



**GRADUATE
SCHOOL
CODE**

BOT Resolution No. 037, s. 2017





Republic of the Philippines

Mountain Province State Polytechnic College

OFFICE OF THE COLLEGE / BOARD SECRETARY

Bontoc, Mountain Province

AN EXCERPT FROM THE MINUTES OF THE 110TH REGULAR MEETING OF THE BOARD OF TRUSTEES HELD AT CHED CENTRAL OFFICE, C.P. GARCIA AVE., U.P. CAMPUS, DILIMAN, QUEZON CITY ON 07 JUNE 2017 AT 10:00 AM

Present:

Hon. LILIAN A. DE LAS LLAGAS

*Chair Designate, MPSPC Board of Trustees
Commission on Higher Education*

Hon. REXTON F. CHAKAS

*College President
Vice-Chair*

Hon. MILAGROS A. RIMANDO

Regional Director, NEDA-CAR

Hon. VICTOR B. MARIANO

Regional Director, DOST-CAR

Hon. LORENZO M. CARANGUIAN

Executive Regional Director, DA-CAR

Hon. EMILY ANN B. MARRERO

Faculty Trustee

Hon. GEMMA A. NGELANGEL

Private Sector Representative

Hon. BENEDICT P. ODSEY II

Private Sector Representative

RESOLUTION APPROVING THE REVISIONS TO THE GRADUATE SCHOOL CODE

Res. No. 037, s. 2017

APPROVING the revisions to the Graduate School Code, as proposed.

APPROVED

CERTIFIED TRUE AND CORRECT:

DERINE A. AGUID

College/ Board Secretary

PART I

GENERAL PROVISIONS

The Mountain Province State Polytechnic College (MPSPC) is a public institution established by virtue of Republic Act No. 7182.

The Mountain Province State Polytechnic College aims to “provide higher professional, technical and special instruction for special purposes and to promote research and extension services, advance studies and progressive leadership in agriculture, education, forestry, engineering, arts, sciences, humanities and other fields as may be relevant.” To carry out its objectives, the Polytechnic offers graduate and undergraduate courses in various fields of areas of specialization. It shall also offer ladderized curricular programs especially in the technological and industrial degree courses.

The Mountain Province State Polytechnic College enjoys academic freedom.

The powers of the Polytechnic in addition to those provided for in the Constitution of the Republic of the Philippines shall be those provided for by the Charter, pertinent provisions of the Corporation Law and the Administrative Code, and others as may hereafter be provided by law.

VISION STATEMENT

A preferred university of developmental culture and inclusive growth.

MISSION STATEMENT

It shall produce globally competitive leaders molded from a tradition of excellence in instruction, research, effective governance, sustainable entrepreneurship and an environment that assumes major responsibility in cultural vitality and well-being of the community.

MPSPC GOALS

- Goal 1.* Attain and sustain quality and excellence;
- Goal 2.* Promote relevance and responsiveness;
- Goal 3.* Broaden access and equity;
- Goal 4.* Enhance efficiency and effectiveness; and,
- Goal 5.* Develop harmony within the College, and with stakeholders and benefactors.

MAJOR THRUSTS

- H-** Hearty Approach to Management & Governance, & Transformational Leadership
- E-** Enriched Academic Programs
- R** - Relevant Student Services, Development, and Welfare Program
- I** - International and Local Linkages
- T** - Technology, Facilities, and Assets Enhancement Program
- A** - Aggressive Staff Development and Welfare Program
- G-** Gainful Resource Generation and Enterprise Development Program
- E** - Excellent Researches and Relevant Extension Programs

INTRODUCTION

THE GRADUATE SCHOOL

The Graduate School is the apex of the academic structure in any educational institution which awards advanced academic degrees.

Created by virtue of RA 7182, Mountain Province State Polytechnic College is the only institution of higher learning in the province that awards graduate degrees in various fields and interests. These advanced degrees are offered in order to make the College responsive to the needs of the various professionals it caters.

Brief History

The first Graduate School Program approved by the Board of Trustees was Master in Public Administration which was then very popular among government employees. In its 12 November 1992 meeting, the Governing Board, through Res. No. 39, s. 1992 approved the offering of Master in Public Administration. When Rexton F. Chakas was appointed as College/Board Secretary in March 1993, he was tasked to draw the curriculum for the program. The MPA curriculum was subsequently approved by the Board of Trustees on July 29, 1993 (Res. No. 28, s. 1993).

Through Res. No. 08, s. 1993 [16 March 1993], the Board of Trustees approved and established the MPSPC-University of Baguio Consortium to offer programs leading to Doctor of Education, Master of Arts in Education, and Master in Business Administration. Later the consortium was terminated and these programs were offered by MPSPC starting the first semester of SY 2000-2001 until the present. On 19 April 1994, the Governing Board, through Res. No. 12, s. 1994 approved the offering of Master of Arts and Master of Arts in Teaching (Major in English, Reading, Home Economics, and Filipino). In 2011, the Governing Board approved the offering of Master in Rural Development, major in Indigenous Education(BOT Resolution No. 27, s. 2011).

Vice President John KS Daoas was the First Dean of the Graduate School. He also served as the first coordinator of the UB-MPSPC consortium until March 1993.

In 1994, Dr. Virginia D. Akiate, designated as Graduate School Dean served as such from 1994 to March 2000. Dr. Gregorio M. de Los Santos was designated Dean of Graduate School from April 2000 to May 2005. Dr. Rexton F. Chakas followed and served as Dean of the Graduate School from 2005-2010, followed by Dr. Anita D. Ngoddo, Dr. Evangeline G. Aguilan, Dr. Allen A. Patingan, and Dr. Marcelino P. Gaqui, Jr.. In 2016, Dr. Johnny P. Cayabas, Jr. took over as the OIC Dean.

Mission

The mission of the Graduate School is to provide relevant graduate education to qualified individuals seeking advanced studies in the professional fields responsive to the development thrusts of the region and the country as a whole.

Objectives

A. Instruction

1. To strive for the accreditation of the different programs offered;
2. To provide a graduate school education responsive to the needs of the times;
3. To enhance the development of highly qualified faculty members in their specific areas of discipline;
4. To produce quality graduates who are able to do scholarly works; and
5. To establish and maintain highly functional support service responsive to the needs/demands of the first decade of the new millennium.

B. Research

1. To generate and implement research findings; and
2. To produce scholarly and publishable researches.

C. Extension

1. To undertake extension services that shall have impact on surrounding communities, immediate and beyond.

D. Production

1. To generate income for the various projects and needs of the Graduate School; and
2. To produce ready-made and readily-available lectures for the faculty and materials for the students and other interested persons.

The Graduate School (Art. 50)

Section 1. The Graduate School is a special program of the College offering advance studies to cater to the needs of the students for graduate and post-graduate education.

Section 2. The Graduate School shall be headed by a Dean.

Section 3. There shall be a Graduate School Council with the Dean as chairman and the faculty teaching in the Graduate School as members.

Section 4. The Graduate School Council shall deliberate and recommend any policies to be adopted by the Administrative Council.

Section 5. The Graduate School Council shall meet twice a semester or term and at such time as the Dean may deem necessary or upon the request of at least twenty percent (20%) of the Graduate School faculty.

Section 6. The Graduate School Council shall recommend to the Academic Council all candidates for graduation, which in turn will submit and recommend the same for conferment to the Board of Trustees.

Dean of the Graduate School (Art. 37)

Section 1. The Graduate School shall be headed by a dean who shall serve for a term of three (3) years without prejudice to re-designation (Sec. 1, Art. 35).

Section 2. The Dean of the Graduate School shall be designated by the College President upon recommendation of the Academic Council. The

designation shall take effect upon confirmation by the Board of Trustees.

Section 3. The Dean of the Graduate School shall be a holder of an appropriate Doctoral Degree with at least ten (10) years of Graduate School teaching including five (5) years of administrative duties.

Section 4. The Graduate School Dean shall:

- a. coordinate the implementation of Graduate Programs in the college;
- b. administer and supervise the program coordinators in the implementation of programs and projects;
- c. provide leadership in the preparation, implementation, development and evaluation of graduate curricular courses;
- d. coordinate with the various departments, the admission office and other appropriate offices in the admission, registration, transfer of credits, sequence of subject loads, scholarships, residence and advancement of students;
- e. decide on the implementation of approved policies on student admission, retention and promotion;
- f. assist the Vice President for Academic Affairs in planning programs relevant to Graduate School concerns;
- g. initiate activities and programs geared towards faculty development/benefits;
- h. disseminate research outputs;
- i. refer graduate student-applicants to their appropriate department for evaluation and admission to the program;
- j. communicate with student-applicants on the status of their applications for admission;
- k. serve as faculty member of the department where his/her educational preparation is appropriate; and
- l. perform other functions and related work as directed by higher authorities.

Graduate Program Coordinators

Section 1. The Graduate Program Coordinator – Tadian Campus shall:

- a. coordinate with the Graduate School Dean on matters relative to graduate school concerns;
- b. assist the Graduate School Dean and Registrar in determining new student/transferee credentials; and
- c. perform other functions as may be assigned by higher authorities.

Section 2. The Graduate Program Coordinator –MA Ed/Ed.D Programs shall:

- a. assist the Graduate School Dean in the review of the curricula and updating of syllabi for the MA Ed and Ed. D. programs;
- b. facilitate linkages with other departments in the campuses and/or other agencies/institutions relative to MA Ed./Ed.D. program concerns;
- c. assist the Graduate School Dean in the enhancement of the Graduate School Code, and its implementation thereof;
- d. assist the Graduate School Dean and Registrar in determining new student/transferee credentials; and
- e. perform other functions as may be assigned by higher authorities.

The Graduate Program Coordinator – MBA/MPA Programs shall:

- a. assist the Graduate School Dean in the review of the curricula and

- b. updating of syllabi for the MPA and MBA programs;
- b. facilitate linkages with other departments in the campuses and/or other agencies/institutions relative to MPA and MBA program concerns;
- c. assist the Graduate School Dean in the enhancement of the Graduate School Code and its implementation thereof;
- d. assist the Graduate School Dean and Registrar in determining new student/transferee credentials; and
- e. perform other functions as may be assigned by higher authorities.

Theme

All activities of the Graduate School shall be guided by its over-arching theme, **“e-LAMP 4RD”** which stands for **Enriching Leadership, Administrative, and Managerial Proficiency for Rural Development**.

The theme encapsulates the concept of the Graduate School as a prime education center in the Cordillera, which is to produce leaders in the fields of education, business, public governance, and technology, for rural development. The enrichment of leadership, administrative, and managerial proficiencies of businessmen, teachers and educators, political leaders is imperative if only to propel rural development in the Philippines. That is the goal of this theme.

The number **4** represents the four [4] functions of any institution of higher learning: instruction, production, extension, and research. The theme **e-LAMP 4RD** shall still be the theme of these four-fold functions.

If the goal of enrichment will be achieved, then there is enlightenment in the rural areas. Enlightenment results to empowerment, and empowerment results to development.

PROGRAMS

1. The Supervisory and Monitoring Program

Supervision means overseeing the subordinates or colleagues at work. It involves face-to-face contact between the supervisor and those under him. The aim of supervision is to insure that those being supervised work properly and efficiently. The supervision of the Graduate School faculty is necessary to indirect the activities towards the achievement of objectives and to correct them once they veer away from the courses of action which were previously planned to bring about the efficient and productive operation of the Graduate School. Monitoring refers to the ways and means by which the Graduate School checks and insures that the work assigned are done with utmost effectiveness and efficiency.

2. The Library Development Program

Libraries are not about books. They are about knowledge. During these times of turbulence of movements and breakthroughs, technology plays a key role in the core mission of the library to educate, to inspire, and to entertain.

In our knowledge-driven economy, books are being de-emphasized. More and more content is transferred to, or created in, the digital realm. This being the case, libraries need to be careful that their position in the knowledge supply chain does not get disintegrated.

The Philippines' century-old National Library has received recognition for

the progress it made in digitizing the country's bibliographic heritage and link up to the information superhighway. Furthermore, a number of Philippine Government agencies have collaborated since 2003 to bring online 800,000 bibliographic records consisting of more than 25 million pages of local and international materials.

As of now, there are 385 titles in the Graduate School Library, spread over 640 volumes. It has 117 titles of journals spread over 203 volumes dealing with various subjects and courses offered in the Graduate School. Moreover, the GS Library houses 632 titles of theses and dissertations spread over 1,089 copies, which include copies of those from Saint Louis University, Baguio Central University, University of the Cordilleras, and University of Baguio. The Library also has daily newspapers—Philippine Daily Inquirer, Manila Bulletin, and The Philippine Star.

If the Graduate School Library is to be relevant and be able to facilitate the enrichment of leadership, administrative, and managerial proficiencies of those enrolled and those who would like to avail of the services of the Graduate School, the library should be upgraded.

It is high time that the College start envisioning the computerization of its library system. This project, however, will be slated in the future since there are moves to put the undergraduate and graduate libraries into one system. Meanwhile, the Graduate School shall start preparations recommendations on the computerization of the Graduate School Library.

The Library Development Program, therefore, is composed of three activities/projects: [1] the Purchase of Requested Books, [2] the Subscription to at least one professional journal a year; and, [3] e-Library Project.

3. The Related Facilities Development Program

Business, education, and even public governance have been affected by the new developments in the information and communication technologies that have swept virtually the whole world. No agency administrator can escape its effects. No student can get away from its clutches.

These technologies have enhanced the effectiveness and efficiencies of workplaces and organizations. These technologies afforded organizations to collect information, process them, and put them into good use. Lecturers and teachers have used these technologies to boost their effectiveness in the transfer of knowledge and skills. Modern technologies and facilities have multiplied greatly the abilities of governments and policymakers to enact policies and laws due to readily available information and data.

The Graduate School is the apex of the only institution of tertiary education in Mountain Province. In the Graduate School, the faculty and students discuss the recent breakthroughs and developments as far as hard and soft technologies are concerned and how these could be used to enhance and improve the workplace and improve the lives of the community people.

If the Graduate School were to project a good image to the outside world, the facilities being used have to be upgraded. If the Graduate School were to produce leaders in the educational, business and entrepreneurship, and public governance sectors, then the information and communication technology skills of the students should be honed. Before the desired effect could be achieved, the faculty of the Graduate School must themselves be literate and skilled in the use

of the recent technologies.

The Graduate School then should not be left behind as far as recent technology is concerned. The Graduate School should acquire a distinction of becoming a leader in the diffusion of technologies. As a school which aims to be a partner in rural development, the College should harbor the latest and the best technologies so that it could get the confidence, not only of the students and the communities, but also the targets of extension efforts.

The Graduate School is an information-intensive organization where large amounts of information are required to help students acquire more skills and relevant knowledge. The information must be stored, protected, and made available when access is required. The ICT Development Program of the Graduate School was therefore, established.

The Graduate School then should be made to showcase the strides the College has taken as far as communication and information technologies are concerned. This is more so because the Graduate School is conducting seminars and trainings on the development of skills and the application of technologies.

4. The Graduate Student Services and Activities Development Program

The Student Services and Activities Development Program [SSADP] is responsible for co-curricular life. Its programs and policies are founded on the belief that life outside the classroom influences a student's growth and development as much as the academic experience. The process of self-governance in the Graduate School Student Government encourages students to plan their activities, show their brand of leadership and creativity, to a certain extent resolve conflicts and to learn how to live effectively as a community. The SSADP is comprised of diverse activities, but all support the idea that education is a process of intellectual and social growth and change.

The SSADP was established by the MPSPC Graduate School to promote the academic and professional development of its graduate students. The Program also offers seminars and workshops aimed at strengthening academic skills, developing teaching and leading abilities, supporting completion of theses and dissertations, developing presentation skills for professional conferences, and résumé preparation, among others. Any currently enrolled Graduate School student may enroll in these programs at low costs.

The Student Services and Activities Development Program is in answer to some of the needs of the Graduate Students. The components of these program shall look into their health and the honing of their organizational and leadership skills.

The components of the Student Services and Activities Development Program are the following:

Medical and Dental Services. This provides services in the form of consultations, blood pressure reading, laboratory work-ups, issuance of referrals and medical certificates, and dental services to students of the Graduate School;

Student Organization. It is a recognition of the right of the students to form organizations and establish among them a long-lasting partnership in all efforts pursued by the Graduate School;

Student Publication. This is in support for the quest for educational excellence particularly in the improvement of instruction, promotion of research

and involvement in meaningful activities;

MPSPC-GS is committed to the development of students. It is committed to seeing to it that their needs are met through the Student Services and Activities Development Program. It is committed to the improvement and enrichment of leadership, managerial and administrative skills of students, which are needed for community development.

Graduate School Research Journal. This is a professional journal which aims to provide a venue for the publication of academic researches on the fields of education, public and business administration. It further aims to feature articles with relevance to socio-cultural, economic and environmental issues especially those affecting and contributing to rural development. This professional journal is issued every semester.

5. The Curriculum and Syllabi for Excellence Program

Any Graduate School would not want to remain stagnant, and in the end, to become irrelevant. It has to review its academic programs to enable it to offer competitive training and education. It will not afford to be impervious to the radical changes and movements in its environment. During these times when the traditional academic programs, curricula, and methods of teaching are being breached and defied, the Graduate Schools has to take a lead in its role of trailblazing for alternative modes of programs, curricula, and methods of teaching and learning. This Program enables one to anticipate changes and challenges which professionals face, to take account of advances in education, public governance, technology, and business, and to tackle the aspects of the current curriculum which must be improved.

At MPSPC-GS, aspires to enable GS students to develop their capacities as successful learners, confident individuals, responsible citizens and effective contributors to society. The Curriculum and Syllabi for Excellence Program challenges the faculty and administration to achieve this aim. It seeks to establish clear values, purposes and principles for the students.

The Program enables the Graduate School to be fully in harmony with the College Priorities, including that of the national and provincial governments, and will provide an important impetus to achieving the vision for professionals, that they be valued by nurtured, achieving, healthy, active, respected and responsible citizens. This program of the Graduate School was explore the possibility of offering or opening more academic programs relevant to the needs of the students and relative to the thrust of government. The offering of Master of Science in Criminal Justice and Doctor of Education Major in Management are very relevant to the needs of the students. The application for the first had been submitted to the Commission on Higher Education. The application for the second is yet to be submitted.

6. Policy and Procedures Review Program

Policies are courses of action, actual or perceived. Policies provide the framework within which particular and specific decisions are made. In certain ways, these are more than an aggregation of particular decisions, a cumulative result of incremental choices and actions. Policies and procedures are used by leaders to steer their organizations to their desired directions and destinations.

No policy is perfect. No policy almost remains the same with the passage

of time. A policy has to be altered to fit circumstances, new thrusts, and developments. It has to be changed to be relevant to emergent technologies and trends. If the policies and systems are irrelevant, they will not be workable. If the current policies and systems do not jibe with the directions, thrusts, and even the environment, the Graduate School might become a thing of the past.

The Graduate School Code must be revisited to make it reflective of the thrusts of the new College President, the new state of affairs in the Graduate School, and the new thrusts in the Graduate School.

There are still policies and protocols that have to be drafted for the Graduate School, and eventually be approved by the Governing Board. One of these is the Research Manual for graduate students, which shall contain, among other things, the criteria for grading proposals for theses and dissertations.

7. The Research Program

Any Graduate School is expected to generate research findings that would add to existing body of knowledge. One of the most formidable parameters in judging the excellence of an institution is the research works it has produced and will produce in the years to come. The MPSPC Graduate School shall engage in research works on the areas of business and entrepreneurship, basic and higher education, community services and public governance, and other research agenda, which could be used to develop the lives of rural communities. The abstracts of all these researches made by the students and the faculty shall be made accessible to the public through their inclusion in the Graduate School Professional Journal. Minor research works which aim to determine existing sentiments and practices will see publication in the quarterly issues of the MPSPC-Graduate School newsletter.

The Graduate School Research Program is made up of several projects and activities designed to strengthen the research services of the Graduate School, as well as that of the College. It is also designed to address the following concerns which are in consonance with the thrusts of the College President, as well as the thrusts of the **e-LAMP 4RD** of the Graduate School.

The Graduate School views research as a person's tool for inquiry not only for generating new knowledge and processes but also, and more importantly, for maximizing the student's potential to discover relationships that can bring about change. The conduct of research in the Graduate School is to be guided by quality and excellence as measured by national and international standards, relevance and responsiveness to the development needs of the students, the College, and the communities, both at the pre-service and in-service levels and the spirit of sharing and collaboration by all concerned in the process.

Team researches shall be encouraged among the faculty and even among students. It is expected that the Graduate School shall submit at least two [2] research proposals each year. It is also expected that these two proposals will start with each of the academic years they have been proposed. These researches may be on student services, curricular offerings, problems in graduate studies, and those which are relevant to community or rural development.

8. The Extension Program

For any institution of higher learning which claims to be the repository of

information, knowledge, and skills, the extension program is the vehicle to enlarge the community of that organization. It is the avenue by which colleges and universities extend their services to other segments of society outside of the institutional community. It is one of the most viable ways by which institutions of higher learning could do their part in bringing about development to communities and other individuals other than students.

As Philippine colleges and universities slowly but steadily realize the growing importance of extension in providing a practical aspect to theories, they must continue to explore new areas of service as much as find ways on how to sustain the program and utilize it to the fullest towards the end of providing a holistic perspective of education. It has only been recently that educational institutions have taken a genuinely serious look into the need to touch base with communities and evolve a framework of partnership for development.

The inclusion of extension as a basic mandate of state-run institutions like the Mountain Province State Polytechnic College is a recognition of its role in concretizing the relation between education and society. For the Graduate School, in particular, the Graduate School Extension Program is confirmation of the accepted means of establishing a community-based program to realize educational relevance. It is beyond a mission of effecting change but a vision of realizing a better society where people can have wider opportunities to participate in the local, regional and national development agenda.

The Graduate School finds it inherent in its mandates to continually explore new avenues towards the enhancement of human potentials. The goal, however, can only come about within the context of a changing social and economic environment.

To balance the academic stream of the Graduate School, the extension program shall aggressively pursue the crafting and development of an extension program that is aimed not only to launch community-based projects but also to transfer the skills and information the Graduate School has.

While the College maintains its Extension Services Unit that is largely involved in both in- and off-campus skills training programs, the Graduate School aims to cater to professionals, harness and enrich their leadership, managerial, and administrative skills for the development of their respective communities.

9. The Publications Program

Information has a key role in decision making. Anytime a manager or head of an agency wishes to make a decision about anything, he or she needs information. Financial information is the technical information necessary to make major purchase decisions. Information on new recruitment policies and laws enacted by the government and other competent authority is important in making decisions on recruitment and hiring. Vital information then has to be published, shared, and disseminated to all parts of an organization to make those in the organization cognizant of what is happening within.

The plethora of activities and programs going on at the Mountain Province State Polytechnic College shows the existence of a vibrant academic community. Since the College President took over the reins of the College on July 26, 2014, there has been a flurry of activities, ranging from curriculum mapping, planning, re-writing and clarification of rules and policies, the straightening out of the

D. COURSE WORK REQUIRED

1. Master's level

- a. A minimum of thirty nine (39) units is required which includes three units for Seminar in Thesis Writing and Thesis equivalent to six (6) units.
- b. At least fifteen (15) units of the major subjects, nine (9) units of the core subjects and six (6) units for cognate.
- c. Statistics, Philosophy of Education and Methods of Research are required subjects for all courses.

2. Doctor's Degree

- a. A Minimum of sixty-three (63) units is required which includes three (3) units of Seminar in Dissertation writing nine (9) units of Dissertation writing and reports.
- b. At least twenty-four (24) units of major subjects, eighteen (18) units for core subjects and nine (9) units for cognate.
- c. Additional twelve (12) units is required for the non- MASE, MATE and MA Ed entering into the Ed.D. program.

E. COMPREHENSIVE EXAMINATION

Comprehensive examination is given to a student to test his/her ability to synthesize all the theories he/she has learned and apply such in real life situations and his/her ability to conduct a research.

This is a pre-requisite for enrolling Thesis Writing 1 and Dissertation Writing 1.

1. A student to qualify for comprehensive examination must have finished 30 academic units provided in the curriculum for Master's program and 51 academic units for Doctoral degree program. A student who has finished 27 units (for Master's program)/ 48 units (for Doctoral program) may apply for comprehensive examination provided he/she has finished the required core subjects.
2. To take the comprehensive examination, the student accomplishes GS Form 1 (Application for Comprehensive Exam) as prepared and certified by the Registrar's Office.
3. The students shall be rated in five aspects during the comprehensive examination: knowledge in the theories and constructs of the field of specialization, ability to synthesize theories and constructs with current practice of field of specialization, readiness to undertake a research work, communication skills, and deportment. The panel members shall place their rating on GS Form 002 (Rating Sheet for Comprehensive Examinations). The final rating of the student shall be the average grade given by all the panel members. This shall be reflected in GS Form 005 (Summary of Ratings for Comprehensive Exam, Proposal and Final Oral Defense).
4. There will be four members of the panel for the comprehensive exams: three members from the academic program. The student is enrolled in and the dean of the Graduate School as Chair. The panel shall be composed in

consultation with the students. The members of the panel shall be notified in writing about the conduct of the comprehensive examination by the Graduate School.

5. All students both in doctorate and master's degree are required to take the Comprehensive Examination.

- a. The examination is oral but written examination shall be given in case the committee finds it necessary for the student's reinforcement.
- b. The written examination is scheduled and three examiners compose the panel exclusive of the Chairman for masters and four for doctor's degree exclusive of the Chairman. The examinee pays the honorarium of each member. The panel prepares the questions.
- c. Written examination shall be administered if the student fails in the oral examination. Members of the panel in the comprehensive examination should preferably be the former professors of the student or any of the professors teaching the subjects. If the student fails in the written examination, the student shall be required to take refresher courses on the subjects he/she gained the lowest rating.
- d. If the student fails in the re-examination, he/she will be required to take refresher courses. All courses taken by the student, however will be given credits; a certification to that effect will be issued.

F. THESIS WRITING/DISSERTATION WRITING 1

1. Thesis writing 1 is a three-unit subject enrolled by the student upon completion of the 30-academic units as provided by the curriculum for Master's degree program and 51 units as provided by the curriculum for the doctoral program and comprehensive examinations.
2. With the guidance of the Thesis Writing 1/Dissertation Writing 1 professor, the student reviews the research process as well as the form and style of the thesis/dissertation. The TW1/DW1 professor, in consultation with the adviser, will also guide the student to come up with the desired research problem.
3. When the student is ready with his/her research problem, the TW1/DW1 professor will give the go signal for the student to present his problem to a panel during his/her TITLE DEFENSE. The members of the panel shall include the TW1/DW1 professor, a proposed adviser and three other members for a master's student and four other members for a doctoral student. The panel shall be chaired by the dean of the Graduate School. The office shall notify the members of the panel in writing of the date of the title defense.
4. The student shall present the following during the title defense:
 - a. Review of Related Literature emphasizing the Research Gap
 - b. Proposed Title and Statement of the Problem
 - c. Conceptual Framework including the Paradigm of the Study
 - d. Reference List
5. The student, after the title defense shall inform the panel of his/her proposed adviser, recommended by the members of the panel and approved by the Graduate School Dean. These shall be placed in the GS Form 003 (Title Defense Form), signed by the TW1/DW1 professor, panel members and the Chair. In the event that in the course of preparing the proposal, the student decides to change title/problem, he/she will again undergo title defense.
6. After the proposed title and problem are finalized, the student works with

- his/her adviser and in consultation with the TW1/DW1 professor for his/her thesis/dissertation proposal.
7. If the adviser deems the student's proposal is ready for presentation, the adviser certifies to the readiness of such for presentation as indicated in the approval sheet of the proposal.
 8. The student then applies for proposal defense in the Graduate School. Copies of the proposal together with the written notice of the proposal defense should be given to the members of the panel at least five (5) days before the proposed date of the defense. The members of the panel during the proposal defense will be the same panel who sat during the title defense. The TW1/DW1 professor will be required to sit during the proposal defense.
 9. During the proposal defense, the student shall present the first two chapters of the thesis/dissertation. The panel shall evaluate the feasibility and relevance of the proposal. They will use GS form 004 (Rating Sheet for Proposal/Final Oral Defense) to rate oral presentation and interrogation and the research manuscript. The average grade obtained from the members of the panel during the proposal defense shall be entered as the grade of the student for Thesis Writing 1/Dissertation Writing 1. The average grade shall be reflected in GS Form 005 (Summary of Ratings for Comprehensive Examination, Proposal and Final Oral Defense).
 10. The thesis/dissertation adviser shall serve as the secretary during the proposal defense to take note of all the suggestions and comments of the panel. The suggestions and comments of the panel should be reflected on the GS Form 006 (Summary of Suggestions, Comments and Recommendations) duly certified by the members of the panel.
 11. After the proposal defense, the student is given two weeks to incorporate in the manuscript the suggestions of the panel. He/She then submits the final proposal manuscript to the panel for approval. Attached in the final approved proposal is the GS Form 006 which shall serve as the basis of the panel in approving the proposal. The approved proposal, if not conducted within a year, shall be submitted again for examination by the panel to consider timeliness and relevance of the research. Should the research be found irrelevant and untimely, upon the recommendation of the panel and approval of the Dean, the student shall submit again another study to follow the same process.
 12. The student should be enrolled in TW1/DW1 during the semester he/she is going to defend his/her proposal. In case, he/she would not be able to defend his proposal during the time he/she was enrolled, he/she will be given one (1) semester to defend without having to enroll again. After the one-semester leeway, he/she has to enroll TW1/DW1 again, paying all the required fees, before he/she can defend the proposal.
 13. After the final proposal is approved, the student conducts the study and writes the research manuscript. He/she will do this in consultation with his/her adviser.

G. FINAL ORAL DEFENSE

1. The final oral is an opportunity for the student to present and defend the results of his study. This is conducted during the semester which the

student has enrolled in either TW2 or DW2.

2. When the student is ready to present his/her findings, the adviser certifies the readiness of the study for presentation by signing the approval sheet of the thesis/dissertation. The student then makes arrangement with the Graduate School Office for the scheduling of the final oral defense. The research manuscript together with the written notice of the oral defense shall be given to the panel members at least five (5) days before the proposed date of final oral defense.
3. During the final oral defense, the student will present the whole research highlighting the research findings, conclusions and recommendations. The thesis/dissertation adviser shall serve as the secretary during the final defense to take note of all the suggestions and comments of the panel. The student may assign a secretary to take note of the proceedings of the defense. The suggestions and comments of the panel should be reflected on the GS Form 006 (Summary of Suggestions, Comments and Recommendations) duly certified by the members of the panel.
4. In cases where a member of the panel is not available during the defense, the Dean assigns a qualified examiner to take place of the absent panel member.
5. The decision of the examination panel is final and executory. However, in some instances where a student wishes to make an appeal against the outcome of the thesis examination made by the examining committee, the student submits to the Dean a letter of request indicating his/her reasons of appeal. The Dean convenes the panel and decides based on the merit of the request.
6. A request can only be made on the grounds that the procedures adopted in arriving at a decision breached a College Regulation or ethical considerations.
7. After the manuscript has been proofread, the approval sheet will be signed.
8. Once the approval sheet has been signed by the panel, the student submits this to the Graduate School which in turn endorses to the Office of the President for acceptance and signature.
9. The Office of the President is given 15 working days to act on the manuscript. After 15 days, the manuscript shall be given back to the student for reproduction of the manuscript. The research work is deemed accepted and for reproduction if the Office of the President fails to act on it after 15 working days of its submission to the Office of the President.
10. Once the Office of the President has acted on the manuscript, the go signal for reproduction is given, the student then reproduces eight (8) copies of the manuscript.
11. The policy of NO BOOK, NO GRADUATION will strictly be followed. Moreover, the student will not be able to obtain his/her Official Transcript of records if he/she has not submitted the reproduced and signed copies of the research.

H. THESIS/DISSERTATION REQUIREMENTS

1. The Thesis/Dissertation Proposal

- a. All enrollees in Thesis /Dissertation seminar shall defend their research

- topics or titles before a review committee. The approved topic or title shall be worked on by the candidate.
- b. The professor in the seminar in Thesis /Dissertation Writing shall guide the students in the preparation of their proposals.
- c. When proposal is ready and with the recommendation of the seminar professor, the student shall apply for research proposal defense at the Graduate School Office ten (10) working days before the intended date of examination. Copies of the proposal should be given 15 working days to each of the panel members to give them ample time to read the paper.
- d. One (1) copy of the revised and approved proposal shall be submitted by the student to the Graduate School Office within 2 weeks after the defense to facilitate the release of his/her final grade in Thesis 1.

2. Thesis/Dissertation Defense and Final Examination

- a. With the recommendation of the adviser, the student must apply for thesis /dissertation defense at the Graduate School Office ten (10) working days before the intended date of examination.
- b. A final or oral examination is given when the student has finished a presentable manuscript as determined by the Examination Committee and the Graduate School Dean.
- c. The student shall be given an oral examination on the thesis /dissertation by the Examination Committee. There are three members plus the chairman in a dissertation defense. The Graduate School Dean acts as the chairman of the examining committee whenever he is not the adviser.
- d. The members of the examination committee shall individually rate the candidate. The average rating will be declared as the final part of the academic exercise and be indicated in the Official Transcript of Records of the student.
- e. A re-examination may be given if the result of the oral examination is not satisfactory.
- f. The student must be enrolled in thesis /dissertation writing during the term in which the final oral examination is to be administered.
- g. No final oral examination shall be administered within one (1) month/30 working days before graduation.
- h. The student is allowed to join the graduation ceremony only if he/she passes his examination and upon satisfying all requirements for graduation. **NO BOOK NO GRADUATION POLICY** shall strictly be adopted.
- i. All theses /dissertations are given to a qualified editor for final editing before it will be printed in book form. The name of the editor is included in the Acknowledgment.
- j. All printed books should be in the hands of the College President at least 20 working days before graduation.
- k. The honoraria of the adviser and chairman will only be completely paid after the signing of the President.

3. Book Submission

- a. The student must follow the thesis /dissertation form and style prescribed by the MPSPC Graduate School.
- b. The student must submit eight (8) copies book-bound thesis/dissertation manuscript before the scheduled graduation day. The adviser is equally responsible with the student on the submission of the books within prescribed period.
- c. A soft copy of the research is also required among students. This shall be used for the research journal of the college. The student is tasked to prepare a 10-page research article out of the thesis/dissertation following the abstracted form as issued by the RD Unit of MPSPC.
- d. No student is allowed to receive a grade on thesis/dissertation without the approved and prescribed form and style.
- e. In the event that an adviser has left for abroad or is on leave for several months, has transferred, or is separated from the service after the oral defense, the members of the Examination Committee shall endorse the manuscript for final form after further evaluation and all suggestions are correctly incorporated.

I. TRANSFER CREDENTIALS

1. Honorable Dismissal

- a. Honorable dismissal is a voluntary withdrawal from the Mountain Province State Polytechnic College with the consent of the Graduate School Office.
- b. A graduate student may request for honorable dismissal from the Registrar's Office.

2. Transcript of Records

Transcript of Records is obtained from the Registrar's Office of the College by the Graduate School student provided he/she is cleared of all student's obligations.

J. REFUND OF SCHOOL FEES

A student who has paid tuition and other fees, except for entrance and matriculation fees upon withdrawal or honorable dismissal may be entitled to refund in accordance with the following schedule.

1. Within one (1) week from the opening class - 75
2. Within the 2nd, 3rd or 4th week - 50%
3. After the 4th week - no refund

Delinquency on Payment of School Fees

1. Students are expected to pay 50% of school fees upon enrolment, 30% during the midterm examination, and 20% during the final examination.
2. Students who have not completely paid their accounts are not allowed

to take the final examinations. They can take special examinations when accounts are settled.

3. For every special examination in a particular subject, a student is required to pay Php 150.00 with Php 50.00 going to the faculty member concerned.

K. POLICY INITIATIVES, NEW DIRECTIONS AND GUIDELINES

1. On Faculty

To be in the faculty roll of the Graduate School is a privilege. The faculty members are invited to teach proposed Courses.

Interested and qualified faculty member must submit a letter of intent signifying his/her interest to teach a course-offering in his/her area of specialization. In the event that there are two or more interested faculty members to teach a subject, a selection process will take place to select the faculty to teach the subject in terms of the following:

- a. Result of student evaluation with Very Satisfactory to Outstanding rating in previous semesters when he/she taught.
 - b. Did not teach for the last semester so as to have rotation of faculty members;
 - c. Relevant field of specialization.
- a. Faculty members in the graduate degree program should be:
- i. holders of academic disciplines offered; must be MA holders for Masters and Ed.D/Ph.D. for Doctoral degrees.
 - ii. teaching largely in their respective majors or fields of specialization or related to their main functions.
 - iii. undertaking relevant research and extension services and are actively engaged in continuing professional development.
 - iv. given remunerations that commensurate to their professional qualifications, academic ranks and standing in order to maintain the dignity of their profession.
 - In this case, the computation of faculty honoraria should be based on the standard set by the Department of Budget and Management (DBM).
- b. In specific fields of study which require special technical training, a faculty member without the appropriate graduate degree may be allowed to teach provided he/she has gained/demonstrated competence and recognized scholarship in his/her field of endeavor.
- c. Rotation of faculty loading is encouraged if there are many qualified applicants who can teach the courses.
- d. If there are many students majoring in a course, three (3) subjects could be opened subject to availability of funds.
- e. A course is dissolved when there are less than fifteen (15) students enrolled in the class of a Doctoral degree holder and twenty-five (25) for a master's degree holder. This would ensure that the faculty member receives the remuneration due to him.
- f. Students requesting offering of a subject must submit a request

indicating their willingness to pay the remuneration of the teacher provided that there will be fifteen (15) students enrolled in the class for Doctoral level and twenty five (25) in the class for a master's level. Furthermore, the request shall indicate that the students are willing to pay for the lacking slots to ensure that the faculty member receives a complete remuneration.

g. The GS cannot just dissolve a regular offering.

h. A course syllabus must be submitted to the Graduate School Office within two (2) weeks from the start of classes. Copies of the course outline must also be given to the students during the start of the classes. The syllabus should follow the format provided for in accreditation.

2. On Instruction

a. The Graduate School is mandated to adopt a selective retention policy in the Doctorate and Master's programs. The highest possible instructional and promotional standards must therefore be maintained

b. No credit shall be given to students in any course unless he has proven his competence therein, through the submission of a worthwhile project and / or term paper.

c. Advancement of candidacy towards earning the doctorate and master's degrees shall be determined by the Dean of the Graduate School endorsed by the screening panel. The Advisory Committee shall evaluate and certify to the spoken language and passing the comprehensive examinations.

3. On Thesis /Dissertation

a. The completion of the dissertation for the Doctor's Degree and thesis for the Master's Degree shall be checked by the Examination Committee, approved by of the GS Dean and duly signed by the President. Thesis shall be required as a condition for graduation from any graduate degree.

b. The thesis /dissertation should contribute substantially and purposely to the existing pool of knowledge, preferably in conformity with the institution's goal, thrusts and objectives and should manifest the student's competence in research.

c. Subject to the approval by the thesis /dissertation committee headed by the Dean of the Graduate School, team research may be undertaken by two or more graduate students subject for research tasks; the research design lends itself effectively to systematic and scholarly delimitation and delineation of research tasks; and proper coordination, organizational structure, subject designation and delimitation of area with specific contribution to the general objectives shall be designed and implemented.

4. On Research Publication / Research Abstracts

- a. The Graduate School is tasked to publish a research journal of the College containing primarily the results of studies and researches of its faculty, outstanding and scholarly papers or projects in each discipline, and abstracts or summaries of approved theses /dissertations of students.
- b. Exchange of copies of research journals by and among graduate schools, both local and foreign, is encouraged.

L. FINAL PROVISIONS

1. Amendment

For the purpose of congruency and relevance, this code may be amended through the recommendation of the Dean of the Graduate School to the College President who will endorse the same for the deliberation and subsequent endorsement by the Administrative Council, and finally, approved by the Governing Board.

2. Repealing Clause

All other guidelines of the same purpose, issued in full or in part by the College, if any, contrary to or inconsistent with any provisions of this code is hereby repealed, modified or amended accordingly.

c. Separability Clause

If there are any provisions in this code, or application of such provisions to any circumstances, found to be invalid and unlawful, the other provisions not affected thereby shall remain valid and subsisting.

d. Effectivity Clause

The provisions of this code shall take effect upon the approval of the Board of Trustees.

GRADUATE SCHOOL PROGRAMS
DOCTOR OF EDUCATION (Ed.D.)

Major: Educational Management

Description

The Doctor of Education (Ed.D.) program stresses the acquisition of relevant and responsive knowledge, values and skills that enable educators and education specialists to cope with the challenges posed by the global standards of quality education. It integrates research orientation towards solving problems in education, enhancing educational programs and practices and instituting new principles and prototypes in the field of education.

Goals

The development and improvement of the capacities of education professionals to contribute to the continued improvement of teaching and learning, delivery of student services and management of educational programs research and practices.

<u>Course Code</u>	<u>Descriptive Title</u>	<u>Units</u>
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Core Subjects (18 Units)

Philosophy 301		
Research 302	Quantitative Research	3
Research 303	Qualitative Research	3
Educ 304	Modern Theories and Concepts of Education	3
Educ 305	Legal Basis of Education	3
Educ 306	Professional Ethics and Values of Education	3

MAJOR SUBJECTS (24 Units)

Educ 311	Educational Planning	3
Educ 312	Education Management, Analysis and Decision-Making	3
Educ 313	Current Issues and Problems of Philippine Education	3
Educ 314	Dynamics of Philippine Culture	3
Educ 315	Educational Leadership and Group Dynamics	3
Educ 316	Human Resource Development and Personnel Administration	3
Educ 317	Supervision of Curriculum and Instruction	3
Educ 318	Budget and Fiscal Management	3

COGNATES/ELECTIVES (9 Units)

Educ 331	Management of Higher Education	3
Educ 332	Advance Educational Technology	3
Educ 333	Advance Educational Psychology	3
Educ 319	Management of Special Education	3

Comprehensive Examination (After 51 Units)

Dissertation (12 Units)

DW 1	Seminar in Dissertation Writing	3
DW 2	Dissertation Writing and Report	9
	Total	63

MASTER OF ARTS IN EDUCATION (MA Ed)

<u>Course Code</u>	<u>Descriptive Title</u>	<u>Units</u>
<u>Core Subjects (9 Units)</u>		
Philosophy 200	Philosophy of Education	3
Statistics 201	Statistics and Measurement	3
Research 202	Methods of Research	3
<u>Major Courses (15 Units)</u>		
Educ 210	Foundations of Education	3
Educ 211	Comparative Education	3
Educ 212	Curriculum Construction and Development	3
Educ 213	Professional Ethics and Values Education	3
Educ 214	Current Trends, Thrusts and Issues in Education	3
<u>Cognate (6 Units)</u>		
Educ 230	Alternative Learning System	3
Educ 231	Environmental Issues and Concerns	3
Educ 232	ICT in Education	3
<u>Thesis Writing (9 Units)</u>		
TW 1	Seminar and Thesis Writing	3
TW 2	Thesis Writing and Report	6
	Total	42

MASTER IN BUSINESS ADMINISTRATION (MBA)

<u>Course Code</u>	<u>Descriptive Title</u>	<u>Units</u>
<u>Core Subjects (9 Units)</u>		
Statistics 201	Statistics and Measurement	3
Research 202	Methods of Research	3
Philosophy 205	Philosophy and Ethics of Business	3
<u>Major Courses (15 Units)</u>		
BAm 210	Principles of Organization and Management	3
BAm 211	Financial Management	3
BAm 212	Marketing Management	3
BAm 213	Legal Aspects of Business	3
BAm 214	Personnel Management	3
BAm 215	Investment Management	3
BAm 216	Production Management	3
BAm 217	International Trade and Business	3
BAm 218	Managerial Accounting	3
<u>Cognate (6 Units)</u>		
BAm 219	e- Business	3
BAm 220	Employer-Employee Relationship w/ Labor Laws and CBAs	3
BAm 221	Theory and Practice of Taxation	3
BAm 222	Human Behavior in Organization	3
BAm 223	Management of Small Enterprises	3
BAm 224	Human Resource Development	3
<u>Thesis Writing (9 Units)</u>		
TW 1	Seminar and Thesis Writing	3
TW 2	Thesis Writing and Report	6
	Total	63

MASTER IN PUBLIC ADMINISTRATION (MPA)

<u>Course Code</u>	<u>Descriptive Title</u>	<u>Units</u>
<u>Core Subjects (9 Units)</u>		
Statistics 202	Statistics and Measurement	3
Research 201	Methods of Research	3
PAf 201	Theory of Public Administration	3
<u>Major Courses (15 Units)</u>		
PAm 201	Ethics and Accountability in Public Service	3
PAm 202	Organization and Management Theory	3
PAm 203	The Philippine Administrative System	3
PAm 204	Public Personnel Administration	3
PAm 205	Public Fiscal Administration	3
PAm 206	Local Government Administration	3
PAm 207	Public Policy Analysis	3
PAm 208	Politics and Public Administration	3
PAm 209	Leadership and Organizational Change	3
PAm 210	Strategies in Rural Development	3
<u>Cognate (6 Units)</u>		
PAC 211	ICT in Public Administration	3
PAC 212	Current Issues in Public Administration	3
PAC 213	Organization Behavior	3
PAC 214	Human Resources Development	3
<u>Thesis Writing (9 Units)</u>		
TW 1	Seminar and Thesis Writing	3
TW 2	Thesis Writing and Report	6
	Total	60

MASTER IN TEACHING ENGLISH (MTE)

<u>Course Code</u>	<u>Descriptive Title</u>	<u>Units</u>
<u>Core Subjects (9 Units)</u>		
Philosophy 200	Philosophy of Education	3
Statistics 201	Statistics and Measurement	3
Research 202	Methods of Research	3
<u>Major Courses (15 Units)</u>		
MTEm 221	Contemporary Literary Theories & Critical Approaches	3
MTEm 222	Description and Analysis of Language	3
MTEm 223	Discourse Analysis	3
MTEm 224	Cultural Criticism	3
MTEm 225	Language Teaching and Literature Teaching	3
<u>Cognate (6 Units)</u>		
Educ 230	Alternative Learning System	3
Educ 231	Environmental Issues and Concerns	3
Educ 232	ICT in Education	3
<u>Thesis Writing (9 Units)</u>		
TW 1	Seminar and Thesis Writing	3
TW 2	Thesis Writing and Report	6
Total		42

MASTER OF ARTS IN SCIENCE EDUCATION (MASE)

<u>Course Code</u>	<u>Descriptive Title</u>	<u>Units</u>
<u>Core Subjects (9 Units)</u>		
Philosophy 201	Philosophy of Education	3
Statistics 202	Statistics and Measurement	3
Research 203	Methods of Research	3
<u>Major Courses (15 Units)</u>		
MAT Sci 211	Strategies in Teaching Physics	3
MAT Sci 212	Strategies in Teaching Chemistry	3
MAT Sci 213	Strategies in Teaching Biology & Genetics	3
MAT Sci 214	Strategies in Teaching Earth Science and Ecology	3
MAT Sci 215	Classroom Intervention and Special Education Strategies	3
<u>Cognate (6 Units)</u>		
MAT Sci 231/232	Alternative Learning System/ICT	3
Mat Sci 213	Environmental Issues and Concern	3
<u>Thesis Writing (9 Units)</u>		
TW 1	Seminar and Thesis Writing	3
TW 2	Thesis Writing and Report	6
Total		39

MASTER IN RURAL DEVELOPMENT

Major: Indigenous Peoples Education

<u>Course Code</u>	<u>Descriptive Title</u>	<u>Units</u>
<u>Core Subjects (9 Units)</u>		
RD 201	Philosophy of the Indigenous Man	3
RD 202	Statistics for Social Science	3
RD 203	Research Methodologies	3
<u>Major Courses (15 Units)</u>		
RD 211	The Dialective Indigenous Way of Living	3
RD 212	Community Organizing and Development	3
RD 213	Politics and Governance in Rural Development	3
RD 214	IP Best Practices and Technologies	3
RD 215	Curriculum Planning and Programming	3
<u>Cognate (6 Units)</u>		
RD 221	Environmental Issues and Concern	3
RD 222	Gender and Development	3
RD 223	Peace and Development Education	3
<u>D. Thesis Writing (9 Units)</u>		
TW 1	Seminar and Thesis Writing	3
TW 2	Thesis Writing and Report	6
	Total	42

GRADUATE SCHOOL FEES

Type of Fee	Amount	Remarks
Registration Fee	PhP 200.00/semester	
Entrance Fee	P 100.00	
Tuition Fee		BOT Res. No. 023, s. 2015
Master's Degree	P 540.00/Unit	
Doctorate Degree	P 895.00/Unit	
Computer subjects	P 500.00/subject	Per BOT Res. No. 020 s. 2007
SCUAA Fee	P 100.00/semester	
Athletic	P 100.00/semester	
Library Fee	P 300.00/semester	Per BOT Res. No. 019, s. 2008
Borrower's Card	P 20.00/semester	
Medical and Dental Fee	P 150.00/semester	
ID Card/School ID	P 250.00	
New Validation Fee	P 25.00	
Development Fee	P 500.00/semester & summer	Per BOT Res. No. 032, s. 2007
Late Registration	P 100.00	
Fines in Adding/Dropping	P 50.00/subject	
Replacement of Lost School ID	P 250.00	
Spoilage/Lost Assessment	P 50.00	
Official Transcript of Records (OTR)	P 100.00/page	

Type of Fee	Amount	Remarks
Scanning Fee	P 50.00	
Authentication Fee	P 20.00	
Clearance/Certification Fee	P 25.00	

Evaluation Fee	P 25.00	
Diploma Fee	P 150.00	
Graduation Fee	P 500.00	
Research Journal	P 250.00	
Others Comprehensive Examination Fee	P 200.00	
Proposal Defense Admin Fee	P 200.00	
Final Oral Defense Admin Fee	P 300.00	
GSSG Fee	P 135.00	To be paid at the GSSG Office
Gradcaster Fee	P 100.00	To be paid at the GSSG Office

REFERENCES

- Board Res. No. 542, s. 2001.*
- Board Res. No. 748, s. 2004.*
- Board Res. No. 064, s. 2011.*
- Board Res. No. 023, s. 2015.*
- College Code (Revised).
- CMO No. 36, series of 1998 – Policies and Standards on Graduate Education
- CMO No. 09, series of 2003 – Addendum to CMO No. 36, s, 1998 Entitled “Policies and Standards on Graduate Education” .
- CMO No. 53, series of 2007 – Policies and Standards for Graduate Programs in Education for Teachers and Other Education Professionals.
- Faculty Manual (Revised).

different work programs, and etc. Many are engrossed in their particular activities and programs, including their tasks and functions that they hardly have time to know what others in other units are doing. Moreover, most of those in the different campuses are unaware of each others' activities and programs.

In order for the information to provide benefit to the College, the information must reach the audience that is in a position to make use of it. Findings of researches by the College are published in journals; however, to reach the broader lay audience, as well as technical people outside a given specialty, other publications are needed.

10. The Accreditation Program

Accreditation is a review process that assures quality education for professionals.

Accreditation is an effort to assess the quality of institutions, programs and services, measuring them against agreed-upon standards and thereby assuring that they meet those standards. Accreditation of programs helps to assure potential students that a school is a sound institution and has met certain minimum standards in terms of administration, resources, faculty and facilities.

Programmatic (or specialized) accreditation examines specific schools or programs within an educational institution. The standards by which these programs are measured have generally been developed by the professionals involved in each discipline and are intended to reflect what a person needs to know and be able to do to function successfully within that profession.

Accreditation of disciplines also serves a very important public interest. It is a tool intended to help assure a well-prepared and qualified workforce providing graduate school education.

This Graduate School Accreditation Program aims to improve performance of the Graduate School as a whole and to ensure compliance with agreed-upon standards. None of the academic programs offered by the Graduate School has been accredited yet and this gives the whole impetus of working for the accreditation of at least one academic program in three years.

Of the seven (7) degree programs in the Graduate School, the Master of Arts in Education (MAEd) program has a Level II accreditation by the Accrediting Agency for Chartered Colleges and Universities (AACUP) while both Master in Business Administration (MBA) and Master in Public Administration (MPA) have Level I accreditation by the same accrediting agency.

In the years to come, the Graduate School will subject the other academic programs to accreditation. The college shall work hard to make itself the Centers for Development relative to the offered academic programs. These will definitely improve the Graduate School and the College as a whole.

The accreditation of Graduate School programs will allow the Graduate School personnel to learn from the process. This will allow the professors the opportunity to examine their modules, their objectives, and their strategies. The accreditation of programs will become, for the Graduate School professors, an incentive to improve their programs. It gives them concrete goals toward which to work. It is likely that as accreditation becomes more widespread, less experienced and less skilled professors of the MPSPC Graduate School will pursue it and will learn even more from the process.

PART II

GRADUATE SCHOOL POLICIES AND GUIDELINES

(Approved by the Governing Board through Res. No. 542, s. 2001 and as amended by Res. No. 748, s. 2004, further amended by Res. No. 064, s. 2011 and finally by Res. No. 023, s. 2015, Resolution No. _____)

A. ADMISSION AND RETENTION REQUIREMENTS

1. Admission

- a. Requirements for the Doctoral Program
 1. Transcript of Records and Transfer Credentials
 - An additional 15 units from the major subjects of MAEd program is required to a non-MAEd applicant seeking admission to the Ed.D. program.
 2. Other requirements from the schools with which MPSPC has consortium with.
- b. Requirements for Master Programs
 1. An applicant seeking admission to the MBA program and whose undergraduate course is not aligned to the degree sought should have earned 2 years relevant business experience to be determined by the Advisory Committee or shall be required to take 12 units of subjects from the following clusters: Principles of Management, Financial Management, Principles of Marketing, and Basic Finance.
 2. An applicant seeking admission to the MAEd program should have completed 2 years teaching experience. In addition to the two years teaching experience required, non-education graduate applicant is required to take 12 units of professional education subjects from the following clusters: Principles and Methods of Teaching, Assessment of Student Learning, Foundations of Education, and Curriculum Development.
 3. An applicant seeking admission to the MASE and MTE programs must be a graduate of related or allied courses.
 4. Permit to study from the agency in cases of employed students (Government or Private).

2. Registration

- a. The number of credit units to be registered shall depend on the status of the students as follows:
 1. Full-time students (those on study leave, under the LSP of the Civil Service Commission, and non-working students) may be allowed a maximum of twelve (12) units every semester and nine (9) units during summer.
 2. Part-time students are allowed a maximum of nine (9) units during the regular semester. They can enroll six (6) units only during summer.
- b. Cross-enrollment in other schools is allowed to graduate students if the subject is not offered at that particular period and the same is needed in the completion of the program. Permission is granted by the Dean of the Graduate School.
- c. Advancement or Transfer of Credits
 - a. A student who has been admitted to the Graduate School may apply

for advanced or transfer of credits for work done in other educational institutions upon presentation of credentials showing that courses taken are equivalent to those given at MPSPC.

2. Students transferring from institutions other than PASUC member-institutions and accredited private institutions shall take a validating examination for a subject that can be credited in the degree course.
3. Transferees can be granted twelve (12) units as advanced or transfer credits. For doctoral level, transferees may be granted twenty four (24) academic units as advanced or transfer credits.

d. Residence Requirement

The student is in residence when he/she is registered for course work on campus or work in absentia with the approval of his/her Advisory Committee or an equivalent of eighteen (18) units for the master's level and twenty-seven (27) units of three (3) semesters for the doctoral level.

e. Time Limit for Master's / Doctoral Degree

f. As a general rule, the maximum residency for the master's degree is five (5) years. Failure to finish the degree in five (5) years means that the candidate must start anew or repeat the entire master's program. The maximum residency for the doctoral program is seven (7) years. Failure to finish the degree in seven (7) years means that the candidate must start anew or repeat the entire doctoral program. Residency period is computed counting from the very first enrolment to the very last enrolment of the student.

g. A student may apply for Leave of Absence. Leave of absence is defined as a temporary separation from the College due to several reasons. The leaves of absence may be classified as:

- a. Medical Leave of Absence is granted to students who must temporarily interrupt progress toward a degree due to physical or mental health care.
- b. General Leave of Absence is granted to students who opt to temporarily interrupt their progress toward a degree for a non-medical care reason.
- h. Leave of absence is not considered part of the residency period. An MA student is granted two (2) terms leave of absence and an Ed. D. student three (3) terms only, whether consecutive or cumulative. When a student shifts to another degree, his/her residency is computed counting from the very first enrolment in his/her first degree program to the very last enrolment in his/her second degree program.

B. EXAMINATION AND GRADING SYSTEM

1. Examination

The Schedule for the mid-term and final examination shall be prepared by the Graduate School Office and posted one (1) week before the examination.

2. Grading System

- A. The grading system shall be in percentage.
- B. The passing grade in the Master's Program shall be 85% while that in the Doctoral Program shall be 90%.

3. Grade Components

- a. 50% Class Standing (Requirements, term paper, reaction paper, quizzes and others
- b. 40% Major Examination Rating
- c. 10% Attendance

For the attendance rating, the following shall be used:

1. NO absence incurred for the term - 10
 2. One absence incurred - 8
 3. Two absences incurred - 6
 4. Three or more than three absences (Unexcused)- DROPPED
- d. Other marks in use but not included in the computation of weighted general midterm examination with permission and “2.0” without permission.
1. **D** - Dropped. This mark is given when a course is officially dropped after the midterm examination.
 2. **Inc**- Incomplete. This mark is given when a student whose class standing throughout the semester is passing but to take the final examination or submit other requirements of the course due to illness or valid reason.
 3. **C**- Credited. This is given for work credited from other institutions by the Graduate School only.
 4. **Pr**- In Progress. This mark is given for ongoing thesis / dissertation and independent research only. A numerical grade shall be given only after approval of the thesis / dissertation manuscript by the Thesis/ Dissertation Advisory Committee. The **Pr** mark shall not be counted for any purpose.
 5. **S** or **U**- Satisfactory and Unsatisfactory. This is given to a student in a seminar course. **S** mark shall be counted as credit hour only.
 6. **WP**– Withdrawn with Permit. This is given for courses that are dropped before the midterm examinations.

4. Removal of “Inc.” Marks

- a. Removal of incomplete marks shall be done within one (1) semesters from the end of the semester when the subject was enrolled. Failure of students to do so shall be enough cause for conversion of the “Inc.” work to a grade of “3.0” by the Admission Office.
- b. In the event that the professor who gave “Inc” mark is on leave for six (6) months, has transferred, or separated from service, the student can complete under a new professor upon recommendation and approval of the Dean of the Graduate School.
- c. Removal examination period due to failure to take the final examination shall be taken without fee except for the following :
 1. The regular examination period, if the course in which a student failed to take his final examination is scheduled removal examinations and

2. Validating examination period which starts two (2) weeks prior to registration period, provided that the examination for the particular subject is taken at the time for which it has been scheduled.

C. THE ADVISORY/ EXAMINING COMMITTEE

1. Selection of Advisory/Examining Committee Members

- a. Upon completion of at least 27 academic units leading to the master's degree, a student may request for a panel of advisory/examining committee members composed of 4 members inclusive of the chairman;
- b. The Chairman of the Committee shall be the Graduate School Dean or the President/ Vice President for Academic Affairs or Vice President for Research as the case may be.
 - In the absence of the Graduate School Dean or if he or she is the adviser, the President, VPAA or VPRDE will be the Chairman.
- d. The student may choose his adviser but with the approval of the Graduate School Dean/Advisory Panel.

2. Membership to the Advisory/ Examining Committee

- a. Membership to the Committee shall not be limited to MPSPC graduate faculty members. In special cases, one (1) member may be invited from other institutions provided he/she possesses the appropriate qualification and experience relevant to the thesis or dissertation of the student; FURTHER, one (1) external member may be invited from the institution or agency where the student is presently working/employed provided he/she possesses the appropriate qualification and experience relevant to the thesis or dissertation of the student.
- b. All members of the Advisory / Examining Committee are required to register as members of the Pool of Experts in the Graduate School.
- c. Membership shall be with the mutual consent of the student and the individual faculty member selected to serve as such.
- d. The selection of the Adviser should be based on expertise and relevant experiences. The Adviser should ensure that the manuscript is well-edited before submission for defense and before the approval of the members of the examining committee and the College President.

3. Changing Members of the Advisory /Examining Committee

Changes in the composition of the Advisory Committee should be approved by the Dean of Graduate School upon recommendation of the adviser and in consultation with the student. There should be a written request from the student and consent of the adviser. In cases where the advisee decides to change his/her adviser, the student writes a formal letter of request to the Dean. The Dean informs the adviser who shall be given a week to send his/her formal reply. Should the adviser refuses to waive his/her advisership, the Dean takes the decision to the best interest of the student.



Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province

IV.

RECOMMENDATIONS

To be presented and critiqued before submission for notation of CHED and approval of BOF.

V.

ATTACHMENTS

(approved activity design, attendance sheet, sample certificate/ photocopy of certificate)

Prepared by:

Crystal S. Malao

CRYSTAL S. MALAO
Administrative Staff

Noted:

Generalpine L. Madriaco

GERALPINE L. MADRACO, Ph.D.
(Adviser/Unit Head)