

VISION

A global green university providing progressive leadership in agriculture, science & technology, education and allied fields for societal transformation.

MISSION

To provide graduates equipped with advanced knowledge and lifelong learning skills with ethical standards through high quality instruction, innovative research, and impactful community engagements.

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



Visayas State University

GRADUATE PROGRAMS MANUAL OF OPERATIONS (GPMO)

A Guide for VSU Graduate Education
Administrators and Students

**2025
EDITION**



Published by the

Visayas State University
Graduate Education
Visca, Baybay City, Leyte
6521-A Philippines
© 2025

All rights reserved. The contents of this publication may be produced, quoted or used as reference provided that VSU, as publisher, shall be duly recognized or attributed, and shall be furnished a copy of the used or cited text from this publication.

Editor: Dr. Marilyn M. Belarmino

Text Compilation and Update: **Mark Joshua S. Quevedo and Claudette Meli Hoff E. Garduce**

Layout and Cover Design: **Shiela Mae O. Bagarinao**

VSU Board of Regents Approval: _____

GRADUATE EDUCATION COUNCIL

Dr. Marilyn M. Belarmino	Director, Graduate Education
Asst. Prof. Sheena Mae P. Lubrio	Director, Distance Education
Dr. Suzette B. Lina	Dean, Faculty of Agriculture and Food Science
Dr. Luz G. Asio	Head, Dept. of Agronomy
Dr. Deejay M. Lumanao	Head, Dept. of Soil Science
Dr. Aljay D. Valida	Head, Dept. of Horticulture
Dr. Manuel D. Gacutan, Jr.	Head, Dept. of Animal Science
Dr. Luz O. Moreno	Head, Dept. of Plant Breeding and Genetics
Dr. Lijueraj J. Cuadra	Head, Dept. of Agricultural Education and Extension
Dr. Ulderico B. Alviola	Head, Dept. of Development Communication
Dr. Maria Juliet C. Ceniza	Head, Dept. of Pest Management
Dr. Lynette C. Cimafranca	Head, Dept. of Food Science and Technology
Dr. Mark C. Ratilla	Dean, Faculty of Management and Economics
Dr. Doryn Jan D. Avila	Head, Dept. of Business Management
Dr. Lemuel S. Preciados	Head, Dept. of Economics
Dr. Lilian B. Nuñez	Director, Institute of Strategic Research & Dev't Studies
Dr. Jannet C. Bencure	Dean, Faculty of Engineering
Engr. Nilo L. Leorna	Head, Dept. of Agricultural and Biosystems Engineering
Dr. Renezita S. Come	Dean, Faculty of Forestry and Environmental Science
Dr. Angelica P. Baldos	Head, Department of Forest Science
Dr. Teofanes A. Patindol	Director, Institute of Tropical Ecology and Environmental Science
Dr. Leo A. Mamolo	Dean, Faculty of Teacher Education
Dr. Christy M. Desades	Department of Secondary Education
Dr. Andrew A. Mazo	Head, Institute of Human Kinetics
Dr. Maria Vanessa E. Gabunada	Dean, Faculty of Humanities and Social Sciences
Dr. Cherry N. Rola	Head, Department of Arts, Literature and Languages
Dr. Rev Rhizza L. Aure	Dean, Faculty of Natural and Mathematical Sciences
Dr. Sweet Charish Q. Godinez	Head, Department of Statistics
Dr. Cheryl C. Batistel	Head, Department of Biological Sciences
Mr. Mark Ryan R. Tripole	Head, Department of Pure and Applied Chemistry
Dr. Quenstein D. Lauzon	Chancellor, VSU Tolosa
Asst. Prof. Fermina C. Genson	Head, Aquatic Science
Ms. Rizalyn P. Gonzales	Dean, VSUT-FFAS Head, Department of Fisheries

FOREWORD

The Visayas State University (VSU) Graduate Program Manual of Operations (GPMO) serves as a comprehensive guidebook outlining the policies, guidelines, and procedures governing the management and operations of Graduate Education. It is an essential resource for administrators, graduate faculty, graduate students, and other stakeholders, providing clarity and direction on how Graduate Education functions.

This Manual of Operations serves as a cornerstone for the effective functioning of the Graduate Program Management Office (GPMO) and the broader graduate education framework. Primarily, it provides essential guidance to graduate faculty, empowering them to offer informed advisement to students and fostering seamless collaboration with Graduate Education. This manual is a living document, reflecting the most current policies, guidelines, and procedures designed to ensure consistent and high-quality graduate programs. By consolidating all necessary information in one accessible resource, it streamlines the implementation of graduate initiatives, promoting compliance among administrators, faculty, academic deans, department heads, and students. Furthermore, this manual serves as a vital tool for capacity building, enhancing the understanding of graduate faculty, officers, and administrative staff regarding their respective roles and responsibilities in delivering exceptional graduate education.

This first edition of the GPMO is based on the Board of Regents-approved Graduate Education Code and aligns with the Commission on Higher Education's CMO 15, Series of 2019 (Policies, Standards, and Guidelines for Graduate Programs). It is our sincere hope that this manual will serve as a foundation for the effective and consistent implementation of VSU's advanced education programs.

MARILYN M. BELARMINO
Director, Graduate Education

TABLE OF CONTENTS

I. INTRODUCTION	1
II. THE GRADUATE EDUCATION PROFILE	2
Location	2
III. ORGANIZATION AND OPERATION MANAGEMENT	2
Organizational Structure	4
The Graduate Faculty	4
Functions	5
Minimum Academic Requirements	5
Status of Appointment	7
General Guidelines and Procedure in the Appointment of Graduate Faculty	8
The Graduate Education Council	8
Graduate Education Officer and Administrative Staff	9
IV. GRADUATE CURRICULAR PROGRAMS	18
Doctor of Philosophy	18
Master of Science	18
Master in Management	19
Master in Education	19
Master in Land Administration and Management	19
V. DELIVERY MODE OF LEARNING	19
Face to Face	19
On-line (Synchronous/Asynchronous)	20

VI. IMPLEMENTING POLICIES AND GUIDELINES	20
Review and Evaluation of Graduate Curricular Programs	20
Abbreviation, Numbering and Schedule in the Offering of Graduate Courses	21
Academic Rules and Regulations	22
<i>Graduate Student Admission and Registration</i>	22
Minimum General Requirements	22
<i>Admission Status</i>	24
<i>Deferment of Admission</i>	25
<i>Readmission</i>	25
<i>Registration</i>	26
<i>Selection of Graduate Advisory Committee</i>	26
<i>Qualifying Examination for Doctoral Program</i>	27
<i>Credit Units of Graduate Courses</i>	28
<i>Graduate Student Academic Load</i>	28
<i>Advanced or Transfer Credits</i>	29
<i>Cross Registration of Graduate Students</i>	30
<i>Change of Matriculation in Changing/Adding /Dropping of Courses</i>	31
<i>Attendance and Absences of Graduate Students</i>	32
<i>Filing of Leave of Absence</i>	32
<i>Graduate Students Plan of Course Work</i>	32
<i>Change of Degree Program, Major and Minor/Cognate Fields</i>	33
<i>Capstone/Thesis/Dissertation Outline and Manuscript Requirements</i>	34

<i>Publication Requirement</i>	35
<i>Plagiarism</i>	36
<i>Conduct of Capstone/Thesis/Dissertation</i>	36
<i>Capstone Requirements</i>	38
<i>Research Ethics</i>	39
<i>Comprehensive /Final Examinations and Public Defense of Dissertation</i>	40
<i>Grading System</i>	43
<i>Residency Requirement/Time Limit/Number of Units of Undergraduate Courses Credited for Graduate Degree Programs/Allowed Number of Units for Weekend Classes</i>	45
<i>Graduate Academic Excellence Award</i>	46
<i>Graduation Requirements</i>	47
<i>Honorable Dismissal</i>	48
<i>Transcript of Academic Records</i>	49
<i>School Fees</i>	49
<i>Refund of Fees</i>	50
<i>Regular Classes</i>	51
<i>Local Students</i>	51
<i>Foreign Students</i>	51
<i>Weekend Classes</i>	51
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	52

VIII. GUIDELINES IN THE CONDUCT OF VSU GRADUATE THESIS/DISSERTATION IN ANOTHER INSTITUTION WITHIN THE COUNTRY OR ABROAD	52
IX. POLICIES FOR COMPENSATING GRADUATE FACULTY	53
<i>Honoraria</i>	53
<i>Regular Classes</i>	53
<i>Weekend Classes</i>	53
Workload Credits	54
Academic Service	54
Publication Incentive System	56
X. POLICIES ON GUEST LECTURER/ADJUNCT PROFESSORS/PROFESSOR EMERITUS	57
XI. POLICY ON THE GRADUATE CONSORTIUM	57
XII. POLICY ON THE SCHEDULE OF DEADLINES FOR GRADUATING STUDENTS	58
XIII. POLICY ON SEXUAL HARASSMENT	58
XIV. GRADUATE STUDENT PRIVILEGES AND OPPORTUNITIES	58
Scholarship	58
Assistantship	60

Academic Recognition and Other Privileges	60
APPENDICES	61
List of Graduate Education Guideline and Quality Procedures	61
List of Graduate Education ISO Forms	62
List of Graduate Education Committees	63

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 Education 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 Education 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 EDUCATION PROFILE

The Graduate Education 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 resources, 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.

LOCATION

The current Graduate Education 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 on the right side of the Administration Building.

III. ORGANIZATION AND OPERATION MANAGEMENT

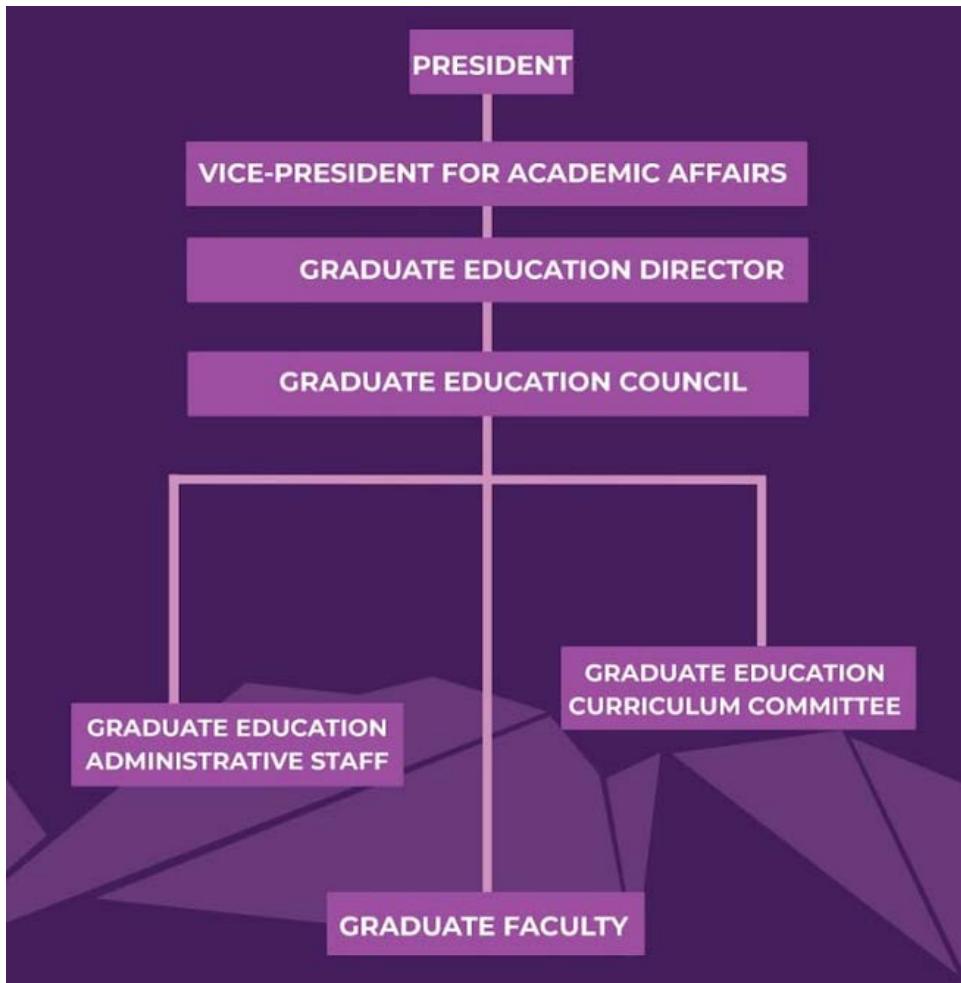
Planning, implementation, coordination, monitoring and review of graduate programs are the main concerns of the

Graduate Education (*BOR approved VSU Graduate Education Code. Series of 2021*).

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

Duties and Responsibilities

1. Plans, administers, coordinates, reviews and monitors all VSU graduate programs in collaboration with the Department/Graduate Program Implementer;
2. Reviews and evaluates graduate program proposals, academic requirements and instructional methods in collaboration with the Department/Graduate Program Implementer;
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 Education to the University President;
5. Prepares the budget and assists in raising funds for the support of the graduate programs.



The Graduate Faculty

The Graduate Faculty of the University is composed of all academic staff members who have met the minimum qualifications of a graduate faculty and have been issued appointments by the University President through the

recommendation of the Department Head, Dean of the Faculty, Director Graduate Education 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 for reviewing the policies and guidelines which shall be formulated by the Graduate Education 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 at least a master's degree holder for master's program and doctoral degree holder for doctoral program. However, only faculty members

with doctoral degrees can teach in the doctoral programs.

- b. Must have at least one year teaching experience at the faculty level with at least "Very Satisfactory" teaching performance rating and with at least one (1) refereed publication. The one-year teaching experience may be waived for those to be given a temporary appointment.
- c. For the Professional Track graduate degree program, candidates must hold at least a master's degree or have a minimum of one year of industry experience.

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 two graduate students, except those whose programs were offered only in the last five years.
 2. Has published a chapter of a professional book, or at least two original and reviewed articles and original research articles 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 as main/ co-author every three years.

Status of Appointment

1. Temporary – This appointment will be given to the following:
 - a. Regular faculty members of the University whose academic qualifications satisfy the prescribed minimum requirements.
 - b. The appointment for temporary graduate faculty is renewable every year depending on actual need for the services of the faculty.

However, faculty with temporary appointment may be recommended permanent status anytime within the four years when he/she meets the minimum requirements of a permanent faculty.
 - c. Visiting professors, consultants, whose academic qualifications satisfy the minimum requirements for graduate faculty recommended for a maximum of four (4) years and not more than 70 years of age.
 - d. Affiliate adjunct faculty/ professor emeriti faculty members may be given a maximum of four (4) years appointment.
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. To appoint faculty for teaching or thesis advising, Department heads recommend to the Faculty Dean after verifying their minimum requirements are met. For faculty under other departments/offices/research centers, a written supervisory permission is required and must accompany the recommendation.
2. The Faculty Dean reviews the recommendation and endorses it to the University President through the Director of the Graduate Education and the Vice-President for Academic Affairs (OVPAA).
3. The President takes final action on the recommendation and issues appointments upon approval.

The Graduate Education Council

1. The Graduate Education Council (GEC) shall be composed of the Heads of academic units offering graduate programs. The Director of the Graduate Education shall serve as Chair of the GEC.
2. The Graduate Education Council shall perform the following functions:
 - a. Formulate and review policies and guidelines governing the administration of graduate programs and operations of the Graduate Education;

- b. Inform/update the President through the Vice President for Academic Affairs 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 Education Officer and Administrative Staff

A. *Graduate Education Officer*

The Director of Graduate Education

The Director of the Graduate Education is appointed by the University President from among the members of the graduate faculty and duly confirmed by the Board of Regents. 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 Education 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 Education 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. Promote graduate education at a local, 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.
- k. Inform/update the President on new developments in graduate education and needs that may require administrative attention;

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 Director of the Graduate Education in the preparation of proposals related to the operation of the Graduate Education
- Assists the Director of the Graduate Education in preparing notice of meetings/materials needed; recording /preparation of minutes of meetings
- Keeps proper and complete records of GEO important documents (policies, memoranda, approved graduate curricular program and other important communications
- Prepares accomplishment reports and Office Performance Commitment Review of GEO
- Assists in the implementation of the internationalization program of the Graduate Education
- Assists the Director of the Graduate Education in the supervision of GE 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, training, 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 Education
- Acts as CHED graduate education Coordinator
- Acts as CHED COPC coordinator
- Coordinates with Internationalization Programs and other International Affairs Activities

- Edits and checks style and format of graduate student's special problem/thesis/dissertation outlines and manuscripts
- Assists the Graduate Education staff in their technical problems
- Performs other duties and responsibilities as required by the immediate supervisor
- Monitoring of online application of admission to Graduate Education

Education Research Assistant (A)

- Takes charge of GEO publications (Science and Humanities Journal, Graduate Education Code, Graduate Student's Handbook, GradNewsLine, GEO Brochure, flyers, etc.)
- Prepares and updates GEO promotional video
- Documents and assists in facilitating meetings, conferences/trainings/seminars and other GEO activities
- Prepares and updates posters and exhibits of GEO
- Facilitate admission of prospective graduate students
- Edits and checks style and format of graduate student's special problem/thesis/dissertation outlines and manuscripts

- Assists the Graduate Education staff in their technical problems
- Performs other duties and responsibilities as required by the immediate supervisor
- Take charge of advertising graduate education programs and other activities in local and abroad
- Facilitates queries regarding the graduate programs and posts announcements online (email and Facebook)

Education Research Assistant (B)

- Facilitates enrollment of on-campus students
- Facilitates appointment and updates records of graduate faculty and adjunct professors/ professor emeriti
- Facilitates and updates records of graduate student requirements
- Pre-assessment of fees during enrollment and checks midterm and final assessment of graduate students
- Updates records of graduate students and scholars (CHED and DOST, Graduate Scholars/Fellows) /Graduate Teaching/Research Assistants
- Conduct Graduate Education related research.

- Performs other duties and responsibilities as required by the immediate supervisor
- Acts as the Graduate Education Core Deputy Document and Records Controller

Data Encoder/Clerk

- 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
- Monitoring of online application for admission to the Graduate Education
- Performs other duties and responsibilities as required by the immediate supervisor
- Prepares payrolls for honoraria of Graduate Advisory Committee, weekend classes of professors, etc.

Administrative Aide

- Take 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 work of the office
- Grows and maintains indoor and outdoor plants of the office
- Facilitate 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

- Within the assigned unit, the Document and Records Controller manages controlled documents (reviews, issues, maintains, retrieves and control); assigns document numbers/codes (with DRC coordination); communicates document changes; and ensures record control
- Overseas 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 the status of managing documented information

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 Graduate Education including applications and credentials for admission, scholarships, and other information pertinent to the Graduate Education.
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 Faculty Dean. 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 Committee to the Graduate Education for the official admission letter.

IV. GRADUATE CURRICULAR PROGRAMS

Regular On-Campus Programs

Doctor of Philosophy in Agricultural Education

Doctor of Philosophy in Animal Science

Doctor of Philosophy in Horticulture

Doctor of Philosophy in Plant Pathology

Doctor of Philosophy in Agronomy

Master of Science in Agricultural Economics

Master of Science in Agricultural Education

Master of Science in Agricultural Extension

Master of Science in Agronomy

Master of Science in Animal Science

Master of Science in Development Communication

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 Plant Pathology

Master of Science in Plant Protection

Master of Science in Soil Science

Master of Science in Tropical Ecology

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

V. DELIVERY MODE OF LEARNING

Graduate Education adopts the two modes of study delivery namely; a) Face to face, b) Online (synchronous/asynchronous) or adopts a flexible mode of learning;

Face-to-face learning is an instructional method involving in-person delivery of course content. This fosters direct interaction between instructors and students, as well as enhanced peer engagement. Scheduled class

meetings promote accountability, improved comprehension, and a sense of community.

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.

VI. IMPLEMENTING POLICIES AND GUIDELINES

Review and Evaluation of Graduate Curricular Programs

1. Departments/institutes offering graduate degree programs initiate curricular proposals and revisions. These proposals must be approved in the following sequence: Faculty Curriculum Committee, University Curriculum Committee University Academic Council, and VSU Board of Regents.
2. In the case of interdisciplinary programs which involve two or more departments, the Dean of Faculty shall designate the lead department which shall take charge of the administration of the program.
3. To enhance graduate programs, the Graduate Education may establish cooperative linkages and consortia with external agencies or institutions. These arrangements require approval from the Graduate Faculty, University Academic Council, and VSU Board of Regents. A Memorandum of Agreement is mandatory for all collaborations.

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 must apply for admission to the Graduate Education prior to their intended enrollment term. All required documents and application fee official receipt must be submitted to the Graduate Education at least two weeks before registration for local students, and eight weeks for international students.
- b. Applicants seeking admission to graduate programs must be holders of **appropriate** bachelor's degree for master'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-GEO-01);
 2. Official Transcript of Records (TOR) bearing the official seal of the school;
 3. Candid appraisal of applicant using FM-GEO-02 by at least two former professors or supervisors which must be sent directly to the Graduate Education by separate mail;

4. A certification of English proficiency or an acceptable score in Test of English as a Foreign Language (TOEFL) or IELTS. This is specifically required for foreign applicants whose native language is not English;
5. A non-refundable application fee.

c. The Graduate Admissions Committee of the relevant department will evaluate applicant qualifications based on submitted documents and requirements. All application documents submitted to the Graduate Education become part of the official student record.

For admission as regular students to the master's and doctoral degree program, the student must meet the following:

- a. must have a GPA of 2.50 for master's and 2.0 for doctoral program
- b. must have taken the minimum undergraduate core courses as determined by the department

An applicant with GPA lower than the above prescribed weighted average may be admitted on probationary status.

d. The Head of the department shall recommend the admission of a prospective graduate student to the Director of the Graduate Education who shall eventually issue an official letter of admission.

e. Application for admission forms can be obtained from the Graduate Education, Visayas State University, Visca, Baybay City, 6521-A Leyte, Philippines with contact no. 053-565-0600 local 1062.

Application for admission forms can also be downloaded from the VSU website (www.vsu.edu.ph/gs)

Admission Status

The permit issued to each new or readmitted graduate student to enter VSU Graduate Education 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 2.50 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 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.

Failure to change from probationary to regular status shall disqualify him/her to apply for comprehensive examination.

- c. *Non-degree Status.* This status is limited only to applicants with no intention of pursuing a graduate degree in the University (exchange graduate students). 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 two semesters can be granted upon written request by the student submitted to the Graduate Education Office. Students unable to register within the granted deferment period shall apply for readmission in the following term using the appropriate Graduate Education forms.

Readmission

All former students who did not register in the University for more than two semesters must apply for readmission (FM-GEO-11, Certificate of Grades/Screenshot of grades from student portal in the previous semester) to the Graduate Education. In this context, a student who

registered but later dropped all the courses shall be considered not to have registered at all.

Applications for readmission must be submitted to the Director of the Graduate Education not later than two (2) weeks before registration.

Registration

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

Selection of Graduate Advisory Committee

1. Following registration, a faculty member, recommended by the Department/Institute Head and approved by the Faculty Deans and the Director of Graduate Education, serves as an *ad interim* advisor until the student's Graduate Advisory Committee (GAC) is formed. For special and non-degree students without a GAC, the *ad interim* advisor continues unless a student-requested change is recommended by the Department Head and approved by the Faculty Dean and Graduate Education Director.
2. Graduate students select their major advisor, who chairs their Graduate Advisory Committee (GAC). A co-advisor from another university/institution, representing the student's major field, may be

chosen. Within two months of registration, regular students must form their GAC in consultation with the Department Head and *ad interim* advisor. The GAC requires at least three members for master's and four for doctoral degrees, with at least one member representing the minor field. GAC membership is limited to Graduate Faculty.

3. The Head of the major department recommends the composition of the GAC endorsed by the faculty dean to be verified by the Graduate Education Student-in-charge and noted by the Director of Graduate Education. 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 shall take an oral qualifying examination to be conducted by his/her GAC face-to-face. In case of inevitable instances, a hybrid qualifying exam may be allowed, provided that at least two of the GAC is present with the student. 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 and endorsed by the Faculty Dean to the Director of the Graduate Education not later than five working days 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 a unanimous vote of the GAC.
4. 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.
5. The Chair of the GAC shall submit to the Director of the Graduate Education 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 course load of 9-12 units during the regular semester and 6-7 units during the midyear term. However, students who are on probationary status may be allowed to enroll a maximum of 9 units per semester of background undergraduate courses,

in addition to the 9 units of regular load with 18 units in total.

2. After completing at least 12 units of graduate course work, students who can obtain 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 9-10 units for lecture courses only and 6-7 units for lec-lab courses during midyear, upon the recommendation of his/her major adviser and approval of the Director of the Graduate Education.
3. Full time VSU faculty and staff who are on casual/contractual/regular employment may enroll in up to 6 units per semester with the immediate supervisor's approval. Enrollment exceeding 6 units up to a maximum of 9 units requires immediate supervisor and OVPAA approval, given that the remaining 3 units are taken during the weekends.

Advanced or Credit Transfer

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

- a. Presentation of credentials (COPC and OBE syllabus) 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 2.5 and 2.0 or better for master's and doctoral students, respectively;
- c. Students may transfer a maximum of 6 master's or 9 doctoral units of advanced coursework from another institution. Transfer requires prior approval from the Graduate Advisory Committee and the Graduate Education Director. Applications must be submitted to the Graduate Education Director during the student's first semester.

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 given that the program has CHED COPC (for national level) and there is a MOA between VSU and the outside institution.
- 2. A permit for cross registration shall be issued by the Graduate Education upon recommendation of the Faculty Dean through the GAC and the Head of the department concerned. The courses to be cross enrolled should be included in the approved Plan of Course Work.
- 3. The maximum number of units allowable for cross registration is nine (9), 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

Course changes or additions after registration require valid reasons and approval from the Department Head, with consent from the major advisor and relevant professors. Course additions are permitted within one week of class commencement, using the designated form and securing necessary signatures, provided the student remains within the maximum semester load.

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 prescribed for the course has lapsed, 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 on that subject.

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

Attendance and Absences of Graduate Students

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 on the course is unsatisfactory, he/she shall be given a grade of 5.00. Time lost by late enrollment shall be considered as time of absences from class.

Filing of Leave of Absence

If a student must temporarily discontinue his/her graduate study, a request for leave of absence noted by the GAC Chairperson, must be filed at the Graduate Education and noted by the director of GEO. Filing for the request for Leave of Absence should be filed on or before the end of the semester. The request must state the reason for such leave and specify its duration which must not exceed one school year.

Graduate Students Plan of Course Work

1. Before the end of his/her first semester 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 Education. Submission of the approved plan of course work is a requirement for registration of 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 Faculty Dean, and duly approved by the Graduate Education Director. Changes in the plan of course work are only allowed within the first two semesters for MS students and within the first three semesters for PHD students.
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 Director of the Graduate Education.
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 Education.

Capstone/Thesis/Dissertation Outline and Manuscript Requirements

1. After earning 12 units of courses credited to the program as prescribed in the approved plan of course work, a student may be allowed to register his/her capstone, thesis or dissertation outline provided that he/she has a GPA of 2.00 or better. The grade of 5 is excluded in the computation of the GPA.
2. The master's capstone/thesis/ dissertation outline must be presented orally (50% hybrid GAC), reviewed and approved by all members of the GAC, Department Head and Director of the Graduate Education before actual research is done. Should there be any changes in the objectives, parameters and other matters in the approved dissertation/capstone/thesis outline, the student should present a detailed explanation for the changes made noted by the GAC chairperson and approved by the Director of the Graduate Education.
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 Education.

All members of the GAC and the Graduate Education must be provided with copies of the approved capstone/thesis/dissertation outline. A certification from the Director of Graduate Education shall be issued for the student's permission to conduct his/her capstone/thesis/dissertation.

4. After the student has conducted the actual research, he/she shall prepare a thesis/dissertation manuscript following the prescribed and approved Graduate Education format. The manuscript shall be reviewed and approved by the GAC, an internal examiner (to be selected by the Director of the Graduate Education), Department Head, Faculty Dean and noted by the Director of the Graduate Education.
5. 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, faculty, VSU Graduate Education, 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 Education.

Publication Requirement:

Students pursuing Master's degree with thesis must have at least one (1) publication in a refereed journal or juried creative work. The doctoral students must also have one (1) publication and one paper under review specifically submitted to the Graduate Education as evidence of acceptance to a refereed and indexed journal or a juried creative work. Publication(Research results and/or systematic review of literature) for both MS and PhD should be derived from the thesis/dissertation and duly endorsed by the GAC. The publications may include results from preliminary studies related to the thesis/dissertation.

Plagiarism

Plagiarism encompasses presenting another's work as one's own, including unauthorized copying, failing to cite sources, inaccurate source information, and excessive reliance on a single source. To ensure manuscript originality, the GAC Chair will utilize university-provided anti-plagiarism software. A similarity index of 20% or below is required, excluding preliminary pages, table of contents, quotations, and references. Graduate students must declare that their submitted manuscripts/dissertations are original, properly cite all external data/information, avoid data misrepresentation, and are neither previously published nor under consideration elsewhere.

Conduct of Capstone/Thesis/Dissertation

Capstone/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 capstone/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 shall write a Letter of Intent (LOI), duly endorsed by his/her Graduate Advisory Committee (GAC), to the Director of the Graduate Education through 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. A Memorandum of Agreement (MOA) between VSU and the agency where the student will work and a copy submitted to the Graduate Education, whenever applicable. If not, a Letter of Acceptance by the host scientist/professor duly approved by his head of agency may suffice.
3. The host scientist/professor shall serve as a co-adviser and member of the student GAC 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 giving the grade for the thesis/dissertation.

4. 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.

5. The student must submit a semestral progress report, duly signed by the co-adviser, to his/her adviser at VSU, copy furnished the Director of the Graduate Education and the Director of the International Affairs Office.

6. The capstone/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 or a member is on official travel or cannot come to VSU, other arrangements (e.g. videoconferencing, written examination, etc.) may be adopted to enable him/her to make a final judgment or evaluation of the student's ability to defend the thesis/dissertation given that at least two of the student's GAC is physically present during the defense.

7. The conduct of capstone/thesis/dissertation on the student's personal private property is highly discouraged to avoid conflicts of interest. But may be allowed provided that any of the GAC conducts

an ocular inspection to ensure that the requirements and specifications of the research are met/strictly monitors and visits the implementation of the study. Expenses for the ocular site visit of the study should be shouldered by the student.

Capstone Requirements

1. A graduate student pursuing a non-thesis graduate degree program may be allowed to work on a capstone project after earning 12 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 Director of Graduate Education 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 Graduate Education. These will be distributed as follows: one copy each for the student, major adviser, major department, college, VSU Library, and the Graduate Education.

Research Ethics

Research ethics are moral principles guiding researchers to conduct and report studies without deception or harm to participants or society. The Graduate Education prioritizes research ethics, ensuring respondent confidentiality and ethical animal use. The university's ethics committee develops guidelines for research involving human participants, animal subjects, and environmental hazards. These ethical considerations are integral to the Graduate Education and Graduate Advisory Committee's assessment of study 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. Doctoral students are required to take both written and oral comprehensive exams, while master's students are only required to take oral comprehensive exams after completion of their coursework (excluding graduate seminar). The GAC will administer these exams to test the student's competence in integrating knowledge in all courses taken.

- b. Eligibility for the comprehensive examination requires: passing all approved coursework, a GPA of 2.00 or higher (master's) or 1.75 or higher (doctoral) in major and minor/cognate fields and passing grades in all "other" courses.
- c. Doctoral students must achieve a minimum of 75% per subject of the written comprehensive exam. One retake is allowed for failed subjects. Failure to obtain a passing mark during the retake of the examination will result in the dismissal of the program.
- d. Passing the oral comprehensive examination requires a unanimous vote from the GAC. A failed exam allows for one re-examination, subject to unanimous GAC approval, held no longer than one month after the initial attempt.
- e. Results of the Comprehensive examination must be submitted to the Graduate Education within one week. A delay in the submission will require an immediate written notification with a valid reason to the Graduate Education Director.
- f. Upon successful completion of the comprehensive examination, the Graduate Education Director will issue a Certificate of Candidacy for the student's degree.

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 Education. 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 Director of the Graduate Education. The external examiner should have the same field/related field of study.
- c. Candidates may apply for the final oral examination using the prescribed form when their thesis/dissertation manuscript is approved by the GAC. The GAC Chair will recommend the application to the Director of the Graduate Education. Candidates must be enrolled in thesis/dissertation during the scheduled examination.
- d. The candidate must provide each member of the Examining Committee and the Director of the Graduate Education with one copy of his/her thesis or dissertation manuscript at least 2 weeks before the examination.

- e. The student must receive not more than one dissenting vote to pass the final oral examination. Re-examination is permitted after one month for failures. A second failure disqualifies the student from degree conferral.
- f. Results of the final oral examination must be submitted to the Graduate Education within one working day. A delay in the submission will require an immediate written notification with a valid reason to the Graduate Education Director.

Grading System

- 1. Graduate students taking courses for credit shall be graded in accordance with the following system (Based on GS Memo No 6 Series of 2024):
 - 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 limit, he/she must 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 Education. The grade of 5 will not be included

in the computation of GPA given that the retaken subject has a passing grade.

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.
2. Master's degree students require 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 academic years from the start of graduate work to complete all the requirements for the master's degree, and not more than 7 academic years for the doctoral degree.

For the students under the Graduate Assistantship (Local) 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.

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. The filing of leave of absence should be

done within the semester. However, if the time limit has exceeded, the student will be required to take two additional courses (penalty courses either major or minor or other related courses from other programs) as per the recommendation of the GAC and approval by the Director of the Graduate Education for him/her to qualify for a graduate degree. The grace period shall not exceed 2 years.

4. No more than 6 units 100 level for a master's and 6 units 200 level for a doctoral degree, respectively, can be credited to the graduate degree programs provided that these programs are included in the curriculum.
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 must pay the required fees for the weekend class.

Graduate Academic Excellence Award

Recognizing this achievement is not only a way to honor individual effort, but also a way to inspire others. A simple but formal acknowledgment — through a certificate and a medal or plaque — would be a meaningful gesture to affirm the dedication and hard work of our top-performing graduate student

The same recognition shall be accorded to top achievers at both masteral and doctoral levels with and without capstone/thesis/dissertation.

Eligibility:

- Must be a graduating Master's or Doctoral student from any graduate program offered by VSU.
- Must have completed all coursework within the prescribed program duration.
- Must have a final GWA of at least 1.25, with no grade lower than 2.0 in any subject.
- Must have successfully defended a capstone, thesis or dissertation.
- Must not have been subjected to any academic or disciplinary sanction.

Selection Process:

- The Graduate Education will evaluate the final GWA of all graduating graduate students at the end of the academic year.
- The student(s) with the highest GWA will be identified and validated by the Graduate Education Student-in-charge and endorsed to the Graduate Education Council for approval.
- In case of a multiple qualifiers, the same shall be accorded same honor.

Public acknowledgment shall be done during the Graduate Education Tribute and the University's Commencement Ceremony.

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 *in Absentia*

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

If the reason for the absence in the graduation exercises is not valid, the student diploma 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 Director of Graduate Education.
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 Education Document PL-GEO-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 Education Document File PL-GEO-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 Education Document PL-GEO-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 Education Document File PL-GEO-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 Education Document File PL-GEO-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 Education Document BI-GEO-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 Education Document BI-GEO-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 Education Document File PL-GEO-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 Education Document File PL-GEO-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 Education Document File PL-GEO-04.5, Data Filer No. 6)

B. Workload Credits for Services Rendered in Graduate Education

Administrative Services Workload Points

1	Director of the Graduate Education	12.00
---	------------------------------------	-------

2	Membership in Graduate Education 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 Education Document File PL-GEO-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 Education Document File PL-GEO- 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 Education Document PL-GEO-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 Education Document PL-GEO-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 Education Document PL-GEO-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 Education *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 Education Document PL-GEO-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 Education Document PL-GEO-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 Education Document PL-GEO-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

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 Education Document File PL-GEO- 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 Education 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 Education Document No. PL-GEO-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 Education Document No. PL-GEO-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 Education Document PL-GEO-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 Education Document PL-GEO-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 Education Document PL-GEO-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 Education Document PL-GEO-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 Education Document PL-GEO-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 Education Document PL-GEO-08.4, Data Filer No. 6)

APPENDICES

List of Graduate Education Guidelines and Quality Procedures (Document Data Filer 1)

- **GL-GEO-01 Guideline (Admission of Graduate Student)**
- **PM-GEO-02 (Change of Admission Status from Probationary to Regular)**
- **PM-GEO-03 (Approval of Graduate Special Problem/Thesis/Dissertation Outline)**
- **PM-GEO-04 Approval of Graduate Special Program/Thesis/Dissertation Manuscript**
- **PM-GEO-06 Online Admission and Enrollment of Graduate Students (On-campus)**

List of Graduate Education ISO Forms

FM-GEO-01 Application for Admission

FM-GEO-02 Candid Appraisal of Applicant

FM-GEO-05 Departmental Evaluation of Applicant for admission to VSU for Graduate Studies

FM-GEO-06 Letter of Admission MSc Regular

FM-GEO-11 Application for Readmission

FM-GEO-12 Request for Change in Graduate Admission Status From Probationary to Regular

FM-GEO-13 Nomination of GAC

FM-GEO-14 Request for Change GAC

FM-GEO-15 Plan of Course Work

FM-GEO-17 Request for Leave of Absence

FM-GEO-18 Promissory Note

FM-GEO-19 Request for Change in degree program and or Major/Minor Field

FM-GEO-21 Request for Change of Schedule for Qualifying Exam
FM-GEO-23 Approval of Special Problem
FM-GEO-24 Application for Comprehensive Examination
FM-GEO-28 Student Research Preliminary Assessment Certification
FM-GEO-29 Application for Final Examination
FM-GEO-30 Request for Change of Schedule for Final Exam
FM-GEO-34 Approval Sheet
FM-GEO-38 Request to Enroll Penalty Courses for Residency Requirement
FM-GEO-39 Routing Slip
FM-GEO-40 Referral Slip
FM-GEO-41 Result of Departmental Evaluation on the Academic Performance of the Graduate Student
FM-GEO-42 Recommendation for Temporary/Permanent Appointment for member of the Graduate Faculty
FM-GEO-46 Proposal to offer new program
FM-GEO-47 Permit to Conduct Research Certification
FM-GEO-52 Application for Public presentation of Dissertation
FM-GEO-53 Application for Presentation of Dissertation Outline

List of Graduate Education Review/Evaluation Committees and Publication Editorial Staff

- *Graduate Education 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 Scholarship for Local and International Graduate Students*
- *Dissertation Outline Review Committee*