

GRADUATE STUDIES MANUAL OF OPERATIONS 2023

Caraga State University
Office of Graduate Studies

Introduction

In 2013, the Commission on Higher Education (CHED) created the Task Force on Graduate Education Reform (TFGER) to review the state of graduate programs in the country (CMO 15 s. 2019). The TFGER proposed policy options and action agenda to rationalize graduate programs. Graduate programs constitute a level or stage of academic work that is considered an advanced program of study. It focuses on a particular or interdisciplinary academic discipline or profession and involves certain objective-options such as:

1. rigorous evaluation of work and interaction with professors and peers;
2. professional experience via internships, teaching, and research; and
3. production of original research or creative work.

The ultimate goal of the graduate programs is to contribute to the process of knowledge acquisition, generation, sharing, and exchange that is distinct from the baccalaureate level. The intended general outcomes are the mastery of a specialized field of study, the development of original and critical thinking, and the demonstration of problem-solving skills that prepare the degree holder for advanced instruction and leadership positions in the areas of research, creative work, as well as the practice of his or her profession (CMO 15 s. 2019).

The Caraga State University Graduate School was established in 1994 as authorized by the Board of Trustees of the then Northern Mindanao State Institute of Science and Technology (BOT Resolution No. 94-06-07-013). It started with graduate programs in agriculture and in science and mathematics education in recognition of the need for advanced programs in relevant disciplines in the Caraga Region. The number of graduate programs offered by the Caraga State University has since increased.

From 2004 to 2008, the deans of the different colleges exercised academic jurisdiction over the graduate programs of the respective colleges per BOT Res. No. 63- 14, s. 2004. In 2008, the administrative jurisdiction over all graduate and post-graduate programs was returned to the Graduate School. The Dean of the Graduate School oversees the administrative operations in the delivery of the graduate programs of the university [BOR Res. No. 03-04, s. 2010]

The Graduate School of the Caraga State University is committed to the enhancement of human resources for the development of the Caraga Region and the nation through quality and integrity in advanced academic programs in instruction, research and community service.

The Graduate School aims to attain the following specific objectives:

- (1) To prepare graduate students for relevant and productive research in various academic disciplines;
- (2) To develop leaders and expertise in line with the thrust and mandate of the University;
- (3) To enhance the competencies of graduate students in teaching, research and independent scholarly undertakings, extension, and production; and
- (4) To enrich, preserve and transmit the cultural heritage of the Caraga Region through quality instruction, research and extension programs.

To provide the graduate students and the faculty the needed guide in implementing the policy, standards and guidelines for graduate education embodied in CMO 15 s. 2019, CSU has instituted sets of procedures in implementing the policies, guidelines and standards for graduate education. This shall be known as the **Caraga State University Graduate Studies Manual of Operations**.

Organizational Structure

The graduate education system in the university is administered by the President through the Vice President for Academic Affairs (VPAA). The Dean of the Graduate School oversees the overall implementation of the various programs in the Graduate School in consultation with the President and VPAA.

Duties of Graduate School Key Personnel and Officials

Duties of the Graduate School Dean

- 1) Coordinate and exercise general jurisdiction over the graduate and post- baccalaureate programs of all colleges and units of the University.
- 2) Supervise the preparation, implementation, development and evaluation of the graduate and post-baccalaureate programs of the various colleges of the Caraga State University;
- 3) Provide leadership in the preparation, implementation, development and evaluation of graduate curricular programs;
- 4) Coordinate with the Registrar's Office and other appropriate offices in the admission, registration, schedule of classes, classroom assignments, and other activities of graduate studies;
- 5) Assist the Vice President for Academic Affairs in the designation, termination, or transfer of graduate faculty and in the planning of the budget for the graduate studies programs;
- 6) Perform other related functions which may be assigned by higher authorities.
- 7) Act as the Co-Chair of the Graduate Education Council;
- 8) Design procedures to ensure the integrity in the conduct of the comprehensive examinations and final defense;
- 9) Review the observations and recommendations of the Graduate program coordinator of the college/major department for the final approval of applications for admission to graduate or post-baccalaureate programs;
- 10) Issue the appropriate Notice of Admission or Rejection to an applicant whose application to a graduate program is approved/disapproved. In the case of a notice of admission, the Graduate School Dean indicates the classification status and conditions of admission as prescribed by the graduate program coordinator.
- 11) Review and/or approve the application for candidacy status for a degree, upon recommendation of the program adviser and the graduate programs coordinator;
- 12) Review and approve graduate course offerings of all academic units, graduate teaching assignments and nominations to the comprehensive examination panels, and thesis/dissertation/research project panels;
- 13) Approve the program of study of graduate students and thesis/dissertation/special project proposals;
- 14) Approve the thesis/dissertation/research project of all graduate students.
- 15) Approve the reports on the results of the comprehensive examinations and final defense of the thesis/dissertation/research project, and submits a copy of the reports to the Office of the University Registrar;
- 16) Approve the final grade report on the thesis.

Duties of the Graduate School Secretary/Associate Dean

1. Perform the inherent functions as secretary of the Graduate School and the Graduate Education Council. As such, the secretary shall issue notices of meetings and take down the minutes of the proceedings;

- 2) Assist the Graduate School Dean in the implementation and evaluation of academic programs and other activities of the academic units of the Graduate School;
- 3) Receive and disseminate to the graduate faculty and graduate students' information on various policies, rules and regulations of the Graduate School;
- 4) Keep official custody of properties and official records of graduate students, reports, and graduate programs of the Graduate School;
- 5) Cross-check the prepared teaching loads of the graduate programs coordinators so that the same will be endorsed by the Dean to the VPAA;
- 6) Expedite the execution of policy decisions made by the faculty and the Graduate Education Council;
- 7) Assist the Dean in the admission and registration of graduate students;
- 8) Collect updates and articles from graduate students and Graduate School faculty for publication in the Graduate School Bulletin of Information;
- 9) Assist in the planning and conduct of in-service training programs for graduate faculty and students;
- 10) Update data and information in student records and graduate faculty files of the Graduate School;
- 11) Assist the Graduate School Dean in preparing the announcements, reports, annual budget and requisition of equipment, supplies and materials of the Graduate School; and
- 12) Perform other duties that may be assigned by the Dean of Graduate School and higher authorities.
- 13) Check the compliance concerning the format and style of graduate theses;
- 14) Monitor student records and graduation requirements;
- 15) Keep a file of the Application for Admission, Notice of Admission/Rejection, Program of Study, approved thesis/dissertation/research project proposal,
- 16) Keep an inventory of the bound copies of the approved thesis, and the printed abstracts, and CD containing electronic copies of the abstract, manuscript and power point presentation, and/or proposed article based on the research;
- 17) Keep a file of the comprehensive examinations, answer booklets and comprehensive examination panel's report. Final Defense Panel report and the individual reports from the members of the defense panel
- 18) Review the graduate teaching assignments of graduate faculty as recommended by the graduate program coordinators, for approval by the GS Dean;
- 19) Receive from the graduate program coordinator and transmit to the Office of the University Registrar, the approved grade sheet for the final grade in thesis/dissertation/research project

Duties of the Graduate program coordinator

- 1) Perform administrative functions, and assists the Graduate School Dean in the smooth implementation of the graduate programs and post-baccalaureate programs in the major departments;
- 2) Recommend to the Graduate School Dean, in coordination with the chair of the major department(s), the schedule of graduate course offerings, and graduate teaching loads of graduate faculty members;
- 3) Assess the status of library, laboratory and other materials for the graduate program(s) of the major department(s), to prepare the purchase list in coordination with the chair of the major department(s), and to recommend to the Graduate School their acquisition and/or purchase;
- 4) Perform administrative functions that are necessary in the implementation of the aforementioned graduate program(s) in coordination with the chair of the major

department;

- 5) Propose new programs and revisions of graduate programs in the major department(s), in consultation with the faculty of the department(s), and to transmit the same to the Graduate School Dean;
- 6) Evaluate the academic credentials of applicants relative to departmental admission requirements, and recommends to the GS Dean the admission status, stating conditions (such as prerequisites, deficiencies), if any.
- 7) Perform other functions as may be assigned by the Graduate School Dean.
- 8) Recommend to the GS Dean, in coordination with the program adviser and/or the research adviser, all forms and applications relative to the comprehensive examinations, proposal hearing, if needed, and the final defense on the thesis/dissertation/research project;
- 9) Recommend to the GS Dean, in coordination with the program adviser, the change of status of a graduate student subject to the academic performance of the student;
- 10) Recommend to the GS dean, in coordination with the program adviser, the application(s) for transfer credits, program of study, and application for candidacy for a graduate degree;
- 11) Receive from the research adviser, and transmit to the Graduate School Dean, the grade sheet for the final grade in thesis/dissertation/research project of IP of P (Passed) or F (Failed), together with the following requirements relative to the research work:
 - a) six (6) copies of the approved bound thesis,
 - b) two (2) copies of the abstract, and an electronic copy of the manuscript, the abstract and the final defense presentation.;
 - c) for academic and professional track, a copy of a research article published in a refereed journal, or its acceptance for publication based on any research work undertaken during the period of the degree program;
 - d) for the research track, copies of three (3) research articles published in a refereed journal, or its acceptance for publication based on any research work undertaken during the period of the degree program; and
 - e) Distribute three copies of the approved bound thesis to the adviser, the student, and the major department.

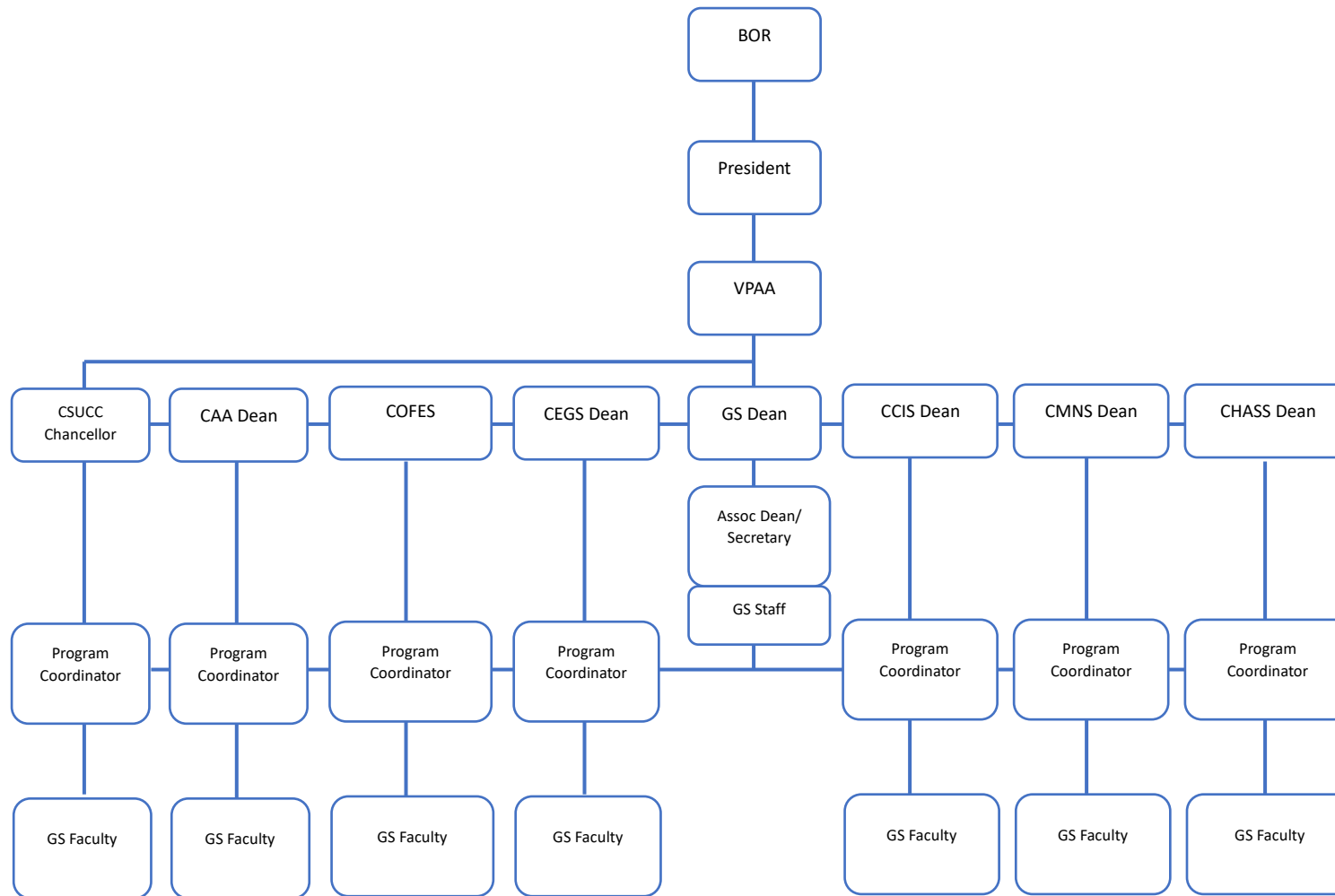
6.4. Duties of the Graduate Program Adviser

The specific duties and responsibilities of the Program Adviser are:

- 1) For the academic and professional track, guide the student in designing the program of study at the first semester of enrollment in the graduate program, and to file the same with the Graduate School;
- 2) For the research track, guide the student in identifying research topics consistent with the Research Agenda of the university and of the college in consonance with national and international development agenda;
- 3) Guide and facilitate the registration of a graduate student until graduation or disqualification from the graduate program;
- 4) Assist the student in identifying the members of his/her Graduate Program Advisory Committee members, and recommend the same to the Program Coordinator and the GS Dean for approval;
- 5) Recommend to the GS Dean any requests for transfer credits;
- 6) Conduct a regular evaluation of the academic performance of a graduate student, guide the student in updating and revising the program of study, as needed, and recommend through the graduate program coordinator, any appropriate action;
- 7) Certify the completion of all departmental requirements, such as prerequisites, foreign

- language;
- 8) Serve as the Chair of the Research Proposal Defense Panel and the Final Defense Panel;
 - 9) Submit a grade in thesis/dissertation/research project of IP (In Progress);
 - 10) Orient the student on the ethical standards in publishing and ownership of research outputs based on the approved Research Ethics Manual and Intellectual Property (IP) Policy; and
 - 11) Recommend the approval of the Application for Graduation, in coordination with the graduate program coordinator.

Figure 1. Organization and Structure of the CSU Graduate School



Graduate School Operations

Accreditation of Graduate Faculty

The graduate faculty is accredited by the Graduate Education Council (GEC) according to the following criteria. Regular accreditation is done at the end of each academic year. The graduate school full-time faculty is determined and accredited according to the following criteria:

- 1) A faculty member assigned to teach in a graduate school program must have an earned doctoral degree in the field of specialization
- 2) However, faculty members with Masters degrees can be accredited to teach graduate programs when there is dearth in the field of discipline. Provided, that the faculty holding MSc degrees have published at least one (1) paper in reputable refereed professional journals and/or produced at least one (1) publicly recognized creative work and/or technology outputs in the last 3 years.
- 3) Has published at least one (1) paper in reputable refereed professional journals and/or produced at least one (1) publicly recognized creative work and/or technology outputs in the last 3 years.
- 4) Only faculty members with earned doctoral degrees can teach courses in the doctoral programs based on CMO 15, s 2019.
- 5) An accredited graduate school faculty member must have a PES – graduate student rating of at least 80% after teaching two semesters and must maintain the said rating every semester.
- 6) In case a faculty member obtained a score below 80% at the end of a semester, he/she must be given a probationary status for one (1) semester to regain at least 80% rating. (PES module for GS faculty)

Student Admission

Admission Requirements

An applicant seeking admission to graduate degree programs and post- baccalaureate programs must satisfy the following minimum academic requirements in addition to requirements set by the Office of the Registrar and those stipulated in CMO 15 series of 2019.

Admission to the Graduate School adopts the concepts of ***inclusivity, gender equality, and equal opportunity principles***. The equal opportunity principle in education refers to the concept that all students, regardless of their background, have an equal chance to access quality education and succeed academically. This principle emphasizes that no student shall face discrimination or barriers based on factors such as race, gender, socioeconomic status, disability, or any other characteristic.

The specific admission requirements to a master's program must include:

- 1) An appropriate baccalaureate degree earned from a reputable higher education institution or its equivalent;
- 2) A general Grade Weighted Average (GWA) of 2.00 or better in the master's program;
- 3) Evidence of research readiness as endorsed by previous professors. Research readiness will be based on research involvement, publication, paper presentation, among others.
- 4) Admission Test/ Evaluation of any graduate program administered by the department.

The specific admission requirements to a doctoral program:

- 1) An appropriate master's degree earned from a reputable higher education institution;
- 2) A general Grade Weighted Average (GWA) of 2.00 or better in the master's program;
- 3) Evidence of research readiness as endorsed by previous professors. Research readiness will be based on research involvement, publication, paper presentation, among others.
- 4) Admission Test/ Evaluation of any graduate program administered by the department.

Admission requirements to a master's or post-baccalaureate program:

- 1) A baccalaureate degree from a reputable higher education institution;
- 2) A general Grade Weighted Average (GWA) of 2.00 or better in the baccalaureate program;
- 3) An appropriate or suitable academic preparation for degree program and the field of specialization;
- 4) Admission Test/ Evaluation of any graduate program shall be administered by the department.

The major department shall set other admission requirements, such as prerequisite courses.

Admission Procedure

The admission procedure is as follows:

- Step 1. An applicant to a graduate program submits all of the following credentials to the Graduate School at least two weeks before the registration period of a given semester.
- Step 2. The GS Dean receives the two copies of the application and other credentials. S/he then reviews the application and attached credentials based on the admission requirements.
- Step 3. The graduate program coordinator of the major department or college and the graduate faculty of the major department evaluate the application of the applicant, indicates the classification status of the applicant as evaluated by the major department.

The major department may impose additional admission requirements, such as prerequisites; hence, the classification status may be changed to a lower status if needed. However, a justification for the change shall be indicated on GS Form Status 003.

- Step 4. The graduate program coordinator then signs the forms, and transmits to the GS Dean the application forms, together with the professors' recommendations in re-sealed envelopes with the signature of the graduate program coordinator across the flaps.
- Step 5. The GS Dean evaluates the application forms, and indicates the status of the application (Admitted or Rejected) on the application forms. (GS Form 2023- 001).
 - a. A notice of admission/rejection is issued by the Graduate School (GS Form 2023-003/004): it must indicate the final classification status of the applicant, if the application is approved.
 - b. A copy of the notice must be attached to one set of the application and be filed at the Graduate School, including the recommendations from the professors; another copy is attached to the second set which must be returned to the graduate program coordinator for filing. The third copy

is issued to the applicant.

Step 5. If admission is granted, the applicant proceeds to the graduate program coordinator, who assigns a graduate program adviser to guide the student enrollment. If the application to the degree program is rejected, then the applicant may opt to seek admission in another graduate program and start the admission procedure cycle from Step 1.

Additional Steps for the Admission of Foreign Students

1. If an applicant is from a foreign country where English is not a medium of instruction, the applicant must present evidence of English proficiency in the form of a passing score in TOEFEL or another comparable English proficiency examination in addition to other admission requirements.
2. Official transcripts of records and credentials from other schools attended by the applicant from a foreign country must be sent directly to the Office of the Registrar, and must include official seals and official English translations if the documents are in another language.
3. A Permit to Study issued by the Commission on Higher Education (CHED) must be presented. All documents received must become part of the applicant's permanent record at the University and cannot be retrieved by the applicant.
4. Applicants from a foreign country must pay in full in US dollars following the approved fees as prescribed by the relevant University guidelines:
 - a) Application Fee
 - b) Alien Student Fee per semester
 - c) Assessed tuition and miscellaneous fees in the University. (The assessment may vary according to the program.)

Deferment of Registration for New Students

- 1) A student who has been admitted to a graduate program must submit a written request for deferment of registration for a maximum period of one year from the effectivity of the approval for admission.
- 2) The graduate student must file for readmission at the end of the deferment period to reinstate registration privileges (GS Form 2023-011).
- 3) The maximum residency rule must apply starting from the readmission after the deferment period. The prevailing registration fees at the time of readmission must apply.
- 4) If a student fails to register at the end of the period of deferment, the student must reapply for admission as a new applicant to the Graduate School.

Classification Status of Graduate Students

A graduate student is classified upon admission as follows:

1. Regular - a graduate student who satisfactorily complies with all admission requirements set by the Graduate School, the Registrar's Office, and the major department or college.
 - a) The student may be assigned a full graduate load for the semester. A full-time student on regular status must be allowed a load of a maximum of nine (9) to twelve (12) units per semester, a maximum of six (6) units during the summer term.
 - b) Up to six (6) undergraduate units which are pre-requisites to the program are credited for graduate work based on the recommendation of the graduate adviser and advisory committee.
2. Probationary - a graduate student who satisfies the general Grade Weighted Average (GWA) entrance requirement but has academic deficiencies (such as lack of undergraduate prerequisites), or who does not satisfy the required GWA for the degree program but has evidence of capability to pursue the degree.
 - a) A full-time student on probationary status must be allowed a maximum load of nine (9) units at the graduate level and a maximum of six (6) units at the undergraduate level, but not to exceed a total load of nine (9) units.
 - b) A student on probationary status in a master's program must be upgraded to regular status after one semester of graduate work with a Grade Weighted Average (GWA) of 2.00 or better. A student on probationary status in a doctoral program must be upgraded to regular status after one semester of graduate work with a Grade Weighted Average (GWA) of 2.00 or better.
 - c) A student on probationary status must be dismissed from the Graduate School for failure to satisfy the deficiencies within the first year of registration, or for failure to obtain a GWA of 2.00 or better in the first semester of residence in a master's program, and in a doctoral program.

Maximum Academic Loads

- 1) The regular load of a full-time graduate student must be nine (9) units to a maximum of twelve (12) units per semester, and also six (6) units during the summer term.
- 2) A part-time student must be allowed a maximum load of six (6) units per semester.

Program Adviser and the Program of Study

- 1) Upon admission to the university, the graduate student nominates his/her Graduate Adviser and two (2) or three (3) members of his/her Advisory Committee for the MSc/MA or PhD program, respectively with the guidance of the Program Coordinator in the major department.
- 2) The graduate program adviser is selected from the graduate faculty of the major department, S/he helps the student plan a program of study, including target dates for comprehensive examinations, proposal hearing, and thesis/dissertation/research project defense (GS Form 2023-005(a)).
- 3) The program of study must be signed by the student and the program adviser and the members of the advisory committee, recommended by the graduate program coordinator and approved by the Graduate School Dean.

- 4) A copy of the approved program of study must be kept by the graduate program coordinator, another copy must be filed at the Graduate School, and another copy must be given to the student.
- 5) The approved plan of study must be reviewed and modified, if necessary, every semester of study by the program adviser and the student.

Transfer Credits and Validation

- 1) A student may apply for transfer credits for graduate units earned in another graduate program or another accredited institution upon presentation of official transcript of records, and upon passing a written validation exam given by the concerned major department (GS Form 2023-006).
- 2) Transfer credits may be considered only when a course is equivalent in course content and credit to an existing course offered at the University. Credits earned after five (5) years must not be honored.
- 3) Transfer credits will be excluded in the computation of the general Grade Weighted Average (GWA).

The following restrictions must apply to transfer credits:

- a. No more than nine (9) graduate units earned in one graduate program may be credited towards course work for a master's degree, and no more than sixteen units in the doctoral level may be credited towards course work for a doctoral degree.
- b. Courses which have been credited for a completed degree are no longer credited for another degree.
- 4) The period for maximum residency must be reduced by one semester for every transfer credit of six (6) to nine (9) units.

Cross-Registration

- 1) In cases when graduate course(s) are not offered during a given semester at the University, a student may cross-register in other state universities or institutions accredited by PAASCU/AACCUP, provided that the cross-registration is recommended by the program adviser and the graduate programs coordinator, and is approved by the Graduate School Dean (GS Form 2023-007).
- 2) The total credits earned outside the University should not exceed 9 units, the maximum units for transfer credits.
- 3) The major department may require a validation examination for the cross- registered course(s).

Grading System

- 1) The grading system for graduate-level courses must adopt the University Grading System as follows:

<i>Numerical Value</i>	<i>% Equivalent</i>	<i>Letter Equivalent</i>	<i>Description</i>
1.00	99-100	A	Excellent
1.25	96-98		
1.50	93-95		
1.75	90-92	A-	Very Good
2.00	87-89		
2.25	84-86	B	Above Average
2.50	81-83		
2.75	78-80	B-	Average
3.00	75-77	C	Passing
4.00	75 & below		Conditional
5.00	-	-	Failing
INC	-	-	Incomplete
DR	-	-	Dropped

- 2) A student who fails to earn credits in the same graduate course twice is disqualified from the program.
- 3) A grade of 5.0 in any of the major or minor course is basis for disqualification from the graduate program.

Scholarship Standards

- 1) The academic performance of a graduate student is evaluated by the program adviser at the end of every semester.
- 2) To be in good standing, a student in a master's and doctoral degree program should maintain a general Grade Weighted Average (GWA) of 2.00 or better in all graduate courses taken in the University every semester, with no failing grade in a minor or major course.
- 3) If a student in a master's and doctoral degree program fails to obtain a general GWA of 2.00 or better in two consecutive semesters, then the student is disqualified from the program.
- 4) When a student is not in good standing with respect to his/her graduate program, the program adviser should inform the student and the GS Dean through the graduate program coordinator. The GS Dean adjusts the program status of the student accordingly and officially notifies the student, the program adviser and the University Registrar (GS Form 2023-003).
- 5) A graduate student on probationary status cannot continue to register as such beyond one semester.
- 6) No graduate student is admitted to candidacy status while on probationary status.
- 7) No graduate student is allowed to register for Thesis/Dissertation/Special Project when on probationary status.
- 8) A student on probationary status cannot take comprehensive examinations, proposal defense, or

thesis/dissertation defense.

Merit System for Expanded Transfer Credits for Graduate Programs

- 1) The student must finish all requirements for the graduate degree within the limit of maximum residency, which is seven (7) calendar years for a master's program, and nine (9) academic years for a doctoral program, including the academic period spent in the previous graduate school (Revised Graduate School Policy 2018);
- 2) The student's general Grade Weighted Average in the previous school attended is at least 2.00 or its equivalent for a master's program, and 1.75 or its equivalent for a doctoral program;
- 3) The student incurred no failing grade in any graduate-level course in the previous graduate school.
- 4) The graduate credits earned at a major department whose graduate program is a CHED Center of Excellence;
- 5) The student must enroll for residence in the University for at least two (2) consecutive terms for a master's program and three (3) consecutive terms for a doctoral program. A student is said to be in residence when the student registers in courses for at least three (3) units for both the master's program and doctoral program and in thesis, dissertation or special project;
- 6) The student must pass the comprehensive examinations given by the major department in the University;
- 7) The thesis/dissertation must be presented and successfully defended before the Graduate Faculty of the University in accordance with the appropriate University policies on theses/dissertations;
- 8) The application for expanded transfer credits must be recommended by the graduate adviser, the graduate program coordinator of the major department/college, the chair of the major department, the Graduate School Dean, and the Vice President for Academic Affairs, and approved by the University President;
- 9) Subjects which have been credited for a completed degree must not be credited for another degree.

Conduct of Comprehensive Examinations

- 1) All graduate programs in the University must require comprehensive examinations as a demonstration of a student's ability to integrate and apply the core concepts in a graduate program.
- 2) The comprehensive examinations must be scheduled only after a student has satisfied all the course requirements set by the home department and approved by the Graduate School Dean. The regular comprehensive examinations must be scheduled by the home department.
- 3) The faculty members of the graduate program in the home department must contribute to the pool of questions every year for the comprehensive examinations.
- 4) A student must pass the comprehensive examinations in all key areas, whether in written or the all-inclusive oral examinations. A student must be given two chances in taking the comprehensive

examinations.

- 5) The comprehensive examinations must be scheduled after a student has satisfied all requirements in the key examination areas. A student must be enrolled during the semester that comprehensive examinations are scheduled. A student must not be scheduled for comprehensive examinations while on probationary status.
- 6) The Graduate Adviser and the advisory committee together with two (2) senior faculty of the program must constitute the members of the examination panel.

Administrative Procedures for Comprehensive Examinations

- 1) The student must submit to the Graduate School Dean an application for comprehensive examinations (GS Form 2023-012(a)) duly signed by the graduate adviser, the graduate programs coordinator, the registrar, and approved by the GS Dean, with the official receipt for the comprehensive examination fee attached to the application form.
- 2) The application must be submitted to the GS Dean at least one month before the intended comprehensive examinations.
- 3) The student must be assessed at the accounting office and must pay the fees at the cashier's office. No fees relating to comprehensive examinations must be collected at the major department or college.
- 4) The student must furnish copies of the approved application for comprehensive examinations to the Office of the Registrar, the graduate programs coordinator, and the graduate program adviser.
 - a. The graduate program coordinator, in consultation with the graduate faculty of the department, must set the tentative dates of the comprehensive examinations not earlier than three weeks after the application is approved.
 - b. The Graduate Adviser, members of the advisory committee, and two (2) graduate faculty identified by the home department must compose the comprehensive examination panel (GS Form 2023-012(b)).
 - c. In case of an interdisciplinary program, each of the graduate program coordinators of the concerned departments must nominate two (2) graduate faculty members from their departments.
 - d. The Graduate School Dean must approve the comprehensive examination schedule and the composition of the comprehensive examination panel with a designated chair and three to four members.
 - e. The members of the comprehensive examination panel must prepare the different areas and sub-areas of the comprehensive examinations, which must be placed in sealed envelopes, with each envelope signed across the flap by the group of panel members.
 - f. All envelopes with the comprehensive examinations must be submitted by the chair of the comprehensive examination panel to the Graduate School at least three working days before the first scheduled comprehensive examination. The envelopes must be opened before the assembled

students on the appointed schedule in the examination room by the GS-designated examination panel only.

- g. The ratings by individual panel members and the marked examination papers must be submitted to the chair of the comprehensive examination panel, and deliberated upon by the panel within the last schedule of the comprehensive examination.
- h. The results of the comprehensive examinations (Graduate Form 2023-013) duly signed by all panel members, together with the comprehensive examinations and answer booklets in the case of written examination, must be submitted by the chair of the panel to the GS Dean, through the graduate programs coordinator, for approval, within three weeks after the last comprehensive examination.
- i. The home department offering the graduate program has the prerogative on how to conduct the Comprehensive Examinations fit to its program.
- j. In case of an oral comprehensive examination, it must be conducted by the comprehensive examination panel *en banc*. The final results must be submitted after the deliberation of the panel *en banc* of the comprehensive examination.
- k. The results of the comprehensive examinations must become official upon approval by the GS Dean. One copy of the official result must be transmitted to the Office of the Registrar.
- l. An official notice of comprehensive examination results must be issued to the student and the graduate program adviser through the graduate program coordinator (Graduate Form 2023-013) not later than the fifth week from the date of the last comprehensive examination.

Residence Requirement

- 1) A student in a master's program must be in residence for at least two (2) consecutive semesters immediately prior to the award of the degree. A student in a doctoral program must be in residence for at least three (3) consecutive semesters immediately prior to the award of the degree.
- 2) A student must be considered in residence when the student registers for a course, thesis, dissertation, or special project.
- 3) A student must register during the semester or summer term at the end of which the student expects to graduate.

Leave of Absence from Graduate Studies

- 1) A graduate student who has earned graduate units from the University may file an application for leave from graduate studies for one semester up to a period not exceeding one year (GS Form 2023-010). However, the total leave time must not exceed two (2) years for master's degree program and three (3) years for a doctoral degree program.
- 2) A graduate student who unofficially withdraws from classes or goes on leave without an approved leave from graduate studies must lose registration privileges in the succeeding semesters.

- 3) In case a student goes on leave without an approved leave of absence, he/she must file an application for readmission to the Graduate School (GS Form 2023-011) before the student must be allowed to register for course work, provided that the maximum residency rule must be observed.
- 4) Any increase in registration-related fees at the time of re-enrollment must apply to a student without an official leave.

Shifting to Another Degree Program

- 1) A student may be allowed to shift to another graduate program offered in the university, provided that the student has a general Grade Weighted Average of at least 2.00, for both the master's and doctoral program.
- 2) The shift to a new graduate program must be treated as a new admission, however, the credit units under the guidelines on transfer credits from the former graduate program are considered, if the courses are offered under the new program. If transfer of credits is requested, then the maximum residency must apply from the earliest semester that transfer credits were earned.

Time Limit for Completion (Maximum Residency Rule) and Readmission

- 1) All requirements of a master's program must be completed and satisfied in at most seven (7) academic years from the date of first enrollment.
- 2) A doctoral program must be completed in at most nine (9) academic years from the date of first enrollment, including approved and unapproved leaves from graduate studies, or as prescribed by an appropriate CHED memorandum on policies and guidelines for the graduate program in the discipline (Revised GS Policy 2017).
- 3) The student is disqualified from the program if the requirements are not satisfied within the prescribed period.
- 4) However, a student who fails to satisfy all requirements of a degree program within the time limit may apply for readmission to the program within a year after the prescribed period has lapsed (GS Form 2023-011). In this case the maximum limits for transfer credits must apply, that is a maximum of nine (9) units previously taken under a master's program may be validated, and twelve (12) units for a doctoral program, provided that credits earned after five (5) years must not be honored.

Disqualification from Graduate School

A student is disqualified from the graduate program in any of the following cases:

- a. Failure to obtain a GWA of 2.00 or better in both the master's and doctoral program, in two consecutive semesters;
- b. Failure in any area examination in the second comprehensive examinations;
- c. Failure at a second try in the oral defense of the thesis/dissertation/special project;
- d. A grade of 5.0 in a minor or major graduate course;
- e. The student has exceeded the time limit for completion of the degree; or

- f. The student fails to obtain credit in a graduate course for the second time.

Thesis/ Dissertation/ Special Project/Creative Work

- 1) All graduate programs in the University must require a thesis, dissertation or a capstone leading to the development of creative work as a demonstration of a student's capability to demonstrate creativity, critical thinking and communication.
- 2) The research work must preferably be in line with the research and development agenda of the University.
- 3) In the case of creative work, the idea must also align with the agenda of the University so as to contribute in the attainment of the university's Vision and Mission.
- 4) The research output and creative work of a student must be aligned with the research and development program of the University, subject to the Intellectual Property Rights (IPR) Policies of the University and the Intellectual Property Code of the Philippines.
- 5) A graduate student must complete a thesis, a dissertation or a capstone, or creative work which satisfies the research and development requirement of a graduate program.
- 6) The start of conducting the thesis or dissertation requirement may vary depending on the track the student followed in his/her graduate program.
- 7) A student may opt to start planning for his/her thesis, dissertation or capstone requirement at the start of the 2nd year after completing the coursework required to support his/her chosen thesis topic, in consultation with his/her graduate adviser.
- 8) A student is not be eligible for registration in Thesis, Dissertation or Special Project/Creative Work while on probationary status.
- 9) Registration in Thesis/ Dissertation/ Special Project/Creative Work entails formal work on a scholarly investigation, which includes the identification of a research problem, research investigation, preparation of the manuscript or research report, presentation and examination on the manuscript, and revision and binding of the manuscript and final approval by the Graduate School.
- 10) A master's thesis must be given a credit of six (6) units, a dissertation is given a credit of twelve (12) units, and a special project/creative work is also given a credit of six (6) units.
- 11) Work in Thesis, Dissertation or Special Project/Creative Work must be rated qualitatively as IP (In Progress), P (Passed) or F (Failed). Unfinished thesis work in a given semester must be reported as IP (In Progress) in the grading sheet for the semester.
- 12) When a Thesis, Dissertation or Special Project/Creative Work is not completed in a given semester, a student must register in the course in each succeeding semester until the manuscript is completed, approved and accepted by the Graduate School.

- 13) Approval of a Thesis, Dissertation or Special Project/Creative Work as a partial requirement for graduation must only be granted when at least 1 part of the thesis must have been published in a journal indexed by Scopus or Web of Science, or in the university's research journal, or the creative work has been subjected to jury.
- 14) To ensure that requirements must be strictly observed, registration in Thesis/ Dissertation/ Special Project/Creative Work and the submission of the final grade of "Passed" (P) or "Failed" (F) in Thesis/Dissertation/Special Project must be done manually (that is, not online).
- 15) An IP (In Progress) grade for an unfinished thesis work must be submitted electronically by the Research Adviser.
- 16) A final grade of P (Passed) on thesis work must be submitted to the Graduate School Dean by the Research Adviser, together with the bound copies of the approved thesis intended for the University Library, the National Library and the Graduate School and other requirements related to the thesis, not later than the deadline for submission of bound theses in the academic calendar.
- 17) The Graduate School transmits the grade to the University Registrar after receipt of all requirements relative to the Thesis/ Dissertation/ Special Project. No grade of P (Passed) on the Thesis, Dissertation, or Research Project must be submitted by the Research Adviser if the requirements relative to research work are not satisfied.

Ethical Standards in the Conduct of Thesis/ Dissertation/ Special Project/Creative Work

All Thesis/ Dissertation/ Special Project/Creative Work is subject to the review of the University Research, Development, and Innovation Ethics Committee (URDIEC). The specific roles and functions of the Ethics Committee include the following:

- 1) Review on the ethics in use of literature and materials (eg. maps, figure, tables) with copyright owned by another entity or authors;
- 2) Review on the ethics in the use of statements from other authors that result in plagiarism;
- 3) Review on the ethical use test organisms and test animals that may threaten animal welfare;
- 4) Assess the ethical approach in managing hazardous substances and wastes used in the experiments that may imperil the environment;
- 5) Assess the methodology involving the use of human subjects as respondents in the studies that may jeopardize their culture, practices and other aspects;
- 6) Assess the methodology involving the use of human subjects, organs and other human body parts in medical and biological research;
- 7) Review the observance of the Data Privacy Act;
- 8) Assess the ethical considerations in publishing research results, including the acknowledgment of the contribution of individuals who contributed in the research process.

Work in Thesis, Dissertation/ Special Project/Creative Work is rated qualitatively as IP (In Progress), P (Passed) or F (Failed). Unfinished thesis work in a given semester is reported as IP (In Progress) in the grading sheet for the semester. When thesis work is not completed in a given semester, a student registers in each succeeding semester until the manuscript is completed, approved and accepted by the Graduate School.

Student Conduct and Discipline

The university provides student support in their academic journey in the post-baccalaureate programs. The support is aimed at ensuring quality and promoting academic integrity in their academic and research outputs through the access to grammar and plagiarism check (e.g. Turnitin, Grammarly) and the support for statistical advice and data processing at the Mathematical and Statistical Computing and Research Center (MSCRC).

With the provision of student support, the GS shall ensure that there is no cheating, plagiarism, use of unauthorized material, fabrication of data, among others. Any form of dishonesty perpetrated under any circumstances of an academic exercise shall be prevented. This includes but is not limited to:

- 1) Dishonest behavior during examinations or tests.
- 2) Dishonest behavior is apparent by but not restricted to: Making one's test paper visible to others; use of unauthorized notes or of any materials or equipment that may have relevance or usefulness to the subject of an ongoing examination, or that may be used in a dishonest act related to the examination
- 3) Plagiarism
- 4) Fabrication or submission of falsified data, information, citation, source/s, or results in an academic exercise.
- 5) Deception or providing false information to the teacher regarding a formal academic activity or requirement, for example, providing a false reason for failure to meet a deadline, or falsely claiming to have submitted a completed assignment or work.

In cases where and when students are found to engage in unethical activity such as cheating, plagiarism and fabrication of data, among others, corresponding sanctions shall be meted. These sanctions include separation from the institution, probationary status, and documentation that a violation has occurred. In addition, the Graduate Education Council (GEC) may identify appropriate academic and/or educational sanctions based upon the specifics of the incident. These sanctions for academic misconduct may include receiving a failing grade or other grade penalty for the course. For minor offense, the sanctions may include requiring a student to complete a seminar on Academic Integrity Building Program of the Graduate School.

Other provisions under the CSU Student Handbook on "The CSU Code of Student Conduct" that applies to graduate students shall be adopted.

Prevention of Sexual Harassment in Public Spaces

- 1) The GS disseminates information and conduct education on acts constitutive of gender-based streets and public spaces sexual harassment are those performed in buildings, schools and other public facilities
- 2) The GS promotes awareness on Gender-Based Sexual Harassment in Educational and Training Institutions. By designating an officer-in-charge to receive complaints regarding violations of this Act.
- 3) The GS adopts and publishes grievance procedures to facilitate the filing of complaints by students and faculty members.
- 4) The GS educates the faculty and students on filing a complaint related to acts of gender-based sexual harassment or sexual violence.
- 5) The GS adopts the general guidelines of the university related to sexual harassment in public places and in the university.

Institutional Arrangement Supporting GS Students Research and Creative Work

Research and Creative Work (RCW) Office/Office of the VP for Research, Innovation and Extension (OVPRIE)

- 1) CSU must maintain an Office that develops and implements a working mechanism that facilitates the planning, management, conduct, and monitoring and evaluation of research, development, innovation, and creative work across the different programs.
- 2) This Office must provide the overall direction in setting the policies, guidelines, standards, programs for alignment of the graduate students theses/dissertation/special problem and creative works.
- 3) The GS adheres to the policies and guidelines on benefits and incentives for faculty undertaking research or creative work, such as de-loading, research awards, and support for publications and other scholarly or creative works, among others as stipulated in the CSU Research and Extension Manual of Operations and in the CSU IP Policy. The details of these are as follows:

Incentives and Benefits (Extracted from the BOR-Approved CSU Research and Extension Operations Manual)

A. Locally-Funded RDE Program/Project

Incentives shall be given to those who are directly involved in the University RDIE system. This is to motivate and encourage faculty members to participate in the Research, Innovation, and Extension Services. The incentives are as follows:

- 1) The VPRIE shall be credited 15 units per semester.
- 2) The RDI Center Directors/Extension shall be given 9-credit units.
- 3) Faculty members involved in research programs/projects funded by the University shall be credited with the following:

3.1. Research Project:

6 units credit	–	for the Project Leader
3 units credit	-	for Project Team Members (at most 2 per project)

3.2. Research Program:

9 units credit	-	for the Program Leader
6 units credit	–	for the Project Leader
3 units credit	-	for Project Team Members (at most 2 per project)

- 4) Incentives shall only be granted upon submission of required documents or evidences to the President passing through the channel as stipulated in the route for submission of reports (Fig 2).
- 5) The research publications, paper presentations, patents, commercialization of outputs which have gone through the right process as stipulated in the process flows shall be entitled to rewards and incentives under the PRAISE.
- 6) In addition, a special award may be cited for programs/projects completed on or before the completion date. Awards or citations (monetary or non-monetary) shall be given quarterly to program/project teams that submitted progress reports on time and upon submission of terminal report on time.

B. Externally–Funded Research Program/Project

- 1) For projects with provision for honoraria, the faculty members working as Program/Project Leader and Project Staff shall be given honoraria based on the approved rates.
- 2) Faculty members who are implementing Research Program/Project shall be entitled to academic load as part of their Full-Time Equivalent (FTE) as stipulated in the DBM Manual for Position Classification and Compensation.
- 3) For externally-funded RDI Programs/Projects where honoraria for staff are not provided for by the funding institution/s, only the credit units shall be given to researchers.
- 4) Incentives shall only be granted upon submission of required reports to the President passing through the channel as stipulated in the route for submission of reports.
- 5) The research publications, paper presentations, patents, commercialization of outputs which have gone through the right process as stipulated in the process flows shall be entitled to rewards and incentives under the PRAISE.
- 6) In addition, a special award may be cited for programs/projects completed on or before the completion date. Awards or citations (monetary or non-monetary) shall be given quarterly to program/project teams that submitted progress reports on time and upon submission of terminal report on time.

8.3. Research, Development, Innovation and Creative Work Agenda

CSU formulates a clearly-stated Research, Development, Innovation and Creative Work Agenda that includes the discipline being applied for. The agenda has to be:

- anchored on the institution's mandate, philosophy, framework, vision and mission;
- responsive to identified goals and prioritized niches in the arts and sciences;
- aligned with the research and development thrusts and agenda of the country as articulated by national government institutions such as the National Economic and Development Authority (NEDA), Department of Science and Technology (DOST), Department of Health (DOH), Bureau of Agricultural Research-Department of Agriculture (BAR-DA), and CHED; and
- responsive to the development needs of industry and society.

Research, Development, Innovation and Creative Work Agenda Funding

In order to ensure continuous operation and for a more dynamic and proactive research and creative work initiatives, CSU must allocate a regular budget for Research, Development, Innovation and Creative Work, including funding support for students theses/dissertation/special project/creative work.

CSU must establish a network and linkages to access funds for the and the students theses/dissertation/special project/creative work and build capacity to mobilize other sources of funding to support similar endeavors.

The Thesis/Dissertation/Special Project/Creative Work Adviser

- 1) The graduate student must nominate his/her Graduate Adviser to serve as his/her Thesis/Dissertation/Special Project/Creative Work Adviser. The nomination form (GS FORM 2023-008(a) - Nomination of Research Adviser) must be endorsed by the graduate program coordinator and must be submitted to the GS Dean for approval.
- 2) In case the engagement of an off-campus co-adviser for a dissertation becomes essential, the

appropriate arrangements for the services of the off-campus co-adviser must be included in the nomination form for Graduate Advisory Committee and endorsed by the graduate program coordinator for approval by the GS Dean.

- 3) The Research Adviser must be a graduate faculty with earned doctoral degree of the major department who is accredited for advising a thesis based on CMO 15 series of 2019.
- 4) The Graduate Advisory Committee (GAC) shall be composed of:
 - a) faculty members who passed the Graduate Faculty Accreditation
 - b) who are specialists in the area of the research topic identified by the graduate student
- 5) The membership of the committee shall be identified with the guidance of the Program Coordinators to be approved by the GS Dean. The GAC shall automatically constitute the panel of evaluators during the proposal defense and final defense of the student's thesis or dissertation or capstone. In addition, the GS shall identify a specialist who is a faculty in the university or a specialist from another university or research institution to sit with the panel of evaluators during the defense.
- 6) The Research Adviser must provide the research direction and guidance to the student, including in the preparation of the research proposal, if needed, the implementation of the research plan, and the manuscript preparation.
- 7) The student and his/her adviser must discuss and agree on a possible topic or problem aligned to the Research, Development, Innovation and Extension Agenda of the University (CSU RDIE Agenda).
- 8) The Research Adviser must be a non-voting member and the chair of the proposal panel in the proposal defense and in the final defense panel.
- 9) No research proposal and final thesis defense must be conducted without the favorable endorsement from the Research Adviser.
- 10) Any proposed change of the Research Adviser or any member of the thesis defense panel must be done by submitting GS Form 2023-008(b) (Request for Change of Research Adviser/Panel Member) to the GS Dean. The application must indicate the reason(s) for the change in panel member/adviser and must be signed by both the original member and the replacement.
- 11) To ensure commitment and quality in the conduct of thesis, faculty members must limit thesis advising to a maximum of five (5) theses, at the graduate and/or undergraduate levels, at a given time, or as stipulated in the University policy on thesis advising.
- 12) To further ensure quality in the conduct of thesis/dissertation or capstone project, the student must submit a report of the actual visit of the Research Adviser to the experimental set-up, research site or the review of the research instruments for validity.

The Proposal Defense and the Panel of Evaluators

- 1) If a research proposal is indicated by the academic program, then a student must prepare a research proposal with the guidance of the Research Adviser. The research proposal must include a tentative

title, the proposed research problem, related studies, the theoretical/conceptual framework, the proposed methodology and significance of the study.

- 2) A proposal defense must be scheduled when the research proposal is ready as signified by the Research Adviser. The proposal hearing aims to assess the graduate student's creativity, critical thinking and communication skills. This also serves to enhance and enrich the proposed research, innovation or creative work.
- 3) The student must obtain the endorsement of the proposal from the Research Adviser and the graduate programs coordinator, and must submit to the GS Dean a copy of the research proposal and an application for a proposal hearing (GS Form 2023-013) at least four weeks before the intended date of proposal hearing.
- 4) The official receipt for the proposal hearing fee must be attached to the application form. In no case must fees in connection with a proposal hearing be collected at the major department or college.
- 5) The Research Adviser, the other members of the Research Advisory Committee (GS Form 2023-013) must constitute the evaluation panel. The Research Adviser must be the chair of the Proposal Panel of Evaluators.
 - a. For a dissertation, the Proposal Panel must be composed of the Research Adviser and three members.
 - b. For a master's thesis, the Proposal Panel must be composed of the Research Adviser and two members.
 - c. For a capstone, the Proposal Panel must consist of the Research Adviser and one or two members.
- 6) The members of the proposal panel must be the Research Adviser, members of the advisory committee and two (2) graduate faculty of the major department accredited for thesis advising.
- 7) The proposal panel must be chosen in consideration of the proposed research topic and the qualifications, specialization, publications and research experience of the accredited graduate faculty of the major department.
- 8) To ensure an independent evaluation of the research proposal and to avoid any possible conflict of interest, the statistician and the editor for the student must not be members of the proposal panel.
- 9) Upon the approval of the application for proposal hearing, the student must furnish each of the members of the Proposal Panel a copy of the Research Proposal at least three weeks before the approved date of proposal hearing. The GS Dean must designate a secretary of the Proposal Panel. The GS Dean, or a designated representative, may attend the proposal hearing.
- 10) A student must get a unanimous vote in order to pass the proposal defense.
- 11) A report of the results of the proposal hearing (GS Form 2023-015(a) and 2023- 015(b)), duly signed by the Adviser and the other members of the Proposal Defense Panel must be submitted by the chair to the GS Dean within three (3) days after the proposal hearing; a copy must be furnished to the graduate program coordinator and the student.

- 12) The student must revise the research proposal in accordance with the results of the proposal hearing, and must submit the revised proposal to the Research Adviser and members of the Advisory Committee and to the GS Dean.
- 13) The student must start formal research work after the revised proposal have been approved by the Research Panel and the GS Dean. (GS Form 2023-015(a))
- 14) Statistical analysis of the research data must be carried out at the Mathematics and Statistical Computing Center (MSCC). The payment must be based on the approved rates for the MSCC, and must be paid at the Cashier's Office

The Final Thesis Defense and the Panel of Evaluators

- 1) When the research work and the manuscript have been completed, a student must seek the recommendation of the Research Adviser and the graduate program coordinator for the presentation and examination of the thesis work through the final defense.
- 2) The student must accomplish an application for final defense (GS Form 2023-016) and submit the form and one copy of the thesis manuscript to the Graduate School at least four (4) weeks before the intended schedule of final thesis defense.
- 3) The official receipt for the final defense fee must be attached to the application for final defense. No fees relative to the final defense must be collected at the major department or college.
- 4) The members of the thesis/dissertation defense panel must be the Research Adviser, members of the advisory committee and one (1) or two (2) graduate faculty of the major department accredited for thesis advising for the masteral and doctoral degree, respectively.
- 5) The panel must be chosen in consideration of the research topic and the qualifications, specialization, publications and research experience of the accredited graduate faculty of the major department.
- 6) To ensure an independent evaluation of the research proposal and to avoid any possible conflict of interest, the statistician and the editor for the student must not be members of the defense panel.
- 7) The composition of the Final Defense Panel must be as follows:
 - a. For a dissertation, the Defense Panel must be composed of the Research Adviser as Chair, three (3) members of the advisory committee, and at least one external examiner.
 - b. For a master's thesis, the Defense Panel must be composed of the Research Adviser as Chair, and two (2) members of the advisory committee. One examiner who is not from the major department with research experience related to the research topic must be invited.
 - c. For a capstone project, the Defense Panel must consist of the Research Adviser as Chair, and two members.
- 8) The external examiner, who is not from the /college/major department, may be a graduate faculty of an allied department or a major department with CHED Center of Excellence (COE) status or a renowned expert in the field of specialization or discipline, in the profession, or in industry related to the research topic.

- 9) Upon approval of the application for thesis defense, the student must submit to the Graduate School not later than two weeks before the date of thesis defense a tarpaulin poster (size 30 inches across and 40 inches long) which must contain the research title, student's name, adviser, abstract, research design and methodology, results and conclusions, recommendations). The tarpaulin and the approved defense schedule must be displayed at an appropriate location as an open invitation to the academic community to attend the thesis presentation.
- 10) With the approval of the Thesis/Dissertation/Special Project/Creative Work Adviser, the public defense of said undertakings shall be conducted. The public announcement of the public defense shall abide by the schedule and venue approved by the Graduate School Dean.
- 11) The GS facilitates the invitation of the stakeholders from both the internal academic community of the university and the external community composed of representatives from the alumni, industry, local government, civil society organizations and regional line agencies to the public defense.
- 12) In case a thesis is believed to contain results that may be patentable or may qualify for other intellectual property rights, or if the thesis contains confidential information about the University or a third party, the Research Adviser and/or student, through the graduate program coordinator, may request the Graduate School to restrict public access to the thesis and the final defense proceedings and to take reasonable steps to protect the work in accordance with the Intellectual Property Rights Policy of the University and the Intellectual Property Code of the Philippines.
- 13) The student must be enrolled during the semester that the final defense is scheduled.
- 14) A student must not be scheduled for final defense while on probationary status.
- 15) The GS Dean must review, approve the thesis defense application and the composition of the proposed Final Defense Panel.
- 16) Upon the approval of the application for final defense, the student must furnish each of the members of the Defense Panel a copy of the manuscript three (3) weeks before the schedule of final defense.
- 17) The GS Dean designates a secretary of the Final Defense Panel.
- 18) The GS Dean, or a designated representative, attends the final defense.
- 19) The final defense on the thesis/dissertation/research project is open to interested students and faculty.
- 20) However, the evaluation and deliberation of the thesis defense is done in a closed meeting of the final defense panel.
- 21) A student must get a unanimous passing vote in order to pass the final defense.
- 22) A report of the results of the final defense (GS Forms 2023-018(a) and 2023- 018(b)), duly signed by the research adviser and the members of the Final Defense Panel must be submitted by the chair of the final defense panel to the GS Dean not later than three (3) days after the final defense; a copy of the results must be furnished by the designated secretary to the graduate program coordinator and the student.

- 23) If the defense is unsuccessful, the student in consultation with his/her adviser, revises the manuscript and apply for a second final defense, or changes the research topic.
- 24) An unsuccessful second final defense of the revised thesis means a grade of “Failed” (F) and disqualifies the student from the graduate program.
- 25) A final defense on a substantially different research topic must be considered as a first defense.
- 26) If the final defense is successful, the student must revise the manuscript in accordance with the results of the final defense, and must submit the revised manuscript to the Research Adviser and the members of the Final Defense Panel for approval.
- 27) The student must prepare the manuscript in accordance with the thesis preparation guidelines in Section 4.20.e.
- 28) When the manuscript is acceptable in substance and form to the Research Adviser and the members of the final defense panel, an unbound copy of the manuscript together with the panel approval sheet signed by the final defense panel must be submitted to the Graduate School for final review. The GS Dean must issue an approval for binding (GS Form 2023-019).
- 29) No pages must be inserted after the approval for binding is given. The student prepares six (6) to eight (8) bound copies of the approved thesis. The GS Dean must affix his/her signature to the approval sheet only when the bound copies are submitted with the final thesis grade to the Graduate School.

Publication Requirements for Graduate Students

- 1) Students in the Master’s Program Academic Track and by Research are required to have a publication in a refereed journal or juried creative work. The students must publish the outputs from theses/dissertation/special project/creative work in internationally/nationally indexed journals or juried creative work.
- 2) While indexed and high-impact publication outlets are desired in the graduate programs, CSU may specify or determine journals appropriate for their respective fields with some of the leading scholars in the field as members of the editorial boards and may also exclude outlets inconsistent with ethical research standards.
- 3) The Graduate Adviser, with the CSU University Research, Development, and Innovation Ethics Committee (URDIEC), assists the students in determining the journals appropriate for the topics of theses or dissertations consistent with the established ethical standards in research publication.

Graduation

General Graduation Requirements

- 1) To qualify for a graduate degree, a student must complete all academic requirements prescribed in the approved program of study based on the tracks adopted, and must comply all non-academic requirements for graduation observing the deadlines set by the approved academic calendar.

- 2) Furthermore, a student must be cleared of all academic, non-academic, and financial accountability, otherwise credentials will be withheld.

Application for Graduation

- 1) A graduate student must file an Application for Graduation at the Office of the Registrar during the semester when graduation is imminent, in accordance with set deadlines in the approved academic calendar.
- 2) The student must be enrolled during the semester when he/she applies for graduation.

Graduation in Absentia

- 1) A graduating student who cannot attend the commencement exercises due to illness or any other valid reasons must submit to the Registrar, through the Graduate School Dean and the graduate program coordinator, a request for permission to graduate in absentia, with the appropriate supporting documents.
- 2) He/she must include the permit to graduate in absentia during his/her request for the release of his/her credentials.

Honorable Dismissal

- 1) Honorable dismissal from the University is voluntary.
- 2) Withdrawal from the Graduate School, in particular, must be done with the recommendation of the graduate program adviser, the graduate program coordinator, and the Graduate School Dean, and approval of the Vice President for Academic Affairs.

Anti-Sexual Harassment

Sexual harassment is a form of sex discrimination which negatively affects the academic and working environment, undermines gender equality, creates unfair practices in the university, and adversely impacts the dignity and well-being of the students and faculty. It creates psychological anxiety and stress for victims and if not given attention, can result in loss of academic integrity and productivity.

- 1) The GS promotes gender-based streets and public spaces sexual harassment that includes catcalling, wolf-whistling, unwanted invitations, misogynistic, transphobic, homophobic and sexist slurs, persistent uninvited comments or gestures on a person's appearance, relentless requests for personal details, statement of sexual comments and suggestions, public masturbation or flashing of private parts, groping, or any advances, whether verbal or physical, that is unwanted and has threatened one's sense of personal space and physical safety, and committed in public spaces such as alleys, roads, sidewalks and parks.
- 2) The GS disseminates information and conduct education on acts constitutive of gender-based streets and public spaces sexual harassment are those performed in buildings, schools, churches, restaurants, malls, public washrooms, bars, internet shops, public markets, transportation terminals or public utility vehicles.
- 3) The GS promotes awareness on Gender-Based Sexual Harassment in Educational and Training Institutions.

There shall be a designated officer-in-charge to receive complaints regarding violations of this Act, and shall, ensure that the victims are provided with a gender-sensitive environment that is both respectful to the victims' needs and conducive to truth-telling.

- 4) The GS adopts and publishes grievance procedures to facilitate the filing of complaints by students and faculty members.
- 5) The GS educates the faculty and students that even if an individual does not want to file a complaint or does not request that the school take any action on behalf of a student or faculty member and school authorities have knowledge or reasonably know about a possible or impending act of gender-based sexual harassment or sexual violence, the GS shall promptly investigate to determine the veracity of such information or knowledge and the circumstances under which the act of gender-based sexual harassment or sexual violence were committed, and take appropriate steps to resolve the situation.
- 6) The GS adopts the general guidelines of the university related to sexual harassment in public places and in the university.