



## PROGRAM DETAILS OF THE DOCTOR OF EDUCATION PROGRAM

**Degree Name:** Doctor of Education

**Major:** Educational Management

**Program Track:** Professional Track

### Program Description:

The Doctor of Education in Educational Management is a graduate program leading to a doctoral degree that focuses on the mastery of the subject matter and techniques of a professional field to a stage of competence in research and prepares students for a life of scholarship in an academic discipline. The work for a professional doctoral degree may extend the boundaries of knowledge in the field. It is directed primarily towards distinguished-practical performance, development, and validation of new theories, models, programs, and practices in the various aspects of the educational process.

### Program Outcomes:

- a.) Demonstrated highly advanced systematic knowledge and skills in a highly specialized and/or multidisciplinary field of learning.
- b.) Utilized complex research/creative work and/or professional practice and/or the advancement of learning with full independence in individual work/or teams and interdisciplinary or multidisciplinary settings.
- c.) Applied a more complex setting that demands leadership in research and creative work with strategic value added.
- d.) Applied a significant level of expertise-based autonomy and accountability to professional leadership and innovation research and/or development management in a highly specialized or interdisciplinary, or multidisciplinary field.

### Eligibility

1. Foreign applicants to the EdD Program must have graduated from a Master's degree, with five (5) years of professional management work experience in the relevant industry.
2. They will secure and fill out the Foreign Student Application Form and prepare all the pertinent documents to qualify for admission as listed under Number 3-Qualifications Documents for Online Admission. These are all to be submitted online to the Graduate Programs Operations Office (GPOO). The coordinator will forward the online applications, together with the documents, to the screening officers for evaluation. The submission online is at least three months before the start of enrolment or earlier for the screening officers to do the evaluation, and likewise give ample time for the foreign applicants to process travel papers if successfully accepted for admission.





3. The foreign applicants will have to wait for the schedule for taking the Aptitude and Motivation examinations online to be conducted by the personnel of Student Engagement Support Services (SESS). Coordination will still be done by the GPOO.
4. The GPOO Coordinator likewise informs the applicants of the schedule of an initial online interview to be conducted by the faculty dean or program head.

### **Qualification Documents for Online Admission**

- a. Letter of Admission to Office of the Graduate School
- b. Scanned copy of the Academic Records/Transcript of Records (TOR) authenticated by the Philippine Embassy or consulate in the applicant's country of origin or legal residence
- c. Scanned copy of Personal History Statement (PHS) duly accomplished and signed by the applicant in English, with original left- and right-hand thumbprints on PHS. Each PHS should be provided with an original, latest passport-size ID picture with a name tag (name tag format: last name, first name, middle initial)
- d. Scanned copy of notarized Affidavit of Support with proof of adequate financial support (bank statement) and letter of Guarantee from sponsoring parents/company/organization/private entity to cover expenses for student's accommodation and subsistence, school fees, dues, and other incidental expenses
- e. Scanned copy of birth certificate
- f. Scanned copy of passport pages reflecting the name, picture, birthdate, and birthplace of the applicant
- g. Certification of English as Medium of Instruction from the Office of the University Registrar or its equivalent if applicable, or applicable English Language Exam Results, e.g. Test of English as a Foreign Language (TOEFL), or the International English Language Testing System (IELTS)
- h. Scanned copy of letters of recommendation/reference from two (2) previous professors/superiors/colleagues
- i. Scanned copy of Research Plan/Proposal/Outline

### **Admission Requirements**

- a. Printed copy of the Notice of Acceptance (NOA)
- b. Letter of Admission addressed to the office of the Graduate School
- c. Academic Records/Transcript of Records (TOR) -One (1) original copy with signature and stamped seal of the issuing educational institution -Two (2) photocopies authenticated by the Philippine Embassy or consulate in the applicant's country of origin or legal residence. The certification on the photocopies must be in original ink, signature, and with a seal. All school documents should be with English translation (if not in English) and should be placed in a sealed envelope with the signature of the Principal/Registrar on the flap of the envelope
- d. Personal History Statement (PHS) - Seven (7) copies of PHS duly accomplished and signed by the applicant in English, with original left- and right-hand thumbprints on PHS. Each





- PHS should be provided with the original latest passport-size ID picture with a name tag (name tag format: last name, first name, middle initial)
- e. Affidavit of Support - A notarized affidavit of support with proof of adequate financial support (bank statement), and a letter of guarantee from sponsoring parents/company/organization/private entity to cover expenses for the student's accommodation and subsistence, school fees, dues, and other incidental expenses
  - f. Birth Certificate/Marriage Contract for married females
  - g. Photocopy of passport pages reflecting the name, picture, birthdate, and birthplace of the applicant
  - h. VISA/Immigration papers
  - i. Certificate attesting to their competence to do college work from the school last attended, signed by proper authority
  - j. Police Clearance from the country of origin
  - k. International Comprehensive Health Insurance
  - l. Neuro-psychological Test, Medical Laboratory Test, including chest x-ray, and drug test results from an accredited clinic or hospital in the Philippines
  - m. Sealed Letters of Recommendation/Reference from two (2) previous professors/superiors/colleagues
  - n. Research Plan/Proposal/Outline

