

ACADEMIC INFORMATION

1.1 ACADEMIC YEAR¹

The Academic Year is divided into two semesters of at least 16 weeks each, exclusive of registration and final examination periods. A midyear term of 6 weeks follows the second semester. Class work in the midyear term is equivalent to class work in one semester.

The first semester begins in August, the second in January, and the midyear term in June (1297th BOR: 28 March 2014). The first semester ends on the day before the first day of registration for the second semester. The second semester ends on commencement day.

1.2 CREDIT UNIT

The unit of credit is the semester hour. A unit of credit is equivalent to one hour a week for 16 weeks of instruction in the form of lecture, discussion, seminar, tutorial, or recitation or in any combination of these forms. A laboratory unit of credit is equivalent to three hours a week for 16 weeks of laboratory or field work.

1.3 ACADEMIC LOAD

The academic load for undergraduate students is a maximum of 18 lecture units, or 21 units including laboratory, except in programs where the normal semestral load is more than 18 units. Graduating students with very good academic records may be permitted to carry a heavier load in their last year. The normal load during the midyear term is 6 units; in justifiable cases, the Dean may allow enrollment up to 9 units.

See also: GRADUATION WITH HONORS (Sec. 1.25)

1.4 REVITALIZED GENERAL EDUCATION PROGRAM (RGEP)

RGEP is a mix of subjects in the Arts and Humanities (AH), Social Sciences and Philosophy (SSP) and Mathematics, Science and Technology (MST) domains that give students knowledge and competencies that will better prepare them for the basic understanding of various ways of learning. This makes the UP student a well-rounded person ready for lifelong learning skills.

In general, students must take 15 units of GE subjects in each of the three domains, 6 units of which must be

in Philippine Studies in one or more of the three domains. In particular, Engineering students are required to take 9 units only of MST subjects, with the exception of Computer Science students who must take 12 units of MST subjects.

Engineering students are free to choose from a wide array of subjects in each domain, subject however to the following restrictions:

- (a) Nine (9) units of GE (AH) must be communication subjects in English.
- (b) A GE (MST) subject whose content is substantially covered in the required courses in the student's curriculum may not be taken for credit as a GE subject. These disallowed subjects are identified in the list of RGEP courses issued by the Office of the University Registrar.

For a complete listing of RGEP courses visit:
www.our.upd.edu.ph/files/ListofGECourses

1.5 NATIONAL SERVICE TRAINING PROGRAM (NSTP)

The NSTP is aimed at enhancing civic consciousness and defense preparedness in the youth by developing the ethics of service and patriotism while undergoing training in any one of its program components. Its various components are specially designed to enhance the youth's active contribution to the general welfare of the nation.

UP Diliman students are required to take 6 units in one of the following NSTP components:

- Reserve Officers' Training Corps (ROTC)
- Civic Welfare Training Service (CWTS)
- Literacy Training Service (LTS)

ROTC may be taken in any semester during the student's stay in UP. CWTS may only be taken starting in the student's sophomore year. All the six Engineering departments (ChE, CS, GE, IEOR, ME and MMME) and two institutes (CE and EEE) are offering CWTS courses for Engineering and non-Engineering students.

1.6 PHYSICAL EDUCATION

Basic Physical Education is a prerequisite for graduation. Eight (8) units of PE are required of all undergraduates with the following exceptions:

- Students who hold the Associate in Arts title (or equivalent) or a Bachelor's degree;

¹ The principal source of the material in the following sections is the *UP Diliman Faculty Manual* (December 2003), and *UP Diliman General Catalogue 2014*.

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- Members of the ROTC Band;
- Members of the Rayadillo;
- Students 30 years old or older;
- Veterans of the armed forces, navy or air force; and
- Students who have served on a full-time basis for at least two (2) years in the armed forces, navy or air force.

1.7 CHANGE OF MATRICULATION

Change of matriculation is the addition and/or cancellation of a class and/or change of section after a student has officially registered. It is processed online. No change of matriculation shall be allowed after one (1) week of regular class meetings.

A change of matriculation may be considered for the following reasons:

- student was ill-advised;
- student lacks prerequisite for the subject;
- student's class schedules are in conflict; or
- class was dissolved.

1.8 CHANGE OF CLASS SIZE/SCHEDULE BY THE FACULTY

No class shall be divided into sections for either of the following reasons:

- To suit the personal preference of the faculty with regard to time and place
- To enable the faculty to comply with the regulations governing teaching load

Furthermore, no faculty member shall change the officially approved class schedule nor meet the students for class or consultation purposes in any unscheduled room or place except when expressly permitted to do so by the Dean.

1.9 ATTENDANCE

When the number of hours lost by absence of a student reaches 20% of the hours of recitation, lecture, laboratory, or any other scheduled work in one subject, s/he shall be dropped from the subject; provided, a faculty member may prescribe a longer attendance requirement to meet special needs. If the majority of

the absences are excused, the student shall not be given a grade of 5.00 upon being thus dropped (often referred to as 'forced drop'); but if the majority of the absences are not excused, the student shall be given a grade of 5.00 upon being thus dropped. Time lost by late enrollment shall be considered as time lost by absence.

1.10 DROPPING OF SUBJECTS

A student may, with the consent of the faculty concerned and the Dean, drop a subject by filling out UP Form 26 not later than $\frac{3}{4}$ of the hours prescribed for the semester/term. A student who drops a subject without the approval of the Dean shall have his/her registration privileges curtailed or entirely withdrawn in the following semester. If a subject is dropped after the middle of the term, the faculty member concerned shall indicate the date and the class standing of the student at the time of dropping as either 'Passing' or 'Failing' solely for administrative guidance.

1.11 SUBSTITUTION OF SUBJECTS

Substitution of subjects must be based on at least one (1) of the following conditions:

- A student is pursuing a curriculum that has been superseded by a new one and the substitution brings the old curriculum in line with the new
- There is conflict of hours between a required subject and another required subject
- The required subject is not offered

Every petition for substitution must:

- Involve subjects within the same department; if not, the two subjects concerned must be allied with each other;
- Be between subjects carrying the same number of units (or the substitute subject may have more number of units); and
- Be recommended by the adviser and by the heads of departments concerned

No substitution shall be allowed for any subject prescribed in the curriculum in which the student has failed or received a grade of 5.00, except when, in the opinion of the department offering the prescribed subject, the proposed substitute covers substantially the same subject matter as the required subject.

All applications for substitution shall be acted upon by the Dean. In case the action of the Dean is adverse to

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the recommendation of the adviser and the head of the department concerned, the student may appeal to the Vice Chancellor for Academic Affairs, whose decision shall be final.

1.12 WAIVER OF PREREQUISITES

Courses approved by the University Council as prerequisites to others may not be waived.

However, in meritorious cases, students who previously enrolled and fully attended a course that is a prerequisite to another may be allowed to enroll and attend in the latter course for credit without having passed or earned credit for the prerequisite course. Permission shall be granted only upon application by the student. The application shall be accompanied with certification from

- the student's instructor in the prerequisite course that the student had fully attended said course, and
- the Vice Chancellor for Student Affairs that the student's failure to pass or earn credit in the prerequisite course was not due to disciplinary action imposed upon him/her

Each College shall be authorized to grant the permission, and shall act through a Dean's committee, which shall determine the merit of the application. The said committee shall include the College Secretary.

The student who is granted permission under these rules is required to enroll in the prerequisite course simultaneously with the course to which the former is a prerequisite, or immediately in the next semester.

1.13 REMOVAL OF 'INCOMPLETE' ('INC')

Removal of the 'Inc' must be done within the prescribed time of one (1) academic year by passing an examination or meeting all the requirements for the subject, after which the student shall be given a final grade based on his/her overall performance.

There shall be a regular period for removing grades of 'Inc' before the start of each semester. Such a grade may no longer be improved after the end of the third regular removal period immediately following the semester/term in which the grade was incurred. If a grade of 4.00 is received after removing an 'Inc', this must be removed within the remaining portion of the prescribed period for the removal of the original grade of 'Inc'.

If the 'Inc' is due to failure to take the final examination, the 'Inc' may be removed without a fee under the following conditions:

- Taking the final examination during the regular examination period within the allowed period of one year, if the subject in which a student got an 'Inc' is included in the schedule of examinations
- Within the regular ten-day removal examination period preceding the registration in each semester; provided that the examination for the particular subject is taken at the time that it is scheduled

Removal examinations may be taken at other times, subject to the next paragraph, on recommendation of the Dean and upon payment of the required fee.

Students who are not enrolled in any subject but who want to complete an 'Inc' must enroll for residence. Registration for residence should be done during the regular enrollment period. Students shall pay the registration fee. If the 'Inc' is to be removed by an examination, the students shall also pay the removal fee, if required.

1.14 REMOVAL OF THE GRADE OF 4.00

There shall be a regular period for removing grades of 4.00 before the start of each semester. Such a grade may no longer be improved after the end of the third regular removal period immediately following the semester/term in which the grade was incurred (i.e., one academic year).

A grade of 4.00 received after removing a grade of 'Inc', however, must be removed within the remaining portion of the prescribed period for the removal of the original grade of 'Inc'.

A grade of 4.00 can be removed ONLY by taking a removal examination within the prescribed period. If a student passes the re-examination a grade of 3.00 is given, otherwise, a 5.00. Only one re-examination is allowed.

A student who earns a grade of 4.00 in the first of a two-semester course may be allowed to enroll in the next higher course. The grade of 4.00 given for the first semester work shall be converted to a grade of 3.00 if the student passes the second semester part of the course in the same academic year; if s/he fails, the grade of 4.00 received for the first semester work shall be converted to a grade of 5.00. If the student gets a passing grade in the higher course, the grade of 4.00 will automatically become a 3.00.

Removal examinations may be taken at other times upon approval of the Dean and upon payment of the required fee.

Students who are not enrolled in any subject but who want to remove a grade of 4.00 must enroll for

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residence. Registration for residence should be done during the regular enrollment period. Students shall pay the registration fee. In order to take the removal examination, the removal examination fee, if required, should be paid.

The table indicates how a grade of 4.00 is handled.

Scenario	Effect on the 4.00	Effect on the weighted average
The student takes a removal examination within the prescribed period.	The 4.00 becomes a 3.00 or 5.00.	The 4.00 is counted until removed; after removal, the 3.00 or 5.00 is counted.
The student does not take a removal examination but re-enrolls within the prescribed period.	The 4.00 remains a 4.00, perpetually (it is <i>not removed</i> .)	The 4.00 is counted, perpetually. Both the 4.00 <i>and</i> the grade when the subject is re-enrolled are counted.
The student does not take a removal examination and does not re-enroll within the prescribed period.	The 4.00 becomes a 5.00. The faculty member, upon notification by the OUR that the 4.00 has lapsed, submits the 5.00. If unable, the Department Chair/Institute Director submits the 5.00.	The 4.00 is counted until the one-year prescription is over. After the period has lapsed, both the grade of 5.00 <i>and</i> the grade when the subject is re-enrolled are counted.

1.15 COLLEGE RULES ON SCHOLASTIC STANDING²

Good Scholastic Standing

A student is in good scholastic standing if, at the end of the semester, s/he obtains final grades of 3.00 or higher in at least 75% of the total number of academic units in which s/he is registered (including those units for which the student has incurred a grade of 'DRP', unremoved 4.00 and 'Inc').

Scholastic Delinquency

1. Warning

A student who obtains final grades at the end of the semester³ below 3.00 in 25% - 49% of the total number of academic units in which s/he is registered shall be warned by the Dean to improve her/his work.

2. Probation

A student who, at the end of the semester, obtains final grades below 3.00 in 50% - 75% of the total number of academic units in which s/he is registered shall be placed on probation for the succeeding semester and her/his load shall be limited to the extent to be determined by the Dean.

A student who, at the end of the succeeding semester, obtains final grades of 3.00 or better in more than 50% of the total number of academic units in which s/he is registered shall be removed from probation.

3. Dismissal

(a) A student who, at the end of the semester, fails to obtain final grades of 3.00 or better in two takes in any of the subjects listed below shall be dismissed from the College.

Math 17 or equivalent
 Math 53 or equivalent
 Math 54 or equivalent
 Math 55 or equivalent

This rule applies to all students who are admitted to the College of Engineering starting Academic Year 2005-2006.

(b) A student who, at the end of the semester, fails to obtain final grades of 3.00 or better in more than 75% but less than 100% of the total number of academic units in which s/he is registered shall be dismissed from the College.

(c) A student on probation in accordance with Rule 2 above who, at the end of the semester, fails to obtain final grades of 3.00 or better in 50% or more of the total number of academic units in which s/he is registered shall be dismissed from the College.

² Approved by the College of Engineering Faculty during its 329th meeting on April 6, 2005.

³ See Section 1.1 ACADEMIC YEAR.

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- (d) A student who, at the beginning of the first semester of a school year, has 36 academic units or more to pass before graduation and who enrolls in two semesters or two semesters and one midyear term, must obtain final grades of 3.00 or better in at least 24 academic units creditable to her/his curriculum, for that school year; otherwise s/he shall be dismissed from the College.
- (e) A student who, at the beginning of the first semester of a school year, has 36 academic units or more to pass before graduation and who completes only one semester or one semester and one midyear term, must obtain final grades of 3.00 or better in at least 50% of the academic units creditable to her/his curriculum that s/he is registered in for that school year; otherwise s/he shall be dismissed from the College.
- (f) A student who, at the end of the semester, fails to comply with the additional retention rules set by her/his department/institute (see entry on additional Retention Rules in the department/institute's section) shall be dismissed from the College.

4. *Permanent Disqualification*

A student who, at the end of the semester, obtains final grades below 3.00 in 100% of the academic units in which s/he is registered (referred to as 'zero passing') shall be permanently barred from readmission to the College.

1.16 READMISSION

A student who is dismissed from his/her home department and/or from the College may appeal for readmission into his/her home department. Such an appeal may be granted subject to certain conditions imposed by the department and upon approval by the College Secretary, whereupon the student remains a bona fide Engineering student.

If the student's appeal for readmission is denied by his/her home department, s/he may appeal to be admitted to other departments in Engineering. Such an appeal may be granted subject to certain conditions imposed by the accepting department and upon approval by the College Secretary, whereupon the student remains a bona fide Engineering student albeit in pursuit of a new degree program.

If the student's appeal for readmission is denied, or if the student decides not to file any appeal, the student is transferred to non-major status.

A student who is dismissed from the University due to 'zero passing' must additionally appeal to the Vice Chancellor for Academic Affairs for readmission into UP Diliman.

1.17 TRANSFER TO NON-MAJOR STATUS

A student who is dismissed from the College and denied readmission is transferred to non-major status. The student must first report to the Office of Counseling and Guidance for testing and evaluation before s/he is permitted to enroll as a non-major.

A student is allowed to be a non-major in the College for *at most one academic year*. During this one-year period as a non-major the student:

- will be advised by the Office of the College Secretary during registration time
- may not enroll in any major subject offered by the College
- may not take a leave of absence
- must pass at least 24 academic units
- must gain admission to another college in UP; otherwise, s/he will be dismissed from the University

1.18 TRANSFER TO VOLUNTARY SHIFTING-OUT STATUS

A student who wants to shift out of Engineering but is unable to get immediate admission into his/her target college in UP Diliman may apply for *transfer to voluntary shifting-out status* provided s/he has completed one (1) year of residency in the first program.

The student must first report to the Office of Counseling and Guidance for testing and evaluation before s/he is permitted to enroll as a shifting-out student.

A student is allowed to be a shifting-out student in the College for *at most one academic year*. During this one-year period as a shifting-out student s/he:

- will be advised by the Office of the College Secretary during registration time
- will be subject to the scholastic/retention rules of the College
- will be allowed to enroll in subjects outside her/his original curriculum

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- will not be allowed to enroll in any subject (except RGEP) offered by her/his original department
- must gain admission to another college in UP; otherwise, s/he shall follow the curriculum of her/his original degree program

1.19 LEAVE OF ABSENCE (LOA)

A student who does not intend to enroll in a semester may apply for a leave of absence. This also applies to a student currently enrolled and who intends to withdraw his/her enrollment for the rest of the semester. A student on LOA does not sever his/her ties with the University.

A request for a leave of absence should be made in writing to the Dean. The request should state the reason for the leave and should specify the period. The leave may be approved for a period of one (1) year and may be renewed for at most another year. When not taken in two successive years, the aggregate leave of absence should not exceed two years. A student who needs to go on leave beyond the allowable period of two years should be advised to apply for an honorable dismissal, without prejudice to readmission.

If a student withdraws after $\frac{3}{4}$ of the total number of hours prescribed for the subject has already elapsed, the faculty member may submit a grade of 5.00 for the subject if the class standing up to the time of withdrawal is below 3.00.

For leave of absence to be availed of during the second half of the semester, faculty members concerned shall be required to indicate the class standing of the student ('Passing' or 'Failing') at the time of the application for the leave. No application for leave of absence shall be approved without the class standing being indicated by the instructors concerned. This, however, should not be entered in the official Report of Grades.

No leave of absence shall be granted during the semester within two (2) weeks before the last day of classes. If the inability of the student to continue classes is for reasons of health or similar justifiable causes, the absence during this period shall be considered excused. In such cases, the student shall be required to apply for excuse from his/her absences. It shall be the responsibility of the student to present the excuse slip to the faculty members concerned.

A student returning from a leave of absence shall declare his/her intention to enroll by writing to the University Registrar through his/her College Secretary. The latter shall write the remarks 'From LOA' on the student's Form 5.

Students who withdraw from the College without formal leave of absence shall have their registration privileges curtailed or entirely withdrawn.

1.20 HONORABLE DISMISSAL

Honorable dismissal is voluntary withdrawal from the University with the consent of the University Registrar.

A student in good standing who desires to sever connection with the University shall present a written petition to this effect to the University Registrar, signed by his/her parent or guardian. If the petition is granted, the student shall be given honorable dismissal. Without such petition and favorable action, no record of honorable dismissal shall be made.

All indebtedness to the University must be settled before a statement of honorable dismissal will be issued. The statement indicates that the student withdrew in good standing as far as the character and conduct are concerned. If the student had been dropped from the rolls on account of poor scholarship, a statement to that effect may be added to the honorable dismissal.

A student who leaves the University by reason of expulsion due to disciplinary action shall not be entitled to honorable dismissal. However, s/he is allowed to obtain her/his academic transcript of record without reference to dishonorable dismissal, provided:

- the student writes an application
- not less than one (1) school year, beginning the school year immediately following the effectivity of the expulsion decision, has elapsed
- the party concerned, during the period of expulsion has not been involved in any untoward incident affecting the University, or been charged in court after the fiscal's investigation; and
- all such applications are subject to BOR action

Section 5 Rule VII of the *Revised Rules and Regulations Governing Fraternities, Sororities and Other Organization*, however, provides that the University Registrar shall make a permanent entry in the transcript of records of the student the fact of his/her having been expelled or suspended under the said rules. The student may not apply to have such entries deleted.

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1.21 TRANSFER ADMISSION

Applicants seeking transfer admission into the University have to satisfy the requirements of the University as well as those of the College and the degree program to which they seek to transfer. The following students are disqualified:

- Students who have been permanently disqualified from the University. A student, however, who had been previously permanently disqualified from UP may apply for admission to a second bachelor's degree or to a graduate program after completing a bachelor's degree outside the University.
- Students who have been dismissed for cause
- Students whose admission was withdrawn due to submission of fake/falsified entrance credentials/documents
- Students found guilty of dishonesty or any form of misconduct

Tables 1 and 2 indicate the accepting period and program requirements for shiftees and transferees.

Transferees shall complete in the University not less than 50% of the units required to graduate in their new programs. Furthermore, all upper division courses required in the program shall be taken in the University.

Any or all of the above cases may be set aside in exceptional cases upon the recommendation of the unit's Committee on Admission or by the Dean concerned, upon approval of the Chancellor.

The admitting unit/college sends to the Office of the University Registrar the list of applicants qualified for admission for a particular year. The OUR shall issue the admission slips to the qualified applicants.

1.22 VALIDATION FOR ADVANCED CREDIT

The admission of transfer students shall be on probation basis until such time s/he shall have validated or repeated all subjects taken outside the University according to the rule stated in the next paragraph.

An admitted transfer student must validate all the courses s/he is offering for advanced credit at the rate of 18 units a semester within a period not exceeding three (3) semesters from the date of her/his admission. Failure to comply with this requirement would mean the cancellation of her/his registration privileges.

An admitted transfer student may not be allowed to enroll in a subject or subjects the prerequisites of which, taken elsewhere, have not been validated or repeated in the University.

Any or all of the above may be set aside in exceptional cases upon recommendation of the Committee on Admission in units where admission of students is passed upon by this committee or by the Dean concerned, upon approval of the Chancellor.

Students transferring from any recognized institution who possess an Associate in Arts or its equivalent of 66 units of work may be enrolled without validation. Before a student is allowed to major in any discipline, however, the unit may prescribe up to 18 additional units of general education subjects and/or preparatory subjects for the major.

Application for advanced credit should be made, using the prescribed form, to the University Registrar or the Dean of the college where they have been admitted. Validation tests begin two (2) weeks before the first day of registration of each semester and shall end one (1) week after the last day of registration. There is no fee for the validation tests during this period. A validation test may be held outside of this period with the consent of the department or division chair and approval of the Dean and upon payment of the required fee per subject.

Table 1. Accepting Period (Semester/s) for Shiftees and Transferees

Degree Program	Shiftees Within the College	Shiftees from other colleges within Diliman	Transferees from UP units outside Diliman	Transferees from other schools and universities and 2 nd degree students
ChE	1 st	1 st	1 st	1 st
CE	1 st	1 st	1 st	1 st
CS	1 st and 2 nd	1 st and 2 nd	1 st and 2 nd	1 st
CoE, ECE, EE	1 st and 2 nd	1 st and 2 nd	1 st and 2 nd	1 st
GE	1 st and 2 nd	1 st and 2 nd	1 st and 2 nd	1 st
IE	1 st and 2 nd	1 st and 2 nd	1 st and 2 nd	(Not applicable)
ME	1 st	1 st	1 st	1 st
EM, MatE, MetE	1 st	1 st	1 st	1 st

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Table 2. Program Requirements for Shiftees and Transferees

Degree Program	Shiftees within the College	Shiftees from other colleges within Diliman	Transferees from UP units outside Diliman	Transferees from other schools and universities
ChE	A2, B2, D2, D3, E1, F1, G3, G4, J1, J2.1, J3	A2, B2, D2, D3, E1, F1, G3, G4, J1, J2.1, J3	A2, B2, D2, D3, E1, F1, G3, G4, J1, J2.1, J3	A7, B1, D2, D3, E1, F2, G3, G4, J2.1, J4
CE	A2, B3, D1, E1, F1, G1, J1, J3	A1, B2, D1, E1, F1, G1, J1, J3	A1, B2, D1, E1, F1, FG1, J1, J3,	A2, B1, D1, E1, F2, G1, J4
CS	C1, E1, F1, J1, J2.2, J3	C1, E1, F1, J1, J2.2, J3	C1, E1, F1, J1, J2.2, J3	A2, C2, F2, J2.2, J4
CoE ECE EE	D1, E1, F1, J1, J3	D1, E1, F1, J1, J3	B2, D1, E1, F1, J1, J3	A2, A5, A6, B2, D1, E1, F2
GE	B5, D2, E1, F1, G3, H2, J1, J2.1, J3	B5, D2, E1, F1, G3, H2, J1, J2.1, J3	B3, D2, E1, F1, G3, H2, J1, J2.1, J3	A2, B1, F2, H2, J2.1, J4
IE	A2, B4, D1, E1, F1, G3, J1, J3	A2, B4, D1, E1, F1, G3, J1, J3	A2, B4, D1, E1, F1, G3, J1, J3	<i>(Not Applicable)</i>
ME	A2, B2, D2, D5, E1, F1, G3, G4, J1, J2.1, J3, J5, J6	A2, B2, D2, D5, E1, F1, G3, G4, H1, J1, J2.1, J3, J5, J6	A2, B2, D2, D5, E1, F1, G3, G4, H1, J1, J2.1, J3, J5, J6	A1, B1, D2, D5, E1, F2, G3, G4, H1, J1, J2.1, J4, J5, J6
EM MatE MetE	A2, B3, D1, D2, D3, E2, F1, G4, J1, J2.2, J3, J5, J6	A2, B3, D1, D2, D3, E2, F1, G4, J1, J2.2, J3, J5, J6	A2, B3, D1, D2, D3, E2, F1, G4, J1, J2.2, J3, J5, J6	A1, B2, E1, F2, J2.2, J4

In all cases, acceptance to a degree program is subject to the availability of slots.

- A1. General Weighted Average (GWA) = 1.75 or better
- A2. GWA = 2.00 or better
- A3. GWA = 2.25 or better
- A4. GWA = 2.50 or better
- A5. GWA = 3.00 for 2nd Degree UP graduates
- A6. GWA = 1.75 for 2nd Degree other school graduates
- B1. Math and Science Weighted Average (MSWA) = 1.50 or better
- B2. MSWA = 1.75 or better
- B3. MSWA = 2.00 or better
- B4. MSWA = 2.25 or better
- B5. MSWA = 2.50 or better
- C1. Math Weighted Average (Math 17 and higher or equivalents) = 2.25 or better
- C2. Math Weighted Average (Math 17/53 and higher or equivalents) = 2.00 or better
- D1. Must have passed Math 17 or equivalent
- D2. Must have passed Math 53 or equivalent
- D3. Must have passed Chem 16 or equivalent
- D5. Must have passed Physics 71 or equivalent
- E1. No grade of 5.00; no unremoved 4.00 or 'Inc'
- E2. No grade of 5.00 in Math and Science
- F1. Must have completed at least 30 academic units
- F2. Must have completed at least 33 academic units

- G1. Must not have been in residence for more than 1 year
- G2. Must not have been in residence for more than 2 years
- G3. Must not have been in residence for more than 3 years
- G4. Must be able to complete course within prescribed limit (no MRR extension)
- H1. Must take and pass evaluation examination
- H2. Must pass stereovision and color vision test
- J1. Must submit letter to department/institute stating reason for shifting/transferring with contact details
- J2.1 Interview with the Admission Committee
- J2.2 Interview/Exam depends upon the grades of student; wait for department notification
- J3. True Copy of Grades (TCG) or CRS printed Grades
- J4. Official Transcript of Records (OTR)
- J5. Must submit a letter of consent from parent or guardian
- J6. Career Assessment Report from Office of Counseling and Guidance

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Advanced standing may also be granted by the University Registrar to students graduated from an institution recognized by the University Council for subjects listed in the course or courses duly recognized. Advanced credit for work constituting only part of courses recognized by the Council shall be awarded by departments or divisions concerned in accordance with the above provision on application for advanced credit.

The decision to grant advanced credit for subjects which are completed in other institutions, but which have no equivalent in the University, shall rest on the faculty of the unit concerned.

Each college or school may promulgate rules for the admission of transfer students and the granting of advanced credit provided they are not inconsistent with the general rules set by the University Council.

1.23 MAXIMUM RESIDENCE RULE

The Maximum Residence Rule (MRR) states that undergraduate students who fail to finish the requirements of the degree program of any college within a prescribed period of actual residence equivalent to 1 ½ times the normal length of the course shall not be allowed to register further in that college. Under meritorious cases, extension of residency may be granted. The faculty of each college shall designate the approving authority for such extensions. Each extension granted shall be reported to the Chancellor through the Vice Chancellor for Academic Affairs.

Program	No. of Years Allowed by MRR
4-year BS	6
5-year BS	7 ½

Approved Leave of Absence (LOA) is not counted towards residency.

1.24 GRADUATION

A student who has successfully completed all the academic and other requirements prescribed for a degree program is awarded the degree by the BOR upon the recommendation of the faculty.

Students must file a formal application as candidates for graduation with the office of the Dean. They shall be recommended for graduation by the faculty after having satisfied all academic and other requirements prescribed for graduation.

All candidates for graduation must have their deficiencies made up and their records cleared not later than five (5) weeks before the end of their last semester, with the exception of those in academic

subjects and work in Physical Education and Military Science, in which the student is currently enrolled.

A candidate for graduation who began studies under a curriculum more than 10 years old shall be governed by the following rules:

- Those who had completed all the requirements of the curriculum but did not apply for, nor were granted, the corresponding degree or title shall have their graduation approved as of the date they should have originally graduated.
- Those who had completed all but two (2) to three (3) subjects required by the curriculum shall be made to follow any of the curricula enforced from the time they first attended the University to the present.

No student shall be graduated from the University unless s/he has completed at least one (1) year of residence work which may, however, be extended to a longer period by the proper faculty. The residence work referred to must be done immediately prior to graduation in case of the following:

- Transferees from schools other than the University of the Philippines. This residence requirement is in addition to completion of at least 50% of the required units for the course.
- Students who have been readmitted after being absent without official leave

No student shall be conferred any title or degree who fails to pay the required graduation fee within the specified period set by the University Registrar. Such student may, however, upon request and payment of the necessary fees, be given a certified copy of his/her credentials without specifying his/her completion of the requirements toward any title or degree.

1.25 GRADUATION WITH HONORS

Students who complete their course with the following ABSOLUTE MINIMUM weighted average grade shall be graduated with honors

<i>Summa cum laude</i>	1.20
<i>Magna cum laude</i>	1.45
<i>Cum laude</i>	1.75

provided that all the grades in all subjects prescribed in the curriculum, as well as subjects that qualify as electives, shall be included in the computation of the weighted average grade. Provided, further, that in cases where the electives taken are more than those required in the program, the following procedure shall be used in selecting the electives to be included in the computation of the weighted average grade:

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(a) For students who did not shift programs, the required number of electives will be considered in chronological order.

(b) For students who shifted from one program to another, the electives to be considered shall be selected according to the following order of priority:

- Electives taken in the program where the student is graduating will be selected in chronological order.
- Electives taken in the previous program and acceptable as electives in the second program will be selected in chronological order.
- Prescribed courses taken in the previous program but qualify as electives in the second program will be selected in chronological order.

Students who are candidates for graduation with honors must have completed in the University at least 75% of the total number of academic units or hours for graduation and must have been in residence therein for at least two (2) years immediately prior to graduation.

In the computation of the final average of students who are candidates for graduation with honors, only resident credit shall be included.

Students found guilty of cheating/dishonesty shall be barred from graduating with honors, even if their weighted average is within the requirement for graduation with honors. Provided, further, that students who have been suspended for one (1) year or more due to conduct as defined in the *Rules and Regulations on Student Conduct and Discipline*, the *Revised Rules and Regulations Governing Fraternities, Sororities and Other Student Organizations*, and the *Implementing Rules and Regulations of the Anti-Sexual Harassment Act of 1995* shall be barred from graduating with honors.

Students who are candidates for graduation with honors must have taken during each semester not less than 15 units of credit or the normal load prescribed in the curriculum, unless the lighter load was due to justifiable cause such as health reasons, the unavailability of courses needed in the curriculum to complete the full load, or the fact that the candidate is a working student.

To justify underloading under the following conditions, the submission of pertinent documents is required:

- Health reasons – medical certification from the University Health Service

- Unavailability of courses – certification by the major adviser and copy of schedule of classes
- Employment – copy of payroll and appointment papers indicating among others duration of employment

It is the responsibility of the student to establish beyond reasonable doubt the veracity of the cause(s) of his/her light loading. It is required in this connection that documents submitted to establish the cause(s) of the light loading must be sworn to. **THESE DOCUMENTS MUST BE SUBMITTED DURING THE SEMESTER OF UNDERLOADING.**

1.26 GENERAL RULES FOR GRADUATE PROGRAMS

General Policies

Academic Standards for Graduate Programs

The highest standards of academic excellence, integrity, and academic freedom shall be promoted and upheld in all graduate programs of UP Diliman.

Student Qualifications for Graduate Programs

Academic qualifications shall be the primary basis for the admission of students into the graduate programs.

College Requirements

Colleges may adopt additional or stricter requirements for their respective graduate programs with the approval of the appropriate bodies.

1.27 GUIDELINES FOR DIPLOMA PROGRAMS

Admission into a Diploma Program

Admission into a Diploma Degree program shall require 1) a bachelor's degree from a recognized institution of higher learning; 2) high intellectual capacity; 3) language proficiency; and 4) satisfaction of additional University requirements such as a health clearance and other special admission requirements that may be imposed by the head of the College, through channels.

Each application for admission shall be accomplished in the official application form of the College and accompanied with the official transcript of records, written recommendation from two (2) former professors or experts in the field, and the officially prescribed application fee.

Each application shall be submitted to the appropriate Graduate Office/Committee and referred to the head of the unit concerned for evaluation. The deserving

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applicant shall be recommended for admission by the latter to the Dean, through channels.

General Requirements

To qualify for the Diploma degree, a student must satisfy the following requirements: 1) complete a minimum of 18 units of formal graduate courses; and 2) maintain a Cumulative Weighted Average Grade (CWAG) of 2.00 or better in his/her graduate courses at the end of each academic year.

Program Adviser/Committee and Program of Study

Program Adviser/Committee

Every student admitted into a Diploma program shall be assigned a Program Adviser/Committee by the appropriate bodies. The Program Adviser/Committee shall advise, guide, and evaluate the student.

Program of Study

Within the first semester of the student's initial year in a Diploma program, a Program of Study shall be designed by the Program Adviser/Committee, in consultation with the student and on the basis of the latter's academic preparation and desired specialization. A copy of this Program of Study shall be submitted to the Graduate Office/Committee, through channels. Subsequent revisions in the Program of Study must be approved by the Program Adviser/Committee and communicated as soon as possible to the Graduate Office, through channels.

Study Load Per Semester

The normal study load for full-time students shall be nine (9) to twelve (12) units of formal courses per semester.

Course Requirements

Every student in a diploma degree program shall be required to complete a minimum of eighteen (18) units of relevant courses set by the Graduate Faculty Council.

Grade Requirement

Grading System

The following numerical grades shall be used in graduate courses: 1.00, 1.25 (Excellent), 1.50, 1.75 (Very Good), 2.00, 2.25 (Good), 2.50, 2.75 (Satisfactory), 3.00 (Pass), 4.00 (Conditional), Inc (Incomplete), and 5.00 (Fail).

A grade of 3.00 or better is a passing grade. A graduate student earns credit for a course when s/he obtains a grade of 3.00 or better.

Cumulative Weighted Average Grade

To remain in good standing in the Diploma program, a student must maintain a Cumulative Weighted Average Grade (CWAG) of 2.00 or better in his/her course work at the end of each academic year until the completion of his/her Program of Study. The student's CWAG shall be computed by the Program Adviser/Committee at the end of each academic year (two (2) semesters and one (1) summer) and reported by the latter to the Graduate Office, through channels.

The CWAG shall be based on all courses taken by the student in the approved Program of Study, including those taken in compliance with the Residence Rules, if applicable.

Failure to Satisfy the Grade Requirement

A student who fails to satisfy the CWAG of 2.00 at the end of the academic year shall be disqualified from the diploma program, unless the Dean decides on justifiable grounds and upon the recommendation of the student's Program Adviser/Committee, through channels, to waive the rule.

Residence Rules

One-Year Residence Before Graduation

The student must be officially enrolled at least one (1) academic year prior to the conferment of the diploma degree.

Regular Period For Completion

The time limit for the completion of all diploma requirements shall be no more than two (2) years. The period of residence shall start from the student's first enrollment in a graduate course after admission into the diploma program and shall include all leaves of absence from the program.

The regular period for completion for a graduate student transferring from another university shall be reduced by one (1) semester.

Extension of Residence

In exceptionally meritorious cases, extensions of residence beyond the above regular period of completion may be approved by the Dean upon the recommendation of appropriate bodies. Each extension shall be for a period not exceeding one (1) semester at a time. In no case shall the extensions exceed more than one (1) year. The student granted an extension shall take three (3) additional units of graduate courses in his/her discipline or area during the extension period.

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Non-Compliance with Residence Rules

Any student who fails to complete all requirements of the degree within the regular period of any approved extension thereof shall be disqualified from the diploma program.

Leave of Absence (LOA)/Absence Without Leave (AWOL)

A student who goes on leave of absence (LOA)/absence without leave (AWOL) from a diploma program shall seek readmission into the program from the Dean, through channels.

Option to Proceed to a Master's Degree

A student in a diploma program may opt to proceed to a master's program upon the recommendation of the Program Adviser and approval of the Dean.

Graduation

Application for Graduation

After completion of all requirements for the diploma degree, the student shall be qualified to apply for graduation to the University Registrar through the College Graduate Office.

Conferment of Degree

After the graduation of the student shall have been recommended by the College Faculty Assembly and appropriate body, endorsed by the University Council, and approved by the Board of Regents, s/he shall be officially conferred the diploma degree by the University.

1.28 GUIDELINES FOR MASTER'S PROGRAMS

Admission

Admission into a master's program shall require 1) a bachelor's degree from a recognized institution of higher learning; 2) intellectual capacity and aptitude for advanced studies and research; 3) language proficiency; and 4) satisfaction of additional University requirements, such as a health clearance, and other special admission requirements that may be imposed by the unit concerned and/or appropriate Graduate Committee/Office as approved by appropriate bodies.

Each application for admission into a master's program shall be accomplished in the official application form and accompanied with the official transcript of records, written recommendations from two (2) former professors or experts in the field and officially prescribed application fee.

Each application shall be submitted to the appropriate Graduate Office/Committee and referred to the head of the College/Unit concerned for evaluation. The deserving applicant shall be recommended for admission by the latter to the Dean, through channels.

General Requirements

The Master's Degree may be obtained through either of the following two (2) options:

Thesis Option

To qualify for the Master's Degree under the Thesis Option, a student must satisfy the following requirements: 1) complete a minimum of twenty-four (24) units of formal graduate courses; 2) maintain a Cumulative Weighted Average Grade (CWAG) of 2.00 or better in his/her graduate courses at the end of each academic year; 3) successfully defend a Master's Thesis; and 4) submit at least five (5) bound and certified copies of the approved Master's Thesis.

Students are encouraged to produce a pre-print paper.

Non-Thesis Option

To qualify for the Master's degree under the Non-Thesis Option, a student must satisfy the following requirements: 1) complete a minimum of thirty (30) units of formal graduate courses; 2) maintain a Cumulative Weighted Average Grade (CWAG) of 2.00 or better in his/her graduate courses at the end of each academic year; and 3) pass the Master's Comprehensive Examination.

Additional requirements over and above these minimum University requirements and standards for the master's degree may be adopted by colleges/units for their respective master's degree programs with the approval of the appropriate bodies.

Program Adviser/Committee and Program of Study

Program Adviser/Committee

Each student admitted into a master's program shall be assigned a Program Adviser or a Program Committee composed of professors who are master's degree holders, except in highly meritorious cases. The Graduate Committee of the College concerned shall recommend the Program Adviser/Committee members to its respective Head.

The Program Adviser/Committee shall advise, monitor, and evaluate the student until s/he finishes all the requirements of the program (non-thesis option) or until s/he advances to the thesis stage and is assigned a Thesis Adviser/Committee (thesis option).

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Program of Study

Within the first semester of the student's initial year in the master's program, a Program of Study shall be designated by the Program Adviser/Committee in consultation with the student on the basis of the latter's academic preparation and desired specialization. A copy of this Program of Study shall be submitted to the appropriate Graduate Committee/Office, through channels. Subsequent revisions in the Program must be authorized by the Program Adviser/Committee and communicated as soon as possible to the Graduate Office through channels.

Study Load Per Semester

The normal study load of a full-time student shall be nine (9) to twelve (12) units of formal graduate courses per semester.

Course Requirements

Thesis Option

Every student under the master's thesis option shall be required to complete at least twenty-four (24) units of formal graduate courses, excluding thesis.

Non-Thesis Option

Every student under the master's non-thesis option shall be required to complete at least thirty (30) units of formal graduate courses.

Transfer of Credit

From Another University

Subject to the recommendation of the appropriate bodies and the approval of the Dean, graduate courses taken by a student in another university may be credited towards his/her master's program provided that 1) these courses were taken within the last five (5) years prior to admission; 2) these were validated through appropriate means by the College or Graduate Office/Committee concerned; and 3) the total number of credit transferred shall not exceed three-eighths (3/8) of the total number of units in the student's master's course requirements.

However, condition 2) shall not apply if the courses were taken in an institution with which the University of the Philippines has a special academic arrangement and if these courses are part of the student's approved Program of Study.

From Another Program

Subject to the recommendation of the appropriate bodies and the approval by the Dean, graduate courses taken by the student under another program of the

University of the Philippines may be transferred for credit to his/her new master's program provided that 1) these courses were taken during the last five (5) years prior to the student's admission or transfer to the master's program; 2) these units have not been credited to a degree previously obtained by the student; and 3) these courses are relevant to his/her new program.

Processing of Transfer of Credit

Transfer of credit shall be done within the first semester of the student's admission into the program. The course(s) credited shall be specified in the student's record by the Graduate Committee/Office/Head of the College concerned. A copy of the approval shall be sent to the Office of the University Registrar.

Grade Requirement

Grading System

The following numerical grades shall be used in graduate courses; 1.00, 1.25 (Excellent), 1.50, 1.75 (Very Good), 2.00, 2.25 (Good), 2.50, 2.75 (Satisfactory), 3.00 (Pass), 4.00 (Conditional), Inc (Incomplete), and 5.00 (Fail).

A grade of 3.00 or better is a passing grade. A graduate earns credit for a course when s/he obtains a grade of 3.00 or better.

Cumulative Weighted Average Grade (CWAG)

The Cumulative Weighted Average Grade (CWAG) shall be based on all courses taken by the student in his/her approved Program of Study, including those in compliance with the Residence Rules, if applicable.

To remain in good standing, a student must maintain a CWAG of 2.00 or better in his/her course work at the end of each academic year until the completion of the Program of Study. This CWAG shall be computed by the Program Adviser/Committee and reported by the latter to the Graduate Office, through channels.

Failure to Satisfy the Grade Requirement

A student who fails to satisfy the CWAG of 2.00 at the end of the academic year shall be disqualified from the master's program unless the Dean decides on justifiable grounds and, upon the recommendation of the student's Program Adviser/Committee, through channels, to waive the rule.

Master's Thesis (Thesis Option)

Standard for Master's Thesis

The Master's thesis must 1) embody an original and significant research or creative work; 2) show the

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student's capacity to make a critical evaluation of previous work done in his/her chosen research topic; and 3) demonstrate his/her ability to present research finding in a clear, systematic, and scholarly manner.

Thesis Adviser

After the student completes the prescribed academic requirements, s/he shall request the head of the unit for a thesis adviser. The Dean shall then appoint the adviser who shall be chosen on the basis of the student's research topic, upon recommendation of appropriate bodies. The adviser shall come from the unit where the student is enrolled.

The adviser shall be responsible for 1) advising the student in the preparation of the thesis proposal; 2) guiding and monitoring his/her thesis research; 3) submitting a yearly evaluation report to the Graduate Committee; and 4) endorsing his/her master's thesis for oral defense.

Thesis Committee

A Thesis Committee, consisting of the Adviser, Co-Adviser, if any, and a Reader, shall be constituted upon completion of course work.

The Thesis Committee shall consist of full-time regular faculty members who are master's degree holders except in highly meritorious cases as approved by the Dean upon the recommendation of the appropriate bodies. Professorial Lecturers, Professors Emeriti and experts from the external institutions may also serve as Co-Adviser, Reader and panelists upon approval by the Dean.

Functions of Thesis Committee

The Thesis Committee shall 1) approve the thesis proposal; and 2) endorse the thesis draft for oral defense.

Functions of Reader/Critic

The functions of the Reader are to 1) evaluate the thesis for defense; and 2) endorse the thesis to the Oral Defense Panel.

Change of Adviser/Reader

If the Adviser/Reader goes on leave for more than one (1) semester, the Dean shall appoint a new Adviser/Reader upon the recommendation of the appropriate bodies.

A student who wishes to change an Adviser/Reader shall write the Dean, through channels. On the other hand, an Adviser may request to be relieved of his/her duties for justifiable reasons.

Number of Thesis Advisees

The number of advisees (inclusive of thesis and dissertation students) shall be left to the discretion of the Graduate Faculty Council.

Thesis Proposal

The student shall submit a written thesis proposal to the Thesis Adviser, Co-Adviser (if any) and Reader. Upon approval of the thesis proposal, the student may then carry out the thesis research. A certified copy of the approved proposal and a form endorsing the thesis proposal duly signed by the Thesis Committee shall be submitted to the Dean, through channels.

Defense of the Master's Thesis

Defense Panel

After the student's completed draft is evaluated favorably by the Thesis Committee members, they shall endorse it for oral defense to the Dean, through channels.

The Oral Defense Panel shall consist of at least three (3) members and no more than five (5) members who shall be appointed by the Dean upon the recommendation of the appropriate bodies. A maximum of two (2) out of five (5) or one (1) out of three (3) members of the Master's Oral Defense Panel may come from an external institution, i.e., outside the Department, Institute, College or University.

The Panel shall be chaired by one (1) of the examiners other than the Adviser.

Administration of Defense

The master's defense must be held in the College at a time recommended by the panel, endorsed by the appropriate heads and Graduate Committees concerned, and authorized by the Dean.

The time and place of the master's defense shall be officially announced by the Graduate Office/Committee concerned at least two (2) weeks before the scheduled oral defense. The schedule of the defense may be changed only upon the recommendation of the defense panel, through channels, and the formal authorization of the Dean.

The defense may be held only if 1) the thesis manuscript has been received by each member of the Panel at least two (2) weeks before the scheduled examination; and 2) all members of the examination panel are present, except for programs that require inclusion of a foreign Co-Adviser or foreign external examiner. If the latter is absent, s/he shall be required to send his/her comments to the Chair of the Panel who shall integrate this in the final report. If any other

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member of the panel is absent, the oral defense shall be rescheduled.

The master's defense shall be a public oral examination, the duration of which shall be left to the discretion of the panel. However, the evaluation and rating of the student's defense shall be done by the panel in a closed-door meeting to be held immediately after the defense.

Rating

There shall be three (3) ratings for the defense: 'Pass', 'Provisional Pass', or 'Fail'. 'Fail' means substantial revisions are required by at least two (2) of the five (5) panel members or one (1) of the three (3) panel members. Any member who fails the student must specify the reason(s) in writing, a copy of which shall be attached to the report of the panel.

'Provisional Pass' means minor revisions are required. All members of the panel must agree on the recommended revisions, which must be specified in writing and attached to the final report. A second rating sheet shall be signed only after the student incorporates the revisions and the defense panel certifies that the revisions were made.

The result of the oral defense must be reported by the panel to the Dean, through channels, within the first working day after the examination.

Passing or Failing the Master's Defense

If the student passes the defense, his/her master's thesis shall be considered approved.

If the student fails the defense, s/he may submit herself/himself to a second master's defense within one (1) academic year after the first defense. Failure to pass the second defense disqualifies the student from her/his current master's program. Moreover, a rating of 'Fail' in the second defense shall disqualify the student from being admitted into other master's programs offered by the same Department/Institute.

Comprehensive Examination (Non-Thesis Option)

Nature

The comprehensive examination shall be a written examination that must be taken by a student in the Non-Thesis Option. It shall aim to test the student's mastery of his/her discipline or area.

Comprehensive Examination Committee

The Comprehensive Examination Committee shall consist of a minimum of three (3) regular full-time faculty members with doctoral degrees, except in meritorious cases. The exception shall be made only

with the approval of the Dean, upon the recommendation of the appropriate bodies.

Professorial Lecturers and Professors Emeriti may also serve as examiners provided they are master's degree holders and/or known experts in their fields and have taught in the unit during the last two (2) years.

Administration

The student may apply for the comprehensive examination after 1) completing the course work; 2) obtaining a Cumulative Weighted Average Grade of 2.00 or better in all his/her courses, including those courses taken to comply with the Maximum Residence Rules; and 3) satisfying the foreign language requirement, if any.

The Program Adviser/Committee shall recommend to the Dean, through channels, the schedule of the Comprehensive Examination. The Dean shall then appoint a Comprehensive Examination Committee of three (3) members who shall schedule, conduct, and evaluate the Comprehensive Examination.

The examination shall be administered only in the designated examination room by the appropriate Graduate Committee/Office. The duration of the examination shall be at the discretion of the unit concerned.

The result must be officially reported by the Comprehensive Committee to the Dean, through channels, not later than two (2) weeks after the examination administered.

Rating

The grades for the comprehensive examination are as follows: 'High Pass', 'Pass.' or 'Fail'.

If a student fails the comprehensive examination, a second examination shall be allowed within one (1) year after the first examination. Failure to pass this second examination shall bar the student permanently from the master's program. Moreover, the student shall be disqualified from admission into other master's program within the same Department.

If the student passes the comprehensive examination, s/he shall qualify for the master's degree under the Non-Thesis Option.

Residence Rules

One-Year Residence Before Graduation

The student must be officially enrolled in residence at least one (1) academic year prior to the conferment of the Master's degree.

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Regular Period for Completion

The time limit for the completion of all master's requirements shall be five (5) years.

The counting of the period of residence shall start from the student's first enrollment in a graduate course after admission into the master's program and shall include all leaves of absence from the program. The regular period for completion for a graduate student transferring from another university shall be reduced by one (1) semester.

If there are courses taken by the student prior to his/her admission to the program and credited to his/her course requirements, then his/her allowed period of completion will be reduced by a number of semesters equivalent to one (1) semester for every nine (9) units of courses credited to his/her program.

Extension of Residence

In exceptionally meritorious cases, extensions of residence beyond the above regular period of completion may be approved by the Dean upon the recommendation of the appropriate bodies. Each extension shall be for a period not exceeding one (1) calendar year at a time. In no case shall the extensions exceed more than five (5) years. The student granted an extension shall take additional units of graduate courses in his/her discipline or area during the extension period at a rate of three (3) units for every two (2) years of extension or a fraction thereof.

Non-Compliance with Residence Rules

Any student who fails to complete all requirements of the degree within the regular period and any approved extension thereof shall be disqualified from the Master's program.

Leave of Absence (LOA)/Absence Without Leave (AWOL)

A student who goes on leave of absence (LOA)/absence without leave (AWOL) from a master's program shall seek readmission into the program from the Dean, through channels.

Transfer From One Master's Option to Another

Any student in the master's program may be allowed to transfer to another master's option, subject to the approval of the Dean, through channels.

Graduation

Application for Graduation

After the student passes the Master's defense, s/he shall be qualified to apply for graduation to the

University Registrar through the College/Graduate Office.

Submission of Bound Copies

The applicant for graduation must submit to the Graduate Office five (5) bound copies of the approved master's thesis as a prerequisite for graduation. The bound copies must conform to the standard format of the college and contain the official approval of the thesis by the members of the defense panel, the College Graduate Office/Committee and the official acceptance of the thesis by the Dean.

Conferment of the Master's Degree

After the graduation of the student shall have been recommended by the College Faculty Assembly, or appropriate body, endorsed by the University Council, and approved by the Board of Regents, s/he shall be officially conferred the master's degree.

1.29 GUIDELINES FOR DOCTORAL PROGRAMS

Admission

Admission into a doctoral program shall require 1) a Bachelor's Degree, in the case of a direct doctoral program, or a Master's degree or its equivalent, from a recognized institution of higher learning; 2) intellectual capacity and aptitude for advanced studies and research; 3) language proficiency; and 4) satisfaction of additional University assignments, such as health clearance, and other special admission requirements that may be imposed by the College or Graduate Office/Committee concerned approved by appropriate bodies.

Proof of English and/or Filipino proficiency shall be required of students whose native language is not English or Filipino, except those who graduated from institutions where the medium of instruction is English or Filipino. For English proficiency, a score of at least 500 in the paper-based, or at least 173 in the computer-based, or at least 61 in the internet-based (IBT) forms of the Test of English as a Foreign Language (TOEFL), or at least a score of 5.5 in the International English Language Testing System (IELTS) or a certification from a duly authorized unit of the University shall be required. For proficiency in Filipino and other Filipino languages, a certification shall be required from a duly authorized unit of the University.

Each application for admission into a doctoral program shall be accomplished in the official application form and accompanied with the official transcript of records, written recommendations from three (3) former professors or experts in the field, and the officially prescribed application fee.

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Each application shall be submitted to the appropriate Graduate Office/Committee, and referred to the head of the College concerned for evaluation. The deserving applicant shall be recommended for admission by the latter to the Dean, through channels.

General Requirements

- 1) Completion of a Program of Study consisting of at least forty-five (45) units of formal graduate courses, excluding dissertation, in the case of a student admitted into the doctoral program with only a Bachelor's Degree in the discipline or a Master's degree in an unrelated field; and of at least twenty-four (24) units of formal graduate courses, excluding dissertation, in the case of a student admitted into the doctoral program with a Master's degree in the discipline;
- 2) Maintenance of a Cumulative Weighted Average Grade (CWAG) of 1.75 or better at the end of each academic year until completion of the Program of Study;
- 3) Passing of a Qualifying Examination after completion of the core courses in the Program of Study where applicable;
- 4) Passing the Candidacy Examination after completion of all course work in the student's Program of Study and those units stipulated by the Residence Rules, if applicable.
- 5) Being in residence in the program during the following phases:
 - a) Candidacy examination period;
 - b) Defense of the research proposal;
 - c) Duration of the research;
 - d) Oral defense of the dissertation;
- 6) Completion of a doctoral dissertation based on independent and original research;
- 7) Successful oral defense of the doctoral dissertation in a public doctoral examination;
- 8) Submission of at least five (5) certified bound copies of approved doctoral dissertation; and
- 9) Submission of a Pre-Print.

Program Adviser/Committee and Program of Study

The Program Adviser/Committee

Each student admitted into a doctoral program shall be assigned a Program Adviser/Committee composed of three (3) professors, all of whom have doctoral degrees. The College Graduate Committee concerned shall recommend the Program Adviser/Committee members to its respective head.

The Program Adviser/Committee shall advise, monitor and evaluate the student until s/he advances to candidacy and is assigned a Dissertation Adviser/Committee.

Program of Study

Within the first semester of the student's initial year in the doctoral program, a Program of Study shall be designed by the Program Adviser/Committee, in consultation with the student on the basis of the latter's academic preparation and desired specialization. A copy of this Program of Study shall be submitted to the appropriate Graduate Office/Committee, through channels. Subsequent revisions in the Program of Study must be authorized by the Program Adviser/Committee and communicate as soon as possible to the Graduate Office/Committee, through channels.

Study Load Per Semester

The normal study load of a full-time student shall be nine (9) to twelve (12) units of formal graduate courses per semester.

Transfer of Credit

Transfer of Credit from Another University

Subject to the recommendation of the appropriate bodies and the approval of the Dean, graduate courses taken by a student in another university may be credited towards his/her doctoral program provided that 1) these courses were taken within the last five (5) years prior to admission; 2) these were validated through appropriate means by the College Committee or Graduate Office/Committee concerned; and 3) the total number of credit transferred shall not exceed three-eighths (3/8) of the total of units in the student's doctoral course requirements.

However, condition 2) shall not apply if the courses taken in an institution with which the University of the Philippines has a special academic arrangement and if these courses are part of the student's approved Program of Study.

Transfer of Credit From Another Program

Subject to the recommendation of the appropriate bodies and the approval by the Dean, graduate courses taken by the student under another program of the University of the Philippines may be transferred for

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credit to his/her new doctoral program provided that 1) these courses were taken during the last five (5) years prior to the student's admission or transfer to the doctoral program; 2) these units have not been credited to a degree previously obtained by the student; and 3) these courses are relevant to his/her new program.

Processing of Transfer of Credit

Transfer of credit shall be done within the first semester of the student's admission into the program. The course(s) credited shall be specified in the student's record by the Graduate Committee/head of the College concerned and the College Graduate Office/Committee. A copy of the approval shall be sent to the University Registrar.

Grade Requirement

Grading System

The following numerical grades shall be used in graduate courses: 1.00, 1.25 (Excellent), 1.50, 1.75 (Very Good), 2.00, 2.25 (Good), 2.50, 2.75 (Satisfactory), 3.00 (Pass), 4.00 (Conditional), Inc (Incomplete), and 5.00 (Fail).

A grade of 3.0 or better is a passing grade. A graduate student earns credit for a course when s/he obtains a grade of 3.00 or better.

Cumulative Weighted Average Grade (CWAG)

The Cumulative Weighted Average Grade (CWAG) shall be based on all the courses taken by the student in his/her approved Program of Study, including those taken in compliance with the Residence Rules, if applicable.

To remain in good standing, a student must maintain a CWAG of 1.75 or better in his/her course work at the end of each academic year until the completion of the Program of Study. The CWAG shall be computed by the Program Adviser/Committee and reported by the latter to the Graduate Office, through channels.

Failure to Satisfy the Grade Requirement

A student who fails to satisfy the CWAG of 1.75 at the end of the academic year shall be disqualified from the doctoral program unless the Dean decides, on justifiable ground and upon the recommendation of the student's Program Adviser/Committee, through channels, to waive the rule.

Qualifying Examination

Nature of Examination

The Qualifying Examination shall be written and/or an oral examination taken by the student after completion

of the core courses in his/her Program of Study. The core courses must be taken within the first three (3) semesters of the student in the program. This examination shall aim to test the student's mastery of the fundamentals of his/her discipline or area provided by the core courses.

A student who enters the doctoral program with a master's degree in the discipline/area may be exempted from the Qualifying Examination by the Graduate Committee concerned, with approval of the Dean.

Qualifying Examination Committee

The Qualifying Examination Committee shall consist of doctoral degree holders, except in highly meritorious cases.

Administration

The Qualifying Examination in each doctoral program shall be scheduled and administered by the appropriate Graduate Committee/Office. The Dean, based on the recommendation of the appropriate bodies, shall appoint an Examination Committee which will formulate the questions and evaluate the results of the examination. Results of the Qualifying Examination must be submitted by the Examination Committee to the Graduate Office within two (2) weeks after the last day of the examination.

Rating

A student's performance in the Qualifying Examination shall be rated 'High Pass', 'Pass.' or 'Fail'. A student who fails the Qualifying Examination shall be allowed to re-take the examination within one (1) year after the first examination. A second failure or failure to re-take the examination within the prescribed period shall disqualify the student from the doctoral program.

The Candidacy Examination

Nature of Examination

The Candidacy Examination shall aim to test the student's mastery of the discipline/area acquired in the Program of Study. (Some colleges/units refer to this as Comprehensive Examination.)

The Examination shall be a written and/or oral examination that must be taken by the student after 1) completing the course work in his/her Program of Study; 2) satisfying the language requirement, if any; 3) obtaining a CWAG of 1.75 or better in his/her coursework; and 4) completing courses stipulated by the Residence Rules, if applicable.

A student enrolled in an Interdisciplinary Graduate Program who is also taking the Candidacy must have

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taken 6-9 units of cognate courses in each area identified in his/her Program of Study.

Candidacy Examination Committee

The Candidacy Examination Committee shall consist of a minimum of three (3) regular full-time faculty members with doctoral degree, except in meritorious cases. Master's degree holders may serve as examiners in doctoral Candidacy Examination only in highly meritorious cases and upon approval by the Dean.

Professorial Lecturers and Professors Emeriti may serve as examiners provided they are doctoral degree holders and/or known experts in their field and have taught in the unit during the last two (2) years.

Administration

The Program Adviser/Committee shall recommend to the Dean, through channels, when to administer the Candidacy Examination. The examination shall be administered by the Graduate Office at intervals of at least two (2) days in the officially designated examination room with the approval of the Dean upon the recommendation of the Graduate Committee.

The result must be officially reported by the Examination Committee to the Dean, through channels, not later than two (2) weeks after the examination is administered.

Rating

The grades for the Candidacy Examination are as follows: 'High Pass', 'Pass' or 'Fail'.

If a student fails the Candidacy Examination, a second examination shall be allowed within one (1) year after the first examination. Failure to pass this second examination shall bar the student permanently from the doctoral program.

Moreover, the student shall be disqualified from admission into other doctoral programs within the same Department.

Advancement to Doctoral Candidacy

A student who passes the Candidacy Examination advances to candidacy for the doctoral degree.

Doctoral Dissertation

Standards for the Doctoral Dissertation

The doctoral dissertation shall 1) embody an original, independent, significant, scientific research or creative work; 2) show the student's capacity to make a critical evaluation of previous work done in his/her chosen

research topic; and 3) demonstrate his/her ability to present research findings in a clear, systematic, and scholarly manner.

Dissertation Committee

Upon advancement to candidacy, the student shall be assigned a Dissertation Committee composed of the Adviser and two (2) Readers. In special cases requiring joint advising, the Dissertation Committee may consist of an Adviser, a Co-Adviser, and a Reader.

The Dissertation Committee shall consist of full-time regular faculty members with doctoral degrees, except in highly meritorious cases. Either the Adviser or the Co-Adviser shall belong to the College/Unit where the student is enrolled. The Co-Adviser and one (1) of the Readers may belong to an external institution (i.e., an academic institution or qualified agency outside the College.) A Professorial Lecturer or Professor Emeritus may serve as Co-Adviser. For an Interdisciplinary Graduate Program, majority of the Committee members must come from the University.

The Dissertation Committee members shall be appointed by the Dean, upon recommendation of the heads of the Institute, Department, or Interdisciplinary Program concerned and/or Graduate Office.

Dissertation Adviser and Co-Adviser

The Adviser/Co-Adviser shall be appointed by the Dean, in consultation with the student, soon after the student passes the Candidacy Examination and chosen on the basis of the former's expertise in the student's research topic. The adviser must come from the unit where the student is enrolled. In cases of joint advising, the Co-Adviser may come from outside the unit.

The Adviser shall be responsible for 1) advising the student in the preparation of the dissertation proposal; 2) guiding and monitoring his/her dissertation research; 3) submitting a yearly evaluation report to the appropriate Graduate Office/Committee; and 4) endorsing his/her doctoral dissertation for defense.

Dissertation Reader

The functions of the Reader are to: 1) evaluate the dissertation for defense; and 2) endorse the dissertation for oral defense.

Change of Adviser/Reader

If a faculty adviser/reader shall go on leave for more than one (1) semester, the Dean shall appoint a new adviser/reader, upon the recommendation of the appropriate bodies.

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A student who wishes to change adviser/reader shall write the Dean, through channels. On the other hand, an Adviser may request to be relieved of advising duties for justifiable reasons.

The completion of a thesis or dissertation within a reasonable length of time is the joint responsibility of both student and adviser. Both make a commitment to work together to ensure that the output will be of acceptable merit and scholarship and that it is completed on an agreed upon date. A good working relationship between the two (2) parties is thus crucial to this effort. The following are adopted to help ensure the satisfactory progress and successful completion of this partnership:

- 1) The adviser and advisee, together, shall devise a work plan that shall determine the amount, direction and pace of work involved for both parties. This may include a timetable (identifying the start and expected date of completion), schedule of consultations, mutually agreed upon deadline for partial submission of the work as well as the adviser's schedule for returning the drafts with comments and suggestions for revision.
- 2) While it is best to adhere to this timetable, particularly as deadlines are concerned, the work plan can be renegotiated by both parties in response to such circumstances as may arise in the course of work.
- 3) Differences may arise between adviser and advisee. More often, these differences are easily dealt with and resolved to the satisfaction of both parties. However there may be instances when these differences prove difficult to resolve and adversely affect both the relationship as well as the progress of work. In such an instance, upon the request of the adviser and/or advisee, the head of the graduate program of the department or unit and/or the department chair/institute director will sit with both parties to discuss the problem and try to effect a resolution.
- 4) One possible outcome of the mediation may be the decision to end the adviser-advisee relationship. The adviser may opt to withdraw from the project; the student may opt for a change of adviser; or both may come to a mutual decision regarding the change. An instance wherein a change of adviser may be necessary will be when the student opts for another research topic that is outside the current adviser's field of expertise.
- 5) The department chair/institute director will then inform the Dean of the situation and its resolution. In other cases, the Dean may have to sit with the parties involved to discuss the situation and arrive at a satisfactory solution. The student will then write the Dean a formal letter requesting change of

adviser, which is noted by the adviser. As the Dean had previously been informed and/or involved in the discussion, there is no need to detail the reason involved in the letter.

- 6) The Dean appoints a new adviser, following the usual procedure for appointment of an adviser.
- 7) The head of unit (Dean, Chair or Head of Graduate Program) will sit with the previous and new adviser to jointly determine the sharing of honorarium, acknowledgment and use of the former adviser's contributions. If appropriate, the previous adviser may be appointed co-adviser according to the usual rules on co-advising.

Number of Dissertation Advisees

The number of advisees (inclusive of thesis and dissertation students) shall be left to the discretion of the College Graduate Faculty Council.

Dissertation Proposal

The student shall submit a written dissertation proposal to the Dissertation Adviser/Committee. The proposal shall be defended orally before the Dissertation Committee members. A certified copy of the approved dissertation proposal and a form endorsing the proposal duly signed by the Dissertation Committee shall be submitted by the Dissertation Committee to the Dean, through channels.

Defense of the Doctoral Dissertation

Oral Defense Panel

After the student's completed draft has been evaluated favorably by the Dissertation Committee members, they shall endorse it for oral defense to the Dean, through channels.

The Oral Defense Panel shall consist of at least five (5) members inclusive of the members of the Dissertation Committee (i.e., Adviser, possibly a Co-Adviser, 1 or 2 Readers and, at least, 2 additional members.) A maximum of two (2) members of the dissertation Oral Defense Panel may come from an external institution, i.e., outside the Department/Institute/College/University. The doctoral examination panel shall be chaired by one of the dissertation examiners other than the dissertation adviser.

Administration

The doctoral defense must be held in the College at a time recommended by the panel, endorsed by the appropriate heads and Graduate Committees concerned and authorized by the Dean.

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The time and place of the doctoral defense shall be officially announced by the Graduate Office/Committee at least two (2) weeks before the scheduled oral defense. The schedule of the defense may be changed only upon the recommendation of the doctoral defense panel, through channels; and the formal authorization of the Dean.

The doctoral defense may be held only if 1) the dissertation manuscript has been received by each member of the doctoral examination panel at least two (2) weeks before the scheduled examination; and 2) all members of the examination panel are present, except for programs that require the inclusion of a foreign co-adviser or foreign external examiner. If the latter is absent, s/he shall be required to send his/her comments to the Chair of the panel who shall integrate this in the final report. If any other member of the panel is absent, the defense shall be rescheduled.

The doctoral defense shall be a public oral examination, the duration of which shall be left to the discretion of the panel. The evaluation and rating of the student's dissertation defense shall be done by the panel in a closed-door meeting to be held immediately after the defense.

Rating

There shall be three (3) ratings for the defense: 'Pass', 'Provisional Pass', or 'Fail' means substantial revisions are required by at least two (2) of the Panel members. Any member who fails the student must specify the reason(s) in writing, a copy of which shall be attached to the report of the panel.

'Provisional Pass' means minor revisions are required. All members of the panel must agree on the recommended revisions, which must be specified in writing and attached to the final report. A second rating sheet shall be signed only after the student incorporates the revisions and the defense panel certifies that the revisions were made.

The result of the oral defense must be reported by the panel to the Dean through channels, within the first working day after the examination.

Passing or Failing the Doctoral Defense

If the student passes the defense, his/her doctoral dissertation is considered approved.

If the student fails the defense, s/he may submit herself/himself to a second doctoral defense within one (1) academic year after the first defense. Failure to pass the second defense disqualifies the student from his/her current doctoral program. Moreover, a rating of 'Fail' in the second defense shall disqualify the student from being admitted into other doctoral programs offered by the same Department or Institute.

Residence Rules

One-Year Residence Before Graduation

The student must be officially enrolled at least one (1) academic year prior to the conferment of the doctoral degree.

Regular Period for Completion

The time limit for the completion of all doctoral requirements shall be six (6) years for a student who enters the doctoral program with a master's degree or its equivalent in the same discipline and eight (8) years for one who enters the doctoral program with a bachelor's degree or a master's degree in an unrelated discipline.

The counting of the period of residence shall start from the student's first enrollment in a graduate course after admission into the doctoral program and shall include all leaves of absence from the program. The regular period for completion for a graduate student transferring from another University shall be reduced by one (1) semester.

If there are courses taken by the student prior to his/her admission to the program and credited to his/her course requirements, then the allowed period of completion will be reduced by a number of semesters equivalent to one (1) semester for every nine (9) units of courses credited to his/her program.

Extension of Residence

In exceptionally meritorious cases, extensions of residence beyond the above regular period of completion may be approved by the Dean upon the recommendation of the appropriate bodies. Each extension shall be for a period not exceeding one (1) calendar year at a time. In no case shall the extensions exceed five (5) years. The student granted an extension shall take additional units of graduate courses in his/her discipline or area during the extension period at a rate of three (3) units for every two (2) years of extension or a fraction thereof.

Non-Compliance with Residence Rules

Any student who fails to complete all requirements of the degree within the regular period and any approved extension thereof shall be disqualified from the doctoral program.

Leave of Absence (LOA)/Absence Without Leave (AWOL)

A student who goes on leave of absence (LOA)/absence without leave (AWOL) from a doctoral program shall seek readmission into the program from the Dean, through channels.

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Graduation

Application for Graduation

After the student passes the doctoral defense, s/he shall be qualified to apply for graduation to the University Registrar through the College Graduate Office.

Submission of Bound Copies

The applicant for graduation must submit to the College Graduate Office five (5) bound copies of the approved doctoral dissertation as prerequisite for graduation. The bound copies must conform to the standard format of the College/Unit and contain the official approval of the dissertation by the members of the defense panel, the College Graduate Office/Committee and the official acceptance of the dissertation by the Dean.

Conferment of the Doctoral Degree

After the graduation of the student shall have been recommended by the College Faculty Assembly, or appropriate body, endorsed by the University Council, and approved by the Board of Regents, s/he shall be officially conferred the doctoral degree.

Note:

For complete and up-to-date academic information visit: <http://www.our.upd.edu.ph/catalogue.html>.

For inquiries, please contact the Administrative Office (undergraduate) and NGSE Office (graduate).

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1.30 NATIONAL GRADUATE SCHOOL OF ENGINEERING THESIS/DISSERTATION GUIDELINES

Introduction

This manual is designed to serve as a guide to organizing, formatting, typing and binding your master's thesis or doctoral dissertation. Your thesis/dissertation panel chair and members determine the required standards for content and writing style according to the discipline in which the manuscript is written. The Program Coordinator will evaluate the approved manuscript to ensure compliance with disciplinary style and with the specifications found in this manual. Conformity to these requirements is essential as your manuscript will be preserved and made available for public use in the College Library and University Main Library, as well as the National Library.

Manuscript Preparation

Style

The content, format and style of all elements of your manuscript must conform to the standard style manuals appropriate to your discipline as approved by your committee chair. Listed below are several recognized style manuals.

Style Manuals

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 5th ed. New York: Modern Language Association, 1999.

Strunk Jr., William and E. B. White. *The Elements of Style: with Index*. 4th ed. New York: MacMillan Publishing Co., 2000.

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses and Dissertations*. 6th ed. Chicago: University of Chicago Press, 1996.

University of Chicago Press. *The Chicago Manual of Style*, 14th ed. Chicago: University of Chicago Press, 1993.

Paper Stock

For copies submitted to the College, Main and National Library, use 8 ½" x 11" high-quality, plain white bond paper with minimum 20-lb weight.

Type-Face and Size, Printing

- Select 12-point fonts for main text unless indicated otherwise.
- The thesis should be written in 12 pt. Times New Roman font.
- Print should be laser printing or desk jet printing.
- Unless otherwise specified, use the same type-face and size throughout the document; including equations, tables, figures and appendices must use same type-face and size.

Margins

- Left margin - 1½ inches to allow for binding
- Top margin - 1 inch above the first line of type
- Right and bottom margin - should be at least 1 inch
- Indentations - five spaces in from the left margin
- Left and right justify all text

Layout

- Copy must be typed on one side of the page only.
- Single column format only

Pagination

- The preliminary pages (pages up to the first page of the text) are numbered with lower-case Roman numerals (i, ii, iii, etc.); are placed at the top of the page, at the right margin (1" down from the top edge and 1" from the right edge).

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- Beginning with the first page of the text and continuing to the end of the manuscript, number pages in sequence in Arabic numbers (1, 2, 3, etc.); are placed at the top of the page, at the right margin (1" down from the top edge and 1" from the right edge).

Spacing

- Double-space the main body of the thesis
- Single-space long quotations, tables, footnotes, endnotes, bibliography entries
- Double-space between entries

Corrections

All pages must be free from any corrections. Do not use correction fluid ("**white out**") or correcting tape because these corrections can bleed or flake away.

Parts of the Manuscript in Required Order

Blank page

Title Page (*see attached samples in Appendix A and B*)

Request for Access to Thesis Classification I (**see attached sample in Appendix C**)

Thesis/Dissertation Approval Page (**see attached samples in Appendix D**)

Dedication and/or Acknowledgment Pages (**optional**)

Abstract of Thesis (**required**)

Table of Contents (**required**)

List of Tables, Figures, Illustrations, Charts, or Graphs (**must fit inside regular margins**)

Text

Footnotes/Endnotes

Bibliography and/or References

Appendix (**if applicable**)

Glossary (**if applicable**)

Vita (**optional – not numbered and not to exceed one typed page**)

Blank page

Main Headings

Main headings of front matter (abstract, acknowledgment, tables of content, figures and symbols) as well as the bibliography or references must be positioned one inch from the top margin. All main headings must be boldface 16 pt. capitalized lowercase. With the exception of the abstract and acknowledgment, all other main headings must be left justified. The abstract and acknowledgment should be centered across the page.

Chapter Headings and Titles

Each chapter of the thesis must begin on a separate page. The chapter heading must be placed one inch from the top margin, left-justified, boldface 16 pt. capitalized lowercase followed by Arabic numerical to indicate the chapter number. The chapter heading must be placed one inch below from the chapter heading, left-justified, boldface 16 pt. capitalized lowercase.

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Section Headings and Titles

Each section of the thesis, with the exception of the first section for each chapter, should begin 1 inch from the previous section. The very first section in a chapter should be positioned 2 inches from the chapter title. Section titles should be left justified, boldface 14 pt. capitalized lowercase preceded by the chapter and section numbers separated by a decimal point.

Subdivisions

All subsequent subdivision titles such as those of subsections should be unnumbered in left-justified 12 pt. boldface, lower case capitalizing only the first word, without punctuation.

Text

All text must be justified on both sides and must be positioned 1 inch from the section or subdivision heading.

Equations

Equations should be numbered consecutively throughout the thesis and the number must be shown in parenthesis at the right-hand edge of the paper opposite the equation without being preceded by a dotted line. In thesis manuscripts in which large numbers of equations are involved, equations can be numbered consecutively according to chapter. In the text, the equation must be referred to as, for example, Eq. (1). Generally, symbols used in an equation must be defined immediately following the equation where first used. The form should be the same as in the list of symbols. Fonts used for typesetting equations should be consistent with those used in the text.

Tables

Whenever possible, tables should be in the portrait orientation. The caption for tabular material must be capitalized lower case lettering centered across the page. Tables in landscape orientation should be placed on a separate page. Captions of tabular material in landscape orientation should also be in landscape orientation. Table captions must appear at the top of the table. In the text of the thesis, tables should be referred to only in the form, Table. 1. Column headings should be brief but explicit and units should be included where appropriate. Tables must be numbered consecutively throughout the thesis. In cases where the numbered tables involved is large, tables may be numbered according to chapter.

Figures

All figures must be scaled to fit within the standard margins. Figure captions must appear at the bottom of the figure, centered across the page. In the text of the thesis, figures should be referred to as, for example, Fig. 1. Figures, exclusive of those in the appendix, must be numbered consecutively throughout the thesis using Arabic numbers. Figures may appear within the text, or occupy a separate page which generally follows the page where first mention of it is made. In cases where the large numbers of figures are involved, figures may be numbered according to chapter.

Photographs

Photographs should appear on 8 ½" x 11" pages, with standard margins. Color photocopied photos should appear on 100 percent cotton. In some instances you may substitute photographic paper but this is subject to the approval of your thesis adviser. Photographs should be large enough for details to be easily discernible. Photos may appear within the text of the manuscript or may be presented in an Appendix. Captions must be within the standard margins. Any copyrighted material should be properly acknowledged by citing the source of the material in the caption (e.g. from Dela Cruz et al [9]).

Drawings

Drawings such as charts, maps, graphs and diagrams, must be made either on thesis paper in permanent black ink, by copying or on single-weight photographic paper by photographic reproduction. Full-page drawing must be kept within the standard margins. It is recommended that all photographs, illustrations, and drawings be first converted into electronic form, and then positioned within the manuscript during typesetting so as to aid in the preparation of the electronic copy of the manuscript.

References

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The list of reference should be given at the end of the text arranged in alphabetical order of the first author's surname, and numbered. Direct citations of a reference in the text are made by indicating the first author's surname followed by the reference number enclosed in square brackets (e.g. "This scheme was proposed by Dela Cruz [9]"). References may also be indirectly cited for cases in which the author is not the subject of the sentence by indicating only the reference number enclosed in square brackets (e.g. "An iterative scheme has been used to solve this type problem [9]")

Appendices

Each appendix to a thesis should be assigned a letter designation, for example, Appendix A. Equations and captions for tables and figures must be numbered consecutively in Arabic numbers with each appendix; the number being preceded by the letter. With the exception on the use of capital Roman letters for purposes of designating appendices, rules for chapter heading and titles should be followed for appendices.

Submission of Manuscript to the NGSE Office and Academic Department

Final Submission of Bound Manuscripts

You are required to submit four (4) signed, bound manuscripts to the NGSE Office on or before thesis submission deadline for the semester in which you plan to graduate or complete the thesis. See the academic calendar for the semester-specific deadline. The NGSE Office distributes the four manuscripts to the major department, College Library, Main Library and the National Library.

In addition to the four copies mentioned above, students are required to give one copy to the student's adviser.

Electronic Copy of Manuscript

Together with the bound copies, you are required to submit one (1) electronic copy of the manuscript in portable document format (PDF) stored on a write CD to the NGSE Office. The entire manuscript should be contained in a single file, and should include all photographs, illustrations, tables and figures as they appear in the bound manuscript. The electronic copy should include a scanned copy of the approval page.

Binding and Cover

You may use any binding company you choose. Keep submission deadlines in mind when choosing a binder. The student is responsible for all production phases and should be aware that neither the University of the Philippines nor any of its separate offices is responsible for matters involving the student and non-college agencies associated with production of the thesis. The student is responsible for correction of all errors in production and any errors must be rectified prior to acceptance of the thesis by the NGSE Office.

Cover - Hard cover must be bound in maroon cloth and embossed in gold, and should contain the title of the thesis, and full name of the student. Thesis title should appear two inches from top of the page. Student's full name should appear two inches from the bottom of the page.

Spine - The spine is stamped in gold as follows:

Juan G. Dela Cruz	Title	MS EnE	2012 UP
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Name

Thesis/Dissertation Title

Degree

Year*

* Year in which degree was conferred

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Student Checklist

Manuscript Organization

- Use 8 ½" x 11" high-quality, plain white bond paper with minimum 20-lb weight
- Text on one side of paper only
- Standard type-face (Times Roman, Courier, Arial) of uniform size; tables, figures and appendices may use a different type-face and size
- Left margin - 1½ inches to allow for binding
- Top margin – 1 inch above the first line of type
- Right and bottom margin - should be at least 1 inch
- Indentations – five spaces in from the left margin
- Left justify all text
- Spacing according to your discipline's style manual or general guidelines outlined in this guide
- Pagination according to format outlined in this guide
- No unacceptable corrections to copy

Thesis Components

- Blank page
- Title Page (**see attached samples in Appendix A and B**)
- Request for Access for Thesis Classification I (**see Appendix C**)
- Thesis/Dissertation Approval Page (**see attached samples in Appendix D**)
- Dedication and/or Acknowledgment Pages (**optional**)
- Abstract of Thesis/Dissertation (**narrative description of work –200 words or less**)
- Table of Contents (**required**)
- List of Tables, Illustrations, Charts, or Graphs (**must fit inside regular margins**)
- Text
- Bibliography and/or References
- Appendix (**if applicable**)
- Glossary (**if applicable**)
- Vita (**optional – not numbered and not to exceed one typed page**)
- Blank page

Copies to be submitted (at student's expense, all on thesis paper)

- 1 electronic copy in PDF format for NGSE Office
- 1 bound copy for College Library
- 1 bound copy for University Library
- 1 bound copy for National Library
- 1 bound copy for major department
- 1 bound copy for adviser
- 1 bound copy for student

Clearance for graduation

- Bound copies of thesis/dissertation received by NGSE Office by submission deadline

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1.31 UNDERGRADUATE ENGINEERING SCIENCE COURSE DESCRIPTIONS

Engineering Science (ES)

ES 1 Engineering Drawing. Technical sketching, lettering, instrumental drawing. Multiview projections. Pictorial drawing. Conventions and dimensioning. Graphs and charts. 6 h (lab) 2 u.

ES 11 Statics of Rigid Bodies. Distributed loads and friction; resultants and equilibrium of force-couple systems using vector mechanics; frames, trusses, beams and cables; geometric properties of sections. Prereq: Math 54. 5 h (2 lec, 3 lab) 3 u.

ES 12 Dynamics of Rigid Bodies. Applications of vector mechanics to the kinematics and kinetics of particles and rigid bodies; Newton's second law; D'Alembert's principle; work and energy; impulse and momentum. Prereq: ES 11. 5 h (2 lec, 3 lab) 3 u.

ES 13 Mechanics of Deformable Bodies I. Stresses and strains considering axial, torsional, flexural and combined loading; analysis and design of structural members, machine elements, pressure vessels, riveted and welded connections; mechanical properties of materials. Prereq: ES 11. 3 u.

ES 14 Mechanics of Deformable Bodies II. Special topics in mechanics of materials, such as curved bars, impact, and fatigue. Theories of failure of materials. Introduction to theory of elasticity. Prereq: ES 13. 3 u.

ES 15 Mechanics of Fluids. Statics, kinetics and dynamics of fluids. Effects of weight, viscosity and compressibility. Flow past internal boundaries. Flow past external boundaries. Similitude and dimensional analysis. Lift and propulsion. Prereq: ES 12. 3 u.

ES 16 Mechanics of Fluids Laboratory. Principles of experimental analysis and design. Experimental investigation of a particular project. Prereq/Coreq: ES 15. 6 h (lab) 2 u.

ES 21 Mathematical Methods in Engineering. Matrix algebra and solution of systems of linear equations; ordinary differential equations; Fourier series; Laplace transforms, with applications to the solution of initial- and boundary-value problems in engineering. Coreq: Math 55. 3 u.

ES 26 Introduction to Computer Programming. Basic computer concepts; simple data types; input/output; control statements; arrays; subprograms; computer applications. Prereq: Math 53. 5 h (2 lec, 3 lab) 3 u.

REVITALIZED GENERAL EDUCATION COURSE

Engineering Science (ES)

ES 10 Forces at Work. Principles of engineering mechanics and their relevance to everyday life. 3 u.

1.32 GRADUATE ENGINEERING SCIENCE COURSE DESCRIPTIONS

Engineering Science (ES)

ES 201 Advanced Mathematical Methods in Engineering I. Application of Fourier series, special functions and integral transforms to the solution of boundary and initial value problems in engineering. Prereq: ES 21/equiv. 3 u.

ES 202 Advanced Mathematical Methods in Engineering II. Applications of vector analysis, curvilinear coordinates, and conformal mapping to the solution of engineering problems. Prereq: ES 21/equiv. 3 u.

ES 204 Numerical methods in Engineering. Roots of single equations, systems of linear and non-linear equations; ordinary differential equations; partial differential equations; applications. Prereq: ES 26/equiv. 3 u.

ES 230 Continuum Mechanics I. Tensor analysis. Kinematics, dynamics and thermodynamics of continuous bodies. Constitutive equations for thermoelastic solids. Introduction to linear elastic theory. Prereq: ES 13, 202. 3 u.

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ES 231 Continuum Mechanics II. Theories of constitutive equations and their application to fluid mechanics, viscoelasticity, plasticity and nonlinear elasticity. Prereq: ES 230/equiv. 3 u.

ES 233 Theory of Stability. Elastic and inelastic stability of columns, beams, plate elements, introduction to the buckling of shells; post buckling strength. Prereq: ES 14, 21. 3 u.

ES 234 Advanced Mechanics of Materials. Fundamental stress-strain relationships; theories of failure; special topics in beams; introduction to energy methods; plates, inelastic analysis, stability problems. Prereq: ES 13, 21. 3 u.

ES 235 Photoelasticity. Introduction to the theory of elasticity. Stress and strain. The basic properties of light with particular reference to the use of double refraction and interference as applied to a loaded specimen. Methods of separating the principal stresses. Prereq: ES 13, 14; Coreq: Differential Equations 5 h (2 class, 3 lab) 3 u.

ES 240 Systems Analysis. Linear graph and lumped parameter electro-mechanical systems. Matrix formulation and treatment of systems equations. Prereq: ES 201. 3 u.

ES 241 Mechanics of vibration. Single, multiple mass system with or without translation and rotation; impedance on mobility methods; distributed mass systems, self-induced vibration. Prereq: ES 12, a course in Differential Equations. 3 u.

ES 242 Advanced Dynamics. Advanced dynamics of rigid bodies in systems of engineering interest. Lagrange's equations. Prereq: ES 241, a course in Advanced Calculus. 3 u.

ES 250 Similitude in Engineering. Dimensional analysis. The Pi-theorem. Laws of similarity and principle of similitude. The various dimensionless criteria: Reynolds's Number, Froude's Number, Prandl's Number, Nusselt's Number, etc. Selected examples from various fields of engineering illustrating the applications of these numbers. Prereq: ES 15. 5 h (2 class, 3 lab) 3 u.

ES 251 Intermediate Fluid Mechanics. Intensive study of the effects of gravity, viscosity, surface tension and compressibility of fluid motion. Prereq: ES 15. 3 u.

ES 252 Hydrodynamics. Frictionless fluid flow; conformal mapping; three-dimensional flow; vortex motion; elements of wave motion. Prereq: ES 15/equiv, 202. 3 u.

ES 253 Advanced Fluid Mechanics. Principles and fundamental characteristics of fluid flow with emphasis on engineering applications. Study of Newtonian and non-Newtonian fluids, compression flow and 2-phase flow. Prereq: ES 15, 16/equiv. COI. 3 u.

ES 257 Experimental Fluid Mechanics. Laboratory techniques in fluid flow investigations, design of hydraulic models; interpretation of experimental data. Prereq: ES 15, CE 21/equiv. 4 h (1 class, 3 lab) 2 u.

ES 296 Seminar. 1 u./sem.; maximum of 3 u.

ES 297 Special Topics in Engineering Sciences. Prereq: COI. 3 u.; may be taken more than once provided that topics are indicated for record purposes.

ES 298 Special Problems. 3 u.; may be taken twice, topics to be indicated for record purposes.

ES 300 Thesis. 6 u.

1.33 UNDERGRADUATE SCHOLARSHIPS AND THESIS GRANTS

Undergraduate scholarships and thesis grants from government, private institutions and individuals are given as financial assistance to students which include monetary benefits, the extent of which is determined by the donors. These grants are either University-administered or College-administered.

Information regarding University-administered grants may be obtained from the Office of Scholarships and Student Services, Rm 302 to 306, 3/F Vinzon's Hall, UP Diliman (Tel. 981-8500 VOIP loc.4506; Email: iskol@up.edu.ph). More

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information about College-administered grants on the following tables may be obtained from the Office of the Associate Dean for Student Affairs, MH 209, 2/F Melchor Hall, UP College of Engineering (Tel. 981-8500 local 3152).

List of COE Undergraduate Scholarships and Thesis Grants, Academic Year 2015-2016

A. Scholarships

Name	Slots	Degree	Year Level/Other Qualifications	Tuition and Other School Fees	Stipend/Living Allowance/month	Book and Other Allowances/sem
Amante A. Aguilar Study Grant	1	BSME	3rd year	NA	Stipend - P5,000	Miscellaneous - P5,000
Apolonio and Lorna Yson Scholarship Grant	1	BSCHE or BSME	Sophomore	Full tuition, laboratory and miscellaneous fees	Living - P5,000	Book - P5,000
Beta Epsilon Alumni Big Tol-Mid 70s Study Grant	1	Any	4th or 5th year	NA	Stipend - P5,000	Miscellaneous - P5,000
Concepcion Hidalgo Sandoval Memorial Study Grant	6	Any	1st to 5th year; from Marinduque (1st priority) or Palawan (2nd priority)	NA	Stipend - P3,000	NA
Cravings Food Services Inc. Study Grant	1	Any	4th to 5th year	NA	Stipend - P5,000	Book - P5,000
Datem, Inc. Study Grants	2	BSCE	4th to 5th year	NA	Stipend - P5,000	Miscellaneous - P5,000
Delfin Dela Cruz Jr. Study Grant	1	Any	4th to 5th year	NA	Stipend - P5,000	Book - P5,000
Don Pablo K.T. Uy Foundation Inc. Scholarship Grant	1	BSCHE	3rd to 5th year; Top 5-10% of batch	Full tuition and laboratory fees	Living - P5,000	Book - P10,000; P5,000/MidYear
Felicio Family Study Grant	1	Any	3rd year; from region outside Metro Manila	NA	Stipend - P5,000	Book - P5,000
GE Foundation ¹	*	BSGE	Any year level	Full tuition, laboratory and miscellaneous fees	P300	P500
Kayan Chan Scholarships ²	5	BSIE	3rd year	School fees not to exceed P28,000/sem	Stipend - P3,600	Book and Transportation - P4,000
Levyrox Corporation Study Grants	2	BSCE	4th to 5th year	NA	Stipend - 5,000	Miscellaneous - P5,000
Metro Pacific Tollways Corporation (MPTC) Scholarship Program	4	Any	1st to 5th year	Tuition and laboratory fees not exceeding P25,000/sem (P10,000 for MidYear)	Stipend - P2,000	Book - P7,500
PASAR Foundation, Inc. Metallurgical Engineering Scholarship Grant	3	BSMetE	3rd to 5th year	School fees	Allowance - P6,000	NA
PayEngg Forward Scholarship Grant	1	BSCE	3rd year	School fees not to exceed P32,000/sem (or P27,000/sem for students in their last year in college)	Living - P5,000	Book - P 3,000; Thesis allowance - P5,000 for graduating student
Petron Campus Recruitment Scholarship Program	3	BSCHE or BSME	3rd year	Full tuition, laboratory and miscellaneous fees	Stipend - P5,000	Book - P5,000
Philsaga Scholarship Grant	2	BSEM, BSMetE, or BSMSE	1 st to 3rd year; (priority for students from the Caraga Region, Agusan del Sur and Surigao del Sur)	Full tuition, laboratory and miscellaneous fees	Stipend - P5,000	Book and Clothing – P5,000; P2,500 for MidYear
Primary Structures Corp. Scholarship Program ³		Any		Full tuition	Living	Book allowance
Robert G. Cheng - Uratex Scholarship Grant	1	Any	1st to 5th year	School fees	Living - P5,000	Book-P10,000; P5,000/MidYear
Steel Asia Study Grants	2	Any	4th to 5th year	NA	Stipend - P5,000	Miscellaneous - P5,000
UP Electrical and Electronics Engineers Alumni Association, Inc⁴	3	BSCoE BSEE BSECE	At least 3rd year standing	Not to exceed P20,000	Stipend - P3,000	Book-P4,000
Yin Yong Lao Study Grants	2	Any	5th year	NA	Stipend - P5,000	NA

¹ Administered by the GE Dept. ² Administered by the IEOB Dept. ³ Details to be determined by the donor ⁴ Administered by EEEI

* Subject to availability of slots

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B. Thesis Grants

<i>Name</i>	<i>Slots</i>	<i>Degree</i>	<i>Year Level/Other Qualifications</i>	<i>Thesis Allowance/sem</i>
Amante A. Aguilar Thesis Grant	2	BSME	5th year	P10,000
Ferdinand M. De La Cruz Thesis Support Grant	1	Any	Graduating (enrolled in thesis project); Tau Alpha Fraternity or Tau Lambda Alpha Sorority member	P10,000
Filemon D. Quiaoit Thesis Support Grant	2	Any	Last year (enrolled in thesis project)	P10,000
Gareth C. Paglinawan Thesis Support Grant	1	BSCS	Senior	P10,000
Honorato L. Goco Thesis Support Grant	1	BSCE	Senior	P10,000
Leo M. Goco Thesis Support Grant	1	BSIE	Last year (enrolled in thesis project)	P10,000