



POLICIES, STANDARDS AND GUIDELINES

Admission Policies

1. In general, an applicant with a general weighted average not lower than 2.0 (87-89%) in the bachelor's program may be admitted to an M.A./M.S. program. An applicant with a general weighted average not lower than 1.75 (90-92%) in the master's program may be admitted to a Ph.D./Ed.D. program.
2. An applicant should have at least one year of relevant/ appropriate employment to qualify admission to any graduate program in the university. Certificate of Employment must be submitted to the Office of the School of Graduate Studies.
3. An applicant is accepted in a master's or doctorate program aligned to his/her undergraduate or master's program. Otherwise, he/she may be admitted to the desired program, provided s/he is willing to enter into an agreement that s/he is required to take 9 units bridging courses.
4. Other Institutional accomplished admission requirements must be personally submitted to the UNC Marketing Office during the application/enrolment period. Documents, such as Transcript of Records (TOR) and application forms submitted via electronic mails are not allowed.
5. Graduates of non-thesis track programs at the UNC School of Graduate Studies or any other universities who wish to pursue doctoral studies at UNC are required to enrol in six (6) units of bridging courses. After finishing the bridging courses, they need to write at least one (1) publishable research paper and are required to submit this paper in a reputable local or international journal/s before they are allowed to formally enrol in the doctoral program.
6. For purposes of crediting subjects completed in another university by a student who wishes to transfer to the UNC School of Graduate Studies, only nine (9) units for the master's program and twelve (12) units for the doctoral program shall be credited.
7. Transferees are required to submit to the Registrar's Office an honorable dismissal from the school in which they last enrolled.



Scholarship/Discounts

The following are the scholarship and Discount privileges for the Graduate School student:

1. 100% Free Tuition Fee for incoming freshmen with undergraduate Latin Honors.
2. 20% Tuition Fee Discount for DEPED Guidance Counselors and DEPED Principals
3. 10% Tuition Fee Discount for DEPED Teachers
4. 100% Free tuition Fee for students who earned 1.0 GWA in a particular semester.

Classification of Students/Course Load

1. Based on the results of the admission examination, a student is classified as regular or probationary, hence may be allowed or restricted to take a certain number of units using the following as basis:

Result of Examination	Status	Number of Allowed Units/Semester
High Pass	Regular	12 units
Pass	Regular	9 units
Low Pass	Probationary	6 units

2. A masteral or doctoral student in probationary status can change to regular status after earning 12 units with weighted average rating of not lower than 1.75.

Academic Terms/Schedule of Classes

1. There are three(3) terms in an academic year namely: Summer Semester (April-May), First Semester (June to October) and Second Semester (November-March)
2. The schedule of classes are scheduled on Saturdays and Sundays with the following regular schedule:

First Period	Second Period	Third Period	Fourth/Last Period
8:30am-11:30 am	11:30am-2:30 pm	2:30pm-5:30pm	5:30pm-8:30pm

3. A broken schedule of a subject may be allowed as approved, by the dean due to justifiable reasons.



Petitioned Classes

1. Courses/Subjects not offered in the current semester may be requested by a number of students constituting a regular class. A form for this purpose may be secured from the Graduate School Office.
2. It is encouraged, however, that the number of students be maximized to **twenty (20)**. Students petitioning for opening of such a class are given the opportunity to suggest a professor who will handle the course. However, a professor cannot handle petitioned courses more than twice if the same set of students is enrolled in the said petitioned courses.

Residency Requirements/On Penalty/Reactivation Courses

1. A student is ideally expected to finish his/her chosen program within the prescribed period stipulated in the curriculum. Hence, s/he is required to enrol regularly. If circumstances will not allow such, the M.A./M.S. student is given three (3) years and the Ph.D./Ed.D. student is given five (5) years to finish the program. Irregular students are required to submit to the office of the School of Graduate Studies the accomplished leave of Absence (LOA) Form dully approved by the Dean.
2. Students who overstayed beyond the maximum residency of three (3) years for MA/MS students; and five (5) years for PhD/Ed.D. students, are required to take penalty courses of three (3) units per year up to a maximum of five (5) years.

Year beyond residency	Penalty units
1 year	3 units
2 years	6 units
3 years	9 units
4 years	12 units
5 years	15 units

3. The penalty course unit requirements are taken over and above the regular requirements of the program. It is also suggested that the reactivation courses to be taken are related to the student’s thesis or dissertation topic. **The dean shall recommend the appropriate courses to be taken by the student.**
4. Returning students are required to undergo re-admission process. They are required to report to the Marketing Office for re-admission.



Grading System

1. The UNC School of Graduate Studies observes the following grading system:

1.00	99-100
1.25	96– 98
1.50	93-95
1.75	91-92
2.00	89-90
Below 1.75	Failed (for any doctoral degree)
Below 2.00	Failed (for any master’s degree)
DRP.	Dropped

2. The passing grade for each course enrolled in an M.A./M.S. program is 2.00, and 1.75 for each course enrolled in a doctoral program.
3. A grade of DROPPED is given to a student who filed a dropping form duly signed by the professor and submitted to the Registrar’s office on or before the scheduled Mid-term Examinations Non-compliance of this requisite gives the professor the discretion to give a student a grade of 5.0.
4. An affidavit of change of Grade by the faculty may be executed and submitted to the Registrar’s office substantiated by pertinent documents within one semester.

Disqualifications

The following are the type of students who are considered ~~debarred~~ disqualified from earning a degree program from UNC School of Graduate Studies:

1. A student who failed in three subjects (9 units) in the program
2. A student who was proven to have plagiarized any course output, course requirements or thesis/dissertation
3. A student who manifested grave, unethical and unprofessional behaviour towards his/her classmates, professors and/or school administrators.



On Classroom Policies

1. A faculty member must check student attendance, the manner of which is left to his/her discretion.
2. All electronic devices, such as mobile phones, must be switched off or put on mute mode during class hours, seminars, and the like.
3. On the first day of classes, besides the important reminders in the Graduate Student Handbook, the faculty member is expected to provide a copy of the course syllabus and explain the coverage of the course, its description, general/specific objectives, time distribution (54 hours/semester), requirements, and grading system.
4. Students must submit final course requirements on time, to allow faculty members to submit and post the grades, 10 days after the last day of final examinations. Otherwise, students may receive a failing grade.
5. For campus security reasons, all students should be out of campus by 9:00 p.m.

Dress Code

Students may come to school dressed according to their individual tastes but are required to adhere to the conventions of professional grooming and are discouraged from wearing clothes considered offensive to the sensibility of other members of the academic community. Hence, the prescribed attire is *smart casual*. Walking shorts, slippers, and miniskirts are prohibited.(check existing)

Comprehensive Examination

1. A two-day format comprehensive examination is given to students as a requirement for thesis writing which is scheduled every last week of October and Last week of May.
2. The Comprehensive examination is designed to test the student's
 - a. breadth and depth of student's competencies
 - b. ability to apply current findings and principles on one's field of specialization
 - c. command of written and/or oral communication;
 - d. and ability to synthesize ideas.



3. The Dean, head and faculty of each program must ensure that the examination is designed and conducted in a manner that not only demonstrates a mastery of the student’s dissertation topic but also demonstrates the student’s understanding and comprehension of general and discipline-specific material as well as the student’s independent and critical thinking ability.
4. The following shall be used in checking the comprehensive examinations:

Criteria		Advanced (3)	Intermediate (2)	Beginner (1)
I	Completeness and Breadth	Responses reveal a comprehensive level of knowledge of the topic at hand.	Responses reveal a satisfactory breadth of knowledge of the topic at hand.	Responses are brief and/or reveal a narrow level of knowledge of the topic at hand.
II	Accuracy and Depth	Responses demonstrate depth of knowledge and the ability to analyze and synthesize information.	Responses demonstrate depth of knowledge of the topic at hand.	Responses are inaccurate and/or superficial.
III	Logic and Organization	Responses are logical and easy to follow.	Responses contain all of the elements but take effort to follow.	Responses are poorly organized and difficult to follow.

4. A comprehensive Examination is given to students as a requirement for thesis writing which is scheduled every last week of October and Last week of May.
5. The following is the basis of the ratings given to a comprehensive examination :

Numerical Rating	Descriptive Rating
97-100	High Pass
93-96	Pass
89-92	Low Pass

6. As a policy, every examinee must have the following minimum rating in the different clusters:

Cluster	Minimum Rating Required
Basic	Low Pass
Major/Core	Pass



7. If a student fails in any course cluster on his/her third attempt, s/he must re-enrol the subject as an audit subject before be permitted to retake the comprehensive examination. o

Thesis/Dissertation Writing

1. A graduate student is allowed to start with the process of thesis/dissertation writing when:
 - a. S/he is enrolled in Research/Dissertation Seminar (for those enrolled in old curricula)/ Methods of Research (for those enrolled in new curricula);
 - b. S/he has a concept paper duly endorsed by her/his professor in research and approved by the dean.
 - c. S/he was able to finish writing a standard research proposal (i.e. Three chapter manuscript with Introduction, Review of Related Literature and Studies and Research Design and Methodology)
 - d. The Research proposal is endorsed by the research professor to the dean for Title Defense
2. The thesis/ dissertation committee shall be composed of a chairman and three (3) members for master's program/ four (4) members for doctoral program. The dean sits as a non-voting moderator of the proceedings. A panel secretary is also designated to take down the proceedings, finalize minutes and seek approval of the chairman and the Dean prior to providing the researcher a copy of the same.
3. After a successful title defense, the dean shall assign to him/her a thesis adviser who has the following functions:
 - a. Assists the researcher in the writing the thesis/dissertation
 - b. Endorses the completed/polished research for review and final defense
 - c. Helps the researcher prepare a journal version of the completed research paper
 - d. Helps the researcher to publish the completed research to a reputable/refereed journal
4. A student may choose his/her own adviser, provided that the latter has scholarly researches apart from his/her dissertation paper.
5. A thesis committee comprised of internal and/or external members shall evaluate the completed research paper guided by the following quality indicators.



Quality Indicators	
1.	Abstract contains a concise description of the study, a brief statement of the problem, exposition of methods and procedures, and a summary of findings, implications and recommendations.
2.	The Introduction section has a clear statement demonstrating that the focus of the study is on a significant problem that is worthy of study. It articulates the significance of the study to either a) knowledge generation, (b) professional application, and (c) positive social change.
3.	The nature/purpose of the study, specific research question, hypotheses, or research objectives are explicitly and clearly described in the texts and clearly represented in the conceptual paradigm.
4.	The review of related research and literature is extensive and includes comparisons/contrasts of different points of view or different research outcomes and the relationship of the study to previous research.
5.	The content of the review is drawn from acceptable peer-reviewed journals, sound academic journals, and other reliable print and non-print materials
6.	Accuracy, validity and reliability of the process by which the data were generated, gathered, recorded and analyzed are clearly evident.
7.	The findings build logically from the problem and the research design, and are presented in a manner that addresses the research questions. The paper is logically and comprehensively organized. Subheadings are used to identify the logic and movement of the paper, and transitions between chapters are smooth and coherent.
8.	The paper includes citations for the following: direct quotations, paraphrasing, facts, and references to research studies, does not have over-reliance on limited sources, and in-text citations are found in the reference list
9.	The writing is clear, precise, and avoids redundancy. Statements are specific and topical sentences are established for paragraphs. The flow of words is smooth and comprehensible. Bridges/Linkages are established between ideas.
10.	The thesis/dissertation follows a standard form, has a professional scholarly appearance and is written with correct grammar, punctuation, and spelling.

6. The chairman and members of the thesis/dissertation committee rate the paper separately using the following rating scale:



Scale	Definitions of Ratings for Thesis/Dissertation Quality Indicators
9-10	Approved with commendation, the level of scholarship is exceptional in this section of the quality indicators.
7-8	Acceptable as written, all crucial elements are included and included and adequately described.
5-6	Approved, although revisions are strongly suggested in one or more important component(s) that are of markedly lesser quality than the rest of the quality indicators.
3-4	Must be revised and resubmitted because one or more essential component(s) are not satisfactorily described.
1-2	Must be revised and resubmitted because one or more required element (s) are missing or previous requests for revision were ignored.

7. The ratings of the committee shall be averaged and shall have the following qualitative interpretations:

Scores	Interpretation
96-100	Excellent
91-95	Very Satisfactory
86-90	Satisfactory
81-85	Passed
80-Below	Failed

8. The average rating given to the researcher is the summation of the 60% of the grade given to him/her during the review defense and 40% of the grade given to him/her during the final defense.

9. A student who finished the final defense before December 15 shall be qualified for graduation. S/he shall make the necessary refinements of the manuscripts based from the final suggestions of the thesis committee and submit the same to the dean's office within 7 days (7) working days for editing purposes.

10. The manuscript shall be subjected to a three phase-editing process:



Phase	Description	Owner	Lead Time	Maximum Frequency
Phase 1	Content	Committee Chair	3 Days	2
		Dean	3 Days	2
Phase 2	Referencing/Format	Referencing Expert	2 Days	2
		Dean	2 Days	2
Phase 3	Grammar	Language Expert	2 Days	2
		Dean	2 Days	2

11. The Language and referencing editors are expected to issue certifications to attest to the authenticity of the thesis/dissertation.

12. After the editing process, the researcher must submit to the dean’s office the following 30 days before the schedule of graduation:
 1. Six (5) hardbound copies of the edited manuscripts of the research
 2. Hard and Soft copies of the Journal Type Version of the Paper
 3. Proof of Submission and/or acceptance to a reputable journal for possible publication or oral/poster presentation
 4. Softcopy (CD) of the entire manuscript (word and pdf files)

13. The Gray feather Award of Excellence (Gray Feather symbolizes Mastery and Wisdom) shall be awarded to a graduate who earned the highest combined average rating of the General Weighted Average (GWA) and Thesis/Dissertation. The graduate who got the highest GWA should have no grade lower than 1.50 for Masters and 1.25 for Doctorate.