral program. Moreover, a rating of “Failed” in the second defense shall disqualify the student from being admitted into the other doctoral program offered by the same department or college.

6.5. Dissertation In Absentia

Article 1. Dissertation in absentia refers to dissertation work done outside of the country. This shall be allowed upon the approval of the Academic Graduate Program Committee (AGPC).

Article 2. A foreign co-adviser where the student will work in absentia must be given appointment as a member of the Thesis Panel by the NGOHS Director upon recommendation of the College.

Article 3. Students who need to work for their dissertation in absentia shall first enroll in the dissertation course prior to departure, and pay residency fees as needed accordingly.

Article 4. Students working in absentia shall make quarterly reports (noted by the foreign co-adviser) to the resident Dissertation Adviser.

SPECIFIC GUIDELINES ON MASTER'S PROGRAMS

Section 1. Program Adviser

Article 1. Each student admitted into a master's program shall be assigned a Program Adviser who is at least a master's degree holder. The Program Adviser shall advise, monitor, and evaluate students until they finish all academic requirements of the program, and advance to the thesis stage.

Article 2. Transcollegial courses

For master's degrees involving multidisciplinary offerings, the partner colleges shall agree, at the time of student's admission, which unit shall be mainly responsible for the administration of the program. The lead unit shall inform the NGOHS of the agreement.

Section 2. Program of Study

Article 1. A student's plan of course work is documented in the Program of Study (UPM-NGOHS Form #07).

Article 2. The plan shall be drawn and agreed upon by the Program Adviser and the student at the commencement of the graduate study on the basis of the student's academic preparation and desired track.

Article 3. The Student shall consult with the Program Adviser on courses to be taken for each semester in accordance with the curricular program and maximum residence rule. The student shall finalize the agreed Program of Study ensuring that the Program Adviser affixes his/her signature on the form.

Article 4. A copy of the Program of Study shall be submitted to the College Secretary of the DGU with copies furnished to both the Program Adviser and the student.

Article 5. Any change in the plan of course work shall be made with the approval of the Program Adviser.

Section 3. Course Work

3.1. Professional Degree

Article 1. Graduate professional degree programs must be comprised of advanced studies that have strong theoretical underpinnings that prepare students to train or supervise others in the field; to discover new knowledge that has practical application in the field, or to prepare students for a life of practice in the student's particular profession.

Article 2. For programs that require neither a comprehensive examination nor a thesis, a minimum of thirty-six (36) academic units and a special study or applied research shall be required.

Article 3. For programs that require a comprehensive examination and no thesis, a minimum of thirty (30) academic units shall be required.

3.2. Academic Degree

Article 1. Graduate academic degree programs consist of advanced studies with the purpose of contributing knowledge to the subject matter, rather than specific applications of knowledge to professional practices. Academic degrees prepare students for a life of scholarship in an academic discipline.

Article 2. For programs that require a comprehensive examination and a thesis, a minimum of twenty-four (24) academic units shall also be required.

Article 3. For programs that require a thesis and no comprehensive examination, a minimum of twenty-four (24) academic units shall be required.

Section 4. Minimum Grade Requirement

Article 1. To be in good standing, a master's student must maintain a GWA of 2.0 or better. Evaluation of student's academic standing shall be done by the Program Adviser at the end of each academic year for full-time students or upon completion of 50% of the course requirements for part-time students.

Article 2. Computation of GWA for purposes of evaluation, whether in progress or final, shall include all courses taken by the student based on his/her approved program of study including the 3-unit course taken in compliance with the approved extension of maximum residence rule.

Article 3. A student who fails to satisfy the GWA of 2.00 shall be disqualified from the program unless the Program Adviser/Committee allows the student to pursue additional units but in consonance with the maximum prescribed units for the particular program per BOR approval.

Section 5. Comprehensive Examination

Article 1. The comprehensive examination aims to test the students' mastery of their discipline or area of specialization.

- 1.1. It shall be either combined written and oral examination or written examination only.
- 1.2. It shall be administered by the Comprehensive Examination Panel (CEP) at intervals of at least two (2) days per exam in the officially designated examination venue.
- 1.3. The content, scope, and guidelines for the conduct of the examination shall be left to the discretion of the CEP.

Article 2. Upon recommendation of the Program Adviser, the student may apply for comprehensive examination after completion of all courses. The Application for Comprehensive Examination form (UP-NGOHS Form # 11) shall be used for this purpose. To ensure quality control, a True Copy of Grades (TCG) duly signed by the college secretary of the academic unit shall be attached upon submission of the form.

Article 3. To qualify for comprehensive examination, a student must satisfy the following requirements:

- 3.1. completion of courses in the Program of Study;
- 3.2. obtaining a GWA of 2.00 or better in all courses specified in the Program of Study; and
- 3.3. completion of enrichment courses stipulated by the MRR, if applicable.

Article 4. For non-thesis master's degree requiring comprehensive examination, the college secretary of the DGU shall certify the student's qualifications to take the examination based on the requirements stipulated above.

Article 5. Application shall be submitted to the NGOHS at least one (1) month prior to the date of the examination. The application shall be recommended by the Program Adviser and noted by the College GPC and the dean of the degree-granting unit (DGU) as the case may be.

Article 6. A CEP comprised of a minimum of three (3) full-time graduate faculty members shall be recommended by the College GPC and endorsed to the Dean of the academic unit with a copy furnished to the NGOHS. The members of the Panel shall have at least a master's degree, except in meritorious cases.

Article 7. A consensus based on the standards set by the CEP or by the DGU is required to pass the comprehensive examination.

Article 8. The result must be officially reported by the CPE to the NGOHS through channels, not later than one (1) month after the examination is administered.

Article 9. If students pass the comprehensive examination, they shall qualify as candidates for the master's degree and may proceed to their thesis course requirement.

Article 10. If the student fails the comprehensive examination, a second examination shall be allowed within one (1) year. Failure to pass this second examination or retake it within the prescribed period shall bar the student permanently from the master's program, and from admission into other master's programs within the same department.

Section 6. Master's Thesis

6.1. Thesis Credit Units

Article 1. The thesis must be an original contribution to the body of knowledge, manifesting the student's capabilities in scholarly undertaking. The Thesis Panel shall approve the thesis proposal and endorse the same for oral defense.

Article 2. The thesis shall have an equivalent of six (6) units of graduate credit and shall be enrolled as 300.1 for the proposal and 300.2 for thesis implementation, oral defense, and writing of a research article in publishable format.

Article 3. Each component (300.1 and 300.2) shall be graded either Passed or Failed.

6.2. Thesis Panel

Article 1. A Thesis Panel shall be assigned for each master's student and shall include an adviser, a reader/critic, and three (3) other members. A maximum of two (2) members out of five (5) may come from an external institution i.e. outside the department, institute, college, or university. Professorial Lecturers and Professors Emeriti as well as UP retirees may also be given affiliate faculty appointments and may serve as adviser, reader or panelists upon the recommendation of the dissertation adviser and in agreement with the student. The NGOHS Director shall give appointments to the members of the panel upon the recommendation of the college.

- 1.1. The Thesis Adviser shall be chosen on the basis of the field of specialization that relates to the student's research topic.
- 1.2. The appointment as Thesis Adviser is based on the following criteria:
 - 1.2.1. shall come from the department where the student is enrolled in;
 - 1.2.2. must have at least a Master's degree;
 - 1.2.3. must be a regular faculty member;
 - 1.2.4. must have a rank of at least Assistant Professor;
 - 1.2.5. must have been a senior author of at least one (1) published scholarly paper in his/her field of specialization; and
 - 1.2.6. must have been a panel member in a completed master's thesis.
- 1.3. The Thesis Adviser shall:
 - 1.3.1. advise the student in the preparation of the thesis proposal;
 - 1.3.2. guide and monitor the student's research; and
 - 1.3.3. endorse the thesis proposal as well as the final paper for oral defense.
- 1.4. Changes in advising assignment may be made for justifiable reasons (e.g. breach in the learning contract, faculty leave, retirement of adviser, etc.). In cases where the adviser is due for retirement, the Department Chair must submit the request to the NGOHS through Channels at least a semester before the original adviser's date of retirement.
- 1.5. The Reader/Critic shall be chosen based on required specialization and may come from other colleges or universities. He/She shall evaluate the thesis proposal and/or research paper for defense.
- 1.6. The function of the other members of the panel is to provide guidance or constructive criticisms to improve the proposal or completed research.
- 1.7. Panel shall select a chair from among them. Anyone of them is eligible to be chair except the Thesis Adviser.
- 1.8. The same set of members shall comprise the Thesis Panel for both the proposal and ora; defense. Changes in the reader and/or other panel members may be requested for justifiable reasons (e.g., faculty leave, incapacitation etc.) and must have the approval of the NGOHS Director.

6.3. Thesis Proposal

Article 1. The student shall submit copy of the written thesis proposal to the Thesis Adviser, Reader, and panel members at least two (2) weeks prior to proposal presentation.

Article 2. For exceptional students, the Adviser may recommend preparation of thesis proposal immediately after the student has completed the core courses.

Article 3. The Adviser and Reader/Critic shall endorse the proposal for oral defense to the Thesis Panel who will then decide to approve or disapprove the proposal for implementation.

Article 4. A Master's student scheduled for defense of proposal must fill out the Notice of Master's Thesis/Dissertation Proposal Defense form (UPM-NGOHS Form # 12) and shall file it at the NGOHS one (1) month prior to the date of presentation ensuring proper attachments and endorsements through channels. These attachments shall include:

- 4.1. a letter containing the name of the student, graduate program enrolled in, title of study, list of panel members, and the date and venue of the proposal defense;
- 4.2. TCG that is duly signed by the College Secretary; and
- 4.3. a certification that the student passed all components of the comprehensive examination.

Article 5. The College Secretary of the degree-granting unit shall file a copy of the report on the result of the oral defense of the thesis proposal to the NGOHS within one (1) week after the scheduled presentation.

Article 6. In cases where the student fails in the thesis proposal presentation, he/she shall be permitted to improve the proposal and present it for the second time as long as it is within the same academic year. Disqualification is left to the discretion of the Thesis Panel.

Article 7. In cases where the student requests a change in thesis topic, the decision is left to the discretion of the Thesis Panel. However, the change of topic shall be allowed only once and the repeat presentation shall be within the same academic year.

6.4. Thesis Defense

Article 1. A student scheduled for thesis defense must fill out the Notice of Master's Thesis/Dissertation Defense form (UPM-NGOHS Form # 13) and shall file it at the NGOHS one (1) one month prior to the date of presentation with proper attachments and endorsement through channels. The attachments shall include:

- 1.1. a letter containing the name of the student, graduate program enrolled in, title of study, list of panel members and the date and venue of the defense; and
- 1.2. TCG duly signed by the College Secretary of the academic unit.

Article 2. The same Thesis Panel for the proposal defense shall sit in the oral defense and will also be chaired by one of the examiners other than the Thesis Adviser.

Article 3. The Thesis Panel shall also designate a member to take down notes. The panel shall sign the printed notes right after the defense. Copies of the signed notes shall be distributed to the panel members and to the student.

Article 4. The oral defense must be held in the respective DGU. The time, place and duration of the defense shall be officially announced and posted at the bulletin boards of the NGOHS and the office of the College Secretary of the unit.

Article 5. The defense shall only proceed if:

- 5.1. The thesis manuscript has been received by each member of the masters examination panel at least two (2) weeks before the scheduled examination; and
- 5.2. The Thesis Adviser and the Reader/Critic and at least two (2) other panel members are present. If any member of the panel is absent (either foreign co-adviser or local examiner), they shall be required to send their written comments to the Chair of the panel who shall integrate this in the oral defense and in the final report. The absence of the latter must be highly justifiable.

Article 6. Changes in the composition of Thesis Panel shall be made with justifiable reason (e.g. faculty leave, incapacitation) and upon recommendation of the Thesis Adviser and approval of the College.

Article 7. 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 shall be done by the panel in a closed-door meeting to be held immediately after the defense.

Article 8. There shall be three (3) ratings for the defense: "Passed", "Approved" or "Failed". No numerical grade is to be given for the defense.

-
- 8.1. “Passed” means the thesis is acceptable to all members of the panel. The student has successfully defended all the processes in the research and has been able to explain clearly the results and implications of the study.
- 8.2. “Approved” 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 (UPM-NGOHS Form # 02) shall be signed only after the student has incorporated the revisions and the defense panel have certified to the acceptability of the revised manuscript. Submission of a revised manuscript shall be done within one (1) year from the date of defense.
- 8.3. “Failed” means substantial revisions are required by 50% of the total number of panel members, excluding the adviser. Any member who fails the student shall specify the reason(s) in writing, a copy of which shall be attached to the report of the panel. A second oral defense may be permitted and scheduled within the academic year. Failure to pass the second defense shall disqualify the students from their current doctoral program. Moreover, a rating of “Failed” in the second defense shall disqualify the student from being admitted into the other master's program offered by the same department or college.

6.6. Thesis In Absentia

Article 1. Thesis *in absentia* refers to thesis work that is done outside the country. This shall be allowed upon the approval of the Academic Graduate Program Committee (AGPC).

Article 2. A foreign co-adviser where the student will work *in absentia* must be given appointment as a member of the Thesis Panel by the NGOHS Director upon recommendation of the College.

Article 3. Students who need to work on their thesis *in absentia* shall first register for six (6) units of master's thesis before departure, and pay residency fees as needed accordingly.

Article 4. Students working *in absentia* shall make quarterly reports (noted by the foreign co-adviser) to the resident Thesis Adviser.

SPECIFIC GUIDELINES ON DIPLOMA/CERTIFICATE PROGRAMS

Article 1. Students shall manifest promptly in the application form their intention letter to enroll in a diploma/certificate program or in a master's degree. A diploma or certificate program is not being considered as a pre-requisite to a master's degree, except in prescribed ladderized curriculum. Non-completion of a master's degree will neither entitle the student to earn a diploma nor a certificate.

Article 2. The maximum residency for diploma/certificate programs shall be no more than two (2) years. Non-compliance with the said period shall disqualify a student from the diploma/certificate program.

INSTITUTION OF NEW DEGREE PROGRAMS

Section 1. Master's Program

Article 1. The following criteria are to be satisfied for the approval of new master's program:

- 1.1. Availability of at least four (4) full-time faculty members, with three (3) having master's degree and one (1) with doctoral degree in their disciplines/areas of specialization;
- 1.2. Availability of laboratory and other instructional facilities adequate for teaching and research above the baccalaureate level;
- 1.3. Unquestionable demands based on market survey for the proposed program as well as the administrative gains of the University;
- 1.4. Commitment to serve as a benchmark program, which would ensure five (5) or more students per year; and
- 1.5. Availability of actual or potential jobs for graduates of the program, as determined by the proponent unit/department.

Section 2. Doctoral Programs

Article 1. The following criteria are to be satisfied for the approval of new master's program:

- 1.1. Availability of at least three (3) full-time faculty members with doctoral degrees in their disciplines/ areas of specialization;
- 1.2. Availability of laboratory and other instructional facilities adequate for teaching and research above the baccalaureate level;
- 1.3. Unquestionable demands based on market survey for the proposed program as well as the administrative gains of the University;
- 1.4. Commitment to serve as a benchmark program, which would ensure five (5) or more students per year; and
- 1.5. Availability of actual or potential jobs for graduates of the program, as determined by the proponent unit/department.

Section 3. Processing of New Academic Programs

Article 1. The flowchart on the next page indicates the sequence of the different bodies that will receive and/or review copies of the proposal beginning with the College Graduate Program Committee and ending with the UP Manila Office of the University Registrar (OUR).

Article 2. At each step of the process, the proponent is responsible for making changes as indicated by the reviewing body. For purposes of external monitoring, each revised proposal is to be submitted to the NGOHS Director prior to transmittal to the next reviewing body. Only when significant or substantial revisions have been made that the proposal proceeds to the next step.

Article 3. The proponent is advised to submit a full proposal as it addresses the questions and concerns usually raised by University officials who are tasked to review it.

Article 4. Standard format for new program proposals must be followed, as this format systematically presents essential information needed for decision-making in relation to the proposal. Please refer to the guidelines for Curricular Proposals as approved during the 18th UP Manila University Council Meeting held on March 25, 1989.

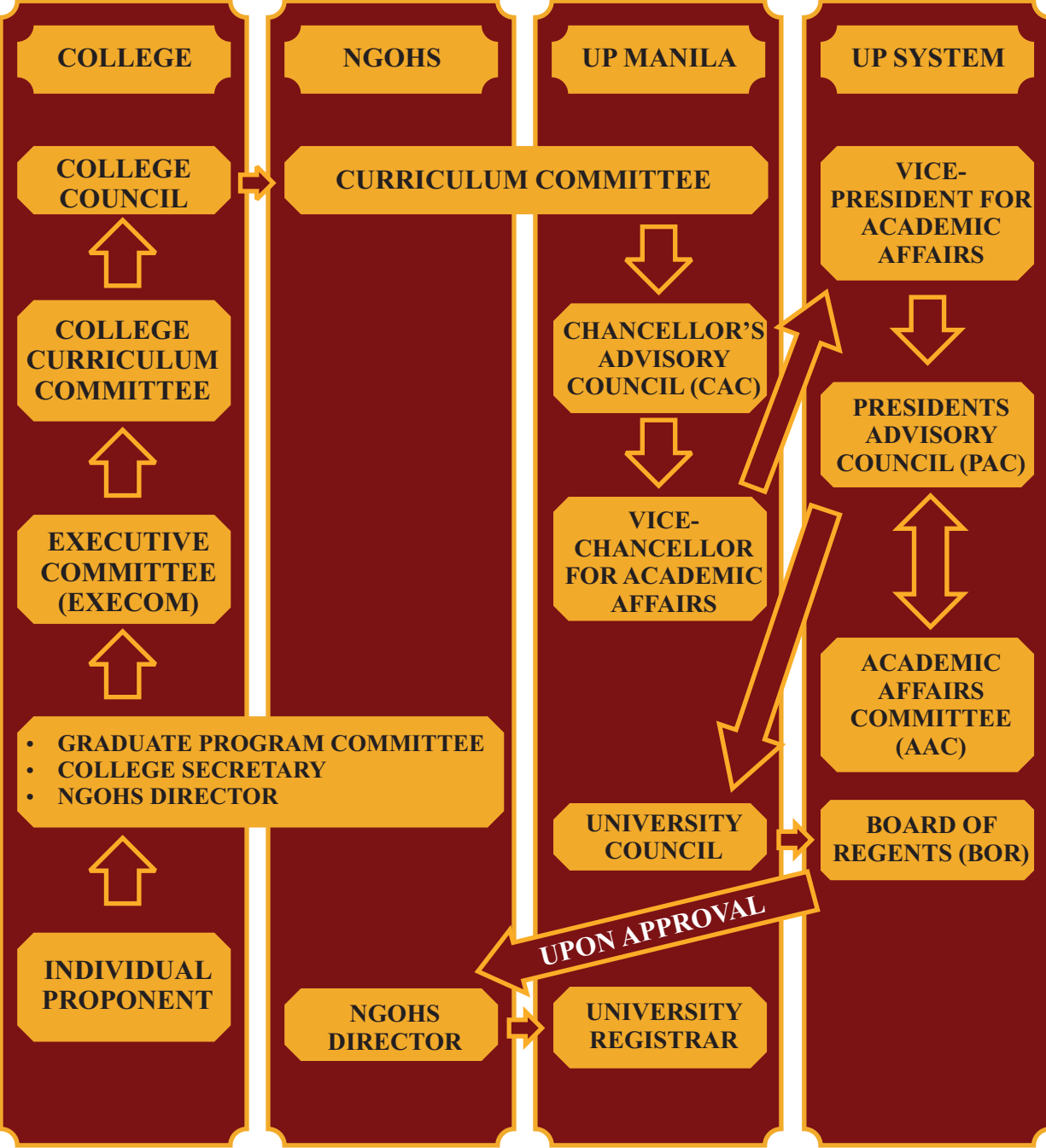
Article 5. The flow within each college may vary, as each college may have its own processing requirements. It is expected, however, that the proposal be approved by the College Council prior to transmittal to the NGOHS for review.

Article 6. It is recommended that a representative [member of the Graduate Management Team or the Director] of the NGOHS be invited to join the initial stages of the review of the college when it studies the proposed program, so that the NGOHS is involved in the development of new programs from their inception.

Article 7. Copies for the Board of Regents (BOR) should be sent to the Office of the University Registrar (OUR). The OUR will forward these copies to the Office of the Chancellor (OC) who in turn will forward the copies to BOR.

Article 8. A program is given final approval by the BOR; the BOR communicates its approval to the proponent unit, to the NGOHS and to the OUR by sending the pertinent excerpt from its minutes. The NGOHS and the OUR shall keep official copies of the program as approved.

FLOWCHART FOR PROCESSING NEW ACADEMIC PROGRAMS



CURRICULAR REVISION

I. CURRICULAR NOMENCLATURE**Section 1. Degree Program**

Article 1. Curriculum is the entire academic program including admission requirements, list of courses, etc.

Article 2. Program of Study is the list of specific courses including suggested electives that a student takes.

Article 3. Checklist is a list of courses arranged by semester with number of units indicated.

Section 2. Program Area

Article 1. Major/ area of specialization pertains to the principal discipline or field of study as reflected in the title of the degree program.

Article 2. Minor pertains to the sub-field or sub-specialization with fewer units; may be in the major field or in another discipline.

Section 3. Course

Article 1. Major is a set of courses in principal discipline/ field of study with prescribed total number of courses and units, and of which certain courses are specifically required.

Article 2. Cognate is a course outside of but related to the major discipline or field, with minimum number of required units; aims to complement or enrich the major courses.

Article 3. Core is a subset of major courses common to all majors or tracks of a particular program; required major courses.

Article 4. Foundation is a required course from another discipline usually as a prerequisite to major courses.

Article 5. Prerequisite is a course that must be taken prior to another course; imposed to reflect the sequential nature of knowledge involved in the courses.

Article 6. Co-requisite is a course that is also required in order to take another course but may be taken at the same time as the other.

Article 7. Legislated is a course mandated by law or, in the case of professional fields, by the Professional Regulatory Commission.

Article 8. Elective is a course a student can choose from any area or discipline and regardless of course number.

Article 9. Qualified Elective is an elective that indicates the area or discipline and/or level of course number (e.g. below or above 100) from which the student is to choose the elective.

Section 4. Instructional Format

Article 1. Lecture is a presentation and discussion of the subject by the instructor.

Article 2. Laboratory is an application of scientific and other principles in a controlled environment by means of experiments; usually an inductive exercise in which students arrive at general principles from the experiments or, in the case of human sciences (e.g., psychology), observe a specific occurrence in the light of general observations about human beings and the world at large. In proficiency courses (e.g., language, speech) application and repeated practice of skills.

Article 3. Seminar is a student-led discussion (as in reading seminar) or presentation of paper (as in research seminar) at senior undergraduate and graduate levels.

Article 4. Colloquium is a development of student's research proposal or thesis at senior undergraduate and graduate levels.

Article 5. Selected Topics are topics not normally covered by major courses but selected by the appropriate academic body because it deals with the latest development in the field or a new sub-specialization or sub-area in the discipline; varies according to the availability of the instructor's expertise; sometimes may be taken more than once provided the topic is not the same as the previous ones.

Article 6. Special Topics are the same as selected topics; sometimes used to develop a new course.

Article 7. Special Problems focus on research problems.

Article 8. Special Projects are student research projects or productions as in the visual and performing arts.

Article 9. Thesis is a 200-level course for undergraduates and 300-level course for master's students, which requires the student to demonstrate the capacity to research and write a coherent, well-organized and substantive piece or the equivalent in literary, visual and performing arts.

Article 10. Dissertation is a 400-level doctoral thesis in which the student is expected to make a contribution to knowledge, as follows: to uncover new facts or interpret known facts as distinctly novel ways on the basis of sound methodology; or in the case of the arts, devise a new approach to the formal element of arts; or develop new methods of investigation and analysis. The literary (artistic or scientific, as the case may be) presentation of the dissertation must be acceptable.

Article 11. Workshop is a hands-on application of visual, performing and literary arts.

Article 12. Studio is a hands-on production course using radio, TV equipment or architectural facilities.

Article 13. Fieldwork is a research (data gathering) done in a field site under UP faculty supervision.

Article 14. Practicum is an apprenticeship in the profession such as hospitals, schools or private industry under UP or external supervision.

Article 15. Internship. In medicine, UP faculty-supervised rotation of the students to various departments doing dispensary, emergency room, ward, operating room, clinic and community

work, where acquired theoretical knowledge is applied in the promotion of health, prevention and management of common disease; in other fields, the same as practicum.

Article 16. Residency is a training program on a given specialization undertaken by a graduate of a duly recognized medical school, after completing one-year internship in an accredited hospital and passing the medical board exam.

II. TYPES OF CURRICULAR REVISION

Section 1. Course Revision

Article 1. Change of course title, code, description, number of units, and prerequisite.

Article 2. The proposed description is entirely new; the old course is abolished and a new one is instituted.

Section 2. Course Institution

Article 1. Statement of course title, code, description, number of units and prerequisite.

Article 2. Merger of two courses requires the abolition of the two and the institution of a course with a new title, code, etc.

Section 3. Revision Of Program Requirement

Article 1. Change of admission or entry requirements, retention grade.

Article 2. Change of number of major, minor or elective courses.

Article 3. Reclassification of courses (from major to core course and vice versa, from elective to major course and vice versa, from free to qualified elective and vice versa).

Article 4. Addition or deletion of course requirement.

Article 5. Revision of major area.

Article 6. Creation or abolition of major.

Article 7. Consolidation of two or more major areas.

Section 4. Course Abolition

Removal of course from the academic catalogue of the campus.

Section 5. Course Deletion

Retention of course in the catalogue (because it is used by other programs) but removal from the program.

III. PROGRAMS REQUIRING REVIEW AND REVISION

Pursuant to OVPAA Memorandum # 97- 41 and OVPAA Memorandum # 03-70, all new academic programs after the initial five years of implementation will be required to undergo automatic review to determine whether the goals are being met.

Section 1. Procedure For Proposing And Reviewing Curricular Programs

Article 1. The department submits a proposal to the appropriate College Committee for review.

Article 2. The College Dean endorses the proposal to the NGOHS Director.

Article 3. The Director of NGOHS endorses the proposal to the Vice-Chancellor for Academic Affairs.

Article 4. The Vice-Chancellor for Academic Affairs sends the proposal to the Vice-President for Academic Affairs who refers it to the autonomous unit (AU)/College with similar programs for comments/suggestions.

Article 5. The proposal with comments/ suggestions will be sent back to the proponent unit for comments/reactions.

Article 6. The revised proposal from AU/ College is reviewed by the Academic Affairs Committee (AAC) of the President's Advisory Council (PAC) chaired by the Vice-President for Academic Affairs with all the Vice-Chancellors for Academic Affairs as members. Proponent/s may be asked to explain the proposal to the AAC. The proposal may be sent back to the originating unit for further revision or endorsed to the PAC for its consideration.

Article 7. PAC may endorse the proposal for approval by the AU University Council or return it to the originating unit for further revision.

Article 8. Proposals endorsed by the PAC shall be returned to the AU for review or for further improvement by the curriculum committee and approval by the AU University Council.

Article 9. The Board of Regents approves the proposal endorsed by the University Council.

Article 10. Proposals that merely require change in course numbers/ requirements/ titles shall be subject only for approval by the UP President and need not go to the BOR.

Section 2. Format Of Curricular Proposals

Article 1. To facilitate the processing of new curricular proposals, the proponent/s must:

- 1.1. have conducted a survey of potential students in the program and indicate projected enrollment for the next five years (and even beyond) to justify its offering;
- 1.2. provide a list of faculty members and their academic credentials, who will comprise the faculty roster of the graduate program;

- 1.3. indicate facilities and budgetary requirements of the program for the next five years; and
- 1.4. follow the prescribed format for course numbers, titles, descriptions, prerequisites, credit units. Equivalent courses in other AUs must be cross-listed.

1.4.1. The prescribed uniform numbering for courses are as follows:

1.4.1.1. 1-200 Undergraduate Level;

1.4.1.2. 201-299 MA/MS Level; and

1.4.1.3. 301-399 PhD Level.

1.4.2. Common courses with reserved numbers for all programs:

1.4.2.1. 297/ 397 Special Topics;

1.4.2.2. 298/ 398 Special Problems;

1.4.2.3. 299/ 399 Research Methods; and

1.4.2.4. 300/ 400 Master's thesis/ PhD dissertation

Article 2. Proposals for revision of curricular programs should be presented in tables comparing the sequence and number of courses in the current curriculum vis-a-vis the proposed revision.

Section 3. Review Results

Article 1. Graduate programs shall undergo periodic evaluation. Based on the results of the evaluation, a graduate program may be recommended for retention, revision, suspension, or abolition (OVPA Memorandum # 03-70)

- 1.1. Retention. The program is retained because it is found to be excellent (i.e. it is able to meet the specified goals and has shown high admission and graduation rates).
- 1.2. Revision. The program needs to undergo curricular revision to respond to the problems and needs identified in the evaluation.
- 1.3. Suspension. The program is suspended until it has markedly improved; no new students shall be admitted into the program until the suspension is lifted.
- 1.4. Abolition. The program will no longer be offered as it has been evaluated to be below standard.

Article 2. The reasons for each recommended course of action must be clearly stated since these require the approval of the University Council.

Section 4. Suspension And Abolition Of Programs

Article 1. Freeze in enrollment shall be recommended for programs which have declining or no enrollment and no graduates for the past five years while undergoing review.

Article 2. Programs which have declining or no enrollment and graduates for a longer period shall be recommended for abolition.

Article 3. The following are conditions for suspension and abolition of a program:

- 3.1. The program does not satisfy CHED minimum requirements;
- 3.2. The program has failed to meet the University's own standards of excellence;
- 3.3. It has not served its purpose or met the competencies and requirements of the discipline;
- 3.4. The program has been suspended for more than three years;
- 3.5. It compares poorly with similar ones in other universities; and
- 3.6. Faculty expertise is lacking.

Article 4. The lack of a program's "marketability" (defined as the prevailing salary in a particular job market) is not itself a condition for abolishing a program, especially if the program is academically sound and is found to be necessary.

Article 5. When a unit opts to suspend a program, no new students are admitted. The unit should ensure, however, that those currently enrolled are able to complete the program.

Article 6. The suspension and conversely, reinstatement of a program must be approved by the Chancellor.

Article 7. Students enrolled in the program, which has been abolished are allowed to complete its requirements or given the choice to shift to another program.

Article 8. The recommendation to abolish a program must be approved by the President and the BOR.

LIST OF ABBREVIATIONS

AAC – ACADEMIC AFFAIRS COMMITTEE
AGPC – ACADEMIC GRADUATE PROGRAM COMMITTEE
AGPCC - ACADEMIC GRADUATE PROGRAM COMMITTEE CHAIR
AU – AUTONOMOUS UNIT
AWOL - ABSENCE WITHOUT LEAVE
BOR – BOARD OF REGENTS
CEP – COMPREHENSIVE EXAMINATION PANEL
CHED - COMMISSION ON HIGHER EDUCATION
DGU – DEGREE-GRANTING UNITS
GAC – GRADUATE ADMISSION COMMITTEE
GMT – GRADUATE MANAGEMENT TEAM
GPC - GRADUATE PROGRAM COORDINATORS
GTF- GRADUATE TUITION FUND
IELTS - INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM
IPC – INTERDISCIPLINARY PROGRAM COMMITTEE
LOA- LEAVE OF ABSENCE
MOA- MEMORANDUM OF AGREEMENT
MRR - MAXIMUM RESIDENCY RULE
NGOHS – NATIONAL GRADUATE OFFICE FOR THE HEALTH SCIENCES
OSA – OFFICE OF STUDENT AFFAIRS
OUR – OFFICE OF THE UNIVERSITY REGISTRAR
PAC – PRESIDENT'S ADVISORY COUNCIL
TCG - TRUE COPY OF GRADES
TOEFL - TEST OF ENGLISH AS A FOREIGN LANGUAGE
TOR - TRANSCRIPT OF RECORDS

LIST AND DESCRIPTION OF ALL NGOHS FORMS

UPM-NGOHS Form No.	TITLE	USES AND DESCRIPTION
A1	Application Form	
A2	Application Form (page 2)	
A3	Recommendation Letter	
1	Result-Proposal	Submitted after the Thesis Proposal presentation, thesis panel members affix their signature on respective column for decision (approved or disapproved). A Passed or Failed decision will be ticked and signed by the respective authorized signatories
2	Result-Defense	Submitted after the thesis or dissertation defense, thesis panel members affix their signature on respective column for decision (approved or disapproved). A passed or failed decision will be ticked and signed by respective authorized signatories
3	Completion/ Approval Sheet	A form submitted, affirming the student's successful defense and approval of the thesis or dissertation by the panel members (after revision: if applicable), and where the members affix their signatures validating that the student has satisfied this requirement for graduation (Attached in the hardbound copies)
4	Certificate of Acceptance	A form attached or appended to the hardbound copies of successfully-defended thesis or dissertation. This represents that last required document to be signed by the College Dean and the Director of the NGOHS.
5	Claim for Honoraria – Oral Exam/ Defense	A form submitted after the hardbound copies of thesis or dissertation have been received by the NGOHS. The amount to be received by respective members is properly indicated and to be signed for approval by the College Dean, Director of the NGOHS, University Registrar, Vice - Chancellor for Academic Affairs and finally by the Chancellor.
6	Claim for Honoraria – Compre Exam	A form submitted after the Comprehensive Exam has been administered. The amount to be received by respective members is properly indicated and signed for approval by the College Dean, Director of the NGOHS, University Registrar, Vice - Chancellor for Academic Affairs and lastly by the Chancellor.

7	Program of Study	A form accomplished by the graduate student and the adviser showing the list of courses to be taken by the student as requirements for obtaining the degree. The form is to be signed by the student and the program adviser in triplicate form. A new form should be accomplished if there are changes in the program of study.
8	Request for Extension	A form submitted by graduate students once they have reached their maximum residency (5 years for MS and 7 years for PhD). An MRR Monitoring Checklist (Form#15) is attached along with other requirements stated in the MRR Form. The Checklist is to be filled out by the Program Adviser and the College Secretary. Schedule of filing is : For 1st Semester - 2nd Friday of June while for 2nd Semester - 2nd Friday of November. The form should be processed in triplicate.
9	Request for Deferment	A form submitted to the NGOHS by the incoming graduate student either by e-mail or hand-carried. The form is submitted before or two weeks after the registration period. Incoming graduate students are given one (1) year to defer their admission to the program, after which they are advised to apply as new applicants.
10	Request for Validation of Courses	A form submitted by the graduate student to apply for courses already taken from his/her previous degree either within the system or outside, to be credited to his current degree.
11	Application for Comprehensive Examination	Blue form used for application of comprehensive examination (attached with updated TCG and validation of payment from UPM Cashier's Office)
12	Notice of Master's Thesis/ Dissertation Proposal	Yellow form used for thesis/ dissertation proposal presentation (attached with the cover letter from the student and signed by thesis adviser along with the required documents listed in the form)
13	Notice of Master's Thesis/ Dissertation Defense	Pink form used for thesis/dissertation Defense (attached with the cover letter from the student and signed by thesis adviser along with the required documents listed in the form)
14	Submission/ Acceptance of Paper	A form used to certify that a student has satisfied the graduation requirement of having an article submitted (for master's) or having a paper accepted (for doctoral) for publication.
15	MRR Monitoring Checklist	A form attached to the Request for Extension (Form #8) along with other requirements stated in the MRR Form. The Checklist is to be filled out by the Program Adviser and the College Secretary.



UPM NATIONAL GRADUATE OFFICE FOR THE HEALTH SCIENCES

✉ Joaquin Gonzales Compound, UP Main Building

Padre Faura corner Ma Orosa Street Ermita 1000 Manila

☎ Tel nos: (63 2) 526-5870, 523-1495 📠 Telefax: (63 2) 523-1498

✉ E-mail: ngoahs@post.upm.edu.ph 🌐 Website: www.ngoahs.upm.edu.ph

UPM-NGOHS Form A1
Application Form



APPLICATION FORM

Please type or print clearly and tick the box of your choice (if appropriate)

Application OR # : _____

DEGREE PROGRAM: _____

COLLEGE/UNIT : _____

ACADEMIC YEAR & SEMESTER OF
APPLICATION: _____

A. PERSONAL DATA

1. Surname: _____

2. First Name: _____

3. Middle Name: _____

4. Title: ☐ Mr ☐ Ms ☐ Prof ☐ Dr

5. Sex: ☐ Female ☐ Male

6. Date of Birth: ____/____/____
mm dd yyyy

7. Age: _____

8. Place of birth: _____

9. Nationality: ☐ Filipino
Specify region of origin: _____

☐ Foreigner

Specify citizenship _____

Specify country of origin: _____

10. Civil Status: ☐ Single ☐ Married
☐ Separated ☐ Widow/Widower

17. Mailing Address: _____

18. Permanent Address: _____

11. Telephone(Res.): _____

12. Telephone (Office): _____

13. Mobile Number: _____

14. Fax : _____

15. E-mail: _____

16. Name, address and tel. no of person to
be notified in case of emergency:

B. ACADEMIC QUALIFICATIONS

1. Degree: ☐ BA/BS ☐ MD ☐ M/MA/MS
(Specify) _____

University: _____

Inclusive Years: _____

Honors, if any: _____

2. Degree: ☐ BA/BS ☐ MD ☐ M/MA/MS
(Specify) _____

University: _____

Inclusive Years: _____

Honors, if any: _____

3. Degree : ☐ BA/BS ☐ MD ☐ M/MA/MS
(Specify) _____

University: _____

Inclusive Years: _____

Honors, if any: _____

**INCOMPLETE and/or INCORRECT
DOCUMENTS WILL NOT BE ENDORSED FOR
EVALUATION**

GWA : _____

AVERAGE: _____



UPM NATIONAL GRADUATE OFFICE FOR THE HEALTH SCIENCES

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E-mail: ngo@post.upm.edu.ph Website: www.ngo@post.upm.edu.ph

UPM-NGOHS Form A2
Application Form



APPLICATION FORM (page 2)

C. PRESENT EMPLOYMENT

Position/Job Title: _____

Name of Institution: _____

Job Description: _____

Address: _____

Telephone/Fax Nos: _____

Inclusive years: _____

D. FINANCIAL SUPPORT

Annual Income

☐ Self: _____

☐ Total Household: _____

☐ Scholarship, fellowship or study privilege (specify)

☐ Others: _____

E. ENROLLMENT STATUS PREFERENCE

Load: ☐ Part-Time (1-8 units/semester)

☐ Full-Time (9-18 units/semester)

Deadline for submission of application documents:

F. GENERAL REQUIREMENTS

- ☐ An original and a photocopy of the application form (2 pages)
- ☐ An original and two (2) photocopies of Official (Original) Transcript of Records
- ☐ A Certified True Copy and one (1) photocopy of Diploma with the university/college seal and signature of the registrar in ink
- ☐ Two (2) copies of Curriculum Vitae
- ☐ Two (2) complete and signed Recommendations (forms provided in the Application Packet). The sealed envelope must be addressed to: THE DIRECTOR, NGOHS
- ☐ Photocopy of Birth Certificate
- ☐ Photocopy of Marriage Contract for married female applicants
- ☐ An Essay on an 8 1/2" x 11" sheet of paper describing your motivation for pursuing graduate study and your view of self-directed learning as a method of instruction. Likewise, provide a description of your research interest
- ☐ A photocopy of PRC License/Certificate (for MRS, MRS-SP, MS Dentistry and MA in Nursing Applicants)
- ☐ A dissertation proposal abstract and published creative works (for PhD Nursing Applicants)
- ☐ An original and one (1) photocopy of official receipt of application fee
- ☐ Four (4) passport-size pictures
- Additional Requirements for Foreign Applicants**
- ☐ Two (2) photocopies of Official TOEFL score of at least 550 (written test) or 173 (computerized test); 61 (internet based) or other Certification of English proficiency equivalent to TOEFL (e.g. IELTS (band 6); a certificate that English is the medium of instruction in the university where the student has graduated from is sufficient to waive this requirement
- ☐ Affidavit of Support/Certification of Financial Capability in English
- ☐ Two (2) Official Transcript of Records and Certified True Copy of Diploma in English. If written in another language, these documents must be translated to English and authenticated by the Philippine embassy /consul from country of origin
- ☐ Two (2) photocopies of passport, original to be presented for verification

UPM-NGOHS Form A2

Submit application and requirements to the National Graduate Office for the Health Sciences

**UPM NATIONAL GRADUATE OFFICE FOR THE HEALTH SCIENCES**

✉ Joaquin Gonzales Compound, UP Main Building
Padre Faura corner Ma Orosa Street Ermita 1000 Manila
☎ Tel nos: (63 2) 526-5870, 523-1495 ☎ Telefax: (63 2) 523-1498
✉ E-mail: ngoahs@post.upm.edu.ph 🌐 Website: www.ngoahs.upm.edu.ph

UPM-NGOHS Form A3
Application Form**RECOMMENDATION**

NAME OF APPLICANT :

LAST

GIVEN

MIDDLE

Degree applied for :

Sir/Madam:

The above-mentioned applicant of the UPM National Graduate Office for the Health Sciences has asked you to be his/her reference. Please fill up this form according to your best knowledge. A narrative of additional information which you want the UPM NGOHS to know about the applicant may be attached with this form. Place and seal them in an envelope to be mailed or hand carried to the UPM NGOHS. You may also scan the accomplished form and e-mail to ngoahs@post.upm.edu.ph.

Thank you very much.

Please rate the applicant accordingly.

Attributes	5 Exceptional	4 Superior	3 Average	2 Fair	1 Poor	Cannot Evaluate
1. Intellectual ability						
2. Research capability						
3. Capacity for critical/analytical thinking						
4. Leadership qualities						
4. Motivation for graduate studies						
6. Emotional stability						
7. Study Habits						
8. Teaching potentials						
9. Resourcefulness and creativity						
10. Honesty and integrity						

I recommend the candidate to the UPM NGOHS ☐ very strongly ☐ strongly.☐ I do not recommend the candidate to the UPM NGOHS.

Signature	
Printed Name	
Institution	
Position/Rank/Title	
Address	
Total number of years you have known the applicant	
In what capacity	<input type="checkbox"/> Professor <input type="checkbox"/> Supervisor/Employer <input type="checkbox"/> Others, specify
Date accomplished	

**NATIONAL GRADUATE OFFICE FOR THE HEALTH SCIENCES****UNIVERSITY OF THE PHILIPPINES MANILA**

3/F Joaquin Gonzales (Old NEDA) Building

Padre Faura corner Maria Orosa Streets, Ermita, Manila 1000 Philippines

Tel nos: 526-5870, 523-1495; Telefax: 523-1498; E-mail: ngohs@post.upm.edu.ph

Date _____

Director, NGOHS

University of the Philippines Manila

Through PROPER CHANNELS

Dear _____:

We have the honor to inform you that the undersigned served in the oral examination of _____, a _____

candidate who presented his/her dissertation/thesis proposal entitled _____

on _____ at _____, College of _____

University of the Philippines Manila, and voted as follows:

PANEL MEMBERS	FOR APPROVAL	FOR DISAPPROVAL
Chair/Adviser	_____	_____
Reader/Critic	_____	_____
Member	_____	_____
Member	_____	_____
Member	_____	_____

Committee's Decision:

() PASSED

() FAILED

Additional Remark/s: _____

Very truly yours,

Panel Chairman/Adviser

Endorsed:

Dept. Chair/ Chair Graduate Program Committee

Date _____

Dean

College of _____

Date _____

Please fill up in triplicate.



NATIONAL GRADUATE OFFICE FOR THE HEALTH SCIENCES
UNIVERSITY OF THE PHILIPPINES MANILA
3/F Joaquin Gonzales (Old NEDA) Building
Padre Faura corner Maria Orosa Streets, Ermita, Manila 1000 Philippines
Tel nos: 526-5870, 523-1495; Telefax: 523-1498; E-mail: ngohs@post.upm.edu.ph

Date _____

Director, NGOHS
University of the Philippines Manila

Through PROPER CHANNELS

Dear _____:

We have the honor to inform you that the undersigned served in the oral examination of

_____, a _____
name of student *degree/track/major*

candidate who presented his/her dissertation/thesis entitled _____
on _____ at _____, College of _____,
date and time *venue* *degree-granting unit*

University of the Philippines Manila, and voted as follows:

PANEL MEMBERS	FOR APPROVAL	FOR DISAPPROVAL
_____ <i>Chair/Adviser</i>	_____	_____
_____ <i>Reader/Critic</i>	_____	_____
_____ <i>Member</i>	_____	_____
_____ <i>Member</i>	_____	_____
_____ <i>Member</i>	_____	_____

Committee's Decision: () PASSED () FAILED

Additional _____ Remark/s: _____

Very truly yours,

Panel Chairman/Adviser

Endorsed:

Dept. Chair/ Chair Graduate Program Committee
Date _____

Dean
College of _____
Date _____

Please fill up in triplicate.



NATIONAL GRADUATE OFFICE FOR THE HEALTH SCIENCES
UNIVERSITY OF THE PHILIPPINES MANILA
3/F Joaquin Gonzales (Old NEDA) Building
Padre Faura corner Maria Orosa Streets, Ermita, Manila 1000 Philippines
Tel nos: 526-5870, 523-1495; Telefax: 523-1498; E-mail: ngohs@post.upm.edu.ph

APPROVAL SHEET

We, the members of the oral examination panel for _____
name of student
unanimously approve the thesis/dissertation entitled _____

The thesis/dissertation attached hereto which was defended on _____
date and time
at _____, College of _____, University of
venue degree-granting unit
the Philippines Manila for the degree of _____ is hereby
program degree/track/major
accepted.

PANEL MEMBERS

SIGNATURE

_____	_____
<i>Chair/Adviser</i>	
_____	_____
<i>Reader/Critic</i>	
_____	_____
<i>Member</i>	
_____	_____
<i>Member</i>	
_____	_____
<i>Member</i>	

We therefore recommend that _____ be awarded the degree of
name of student
_____ from the College of _____
program degree/track/major degree-granting unit

Very truly yours,

Panel Chairman/Adviser

Endorsed:

Dept. Chair/ Chair Graduate Program Committee
Date _____

Dean
College of _____
Date _____



NATIONAL GRADUATE OFFICE FOR THE HEALTH SCIENCES

UNIVERSITY OF THE PHILIPPINES MANILA

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Tel nos: 526-5870, 523-1495; Telefax: 523-1498; E-mail: ngohs@post.upm.edu.ph

CERTIFICATE OF ACCEPTANCE OF THESIS/DISSERTATION

The thesis/dissertation attached hereto, entitled _____

prepared and submitted by _____,
name of student

requirements for the degree of _____ is accepted.
program/track/major

Thesis/Dissertation Adviser

Accepted as partial fulfillment of the requirements for the degree of

Dean

College of _____
University of the Philippines Manila
Date _____

Director

National Graduate Office for the Health Sciences
University of the Philippines Manila
Date _____



NATIONAL GRADUATE OFFICE FOR THE HEALTH SCIENCES

UNIVERSITY OF THE PHILIPPINES MANILA

3/F Joaquin Gonzales (Old NEDA) Building

Padre Faura corner Maria Orosa Streets, Ermita, Manila 1000 Philippines

Tel nos: 526-5870, 523-1495; Telefax: 523-1498; E-mail: ngohs@post.upm.edu.ph

Date _____

The Chancellor
University of the Philippines Manila

Through PROPER CHANNELS

Dear _____:

This is to request that the following faculty members be paid their honoraria as per schedule or rate approved by the Board of Regents on June 30, 2014. These panel members served in the oral examination of _____, a _____ student,

name of student

program/track/major

on the thesis/dissertation entitled _____

_____. Attached herewith is a report of the examining panel.

PANEL MEMBERS	EMPLOYEE No.	TIN No.	AMOUNT
Chair/Adviser	_____	_____	_____
Reader/Critic	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____

Very truly yours,

Dean, College of _____

Date _____

Endorsed:

Director, NGOHS

Recommending Approval:

University Registrar

Vice-Chancellor for Academic Affairs

Approved:

The Chancellor



NATIONAL GRADUATE OFFICE FOR THE HEALTH SCIENCES

UNIVERSITY OF THE PHILIPPINES MANILA

3/F Joaquin Gonzales (Old NEDA) Building
Padre Faura corner Maria Orosa Streets, Ermita, Manila 1000 Philippines
Tel nos: 526-5870, 523-1495; Telefax: 523-1498; E-mail: ngohs@post.upm.edu.ph

Date _____

The Chancellor
University of the Philippines Manila

Through PROPER CHANNELS

Dear _____:

This is to request that the following faculty members be paid their honoraria as per schedule or rate approved by the Board of Regents on March 26, 1992. These panel members served in the comprehensive examination of _____ student/s, enrolled in

Number of takers

_____, _____ on _____

Program

track/major

date

at _____, College of _____, University of the
venue degree-granting unit

Philippines Manila. Also attached herewith is a report of the examining panel (List of takers and the comprehensive examination results).

PANEL MEMBERS	EMPLOYEE No.	TIN No.	AMOUNT
Chair	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____

Very truly yours,

Dean, College of _____
Date _____

Endorsed:

Director, NGOHS

Approved:

The Chancellor

Recommending Approval:

University Registrar

Vice-Chancellor for Academic Affairs

3/F Joaquin Gonzales (Old NEDA) Building
Padre Faura corner Maria Orosa Streets, Ermita, Manila 1000 Philippines
Tel nos: 526-5870, 523-1495; Telefax: 523-1498; E-mail: ngohs@post.upm.edu.ph

Name: _____ Program Adviser: _____
Student No.: _____ Present Degree Program: _____
Age: _____ Sex: _____ Degree-Granting Unit: _____
Year of Admission: _____ Academic Load Status:
Year of Enrollment: _____ [] Full-time [] Part-time
[] 1st Semester [] 2nd Semester Shifted? [] yes [] no
Scholarship: _____ If yes original degree Program: _____

COURSE	ACAD YR	SEM	CREDIT UNIT/S	GRADE	Gr x CU	REMARKS
<i>Core</i>						
GWA:						
<i>Required/Major</i>						
GWA:						
<i>Electives</i>						
GWA:						
Total GWA:						
<i>Title of Thesis:</i>						

Signature of Adviser _____
Date _____

Signature of Student _____
Date _____

PAGE 54



NATIONAL GRADUATE OFFICE FOR THE HEALTH SCIENCES
UNIVERSITY OF THE PHILIPPINES MANILA
3/F Joaquin Gonzales Bldg., UP Manila Main (Old NEDA) Building
Padre Faura corner Maria Orosa Streets, Ermita, Manila 1000 Philippines
Tel nos: 525-1498, 525-1495; Telefax: 526-5870
E-mail: ngohs@post.upm.edu.ph URL: www.ngohs.upm.edu.ph

REQUEST FOR EXTENSION OF MAXIMUM RESIDENCY

STUDENT NUMBER:	NAME OF STUDENT:	LANDLINE NO.:
COLLEGE:	PROGRAM:	MOBILE NO.:
	YEAR ADMITTED:	E-MAIL ADDRESS:

Please submit the following attachments before filing the request:

- Letter of request addressed to the Chancellor through proper channels citing the following:
 - Reason/s for extension
 - Progress of study
 - Plan of work for requested extension, expected output and date of completion of each planned activity
 - Explanatory endorsement of the thesis/dissertation adviser
 - MRM Monitoring checklist
- True copy of grades duly signed by the College Secretary.

Endorsed by Program Adviser _____ <i>Signature over printed name</i> Date: _____	Endorsed by Program Committee Chair _____ <i>Signature over printed name</i> Date: _____
Noted by: College Secretary _____ <i>Signature over printed name</i> Date: _____	Endorsed by Dean _____ <i>Signature over printed name</i> Date: _____
Action of the National Graduate Office for the Health Sciences: _____ ARNOLD V. HALLARE, Dr rer nat Director Date: _____	Conditions for extension: <input type="checkbox"/> Must have presented the thesis/ dissertation proposal <input type="checkbox"/> Must have defended the thesis/ dissertation <input type="checkbox"/> Must have passed enrichment course/s/ comprehensive examination Committee Action: <input type="checkbox"/> Extension for one (1) semester only <input type="checkbox"/> Last and final appeal for extension <input type="checkbox"/> Disapproved Approval Recommended by Vice Chancellor for Academic Affairs: _____ NYMIA P. SIMBULAN, DrPH Date: _____
Endorsed by University Registrar: _____ JOCELYN C. DEL MUNDO, PhD Date: _____	Approved by The Chancellor: _____ CARMENCITA M. DAVID-PADILLA, MD, MAHPS Date: _____

Conforme: _____
Student's Signature over printed name
 Date: _____

received by/copy for:
 _____ DGU-OC3
 _____ OUR
 _____ REQUESTING PARTY



NATIONAL GRADUATE OFFICE FOR THE HEALTH SCIENCES

UNIVERSITY OF THE PHILIPPINES MANILA

3/F Joaquin Gonzales (Old NEDA) Building

Padre Faura corner Maria Orosa Streets, Ermita, Manila 1000 Philippines

Tel nos: 526-5870, 523-1495; Telefax: 523-1498; E-mail: ngohs@post.upm.edu.ph

REQUEST FOR DEFERMENT OF ADMISSION

Date _____

Graduate student _____, newly-admitted into the
full name

College of _____ for the degree of _____,
degree-granting unit *program/track/major*

is requesting for deferment of admission until the _____,
semester/school year

for the following reasons: _____

The undersigned fully understands the following:

1. This request is filed **not later than one week** after the first day of classes.
2. Deferment, if granted, should not exceed more than one year.
3. Written letter to register will be submitted at least two months before the end of the granted period of deferment. It should be addressed to the NGOHS Director.

Conforme:

Signature of Student

Approved by:

Director, NGOHS

Date: _____



NATIONAL GRADUATE OFFICE FOR THE HEALTH SCIENCES

UNIVERSITY OF THE PHILIPPINES MANILA

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Padre Faura corner Maria Orosa Streets, Ermita, Manila 1000 Philippines

Tel nos: 526-5870, 523-1495; Telefax: 523-1498; E-mail: ngohs@post.upm.edu.ph

REQUEST FOR VALIDATION OF COURSES*
(Advanced/Transfer Credits)

Name of Student: _____

Degree Program: _____

Student No.: _____

Major: _____

Year of Admission (UPM): _____

Minor: _____

Course(s):	Where Taken (Institution/College)	AY and Sem	Unit	Grade
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Reason/s for Request: _____

* A graduate student may apply for **no more than nine (9) units** of advanced or transfer credits for course work done in another institution if:

- the subject was taken within the immediate five (5) years
- the subject is equivalent to that required by the degree program, as attested to be the department/University Registrar of UP Manila (attach supporting documents if necessary)
- the said courses for credit have been part of the transcript of records initially submitted during the application period

Signature of Student

Recommended Action: ☐ APPROVAL ☐ DISAPPROVAL

Program Adviser

Program Committee Chair

Decision: ☐ APPROVED ☐ DISAPPROVED

Dean, College of _____

Date _____

Please fill up in triplicate.

cf: DGU-OCS

UPM-OUR

NGOHS

**UNIVERSITY OF THE PHILIPPINES MANILA****NATIONAL GRADUATE OFFICE FOR THE HEALTH SCIENCES**

123/F Joaquin Gonzales Bldg., Padre Faura corner Maria Orosa Streets, Ermita, Manila 1000 Philippines
t 5231498, 5265870; f 5231495; e ngohs@post.upm.edu.ph

UPM-NGOHS FORM # 11

Name _____
Student Number _____
College _____
GWA _____

Date of application for Compre _____
Year admitted to the program _____
Degree _____
Field of Specialization _____

APPLICATION FOR COMPREHENSIVE EXAMINATION

After having satisfactorily completed all requirements of the prescribed academic courses in the curriculum, the above graduate student requests for approval of application to take the Comprehensive Examination to be given on _____ at _____
(date and time)

(venue)

Attached is the True Copy of Grades duly signed.

Recommended by: _____

Endorsed by: _____

Program Adviser

Graduate Programs Coordinator

College Secretary

Approved By: _____

Director, NGOHS

To be submitted at least one-month prior to the date of examination

NGOHS Copy

**UNIVERSITY OF THE PHILIPPINES MANILA****NATIONAL GRADUATE OFFICE FOR THE HEALTH SCIENCES**

123/F Joaquin Gonzales Bldg., Padre Faura corner Maria Orosa Streets, Ermita, Manila 1000 Philippines
t 5231498, 5265870; f 5231495; e ngohs@post.upm.edu.ph

UPM-NGOHS FORM # 11

Name _____
Student Number _____
College _____
GWA _____

Date of application for Compre _____
Year admitted to the program _____
Degree _____
Field of Specialization _____

APPLICATION FOR COMPREHENSIVE EXAMINATION

After having satisfactorily completed all requirements of the prescribed academic courses in the curriculum, the above graduate student requests for approval of application to take the Comprehensive Examination to be given on _____ at _____
(date and time)

(venue)

Attached is the True Copy of Grades duly signed.

Recommended by: _____

Endorsed by: _____

Program Adviser

Graduate Programs Coordinator

College Secretary

Approved By: _____

Director, NGOHS

To be submitted at least one-month prior to the date of examination

DGU Copy

**UNIVERSITY OF THE PHILIPPINES MANILA****NATIONAL GRADUATE OFFICE FOR THE HEALTH SCIENCES**

1023/F Joaquin Gonzales Bldg., Padre Faura corner Maria Orosa Streets, Ermita, Manila 1000 Philippines
t 5231498, 5265870; v 5231495; e nrohs@post.upm.edu.ph

UPM-NGOHS FORM # 12

Name _____
Student Number _____
College _____
GWA _____

Date of application for Compre _____
Year admitted to the program _____
Degree _____
Field of Specialization _____

NOTICE OF MASTER'S THESIS/ DISSERTATION PROPOSAL

After having satisfactorily completed all the requirements for the prescribed academic courses in the curriculum, the above graduate student is serving notice of the proposal of the thesis/dissertation entitled _____

_____ which will be held on _____
_____ at _____
(date and time) (venue)

Attached are the True Copy of Grades duly signed, list of panel members and a photocopy of the Form 5 showing enrollment in the 300 or 400 series.

Recommended by:

Endorsed by:

*Thesis/Dissertation Adviser*_____
*Dept Chair/ Program Committee Chair*_____
College Secretary

To be submitted at least one-month prior to the date of proposal

NGOHS Copy

**UNIVERSITY OF THE PHILIPPINES MANILA****NATIONAL GRADUATE OFFICE FOR THE HEALTH SCIENCES**

1023/F Joaquin Gonzales Bldg., Padre Faura corner Maria Orosa Streets, Ermita, Manila 1000 Philippines
t 5231498, 5265870; v 5231495; e nrohs@post.upm.edu.ph

UPM-NGOHS FORM # 12

Name _____
Student Number _____
College _____
GWA _____

Date of application for Compre _____
Year admitted to the program _____
Degree _____
Field of Specialization _____

NOTICE OF MASTER'S THESIS/ DISSERTATION PROPOSAL

After having satisfactorily completed all the requirements for the prescribed academic courses in the curriculum, the above graduate student is serving notice of the proposal of the thesis/dissertation entitled _____

_____ which will be held on _____
_____ at _____
(date and time) (venue)

Attached are the True Copy of Grades duly signed, list of panel members and a photocopy of the Form 5 showing enrollment in the 300 or 400 series.

Recommended by:

Endorsed by:

*Thesis/Dissertation Adviser*_____
*Dept Chair/ Program Committee Chair*_____
College Secretary

To be submitted at least one-month prior to the date of proposal

DGU Copy



UNIVERSITY OF THE PHILIPPINES MANILA
NATIONAL GRADUATE OFFICE FOR THE HEALTH SCIENCES

3/F Joaquin Gonzales Bldg., Padre Faura corner Maria Orosa Streets, Ermita, Manila 1000 Philippines
t 5231498, 5265870; f 5231495; e ngohs@post.upm.edu.ph

UPM-NGOHS FORM # 13

Name _____
Student Number _____
College _____
GWA _____

Date of application for Compre _____
Year admitted to the program _____
Degree _____
Field of Specialization _____

NOTICE OF MASTER'S THESIS/ DISSERTATION DEFENSE

After having satisfactorily completed all the requirements for the prescribed academic courses in the curriculum, the above graduate student is serving notice of the oral defense of the thesis/dissertation entitled _____

which will be held on _____ at _____
(date and time) (venue)

Attached are the True Copy of Grades duly signed and a photocopy of the Form 5 showing enrollment in the 300 or 400 series.

Recommended by:

Endorsed by:

Thesis/Dissertation Adviser

Dept Chair/ Program Committee Chair

College Secretary

To be submitted at least one-month prior to the date of defense

NGOHS Copy



UNIVERSITY OF THE PHILIPPINES MANILA
NATIONAL GRADUATE OFFICE FOR THE HEALTH SCIENCES

3/F Joaquin Gonzales Bldg., Padre Faura corner Maria Orosa Streets, Ermita, Manila 1000 Philippines
t 5231498, 5265870; f 5231495; e ngohs@post.upm.edu.ph

UPM-NGOHS FORM # 13

Name _____
Student Number _____
College _____
GWA _____

Date of application for Compre _____
Year admitted to the program _____
Degree _____
Field of Specialization _____

NOTICE OF MASTER'S THESIS/ DISSERTATION DEFENSE

After having satisfactorily completed all the requirements for the prescribed academic courses in the curriculum, the above graduate student is serving notice of the oral defense of the thesis/dissertation entitled _____

which will be held on _____ at _____
(date and time) (venue)

Attached are the True Copy of Grades duly signed and a photocopy of the Form 5 showing enrollment in the 300 or 400 series.

Recommended by:

Endorsed by:

Thesis/Dissertation Adviser

Dept Chair/ Program Committee Chair

College Secretary

To be submitted at least one-month prior to the date of defense

NGOHS Copy



NATIONAL GRADUATE OFFICE FOR THE HEALTH SCIENCES
UNIVERSITY OF THE PHILIPPINES MANILA
3/F Joaquin Gonzales (Old NEDA) Building
Padre Faura corner Maria Orosa Streets, Ermita, Manila 1000 Philippines
Tel nos: 526-5870, 523-1495; Telefax: 523-1498; E-mail: ngohs@post.upm.edu.ph

CERTIFICATE OF SUBMISSION/ACCEPTANCE OF PAPER FOR PUBLICATION

We would like to inform you that the article authored by _____
name of student
has been submitted/accepted by _____
name of journal
for publication, entitled _____
_____ in partial fulfillment of the requirements for the degree of
_____, College of _____
program/ track/ major *degree-granting unit*

Attached hereto is the acknowledgement receipt of submission/acceptance.

Endorsed:

Dept. Chair/ Chair Graduate Program Committee
Date _____

Dean
College of _____
Date _____

Please fill up in triplicate.
cf: DGU-OCS
UPM-OUR
NGOHS



NATIONAL GRADUATE OFFICE FOR THE HEALTH SCIENCES
UNIVERSITY OF THE PHILIPPINES MANILA
3/F Joaquin Gonzales (Old NEDA) Building
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Tel no: 526-5870, 523-1495, Telefax: 523-1498; E-mail: ngohs@post.upm.edu.ph

UPM-NGOHS Form # 15
MRR Monitoring Checklist

Name _____ Student No. _____
College _____
Semester and Academic year of first enrolment in the program _____
number of years in the program _____
Date of last MRR request _____
Number of leave of absence applied _____
Absence without leave history _____

Criteria	Yes	No	Remarks
First time to apply for MRR extension			
Enrolled the previous semester			
Course work completed			
Passed Comprehensive examination			
Status of Thesis			
• Thesis topic approved			
• Proposal presented & approved			
• Ongoing data gathering			
• Thesis writing			
• Thesis defended and approved			
• Revision of manuscript			
Total number of enrichment course passed			

Evaluated by: _____ Date: _____



NATIONAL GRADUATE OFFICE FOR THE HEALTH SCIENCES
UNIVERSITY OF THE PHILIPPINES MANILA
3/F Joaquin Gonzales (Old NEDA) Building
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Tel no: 526-5870, 523-1495, Telefax: 523-1498; E-mail: ngohs@post.upm.edu.ph

UPM-NGOHS Form # 15
MRR Monitoring Checklist

Name _____ Student No. _____
College _____
Semester and Academic year of first enrolment in the program _____
number of years in the program _____
Date of last MRR request _____
Number of leave of absence applied _____
Absence without leave history _____

Criteria	Yes	No	Remarks
First time to apply for MRR extension			
Enrolled the previous semester			
Course work completed			
Passed Comprehensive examination			
Status of Thesis			
• Thesis topic approved			
• Proposal presented & approved			
• Ongoing data gathering			
• Thesis writing			
• Thesis defended and approved			
• Revision of manuscript			
Total number of enrichment course passed			

Evaluated by: _____ Date: _____

**OFFICERS OF ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES MANILA**

CARMENCITA D. PADILLA, MD, MAHPS
Chancellor

NYMIA P. SIMBULAN, DrPH
Vice-Chancellor for Academic Affairs

ARLENE A. SAMANIEGO, MD
Vice-Chancellor for Administration

MICHAEL L. TEE, MD
Vice-Chancellor for Planning and Development

EVA MARIA C. CUTIONGCO-DELA PAZ, MD
Vice-Chancellor for Research and Executive Director, National Institutes of Health

LESLIE MICHELLE M. DALMACIO, MSc, PhD
Assistant to the Vice-Chancellor for Academic Affairs

ROSEL Z. DOVAL SANTOS, MD
Consultant to the Chancellor for Resource Generation and Special Projects

UP Manila Unit Heads

JOCELYN C. DEL MUNDO, PhD
University Registrar, Office of the University Registrar

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UP NAMING MAHAL

U.P. naming mahal, pamantasang hirang
Ang tinig namin, sana'y inyong dinggin
Malayong lupain, amin mang marating
Di rin magbabago ang damdamin
Di rin magbabago ang damdamin.

Luntian at pula, sagisag magpakailanman
Ating ipagdiwang, bulwagan ng dangal
Humayo't itanghal, giting at tapang
Mabuhay ang pag-asa ng bayan!
Mabuhay ang pag-asa ng bayan!

PUSH ON UP

Push on UP and go on to win
Push on UP and fight
May words and deeds keep you in the lead
Push on to victory with all your might

Loyal and true we're always with you
Push when the game goes hard
From East to West we know you're the best
Push on UP and fight

Rise, rise UP!
We'll always stand by you
Go on UP!
We will ever cheer and cheer for you
To win, win UP!
Our hearts will ever yearn
For the Maroon and Green banner waving
High up for UP!

Varsity, varsity
Hit them high and low
Varsity, varsity
Always on the go UP, go
UP Rah, UP Rah
UP Rah Rah Rah

