

VISAYAS STATE UNIVERSITY

GRADUATE SCHOOL CODE (2014 ed.)



GRADUATE SCHOOL

Visayas State University
Visca, Baybay City, Leyte

FOREWORD

As a reputable educational and research institution, the Visayas State University is strongly committed to develop the students' competence in critical thinking, independent research, teaching, and professional leadership. To attain this commitment, the VSU Graduate School and Open University coordinate with various academic and research units of the University for the effective implementation of its graduate programs.

This VSU Graduate School Code contains the policies and guidelines relative to the administration and implementation of all graduate programs in the University. Administrators, graduate faculty members, graduate students and all other individuals and entities involved in the graduate programs of VSU must closely adhere and strongly follow the provisions embodied herein.

This 2014 edition of the Code is a product of concerted efforts and intense intellectual deliberations made by the members of the Graduate School Council, the Graduate Faculty, the University Administrative Council, and the University Academic Council.

TABLE OF CONTENTS

ARTICLE I : TITLE AND JURISDICTION

ARTICLE II : THE GRADUATE SCHOOL

ARTICLE III: THE GRADUATE FACULTY

Composition

Functions

Minimum Academic Qualifications

Status of Appointment

General Guidelines and Procedure in the
Appointment of Graduate Faculty

Honoraria for Advising Graduate Students

ARTICLE IV : THE GRADUATE SCHOOL COUNCIL

ARTICLE V : OFFICERS OF THE GRADUATE SCHOOL

The Dean of the Graduate School

The Secretary of the Graduate School

ARTICLE VI : THE GRADUATE SCHOOL CURRICULUM COMMITTEE

ARTICLE VII: THE DEPARTMENT AND ITS GRADUATE ADMISSIONS COMMITTEE

ARTICLE VIII: ACADEMIC AND OTHER REGULATIONS

Admission and Registration

Minimum General Requirements

Admission Status

Deferment of Admission

Readmission

Registration

Major Adviser and Graduate Advisory
Committee
Qualifying Examination for Doctoral Program
Credit Unit
Academic Load
Advanced or Transfer Credits
Cross Registration
Change of Matriculation
Changing/Adding of Courses
Dropping of Courses
Attendance and Absences
Leave of Absence
Plan of Course Work
Changes in Degree Program, Major
and Minor/Cognate Fields
Thesis/Dissertation Outline and
Manuscript Requirements
Conduct of Thesis/Dissertation in Another
Institution
Special Problem Requirements
Examinations
Comprehensive Examination
Final Examination and Public Dissertation
Defense
Grading System
Residency Requirement and Time Limit
Graduation Requirements
Honorable Dismissal
Transcript of Academic Records
Fees

**ARTICLE IX : WORKLOAD CREDITS FOR SERVICES
RENDERED IN THE GRADUATE
SCHOOL**

Administrative Services
Academic Services
Teaching Graduate Courses
Service as Adviser of Graduate Student
Other Services
Service as English Critic/Editor
Service as Statistician

ARTICLE X : MISCELLANEOUS PROVISIONS

ARTICLE XI : AMENDMENTS

ARTICLE I

TITLE AND JURISDICTION

- Section 1 The Code shall be known as the “Graduate School Code” of the Visayas State University (VSU).
- Section 2 The Graduate School Code shall embody the guidelines relative to the administration of all graduate programs in the VSU system.

ARTICLE II

THE GRADUATE SCHOOL

- Section 1 There shall be only one Graduate School in the VSU system which shall spearhead in the planning, implementation, coordination, monitoring and review of all graduate programs.
- Section 2 An external campus offering a graduate program shall have a Graduate Programs Coordinator who shall ensure proper implementation of the policies and guidelines of the Graduate School.

ARTICLE III

THE GRADUATE FACULTY

- Section 1. **Composition**
- The Graduate Faculty of the University shall be 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.

Section 2 **Functions**

- 2.1. 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.
- 2.2. 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.

Section 3 **Minimum Academic Qualifications**

- 3.1 As teaching graduate faculty
- Must be master’s degree holder for master’s program and doctoral degree holder for doctoral program.
 - Must have at least one year teaching experience at the college level with at least “very satisfactory” teaching performance rating. The one-year teaching experience may be waived for those to be given a temporary appointment.
- 3.2 As graduate research adviser
- Must satisfy the above requirements for teaching graduate faculty.
 - Must at least be Assistant Professor in rank.
 - Must have at least one of the following qualifications:
 - Has served as a member of the Graduate Advisory Committee (GAC) of at least three graduate students, except those whose programs were offered only in the last five years. (*BOR Res. No. 18, s. 2008*).

2. Has published a technical bulletin, a chapter of a professional book, or at least two scientific papers in refereed technical or professional journals.

Section 4 Status of Appointment

4.1 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 and affiliate staff from other entities outside VSU whose academic qualifications satisfy the minimum requirements for graduate faculty.

It is renewable every semester or every school year depending on actual need for the services of the staff.

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

Section 5 General Guidelines and Procedure in the Appointment of Graduate Faculty

5.1 The Head of the department where the academic staff will teach courses or advise thesis students makes the recommendations 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.

5.2 The Dean of the Graduate School reviews the recommendation and endorses it to the University President through the Vice-President for Instruction (VPI).

5.3 The President takes final action on the recommendation and issues appointment upon approval.

Section 6 Honoraria for Advising Graduate Students

6.1 The Chair and the members of the Graduate Advisory Committee (GAC) shall be entitled to honorarium following established rules and regulations.

6.2 Disbursements of honoraria shall be made after the student has completed all academic requirements for graduation as certified by the University Registrar and the Dean of the Graduate School.

ARTICLE IV

THE GRADUATE SCHOOL COUNCIL

Section 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.

Section 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.

ARTICLE V

OFFICERS OF THE GRADUATE SCHOOL

Section 1 The Dean of Graduate School

- 1.1. The Graduate School Dean shall be appointed by the University President from among the members of the Graduate Faculty subject to confirmation by the VSU Board of Regents.
- 1.2. The term of office of the Dean shall be one year without prejudice to reappointment, and until a successor is appointed.
- 1.3 The Graduate School Dean shall perform the following functions:
 - a. Initiate plans, administer, coordinate, review and monitor all VSU graduate programs;
 - b. Facilitate the academic activities of the Graduate Faculty such as the review and evaluation of graduate program proposals, academic requirements and instructional methods;
 - c. Review and implement approved admission policies, procedures and guidelines for administering the graduate programs;
 - d. Prepare periodic reports on the activities of the Graduate School for submission to the University President;

- e. Prepare the budget and assist in raising funds for the support of the graduate program;
- f. Represent the University President in meetings with external agencies or institutions on matters pertaining to graduate programs;
- g. Perform other functions which the University President, the Graduate School Council and the Graduate Faculty may require.

Section 2 The Secretary of the Graduate School

- 2.1. The Secretary of the Graduate School shall be recommended by the Dean of the Graduate School and appointed by the University President. The Secretary must be a member of the Graduate Faculty.
- 2.2. The term of office of the Graduate School Secretary shall be three years without prejudice to reappointment, and until a successor is appointed.
- 2.3. The Graduate School Secretary shall take charge of the following functions:
 - a. Record and keep minutes of meetings and other official functions of the Graduate School and the Graduate Faculty;
 - b. Assist the Graduate School Dean in preparing announcements and reports pertinent to the University graduate programs;
 - c. Assist the Dean of Graduate School in preparing the annual budget and requisitions of the Graduate School;
 - d. Facilitate the execution of the decisions made by the Graduate Faculty and Graduate School Council;

- e. Monitor the progress of graduate students, supervise student records and check graduation requirements;
- f. Perform other duties that may be assigned by the Graduate School Dean.

ARTICLE VI

THE GRADUATE SCHOOL CURRICULUM COMMITTEE

- Section 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.
- Section 2 The Chair and members of the GSCC shall serve for three years without prejudice to reappointment.
- Section 3 The GSCC shall perform the following functions:
 - a. Review the graduate offerings and programs of the departments and make proper recommendations to the Dean of the Graduate School;
 - b. Evaluate graduate program proposals of the academic departments before endorsement to the Graduate Faculty, the University Curriculum Committee, and the University Academic Council.

ARTICLE VII

THE DEPARTMENT AND ITS GRADUATE ADMISSIONS COMMITTEE

- Section 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.
- Section 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. 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.
- Section 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 Dean of Graduate School.

ARTICLE VIII
ACADEMIC AND OTHER REGULATIONS

Section 1 **Admission and Registration**

1.1. 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 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 where the student expects to major, determines the acceptability of the applicant after submission of the following:
 1. Accomplished application forms for admission.
 2. Official Transcript of Records (TOR) bearing the official seal of the school;
 3. Candid appraisal of applicant using GS Form No. 2 by at least two former professors or supervisors which must be sent directly to the Office of 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 a GPA of at least 1.75. In exceptional cases, a student with GPA lower than the prescribed weighted average may be admitted to the master's or doctoral degree program on probationary status. In this case, admission depends upon the recommendation of the Department Advisory Committee (GAC) or the Department Graduate Admissions Committee (if the GAC is not formed yet), and subsequent approval of the Dean of the Graduate School.

- 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 may be obtained from the Admissions Office, Office of the University Registrar, or the Graduate School, Visayas State University, Visca, Baybay City, 6521-A Leyte, Philippines. Said forms are also available from the VSU liaison offices in Metro Manila and Cebu City located in the following addresses:

- 1. VSU Manila Office
8 Lourdes Street., Pasay City
Metro Manila, Philippines
Tel. No.: (02) 521 -2027
(02) 525 -6849
- 2. VSU Cebu Office
497-E Molave St., Lahug
Cebu City, Philippines
Tel. No.: (032) 412-9542

Forms for admission can also be downloaded from the VSU website (www.vsu.edu.ph.)

1.2 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 in Sec. 1.1c above;

- b. *Probationary Status*. This applies to graduate students who: 1) have GPA lower than 2.00 and 1.75 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 within one year 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 VSU. A student admitted or readmitted on non-degree status must apply for readmission every school year.

1.3 Deferment of Admission

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 weeks before registration.

1.4 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.

Section 2 Major Adviser and Graduate Advisory Committee

2.1. 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 until the student's 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 Department Head and approved by the Deans of the College and the Graduate School.

2.2 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.

2.3 Upon recommendation of the Head of the Department, the College Dean endorses the composition of the GAC to the Dean of the Graduate School.

Changes in the GAC composition must be approved by the Deans of the College and the Graduate School.

Section 3 Qualifying Examination for Doctoral Program

3.1 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.

3.2 The student should submit the application for the qualifying examination, 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.

3.3 To pass the examination, the student must receive unanimous vote of the GAC.

3.4 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.

3.5 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.

Section 4 Credit Unit

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.

Section 5 **Academic Load**

- 5.1 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.
- 5.2 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.
- 5.3 University staff members on full-time employment may be given the privilege of enrolling not more than 6 units per term.
- a. 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.

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.

Section 6 **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;

Section 7 **Cross Registration**

- 7.1 A graduate student in VSU may cross register in another school and obtain credit in the university provided that said school is a CHED accredited institution.
- 7.2 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.
- 7.3 The maximum number of units allowable for cross registration is six, provided that the graduate student meets the residency requirement of VSU.
- 7.4 No permit to study in another school will be granted to the graduate student for any subject which he/she failed in VSU.

Section 8 **Change of Matriculation**

8.1 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.

8.2 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.

Section 9 Attendance and Absences

- 9.1 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.

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

Section 10 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. The request must state the reason for such leave and specify its duration which must not exceed one year.

Section 11 Plan of Course Work

- 11.1 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. It must also be endorsed by all the members of the GAC and duly approved by the Dean of Graduate School.
- 11.2 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.
- 11.3 Courses taken for an earned degree cannot be credited again for another degree, except for ladderized programs.

Section 12 Changes in Degree Program, Major and Minor/Cognate Fields

- 12.1 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.

- 12.2 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 Dean of the Graduate School.

Section 13 **Thesis/Dissertation Requirements**

- 13.1 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.
- 13.2 After the student shall have done the actual research, he/she shall prepare a thesis/dissertation manuscript following the prescribed and approved format. Additionally, the doctoral student shall prepare and submit a technical paper in publishable form derived from his/her dissertation to a peer-reviewed journal (*BOR Res. No. 59. s. 2012*).
- 13.3 When the draft of the thesis/dissertation manuscript is completed and editorially acceptable, it shall be submitted for critiquing and evaluation by the members of the GAC and the Department Head.
- 13.4 After approval of the thesis/dissertation manuscript by all members of the GAC, Department Head and the Dean of the Graduate School, 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. For doctoral students, a certification from the Editor-in-Chief of a peer-reviewed journal that his/her paper is accepted for publication, shall be submitted to the Dean of the Graduate School, a copy of which shall also be attached to the dissertation manuscript.

Section 14. **Conduct of Thesis/Dissertation (BOR Res. 61 s. 2012)**

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:

- 14.1. 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.
- 14.2 The student must have passed the comprehensive examination.
- 14.3 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:
- Copy of the approval sheet of the approved thesis/dissertation outline.
 - Copy of the result of the comprehensive examination.
 - 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.
 - Proof of availability of financial support and other needed resources.
- 14.4. The host scientist/professor shall serve as a co-adviser and member of the GAC of the student and shall have the following responsibilities:
- Supervise the student in the conduct of his/her study.
 - 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.

- 14.5 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.
- 14.6 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.
- 14.7. 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.

Section 15. **Special Problem Requirements**

- 15.1 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.
- 15.2 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.

- 15.3 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.

- 15.4 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.

Section 16 **Examinations**

- 16.1 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 (*BOR Res. No. 18, s. 2008*).

- 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 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 (*BOR Res. No. 18, s. 2008*)

- 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, a student should get not lower than 75% of the total points. To pass the oral examination, the master's and doctoral student must receive a unanimous vote from the members of the GAC. (*BOR Res. No. 30, s. 2011*). 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 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.

16.2 Final Examination and Public Dissertation Defense

- a. The student shall take a final oral examination to defend his/her thesis or dissertation. The GAC chairman shall act as Chair of the Examining Committee.
- b. Doctoral students shall be required to defend their dissertation in public. But prior to the defense, the student shall present his/her dissertation before his/her GAC with an Observer designated by the Graduate School. In this stage, the GAC shall determine the students' readiness for the public defense (*BOR Res. No. 58, s. 2012*).
- c. The Examining Committee shall be composed of all members of the GAC and one additional member as Observer who will be designated by the Dean of the Graduate School. The Observer may ask questions but has no voting power. However, he/she shall make a written report to the Dean of the Graduate School about his/her observations and comments on how the examination was conducted.
- d. 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.
- e. 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.

- f. 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.
- g. 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.
- h. The Dean of the Graduate School shall designate a graduate faculty from the main campus to become a member of the examining committee during the Comprehensive Examinations of the students enrolled in a graduate program of the external campus (*BOR Res. No. 1, s. 2011*).

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.

Section 17 Grading System

17.1 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

17.2 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.

17.3 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.

17.4 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.

If the overall class standing of the student is not passing, a grade of 5.00 will be given.

- 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.

Section 18 **Residency Requirement and Time Limit**

- 18.1 The student is considered in residence when he/she is registered in courses other than thesis/dissertation/special problem on campus.
- 18.2 Master’s degree students are required a minimum of two semesters of residence, and four semesters for doctoral degree students.
- 18.3 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 off-campus master’s degree and for the doctoral degree. Master’s students under Graduate Assistantship contracts, and VSU faculty and staff who are only allowed 3-6 units per semester shall likewise be allowed 7 years to complete the degree. 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 additional courses and another comprehensive examination if he has already taken one, as per recommendation of the GAC and approval by the Dean of Graduate School in order for him to qualify for graduate degree. The grace period shall not exceed 2 years (*BOR Res. No. 57, s. 2010*)

18.4 Removal of Incomplete

- c. 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. If the overall class standing of the student is not passing, a grade of 5.00 will be given.
- d. 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.

Section 19 **Graduation Requirements**

- 19.1 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.
- 19.2 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.
- 19.3 Graduation *in Absentia*

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.

Section 20 **Honorable Dismissal**

- 20.1 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.
- 20.2 The student must settle all indebtedness and secure a clearance from the University before he/she is issued a certificate of honorable dismissal.

Section 21. **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.

Section 22. **Fees**

22.1 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 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

22.2 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.

22.3 The rates to be charged for each fee shall be determined by the institution, and subject to change if necessary.

22.4 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

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

ARTICLE IX

**WORKLOAD CREDITS FOR SERVICES RENDERED
IN THE GRADUATE SCHOOL**

Section 1. Administrative Services Workload Points

1.1	Dean of the Graduate School	12.00
1.2	Secretary of the Graduate School	5.00
1.3	Membership in Graduate School Committees	
	Chair	0.70
	Member	0.50

Section 2. Academic Services

2.1	Teaching graduate courses	
	Lecture classes	1.5 units/contact hr/ week/subject
	Laboratory classes	0.8 unit/contact hr/ week/subject
2.2	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

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

Section 3 Other Services

3.1	Services as English Critic/Editor	
	a. Doctoral Dissertation	- 0.50 per student
	b. Master's thesis	- 0.25 per student
	c. Special problem	- 0.20 per student
3.2	Services as Statistician	
	a. Doctoral Dissertation	- 0.40 per student
	b. Master's Thesis	- 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

**A course adviser may be assigned as thesis/dissertation adviser if he/she has the authority to advise graduate students as defined in his/her appointment to the Graduate Faculty. As such, he/she is entitled to claim additional workload credits for doing thesis dissertation/special problem advising.*

ARTICLE X

MISCELLANEOUS PROVISIONS

- Section 1 Graduate curricular proposals and revisions 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.
- Section 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.
- Section 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.

ARTICLE XI

AMENDMENTS

- Section 1. Any amendment to this code shall be approved by the Graduate Faculty and the University Academic Council, and confirmed by the VSU Board of Regents.

**GRADUATE SCHOOL
ORGANIZATIONAL STRUCTURE**

