



## VISION

*A globally competitive university for science, technology and environmental conservation.*

## MISSION

*Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.*

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# VISAYAS STATE UNIVERSITY

## GRADUATE PROGRAMS MANUAL OF OPERATIONS

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A Guide for VSU Graduate School Administrators and Students



Office of the Graduate School,  
Visayas State University, Visca,  
Baybay City, Leyte

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## **FOREWORD**

The Visayas State University (VSU) Graduate Program Manual of Operation (GPMO) is a document which provides vital information about working procedures of the Graduate School. It is a kind of guidebook of how things are done in the management and operation of the office and informs administrators, graduate faculty members, graduate students and other concerned individuals about the policies, guidelines and procedures.

The manual is important because of many reasons such as; a) it will provide information and guidance to graduate faculty as they advise graduate students and interact with the Graduate School; b) it represents current Graduate School policies, guidelines and procedures; c) it will improve the efficiency in the implementation of the graduate programs with the listing of all policies, guidelines and procedures that are required to be followed by the Administrators, Graduate Faculty, Academic Deans and Heads of Departments with Graduate Programs and Graduate Students; and d) it can better educate the Graduate Faculty, Graduate School Officers and Administrative Staff regarding the work that they are supposed to deliver.

This first edition of the GPMO is based on the Board of Regents approved Graduate School Code and it is with ardent hope that this will serve as basis for proper and effective implementation of the university's advanced education programs as required by the Commission on Higher Education per CMO 15, Series of 2019 (Policies, Standards and Guidelines for Graduate Programs)

**ANABELLA B. TULIN**

Dean, Graduate School

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## **I. Introduction**

Graduate Education in the Visayas State University (formerly named then as Visayas State College of Agriculture) started in April 1979 in the Department of Agricultural Development Education now Department of Agricultural Education and Extension when it offered a master's degree in agricultural education and agricultural extension. Graduate work then was under the supervision of the head of said department. In 1980, the Office of the Graduate Studies was created to coordinate the total program of the college. The first master's degree was awarded during the Graduation Ceremony in April 1983 in the field of agricultural extension.

Realizing the need to standardize graduate rules and regulations, the Board of Trustees approved the institution's Graduate School Code in 1984 that embodied the guidelines relative to the administration of all graduate programs of the institution's system. With the help of the New Zealand Government and Massey University, the Graduate School launched in November 1985 the Extramural Program for Rural Development (EPRD) to enable students to take graduate courses for credit through distance learning with the use of study guides and other learning modules.

Cognizant to the needs however of establishing globally competitive university of science and technology and environmental conservation which can ably help solve the problems in agricultural and rural development in developing countries, like the Philippines and in accordance to the institution's mandate, the Visayas State University (VSU) heeds the call for the development of competent, quality and

world-class manpower. To address this concern, the university offers relevant and quality graduate educational programs designed to influence both young and mature minds towards positive transformation especially those associated with the current shifts in the national research, development and extension thrusts in agriculture, environmental management, industry and other related fields.

## **II. THE GRADUATE SCHOOL PROFILE**

The Graduate School in the Visayas State University system spearheads in the planning, implementation, coordination, monitoring, and review of all graduate programs. Its fundamental purpose is to enhance the capacity of human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment through graduate studies in agriculture, rural development, environmental management, industry and other related fields. It operates under the principle of relevance, integrity, truth and excellence.

### **GOAL**

Produce highly competent and world class manpower in science and technology, especially for agriculture and its allied fields, environmental management and industry who can demonstrate proficient communication and human relations skills, critical thinking and analytical abilities.

## **OBJECTIVES**

1. To offer graduate courses to teachers, researchers, extension workers, administrators and other professionals;
2. To train and guide graduate students in conducting productive and independent research relevant to agriculture and its allied fields, environmental management and industry;
3. To design and implement innovative strategies for the development of socially responsible graduates who can take on leadership roles in organization and development projects.
4. To strengthen the development of managerial skills of graduate students;
5. To forge partnerships with international universities in terms of faculty, staff and student mobility, research, training and in offering of graduate degree programs;
6. To promote cultural diversity and understanding among graduate students.
7. To improve accessibility and enhance the profile and visibility of advanced education of VSU in the world.

## **LOCATION**

The current Graduate School Office occupies an area of about 428.75 (Floor area 17.5 x 24.5 m) square meters, located at the upper campus of the university right side of the Administration Building.

## **III. ORGANIZATION AND OPERATION MANAGEMENT**

Planning, implementation, coordination, monitoring and review of graduate programs are the main concerns of the Graduate School (*BOR approved VSU Graduate School Code. Series of 2021*).

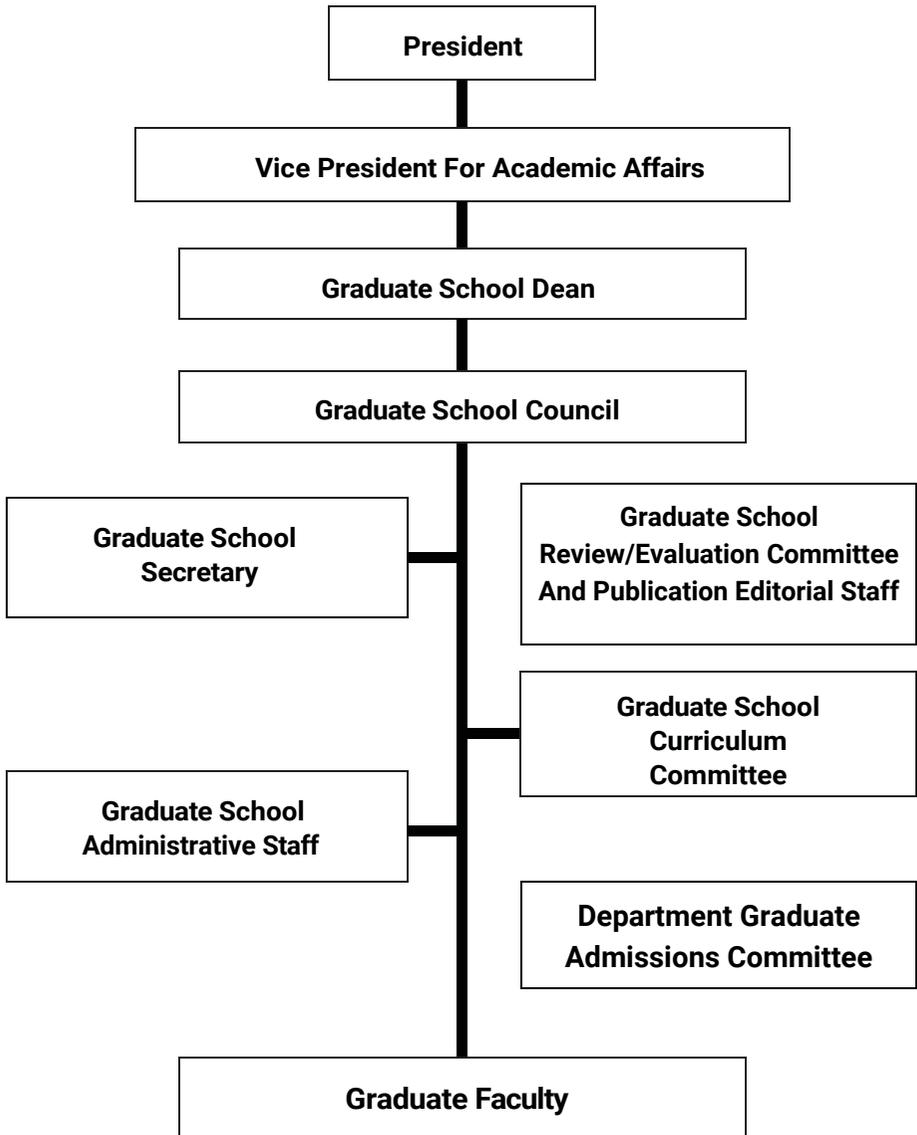
The Graduate School of Visayas State University is directly managed by the Dean of the Graduate School in coordination with the Deans, Chancellors, Heads of Departments and Directors of Institutes offering graduate degree programs. A component the university offering graduate program has a Graduate Program Coordinator who shall ensure proper implementation of the policies and guidelines of the Graduate School.

### **Duties and Responsibilities**

1. Plans, administers, coordinates, reviews and monitors all VSU graduate programs;
2. Reviews and evaluates graduate program proposals, academic requirements and instructional methods;

3. Reviews and implements approved admission policies, procedures and guidelines for administering the graduate programs;
4. Submits periodic reports on the activities of the Graduate School to the University President;
5. Prepares the budget and assists in raising funds for the support of the graduate programs.

## Organizational Structure



## **The Graduate Faculty**

The Graduate Faculty of the University is composed of all academic staff members who have been issued appointments by the University President through the recommendation of the Dean of the Graduate School, and therefore, shall have equal rights and privileges in the formulation and implementation of the graduate programs.

### ***Functions***

1. The Graduate Faculty of the University shall recommend to the Board of Regents through the University Academic Council, the institution, revision, or abolition of graduate courses and programs; and approval of policies and guidelines pertaining to the admission, academic requirements, and graduation of students.
2. The Graduate Faculty of the University shall also be responsible to review the policies and guidelines which shall be formulated by the Graduate School Council on the official conduct of discipline for the graduate faculty members.
3. The Graduate Faculty of the University shall also act as examiner during the final oral Examination (Defense of Thesis/Public Defense of Dissertation) of graduate students

## ***Minimum Academic Qualifications***

1. As teaching graduate faculty
  - a. Must be master's degree holder for master's program and doctoral degree holder for doctoral program.
  - b. Must have at least one year teaching experience at the college level with at least "very satisfactory" teaching performance rating and with at least one (1) publication in a referred journal. The one-year teaching experience may be waived for those to be given a temporary appointment.
  
2. As graduate research adviser
  - a. Must satisfy the above requirements for teaching graduate faculty.
  - b. Must be a doctoral degree holder with completed and ongoing research/creative work.
  - c. Must have at least one of the following qualifications:
    1. Has served as a member of the Graduate Advisory Committee (GAC) with thesis of at least three graduate students, except those whose

programs were offered only in the last five years.

2. Has published a technical bulletin, a chapter of a professional book, or at least two scientific papers as main/senior/corresponding author in his/her field of specialization in refereed technical or professional journals". He/she shall maintain at least two publications either as main/co-author every three years.

### **Status of Appointment**

1. Temporary – This appointment will be given to the following:
  - a. Regular staff of the University whose academic qualifications satisfy the prescribed minimum requirements.
  - b. Visiting professors, consultants, adjunct faculty/ professor *emirite* whose academic qualifications satisfy the minimum requirements for graduate faculty

The appointment is renewable every school year depending on actual need for the services of the faculty

2. Permanent – This appointment will be given to tenured faculty members of the University whose academic qualifications satisfy the minimum requirements for graduate faculty.

## ***General Guidelines and Procedure in the Appointment of Graduate Faculty***

1. The Head of the department where the academic staff will teach courses or advise thesis students makes the recommendation to the Dean of the Graduate School after verifying that the prescribed minimum requirements for the appointment are met. In case the staff member is connected with another department or office, the Head making the recommendation must first get the written permission of the recommended person's supervisor. Said written permission will be attached to the recommendation papers.
2. The Dean of the Graduate School reviews the recommendation and endorses it to the University President through the Vice-President for Academic Affairs (OVPA).
3. The President takes final action on the recommendation and issues appointment upon approval.

### **The Graduate School Council**

- 1 The Graduate School Council (GSC) shall be composed of the Heads of academic units offering graduate programs or courses, College Deans, the Chair of the Graduate School Curriculum Committee, and the Secretary of the Graduate School. The Dean of the Graduate School shall serve as Chair of the GSC.

- 2 The Graduate School Council shall perform the following functions:
  - a. Formulate and review policies and guidelines governing the administration of graduate programs and operations of the Graduate School;
  - b. Inform/update the President on new developments in graduate education and needs that may require administrative attention;
  - c. Suggest measures for more effective administration, coordination, and conduct of graduate programs.

## **Graduate School Officers and Administrative Staff**

### ***A. Graduate School Officers***

#### **The Dean of Graduate School**

The Dean of the Graduate School is appointed by the University President from among the members of the graduate faculty and duly confirmed by the Board of Regents. By virtue of this appointment, his/her term of office is three years without prejudice to reappointment, and until a successor is appointed. He /she shall be directly responsible to the Vice President for Academic Affairs and shall perform the following functions ( OP Memorandum No. 165, s. 2020, dated June 22, 2020)

- a. Supervises and coordinates the administration and governance of graduate

studies within the graduate program, serving as a point of contact for graduate students enrolled in the program.

- b. Liaises among graduate students, program faculty, and the college and Graduate School administrations
- c. Serves as the program's representative on collegiate and /or University governance committees, as appropriate
- d. Communicates relevant matters to the program faculty or its committees as needed informing the faculty of graduate education related policies, deadlines and programs as appropriate and forwarding recommendations, nominations, and other information from the faculty to the appropriate collegiate and graduate School administrations
- e. Provides written criteria to each student upon entry, as to what constitute acceptable progress through the program and the grounds for the student's termination from it
- f. Enforces regulations of the University, the relevant collegiate unit(s) and the degree program.
- g. Promotes graduate education at a local, state, national and international level

- h. Provides quality control for all aspects of graduate education and establish policies and standards that define good practice in all graduate programs
- i. Provides leadership in the strategic planning and vision setting for the graduate education at VSU
- j. Leads in the internationalization of the VSU graduate education

### **The Secretary of the Graduate School**

1. The Secretary of the Graduate School shall be recommended by the Dean of the Graduate School and appointed by the VSU President. The Secretary must be a member of the Graduate Faculty.
2. The term of office of the Graduate School Secretary shall be three years without prejudice to reappointment, and until a successor is appointed.
3. The Graduate School Secretary shall take charge of the following functions:
  - a. Records and keeps minutes of meetings and other official functions of the Graduate School Council and the Graduate Faculty;
  - b. Assists the Graduate School Dean in preparing announcements and reports pertinent to the University graduate programs;

- c. Assists the Dean of Graduate School in preparing the annual budget and requisitions of the Graduate School;
- d. Facilitates the execution of the decisions made by the Graduate Faculty and Graduate School Council;
- e. Monitors the progress of graduate students, supervise student records and check graduation requirements;
- f. Performs other duties that may be assigned by the Graduate School Dean.

## ***B. Administrative Staff***

### **Administrative Officer**

- Takes charge in making draft and final copies of office communication/memoranda to graduate faculty and other individual/office concerns
- Assists the Dean of the Graduate School in the preparation of proposals relative to the operation of the Graduate School
- Assists the Dean of the Graduate School in preparing notice of meetings/materials needed; recording /preparation of minutes of meetings
- Acts as the Graduate School Core Deputy Document and Records Controller
- Keeps proper and complete records of OGS important documents (policies, memoranda,

approved graduate curricular program and other important communications

- Prepares accomplishment reports and Office Performance Commitment Review of OGS
- Assists in the of internationalization program of the Graduate School
- Assists the Dean of the Graduate School in the supervision of GS staff
- Countersigns administrative office documents (Faculty/staff/students clearance)
- Performs other duties and responsibilities as required by the immediate supervisor

### **Education Program Specialist**

- Assists the different departments in the development of new graduate curricular programs
- Facilitates in the compliance of quality assurance requirements of the different graduate curricular programs and the approval of new program proposals
- Prepares plan re: conduct of seminars, trainings, workshop and other related activities
- Facilitates submission of advanced education Budget Execution Documents (BED) and Budget Acquisition Records (BAR) data

- Monitors and facilitates evaluation, review and approval of graduate curricular program/ new policies/guideline proposals relative to graduate school

### **Information Technology Specialist**

- Website development, management and updating
- Graduate School records data base establishment and updating of Graduate School related information /Website updating
- Monitoring of online application of admission to the Graduate School
- Edits and checks style and format of graduate students special problem/thesis/dissertation outlines and manuscripts
- Assists the Graduate School staff in their technical problems
- Performs other duties and responsibilities as required by the immediate supervisor

### **Education Research Assistant (A)**

- Takes charge of OGS publications (Science and Humanities Journal, Graduate School Code, Graduate Student's Handbook, GradNewsLine, OGS Brochure, flyers, etc.)

- Prepares and updates OGS promotional video
- Documents and assists in facilitating meetings, conferences/trainings/seminars and other OGS activities
- Prepares and updates posters and exhibits of OGS
- Facilitates admission of prospective graduate students

### **Education Research Assistant (B)**

- Facilitates enrollment of on-campus students
- Graduate student enrollment encoding and printing of Certificate of Registration
- Facilitates appointment and updates records of graduate faculty and adjunct professors/ professor emeriti
- Facilitates and updates records of graduate student requirements
- Updates records of graduate students and scholars (CHED and DOST, Graduate Scholars/Fellows) /Graduate Teaching/Research Assistants
- Prepares payrolls for honoraria of Graduate Advisory Committee, weekend classes of professors, etc.

- Pre-assessment of fees during enrollment and checks midterm and final assessment of graduate students
- Facilitates queries regarding the graduate programs and posts announcements online (email and Facebook)
- Conduct graduate school related research.
- Performs other duties and responsibilities as required by the immediate supervisor

### **Data Encoder**

- Receives and records all incoming documents
- Files and keep records of administrative and financial documents of the office
- Prepares administrative and financial documents of the office (liquidation, cash advance, PRs, reimbursements, PPMP, TO, OIC, etc) and assists in making follow-ups
- Assists in the upkeep of the office particularly the receiving area
- Performs other duties and responsibilities as required by the immediate supervisor

## **Administrative Aide**

- Takes charge of the daily cleaning and maintenance of the office and its surroundings
- Records all outgoing documents and makes follow-ups of administrative and financial documents
- Does messengerial and minor repair works of the office
- Keeps and Records graduate students grades
- Grows and maintains indoor and outdoor plants of the office
- Facilitates photocopying of office documents as required
- Upkeeps office facilities and equipment
- Performs other duties and responsibilities as required by the immediate supervisor

## **Core Deputy Document and Records Controller**

- Performs the functions of the Document and Records Controller within the unit assigned by a) reviewing, issuing, maintaining, retrieving and controlling controlled documents; b) assigning of document numbers and other coding controls for document in coordination with the DRC; c) coordinate with and inform relevant personnel on any changes and d) ensuring the implementation of the control of records.

- Oversees and checks if the functions of the dDRCs and alternate dDRCs belonging to the college/office/unit managed by direct supervision have been effectively exercised and performed
- Ensures that there is good coordination between the office and the University Document Controller and the alternate dDRCs in all concerns related to document and records control
- Attends regular meetings called upon by the University DRC to monitor and/or assess status of managing documented information

### **The Graduate School Curriculum Committee**

1. The Graduate School Curriculum Committee (GSCC) shall be composed of at least five members. The Chair and members of this Committee shall be appointed by the VSU President upon recommendation of the Graduate School Dean.
2. The Chair and members of the GSCC shall serve for three years without prejudice to reappointment.
3. The GSCC shall perform the following functions:
  - a. Reviews the graduate offerings and programs of the academic departments and make proper recommendations to the Dean of the Graduate School;
  - b. Evaluates graduate program proposals of the academic departments before endorsement to the Graduate Faculty, the University Curriculum Committee, and the University Academic Council.

## **The Department and Its Graduate Admissions Committee**

1. The Heads of academic departments shall be responsible for disseminating to the members of the Graduate Faculty in their respective departments, all official communications forwarded by the Dean or Secretary of the Graduate School including applications and credentials for admission, scholarships, and other information pertinent to the Graduate School.
2. Each academic department offering a graduate degree program shall have a Graduate Admissions Committee composed of at least three graduate faculty members representing different fields of specialization, whenever applicable, with the department head as ex-officio Chairman. Recommendation for the chairmanship and membership in the Graduate Admissions Committee shall be made by the graduate faculty of the department, endorsed by the Department Head and approved by the Dean of the Graduate School. Selection of the Graduate Admissions Committee shall be done every school year.
3. The Graduate Admissions Committee shall evaluate the credentials of an applicant for admission to the graduate program of the department. The Department Head shall endorse the decision of the Graduate Admissions

## **IV. GRADUATE CURRICULAR PROGRAMS**

### **Regular On-Campus Programs**

*Doctor of Philosophy in Agricultural Education*

*Doctor of Philosophy in Animal Science*

*Doctor of Philosophy in Entomology*

*Doctor of Philosophy in Horticulture*

*Doctor of Philosophy in Plant Pathology*

*Doctor of Philosophy in Agronomy*

*Doctor of Philosophy in Soil Science*

*Master of Science in Agricultural Economics*

*Master of Science in Agricultural Education*

*Master of Science in Agricultural Extension*

*Master of Science in Agricultural Engineering*

*Master of Science in Agronomy*

*Master of Science in Animal Science*

*Master of Science in Botany*

*Master of Science in Development Communication*

*Master of Science in Development Sociology*

*Master of Science in Entomology*

*Master of Science in Food Science and Technology*

*Master of Science in Forestry*

*Master of Science in Horticulture*

*Master of Science in Language Teaching*

*Master of Science in Plant Pathology*  
*Master of Science in Plant Protection*  
*Master of Science in Soil Science*  
*Master of Science in Tropical Ecology*  
*Master of Science in Weed Science*  
*Master of Science in Biology*  
*Master of Science in Chemistry*  
*Master of Science in Statistics*

*Master of Agricultural Development with majors in*  
*Agricultural Economics*  
*Agricultural Education*  
*Agricultural Extension*  
*Agronomy*  
*Animal Production*  
*Development Communication*  
*Entomology*  
*Language Teaching*  
*Plant Pathology*  
*Plant Protection*

## **On-Campus Weekend Programs**

*Master in Management with majors in*

*Agribusiness Management*

*Business Management*

*Master in Education with majors in*

*Biology*

*Chemistry*

*English*

*Physical Education*

*Diploma in Land Administration and Management*

*Master in Land Administration and Management*

*Master of Science in Land Administration and  
Management*

## **Distance Education Programs (Extramural)**

*Master of Agricultural Development with majors in*

*Agricultural Education*

*Agricultural Extension*

*Agronomy*

*Animal Production*

*Language Teaching*

## V. DELIVERY MODE OF LEARNING

The university adopts the four modes of study delivery namely; a) Face to face, b) On line (synchronous/ asynchronous); c) Modular, and d) Combination of on line and modular)

**Face to face learning** is an instructional method where course content and learning material are taught in person to a group of students. This allows for a live interaction between a learner and an instructor. It is the most traditional type of learning instruction. Learners benefit from a greater level of interaction with their fellow students as well. In face-to-face learning, students are held accountable for their progress at the class's specific meeting date and time. It ensures a better understanding and recollection of lesson content and gives class members a chance to bond with one another.

**Synchronous learning** is learning that happens at the same time for the instructor and the learners; meaning that there's real-time interaction between them. **Asynchronous learning** is learning that doesn't necessarily happen at the same time for the instructor and the learners

**Modular learning** is a form of distance **learning** that uses Self-Learning Module based on the most essential learning competencies. The modules include sections on motivation and assessment that serve as a complete guide of both teachers' and students' desired competencies

## **VI. IMPLEMENTING POLICIES AND GUIDELINES**

### **Review and Evaluation of Graduate Curricular Programs**

1. Graduate curricular proposals and revisions of the graduate curricular programs must be initiated by the department/institute where the degree program or courses are based. The proposal must be submitted to and approved in the following order: Graduate School Curriculum Committee, Graduate Faculty, University Curriculum Committee, University Academic Council and the VSU Board of Regents.
2. In case of interdisciplinary programs which involve two or more departments, the Dean of Graduate School shall designate the lead department which shall take charge of the administration of the program.
3. The Graduate School may establish cooperative linkages and consortia with outside agencies or institutions in order to strengthen its graduate programs, provided that such cooperative arrangements or linkages are approved by the Graduate Faculty, the University Academic Council and the VSU Board of Regents. A Memorandum of Agreement must be entered into by the cooperating institutions.

## **Abbreviation, Numbering and Schedule in the Offering of Graduate Courses**

### ***Abbreviation***

Each course is designated by an abbreviation for the area of specialization and by a number specific to that course. The abbreviation is a four-letter code all caps that best approximates the name of the subject area being abbreviated. For example: Economics – ECON

### ***Numbering***

For master's programs:

201 to 289- for graduate courses offered by major/specialization  
290-Special Problem  
291-Special Topic  
297- Graduate Colloquium  
299-Graduate Seminar  
300-Master's thesis

For doctoral programs:

301 to 389- for graduate courses offered by  
major/specialization  
390- Special Problem  
391-Special Topic  
397-Graduate Colloquium  
399-Graduate Seminar  
400-Doctoral Dissertation

## Academic Rules and Regulations

### *Graduate Student Admission and Registration*

#### Minimum General Requirements

- a. Prospective graduate students should apply for admission to the Graduate School before the beginning of the expected term of enrollment. Prior to registration, all required documents, including application fees must be received at the Graduate School not later than two weeks for local students, and eight weeks for foreign students.
  
- b. Applicants seeking admission to graduate work must be holders of **appropriate** bachelor's degree for M.S. program and master's degree for Ph.D. program from any recognized institution. The Graduate Admissions Committee of the department, determines the acceptability of the applicant after submission of the following:
  1. Accomplished application forms for admission (FM-OGS-01);
  2. Official Transcript of Records (TOR) bearing the official seal of the school;
  3. Candid appraisal of applicant using FM-OGS-02 by at least two former professors or supervisors which must be sent directly to the Graduate School by separate mail;

4. A certification of English proficiency or an acceptable score in Test of English as a Foreign Language (TOEFL). This is specifically required for foreign applicant whose native language is not English;
  5. A non-refundable application fee.
- c. The concerned department, through its Graduate Admissions Committee, shall evaluate the qualifications of the applicant based on the documents submitted and other requirements. Documents submitted to the Graduate School pertinent to application for admission become part of the official files.

For admission as regular students to the master's degree program, only applicants who graduated in the baccalaureate degree program with at least a Grade Point Average (GPA) of 2.00 or its equivalent in the entire course shall be considered eligible.

For the doctoral program, regular admission status shall be granted only to applicants who are holders of a master's degree with GPA of at least 1.75.

In exceptional cases, a student with GPA lower than the prescribed weighted average, provided that it will not be lower than 2.50 for the master's and 2.00 for the doctoral program may be admitted on probationary status.

- d. The Head of the department shall recommend the admission of a prospective graduate student to the Dean of the Graduate School who shall eventually issue an official letter of admission.
- e. Application forms for admission can be obtained from the Graduate School, Visayas State University, Visca, Baybay City, 6521-A Leyte, Philippines with contact no. 053-565-0600 local 1062.

Forms for admission can also be downloaded from the VSU website ([www.vsu.edu.ph/gs](http://www.vsu.edu.ph/gs))

### ***Admission Status***

The permit issued to each new or readmitted graduate student to enter the VSU Graduate School shall indicate the student's status as follows:

- a. *Regular Status* as defined above;
- b. *Probationary Status*. This applies to graduate students who: 1) have GPA lower than 2.00 and 1.75 but not below 2.50 and 2.00 for master's and doctoral degree, respectively; 2) have academic deficiencies to be removed or prerequisite courses to be taken; 3) present foreign credentials which must be evaluated at the time of registration.

Graduate students admitted on probationary status must apply for regular status upon compliance of all requirements set for regular status by the Graduate Admissions Committee. A student who fails to change his/her admission status from probationary to regular **after three (3) semesters** shall have his/her registration privilege curtailed or entirely withdrawn.

A student on probationary status may be granted regular status upon completion of nine units credited toward a degree program with an average of 2.00 or better for the master's program, or 1.75 or better for the doctoral program; provided further that all the academic deficiencies in his/her chosen major field have been satisfied.

- c. *Non-degree Status.* This status is limited only to applicants with no intention of pursuing a graduate degree in the University. A student admitted or readmitted on non-degree status must apply for readmission every school year.

### ***Deferment of Admission***

Deferment of admission for a maximum period of one year can be granted upon written request by the student. Students unable to register within the granted deferment period shall apply for readmission in the following term using the appropriate Graduate School forms.

### ***Readmission***

All former students who did not register in the University for more than one year must apply for readmission (with additional credentials if necessary) to the Graduate School. In this context, a student who registered but later dropped all his/her courses shall be considered not to have registered at all.

Applications for readmission must be submitted to the Dean of the Graduate School not later than eight (8) weeks before registration.

### **Registration**

All students intending to take graduate courses shall register with the Graduate School upon presentation of the letter of admission or readmission from the Dean of the Graduate School. No professor shall allow any student to sit in or audit in his class without a permit from the University Registrar.

### **Selection of Major Adviser and Graduate Advisory Committee**

1. Every graduate student shall have a major adviser. Upon registration, a faculty member who is recommended by the Head of the Department/Institute where the student belongs, and after being given official approval by the Deans of the College and the Graduate School, shall serve as *ad interim* adviser of the student until his/her Graduate Advisory Committee (GAC)

is formed. For special and non-degree students who do not need a GAC, the designated *ad interim* adviser shall continue serving as adviser unless a change is requested by the student concerned and the change is recommended by Department Head and approved by the Deans of the College and the Graduate School.

2. The Graduate student selects his/her major adviser who shall serve as Chair of his/her GAC. In some cases, a co- adviser may be selected and who automatically becomes a member of the GAC. Within two months after registration, a regular student must choose the members of his/her GAC in consultation with the Department Head and his/her *ad interim* adviser. The Committee shall be composed of at least three members for master's degree and four members for doctoral degree. At least one member shall represent the minor field. Membership in the GAC shall be limited to members of the Graduate Faculty.
3. The Head of the major department recommends the composition of the GAC to be verified by the Graduate School Secretary and approved by the Dean of the Graduate School. The same procedure shall be followed in changing the composition of the GAC.

## **Qualifying Examination for Doctoral Program**

1. After earning 9 graduate credit units, the student must take an oral qualifying examination to be conducted by his/her GAC. The result of the examination will be the basis for evaluating the student's ability to pursue doctoral study and for determining a suitable plan of course work.
2. The student should submit the application for the qualifying examination, signed by the GAC duly recommended by the Head of the major department to the Dean of the Graduate School not later than one month before the scheduled examination. The details of the qualifying examination shall be left to the discretion of the GAC.
3. To pass the examination, the student must receive unanimous vote of the GAC.
  1. If the student fails, a re-examination may be allowed upon unanimous approval of the GAC. Failure in the re-examination will disqualify the student from pursuing doctoral study in that particular major field.
  2. The Chair of the GAC shall submit to the Dean of the Graduate School a report of the result of the examination within one week after the examination.

## **Credit Unit of Graduate Courses**

One unit of graduate credit is equivalent to 16-18 hours of instruction in the form of lecture, lecture-discussion or seminar, or a combination of these forms, within one academic term. Laboratory, field or shop work is credited one unit for every 48-54 hours of instruction per term.

## **Graduate Students Academic Load**

1. Full-time graduate students shall be allowed a normal course load of 12 units during the regular semester and 6 units during the summer term.
2. After completing at least 12 units of graduate course work, students who can maintain a GPA of 1.5 or better may be allowed to carry a maximum course load of 15 units for graduate credit during the regular semester or 9 units during summer, upon the recommendation of his/her major adviser and approval of the Dean of the Graduate School. Load beyond 15 units may be allowed if the student takes undergraduate background courses not for graduate credit or to satisfy remaining course requirements of not more than 3 units for graduation.
3. VSU staff members on full-time employment may be given the privilege of enrolling not more than 6 units per term.

## **Advanced or Transfer Credits**

An officially enrolled graduate student may apply for advanced or transfer credits for work done in another institution upon;

- a. Presentation of credentials from another institution showing that the courses passed are equivalent to those offered in university for which credit is being sought; and
- b. Passing the validating test for courses taken outside VSU to be given by the GAC provided that such courses were taken within the last 3 years prior to admission and the grade is equivalent to 2.0 and 1.75 or better for master's and doctoral students, respectively;
- c. Not more than 6 and 9 units of advanced or transfer credits for course work done toward the master's and doctoral degrees, respectively in another institution shall be granted to a student. However, these courses must have been taken with prior approval of a duly constituted Graduate Advisory Committee and the Dean of the Graduate School. Application for advanced credits shall be filed with the Dean of the Graduate School during the student's first semester of residence.

## **Cross Registration of Graduate Students**

1. A graduate student in VSU may cross register in another school and obtain credit in VSU provided that said school is a CHED accredited institution

2. A permit for cross registration shall be issued by the University Registrar upon recommendation of the College Dean through the GAC and the Head of the department concerned and approved by the Dean of the Graduate School.
3. The maximum number of units allowable for cross registration is six (6), provided that the graduate student meets the residency requirement of VSU.
4. No permit to study in another school will be granted to the graduate student for any subject which he/she failed in VSU.

## **Change of Matriculation**

### ***Changing/Adding of Courses***

Changing and/or adding of courses (after registration fees have been paid) shall be made for valid reasons only, and must be approved by the Head of the department where the student pursues his/her major field with the consent of his/her major adviser and the professor(s) concerned.

A student may add a course within one week after the opening of classes by filling up the appropriate form, and securing the signature of the professor(s) concerned, the recommendation of his/her major adviser and the of the Department Head. Moreover, he/she must not exceed the maximum load for the semester.

## ***Dropping of Courses***

With the knowledge of the professor in the subject and the consent of the academic /major adviser and the Department Head, a student may drop a course by accomplishing the appropriate application form provided that the reason for dropping is not due to absences. If the dropping is done after 75 percent of the hours proscribed for the course has lapse, the professor concerned shall be requested to state on the form whether the student shall be dropped with or without a grade of 5.00 based on his/her class standing in that subject.

The approved form should be filed with the University Registrar's Office for record purposes. Any student who does not follow this procedure shall be given a grade of 5.00.

Open University students shall be allowed to drop a course upon submission of the accomplished dropping forms within the first 2 and 5 months for semestral and annual schemes, respectively.

## **Attendance and Absences of Graduate Students**

1. On-campus graduate students are expected to attend lectures and laboratory work regularly. When absences of a student reach 20 percent of the total number of hours required for the course, he/she shall be automatically dropped from the course. If his/her performance in the course is unsatisfactory, he/she shall be given a grade of 5.00.

2. Time lost by late enrollment shall be considered as time of absences from class.

### **Filing of Leave of Absence**

If a student has to temporarily discontinue his/her graduate study, a request for leave of absence noted by the major adviser, must be filed at the Graduate School for approval. The request must state the reason for such leave and specify its duration which must not exceed one year.

### **Graduate Students Plan of Course Work**

1. Before the end of his/her first term in VSU, the student in consultation with his/her GAC, shall draft a detailed list of courses to be taken to complete his/her degree. The Plan of Course Work must be in accordance with the requirements of the particular degree program pursued by the student. It must also be endorsed by all the members of the GAC, Department Head and duly approved by the Dean of Graduate School. Submission of the approved plan of course work is a requirement for registration of regular students during the second term.
2. Any change in the plan of course work must be recommended by all the members of the GAC, endorsed by the Department Head, and duly approved by the Dean of the Graduate School.

3. Courses taken for an earned degree cannot be credited again for another degree, except for ladderized programs.

### **Change in Degree Program, Major and Minor/Cognate Fields**

1. Any request for changes in degree program and/or major field must be endorsed by the student's GAC or by the Graduate Admissions Committee (if the GAC is not formed yet) of the department where the student is planning to take his/her new degree program or major field, and duly approved by the Head of the department and the Dean of the Graduate School.
2. Any changes in a student's minor/cognate field(s) must be endorsed by his/her major adviser and the Head of the department where the student plans to take his/her new minor/cognate field(s) and duly approved by the Deans of the College and the Graduate School.
3. Student who shall request for changes in degree program and/or major /minor/cognate field must have a GPA of 2.00 and 1.75 for the master's and doctoral program, respectively, in all courses he/she has previously taken during his/her graduate study in the university.

## **Thesis/Dissertation Outline and Manuscript Requirements**

1. After earning 15 units of graduate courses as prescribed in the approved plan of course work, a student may be allowed to register his/her thesis or dissertation provided that he/she has a GPA of 2.00 or better in all courses taken.
2. The master's thesis outline must be reviewed and approved by all members of the GAC, Department Head and Dean of the Graduate School before actual research is done.
3. The doctoral dissertation outline after having been reviewed and approved by the GAC and Department Head must be presented before the Dissertation Outline Review Committee together with the student's GAC and Department Head concerned. The presentation shall be coordinated by the Graduate School. All members of the GAC and the Graduate School must be provided with copies of the approved thesis/ dissertation outline.
4. A certification from the Dean of the Graduate School shall be issued for the student's permission to conduct thesis/dissertation. This is to ensure that all requirements have been complied before the conduct of the student's research.
5. After the student shall have done the actual research, he/shall prepare a thesis/dissertation manuscript following the prescribed and

approved format. The manuscript shall be reviewed and approved by the GAC, an external examiner (to be selected by the Dean of the Graduate School), Department Head and the Dean of the Graduate School.

6. After approval of the thesis/ dissertation manuscript, at least eight copies of it shall be prepared and distributed as follows: one copy each for the student, major adviser, major department, college, VSU Graduate School, VSU Library, the National Library, and the CHED Regional Office.

An e-file of the manuscript shall also be submitted to the University Library and the Graduate School.

### **Publication Requirement:**

Master of Science students must have at least one (1) publication in refereed journal or juried creative work. The doctoral students must also have a publication and specifically shall submit to the Graduate School an evidence of acceptance to an internationally or **nationally refereed** and indexed journal or a juried creative work derived from the dissertation and duly endorsed by the GAC.

### **Plagiarism**

It is turning in someone else's work as one's own; copying words or ideas from someone else without giving credit; failing to put a quotation in quotation marks; giving incorrect information about the source of a quotation; changing words but copying the sentence

structure of a source without giving credit; and copying so many words or ideas from a source that it makes up the majority of one's work.

To ensure that all submitted manuscripts are original, the chair of the GAC will subject the submitted manuscript to an anti-plagiarism software purchased by the University to check any plagiarized entries. The limit of the percent anti-plagiarism will be 15% and below. **In checking the similarity index using the anti-plagiarism software, preliminary pages, table of contents, phrases in quotation, and references are excluded.**

Graduate students are required to make a declaration that the submitted manuscript/dissertation is original, has not used data or information from other researches without properly acknowledging them, does not misrepresent research data to promote a certain agenda. and has not been previously published and is not being considered for publication elsewhere.

## **Conduct of Thesis/Dissertation**

Thesis/Dissertation must be done within the University, but may be conducted outside the university under certain circumstances. In such cases, the following guidelines shall be followed:

1. The student who wishes to conduct his /her thesis/dissertation in another institution within the Philippines or abroad, must be officially enrolled at VSU during the period when he/she is conducting the research.

2. The student must have passed the comprehensive examination.
3. The student shall write a Letter of Intent (LOI), duly endorsed by his/her Graduate Advisory Committee (GAC), to the Dean of the Graduate School thru the Director of International Affairs Office (if the research is conducted abroad) with the following supporting documents:
  - a. Copy of the approval sheet of the approved thesis/dissertation outline.
  - b. Copy of the result of the comprehensive examination.
  - c. A Memorandum of Agreement (MOA) between VSU and the agency where the student will work and a copy submitted to the Graduate School, whenever applicable. If not, a Letter of Acceptance by the host scientist/professor duly approved by his head of agency may suffice.
  - d. Proof of availability of financial support and other needed resources.
4. The host scientist/professor shall serve as a co-adviser and member of the GAC of the student and shall have the following responsibilities:
  - a. Supervise the student in the conduct of his/her study.
  - b. Be involved in checking the thesis/dissertation manuscript.

- c. Be involved in the evaluation of the student's ability to defend his/her thesis/dissertation.
  - d. Be involved in the giving of the grade for the thesis/dissertation.
5. The adviser of the student at VSU must be notified by the student duly signed by the host scientist/professor of any major change or modification of the proposed study prior to actual implementation.
6. The student must submit a semestral progress report, duly signed by the co-adviser, to his/her adviser at VSU, copy furnished the Dean of the Graduate School and the Director of the International Affairs Office.
7. The thesis/dissertation defense of the student must be conducted at VSU in the presence of all GAC members including the co-adviser. In case the co-adviser cannot come to VSU, other arrangements may be adopted to enable him/her to make a final judgment or evaluation of the student's ability to defend the thesis/dissertation, e.g. videoconferencing, written examination, etc.

### **Special Problem Requirements**

1. A graduate student pursuing a non-thesis graduate degree program may be allowed to work on a special problem after earning 18 units of graduate courses, provided that he/she has

obtained a GPA of 2.00 or better in all courses taken.

2. The outline of the special problem must be approved by all members of the GAC and the Department Head, before submission to the Dean of the Graduate School for approval.
3. When considered acceptable as judged by the major adviser, the special problem manuscript shall be forwarded to the members of the GAC for comments and suggestions and to the Department Head for approval
4. After the manuscript has been approved by the GAC and the Department Head, six copies of it shall be prepared and submitted to the Graduate School. These will be distributed as follows: one copy each for the student, major adviser, major department, college, VSU Library, and the Graduate School.

## **Research Ethics**

These are moral principles that guide researchers to conduct and report research without deception or intention to harm the participants of the study or members of the society as a whole, whether knowingly or unknowingly.

Aside from the theoretical and practical relevance of the study, the Graduate School respects research ethics particularly in ensuring the confidentiality of respondents and the care and use of animals in scientific experiments.

The university also has an ethics committee which develop guidelines to be followed in conducting research involving human participation, animal subjects and studies that deals with environmental hazards.

These issues are among the aspects that the Graduate School and the students Graduate Advisory Committee consider in assessing the soundness of the study's methodology.

## **Examinations**

### ***Comprehensive Examination***

The oral comprehensive examination shall be conducted within the university in the presence of all the GAC members. In the event that a GAC member is out of the country or from outside the country and cannot come to VSU, a special arrangement may be adopted for him/her to be able to test the knowledge and competence of the student.

- a. After satisfying all the course work requirements except the graduate seminar, the doctoral student shall take both a written and oral comprehensive examination, while the master's student shall take only an oral comprehensive examination. The written and oral examinations shall be given by the GAC and conducted in a way that will test the

student's competence in integrating knowledge in all required courses taken.

- b. To qualify for taking the comprehensive examination, the student must have passed all courses in his/her approved plan of course work and obtained a GPA of 2.00 or better (for master's students) and 1.75 or better (for doctoral students) in all courses listed under the major and minor/cognate fields. Grades in courses listed under "*others*" must be passing.
- c. To pass the written comprehensive examination, the doctoral student should get a rating not lower than 75% of the total points per subject. If the student fails in any of the subjects, she/he has to take again an examination of the failed subject/s **only once.**

To pass the oral comprehensive examination, the master's and doctoral student must receive a unanimous vote from the members of the GAC.

If he/she fails, one re-examination may be given to him/her upon unanimous approval of the committee members. This will be held not earlier than one month after the first examination.

- d. The result of the comprehensive examination shall be submitted to the Graduate School within one week after the examination. If the result of the

examination cannot be submitted on time, the GAC Chair must immediately notify the Dean of the Graduate School in writing and state the reason for the delay.

- e. After the student shall have passed the comprehensive examination, the Dean of the Graduate School will issue him/her a Certificate of Candidacy for the degree being pursued.

### ***Final Examination and Public Defense of Doctoral Dissertation***

- a. The master's student shall take a final oral examination to defend his/her thesis before his/her GAC. The major adviser shall act as Chair of the Examining Committee

The doctoral student shall be required to have a Public defense of his/her dissertation with the presence of the GAC and examiner. The public defense will be coordinated by the Graduate School. The giving of final grade shall be done after the public defense (**CMO 15, s.2019**)

- b. The Examining Committee shall be composed of all members of the GAC, and one additional member as an Examiner with voting power who will be designated by the Dean of the Graduate School. One staff from the Graduate School will also be designated to act as recorder.

- c. Using the prescribed form, the candidate may apply for the final oral examination when his/her thesis/dissertation manuscript is already in a form acceptable to the GAC. The Chair of the GAC will recommend to the Dean of the Graduate School the approval of said application. The student should be currently enrolled in his/her thesis or dissertation during the scheduled oral examination.
- d. The candidate must provide each member of the Examining Committee and the Dean of the Graduate School one copy of his/her thesis or dissertation manuscript at least 2 weeks before the examination.
- e. To pass the final oral examination, the student must receive not more than one dissenting vote from the Examining Committee. A student who fails may apply for re-examination which must be taken not earlier than one month after the first examination. Failure to pass the re-examination will disqualify the student from earning the degree.
- f. The result of the final oral examination shall be submitted using the prescribed form to the Dean of the Graduate School not later than the working day following the examination. If the examination result cannot be submitted on time, the Examining Committee Chair must notify the Dean of the Graduate School in writing and state the reason for the delay.

- g. The Dean of the Graduate School shall designate a graduate faculty from the main campus to participate and be one of the examiners during the Comprehensive Examinations of students enrolled in graduate programs in the external campus.

## **Grading System**

1. Graduate students taking courses for credit shall be graded in accordance with the following system:
  - a. Numerical Grade
    - 1.0 - Excellent
    - 1.25 - Highly Outstanding
    - 1.50 - Outstanding
    - 1.75 - Very Good
    - 2.00 - Good
    - 2.25 - Very Satisfactory
    - 2.50 - Satisfactory
    - 2.75 - Fair
    - 3.00 - Passing
    - 5.00 - Failure
  - b. Inc - Incomplete
  - c. DRP - Officially dropped from a course
2. Duly registered non-degree students shall be given a grade of "P" (Pass) or "F" (Fail) in the subjects they took, but shall not earn any credit unit.

3. A thesis/dissertation/special problem which is still in progress or in the process of completion shall be marked “S” if the major adviser deems the work satisfactory, or “U” if unsatisfactory. Once completed, it shall be given a numerical grade by the major adviser after consultation with other members of the GAC.
4. Removal of Incomplete
  - a. Incomplete (INC) is given to a student whose class standing is passing but either fails to take the final examination or complete other course requirements due to illness or other valid reasons.
  - b. Removal of “INC” must be done within one year after taking the course by complying with all the course requirements. If a student cannot remove the “INC” within the time lime, he/she has to re-enroll the course.
5. Disqualification from the degree program

A student is only allowed to have one (1) grade of 5.00 in any of the courses specified in the graduate student’s Plan of Course Work including other courses, provided she/he got a GPA of 2.00 and 1.75 for the master’s and doctoral program, respectively, otherwise she/he will be dropped from the VSU Graduate School

## **Residency Requirement /Time Limit/Number of Units of Undergraduate Courses Credited for Graduate Degree Programs/Allowed Number of Units for Weekend Classes**

1. The student is considered in residence when he/she is registered in courses other than thesis/dissertation/special problem on campus.
4. Master's degree students are required a minimum of two semesters of residence, and four semesters for doctoral degree students.
3. For the on-campus program, the student shall be allowed no more than 5 school years from the start of graduate work to complete all the requirements for the master's degree, and not more than 7 school years for the doctoral degree.

For the students under Graduate Assistantship contracts, and VSU faculty and staff who are only allowed to take 3-6 units per semester, shall be allowed 7 and 9 years to complete the master's and doctoral degree programs, respectively.

For the Open University, the student should not exceed 7 school years to complete the master's degree program

The time limit will not include the period when the student is on approved leave of absence as long as the total period does not exceed 2 years. However, if the time limit is exceeded,

the student will be required to take two additional courses as per recommendation of the GAC and approval by the Dean of the Graduate School in order for him/her to qualify for a graduate degree. The grace period shall not exceed 2 years.

4. No more than 6 units and 9 units for a master's and a doctoral degree, respectively, can be at the 100 level for credit to the graduate degree programs (BOT Res. No. 12, s. 1994)
5. For the weekend classes, the students shall only be allowed to take 6 units maximum (2 laboratories or 2 lectures and 1 laboratory); and 9 units (pure lectures) but not to exceed 10 hours per Saturday. A Graduate Teaching/Research Assistant may be allowed to take weekend classes however, she/he has to pay the required fees for the weekend class.

## **Graduation Requirements**

1. To graduate with a degree, a student must complete all academic requirements as prescribed in his/her approved plan of course work, and graduation requirements on or before the deadline set by the University. All graduating students must apply for graduation using the standard form and within the set deadline.
2. If graduation requirements cannot be completed on the deadline, the student must

register for completion during the succeeding term and re-apply for graduation in order to be considered a candidate for graduation during that term.

3. Graduation *inAbsentia*

Graduating students who fail to attend the commencement exercises due to illness or other valid reasons may request the Dean of the Graduate School for graduation *in absentia*.

If the reason for the absence in the graduation exercises is not valid, the diploma of the student will be withheld until such time that he/she is able to attend the commencement program.

### **Honorable Dismissal**

1. A graduate student in good standing who desires to sever his/her connections with the University shall present a written request for honorable dismissal for approval by the Dean of the Graduate School.
2. The student must settle all indebtedness and secure a clearance from the University before he/she is issued a certificate of honorable dismissal.

## Transcript of Academic Records

The transcript of academic records shall be issued by the University Registrar's Office only after submission of duly accomplished application and clearance forms.

## School Fees

1. The school fees for graduate students shall be as follows:
  - a. Application for admission fee (non-refundable)
    1. For Filipino citizens
    2. For foreigners
  - b. Deposit (refundable)
  - c. Entrance fee (for new students only)
  - d. Tuition fee (per unit)
  - e. Laboratory fee (per laboratory subject)
  - f. I.D. card
  - g. Library fee
  - h. Medical-dental fee
  - i. Publication (study guide for distance education students) and miscellaneous fee
  - j. Alien fee (for foreign students only)
  - k. Late registration fine
  - l. Other fees (completion of INC changing/dropping/addition of subjects)
  - m. Fee for change of program or degree
  - n. Residency fee
  - o. Thesis/dissertation/special problem completion fee\*
  - p. Graduation fee

- q. Alumni legacy fund
- r. Educational Development fee

*\* After having previously registered 6 units of thesis work for master's students, or 12 units of dissertation work for doctoral students*

- 2. A student who is writing his/her thesis/dissertation/special problem manuscript and will no longer use the laboratory facilities of the University as certified in writing by his/her major adviser, will be required to pay only the thesis/dissertation/special problem completion fee.
  
- 3. The rates to be charged for each fee shall be determined by the institution, and subject to change if necessary.

### ***Refund of Fees***

A student can claim refund of tuition, library, and laboratory fees according to the following scheme:

- a. Within the first week from the start of class  
– 75 percent
- b. Within the first month from the start of class  
– 50 percent
- c. After the first month – none

## **Regular Classes**

### ***Local Students***

**BOR Resolution No.21, s. 2004 dated March 16, 2004** – A Resolution Approving the Proposal to Increase the Cost of School Fees for Graduate Students for SY 2004-2005, as modified, effective First Semester SY 2004-2005 (please refer Graduate School Document PL-OGS-08.5, Data Filer No.6); and **BOR Resolution No. 168, s.2020 dated January 28, 2021** -A Resolution Approving the Proposal to Increase the Examination Fee of Graduate Students (Graduate School Document File PL-OGS-05.4, Data Filer No.6)

### ***Foreign Students***

**BOR Resolution No. 102, s. 2002 dated November 8, 2002** – A Resolution Approving the Proposed Fess for Foreign Students(please refer Graduate School Document PL-OGS-07.4, Data Filer No 6)

## **Weekend Classes**

**BOR Resolution No. 55, s.2010 dated September 17, 2010** – A Resolution Approving the Levy of a Variable Graduate Education Development Fee for In-Campus and Out-of- Campus Graduate Students in the following Graduate Programs; MEd, MM, DLAM, MLAM and MSLAM (Graduate

School Document File PL-OGS-06.1, Data Filer No. 6)

**BOR Resolution No. 44, s. 2012 dated May 30, 2012**– A Resolution Approving the Proposal to Increase the Graduate Education Development Fee in the DLAM/MLAM Programs, Provided that, the Fee Increases will Cover Only Those Who are on Scholarship and Those Who Would like to Have the Course(s) Delivered On-site rather than In-Campus. (Graduate School Document File PL-OGS-06.2, Data Filer No. 6)

**VII. Policies and Guidelines Concerning Graduate Students From Local and Foreign Academic Institutions Doing Practicum/Research/Thesis or Field Work at the Visayas State University (Part of the BOR Approved Proposed Establishment of a VSU International Affairs Office to be Located at the VSU Main Campus, VISCA, City of Baybay, Leyte)**

**BOR Resolution No. 61, s. 2012 dated November 29, 2012** – A Resolution Approving the Proposed Guidelines for Graduate Students From Local and Foreign Universities Who Will Conduct Research, Practicum, Thesis or Field Work at (Graduate School Document BI-OGS-04, Data Filer No. 17)

**VIII. Guidelines in the Conduct of VSU Graduate Thesis/Dissertation in Another Institution Within the Country or Abroad (Part of the BOR Approved Proposed Establishment of a VSU International Affairs Office to be Located at the VSU Main Campus, VISCA, City of Baybay, Leyte)**

**BOR Resolution No. 61, s.2012 dated November 29, 2012** - A Resolution Approving the Proposed Guidelines in the Conduct of VSU Graduate Thesis/Dissertation in Another Institution Within the Country or Abroad ( Graduate School Document BI-OGS-04, Data Filer No. 17)

**IX. Policies for Compensating Graduate Faculty**

**A. Honoraria of Graduate Advisory Committee**

***Regular Classes***

**BOR Resolution No. 168, s.2020 dated January 28, 2021** - A Resolution Approving the Proposal to Increase the Honoraria of the Graduate Advisory Committee (GAC) and Examination Fee of Graduate Students (Graduate School Document File PL-OGS-05.4, Data Filer No.6)

## ***Weekend Classes***

**BOR Resolution No. 12, s. 2018, dated March 23, s. 2018-** A Resolution approving the Proposal to Collect Weekend Fees from Graduate Student Enrolled in the Master of Science in Forestry to Pay Faculty Who Teach on Weekends on Account of the Change in the Schedule of Classes from Weekdays to Weekends (Graduate School Document File PL-OGS-04.7, Data Filer No. 6)

**BOR Resolution No. 103, s. 2011 dated December 20, 2011 –** A Resolution Approving the Proposal to Grant Full Honorarium to Professors Teaching Weekend Classes Having Five (5) to Seven (7) Students only, *Provided that*, the Students Pay the Appropriate Fees Computed by Taking the Difference Between the Minimum Class Size of Eight (8) Students and the Actual Number of Prospective Students Desiring Enrolment in the Course and Subject to Existing Policies and Guidelines (Graduate School Document File PL-OGS-04.5, Data Filer No. 6)

## **B. Workload Credits for Services Rendered in the Graduate School**

### **Administrative Services Workload Points**

1	Dean of the Graduate School	12.00
2	Secretary of the Graduate School	5.00
3	Membership in Graduate School Committees	
	Chair	0.70
	Member	0.50

### **Academic Services**

1	Teaching graduate courses	
	Lecture classes	1.5
	units/contact hr/ week/subject	
	Laboratory classes	0.8
	unit/contact hr/ week/subject	

Teaching an additional section of the same course will be given half of the workload credit given to the original section.

- i. Service as Adviser of Graduate Student
  - a. Dissertation advising for doctoral students

Chair of the GAC - 2.00 per student  
Member of the GAC - 1.00 per student

b. Thesis advising for master's students

Chair of the GAC - 1.00 per student  
Member of the GAC - 0.50 per student

c. Advising students conducting Special Problem

Chair of the GAC - 0.50 per student  
Member of the GAC - 0.25 per student

d. Course adviser\* - 0.20 per student

To avoid overloading of graduate faculty members, the total maximum workload credits for serving as adviser of graduate students shall not exceed 10 workload units

**Section 3 Certification from accredited statistician is required for approval of special problem/ thesis/dissertation manuscript. Requiring of an English Critic for thesis and dissertation manuscript is optional.**

**Weekend Class**

**BOR Resolution No. 10, s. 2014 – A Resolution Approving the Proposal to Give Full**

Workload Units to Weekend Classes  
(Graduate School Document File PL-OGS-  
04.6, Data Filer No.6)

## **Publication Incentive System**

### ***Science and Humanities Journal***

**BOR Resolution No. 14, s. 2018 dated March 23, 2018** – A Resolution Approving the Proposal to Grant Financial Incentives to Reviewers, Editors in- Chief, Associate Editors, Managing Editors, Language Editors and Authors of Published Papers in the Science and Humanities Journal (SHJ)and Annals of Tropical Research (ATR)(Graduate School Document File PL-OGS- 10.4, Data Filer No.6)

#### **X. Policies on Guest Lecturer/Adjunct Professors/Professor Emeritus**

**BOR Resolution No. 37, s. 2007 dated May 1, 2007** – A Resolution Approving the Proposed Additional Incentives for Professor Emeritus Grantees (Graduate School Document PL-OGS-12.1, Data Filer No. 6)

**BOR Resolution No. 53, s. 2007 dated August 8, 2007** – A Resolution Approving the Proposed Allocation of Points for the Selection of Professor

Emeritus ( Graduate School Document PL-OGS-12.2, Data Filer No. 6)

**BOR Resolution No. 52, s. 2010 dated September 17, 2010** – A Resolution Approving the Proposal for the Appointment of Guest Lecturer and the Payment for Their Services (Graduate School Document PL-OGS-12.3, Data Filer No. 6)

**BOR Resolution No. 39, s. 2014 dated July 26, 2014** – A Resolution Approving the Proposal to Appoint Adjunct Faculty in the Graduate School *Provided that* it will be Resorted to Strictly Based on Need and Only When the Department is Left With No Other Option and Subject to the Availability of Funds (Graduate School Document PL-OGS-12.4, Data Filer No.6)

**XI. POLICY ON THE GRADUATE CONSORTIUM**

**BOT Resolution No. 41, s. 1995 dated May 26, 1995** – A Resolution Approving the Proposal for the Establishment of General Guidelines in the Graduate Consortium Between VISCA now VSU and Other Colleges/Universities (Graduate School Document PL-OGS-11.5, Data Filer No 6.)

**XII. POLICY ON THE SCHEDULE OF DEADLINES FOR GRADUATING STUDENTS**

**BOR Resolution No. 21, s. 2019 dated March 18, 2019** – A Resolution Approving the Proposed Tertiary, and Graduate Levels for School Year 2019-2020 and Beyond (Graduate School Document PL-OGS-09.2)

### **XIII. POLICY ON SEXUAL HARASSMENT**

Sexual Harassment as defined by RA 7877 ( Anti-Sexual Harassment Law)

- Part III – Disciplinary Action. Article I. Offenses and Their Penalties , Section 1.C of the VSU Code

### **XIV. GRADUATE STUDENT PRIVILEGES AND OPPORTUNITIES**

**Scholarship/Fellowship Program Offered by the University**

#### ***Foreign Students***

**BOR Resolution No.273, s. 2019 dated January 11, 2020}**-A Resolution Approving the Proposal of the VSU Graduate School to Offer Graduate Fellowship Program for Foreign Graduate Students (10 slots – 5 for Masters and 5 for Doctoral) (Graduate School Document No. PL-OGS-3.08, Data Filer No 6)

**BOR Resolution No. 43, s. 2020 dated April 28, 2020** – A Resolution Approving the Proposed Guidelines on the Graduate Fellowship Program for Foreign Graduate Students (Graduate School Document File PL-OGS- 3.10, Data Filer Bo. 6)

#### ***Local Students***

**BOR Resolution No.273, s. 2019 dated January 11, 2020}**-A Resolution Approving the Proposal of the VSU Graduate School to Offer Scholarship Program for Honor Undergraduate Graduates of VSU (*Summa Cum Laude, Magna Cum Laude, Cum Laude*)for Graduate Study in the University (Graduate School Document No. PL-OGS-3.08, Data Filer No 6)

**BOR Resolution No. 42, s. 2020, s. 2020 dated April 28, 2020** – A Resolution Approving the Proposed Guidelines on the Scholarship Program for Honor VSU Undergraduate Graduates for Graduate Study at VSU (Graduate School Document No. PL-OGS-3.09, Data Filer No. 6)

**Other Scholarship Program for Local Graduate Students Offered by Other Agencies**

Commission on Higher Education Scholarship Program (CHED) K 12 Transition Scholarship Program

Department of Science & Technology – Accelerated Science &Technology Human Resource Development Program Scholarship (DOST- ASTHRDP

## **Graduate Teaching/Research Assistantship Program**

### ***Foreign***

**BOR Resolution No. 124, s. 2020 dated November 19, 2020**– A Resolution Approving the Proposal on Graduate Teaching Assistantship (GTA) Grant to Foreign Graduate Students for Masters and Doctoral Programs (Graduate School Document PL-OGS-03.11, Data Filer No. 6)

### ***Local***

**BOR Resolution No.169, s. 2020 dated January 28, 2021**- A Resolution Approving the Proposal to Increase the Amount of Financial Assistance to Local Graduate Teaching/Research Assistants (Graduate School Document PL-OGS-03-12, Data Filer No. 6)

**BOR Resolution No. 78, s. 2002 dated September 11, 2002** – A Resolution Approving the Proposed Guidelines on Graduate Assistantship Program (Graduate School Document PL-OGS-03.4, Data Filer No. 6)

## **Academic Recognition and Other Privileges**

**BOT Resolution No.23, s. 1995, dated March 28, 1995** – A Resolution Approving the Proposal to Recognize Academically Deserving Graduate Students (Graduate School Document PL-OGS-11.4, Data Filer No. 6)

**BOT Resolution No. 13-C, s. 1980 dated May 19, 1980** – A Resolution Approving the Proposal to Exempt from Payment of Tuition Fees in the Succeeding Term of Visca now VSU Graduate Enrollment of Student Who Obtain a Grade Point (GPA) of 1.25 or Better With a Load of at Least 9 Units per Semester or 3 Units Per Summer Credited to His/Her Degree Program (Graduate School Document PL-OGS-08.1, Data Filer No. 6)

**BOT Resolution No. 23, s. 1993 dated June 23, 1993** – A Resolution Approving the Proposal to Grant Exemption for Tuition and Comprehensive Fees to Bonafide Employees, Their Spouses, and Dependent Children Qualified to Enroll in ViSCA now VSU ( Graduate School Document PL-OGS-08.4, Data Filer No. 6)

## **APPENDICES**

### **List of Graduate School Guidelines and Quality Procedures (Document Data Filer 1)**

- **GL-OGS-01 Guideline (Admission of Graduate Student)**
- **PM-OGS-01 (Admission and Enrollment of Graduate Students (On-Campus))**
- **PM-OGS-02 (Change of Admission Status from Probationary to Regular)**
- **PM-OGS-03 (Approval of Graduate Special Problem/Thesis/Dissertation Outline)**
- **PM-OGS-04 Approval of Graduate Special Program/Thesis/Dissertation Manuscript**
- **PM-OGS-05 Preparation of Curriculum for Graduate Programs**

## List of Graduate School ISO Forms

- FM-OGS-01 Application for Admission
- FM-OGS-02 Candid Appraisal of Applicant
- FM-OGS-03 Recommendation Of Department's Admission Committee Member
- FM-OGS-04 Recommendation Of Department's Admission Committee Chairman
- FM-OGS-05 Departmental Evaluation of Applicant for admission to VSU for Graduate Studies
- FM-OGS-06 Letter of Admission MSc Regular
- FM-OGS-07 Letter of Admission MSc Probationary
- FM-OGS-08 Letter Of Admission Ph DRegular
- FM-OGS-09 Letter of Admission Ph.DProbationary
- FM-OGS-10 Letter of non-admission to VSU Graduate Studies
- FM-OGS-11 Application for Readmission
- FM-OGS-12 Request for Change in Graduate Status
- FM-OGS-13 Nomination of GAC
- FM-OGS-14 Request for Change GAC
- FM-OGS-15 Plan of Course Work
- FM-OGS-16 Revised Plan of Course Work
- FM-OGS-17 Leave of Absence
- FM-OGS-18 Promissory Note
- FM-OGS-19 Change in degree program
- FM-OGS-20 Application for Qualifying Examination
- FM-OGS-21 Request for Change of Schedule for Qualifying Exam
- FM-OGS-22 Report of the Result of Qualifying Exam
- FM-OGS-23 Approval of Special Problem
- FM-OGS-24 Application for Comprehensive Examination

FM-OGS-25 Request for Change of Schedule for  
Comprehensive Exam

FM-OGS-26 Report of the Result of Comprehensive Exam

FM-OGS-27 Certification of Dissertation Outline  
Presentation

FM-OGS-28 Student Research Preliminary Assessment  
Certification

FM-OGS-29 Application for Final Examination

FM-OGS-30 Request for Change of Schedule for Final  
Exam

FM-OGS-31 Report of the Result of Final Exam

FM-OGS-32 Observer's Report On The Result Of Final  
Examination

FM-OGS-33 Certification

FM-OGS-34 Approval Sheet

FM-OGS-35 Registration Permit

FM-OGS-36 Tentative COR

FM-OGS-37 Result Of Written Comprehensive Exam

FM-OGS-38 Request to Enroll Penalty Courses for  
Residency Requirement

FM-OGS-39 Routing Slip

FM-OGS-40 Referral Slip

FM-OGS-41 Result Of Departmental Evaluation On The  
Academic Performance of the Graduate  
Student

FM-OGS-42 Recommendation For Temporary/Permanent  
Appointment Of The Graduate Faculty

FM-OGS-43 Recommendation For Temporary/Permanent  
Appointment Of The Graduate Faculty

FM-OGS-44 CHED Study Plan

FM-OGS-45 Recommendation For Appointment As  
Affiliate

FM-OGS-46 Proposal to offer new program

## FM-OGS-47 Permit to Conduct Research Certification

### **List of Graduate School Review/Evaluation Committees and Publication Editorial Staff**

- *Graduate School Policy and Guidelines Committee*
- *Science and Humanities Journal Editors*
- *Information, Education and Communication Materials Editorial Staff*
- *Format and Style of Graduate Thesis/Dissertation Manuscript Committee*
- *Committee on Graduate Teaching/Research Assistantship and Scholarship Program for Honor Undergraduate Graduates of VSU for Graduate Study at VSU*
- *Committee on Graduate Fellowship Program for Foreign Graduate Students*