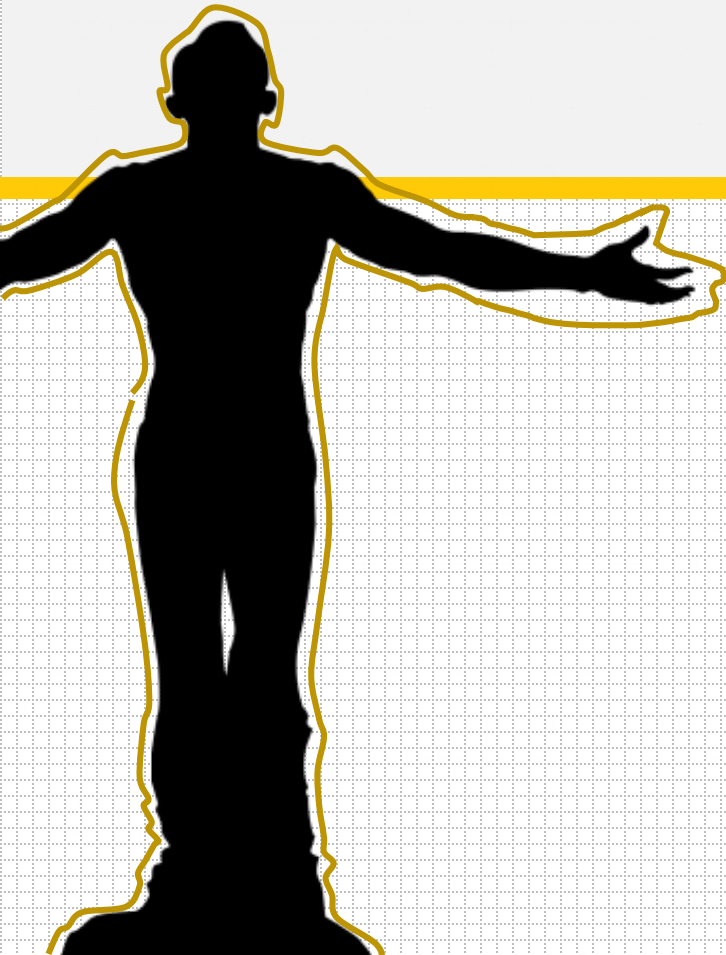


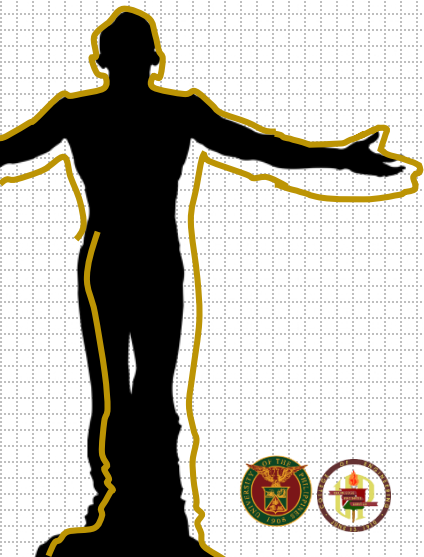
# NGSE ONLINE PROCEDURES



**National Graduate School of Engineering**  
University of the Philippines  
Diliman, Quezon City

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# 1. STEPS IN APPLICATION FOR Admission to Candidacy



**1** **DOWNLOAD**  
the form at [HERE](http://coe.upd.edu.ph/forms) (<http://coe.upd.edu.ph/forms>)

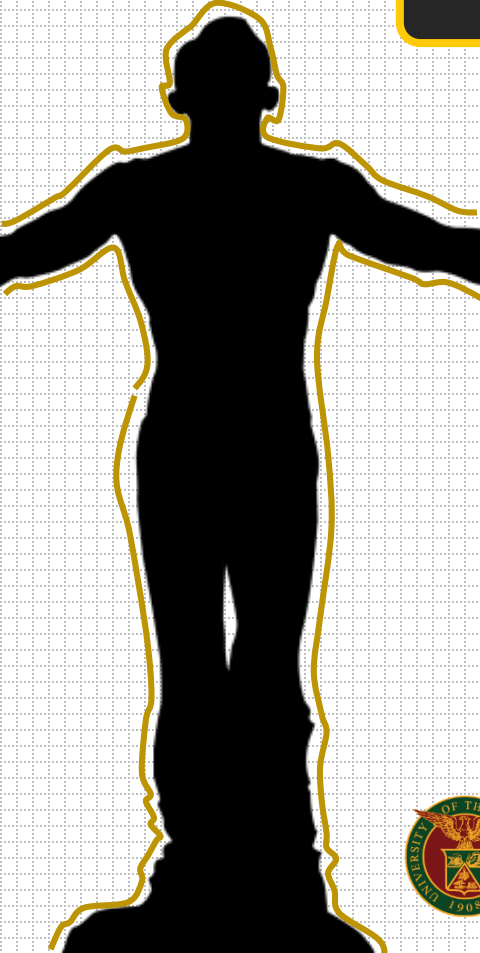
**2** **ACCOMPLISH**  
form and email to [ngse@coe.upd.edu.ph](mailto:ngse@coe.upd.edu.ph) to evaluate the AAC and email back to the student.

**3** **SECURE**  
the signature of your Adviser and Program Coordinator / Department Chair / Institute Director.

**4** **EMAIL**  
to [ngse@coe.upd.edu.ph](mailto:ngse@coe.upd.edu.ph) for the signature of the NGSE Director and the Dean.



# 2. STEPS IN REQUEST FOR Proposal Oral Defense



**1** Student and adviser communicate online regarding the status of proposal for the thesis or dissertation.

**2** If the proposal is deemed by the adviser to be ready for defense, the adviser through the graduate program coordinator sends request form to NGSE for appointment of panel members and defense schedule.

**3** **ACCOMPLISH** the [Proposal Committee Request Form](http://coe.upd.edu.ph/forms) (<http://coe.upd.edu.ph/forms>) upon consultation with the adviser and email to [ngse.staff@coe.upd.edu.ph](mailto:ngse.staff@coe.upd.edu.ph) at least 7 working days prior to the proposal defense.

**4** The student sends to panel members a soft copy of the proposal within a prescribed period.



# 2. STEPS IN REQUEST FOR Proposal Oral Defense

5

STUDENT

fills up the [Proposal Evaluation Form](#) and the [Proposal Result Sheet](#) and email to his/her adviser.  
(<http://coe.upd.edu.ph/forms>)

6

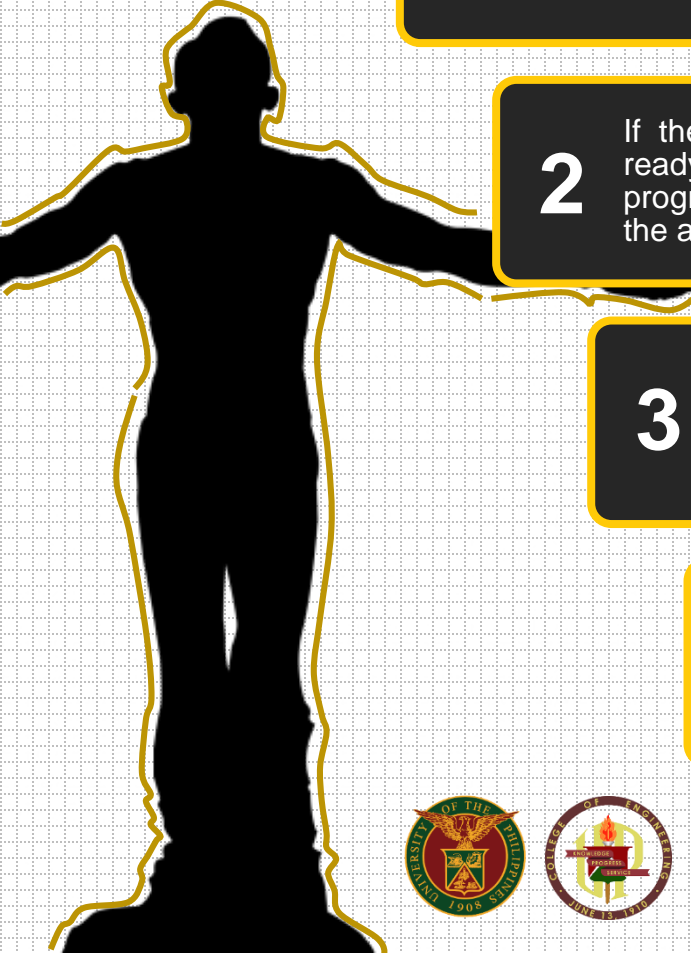
The panel members submit the accomplished forms through the program coordinator to the NGSE by email within 7 working days after the defense.

7

If applicable, revisions are monitored by the panel members, especially by the adviser.



# 3. STEPS IN REQUEST FOR Final Oral Defense



**1** Student and adviser communicate online regarding the status of the thesis or dissertation.

**2** If thesis/dissertation is deemed by the adviser to be ready for defense, the adviser through the graduate program coordinator sends request form to NGSE for the appointment of reader/examination panel.

**3** The student sends to appointed reader/examination panel a soft copy of the thesis or dissertation within a prescribed period.

**4** The reader/examination panel sends a letter to the adviser endorsing the scheduling of final defense.



# 3. STEPS IN REQUEST FOR Final Oral Defense

5

## ACCOMPLISH

the [Final Oral Defense Thesis Committee Form](#) and email to [ngse.staff@coe.upd.edu.ph](mailto:ngse.staff@coe.upd.edu.ph) at least 7 working days prior to the proposal defense. The adviser through the graduate program coordinator sends request to the NGSE for the appointment of panel members and the schedule of final defense. (<http://coe.upd.edu.ph/forms>)

6

The student sends to panel members a copy of the thesis or dissertation at least two weeks prior to the defense including presentation slides with presentation notes.

7

## STUDENT

fills up the [Final Oral Defense Grading Sheet](#) and the [Final Oral Defense Result Sheet](#). (<http://coe.upd.edu.ph/forms>) and email to his/her adviser.

8

The panel members submit the accomplished forms through the program coordinator to the NGSE by email within 7 working days after the defense.

9

The student submits a full soft copy of the final thesis or dissertation in print-ready form and University-accepted format through the adviser to the NGSE within the prescribed deadline for the semester. Hard copy may be deferred to a later date by the NGSE.



# 4. STEPS IN APPEAL FOR Readmission (MRR, AWOL, and Grade Requirement)

**1** **DOWNLOAD**  
the form [HERE](http://coe.upd.edu.ph/forms). (<http://coe.upd.edu.ph/forms>)

**2** **ACCOMPLISH**  
the form and attach letter of appeal addressed to Prof. Ferdinand G. Manegdeg, Dean and necessary documents (i.e. TCG, Gantt Chart, Progress Report, etc.)

**3** **EMAIL**  
to [ngse@coe.upd.edu.ph](mailto:ngse@coe.upd.edu.ph) for evaluation of the SRE (Student Record Evaluator) and getting the action of the concerned signatories.

**4** **RESULT**  
of the appeal will be communicated through email.





# 5. STEPS IN REQUEST FOR Acceptance as Adviser / Advisee

1

## DOWNLOAD

the form [HERE](#). For EnE, download the form [HERE](#).  
(<http://coe.upd.edu.ph/forms>)

2

## ACCOMPLISH

the form.

3

## SECURE

the signatures of your Adviser, Co-Adviser (if any),  
Track Head (*for EnE students*) and Program  
Coordinator/ Dept. Chair/Institute Director

4

## EMAIL

to [ngse.staff@coe.upd.edu.ph](mailto:ngse.staff@coe.upd.edu.ph) for recording and  
filing.



# 6. STEPS IN REQUEST FOR Transfer of Thesis/Dissertation Advisership



**1** **DOWNLOAD**  
the form [HERE](http://coe.upd.edu.ph/forms). (<http://coe.upd.edu.ph/forms>)

**2** **ACCOMPLISH**  
the form.

**3** **SECURE**  
the signatures of your current Adviser, new Adviser,  
Track Head (*for EnE students*) and Program  
Coordinator/ Dept. Chair/Institute Director

**4** **EMAIL**  
to [ngse.staff@coe.upd.edu.ph](mailto:ngse.staff@coe.upd.edu.ph) for the approval of the  
NGSE Director and Dean. Result will be sent through  
email.



# 7. STEPS IN APPEAL FOR Late Application for Graduation



1

## WRITE

a letter of appeal addressed to Dr. Maria Vanessa P. Lusung-Oyzon, University Registrar with endorsement of Dr. Manolo G. Mena, NGSE Director.



2

## EMAIL

the letter to [ngse@coe.upd.edu.ph](mailto:ngse@coe.upd.edu.ph) for endorsement of the NGSE Director.



# 7. STEPS IN APPEAL FOR Late Application for Graduation

**3 CONFIRMATION**  
email of request will be sent to student.

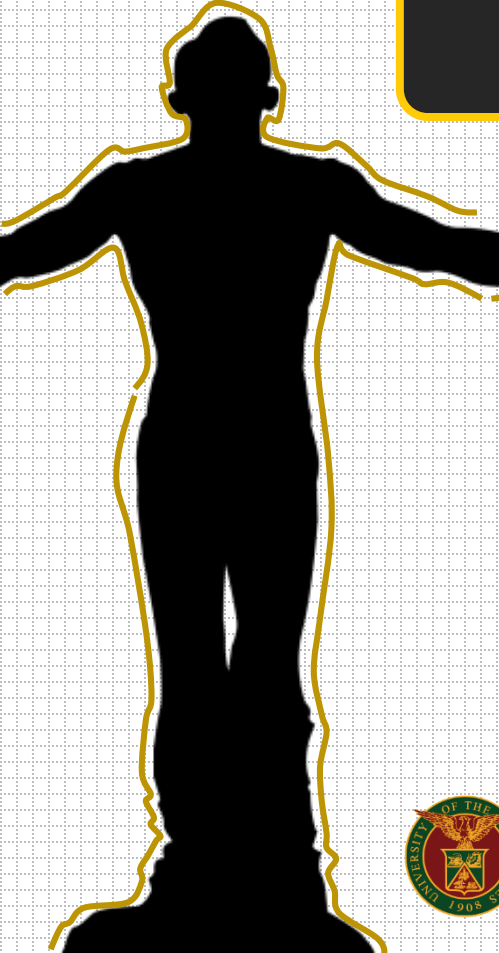
**4 NGSE**  
will send back your appeal duly endorsed by the  
NGSE Director.

**5 EMAIL**  
your appeal to [our.diliman@up.edu.ph](mailto:our.diliman@up.edu.ph) for the  
University Registrar's approval.

**6 OUR**  
will notify you on the status of your appeal. Once  
approved, inform NGSE office.  
([ngse@coe.upd.edu.ph](mailto:ngse@coe.upd.edu.ph))



# 7. STEPS IN APPEAL FOR Late Application for Graduation



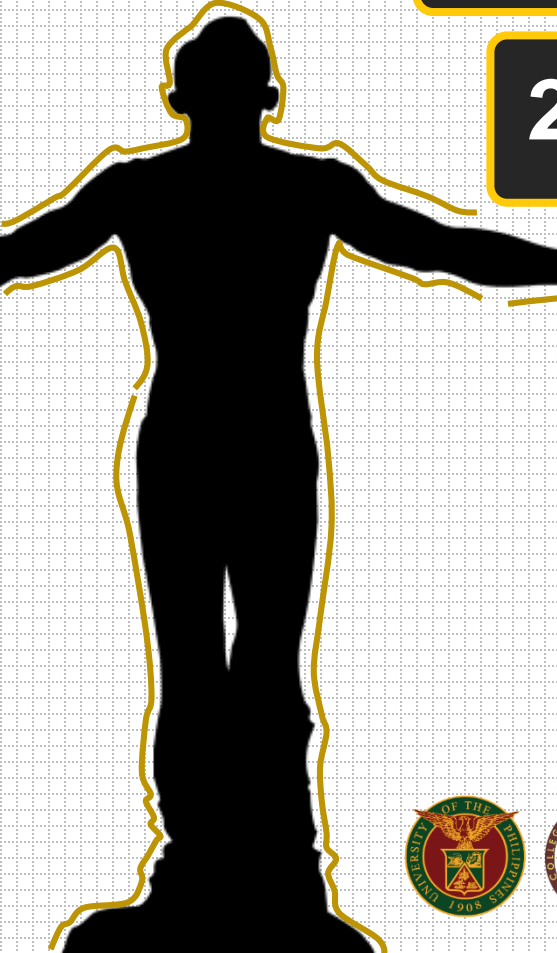
**7** **NGSE**  
will provide payment details and will evaluate your record throughout the semester. We will also send deficiencies to your email during the semester. Please indicate an active email add and contact numbers.

**8** **CHECK**  
if all your grades have been posted in CRS. Otherwise, follow-up grades with the faculty/dept concerned.

**9** **CLEAR**  
your deficiencies with the College SRE.



# 8. STEPS IN APPEAL FOR Late Registration/Payment/Change Mat



**1** **WRITE**  
a letter for late registration/payment/change of Mat addressed to Dr. Maria Vanessa Lusung-Oysong, University Registrar, UP Diliman.

**2** **PREPARE**  
the following: (a) proof of enlistment (for late registration/changemat, (b) copy of Form 5 (for late payment).

**3** **EMAIL**  
the appeal letter and relevant documents to [ngse.staff@coe.upd.edu.ph](mailto:ngse.staff@coe.upd.edu.ph).

**4** **NGSE**  
confirm the email of the request of the student.

**5** **RESULT**  
will be communicated through email with instructions.



# 8. STEPS IN APPEAL FOR Late Registration/Payment/Change Mat

6

## EMAIL

the OUR at [our.diliman@up.edu.ph](mailto:our.diliman@up.edu.ph) about your request for approval, preferably using your UP mail account to lessen the verification process.

7

## CREATE

payment slip via Settlement of Outstanding Transactions in your CRS account to receive payment details.

8

## SETTLE

payment by sending payment details via Add Payment in the Settlement of Outstanding Transactions module.

9

## CASHIER'S OFFICE

validates your payment.



# 9. STEPS IN REQUEST FOR Return from LOA



**1** **DOWNLOAD**  
the form [HERE](http://coe.upd.edu.ph/forms). (<http://coe.upd.edu.ph/forms>)

**2** **MEDICAL CERTIFICATE**  
issued by the University Health Service is required if the reason for LOA is medical/health problems or if the LOA exceeded one semester.

**3** **ACCOMPLISH**  
the [Student Directory form](http://coe.upd.edu.ph/forms).  
(<http://coe.upd.edu.ph/forms>)

**4** **EMAIL**  
to [ngse.staff@coe.upd.edu.ph](mailto:ngse.staff@coe.upd.edu.ph) for signature of the NGSE Director.

**5** **RESULT**  
will be communicated through email.





# 10. STEPS IN REQUEST FOR Permit to Completion / Removal Examination



**1** **DOWNLOAD**  
the form [HERE](http://coe.upd.edu.ph/forms). (<http://coe.upd.edu.ph/forms>)

**2** **ACCOMPLISH & PAY**  
the form [HERE](http://coe.upd.edu.ph/forms) or pay the fee at the University Cashier if it is not within the completion period. (<http://coe.upd.edu.ph/forms>)

**3** **SECURE**  
the signature of the instructor with the date of examination / completion.

**4** **EMAIL**  
to [ngse.staff@coe.upd.edu.ph](mailto:ngse.staff@coe.upd.edu.ph) for the approval of the NGSE Director and wait for the student's copy of the permit.

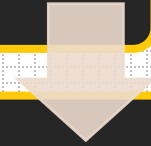


# 11. STEPS IN APPLICATION FOR Graduation

1

## DOWNLOAD

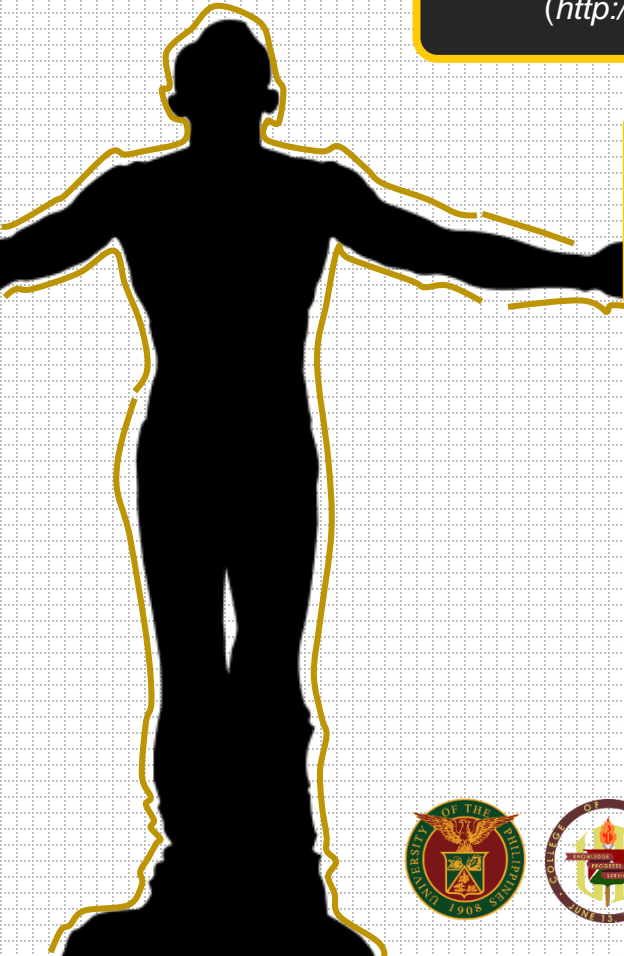
form [HERE](http://coe.upd.edu.ph/forms) and accomplish the form or wait for the announcement of the online application.  
(<http://coe.upd.edu.ph/forms>)



2

## CHECK

the Academic Calendar for the opening and closing dates of application for graduation.



# 12. STEPS IN APPLICATION FOR Clearance for Transfer



**1** **DOWNLOAD**  
the form [HERE](http://coe.upd.edu.ph/forms). (<http://coe.upd.edu.ph/forms>)

**2** **ACCOMPLISH**  
the form.

**3** **SECURE**  
the signature of former department, engineering  
library, and property office.

**4** **EMAIL**  
to [ngse@coe.upd.edu.ph](mailto:ngse@coe.upd.edu.ph) together with the  
*Acceptance Letter* for the approval of the NGSE  
Director and wait for the results to be relayed via  
email.



# 13. STEPS IN REQUEST FOR Transfer of Credit



**1** **DOWNLOAD**  
the form [HERE](http://coe.upd.edu.ph/forms). (<http://coe.upd.edu.ph/forms>)

**2** **ACCOMPLISH**  
the form and email to [ngse@coe.upd.edu.ph](mailto:ngse@coe.upd.edu.ph) for the endorsement of the Student Record Evaluator.

**3** **SECURE**  
the signature of the Program Coordinator, Dept Chair, and Institute Director.

**4** **EMAIL**  
to [ngse@coe.upd.edu.ph](mailto:ngse@coe.upd.edu.ph) for the approval of the NGSE Director and the Dean and wait for the results to be relayed via email.



# 14. STEPS IN APPEAL FOR Substitution

1

## DOWNLOAD

and fill up the [Substitution Form](#).  
(<http://coe.upd.edu.ph/forms>)

2

## SEND

the form to: (a) your adviser for his/her recommendation, and (b) the Department Chair of the subject required for his/her recommendation.

3

## EMAIL

To [ngse.staff@coe.upd.edu.ph](mailto:ngse.staff@coe.upd.edu.ph) for signature of NGSE Director and the Dean.

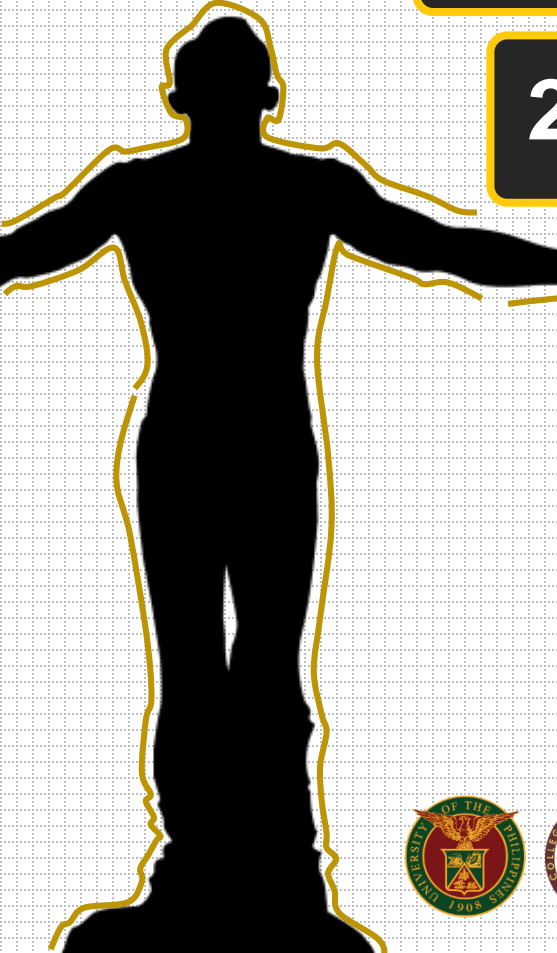
4

## NGSE

will notify you on the status of your substitution. You can email [ngse.staff@coe.upd.edu.ph](mailto:ngse.staff@coe.upd.edu.ph) if you need a copy of the form.

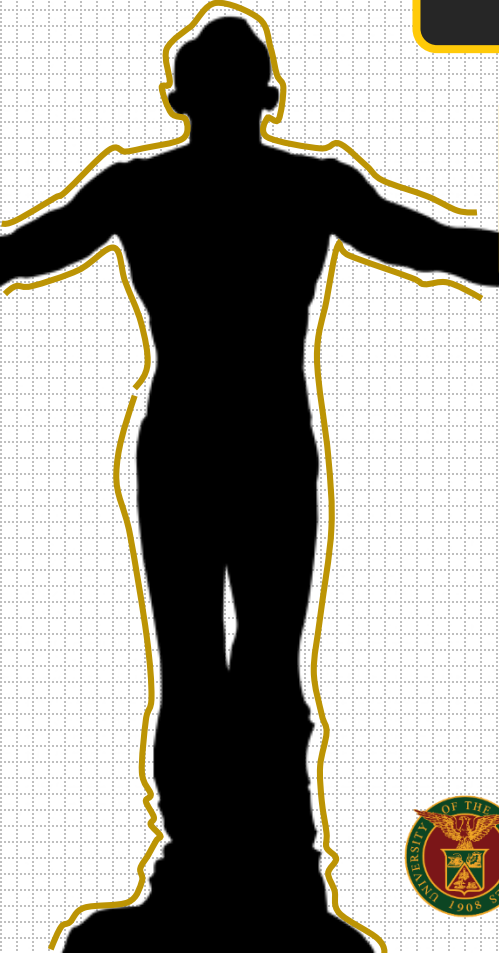


# 15. STEPS IN APPEAL FOR Overloading

- 
- 1 DOWNLOAD**  
and fill up the [Permit to Overload form](http://coe.upd.edu.ph/forms).  
(<http://coe.upd.edu.ph/forms>)
  - 2 SEND**  
the form to the Department/Institute for the Adviser  
and Department Chair/Institute Director's  
recommendation.
  - 3 UPON APPROVAL**  
send to NGSE admin ([ngse.staff@coe.upd.edu.ph](mailto:ngse.staff@coe.upd.edu.ph))  
the form for NGSE Director's recommendation.
  - 4 NGSE**  
will confirm the email of the student of the request.
  - 5 NGSE**  
will send you a copy of your Permit to Overload.



# 16. STEPS IN REQUEST FOR Waiver of Prerequisites



**1** **DOWNLOAD**  
and fill up the [Waiver of Prerequisites form](http://coe.upd.edu.ph/forms).  
(<http://coe.upd.edu.ph/forms>)

**2** **SEND**  
waiver to the teacher of the prerequisites subject  
for his/her e-signature.

**3** **SEND**  
waiver to [sdcc@upd.edu.ph](mailto:sdcc@upd.edu.ph) for the Student  
Disciplinary Council chairman's e-  
signature/clearance.

**4** **SEND**  
waiver to the teacher of the subject waived for  
his/her recommendation.



# 16. STEPS IN REQUEST FOR Waiver of Prerequisites

## 5 SEND

waiver to the department chair offering the subject waived for his/her recommendation.

## 6

### EMAIL

to [ngse.staff@coe.upd.edu.ph](mailto:ngse.staff@coe.upd.edu.ph) the Waiver of Prerequisites Form for NGSE Director's recommendation.

## 7

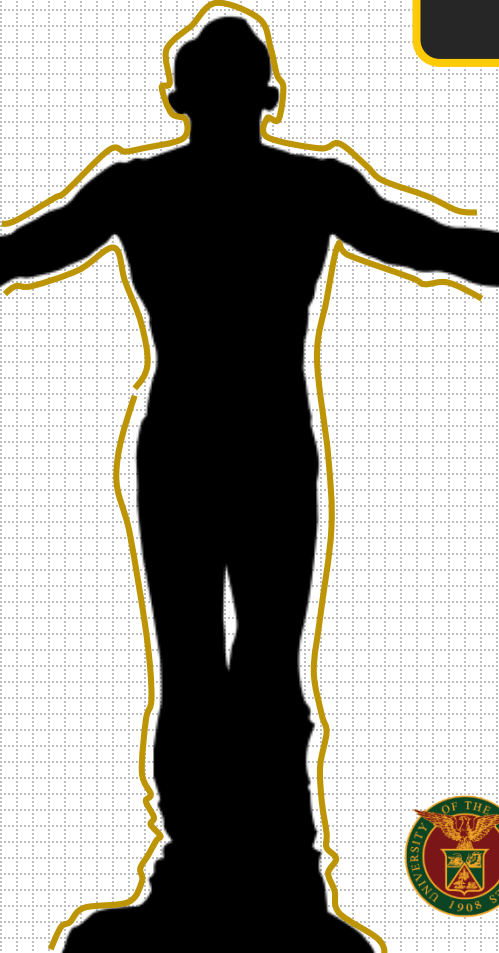
### NGSE

will notify you on the status of your request. We will also send you a copy of your Waiver of Prerequisites form.





# 17. STEPS IN REQUEST FOR Certification/TCG



**1** **DOWNLOAD**  
and fill out the [Request for Certification/TCG Form](http://coe.upd.edu.ph/forms) (<http://coe.upd.edu.ph/forms>). For “No Pending Case” certification, secure SDC clearance ([sdcc@upd.edu.ph](mailto:sdcc@upd.edu.ph)) and send clearance to [ngse@coe.upd.edu.ph](mailto:ngse@coe.upd.edu.ph)

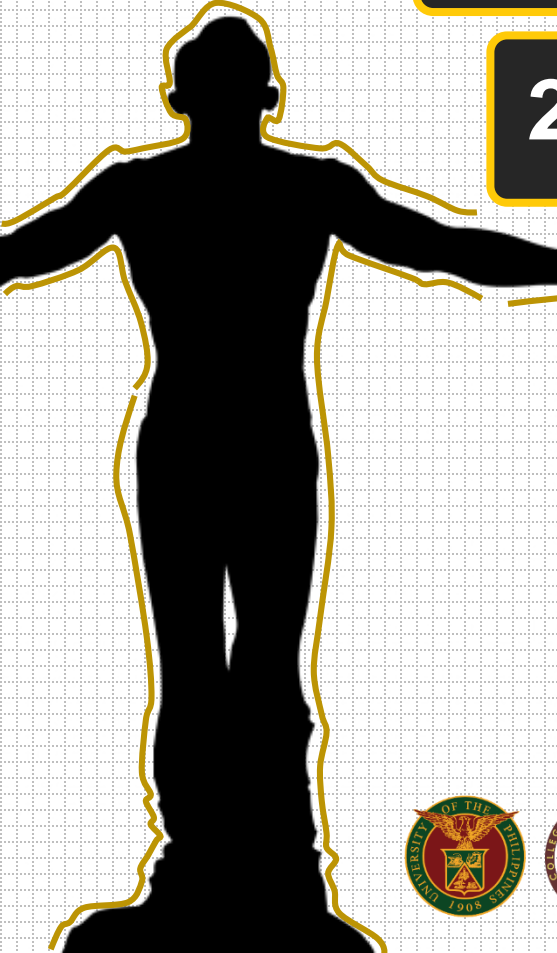
**2** **NOTE**  
if you need more than one type of certificate, no need to submit another application.

**3** **DOWNLOAD**  
the [payment slip](http://coe.upd.edu.ph/forms) and fill out the details. (<http://coe.upd.edu.ph/forms>)  
Bank Name: Land Bank of the Philippines  
Account Name: UPD Revolving Fund  
Account Number: 3072-1006-96

**4** **SEND**  
form to [ngse.staff@coe.upd.edu.ph](mailto:ngse.staff@coe.upd.edu.ph). with the proof of payment. Expect to receive an email with the scanned copy of the certificate with NGSE Director’s signature and the University dry seal within two to three working days.



# 18. STEPS IN APPEAL FOR Regular/Late Filing of Dropping

- 
- 1 APPLY**  
for dropping through your CRS account.
  - 2 EMAIL**  
the teacher informing him/her of your dropping application.
  - 3 UPON APPROVAL**  
by your teacher, inform your adviser to approve the application.
  - 4 UPON APPROVAL**  
of your dropping application, the department downloads the dropping form from CRS and affixes the appropriate signatures. The signed form is then sent to you.
  - 5 EMAIL**  
the dropping form to [ngse.staff@coe.upd.edu.ph](mailto:ngse.staff@coe.upd.edu.ph) to be duly endorsed by the NGSE Director.



# 18. STEPS IN APPEAL FOR Regular/Late Filing of Dropping

6

## CREATE

payment slip via Settlement of Outstanding Transactions in your CRS account to receive payment details.

7

## SETTLE

payment by sending payment details via Add Payment in the Settlement of Outstanding Transactions module.

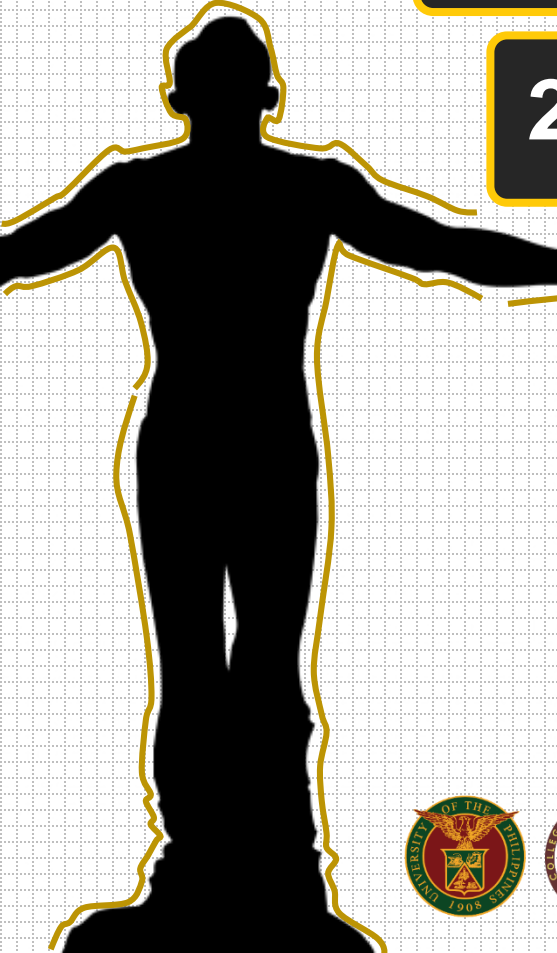
8

## CASHIER'S OFFICE

validates your payment.

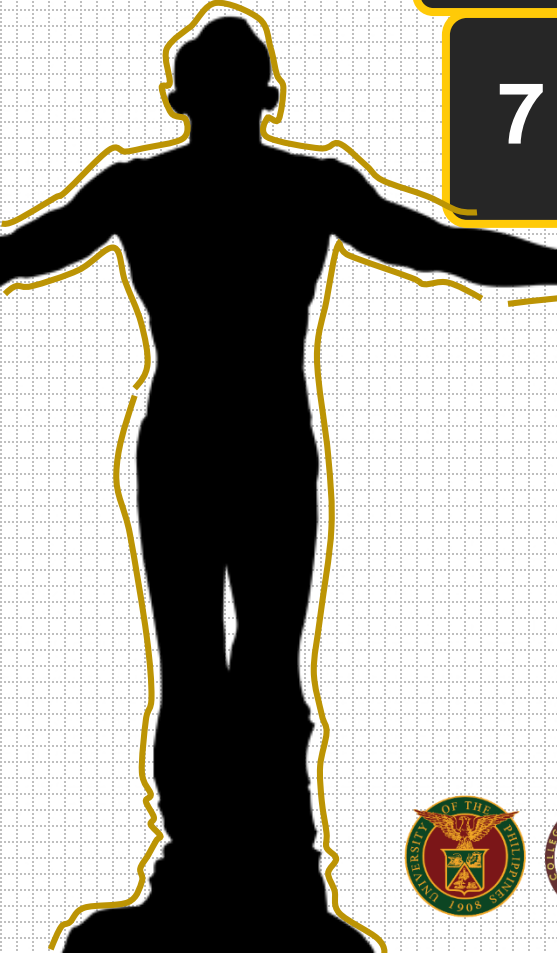


# 19. STEPS IN APPEAL FOR Regular Filing of Leave of Absence (LOA)

- 
- 1 APPLY**  
for Leave of Absence (LOA) online through your CRS account.
  - 2 EMAIL**  
your department for adviser's and department endorsement.
  - 3 EMAIL**  
ngse.staff@coe.upd.edu.ph for the approval of LOA
  - 4 CONFIRMATION**  
email of request will be sent to student.
  - 5 NGSE**  
will verify/check if you're eligible to file for LOA.



# 19. STEPS IN APPEAL FOR Regular Filing of Leave of Absence (LOA)



**6 UPON APPROVAL**  
NGSE will email the approved LOA for signature of the student, endorsement of adviser and dept chair.

**7 STUDENT**  
will receive the LOA form to affix his/her signature and email to department for adviser and dept chair signature. Email back to [ngse.staff@coe.upd.edu.ph](mailto:ngse.staff@coe.upd.edu.ph) for approval of the Dean. Once signed it will be emailed back to the student.

**8 CREATE**  
payment slip via Settlement of Outstanding Transactions in your CRS account to receive payment details.

**9 SETTLE**  
payment by sending payment details via Add Payment in the Settlement of Outstanding Transactions module.

**10 CASHIER'S OFFICE**  
validates your payment.



# 20. STEPS IN APPEAL FOR Late Filing of Leave of Absence (LOA)

1

## WRITE

an appeal letter for late filing of LOA addressed to Dr. Maria Vanessa Lusung-Oyzon, University Registrar, UP Diliman

2

## EMAIL

to [ngse.staff@coe.upd.edu.ph](mailto:ngse.staff@coe.upd.edu.ph) for endorsement of the NGSE Director.

3

## NGSE

will send you back your letter of appeal duly endorsed by the NGSE Director

4

## SEND

your appeal to [our.diliman@up.edu.ph](mailto:our.diliman@up.edu.ph) for the University Registrar's approval.



# 20. STEPS IN APPEAL FOR Late Filing of Leave of Absence (LOA)

**5** **OUR**  
will notify you on the status of your appeal.

**6** **UPON APPROVAL**  
apply Leave of Absence (LOA) online using your  
CRS account.

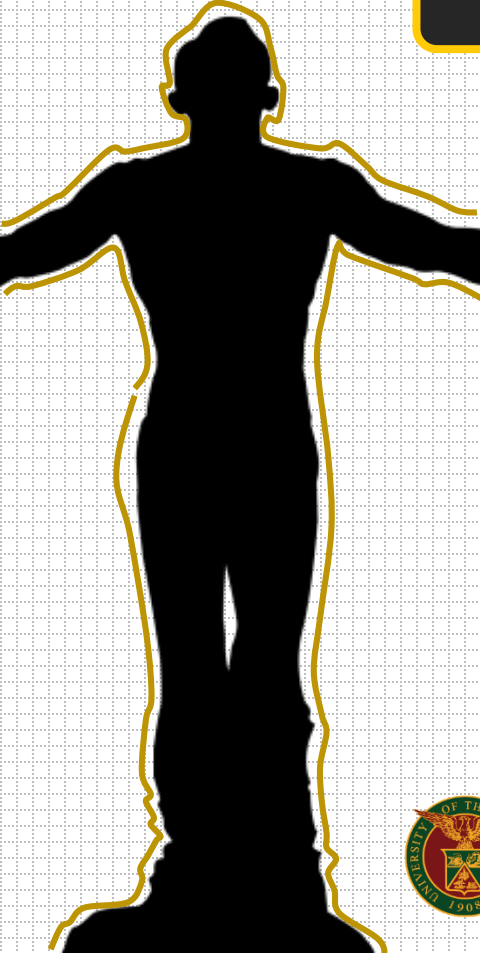
**7** **EMAIL**  
your department for adviser's endorsement.

**8** **EMAIL**  
to [ngse.staff@our.upd.edu.ph](mailto:ngse.staff@our.upd.edu.ph) regarding your LOA  
application. Admin will verify/check if you're eligible  
to file for LOA

**9** **FOLLOW**  
steps 6 to 10 on the Regular Filing of Leave of  
Absence section.



# 21. STEPS IN REQUEST FOR Permit to Cross-Reg



**1** **DOWNLOAD**  
and fill-up the [Permit to Cross-Reg Form](http://coe.upd.edu.ph/forms).  
(<http://coe.upd.edu.ph/forms>)

**2** **SEND**  
the accomplished form to your Program Adviser  
and Department Chair/Institute Director to affix their  
signatures.

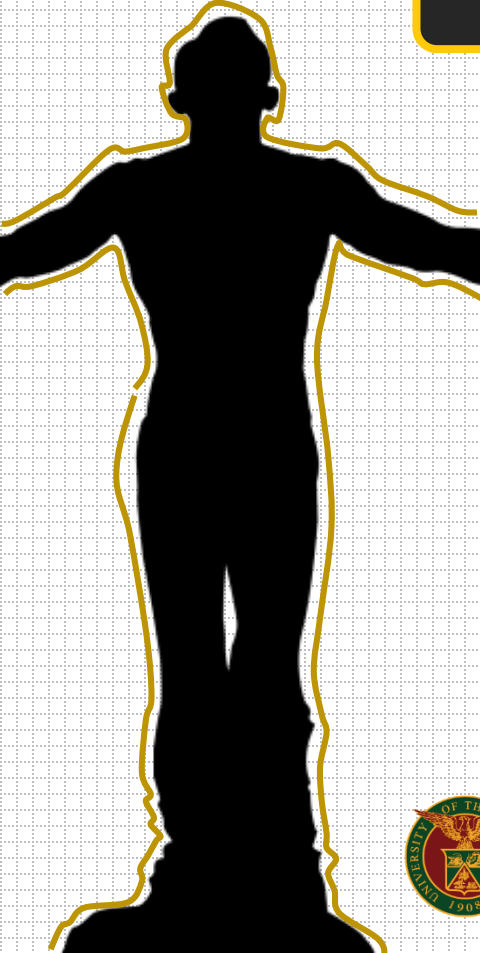
**3** **EMAIL**  
to [ngse.staff@coe.upd.edu.ph](mailto:ngse.staff@coe.upd.edu.ph) for the endorsement  
of the NSE Director and Dean.

**4** **NGSE**  
will send you back the Form duly endorsed by the  
Dean.





# 21. STEPS IN REQUEST FOR Permit to Cross-Reg



**5 SEND**  
the form to [our.diliman@up.edu.ph](mailto:our.diliman@up.edu.ph) for the University Registrar's approval (Home Unit).

**6 OUR**  
will send you back the Permit to Cross-Register Form duly signed by the University Registrar.

**7 SEND**  
the form to OUR (Host Unit you wish to cross-register).

**8 EMAIL**  
a copy of the cross reg slip to [ngse.staff@coe.upd.edu.ph](mailto:ngse.staff@coe.upd.edu.ph).



# 22. STEPS IN REQUEST FOR Withdrawal of Enlistment Beyond the Deadline

1

## WRITE

a cancellation letter for withdrawal of enlistment addressed to Dr. Maria Vanessa Lusung-Oyzon, University Registrar, UP Diliman

2

## DOWNLOAD

And fill-up the [Certification of Non-Attendance form](http://coe.upd.edu.ph/forms) (<http://coe.upd.edu.ph/forms>). Send to the department or faculty member teaching the subject for his/her e-signature.

3

## EMAIL

the letter and the signed certificate of of non-attendance to [ngse.staff@coe.upd.edu.ph](mailto:ngse.staff@coe.upd.edu.ph) for endorsement of the NGSE Director.

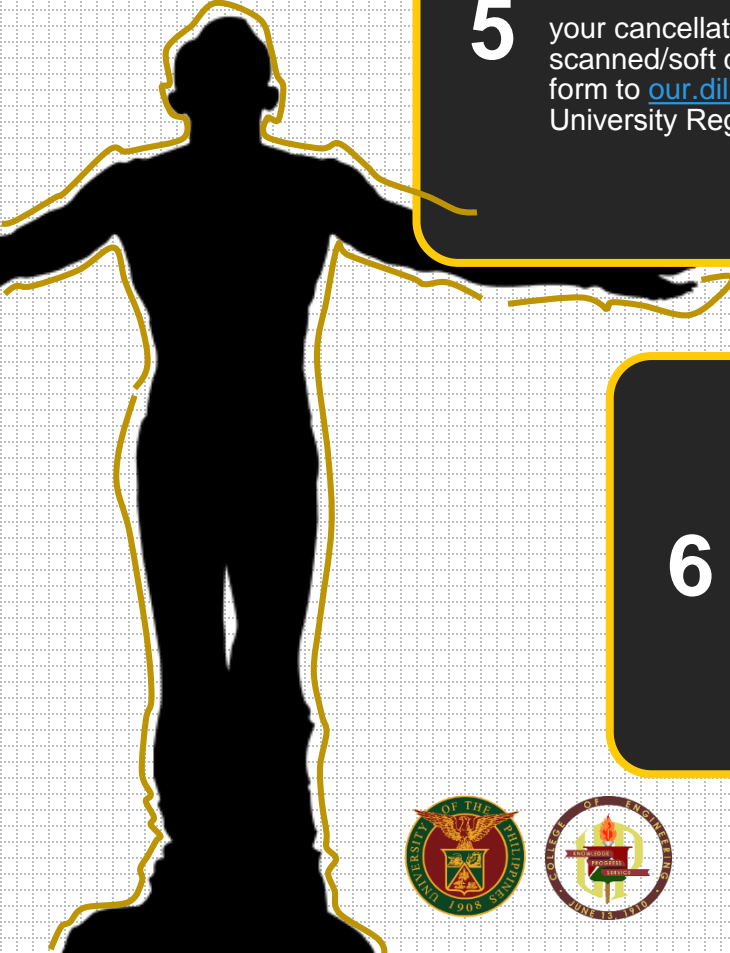
4

## NGSE

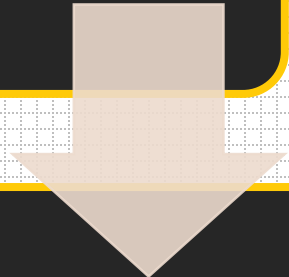
will send you back the Form duly endorsed by the NGSE Director.



# 22. STEPS IN REQUEST FOR Withdrawal of Enlistment Beyond the Deadline



**5** **SEND**  
your cancellation letter and the scanned/soft copy of Non-Attendance form to [our.diliman@up.edu.ph](mailto:our.diliman@up.edu.ph) for University Registrar's approval.



**6** **OUR**  
will notify you on the status of your cancellation letter.



# 23. STEPS IN REQUEST FOR Application for Shifting within the Department

**1** **DOWNLOAD**  
and accomplish the form [HERE](http://coe.upd.edu.ph/forms).  
(<http://coe.upd.edu.ph/forms>)

**2** **SECURE**  
the approval of the Program Coordinator, Dept  
Chair/Inst. Director (For CE, get the approval of  
both the program coordinators)

**3** **PROCESS**  
the following forms (<http://coe.upd.edu.ph/forms>):  
(a) [Plan of Study \(POS\)](#)  
(b) [Student Directory \(SD\)](#)

**4** **EMAIL**  
to [ngse@coe.upd.edu.ph](mailto:ngse@coe.upd.edu.ph) the signed forms (Shifting  
Form Letter, POS, and SD) for approval of the  
NGSE Director and Dean.



# 24. STEPS IN REQUEST FOR Deferment Letter

1

## WRITE

a letter addressed to Dr. Manolo G. Mena, NGSE Director.

2

## EMAIL

to [ngse@coe.upd.edu.ph](mailto:ngse@coe.upd.edu.ph).

3

## RESULT

will be communicated through email.

