



SILLIMAN UNIVERSITY
DUMAGUETE CITY, PHILIPPINES



UNIVERSITY GRADUATE PROGRAMS
POLICIES AND GUIDELINES

The original version of the following policies and guidelines were approved by the Academic Council on January 27, 2011. These were subsequently reviewed, edited and reformatted on June 6, 2017 for clarity and to correct inconsistencies and typographical errors. Some amendments and additional sections were likewise introduced and approved by the Academic Council on October 2, 2017. The Board of Trustees approved (Action 99) the Amended UGP Policies and Guidelines during its special meeting on November 25, 2017.

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1.0. INTRODUCTION

The Silliman University Graduate Programs are designed to develop mastery of students' chosen field within the Christian framework. Professionalism and incisive critical thinking find expression in mastery of specialized studies that students undertake, as well as in the qualifications of the faculty members involved. Critical and independent thinking are, therefore, required of all graduate students.

Students are not only challenged intellectually; they are continuously reminded that there are ideals to be acquired and lived by if true education is to be attained. The University Graduate Programs provide holistic training for more effective service in academic institutions, in private businesses, or government and non-government agencies.

Being vertically articulated, the operational concerns of the University Graduate Programs are with the Dean/Director of the College/School offering particular graduate programs while the administrative functions are with the Dean of the University Graduate Programs.

2.0. ADMISSION

Silliman University is committed to giving students the maximum education advantage; therefore, enrollment in the University Graduate Programs is selective. Only students who the Committee on Admission or the unit concerned considers competent to pursue a program of study are admitted.

2.01. Committee on Admissions

Every unit offering graduate programs must have a Committee on Admissions, which will evaluate and decide on the applicant's capability or suitability to take graduate studies. The committee may be composed of the following members:

1. Dean/Director of the College/School (or his/her representative) where the specific program is being offered
2. Graduate Program Coordinator of the unit or department concerned (or her/his representative)
3. A faculty member of the program

2.02. Qualification for Admission

1. Upon the assessment of the Committee on Admissions, applicants for the master's program must have a baccalaureate degree from an accredited college or university. For the doctorate program, the applicant must have a master's degree obtained from an accredited college or university. Applicants holding a non-thesis master's degree must enroll in a six unit-thesis writing course and produce a thesis, with an assigned adviser which shall be presented before the Oral Examination Committee, as requirement for final admission to the Ph.D. program that allows such applicants.
2. A College/School offering a master's degree program may require relevant undergraduate courses in the specific field of concentration as prerequisite for non-aligned baccalaureate degree holders as determined by the Committee on Admissions.
3. An applicant who does not meet the above mentioned requirements but who shows evidence of academic potential as determined by the Committee on Admissions may be allowed to enroll on a probationary status and may be admitted as a regular student after having taken a total of 12 units and having maintained the required grade point average of 3.0 for both master's and doctorate students.
4. A transferee who shall have presented the necessary transfer credentials may be admitted for a graduate degree program upon the recommendation of the department chair and approval by the Dean/Director of the College/School offering the program, provided that the transferee comes

from an accredited college or university and has obtained a grade point average of at least 3.0. He/She may be required to take additional academic units, either core or cognate courses, as recommended by the specific College/School offering the program.

5. An applicant must be proficient in English. A non-English speaking applicant shall be required of at least one semester of English orientation as determined by the results of the English proficiency exam taken before admission into program. The Committee on Admissions of the respective units with graduate programs is given the option to decide with regard to the English proficiency exam requirement.
6. To meet its needs, the College/School concerned may enjoy some degree of freedom to modify or add on the above mentioned requirements.

2.03. Admission Requirements for Master's and Doctorate Programs

1. Accomplished application forms for admission available at the Office of the Registrar and Admissions (ORA) and Office of the Dean of the University Graduate Programs
2. Two copies of official transcript of records and transfer credentials for transferees
3. Accomplished referee forms from two former professors (three recognized scholars/professors in the discipline, in the case of doctoral applicants) certifying the applicant's good character and capability to do graduate work in the field of specialization applied for
4. One passport size picture attached to the application form

2.04. Enrollment Procedure

The Filipino student applicant:

1. goes to the unit or department chosen to be enrolled in, takes the examination if required and submits the recommendation for admission and all pertinent documents to the Office of the Dean of the University Graduate Programs;
2. submits himself/herself to an interview with one or two major faculty members in the chosen discipline;
3. submits the unit's recommendation to the Dean/Director and Coordinator of the Graduate Program being applied for, and this recommendation (which is integrated in the Admission Form) determines, to a great extent, applicant's acceptance into the program;
4. submits himself/herself to another interview with the Dean/Director and Coordinator of the Graduate Program, if necessary; and
5. processes registration or enrollment after the approval of application shall have been sent to the Office of the Dean of the University Graduate Programs.

The foreign student applicant:

1. sends by e-mail as attachments or postal mail the photocopies of pertinent documents to the International Students Office that will facilitate their evaluation and processing through the concerned offices of the University;
2. waits the results of the review of the pertinent documents which the International Students Office endorses to the Dean of the University Graduate Programs for information, to the Dean and Coordinator of the Graduate Program being applied for by the students for evaluation of their qualifications based on the documents, and to the Vice President for Academic Affairs for endorsement;
3. receives a letter from the International Students Office about the result of the evaluation of their pertinent documents, either conditionally accepted or rejected;
4. submits the authenticated photocopies of pertinent documents to the Office of the Registrar and Admission, if conditionally accepted, for further verification when they personally come to enroll

and be interviewed by the Dean/Director and Coordinator of the Graduate Program being applied for; and

5. proceeds with the process of registration or enrollment after the approval of application shall have been sent to the Dean of the University Graduate Programs.

2.05. Classification of Students

1. Graduate students are classified as regular or special. Regular students, either full-time or part-time, are prospective candidates for the degree. Special students are those who are enrolled but for no graduate credit (e.g. cross-enrollee, audit).
2. Full-time students have a maximum course load of 12 units per semester while those with less than 12 units are classified as part-time students.

2.06. Transfer of Credits

No more than 12 units, excluding thesis or dissertation writing, may be transferred for credit from another college or university. Transfer of credits, however, is subject to the approval of the Graduate Program Coordinator, the Dean/Director of the College/School concerned, and the Dean of the University Graduate Programs.

2.07. Minimum Grade

No credit is allowed for course work with grade below 3.0 for both master's and doctorate students.

2.08. Time Allotment for Completion

1. A student who incurred an incomplete grade (INC) is allowed to complete the requirements of the course within one year after the final exam period. Failure to complete after one year will mean a "no grade" for the course.
2. Upon admission to the program, a master's candidate is given five years while a doctoral candidate is given seven years to finish his/her degree. Failure to comply with the requirements within the given period will mean re-enrolling the core courses and retaking the comprehensive examinations.
3. A student may apply in writing for a leave of absence to the Dean of the University Graduate Programs for approval through the Dean/Director of the College/School where he/she is enrolled in order to adjust the counting of the number of years to finish a degree.

2.09. Course Load

1. For a master's student, the regular course load for the first year is 12 units per semester and six to nine units for the first semester of the second year. After passing the comprehensive examinations, the student enrolls in a six-unit thesis writing course for the second semester.
2. For a doctorate student, the regular course load is 12 units per semester for the first two years. After passing the comprehensive examinations, the student enrolls in a 12-unit dissertation writing course starting the first semester of the third year.
3. A student may take six to nine units of courses during the summer term, both in the master's and doctorate programs, if the needed courses are being offered by the concerned College/School.

2.10. Scholarly Publications

A doctoral candidate must have at least one publication in a scholarly journal and one oral presentation in a graduate forum or in a national professional convention during the period of study.

3.0 OPERATION

The master's and doctorate programs follow the general rules and regulations provided by the University Graduate Programs in cooperation with the academic units concerned, and are subject to policies approved by the University Graduate Council. Students are responsible for ascertaining and following these general rules by referring to the printed graduate guidelines and procedures and the University Catalog.

3.01. Academic Adviser

Upon admission to the program, the student will be assigned an academic adviser who will guide him or her in the completion of the program of study.

3.02. Comprehensive Examinations

1. The student must pass sets of comprehensive examinations that should be taken before enrolment in thesis/dissertation writing. These are designed to evaluate the student's preparation to undertake independent and creative scholarship (See APPENDIX A for the application form).
2. In case the student is yet completing some incomplete courses after finishing coursework, the student has to enroll in "residency" in order to avail of library services and other facilities of the university.
3. To be eligible to take these comprehensive examinations, the student must fulfill the following:
 - a. All of the required course work (based on credits) must have been completed.
 - b. The mechanics of the administration (formation of examination committee, preparation of test questions and checking) of the comprehensive examination shall be determined by the department. Generally, however, these shall involve written responses to prepared questions, or in-class examinations given in two sets (one set for the core courses and another for cognate or related courses). Each set of examinations should be finished within four hours.
 - c. If the unit concerned gives take-home examinations, then these shall be completed in not more than forty-eight hours per set.
 - d. The possible outcome of all the examinations is either Pass or Fail (if the numerical grade is below 3.0 for both master's and doctorate programs). Those who fail shall be required to take another set of comprehensive examinations. The concerned unit keeps the written responses and evaluation for filing purposes.
 - e. Generally, comprehensive examinations are not given more than twice. If the student fails the second time, then he/she is required to re-enroll the course on audit and retake the failed examination.

3.03. Oral Examination

1. Preferably within six months after passing the comprehensive examinations, the student should submit to the College/School a full thesis/dissertation proposal to be presented before a convened panel in a colloquium. Upon the approval of the proposal by the unit concerned, the student is authorized to proceed with research work specified in the approved proposal. However, the student must enroll in thesis/dissertation writing every semester (i.e. residency) in order to avail of the services of a thesis/dissertation adviser and the use of library resources (See APPENDIX B for the form).
2. No approved thesis/dissertation proposal will be implemented until it has secured clearance from the University Research Ethics Committee and other necessary government permits for the conduct of the field research (See APPENDIX C).
3. Thesis and dissertation should follow a prescribed format (See APPENDICES D and E) unless dictated by disciplinary requirement where some modifications may be allowed.

4. Upon the acceptance of a thesis/dissertation proposal or report by the unit concerned, an oral examination shall be scheduled. There shall be 4-5 members and 5-6 members of the Oral Examination Committee for thesis and dissertation, respectively, and shall be composed of any of the following:
 - a. Dean of the University Graduate Programs
 - b. Dean/Director of College/School or Graduate Program Coordinator, whoever is available or necessary
 - c. Thesis/Dissertation adviser
 - d. Other two members for a master's degree and three for a doctorate degree (who may include those from outside the University) to be recommended by the Dean/Director of College/School or Graduate Program Coordinator
5. The members of the committee should be at least holders of the degree or related degree, and with thesis in the case of master's program, applied for by the student.
6. Upon the recommendation of the committee, the final oral defense may be scheduled. But if the committee finds minimal required revisions and the final oral defense unnecessary, a revised copy of the thesis/dissertation may be only circulated among the members of the panel for review including the matrix of comments and corrections with corresponding actions (See APPENDIX F for the form).
7. The committee assesses the student's performance in the oral defense and gives an averaged numerical grade. If the grade is below 3.0 for both master's and doctorate degrees, the student shall be furnished, in writing, the bases for evaluation and a statement specifying how the deficiencies may be removed within 14 business days after the oral defense. After the 14 business day's limit has lapsed and if the deficiencies have not been removed, then the student is deemed to have failed in the oral defense and needs to repeat the thesis/dissertation process.
8. After a student has completed the required course work, conducted a satisfactory oral defense, remedied any deficiencies (if necessary), and had his/her thesis/dissertation approved, a certification of the completion of all degree requirements shall be issued to the student.

3.04. Honoraria and Fees

1. Because of the responsibilities that go beyond the normal working load demanded from the members of the Comprehensive Examination Committee and the panelists in the oral examinations, the student shall be required to pay corresponding fees (See APPENDIX G).
2. The student has to pay the committee members every after scheduled oral examination, but in case another colloquium is scheduled, because major changes in the proposal are demanded or a new research topic is recommended, the student is required again to pay the panel members to compensate the amount of time spent in the review of the new proposal.

4.0. GRADUATE FELLOWSHIP

The granting of fellowship is determined based on the recommendation of the Dean/Director of the College/School offering graduate programs and relative to the qualifications of the applicant.

For one to qualify as a graduate fellow, he/she must comply with the general requirements as embodied in the application form of the University Graduate Programs and meet the following qualifications:

1. Teaching Fellowship for graduate students pursuing a Ph.D. program

- a. QPA of at least 3.0 or its equivalent in the previous course. Preference shall be given to applicants with Latin honors
- b. must pass a teaching demonstration

- c. carries a 12-unit load as a graduate student and 6-unit teaching load assignment
Note: A master's student may also avail of this but as assistant only of a regular teacher. However, there is no assurance that the teaching fellow will be taken in as a regular faculty after having finished his/her master's or doctorate degree.

2. Research Assistantship

- a. QPA of at least 3.0 or its equivalent in the previous course. Preference shall be given to applicants with Latin honors
- b. carries a 12-units load as a graduate student and 12 hours of research work per week

3. Clinical Teaching Fellowship

- a. QPA of at least 3.0 or its equivalent in the previous course. Preference shall be given to applicants with Latin honors
- b. must pass a teaching demonstration
- c. a 6-unit clinical exposure equivalent to 8 hours/week of clinical supervision of students at a specified clinical area.

Note: There is no assurance that a clinical teaching fellow will be taken in as regular faculty after having finished his/her master's or doctorate degree.

4. Benefits

- a. All graduate fellows are entitled to free tuition and miscellaneous and other fees.
- b. A monthly stipend of Php 1,500 is given to a graduate fellow except for the Clinical Teaching Fellow who will receive an additional of Php 500 for working more than 6 hours at a specified clinical area.

5. Terms of Engagement

- a. Granting of Teaching Fellowship is on a semestral basis so a new application is required if he/she desires to avail of the fellowship in the succeeding semester.
- b. Regranting of the fellowship is based primarily on the previous semester's minimum grade point average requirement and the unit's recommendation based on the evaluation of the graduate student in the work assignment at the end of the previous semester.

5.0. APPENDICES

Appendix A. Application for Comprehensive Examinations

**UNIVERSITY GRADUATE PROGRAMS
SILLIMAN UNIVERSITY
Dumaguete City**

APPLICATION FOR COMPREHENSIVE EXAMINATIONS

STUDENT INFORMATION			
Name	_____	_____	_____
	SURNAME	FIRST NAME	MIDDLE NAME
Telephone No.	_____	Email Address	_____
ACADEMIC INFORMATION			
Program	_____		
Unit/Department	_____		
College	_____		
PROPOSED DATE FOR COMPREHENSIVE EXAMINATIONS			
Requested Exam Duration* WEEKS	_____	<i>(*Must be approved by the Graduate Program Coordinator)</i>	
From	_____	To	_____
	Month Day		Month Day Year
CERTIFICATION FOR COMPREHENSIVE EXAMINATION			
<p>I certify that I examined the student's records from the University Graduate Programs Office and that he/she has complied with the requirements needed before taking comprehensive examinations. The exam duration and schedule proposed by the student is approved. The following will composed the panel of examiners, the field covered and date for a particular exam.</p>			
EXAMINER	COVERAGE	DATE	
<p style="text-align: center;">Signature of Program Coordinator _____</p> <p style="text-align: center;">Name Printed Date</p>			
APPROVAL OF DEAN OF UNIVERSITY GRADUATE PROGRAMS			
<p style="text-align: center;">Signature of Dean of Graduate Programs _____</p> <p style="text-align: center;">Printed Name Date</p>			
INSTRUCTIONS TO APPLICANTS			
<ul style="list-style-type: none"> ▪ This form must be accomplished in triplicate: Unit, University Graduate Programs Office (GPO) and student's copy. A summary of grades from the GPO (signed by the secretary) should be attached to each copy. ▪ Consult with the Program Coordinator regarding schedule, topics/coverage of each exam and the panel of examiners. ▪ Submit completed forms to the GPO at least one week before the scheduled date of examinations. Examiners will be informed after the approval of the Dean. 			

Appendix B. Application for Thesis and Dissertation Defense

**UNIVERSITY GRADUATE PROGRAMS
SILLIMAN UNIVERSITY
DUMAGUETE CITY**

APPLICATION FOR THESIS AND DISSERTATION DEFENSE

STUDENT INFORMATION	THESIS / DISSERTATION TITLE
Last Name _____ First Name _____ Middle Name _____ Telephone No. _____ Email Address _____	
ACADEMIC INFORMATION	
Program _____ Unit/Department _____ Stage: Please indicate with an X-mark: <input type="checkbox"/> Colloquium <input type="checkbox"/> Pre-oral Defense <input type="checkbox"/> Final Defense	PANEL COMPOSITION
	Place _____ Date of Defense _____ Chair _____ Member _____ Member _____ Member _____ Member _____
TERMS AND CONDITIONS	APPROVAL FOR DEFENSE
1. Only students who have completed all academic courses and passed all comprehensive examinations are allowed to present their thesis/dissertation proposal in a colloquium. 2. The student must be enrolled (3-6 units of thesis/6-12 units of dissertation) upon application for defense and submit payment for corresponding fees for adviser and panel members. <div style="border: 1px solid black; padding: 2px; text-align: center;">RESULT OF THE PROPOSAL DEFENSE</div> If a proposal requires major revisions, the panel may recommend the following before data gathering and writing the thesis/dissertation manuscript: (A) Circulation of the revised proposal to the panel members for their Individual approval, (B) Written approval of the revised proposal from the adviser, or (C) Repeat colloquium of the revised proposal before the panel members for their approval. <div style="border: 1px solid black; padding: 2px; text-align: center;">RESULT OF THE ORAL DEFENSE</div> Only students who have successfully completed their proposal defense and written the manuscript with the revision requirements are qualified to apply for Thesis/Dissertation pre-oral defense. In a pre-oral defense, the panel can recommend the following: (A) For major revisions, a Final Defense before the panel for their approval; (B) For minor revisions, circulation of the revised manuscript among the members for their individual approval. The panel will signify their satisfaction with the revised manuscript by signing the "Approval for Binding" form. Non-compliance with the panel's recommendations two semesters after the final defense, automatically means that the grade is converted to an "NG" (no grade), in which case the student has to restart the Thesis/Dissertation cycle.	<i>I certify that I have read my advisee's manuscript and have approved it for presentation to the above panel.</i> _____ Signature of Adviser Name _____ Date _____ <div style="border: 1px solid black; padding: 2px; text-align: center;">ENDORSEMENT FOR DEFENSE</div> _____ Signature of Program Coordinator Name _____ Date _____ _____ Signature of Dean of Univ. Graduate Programs Name _____ Date _____

STUDENT CONFORME	NOTES
<p><i>I have read and understood the "Terms and Conditions" in this form and agree to the same.</i></p>	<ul style="list-style-type: none"> • An electronic copy of this form is available. Fill out the form, print four copies sign each and circulate for approval. • Application should be filed after the panel has been identified and their availability for the given schedule been ensured. Number of panel members will differ among colleges/unit. • Please disseminate copies to your panel members at least one week before the scheduled defense.
<p>Signature of Student _____ Date _____</p>	

Appendix C. Checklist for Clearance Application to the University Research Ethics Committee

Two hard copies and a soft copy of the following:

1. Application form (template is available at the University Graduate Programs)
2. Photocopy of the receipt of payment from the Business and Finance
3. Approval of the Technical Panel of Reviewers (refer to Appendix E)
4. Letter of endorsement of thesis/dissertation adviser (template is available at the University Graduate Programs)
5. Research proposal which included the following:
 - a. Ethics approval from other institutions, if relevant
 - b. Research instruments such as questionnaires, interview guides, checklists or any data extraction forms to be used in the research in English with appropriate translated version in Pilipino, Cebuano or both.
 - c. Participant information leaflet in English and with appropriate translated version in Pilipino, Cebuano or both.
 - d. Informed consent form leaflet in English and with appropriate translated version in Pilipino, Cebuano or both with the principal investigator's contact information and contact number for any complaints.
6. Curriculum vitae of the graduate student

Appendix D. Suggested Format for Thesis and Dissertation Using Quantitative Research

<p>TITLE PAGE APPROVAL SHEET ACKNOWLEDGMENT ABSTRACT TABLE OF CONTENTS LIST OF TABLES AND FIGURES</p>
<p>CHAPTER I INTRODUCTION</p> <p>Background of the Study: describes the current state of the problem or issue investigated, rationale, and data gaps based on existing literature Statement of the Problem: provides the problem or issue per se and the general and specific research problems Hypotheses: states the tentative answers based on the specific problems Significance of the Study: describes the importance of the results of the study to individuals and institutions Scope and Limitations: indicates focus and limits of the study Definition of Terms: defines how the terms or variables are measured</p>
<p>CHAPTER II REVIEW OF RELATED LITERATURE AND THEORETICAL FRAMEWORK</p> <p>Related Literature: reviews both conceptual literature and related studies, synthesized into themes to provide bases for the research problems and hypotheses Theoretical Framework: discusses theory that guides the study that is more general and an abstraction Conceptual Framework: shows how specific variables interact or relate with each other and represented by a conceptual model</p>
<p>CHAPTER III METHODOLOGY</p> <p>Research Design: describes the manner the study was conducted Research Environment: describes the study site Respondents and Sampling Procedure: describes who answered, how many; how sampled Research Instrument: discusses the tools to gather data Data Collection Procedure: describes data gathering Data Analysis Procedure: describes data analysis and hypotheses testing Ethical Considerations: describes ethical issues and how these were addressed</p>
<p>CHAPTER IV PRESENTATION, ANALYSIS AND INTERPRETATION OF DATA</p>
<p>CHAPTER V SUMMARY, CONCLUSION AND RECOMMENDATIONS</p> <p>Summary: provides the highlights or salient findings Conclusion: answers the research questions Recommendations: describes what actions to take relative to the significance of the study mentioned in CHAPTER I and in accordance to the findings</p>
<p>REFERENCES</p>
<p>APPENDICES</p>

Note: The first three chapters comprised the thesis or dissertation proposal. Use font Times New Roman 12 and double-spaced. Page number should be at the bottom center.

Appendix E. Suggested Format for Thesis and Dissertation Using Qualitative Research

<p>TITLE PAGE APPROVAL SHEET ACKNOWLEDGMENT ABSTRACT TABLE OF CONTENTS LIST OF TABLES AND FIGURES</p>
<p>CHAPTER I INTRODUCTION</p> <p>Background of the Study: describes the current state of the problem or issue investigated, rationale, and data gaps based on existing literature Statement of the Problem: provides the problem or issue per se and the general and specific research problems Significance of the Study: describes the importance of the results of the study to individuals and institutions Scope and Limitations: indicates focus and limits of the study Definition of Terms: defines the terms or variables as to how it these are used in the study (if necessary)</p>
<p>CHAPTER II REVIEW OF RELATED LITERATURE</p>
<p>CHAPTER III METHODOLOGY</p> <p>Research Design: describes the manner the study was conducted Research Environment: describes the study site Participants of the Study: describes who answered, how many; how identified Research Instrument: discusses the tools to gather data Data Collection Procedure: describes data gathering Data Analysis Procedure: describes data analysis and interpretation Ethical Considerations: describes ethical issues and how these were addressed</p>
<p>CHAPTER IV THIS IS FOR THE FINDINGS AND THE ACTUAL CHAPTER TITLE AND SUBTITLES MAY REFLECT THE DATA AND ARRANGED ACCORDING TO THE RESEARCH PROBLEMS</p>
<p>CHAPTER V ANALYSIS, INTERPRETATION AND SYNTHESIS</p>
<p>CHAPTER VI SUMMARY, CONCLUSION AND RECOMMENDATIONS</p> <p>Summary: provides the highlights or salient findings Conclusion: answers the research questions Recommendations: describes what actions to take relative to the significance of the study mentioned in CHAPTER I and in accordance to the findings</p>
<p>REFERENCES</p>
<p>APPENDICES</p>

Note: It may be difficult to have a uniform format for qualitative thesis and dissertation because there are several types of qualitative research such as case study, ethnography, historical, phenomenology, and grounded theory. Nevertheless, the above format will serve as a guide but CHAPTERS I to III must be present because these comprised the proposal of the study. There may be titles of subsections that have to be integrated. Use font Times New Roman 12 and double-spaced. Page number should be at the bottom center.

Appendix F. Matrix of Comments and Suggestions with Corresponding Actions

**University Graduate Programs
SILLIMAN UNIVERSITY
Dumaguete City**

**COMMENTS AND SUGGESTIONS OF PANEL MEMBERS
WITH CORRESPONDING ACTIONS**

Name of Student: _____ **Degree Program:** _____
Title: _____

Comments and Suggestions	Actions*	Page	Remarks*

*Actions can either be modified, improved, inserted or deleted. Remarks can either be satisfactorily complied with, not complied with, or to be revised again.

Prepared and Submitted by: _____ Date: _____

Reviewed and Endorsed by:

Adviser _____	Date: _____
Panel Member _____	Date: _____
Panel Member _____	Date: _____
Panel Member _____	Date: _____
Panel Member _____	Date: _____

Approved by:

UGP Dean _____ Date: _____

Appendix G. Types and Amount of Fees for Comprehensive and Oral Examination

Types of Fees	Master's (Php)	Doctoral (Php)
A. Comprehensive Examination Fee per Subject	400	500
B. Professional Fees		
Adviser's Fee		
Colloquium	2,500	4,000
Pre-Orals	2,500	4,000
Final Defense	3,000	4,000
C. Oral Defense Fees for each Panel Member and Chairperson		
Colloquium	1,000	1,200
Pre-Orals	1,000	1,200
Final Defense	1,000	1,200

NOTES