

**MANUAL OF OPERATIONS FOR THE GRADUATE SCHOOL
OF THE SOUTHERN LEYTE STATE UNIVERSITY**



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FOREWORD

Graduate study at the Southern Leyte State University (SLSU) is aimed at enhancing the competencies of the graduate students to meet the requirements set by globalization, regional integration, internationalization of higher education, Industry 4.0, and ICT-enabled economies. At the Graduate School, students must be equipped not only with the 21st Century skills but also with skills required in an innovation ecosystem. Thus, the primordial goal of the Graduate School is to develop the students' ability for critical inquiry and independent research for the advancement of knowledge, and to develop their competence in the exercise of professional leadership.

The Academics of the SLSU Graduate School assume the important role and responsibility of honing the knowledge, skills and practices of the students so that their desired competencies and skills will be achieved as enshrined in the Philippine Qualification Framework (PQF). Specifically, the required outcomes from the master's and doctoral levels include: demonstration of advanced to highly-advanced systematic knowledge and skills in highly specialized and complex interdisciplinary/multidisciplinary field of learning; utilization of self-directed to complex research/creative work/innovation; application of complex setting that demands leadership for research and innovation with strategic value added; and application of significant level of expertise-based autonomy and accountability to professional leadership for innovation, research or development management in highly specialized or multidisciplinary field. To this end, the Graduate School Academics recognize the need for coordination and cooperation among its members in order to attain greater efficiency and effectiveness in the SLSU's quest of becoming a high quality corporate university of science, technology and innovation.

CHAPTER 1
TITLE, JURISDICTION AND ORGANIZATION

- Article 1.** These rules and regulations shall be known as “Manual of Operations for the Graduate School” of the Southern Leyte State University, hereinafter referred to as the University.
- Article 2.** The Graduate School shall exercise full jurisdiction over the planning, implementation, monitoring and evaluation of all graduate programs of the University.
- Article 3.** Graduate School is situated under the office of the Vice President for Academics, Research and Innovation, hereinafter referred to as the VPARI.
- Article 4.** The organizational structure of the Graduate School is as depicted in Figure 1.

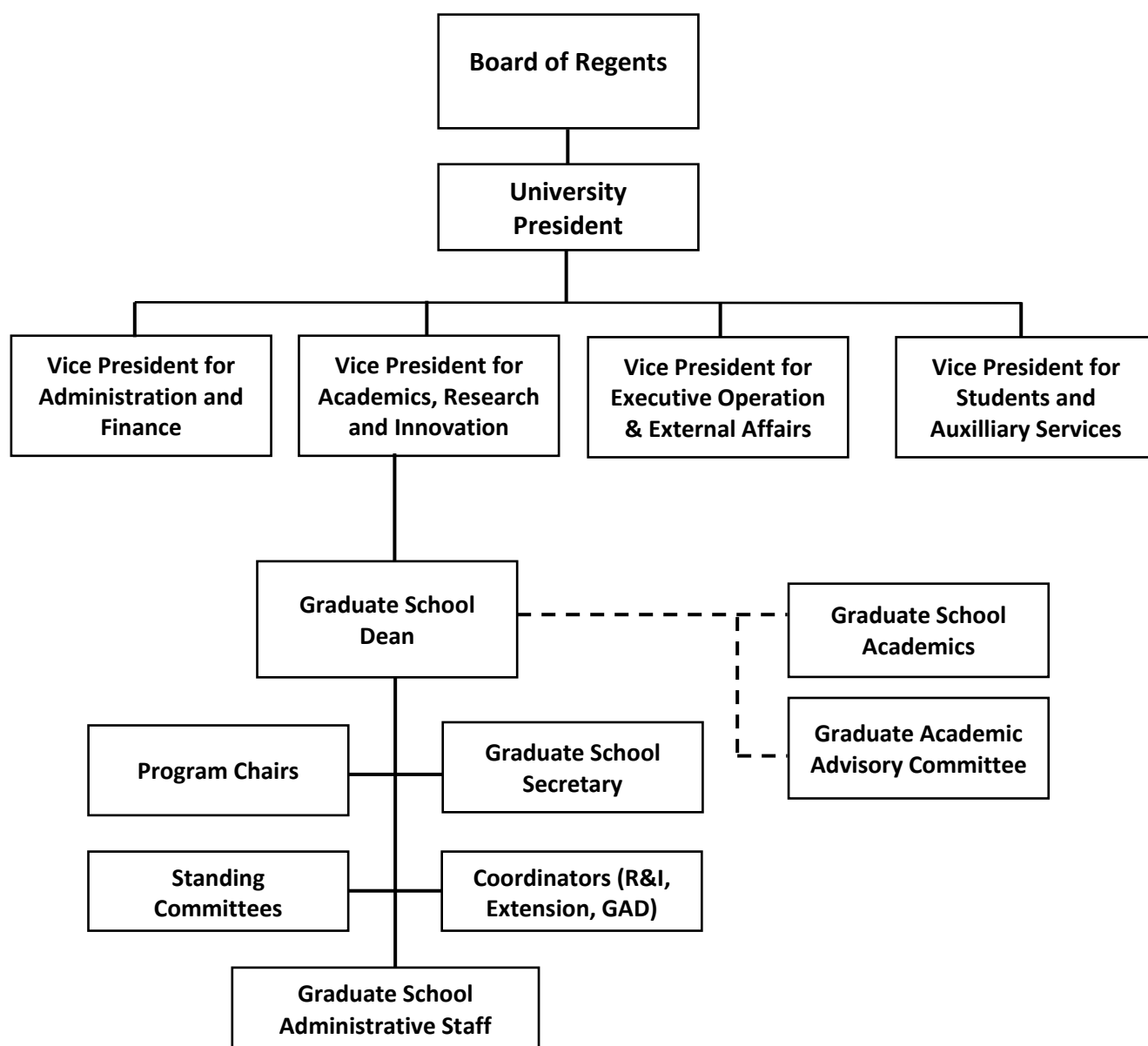


Figure 1. The SLSU Graduate School Organizational Structure

CHAPTER 2 GRADUATE SCHOOL ACADEMICS

Section 1. Composition

- Article 1.** The University Graduate Academics is a group of faculty members with equal rights and privileges in the formulation, implementation and evaluation of graduate programs and policies.
- Article 2.** The University Graduate Academics has two types of membership, namely regular and non-regular.
- a) *Regular* members are tenured faculty members of the University, with relevant Doctoral or Master's degrees, who are issued assignments to handle graduate courses and/or serve as an advisory committee chair or member. They should have published papers in scientific journals recognized by the Philippine Association of State Colleges and Universities (PASUC) and the Commission on Higher Education (CHED) during the last three years, or an invention patent or utility model patent. They are issued appointments to serve in the University's graduate programs.
 - b) *Non-regular* members are professional lecturers, visiting professors, exchange professors, affiliate professors or adjunct professors from other institutions, and University retirees (if applicable) with published papers in scientific journals recognized by PASUC during the last three years, or an invention patent or utility model patent. They are issued appointments to serve in the University's graduate programs.

Section 2. Appointment

- Article 1.** The University President shall issue appointment to the Graduate School Academics upon recommendation of the College Dean/Agency Head, and endorsement by the Dean of the Graduate School and Vice President for Academics, Research and Innovation.
- Article 2.** To be appointed as a regular member of the Graduate School Academics, a nominee must have at least a relevant master's degree in the discipline, and with a published article in scientific journals recognized by the Philippine Association of State Universities and Colleges (PASUC) during the last three (3) years, or an invention patent or utility model patent. However, only those with a doctoral degree shall be allowed to teach courses and to handle graduate advisory in the doctoral level.
- Article 3.** A regular member of the Graduate School Academics may be appointed as Advisor/Chair of the graduate advisory committee if the following criteria are satisfied:
- A. Master's student Advisors*
- a) Must be tenured academics of the University;
 - b) Must have at least a master's degree in the discipline; and
 - c) Must be a senior author of at least one (1) scholarly paper published in PASUC-recognized journals in his/her field of specialization, or have at least one (1) invention patent application in the first publication stage or issued utility model patent certificate.

B. Doctoral student Advisors

- a) Must be tenured academics of the University;
- b) Must have a doctoral degree in the discipline; and
- c) Must have been a senior author of at least two (2) scholarly papers published in PASUC-recognized journals in his/her field of specialization, or have at least two (2) invention patent application in the first publication stage or two (2) issued utility model patent certificates.

Article 4. Appointment of a non-regular graduate academics as thesis/dissertation advisor(s) shall be made using the same criteria as for regular members of the graduate school academics.

Article 5. Appointment to the Graduate School Academics may be permanent or temporary. Permanent appointments may be issued to qualified tenured academics. Temporary appointments may be given for a period not exceeding one year, which shall automatically terminate at the end of the year unless renewed.

Article 6. A member of the Graduate School Academics shall lose membership if he/she ceases to participate actively in graduate education at SLSU or if he/she has not published journal paper during the last three years. Active participation in graduate education means satisfaction of at least one of the following conditions:

- a) Teaching at least one graduate course; or
- b) Membership in graduate advisory committee.

Article 7. A member of the Graduate School Academics who has lost his/her membership maybe reinstated following the provisions of Section 2, Article 2 of this chapter.

Section 3. Function

Article 1. The University Graduate School Academics has administrative jurisdiction over all graduate degree programs and recommends to the Board of Regents, through the University Academic Council, the institution, revision or abolition of the graduate courses and programs, including admission and graduation of students.

CHAPTER 3 GRADUATE ACADEMIC ADVISORY COUNCIL

Article 1. The Graduate Academic Advisory Council (GAAC) shall be composed of the Program Chairs, the Chairs of the standing committees and the Secretary of the Graduate School with the Dean of the Graduate School as *ex-officio* Chair of the Council.

Article 2. The Graduate Academic Advisory Council shall perform the following functions:

- a) Formulate policies and guidelines governing the administration of graduate programs and operations of the SLSU Graduate School;
- b) Review curricular and other academic matters for endorsement to the Graduate School Academics; and

- c) Advise the University President, through the VPARI on new directions and problems in graduate education and advanced studies, and to suggest administrative measures for coordination, direction, and growth of graduate programs in the University.

CHAPTER 4

OFFICERS OF THE GRADUATE SCHOOL

Section 1. Dean of the Graduate School

- Article 1.** The Dean of the Graduate School, hereinafter referred to as the Dean acts as the executive officer of the Graduate School Academics and presides over the meetings of the Graduate Academic Advisory Council.
- Article 2.** The Dean shall be appointed by the University President from among the permanent Graduate School Academics and confirmed by the SLSU Board of Regents.
- Article 3.** The term of office of the Dean shall be two years without prejudice to re-appointment and until a successor has been designated.
- Article 4.** The Graduate School Dean reports to office regularly on Saturdays and takes a one day-off on working days to offset his/her work on weekend.
- Article 5.** The Dean of the Graduate School performs the following functions:
- a) Plans, organizes, and monitors implementation of programs/projects in the Graduate School which are within the context of the mandates and objectives of the University;
 - b) Recommends to the Vice President for Academics, Research and Innovation and to the University President policy reforms relevant to the offering, delivery and management of graduate school programs of the University;
 - c) Communicates the Program Goals and Objectives of the Graduate School to the community and professional constituencies and in seeking public and private funds to support the goals of the Graduate School;
 - d) Spearheads in enhancing the preparation of course work such as syllabi, and other instructional materials at a level that reflects critical and high thinking skills and on par with international standards;
 - e) Encourages the development of outcomes-based teaching resources that promote optimum learning and are gender-sensitive;
 - f) Takes lead in enhancing the research and innovation programs and activities and involvement of Graduate School academics in close coordination with the Research and Innovation Unit of the University;
 - g) Keeps records of graduate student evaluation, examination, course work, syllabi and program of studies;
 - h) Maintains good working relationships, and communicates effectively with administration, Graduate School Faculty, staff, students, and other clients;
 - i) Makes periodic assessment on the performance of all Graduate School academics and provides assistance when needed for their skills enhancement;
 - j) Recommends to the VPARI or to the University President specific action on Graduate School academics development including participation in seminars, scholarship and other programs for professional growth;
 - k) Coordinates in the recruitment of Graduate School academics as needed and recommends to the VPARI or to the University President of the hiring of such position;

- l) Serves as overall coordinator of the Accreditation Task Force of the Graduate School programs;
- m) Periodically revisits the curricular offerings of the Graduate School based on the latest CMO guidelines and ensures that all programs are compliant to the CHED policies, standards and guidelines;
- n) Ensures and determines the placement, employability and promotion or career advancement of the graduates through the conduct of periodic tracer activity in close coordination with the Program Chairpersons;
- o) Submits accomplishment reports to the University President through the VPARI;
- p) Conducts regular meeting with the Program Chairpersons and Graduate School Academics; and
- q) Performs other functions as may be assigned by the VPARI or by the University President.

Section 2. Secretary of the Graduate School

- Article 1.** The Secretary of the Graduate School hereinafter referred to as the Secretary shall be a permanent Graduate Academics recommended by the Dean, duly endorsed by the VPARI, and appointed by the University President.
- Article 2.** The term of office of the Secretary shall be two years without prejudice to re-appointment.
- Article 3.** With a workload of 9.0 units, the Graduate School Secretary reports to office regularly on Saturdays and takes a one day-off on working days to offset his/her work on weekend.
- Article 4.** The GS Secretary shall perform the following functions:
- a) Be responsible for the minutes of meetings and records of the Standing Committees, Graduate Academic Advisory Council, and the Graduate School Academics;
 - b) Assists the Dean in the preparation and dissemination of announcements and reports as may be required by the VPARI and other authorities of the University;
 - c) Takes charge in facilitating the external review and record-keeping of the students' theses and dissertations;
 - d) Helps in the preparation of the annual budget and requisitions of the Graduate School;
 - e) Helps in the execution of the academics and committee decisions;
 - f) Supervises the monitoring of student records and graduation requirements;
 - g) Advises and supervises the Association of Graduate Students (AGS) in the production of the graduate students' publication and other activities;
 - h) Assists the Dean in the planning, implementation, monitoring and evaluation of the Graduate School programs and activities; and
 - i) Performs other duties that may be assigned by the Dean.

CHAPTER 5 STANDING COMMITTEES

- Article 1.** The Graduate School shall have three standing committees: Committee on STEM Programs, Committee on Non-STEM Programs, and Committee on Student Progress and Graduation. These committees shall be composed of at least five members. The Committee on Student Progress and Graduation shall have one graduate student leader per campus with graduate offering, representing the graduate students, as members.
- Article 2.** The chair and members of each standing committee shall be recommended with the consent of the concerned permanent graduate faculty by the Dean of the Graduate School, and endorsed by the VPARI for designation by the University President.
- Article 3.** The chair and members of each standing committee shall serve for a period of one (1) year without prejudice to re-appointment.
- Article 4.** The STEM and Non-STEM Programs committees shall perform the following functions:
- a) Undertake a review of the graduate offerings and program requirements of the disciplines represented in the committee, and recommend to the Graduate School Dean the necessary changes;
 - b) Study and recommend to the Graduate Faculty any new graduate offerings and programs;
 - c) Review proposed changes in the graduate curriculum and program requirements of the various disciplines before endorsement to the Graduate Academic Advisory Council and Graduate Academics; and
 - d) Perform other duties that may be assigned by the Graduate School Dean.
- Article 5.** The committee on Student Progress and Graduation shall perform the following functions:
- a) Study and recommend to the Graduate School Academics matters on academic performance of graduate students;
 - b) Study and recommend to the Graduate School Academics means of promoting the general welfare of the graduate students;
 - c) Study and recommend to the Graduate School Academics matters dealing with graduate student discipline;
 - d) Study special cases on student progress, and report the findings and recommendations to the Graduate School Academics; and
 - e) Perform other duties that may be assigned by the Dean.

CHAPTER 6

PROGRAM CHAIR AND GRADUATE ADMISSION COMMITTEES

- Article 1.** The head (dean/department head) of academic units with graduate offerings, if designated as graduate faculty, shall act as the Program Chair who directly supervises the graduate faculty and delivery of graduate programs. He/she is also responsible for recommending to the Dean the assignment of rooms and laboratories for the graduate courses; monitoring and evaluation of the faculty assigned to teach courses under the program; facilitation of the quality assurance and accreditation of the program; and updating of the processes and modality of implementation and adoption of the learning outcomes, assessment, teaching-learning activities, and grading system under the program.
- Article 2.** Each graduate program shall have a Graduate Admission Committee composed of at least three (3) Graduate Academics with the Program Chair serving as ex-officio chair. Recommendation for membership to the Graduate Admission Committee shall be endorsed by the Program Chair and approved by the Dean of the Graduate School.
- Article 3.** The Graduate Admission Committees shall facilitate the speedy evaluation of the academic credentials of applicants for admission to their graduate programs. The committee chair shall endorse the evaluation to the Dean of the Graduate School.

CHAPTER 7

LEARNING OUTCOMES, ASSESSMENT, TEACHING-LEARNING ACTIVITIES, AND GRADING SYSTEM

Section 1. Learning Outcomes

- Article 1.** The program chair shall spearhead in the preparation of the complete set of approved program outcomes, curriculum with curriculum map, performance indicators for each outcome, and measurement system for the level of attainment of each indicator.
- Article 2.** The program chair shall ensure that all course outcomes are aligned to the program outcomes assigned for each course as indicated in the curriculum map.
- Article 3.** The faculty members at the program level shall design and present course learning outcomes during a meeting or writeshop for deliberation and agreement. These outcomes must be presented prior to the start of every academic year, provided that no new outcomes are introduced.

Section 2. Assessment

- Article 1.** The program chair, in consultation with the concerned course graduate academics, shall ensure that all assessment activities are constructively aligned to the approved learning outcomes. The measures for assessment to be employed shall be agreed upon by the graduate academics in each unit taking into consideration the approved learning outcomes for each course.

Section 3. Teaching-Learning Activities

- Article 1.** The program chair shall ensure that all the teaching approaches proposed by the graduate academics including the mode of delivery for each course are constructively aligned to the approved learning outcomes and assessment strategies.

Section 4. Grading System

- Article 1.** The grading system shall be based on the principle of outcomes-based education system. Specifics in the grading system shall be indicated in each course syllabus.
- Article 2.** Grades and expected outputs must be based on clearly specified learning outcomes and performance standards.
- Article 3.** Grading must be based on established and approved criteria and shall only focus on achievement as manifested on the actual performance and/or product of the student.
- Article 4.** The passing grade shall range from 1.0 to 3.0, with 1.0 as the highest grade and 3.0 as passing mark. Grade below 3.0 is considered as failing grade. As reflected in the course syllabus, the graduate academics decide on how to grade their students provided that they are transparent with whatever grading criteria they will implement.

CHAPTER 8 ADMISSION, ENROLMENT, AND GRADUATION

Section 1. Admission Requirements

- Article 1.** The applicant for admission to the Master's program should be a holder of Baccalaureate degree or its equivalent from any recognized academic institution. The applicant for admission to the Doctoral program should be a holder of a master's degree or its equivalent from any recognized academic institution.
- Article 2.** The applicant must submit the duly filled out Application Form to the Graduate School together with the following documents:
- a) Original and a photocopy of the official transcript of records, in the English language, and with an explanation of the grading system used, from all tertiary and graduate institutions attended;
 - b) For international students, certification from the office of the University Registrar or its equivalent of the previous university attended that the medium of instruction is English (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);
 - c) Application fee approved by the BOR (may be paid by bank or telegraphic transfer);
 - d) Sealed letters of recommendation/reference (2 for Master's and 3 for Doctoral degree applicants) from previous professors/superiors/colleagues; and

e) Research Plan/Proposal/Outline

All documents must be in the Graduate School at least one month before the start of classes every semester. For international students, documents must be submitted earlier to have ample time to process travel papers. Submitted documents pertinent to the application become part of the university files and shall not be returned to the applicant.

Article 3. The concerned Graduate Admission Committee shall determine the acceptability of an applicant based on a set of criteria that may include applicant's academic background, language proficiency, and research proposal and research work experience in the intended major field. Admission of a prospective major student shall be recommended by the Program Chair concerned to the Dean of the Graduate School who will issue an official letter of admission and non-admission.

Article 4. All applicants from countries where English is not the medium of instruction and with a TOEFL iBT score below the passing mark or IELTS score below the passing mark as set by the Graduate School should take the English proficiency examination. Those who do not meet the required level of proficiency for graduate studies in SLSU may be admitted on Probationary status with the condition that they should take an Intensive English Course for International Students administered by the Center for Foreign Language and Culture prior to or during their first semester of residency in the program.

Section 2. Notice of Admission

Article 1. The Letter of Admission is the primary requirement for enrolment which shall be sent by the Graduate School to the applicant at most one month prior to the start of each semester enrolment. Notice of non-admission shall also be sent to the non-admitted applicants.

Article 2. The admission process is not complete until the applicant acknowledges the admission through a letter of acceptance.

Section 3. Admission Categories

Article 1. An applicant may be admitted on regular status, on probationary status, or denied admission.

Article 2. Regular Admission is offered to an applicant whose academic records and supporting documents indicate that he/she is qualified to undertake graduate studies in his/her chosen field.

Article 3. Probationary Admission is offered to an applicant whose academic records and supporting documents indicate deficiencies but show promise of success in graduate study. Probationary Admission is also offered to international students whose academic background qualify for admission but failed to show proof of English proficiency. A duly accomplished waiver form must be submitted indicating the schedule of compliance of the deficiencies.

Article 4. An applicant admitted on probationary status must meet the specific requirements of his/her admission before his/her probationary status can be changed to regular status. An applicant who fails to meet the terms of his/her probationary admission is automatically disqualified from pursuing his/her intended program of study.

Article 5. The probationary status can be changed to regular status if the student has obtained a grade point average of at least 2.0 during the first semester of residence at the Graduate School.

Article 6. Applicants who are denied admission due to lack of preparatory or fundamental courses in the intended graduate program of study may have their applications reconsidered only after submission of additional documents not submitted at the time of original evaluation. Applicants denied admission due to poor academic credentials are discouraged from reapplying for admission.

Note: Poor academic credentials means a student got a GPA of at most 2.6 or its equivalent.

Section 4. Deferment of Admission

Article 1. Deferment of admission for a period not exceeding one year may be granted upon written request. A prospective student unable to register within two semesters of admission needs to re-apply for admission to the Graduate School.

Section 5. Registration or Enrolment

Article 1. All students intending to work for a Master's and Doctoral degrees will be allowed to register only upon presentation of the letter of admission from the Dean of the Graduate School. Accreditation of units/courses taken outside of the University is done at the office of the college offering the program.

Article 2. Aside from the admission form/requirements, additional documents, prescribed fees, and forms are required during enrolment or registration, to wit:

- a. Letter of Admission to the SLSU Graduate School
- b. Three (3) copies of passport size ID picture with a name tag;
- c. Photocopy of birth certificate; and
- d. Photocopy of Marriage Contract (for married female).

Article 3. A student may register the maximum units allowed for the master's and doctoral studies per semester or summer term. He/She may be allowed to enroll units more than the maximum units if he/she is taking last academic subjects or graduating in the current term.

Section 6. Fees

Article 1. The schedule of fees for graduate students shall be as follows, subject to approval by the SLSU-BOR every time there is proposal for adjustment:

	Foreign Students (in USD)	Local Students
Admission Fee (non-refundable)	30	P 1,000
Foreign Students Fee (per term)	Master's: 300 Doctoral: 350	

Tuition Fee per Unit	Master's: 25 Doctoral: 35	Master's: 500 Doctoral: 700
Thesis/Dissertation Writing Fee per Unit	Master's: 30 Doctoral: 40	Master's: 600 Doctoral: 800
Student Handbook (one-time payment)	10	200
Residency Fee	80	2,000
Validating Exam Fee	10	300
School ID	10	200
Development Fee (per semester)	10	200
Medical/Dental Fee	30	500
Publication Fee (to be paid to the AGS per term)	10	200
SCUAA Fee		15
Laboratory Fee	MTE/MSIT/MIS Courses: 20 Speech Lab Fee: 20	MTE/MSIT/MIS Courses: 1,000 Speech Lab Fee: 500
Library Fee	40	1,000
Certification Fee	5	100
Transcript of Records (per page)	10	100
CAV (per page)	10	100
Diploma Fee	10	300
Graduation Fee	10	500
INC Completion Fee (per course)	Master's: 10 Doctoral: 15	Master's: 100 Doctoral: 200
AWOL Fee	30	1,000
Graduate Advisory Fee - Advisor	Master's: 200 Doctoral: 400	Master's: 10,000 Doctoral: 20,000
Graduate Advisory Fee - Members	Master's: 180 Doctoral: 240	Master's: 9,000 Doctoral: 12,000
Comprehensive Exam	Master's: 40 Doctoral: 50	Master's: 1,000.00 Doctoral: 2,150.00
Plagiarism and Grammarly (one package)	20	Master's: 300.00 Doctoral: 500.00

Section 7. Advanced or Transfer Credit

- Article 1.** A student whose application for admission has already been approved and who has duly registered may apply for advanced credits or transfer credits for work done in another institution upon:
- a) presentation of credentials showing that he/she passed in another institution courses fully equivalent to those given in the SLSU Graduate School for which credit is sought; and
 - b) passing the validating test given, if necessary, by the unit/department concerned.
- Article 2.** Not more than nine (9) units of advanced credit or transfer credit may be granted to a student for course work done towards the graduate degree, unless course work is done in another institution of higher learning with prior approval of a duly constituted graduate advisory committee. Application for advanced credit should be filed with the Graduate School during the first semester of residence.
- Article 4.** No credit shall be given for work that has been credited towards any other degree.
- Article 5.** Courses taken previously at SLSU may be credited by passing a written validating examination. Only existing courses or courses that cover substantially the same subject matter as existing courses may be validated.

Section 8. Validating Examination

- Article 1.** Validating examinations shall be taken during the first semester of residence. Permit to take the validating examination shall be issued by the Graduate School. Results of the validating examination shall be submitted to the Graduate School not later than one week after the examination. The schedule of the validating examination shall be determined by the unit offering the course.
- Article 2.** The faculty academics handling the course are given the freedom to formulate the validating exam, system of grading and the passing mark based on the learning outcome/s required from the course.

Section 9. Residence Requirement

- Article 1.** A minimum of two semesters and one summer of residence is required for the Master's degree. The student is in residence when he/she is registered for course work in campus, or work *in absentia* with due approval in advance by his/her graduate advisory committee. The period of residence does not include the period that the student is on approved leave of absence.

For the doctoral degree, the minimum residence requirement is three semesters and one summer.

Section 10. Leave of Absence

- Article 1.** Leave of absence must be requested through a written permission from the Dean of the Graduate School. The letter of request must state the reason for which the leave is requested and must not exceed one year.
- Article 2.** If the student withdraws after three-fourths of the total number of hours prescribed for the course has already elapsed, his/her professor shall submit a grade of "5.00" for him/her if his/her class standing up to the time of his/her withdrawal is below "3.00."
- Article 3.** A student who withdraws from SLSU without formal leave of absence shall be on AWOL (absence without leave) status and have his/her registration privileges curtailed or entirely withdrawn.
- Article 4.** A student on AWOL status for more than two (2) years will be automatically terminated from the program.
- Article 5.** The AWOL status can be lifted only upon approval by the Dean or a written request by the student and payment of the AWOL fee.

Section 11. Honorable Dismissal

- Article 1.** A graduate student who desires to cut connection with the University shall present a written petition to this effect to the Dean of the Graduate School. If the petition is granted, the student shall be given honorable dismissal. Without such petition and favorable action, no record of honorable dismissal shall be made.
- Article 2.** Honorable dismissal is voluntary withdrawal from the University with the consent of the Graduate School. All indebtedness to the University must be settled (through a clearance form) before a statement of honorable dismissal will be issued.

Section 12. Graduation Requirements

- Article 1.** Requirements for graduation include completion of all academic as well as non-academic requirements, in accordance with set deadlines. The candidate must apply for graduation.
- Article 2.** The graduation requirements are:
- a. A student in the master's degree program is required to complete the course work requirements including thesis with a grade point average of "2.0" or better; pass the Examinations and Defense; submit three (3) printed copies and digital copy of the thesis manuscript; submit one (1) article as first author based on the thesis and written in a format that is ready for publication in a refereed journal; and published one (1) paper, while pursuing and related to the degree program, in a reputable internationally-refereed journal recognized by the Philippine Association of State Universities and Colleges (PASUC)/CHED **or** one (1) certificate of utility model/industrial design patent registration or an invention patent application in the first publication stage; and approved clearance.
 - b. A student in the doctoral degree program is required to complete the course work requirements including dissertation with a grade point average of "2.0" or better; pass the Examinations and Defense; submit three (3) printed copies and digital copy of the dissertation manuscript; submit two (2) articles based on the thesis and written in a format that is ready for publication in a refereed journal; and published

two (2) papers, while pursuing and related to the degree program, in a reputable internationally-refereed journal recognized by the Philippine Association of State Universities and Colleges (PASUC)/CHED **or** two (2) certificate of utility model/industrial design patent registration or an invention patent application in the first publication stage, **or** a combination; and approved clearance.

- Article 3.** If some graduation requirements are completed beyond the deadline for a given term, the student must register for the succeeding term (and enroll one unit) to be considered a candidate for graduation for that term.
- Article 4.** All candidates for graduation must have their deficiencies satisfied and their records cleared not later than the day before the start of the regular registration period for the succeeding term, or on the deadline set by the Graduate School Dean.
- Article 5.** A student who fails to pay the required fees cannot be conferred any title or degree. He/She may, however, upon request and payment of necessary fees, be issued a certified copy of his records without specifying his completion of the requirements toward any title or degree.

Section 13. Clearance for Graduation

- Article 1.** Clearance shall be obtained by accomplishing SLSU form. Students who have completed all academic and other requirements for their respective degrees may only be recommended for graduation after they have processed their clearance.

Section 14. Commencement Exercises and Hooding Ceremony

- Article 1.** Candidates for graduation are required to attend the Graduate School Hooding and Recognition Ceremonies, and Commencement Exercises. They are also required to attend the practice sessions prior to the program proper. Those who are unable to do so because of illness or other valid reasons, must submit a request for graduation *in absentia*, prior to the graduation practice, to the Dean of the Graduate School..

Section 15. Transcripts

- Article 1.** Application for issuance of transcript of records should be filed at the Office of the Registrar upon presentation of the approved clearance slip. Graduates are encouraged to file their requests for transcripts as early as possible to avoid unnecessary delay.

CHAPTER 9

GRADUATE ADVISORY COMMITTEE AND COURSEWORK REQUIREMENT

Section 1. Graduate Advisory Committee

- Article 1.** Upon admission, the student shall be assigned to a temporary major professor who shall provide advice to the student during the registration period. In consultation with the Graduate School Secretary or Program Chair, the student selects his/her major professor who shall serve as chair of the Graduate Advisory Committee, herein referred to as GAC. Not later than two months after registration, the student, in consultation with the major professor, selects other members of the GAC.
- Article 2.** The GAC shall be composed of three members and the chairperson/advisor. One member shall represent the minor or supportive field, if any, and the chair and other members of the committee shall represent the major field. Membership in the GAC shall be with the mutual consent of the individuals selected to serve.
- Article 3.** The Program Chair or head of the unit offering the student's major field recommends to the Dean of the Graduate School the composition of the GAC. Changes in its composition must be approved by the Dean upon recommendation of the Program Chair in consultation with the student and the professor concerned.
- Article 4.** The student may select a co-advisor with the approval of the advisor/chairperson of GAC and the Dean of the Graduate School. The co-advisor becomes co-chair of the GAC upon approval of the Dean. The additional

Section 2. Course Work Requirement

- Article 1.** The Master's degree programs conform with the required minimum units of course work as prescribed in the CMO No. 15 s. 2019 to wit:
- A. (Section 7, II, A.1) Master of Science/Master of Arts (MSc/MA) Academic Track. This program has at least twenty-four (24) units of coursework and at least six (6) units of thesis.
 - B. (Section 7, II, A.2) Master of Science/Master of Arts (MSc/MA) By Research. This program has at least a total number of thirty-six (36) units wherein there is less coursework and more research activities. All units to be taken is by research (no coursework).
- Article 2.** The Doctoral degree programs conform with the required minimum units of coursework as prescribed in the CMO No. 15 s. 2019 (Section 7, III) to wit:
- A. (Section 7, III, A.1) Doctor of Philosophy (PhD) Academic Track. This program has at least 24 units of coursework and at least 12 units of dissertation.
 - B. (Section 7, III, A.2) Doctor of Philosophy (PhD) By Research. This program has at least 75% of the total units of the total units focused on research-dissertation work. The remaining units shall be allocated for courses on various research methods and advance courses that will contribute to the development and writing of the dissertation. The total units shall be determined by the HEI. The HEI has to ensure that a student has a minimum residency of three (3) years on a full-time basis.

- Article 3.** Within the first semester of residence, the chair and members of the student's Graduate Advisory Committee shall be convened (preferably during the Qualifying Examination) to draft a detailed listing of courses which he/she plans to take. The Plan of Course Work shall be recommended by the GAC and endorsed by the Program Chair to the Dean of the Graduate School for approval.
- Article 4.** Once approved, the plan of course work shall become the official program for the degree and must be completely satisfied, including language requirements, if any, in the fulfillment of degree requirements. The SLSU Registrar shall be furnished a copy of the approved plan of course work.
- Article 5.** A student must obtain a GPA of "2.00" or better in all the courses prescribed by his/her committee under the major and minor fields. As part of the qualification for taking the Written Comprehensive Examination, he/she must also obtain passing marks in all courses, which he/she had been enrolled in, except in cases wherein the student qualifies for the exemption from the taking the written comprehensive examination (Chapter 10, Section 2, Article 1).
- Article 6.** Changes in the official plan of course work must be approved by the Dean upon recommendation of the unit head in consultation with the chair and members of the GAC. Application for revisions in the plan of course work should be made before courses to be deleted /added/replaced are registered.

CHAPTER 10

QUALIFYING AND COMPREHENSIVE EXAMINATIONS

Section 1. Qualifying Examination

- Article 1.** The student must take the qualifying examination to be conducted by the GAC within the first semester or before the registration for the second semester of residence. The result of the examination will be the basis for evaluating the student's ability to pursue master's/doctoral study and for determining a suitable program of coursework and thesis/dissertation topic.
- Article 2.** The student should submit his/her application for the qualifying examination, duly recommended by the chair of his/her GAC and noted by the unit head of the major department, to the Dean of the Graduate School not later than one week before the date of examination. The details of the qualifying examination shall be left to the discretion of the GAC.
- Article 3.** To pass the examination, the student must receive not more than one negative vote of the GAC.
- Article 4.** If the student fails his/her qualifying examination, no re-examination shall be allowed, except on the unanimous approval of his/her GAC. If the student fails the re-examination, he/she shall be permanently disqualified from earning the degree.
- Article 5.** The chair of the GAC shall submit to the Dean of the Graduate School a report on the result of the examination within one week after the examination.

Section 2. Comprehensive Examination

- Article 1.** After completing all the academic course requirements with a GPA of “2.00” or better, the student should submit his/her application for the Comprehensive Examination duly recommended by the chair of his/her GAC and noted by the unit head of the major department, to the Dean of the Graduate School not later than one month before the date of examination. The comprehensive examination shall have two parts - written and oral - to be given by the GAC. In meritorious cases wherein the student is ready to undertake oral comprehensive exam or to present the thesis/dissertation proposal and has already accomplished the publication requirement prior to the completion of academic course requirements as recommended by the GAC, the written comprehensive examination of the student shall be waived.
- Article 2.** The written comprehensive examination shall be an integrative test given to the student to ascertain his/her competence in integrating knowledge in his/her major and minor fields, and shall be based on all courses prescribed for the student in the approved plan of course work.
- Article 3.** The oral comprehensive examination shall be done at least one week after the written comprehensive examination. During the oral exam, the student’s thesis/dissertation proposal shall be presented to the GAC for approval.
- Article 4.** To pass the written and oral comprehensive examinations, a unanimous vote of the GAC is required.
- Article 5.** A student who fails in this examination may be given one re-examination upon unanimous approval of the committee not earlier than one month but not later than one year after the first examination. Failure to pass the re-examination shall disqualify the student permanently from earning the degree.
- Article 6.** The chair of the GAC shall submit to the Dean of the Graduate School a report on the result of the Written/Oral Examination within one week after the examination.

Section 3. Thesis/Dissertation Final Oral Defense or Examination

- Article 1.** The student shall be given a final oral examination on his/her thesis/dissertation by the GAC through public presentation in a Research Colloquium organized by the Graduate School for the purpose of disseminating the results to the stakeholders.
- Article 2.** The student may apply for the Final Oral Defense when his/her thesis/dissertation is complete and in a form acceptable to his/her GAC who indicate their favorable judgment by recommending the approval of the application for Final Examination.
- Article 3.** The application for Final Examination, duly recommended by the GAC and noted by the unit head of the major department together with the final draft of the thesis/dissertation manuscript shall be submitted to the Graduate School not later than one week before the Research Colloquium.
- Article 4.** To pass the examination, the student must receive not more than one negative vote of the GAC who will observe the performance of the student during the Research Colloquium.

- Article 5.** A student who fails the examination may be given a re-examination upon unanimous approval of the GAC, not earlier than one month but not later than one year after the first examination. Failure to pass this re-examination permanently disqualifies the student from completing his/her intended program of study at SLSU.
- Article 6.** The chair of the GAC shall submit to the Graduate School a report on the result of the examination not later than the next working day following the Research Colloquium and using the prescribed form.

CHAPTER 11

THESIS/DISSERTATION PROPOSAL, IMPLEMENTATION AND DEFENSE

Section 1. Thesis and Dissertation

- Article 1.** The thesis and dissertation shall have an equivalent of six (6) units and 12 units of graduate credit, respectively and shall have a numerical grade upon completion.
- Article 2.** The six units of thesis shall be registered in two terms for three units each term (3-3) or three terms for two units each term (2-2-2). The 12 units of dissertation shall be registered in three terms for four units each term (4-4-4) or four terms for three units each term (3-3-3-3).
- Article 3.** All dissertation/thesis topics shall be aligned to the research and innovation agenda of the University.
- Article 4.** A student who has already registered a total of six units for thesis but still unable to finish the work should register one unit per term until he/she is able to submit the copies of approved manuscript, but only up to a maximum of six terms (4 semesters, 2 summers). If at the end of this time limit, the student is still unable to submit copies of the approved manuscript, he/she shall be given a grade of "U" and should re-enroll all the six units of thesis. However, a student who is a candidate for graduation during the semester and only has thesis to enroll may be allowed to register the whole 6-units total credit.

For a doctoral student who has already registered a total of 12 units for dissertation but still unable to finish the work, he/she should register one unit per term until he/she is able to submit the copies of approved manuscript, but only up to a maximum of nine terms (6 semesters, 3 summers). If at the end of this time limit, the student is still unable to submit copies of the approved manuscript, he/she shall be given a grade of "U" and should re-enroll all the 12 units of dissertation. However, a student who is a candidate for graduation during the semester and only has dissertation to enroll may be allowed to register the whole 12-units total credit.

- Article 5.** A detailed guidelines shall be crafted by the Graduate School for writing the dissertation/thesis.

Section 2. Thesis/Dissertation Proposal

- Article 1.** After passing the Qualifying Examination during the first semester of residence, the student may start working on his/her thesis/dissertation proposal.

- Article 2.** If the student is ready for the proposal defense (oral comprehensive examination) in any time, he/she shall submit to the Graduate School copy of the proposal including the certificate of readiness to present signed by the GAC advisor for approval of the Dean.
- Article 3.** Request for the conduct of the proposal defense (oral comprehensive exam) shall be filed in the Graduate School at least one week prior to the date of exam/defense. The student shall be responsible in providing hard copy of manuscript to each GAC member.
- Article 4.** As the presentation and approval of the thesis/dissertation proposal forms part of Oral Comprehensive Examination of the student, it is recommended that the schedule of proposal defense be done as early as one week after the written comprehensive examination.
- Article 5.** All thesis/dissertation proposals shall pass through plagiarism review and research ethics review at the Research and Innovations Office prior to approval by the Graduate School Dean.
- Article 6.** All approved thesis/dissertation titles shall be presented to the University Academic Council for comments and final approval.
- Article 7.** One (1) copy of the final draft of the thesis/dissertation proposal, when completed in all respects following the prescribed format, complying all the comments and suggestions and bearing the signature of the GAC and approval of the Graduate School Dean, shall be submitted to the Graduate School Secretary for filing.
- Article 8.** No student shall be allowed to enroll the third-quarter remaining units of the thesis/dissertation if without the approved proposal. Proof of progress of the proposal should be attached to the enrollment form during each term of thesis/dissertation enrollment.

Section 3. Thesis/Dissertation Implementation, External Review, and Defense

- Article 1.** Implementation of the thesis/dissertation is done by the student only after approval of the proposal by the GAC.
- Article 2.** All thesis/dissertation manuscripts shall pass through another round of plagiarism review and research ethics review at the Research and Innovations Office prior to submission to the Graduate School Secretary for external review.
- Article 3.** The thesis/dissertation shall be subjected to external review. The external review shall be facilitated by the Graduate School Secretary after receipt of the GAC endorsement to the Graduate School that the thesis/dissertation manuscript is ready for external review.
- Article 4.** The Dean of the Graduate School appoints an external reviewer from three nominees recommended by the GAC. The external reviewer shall have expertise along the student's field of study and shall come from outside the student's major department. The external reviewer is required to submit an independent report to the Dean that indicates a recommendation for either acceptance or rejection of the thesis/dissertation with explanation based on the critical review and evaluation that he/she has made. In case of rejection, the GAC shall be informed immediately for them to provide proper guidance to the student in complying the comments or suggestions, before another round of review shall be done with another external expert. If the result of the second external review is still negative and confirmed by the GAC unanimously, an UNSATISFACTORY remark shall be

given to the student; in this case, the student has to redo his/her thesis/dissertation and re-enroll another six (6) units and 12 units for thesis and dissertation, respectively.

Article 5. The final defense of the thesis/dissertation shall take place during the Research Colloquium organized by the Graduate School.

Article 6. The GAC can recommend for the final defense only after the affirmative result of the external review.

Section 4. Thesis/Dissertation Completion and Final Approval

Article 1. The thesis/dissertation is considered complete after all comments and suggestions made by the external reviewer and public audience during the Research Colloquium have been considered in the final version of the manuscript.

Article 2. Approval of the final thesis/dissertation manuscript shall be done by the GAC through sanctioned referendum.

Article 3. Upon completion of the thesis/dissertation, the GAC certifies to its publishable quality. The student is required to submit to the Graduate School one article based on the thesis and two articles based on the dissertation and written in a format that is ready for publication in a refereed journal. If the student completes parts of the thesis/dissertation earlier, the student can already finalize a paper and submit it for publication in a reputable internationally-refereed journal.

Article 4. Three printed copies and a digital copy in prescribed format of the approved thesis/dissertation manuscript must be submitted to the Graduate School not later than the following deadlines:

- a) For Summer Graduates – the day before the first day of regular registration for the succeeding first semester, or during the agreed upon date.
- b) For First Semester Graduates – the day before the first day of regular registration for the succeeding second semester, or during the agreed upon date.
- c) For Second Semester Graduates – the day before the Graduate School Academic Advisory Council meets, or during the agreed upon date.

Section 5. Work in Absentia

Article 1. The thesis/dissertation of a student may be done in *absentia* with the approval of the GAC if his/her research is better done outside the SLSU. In such case, the student must be duly registered for thesis/dissertation units with the Graduate School.

Article 2. A student working in *absentia* shall make periodic reports of his/her progress to his/her thesis/dissertation advisor.

CHAPTER 12 FACULTY INCENTIVES

- Article 1.** Faculty members teaching at the Graduate School shall be entitled to 4.5 workload units for a 3-unit course. The teaching load of the GS academics shall form part of his/her regular workload.
- Article 2.** If a faculty handles two or more subjects with schedules falling in a Saturday or Sunday, he/she shall be entitled to take one day-off during weekdays to offset the work rendered on weekend.
- Article 3.** Faculty members who serve as part of the dissertation/thesis graduate advisory committee shall receive monetary incentive after approval of the final manuscript. The Approval Sheet shall form part in the processing of the faculty member's incentive. Their incentives shall be:
- a. Doctoral GAC Advisor – P20,000
 - b. Doctoral GAC Member – P4,000
 - c. Master's GAC Advisor – P10,000
 - d. Master's GAC Member - P3,000

CHAPTER 13 INTELLECTUAL PROPERTY RIGHTS

Section 1. Intellectual Property Rights

- Article 1.** The Intellectual Property Rights (IPR) Policy of the Southern Leyte State University was formulated and is being implemented to promote and support the University's research function, provide an institutional mechanism for recognition of research output and protection of IPR resources to propel and sustain further research, and to establish a protocol for resolving competing interests among the various constituencies and markets. The policy applies to all faculty members, researchers, students, staff, and visiting professors undertaking research and/or creative activities pursuant to any program, project, grant, or contract under the auspices of the University.
- Article 2.** The IPR policy covers all Graduate School-generated research and/or creative activities, tangible research properties, or outputs with or without patent or copyright protection, whether for commercial or non-commercial purpose, undertaken using any resource and including all technology transfer arrangements.
- Article 3.** All types of Graduate School-generated intellectual property rights (IPRs) enumerated under the IP Code (RA 8293), namely, copyright and related rights, patents, trademarks and service marks, geographic indications, industrial designs, layout designs of integrated circuits, protection of undisclosed information, and even plant variety protection are also covered by these policies.

- Article 4.** The graduate students are duty-bound to assign (when applicable) any intellectual properties derived from the thesis/dissertation and other outputs to the University. The advisor/professor shall be considered as co-inventor.
- Article 5.** Support for registration of IP technologies at the IPOPhil may be provided to the student subject to availability of funds and approval from the University President.

***Section 2. Presentation and Journal Publication of Papers Extracted from
Thesis, Dissertation and Other Graduate School Outputs***

- Article 1.** The graduate students are encouraged to present their thesis, dissertation and other outputs in official and authorized fora/conferences and exhibits. The advisor/professor shall be considered as the co-author. Support for registration and transportation may be provided to the student subject to availability of funds and approval from the University President.
- Article 2.** After the completion and final approval of thesis/dissertation, it is also understood that students are authorizing the Advisor/professor to refine/re-write the dissertation/thesis for them to publish in scientific journals or to present in conferences as corresponding/co-author of the paper. The student, however, shall be the major author.

**Chapter 14
DATA PRIVACY**

Section 1. Policy on Data Privacy

- Article 1.** SLSU requires all students to submit a Data Privacy Consent Form prior to graduation from the University. The form requires the student to consent to the publication and/or provision of their name, degrees and honor(s) earned, and other information, to either the public or to select organizations connected to the University.
- Article 2.** Other student information may be provided to requesting parties, as required by Executive Order No. 2, Series of 2016, or the Freedom of Information (FOI) Order.

**CHAPTER 15
MISCELLANEOUS PROVISIONS**

- Article 1.** All pertinent academic rules and policies governing graduate programs that are approved by the University Board of Regents shall automatically form part of this Graduate School Policy.
- Article 2.** All graduate program offerings of the University shall follow the master's- and doctoral-academic and research tracks as stipulated in the CMO No. 15, series 2019 – Policies, Standards, and Guidelines for Graduate Programs.
- Article 3.** To have a marked difference of the SLSU graduate school education curriculum with that in other institutions, there shall be mandatory courses in all programs, to wit:
- a) Fundamentals in Geospatial Information Science
 - b) Application of Geographic Information System in the Discipline, and
 - c) Intellectual Property Rights

- Article 4.** Graduate students shall be considered alumni of the Graduate School.
- Article 5.** There shall be an Association of Graduate Students (AGS) in each campus of SLSU with graduate program offering. The AGS shall be responsible in the collection of Publication Fee and in the production of the Graduate School newsletter and conduct of relevant activities. The AGS shall also spearhead or support activities for the enhancement of research and innovation
- Article 6.** The Graduate School shall implement an interdisciplinary and holistic program in research, innovation, and extension that will allow all graduate programs, course outputs, and students' theses and dissertations to fit in.
- Article 7.** The Graduate School shall implement an affirmative action program that is aimed at reaching out the prospect graduate students and preparing them for taking graduate studies by research. This program also intends to increase the number of students that are admitted to the SLSU Graduate School.
- Article 8.** The university may provide financial support for the conference travel, intellectual property protection fees, registration, and publishing fees to graduate students who will generate innovations or scientific papers while enrolled at the Graduate School, subject to availability of funds and approved protocols.
- Article 9.** The Graduate School shall spearhead the implementation of a Scholarship & Grants Program that will provide scholarships, and teaching and research assistantships for local and foreign students.
- Article 10.** A supplemental guidelines shall be crafted for the processes and modality of implementation and adoption of the learning outcomes, assessment, teaching-learning activities, and grading system at the Graduate School.

CHAPTER 15 EFFECTIVITY

- Article 1.** This Operations Manual shall take effect on the following school year after the approval by the SLSU Board of Regents.
- Article 2.** All incumbent graduate students enrolled at the SLSU and who are not newly enrolled prior to the implementation of this Policy as approved by the SLSU-BOR shall be governed by the old guidelines and programs at the SLSU Graduate School.

References:

- Action Plan for the Graduate School of Southern Leyte State University. 2018
- CMO No. 15, series 2019. Policies, Standards, and Guidelines for Graduate Programs
- Draft CMO: Policies, Standards and Guidelines of the Philippine Graduate Education. 2018
- The Science, Technology and Innovation Diagnostics for Philippine State Universities and Colleges. PASUC, 2019
- University of the Philippines Los Banos Graduate School Organization, Policies, Rules and Regulations. 2011 Revision