GRADUATE PROGRAM MANUAL OF OPERATIONS (GPMO)

OF THE SOUTHERN LEYTE STATE UNIVERSITY

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FOREWORD

Graduate study at the Southern Leyte State University (SLSU) is aimed at enhancing the competencies of the graduate students to meet the requirements set by globalization, regional integration, internationalization of higher education, Industry 4.0, and ICT-enabled economies. At the Graduate School, students must be equipped not only with the 21st Century skills but also with skills required in an innovation ecosystem. Thus, the primordial goal of the Graduate School is to develop the students' ability for critical inquiry and independent research for the advancement of knowledge, and to develop their competence in the exercise of professional leadership.

The Academics of the SLSU Graduate School assume the important role and responsibility of honing the knowledge, skills, practices, values, and goal-setting of the students so that their desired competencies and skills will be achieved as enshrined in the Philippine Qualification Framework (PQF). Specifically, the required outcomes from the master's and doctoral levels include: demonstration of advanced to highly-advanced systematic knowledge and skills in highly specialized and complex interdisciplinary/multidisciplinary field of learning; utilization of self-directed to complex research/creative work/innovation; application of complex setting that demands leadership for research and innovation with strategic value added; and application of significant level of expertise-based autonomy and accountability to professional leadership for innovation, research or development management in highly specialized or multidisciplinary field. To this end, the Graduate School Academics recognize the need for coordination and cooperation among its members in order to attain greater efficiency and effectiveness in the SLSU's quest of becoming a high quality corporate university of science, technology and innovation.

CHAPTER 1
TITLE, JURISDICTION AND ORGANIZATION

Article 1. These rules and regulations shall be known as "Graduate Program Manual of Operations" of the Southern Leyte State University, hereinafter referred to as the GPMO Manual of the University.

Article 2. The Graduate School shall exercise full jurisdiction over the planning, implementation, monitoring and evaluation of all graduate programs of the University.

Article 3. Graduate School is situated under the office of the Vice President for Academics, Research and Innovation, hereinafter referred to as the VPARI.

Article 4. The organizational structure of the Graduate School is as depicted in Figure 1.
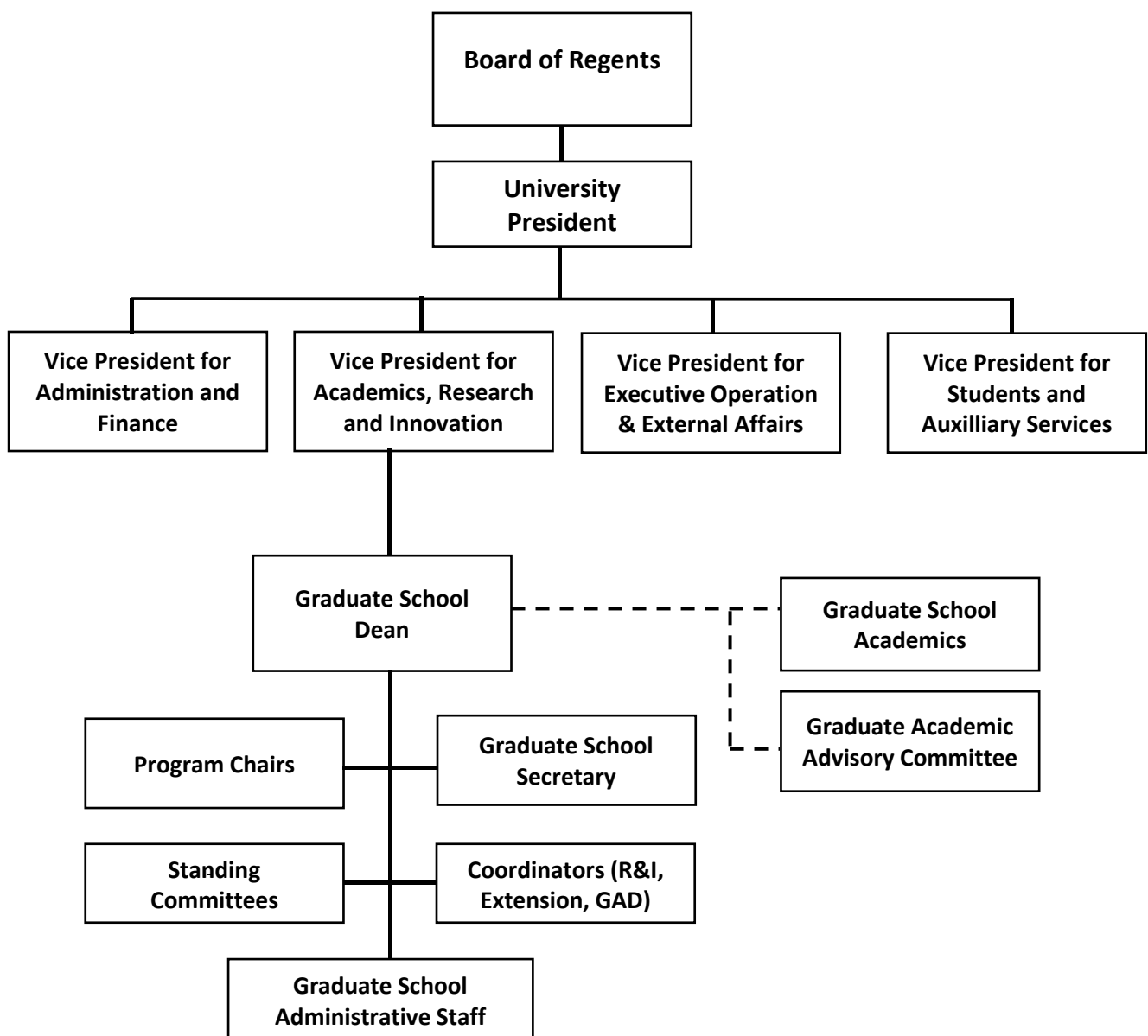
Figure 1. The SLSU Graduate School Organizational Structure

CHAPTER 2
GRADUATE SCHOOL ACADEMICS

Section 1. Composition

Article 1. The University Graduate Academics is a group of faculty members with equal rights and privileges in the formulation, implementation and evaluation of graduate programs and policies.

Article 2. The University Graduate Academics has two types of membership, namely regular and non-regular.

> a) *Regular* members are tenured faculty members of the University, with relevant Doctoral or Master's degrees, who are issued assignments to handle graduate courses and/or serve as an advisory committee chair or member. They should have published papers in scientific journals recognized by the Philippine Association of State Colleges and Universities (PASUC) and the Commission on Higher Education (CHED) during the last three years, or an invention patent or utility model patent. They are issued appointments to serve in the University's graduate programs.

> b) *Non-regular* members are professional lecturers, visiting professors, exchange professors, affiliate professors or adjunct professors from other institutions and partner-agencies, and University retirees (if applicable) with published papers in scientific journals recognized by PASUC during the last three years, or an invention patent or utility model patent. They are issued appointments to serve in the University's graduate programs.

Section 2. Appointment

Article 1. The University President shall issue appointment to the Graduate School Academics upon recommendation of the College Dean/Agency Head, and endorsement by the Dean of the Graduate School and Vice President for Academics, Research and Innovation.

Article 2. To be appointed as a regular member of the Graduate School Academics, a nominee must have at least a relevant master's degree in the discipline, and with a published article in scientific journals recognized by the Philippine Association of State Universities and Colleges (PASUC) during the last three (3) years, or an invention patent or utility model patent. However, only those with a doctoral degree shall be allowed to teach courses and to handle graduate advisory in the doctoral/master's level.

Article 3. Graduate school academics, regular or non-regular, maybe designated as a thesis and/or dissertation adviser/chair to a maximum of five (5) advisees inclusive of both in and off campus students. The GS academics may be designated to a cummulative maximum of 10 membership/advisorship of the graduate advisory committee (GAC) observing the following criteria:

A. Master's student Advisors/Members

a) Must be regular or non-regular Graduate School academics of the University;

b) Must have doctorate degree in the discipline for GAC advisorship, and at least a master's degree and content or method expertise for GAC membership; and

c) Must be a senior author of at least one (1) scholarly paper published in PASUC-recognized journals in his/her field of specialization, or books published in academic publishing companies, and/or juried creative works, or have at least one (1) invention patent application in the first publication stage or issued utility model patent certificate.

B. Doctoral student Advisors/Members

a) Must be regular or non-regular academics of the University;

b) Must have a doctoral degree in the discipline for GAC advisorship, and content or method expertise for GAC membership; and

c) Must be a senior author of at least two (2) scholarly papers published in PASUC-recognized journals in his/her field of specialization or books published in academic publishing companies, and/or juried creative works, or have at least two (2) invention patent application in the first publication stage or two (2) issued utility model patent certificates.

Article 4. Appointment of a non-regular graduate academics as thesis/dissertation advisor(s) shall be made using the same criteria as for regular members of the graduate school academics.

Article 5. Appointment to the Graduate School Academics may be permanent or temporary. Permanent appointments may be issued to qualified tenured academics. Temporary appointments may be given for a period not exceeding one year, which shall automatically terminate at the end of the year unless renewed.

Article 6. A member of the Graduate School Academics shall lose membership if he/she ceases to participate actively in graduate education at SLSU or if he/she has not published journal paper during the last three years. Active participation in graduate education means satisfaction of at least one of the following conditions:

a) Teaching at least one graduate course; or

b) Membership/advisorship in graduate advisory committee.

Article 7. A member of the Graduate School Academics who has lost his/her membership maybe reinstated following the provisions of Section 2, Article 2 of this chapter.

Section 3. Function

Article 1. The University Graduate School Academics has administrative jurisdiction over all graduate degree programs and recommends to the Board of Regents, through the University Academic Council, the institution, revision or abolition of the graduate courses and programs, including admission and graduation of students.

CHAPTER 3
GRADUATE ACADEMIC ADVISORY COUNCIL

Article 1. The Graduate Academic Advisory Council (GAAC) shall be composed of the Program Chairs, the Chairs of the standing committees and the Secretary of the Graduate School with the Dean of the Graduate School as *ex-officio* Chair of the Council.

Article 2. The Graduate Academic Advisory Council shall perform the following functions:

a) Formulate policies and guidelines governing the administration of graduate programs and operations of the SLSU Graduate School;

b) Review curricular and other academic matters for endorsement to the Graduate School Academics; and

c) Advice the University President, through the VPARI on new directions and problems in graduate education and advanced studies, and to suggest administrative measures for coordination, direction, and growth of graduate programs in the University.

CHAPTER 4
OFFICERS OF THE GRADUATE SCHOOL

Section 1. Dean of the Graduate School

Article 1. The Dean of the Graduate School, hereinafter referred to as the Dean acts as the executive officer of the Graduate School Academics and presides over the meetings of the Graduate Academic Advisory Council**.**

Article 2. The Dean shall be appointed by the University President from among the permanent Graduate School Academics and confirmed by the SLSU Board of Regents.

Article 3. The term of office of the Dean shall be two years without prejudice to re-appointment subject to approved guidelines on designations.

Article 4. The Graduate School Dean reports to office regularly on Saturdays and takes a one day-off on working days to offset his/her work on weekend.

Article 5. The Dean of the Graduate School performs the following functions:

a) Plans, organizes, and monitors implementation of programs/projects in the Graduate School which are within the context of the mandates and objectives of the University ;
b) Recommends to the Vice President for Academics, Research and Innovation and to the University President policy reforms relevant to the offering, delivery and management of graduate school programs of the University;
c) Communicates the Program Goals and Objectives of the Graduate School to the community and professional constituencies and in seeking public and private funds to support the goals of the Graduate School;
d) Spearheads in enhancing the preparation of course work such as syllabi, and other instructional materials at a level that reflects critical and high thinking skills and on par with international standards;
e) Encourages the development of outcomes-based teaching resources that promote optimum learning and are gender-sensitive;

f) Takes lead in enhancing the research and innovation programs and activities and involvement of Graduate School academics in close coordination with the Research and Innovation Unit of the University;

g) Keeps records of graduate student evaluation, examination, course work, syllabi and program of studies;

h) Maintains good working relationships, and communicates effectively with administration, Graduate School Faculty, staff, students, and other clients;

i) Makes periodic assessment on the performance of all Graduate School academics and provides assistance when needed for their skills enhancement;

j) Recommends to the VPARI or to the University President specific action on Graduate School academics development including participation in seminars, scholarship and other programs for professional growth;

k) Coordinates in the recruitment of Graduate School academics as needed and recommends to the VPARI or to the University President of the hiring of such position;

l) Serves as overall coordinator of the Accreditation Task Force of the Graduate School programs;

m) Periodically revisits the curricular offerings of the Graduate School based on the latest CMO guidelines and ensures that all programs are compliant to the CHED policies, standards and guidelines;

n) Ensures and determines the placement, employability and promotion or career advancement of the graduates through the conduct of periodic tracer activity in close coordination with the Program Chairpersons;

o) Submits accomplishment reports to the University President through the VPARI;

p) Conducts regular meeting with the Program Chairpersons and Graduate School Academics; and

q) Performs other functions as may be assigned by the VPARI or by the University President.

Section 2. Secretary of the Graduate School

Article 1.   The Secretary of the Graduate School hereinafter referred to as the Secretary shall be a permanent Graduate Academics recommended by the Dean, duly endorsed by the VPARI, and appointed by the University President.

Article 2.   The term of office of the GS Secretary shall be two years without prejudice to re-appointment subject to approved guidelines on designations.

Article 3.   With a workload of 9.0 units, the Graduate School Secretary reports to office regularly on Saturdays and takes a one day-off on working days to offset his/her work on weekend.

Article 4.   The GS Secretary shall perform the following functions:

a) Be responsible for the minutes of meetings and records of the Standing Committees, Graduate Academic Advisory Council, and the Graduate School Academics;

b) Assists the Dean in the preparation and dissemination of announcements and reports as may be required by the VPARI and other authorities of the University;

c) Takes charge in facilitating the external review and record-keeping of the students' theses and dissertations;

d) Helps in the preparation of the annual budget and requisitions of the Graduate School;

e) Helps in the execution of the academics and committee decisions;

f) Supervises the monitoring of student records and graduation requirements;

g) Advises and supervises the Association of Graduate Students (AGS) in the production of the graduate students' publication and other activities;

h) Assists the Dean in the planning, implementation, monitoring and evaluation of the Graduate School programs and activities; and

i) Performs other duties that may be assigned by the Dean.

CHAPTER 5
STANDING COMMITTEES

Article 1. The Graduate School shall have three standing committees: Committee on STEM Programs, Committee on Non-STEM Programs, and Committee on Student Progress and Graduation. These committees shall be composed of at least five members. The Committee on Student Progress and Graduation shall have one graduate student leader per campus with graduate offering, representing the graduate students, as members.

Article 2. The chair and members of each standing committee shall be recommended with the consent of the concerned permanent graduate faculty by the Dean of the Graduate School, and endorsed by the VPARI for designation by the University President.

Article 3. The chair and members of each standing committee shall serve for a period of one (1) year without prejudice to re-appointment.

Article 4. The STEM and Non-STEM Programs committees shall perform the following functions:

a) Undertake a review of the graduate offerings and program requirements of the disciplines represented in the committee, and recommend to the Graduate School Dean the necessary changes;

b) Study and recommend to the Graduate Faculty any new graduate offerings and programs;

c) Review proposed changes in the graduate curriculum and program requirements of the various disciplines before endorsement to the Graduate Academic Advisory Council and Graduate Academics; and

d) Perform other duties that may be assigned by the Graduate School Dean.

Article 5. The committee on Student Progress and Graduation shall perform the following functions:

a) Study and recommend to the Graduate School Academics matters on academic performance of graduate students;

b) Study and recommend to the Graduate School Academics means of promoting the general welfare of the graduate students;

c) Study and recommend to the Graduate School Academics matters dealing with graduate student discipline;

d) Study special cases on student progress, and report the findings and recommendations to the Graduate School Academics; and

e) Perform other duties that may be assigned by the Dean.

CHAPTER 6
PROGRAM CHAIR AND GRADUATE ADMISSION COMMITTEES

Article 1. The head (dean/department head) of academic units with graduate offerings, if designated as graduate faculty, shall act as the Program Chair who directly supervises the graduate faculty and delivery of graduate programs. He/she is also responsible for recommending to the Dean the assignment of rooms and laboratories for the graduate courses; monitoring and evaluation of the faculty assigned to teach courses under the program; facilitation of the quality assurance and accreditation of the program; and updating of the processes and modality of implementation and adoption of the learning outcomes, assessment, teaching-learning activities, and grading system under the program.

Article 2. Each graduate program shall have a Graduate Admission Committee composed of at least three (3) Graduate Academics with the Program Chair serving as ex-officio chair. Recommendation for membership to the Graduate Admission Committee shall be endorsed by the Program Chair and approved by the Dean of the Graduate School.

Article 3. The Graduate Admission Committees shall facilitate the speedy evaluation of the academic credentials of applicants for admission to their graduate programs. The committee chair shall endorse the evaluation to the Dean of the Graduate School.

CHAPTER 7
LEARNING OUTCOMES, ASSESSMENT, TEACHING-LEARNING ACTIVITIES, AND GRADING SYSTEM

Section 1. Learning Outcomes

Article 1. The program chair shall spearhead in the preparation of the complete set of approved program outcomes, curriculum with curriculum map, performance indicators for each outcome, and measurement system for the level of attainment of each indicator.

Article 2. The program chair shall ensure that all course outcomes are aligned to the program outcomes assigned for each course as indicated in the curriculum map.

Article 3. The faculty members at the program level shall design and present course learning outcomes during a meeting or writeshop for deliberation and agreement. These outcomes must be presented prior to the start of every academic year, provided that no new outcomes are introduced.

Article 4. As part of the curricular development initiatives, the Graduate School shall have the flexibility to innovate and enhance the curricular offerings and shall comply with the minimum curricular requirements aligned with learning standards or outcomes-based education (OBE). Conventional and non-conventional including interactive and interrogative teaching-learning delivery and management systems shall form part of the total delivery system of the graduate programs.

Article 5. As to OBE graduate program design, the University shall follow the OBE framework in its graduate program design. The following documents shall be considered:

A. Curriculum checklist
B. Set of program outcomes and its measurable indicators (performance indicators for each outcome, and measurement system for the level of attainment of each indicator)
C. Curriculum map
D. Outcomes-based syllabus for each course
E. System of program assessment and evaluation
F. System of program Continuous Quality Improvement

Section 2. Assessment

Article 1. The program chair, in consultation with the concerned course graduate academics, shall ensure that all assessment activities are constructively aligned to the approved learning outcomes. The measures for assessment to be employed shall be agreed upon by the graduate academics in each unit taking into consideration the approved learning outcomes for each course.

Section 3. Teaching-Learning Activities

Article 1. The program chair shall ensure that all the teaching approaches proposed by the graduate academics including the mode of delivery for each course are constructively aligned to the approved learning outcomes and assessment strategies.

Article 2. The program chair shall ensure that teaching and learning activities should be composed of content discussion, immersion, community service and extension activities, attendance in seminars or training-workshop, or conduct of research, whichever is applicable.

Article 3. The university adheres to flexible learning modality in its delivery of instruction. A faculty can chose either to offset the Saturday schedule during weekdays or to deliver the instruction at home during Saturdays in a synchronous or asynchronous manner under specific terms and conditions agreed and approved by the Director of Instruction for the main campus or ADARI in the external campuses.

Section 4. Grading System

Article 1. The grading system shall be based on the principle of outcomes-based education system. Specifics in the grading system shall be indicated in each course syllabus.

Article 2. Grades and expected outputs must be based on clearly specified learning outcomes and performance standards.

Article 3. Grading must be based on established and approved criteria and shall only focus on achievement as manifested on the actual performance and/or product of the student.

Article 4. The passing grade shall range from 1.0 to 3.0, with 1.0 as the highest grade and 3.0 as passing mark. Grade below 3.0 is considered as failing grade. As reflected in the course syllabus, the graduate academics decide on how to grade their students provided that they are transparent with whatever grading criteria they will implement.

CHAPTER 8
ADMISSION, ENROLMENT, AND GRADUATION

Section 1. Admission Requirements

Article 1.   The applicant for admission to the Master's program should be a holder of appropriate baccalaureate degree. The applicant for admission to the Doctoral program should be a holder of an appropriate master's degree from any recognized academic institution, and for the professional track programs the applicant should meet the required years of professional work experience as stipulated in CMO 15, s. 2019 and other CHED issuance.

Article 2.   If the applicant whose baccalaureate/master's degree is not appropriate, he/she will be admitted with a condition that he/she will take 3 bridging courses with an equivalent of 9 units and enroll on the first semester upon admission.

Article 3.   The applicant must submit the duly filled out Application Form to the Graduate School together with the following documents:

a)   Original and a photocopy of the official transcript of records, in the English language, and with an explanation of the grading system used, from all tertiary and graduate institutions attended;

b)   For international students, certification from the office of the University Registrar or its equivalent of the previous university attended that the medium of instruction is English (if applicable), or applicable English Language Exam results, e.g. Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS);

c)   Years of professional experience for Professional Track Programs
   1. Doctorate degree - minimum of 5 years professional experience
   2. Master's - minimum of 3 years professional experience

d)   Application fee approved by the BOR (may be paid by bank or telegraphic transfer);

e)   Sealed letters of recommendation/reference (2 for Master's and 3 for Doctoral degree applicants) from previous professors/superiors/colleagues; and

f)   Research Plan/Proposal/Outline

All documents must be in the Graduate School at least one month before the start of classes every semester. For international students, documents must be submitted earlier to have ample time to process travel papers. Submitted documents pertinent to the application become part of the university files and shall not be returned to the applicant.

Article 4.   The concerned Graduate Admission Committee shall determine the acceptability of an applicant based on a set of criteria that may include applicant's academic background, language proficiency, and research proposal and research work experience in the intended major field. Admission of a prospective major student shall be recommended by the Program Chair concerned to the Dean of the Graduate School who will issue an official letter of admission and non-admission.

Article 5.   All applicants from countries where English is not the medium of instruction and with a TOEFL iBT score below the passing mark or IELTS score below the passing mark as set by

the Graduate School should take the English proficiency examination. Those who do not meet the required level of proficiency for graduate studies in SLSU may be admitted on Probationary status with the condition that they should take an Intensive English Course for International Students administered by the Center for Foreign Language and Culture prior to or during their first semester of residency in the program.

Section 2. Notice of Admission

Article 1. The Letter of Admission is the primary requirement for enrolment which shall be sent by the Graduate School to the applicant at most one month prior to the start of each semester enrolment. Notice of non-admission shall also be sent to the non-admitted applicants.

Article 2. The admission process is not complete until the applicant acknowledges the admission through a letter of acceptance.

Section 3. Admission Categories

Article 1. An applicant may be admitted on regular status, on probationary status, or denied admission.

Article 2. Regular Admission is offered to an applicant whose academic records and supporting documents indicate that he/she is qualified to undertake graduate studies in his/her chosen field.

Article 3. Probationary Admission is offered to an applicant whose academic records and supporting documents indicate deficiencies but show promise of success in graduate study. Probationary Admission is also offered to international students whose academic background qualify for admission but failed to show proof of English proficiency. A duly accomplished waiver form must be submitted indicating the schedule of compliance of the deficiencies.

Article 4. An applicant admitted on probationary status must meet the specific requirements of his/her admission before his/her probationary status can be changed to regular status. An applicant who fails to meet the terms of his/her probationary admission is automatically disqualified from pursuing his/her intended program of study.

Article 5. The probationary status can be changed to regular status if the student has obtained a grade point average of at least 2.0 during the first semester of residence at the Graduate School.

Article 6. Applicants who are denied admission due to lack of preparatory or fundamental courses in the intended graduate program of study may have their applications reconsidered only after submission of additional documents not submitted at the time of original evaluation. Applicants denied admission due to poor academic credentials are discouraged from reapplying for admission.

Note: Poor academic credentials means a student got a GPA of at most 2.6 or its equivalent.

Section 4. Deferment of Admission

Article 1. Deferment of admission for a period not exceeding one year may be granted upon written request. A prospective student unable to register within two semesters of admission needs to re-apply for admission to the Graduate School.

Section 5. Registration or Enrolment

Article 1. All students intending to work for a Master's and Doctoral degrees will be allowed to register only upon presentation of the letter of admission from the Dean of the Graduate School. Accreditation of units/courses taken outside of the University is done at the office of the college offering the program.

Article 2. Aside from the admission form/requirements, additional documents, prescribed fees, and forms are required during enrolment or registration, to wit:

  a. Letter of Admission to the SLSU Graduate School
  b. Three (3) copies of passport size ID picture with a name tag;
  c. Photocopy of birth certificate; and
  d. Photocopy of Marriage Contract (for married female).

Article 3. A student may register the maximum units allowed for the master's and doctoral studies per semester or summer term. He/She may be allowed to enroll units more than the maximum units if he/she is taking last academic subjects or graduating in the current term.

Section 6. Fees

Article 1. The schedule of fees for graduate students shall be as follows, subject to approval by the SLSU-BOR every time there is proposal for adjustment:

	Foreign Students (in USD)	Local Students
Admission Fee (non-refundable)	30	P 1,000
Foreign Students Fee (per term)	Master's: 300 Doctoral: 350	
Tuition Fee per Unit	Master's: 25 Doctoral: 35	Master's: 500 Doctoral: 700
Thesis/Dissertation Writing Fee per Unit	Master's: 30 Doctoral: 40	Master's: 600 Doctoral: 800
Student Handbook (one-time payment)	10	200
Residency Fee	80	2,000
Validating Exam Fee	10	300
School ID	10	200

Development Fee (per semester)	10	200
Medical/Dental Fee	30	500
Publication Fee (to be paid to the AGS per term)	10	200
SCUAA Fee		15
Laboratory Fee	MTE/MSIT/MIS Courses: 20 Speech Lab Fee: 20	MTE/MSIT/MIS Courses: 1,000 Speech Lab Fee: 500
Library Fee	40	1,000
Certification Fee	5	100
Transcript of Records (per page)	10	100
CAV (per page)	10	100
Diploma Fee	10	300
Graduation Fee	10	500
INC Completion Fee (per course)	Master's: 10 Doctoral: 15	Master's: 100 Doctoral: 200
AWOL Fee	30	1,000
Graduate Advisory Fee - Advisor	Master's: 200 Doctoral: 400	Master's: 10,000 Doctoral: 20,000
Graduate Advisory Fee - Members	Master's: 180 Doctoral: 240	Master's: 9,000 Doctoral: 12,000
Comprehensive Exam	Master's: 40 Doctoral: 50	Master's: 1,000.00 Doctoral: 2,150.00
Plagiarism and Grammarly (one package)	20	Master's: 300.00 Doctoral: 500.00

Section 7. Advanced or Transfer Credit

Article 1. A student whose application for admission has already been approved and who has duly registered may apply for advanced credits or transfer credits for work done in another institution upon:

a) presentation of credentials showing that he/she passed in another institution courses fully equivalent to those given in the SLSU Graduate School for which credit is sought; and

b) passing the validating test given, if necessary, by the unit/department concerned.

Article 2. Not more than nine (9) units of advanced credit or transfer credit may be granted to a student for course work done towards the graduate degree, unless course work is done in another institution of higher learning with prior approval of a duly constituted graduate advisory committee. Application for advanced credit should be filed with the Graduate School during the first semester of residence.

Article 4. No credit shall be given for work that has been credited towards any other degree.

Article 5. Courses taken previously at SLSU may be credited by passing a written validating examination. Only existing courses or courses that cover substantially the same subject matter as existing courses may be validated.

Section 8. Validating Examination

Article 1. Validating examinations shall be taken during the first semester of residence. Permit to take the validating examination shall be issued by the Graduate School. Results of the validating examination shall be submitted to the Graduate School not later than one week after the examination. The schedule of the validating examination shall be determined by the unit offering the course.

Article 2. The faculty academics handling the course are given the freedom to formulate the validating exam, system of grading and the passing mark based on the learning outcome/s required from the course.

Section 9. Residence Requirement

Article 1. A minimum of two terms of residence is required for the Master's degree. The student is in residence when he/she is registered for course work in campus, or work *in absentia* with due approval in advance by his/her graduate advisory committee. The period of residence does not include the period that the student is on approved leave of absence. For the doctoral degree, the minimum residence requirement is three terms.

Article 2. Students who cannot complete the Thesis/Dissertation and publication requirement shall enroll residency (1 unit with no grade and credit) every succeeding term, but must observe the maximum duration of completion of the program.

Article 3. All requirements for the Certificate of Completion of Academic Requirements/Diploma shall be completed in not more than eight (8) calendar years for the master's students and 10 calendar years for doctoral students, excluding the terms of official leave of absence.

Section 10. Leave of Absence

Article 1. Leave of absence must be requested through a written permission from the Dean of the Graduate School. The letter of request must state the reason for which the leave is requested and must not exceed one year.

Article 2. If the student withdraws after three-fourths of the total number of hours prescribed for the course has already elapsed, his/her professor shall submit a grade of "5.00" for him/her if his/her class standing up to the time of his/her withdrawal is below "3.00."

Article 3. A student who withdraws from SLSU without formal leave of absence shall be on AWOL (absence without leave) status and have his/her registration privileges curtailed or entirely withdrawn.

Article 4. A student on AWOL status for more than two (2) years will be automatically terminated from the program.

Article 5. The AWOL status can be lifted only upon approval by the Dean or a written request by the student and payment of the AWOL fee.

Section 11. Honorable Dismissal

Article 1. A graduate student who desires to cut connection with the University shall present a written petition to this effect to the Dean of the Graduate School. If the petition is granted, the student shall be given honorable dismissal. Without such petition and favorable action, no record of honorable dismissal shall be made.

Article 2. Honorable dismissal is voluntary withdrawal from the University with the consent of the Graduate School. All indebtedness to the University must be settled (through a clearance form) before a statement of honorable dismissal will be issued.

Section 12. Graduation Requirements

Article 1. Requirements for graduation include completion of all academic as well as non-academic requirements, in accordance with set deadlines. The candidate must apply for graduation.

Article 2. The graduation requirements are:

a. A student in the master's degree program is required to complete the course work requirements including thesis with a grade point average of "2.0" or better; pass the Examinations and Defense; submit three (3) printed copies and digital copy of the thesis manuscript; submit one (1) article as first author based on the thesis and written in a format that is ready for publication in a refereed journal; and published one (1) paper, while pursuing and related to the degree program, in a reputable internationally-refereed journal recognized by the Philippine Association of State Universities and Colleges (PASUC)/CHED or one (1) certificate of utility model/industrial design patent registration or an invention patent application in the first publication stage; and approved clearance.

b. A student in the doctoral degree program is required to complete the course work requirements including dissertation with a grade point average of "2.0" or better; pass the Examinations and Defense; submit three (3) printed copies and digital copy of the dissertation manuscript; submit two (2) articles based on the thesis and written in a format that is ready for publication in a refereed journal; and published two (2) papers, while pursuing and related to the degree program, in a reputable internationally-refereed journal recognized by the Philippine Association of State Universities and Colleges (PASUC)/CHED or two (2) certificate of utility model/industrial design patent registration or an invention patent application in the first publication stage, or a combination; and approved clearance.

Article 3. If some graduation requirements are completed beyond the deadline for a given term, the student must register for the succeeding term (and enroll one unit) to be considered a candidate for graduation for that term.

Article 4. All candidates for graduation must have their deficiencies satisfied and their records cleared not later than the day before the start of the regular registration period for the succeeding term, or on the deadline set by the Graduate School Dean.

Article 5. A student who fails to pay the required fees cannot be conferred any title or degree. He/She may, however, upon request and payment of necessary fees, be issued a certified copy of his records without specifying his completion of the requirements toward any title or degree.

Section 13. Clearance for Graduation

Article 1. Clearance shall be obtained by accomplishing SLSU form. Students who have completed all academic and other requirements for their respective degrees may only be recommended for graduation after they have processed their clearance.

Section 14. Commencement Exercises and Hooding Ceremony

Article 1. Candidates for graduation are required to attend the Graduate School Hooding and Recognition Ceremonies, and Commencement Exercises. They are also required to attend the practice sessions prior to the program proper. Those who are unable to do so because of illness or other valid reasons, must submit a request for graduation *in absentia*, prior to the graduation practice, to the Dean of the Graduate School..

Section 15. Transcripts

Article 1. Application for issuance of transcript of records should be filed at the Office of the Registrar upon presentation of the approved clearance slip. Graduates are encouraged to file their requests for transcripts as early as possible to avoid unnecessary delay.

Article 2. Transcript of Academic Records shall contain the Title of the Thesis/Dissertation and the date it was successfully defended. It also shall contain the complete citation of the paper published in reputable journal publication.

CHAPTER 9
GRADUATE ADVISORY COMMITTEE AND COURSEWORK REQUIREMENT

Section 1. Graduate Advisory Committee

Article 1. Upon admission, the student shall be assigned to a temporary major professor who shall provide advice to the student during the registration period. In consultation with the Graduate School Secretary or Program Chair, the student selects his/her major professor who shall serve as chair of the Graduate Advisory Committee, herein referred to as GAC. Not later than two months after registration, the student, in consultation with the major professor, selects other members of the GAC.

Article 2. The GAC for Thesis shall be composed of four (4) members including the chairperson/advisor while the Dissertation shall have five (5) members including the chairperson/advisor. One member shall represent as the method specialist who will

provide technical advice on the appropriate research methodology to be used including the specific research design and appropriate technique to analyze either quantitative or qualitative data. Other members of the committee shall represent as content experts of the discipline. They will assist the candidate in conceptualizing the research problem, its significance, and the potential outcome the research will contribute in the discipline pursued. Membership in the GAC shall be with the mutual consent of the individuals selected to serve.

Article 3. The Program Chair or head of the unit offering the student's major field recommends to the Dean of the Graduate School the composition of the GAC. Changes in its composition must be approved by the Dean upon recommendation of the Program Chair in consultation with the student and the professor concerned.

Article 4. The student may select a co-advisor and/or additional GAC member with the approval of the advisor/chairperson of GAC and the Dean of the Graduate School. The co-advisor becomes co-chair of the GAC upon approval of the Dean. The additional GAC member's professional fees shall be borne by the student.

Section 2. Course Work Requirement and Types of Programs

Article 1. The Master's degree programs of the SLSU Graduate School shall conform with the required minimum units of course work and type of graduate program as prescribed in the CMO No. 15 s. 2019 to wit:

Section 7. Type of Graduate Programs

I. Master's Programs in the Sciences and in the Arts

Graduate Programs in the Sciences – Master of Science programs focus on specialized professional fields and are commonly applied in programs related to the natural sciences, engineering and mathematical sciences, and information technology. These programs have more units in the sciences and technology and have laboratory classes. Thesis is a requirement for graduation.

Graduate Programs in the Arts – Advanced degrees in the arts (Master of Arts) offer broader education or liberal arts education. These degrees are common in programs related to social sciences, humanities, and communication. Graduation requirement may either be a thesis or creative work, which passed rigorous academic or jury review.

II. Master's Programs by Tracks

Master's programs have two (2) major tracks. These are the thesis track and the non-thesis track. The thesis track is research intensive while the non-thesis track is often referred to as a professional or course-based master's program.

A. Thesis Track (Master of Science/Master of Arts)

*Under the thesis track is the **Master of Science/Master of Arts (MSc/MA) degree program. The MSc/MA** is a graduate academic degree program consisting of advanced studies in an academic discipline with primary purpose of contributing to the generation, production and advancement of knowledge rather than specific applications to professional practice. Programs of this type are research-focused*

and serve as preparation for a doctoral research program. These are two (2) sub-tracks under this, namely the Academic Track and the Research Track:

1. Master of Science/Master of Arts (MSc/MA) Academic Track

This program has at least twenty-four (24) units of coursework and at least six (6) units of thesis. It requires students to pass a comprehensive examination and requires a thesis. As a final output, the students must have at least one (1) publication in refereed journal or juried creative work. Creative work is a tangible evidence of creative effort in a specific field of specialization, such as artwork, literature, music, paintings, dance, drama, productions, architecture, and games and apps. Due to the arbitrariness of creative work, it is impossible that two people would create the same work independently.

2. Master of Science/Master of Arts (MSc/MA) Research

This program has at least a total number of Thirty-six (36) units wherein there is less coursework and more research activities. All units to be taken is by research (no coursework). It requires students to pass a comprehensive examination. As a final output, students have at least one (1) publication, specifically, evidence of acceptance to a refereed journal or have a juried creative work outlet

B. Non-Thesis Track (Master's Degree – Professional Track)

*Under the non-thesis track is the **Master's Degree (Professional Track).** It is a professional track at the master's level with the primary purpose of applying knowledge in professional practice. A Master's degree of this type is either terminal or geared towards preparation for a doctoral degree program with a professional track.*

The professional master's degree program has at least thirty (30) units of coursework consisting of advanced studies in professional or vocational fields wherein at least three (3) units of which shall be labeled as capstone course or practiced-based project.
…

A capstone project culminates the student's academic learning experience. It provides the students opportunity to exhibit the knowledge and skills obtained during the course of graduate study. It can be featured trough a long-term investigative project that concludes in a final output, presentation, or performance. A typical form is when a student may be required to choose a topic or a problem that interests them, perform a research on these topics and generate a final output (for example, in the form of essay, case study, research paper, or a short film or multimedia presentation) indicative of the student's acquisition of learning. The student presents the capstone project to a panel or committee of experts for grading and evaluation.

Article 2. The Doctoral degree programs of the SLSU Graduate School shall conform with the required minimum units of course work and type of graduate program as prescribed in the CMO No. 15 s. 2019 to wit:

Section 7. Type of Graduate Programs

...

III. Doctoral Programs

The doctoral programs have two (2) types, Doctor of Philosophy and the Doctoral Degree (Professional Track).

A. Doctor of Philosophy

*The **Doctor of Philosophy (PhD)** is a graduate program leading to a doctoral degree that focuses on research and prepares students for a life of scholarship in an academic discipline. A PhD student must show the capacity to make an original contribution in pushing the frontier of knowledge in a chosen field through dissertation, and to demonstrate ability to work independently as a student. Examples of this type of doctoral program are PhD in Education or PhD in Public Administration.*

The PhD program has two (2) sub-tracks, namely the Academic Track and the Research Track.

1. Doctor of Philosophy (PhD) Academic Track

This program has at least twenty-four (24) units of coursework and at least twelve (12) units of dissertation.
...

2. Doctor of Philosophy (PhD) by Research

This program has at least seventy-five percent (75%) of the total units focused on research-dissertation work. The remaining units shall be allocated for courses on various research methods and advance courses that will contribute to the development and writing of the dissertation.
....

The total units shall be determined by the HEI. The HEI has to ensure that a student has a minimum residency of three (3) years on a full-time basis.
...

B. Doctoral Degree - Professional Track

*The **Doctoral Degree (Professional Track)** represents a mastery of the subject matter and techniques of a professional field to a stage of competence parallel to that required for the PhD. Although the work for the professional doctoral degree may extend the boundaries of knowledge in the field, it is directed primarily towards distinguished-practical performance. Examples of this type of doctoral program are Doctor of Education and Doctor of Public Administration.*

Students admitted to the program requires prospective students to have the relevant professional experience. Applicants must therefore demonstrate a substantial actual professional work experience. The CHED Technical Panels may specify the minimum number of years of professional experience needed for their respective disciplines otherwise HEIs may impose the minimum number.

The professional doctoral degree program has at least twenty-four (24) units of coursework and twelve (12) units of practiced-based dissertation.
...

A practice-based research is an original investigation to gain new knowledge partly by means of practice and the outcomes of that practice. For a doctoral dissertation, claims of originality and contribution to gaining new knowledge may be demonstrated through creative outcomes such as designs, music, digital media, performances and exhibitions.

Article 3. Within the first semester of residence, the chair and members of the student's Graduate Advisory Committee shall be convened (preferably during the Qualifying Examination) to draft a detailed listing of courses which he/she plans to take. The Plan of Course Work shall be recommended by the GAC and endorsed by the Program Chair to the Dean of the Graduate School for approval.

Article 4. Once approved, the plan of course work shall become the official program for the degree and must be completely satisfied, including language requirements, if any, in the fulfillment of degree requirements. The SLSU Registrar shall be furnished a copy of the approved plan of course work.

Article 5. A student must obtain a GPA of "2.00" or better in all the courses prescribed by his/her committee under the major and minor fields. As part of the qualification for taking the Written Comprehensive Examination, he/she must also obtain passing marks in all courses, which he/she had been enrolled in, except in cases wherein the student qualifies for the exemption from the taking the written comprehensive examination (Chapter 10, Section 2, Article 1).

Article 6. Changes in the official plan of course work must be approved by the Dean upon recommendation of the unit head in consultation with the chair and members of the GAC. Application for revisions in the plan of course work should be made before courses to be deleted /added/replaced are registered.

CHAPTER 10
QUALIFYING AND COMPREHENSIVE EXAMINATIONS

Section 1. Qualifying Examination

Article 1. The student must take the qualifying examination to be conducted by the GAC within the first semester or before the registration for the second semester of residence. The result of the examination will be the basis for evaluating the student's ability to pursue master's/doctoral study and for determining a suitable program of coursework and thesis/dissertation topic.

Article 2. The student should submit his/her application for the qualifying examination, duly recommended by the chair of his/her GAC and noted by the unit head of the major department, to the Dean of the Graduate School not later than one week before the date of examination. The details of the qualifying examination shall be left to the discretion of the GAC.

Article 3. To pass the examination, the student must receive not more than one negative vote of the GAC.

Article 4. If the student fails his/her qualifying examination, no re-examination shall be allowed, except on the unanimous approval of his/her GAC. If the student fails the re-examination, he/she shall be permanently disqualified from earning the degree.

Article 5. The chair of the GAC shall submit to the Dean of the Graduate School a report on the result of the examination within one week after the examination

Section 2. Comprehensive Examination

Article 1. After completing all the academic course requirements with a GPA of "2.00" or better, the student should submit his/her application for the Comprehensive Examination duly recommended by the chair of his/her GAC and noted by the unit head of the major department, to the Dean of the Graduate School not later than one month before the date of examination. The comprehensive examination shall have two parts - written and oral - to be given by the GAC. In meritorious cases wherein the student is ready to undertake oral comprehensive exam or to present the thesis/dissertation proposal and has already accomplished the publication requirement prior to the completion of academic course requirements as recommended by the GAC, the written comprehensive examination of the student shall be waived.

Article 2. The written comprehensive examination shall be an integrative test given to the student to ascertain his/her competence in integrating knowledge in his/her major and minor fields, and shall be based on all courses prescribed for the student in the approved plan of course work.

Article 3. The oral comprehensive examination shall be done at least one week after the written comprehensive examination. During the oral exam, the student's thesis/dissertation proposal shall be presented to the GAC for approval.

Article 4. To pass the written and oral comprehensive examinations, a unanimous vote of the GAC is required.

Article 5. A student who fails in this examination may be given one re-examination upon unanimous approval of the committee not earlier than one month but not later than one year after the first examination. Failure to pass the re-examination shall disqualify the student permanently from earning the degree.

Article 6. The chair of the GAC shall submit to the Dean of the Graduate School a report on the result of the Written/Oral Examination within one week after the examination.

Section 3. Thesis/Dissertation Final Oral Defense or Examination

Article 1. The student shall be given a final oral examination on his/her thesis/dissertation by the GAC through public presentation in a Research Colloquium organized by the Graduate School for the purpose of disseminating the results to the stakeholders.

Article 2. The student may apply for the Final Oral Defense when his/her thesis/dissertation is complete and in a form acceptable to his/her GAC who indicate their favorable judgment by recommending the approval of the application for Final Examination.

Article 3. The application for Final Examination, duly recommended by the GAC and noted by the unit head of the major department together with the final draft of the thesis/dissertation manuscript shall be submitted to the Graduate School not later than one week before the Research Colloquium.

Article 4. To pass the examination, the student must receive not more than one negative vote of the GAC who will observe the performance of the student during the Research Colloquium.

Article 5. A student who fails the examination may be given a re-examination upon unanimous approval of the GAC, not earlier than one month but not later than one year after the first examination. Failure to pass this re-examination permanently disqualifies the student from completing his/her intended program of study at SLSU.

Article 6. The chair of the GAC shall submit to the Graduate School a report on the result of the examination not later than the next working day following the Research Colloquium and using the prescribed form.

CHAPTER 11
THESIS/DISSERTATION PROPOSAL, IMPLEMENTATION AND DEFENSE

Section 1. Thesis and Dissertation

Article 1. The thesis and dissertation shall have an equivalent of six (6) units and 12 units of graduate credit, respectively and shall have a numerical grade upon completion.

Article 2. The six units of thesis shall be registered in two terms for three units each term (3-3) or three terms for two units each term (2-2-2). The 12 units of dissertation shall be registered in three terms for four units each term (4-4-4) or four terms for three units each term (3-3-3-3).

Article 3. All dissertation/thesis topics shall be aligned to the research and innovation agenda of the University.

Article 4. A student who has already registered a total of six units for thesis but still unable to finish the work should register one unit per term until he/she is able to submit the copies of approved manuscript, but only up to a maximum of six terms (4 semesters, 2 summers). If at the end of this time limit, the student is still unable to submit copies of the approved manuscript, he/she shall be given a grade of "U" and should re-enroll all the six units of thesis. However, a student who is a candidate for graduation during the semester and only has thesis to enroll may be allowed to register the whole 6-units total credit.

For a doctoral student who has already registered a total of 12 units for dissertation but still unable to finish the work, he/she should register one unit per term until he/she is able to submit the copies of approved manuscript, but only up to a maximum of nine terms (6 semesters, 3 summers). If at the end of this time limit, the student is still unable to submit copies of the approved manuscript, he/she shall be given a grade of "U" and should re-enroll all the 12 units of dissertation. However, a student who is a candidate for graduation during the semester and only has dissertation to enroll may be allowed to register the whole 12-units total credit.

Article 5. A detailed guidelines shall be crafted by the Graduate School for writing the dissertation/thesis.

Section 2. Thesis/Dissertation Proposal

Article 1. After passing the Qualifying Examination during the first semester of residence, the student may start working on his/her thesis/dissertation proposal.

Article 2. If the student is ready for the proposal defense (oral comprehensive examination) in any time, he/she shall submit to the Graduate School copy of the proposal including the certificate of readiness to present signed by the GAC advisor for approval of the Dean.

Article 3. Request for the conduct of the proposal defense (oral comprehensive exam) shall be filed in the Graduate School at least one week prior to the date of exam/defense. The student shall be responsible in providing hard copy of manuscript to each GAC member.

Article 4. As the presentation and approval of the thesis/dissertation proposal forms part of Oral Comprehensive Examination of the student, it is recommended that the schedule of proposal defense be done as early as one week after the written comprehensive examination.

Article 5. All thesis/dissertation proposals shall pass through plagiarism review and research ethics review at the Research and Innovations Office prior to approval by the Graduate School Dean.

Article 6. All approved thesis/dissertation titles shall be presented to the University Academic Council for comments and final approval.

Article 7. One (1) copy of the final draft of the thesis/dissertation proposal, when completed in all respects following the prescribed format, complying all the comments and suggestions and bearing the signature of the GAC and approval of the Graduate School Dean, shall be submitted to the Graduate School Secretary for filing.

Article 8. No student shall be allowed to enroll the third-quarter remaining units of the thesis/dissertation if without the approved proposal. Proof of progress of the proposal should be attached to the enrollment form during each term of thesis/dissertation enrollment.

Section 3. Thesis/Dissertation Implementation, External Review, and Defense

Article 1. Implementation of the thesis/dissertation is done by the student only after approval of the proposal by the GAC.

Article 2. All thesis/dissertation manuscripts shall pass through another round of plagiarism review and research ethics review at the Research and Innovations Office prior to submission to the Graduate School Secretary for external review.

Article 3. The thesis/dissertation shall be subjected to external review. The external review shall be facilitated by the Graduate School Secretary after receipt of the GAC endorsement to the Graduate School that the thesis/dissertation manuscript is ready for external review.

Article 4. The Dean of the Graduate School appoints an external reviewer from three nominees recommended by the GAC. The external reviewer shall have expertise along the student's field of study and shall come from outside the student's major department. The external reviewer is required to submit an independent report to the Dean that indicates a recommendation for either acceptance or rejection of the thesis/dissertation with

explanation based on the critical review and evaluation that he/she has made. In case of rejection, the GAC shall be informed immediately for them to provide proper guidance to the student in complying the comments or suggestions, before another round of review shall be done with another external expert. If the result of the second external review is still negative and confirmed by the GAC unanimously, an UNSATISFACTORY remark shall be given to the student; in this case, the student has to redo his/her thesis/dissertation and re-enroll another six (6) units and 12 units for thesis and dissertation, respectively.

Article 5. The final defense of the thesis/dissertation shall take place during the Research Colloquium organized by the Graduate School.

Article 6. The GAC can recommend for the final defense only after the affirmative result of the external review.

Section 4. Thesis/Dissertation Completion and Final Approval

Article 1. The thesis/dissertation is considered complete after all comments and suggestions made by the external reviewer and public audience during the Research Colloquium have been considered in the final version of the manuscript.

Article 2. Approval of the final thesis/dissertation manuscript shall be done by the GAC through sanctioned referendum.

Article 3. Upon completion of the thesis/dissertation, the GAC certifies to its publishable quality. The student is required to submit to the Graduate School one article based on the thesis and two articles based on the dissertation and written in a format that is ready for publication in a refereed journal. If the student completes parts of the thesis/dissertation earlier, the student can already finalize a paper and submit it for publication in a reputable internationally-refereed journal.

Article 4. Three printed copies and a digital copy in prescribed format of the approved thesis/ dissertation manuscript must be submitted to the Graduate School not later than the following deadlines:

a) For Summer Graduates – the day before the first day of regular registration for the succeeding first semester, or during the agreed upon date.

b) For First Semester Graduates – the day before the first day of regular registration for the succeeding second semester, or during the agreed upon date.

c) For Second Semester Graduates – the day before the Graduate School Academic Advisory Council meets, or during the agreed upon date.

Section 5. Work in Absentia

Article 1. The thesis/dissertation of a student may be done in *absentia* with the approval of the GAC if his/her research is better done outside the SLSU. In such case, the student must be duly registered for thesis/dissertation units with the Graduate School.

Article 2. A student working in *absentia* shall make periodic reports of his/her progress to his/her thesis/dissertation advisor.

CHAPTER 12
RESEARCH, INNOVATION AND CREATIVE WORK

Section 1. Management of Research and Innovation Office

Article 1.   There shall be a Research and Innovation Office managed, supervised, and sustained by the Vice President for Academics, Research and Innovations (VPARI) assisted by the Director of Research and Innovation in-charge in articulating the research and innovation programs of the university as stipulated in the University Research and Innovation Manual.

Article 2.   There shall be a research and innovation units among campuses/colleges that is in-charge in the administration and supervision of the university's research and innovation activities that take lead in promoting and implementing the research, innovation, and creative works agenda of the university.

Article 3.   The Research and Innovation Office develops and implements a working mechanism that facilitates the planning, management, conduct, and monitoring and evaluation of research, creative works, and innovation across the different programs.

Section 2. Research. Innovation and Creative Work Agenda

Article 1.   The Research, Innovation and Creative Work (RICW) Agenda shall be anchored on the University's philosophy and framework. The RICW Agenda shall be responsive to identified goals and prioritized niches in the different colleges. The RICW Agenda shall also be aligned with the international and national research and development thrusts and agenda as articulated in NEDA, DOST, DOH, DA-BAR, and CHED through its NHERA, and responsive to the development needs of industry and society as specified in the Sustainable Development Goals.

Section 2. Involvement of Graduate Academics in Research and Innovation and Creative Works

Article 1.   Graduate Academics need to continually explore areas of inquiry through active participation in research endeavors. They are expected to participate in formulating the research agenda for the University/Campus, generate research paradigms to enhance instruction in their fields of specialization, encourage students to become creative, innovative and productive researchers, conduct critical analysis of recently published papers on basic and applied researches, materials development, feasibility studies and others, participate actively in local and international conferences, and publish articles/monographs in a recognized local, national or international refereed journals.

Article 2.   Research load for graduate academics engaged in institutionally funded Research and Innovation projects shall be in consonance with the approved guidelines of the University.

Article 3.   Deloading may be availed of by faculty members for their research projects, which are carried out along with their teaching and community engagement responsibilities. Deloading related to research, innovation and creative works workload shall be in consonance with the approved guidelines of the University.

Section 3. Monitoring of Research and Innovation projects

Article 1.   All research and innovation projects with approved institutional or external funding should be properly documented and filed for proper monitoring and reporting.

Article 2. Research and Innovation outputs shall be placed in a database system at the research and innovation office easily accessible for monitoring of status.

Section 4. Incentives for Research and Innovation Outputs

Article 1. Members of the graduate academics are entitled to cash incentives for their involvement in any research and innovation projects in accordance with the provisions clearly stipulated in the approved Research and Innovation Manual of the University.

Article 2. Entitlement to cash incentives shall be recommended by the research and innovation office to the head of the agency, and shall be subject to accounting rules and procedures that govern the university operations.

Section 5. Management of Research and Innovation Funds

Article 1. The management of research and innovation funds and resources shall be subject to the usual accounting rules and auditing regulations. However, research and innovation funds from external sources shall be governed by the memorandum of agreement/understanding executed by both parties. In case of conflicting provisions, priority shall be given to the provisions set forth by the sponsors and/or funding agencies, as follows:

   a. There is allocation of RI Funds from the General Appropriations Act (GAA) Annual Budget.
   b. There is allocation for Research and Innovation from Tuition Fee Collection and Income of the University.

Article 2. The university collaborates with non-stock, nonprofit national and international organizations in the search for proper management and utilization of funds in pursuance of its research programs, projects and activities.

Section 6. Dissemination, Publication and Protection of Graduate Students' Research Outputs and Creative Work

Article 1. The University shall encourage the dissemination, publication, and protection of the graduate students' research outputs and creative work.

Article 2. During the publication and protection of graduate students' research outputs and creative works, the student shall be the main author. The adviser/members of the GAC for dissertation/thesis and the subject professor for research outputs in subjects/courses, shall be co-authors or corresponding authors with consent from the student.

Article 3. The University policy on royalty sharing shall be applied for the graduate students.

Section 7. Assignment of Graduate Students By Research Track

Article 1. The SLSU Research and Innovation Centers may accommodate the graduate students by research track through the recommendation of the program chair where the students enrolled.

Article 2. All research activities of the students shall be aligned to the research and innovation agenda of the university.

Section 8. Plagiarism and Grammarly Review

Article 1. The SLSU Research and Innovation Office shall provide plagiarism and grammarly review services to the Graduate School academics and students.

Section 9. Ethical Standards

Article 1. The Graduate School faculty and students shall observe the ethical standards when conducting research/thesis/dissertation involving human participation or using animal subjects. It may adopt the ethical standards developed by appropriate government agencies, e.g. DOST, consortia, etc.). Furthermore, the Graduate School shall tap the University's research ethics review mechanism or may partner with a recognized ethics review board, provided that the cost of ethics review should not be charged to students.

Section 10. Graduate Research/Teaching Assistantship

Article 1. The University shall implement a Graduate Research/Teaching Assistantship (GRTA) Program. It shall be spearheaded by the Office of the Vice-President for Academics, Research and Innovation (OVPARI) through its Research and Innovation Centers (RICs) and Colleges. The terms of reference of the Graduate Research/Teaching Assistants including the incentives shall be established in cooperation with the Human Resource Development Office (HRDO) and the Financial Management Office (FMO).

CHAPTER 13
FACULTY INCENTIVES

Article 1. Faculty members teaching at the Graduate School shall be entitled to 3.33 workload units for a 3-unit course. The teaching load of the GS academics shall form part of his/her regular workload. When the load is an excess of the regular teaching load, computation for honoraria shall be based on DBM circular on classification and compensation scheme for faculty positions.

Article 2. If a faculty handles two or more subjects with schedules falling in a Saturday or Sunday, he/she shall be entitled to take one day-off during weekdays to offset the work rendered on weekend.

Article 3. Faculty members who serve as part of the dissertation/thesis graduate advisory committee shall receive monetary incentive after approval of the final manuscript. The Approval Sheet shall form part in the processing of the faculty member's incentive. Their incentives shall be:

    a.   Doctoral GAC Advisor – P20,000

    b.   Doctoral GAC Member – P4,000

    c.   Master's GAC Advisor – P10,000

    d.   Master's GAC Member - P3,000

CHAPTER 14
INTERNATIONALIZATION PROGRAM

Section 1. Transnational Education and Other Internationalization Programs

Article 1. The Graduate School shall initiate an internationalization program in close coordination with the International Collaboration Office (ICO), Marketing and Communication (MaC) and other units in the University.

Article 2. The Graduate School of SLSU shall undertake a Transnational Education (TNE) Program following the policies and guidelines enshrined in the Republic Act No. 11448 - Transnational Higher Education Act, CMO 62 s. 2016 - Policies, Standards and Guidelines for Transnational Education (TNE) Programs, and other issuance of the Commission on Higher Education.

Article 3. Other internationalization initiatives such as, but not limited to, holding of colloquium, conferences, faculty and student exchange, organization of Graduate Student Ambassadors, etc., shall be initiated by the Graduate School.

CHAPTER 15
INTELLECTUAL PROPERTY RIGHTS

Section 1. Intellectual Property Rights

Article 1. The Intellectual Property Rights (IPR) Policy of the Southern Leyte State University was formulated and is being implemented to promote and support the University's research function, provide an institutional mechanism for recognition of research output and protection of IPR resources to propel and sustain further research, and to establish a protocol for resolving competing interests among the various constituencies and markets. The policy applies to all faculty members, researchers, students, staff, and visiting professors undertaking research and/or creative activities pursuant to any program, project, grant, or contract under the auspices of the University.

Article 2. The IPR policy covers all Graduate School-generated research and/or creative activities, tangible research properties, or outputs with or without patent or copyright protection, whether for commercial or non-commercial purpose, undertaken using any resource and including all technology transfer arrangements.

Article 3. All types of Graduate School-generated intellectual property rights (IPRs) enumerated under the IP Code (RA 8293), namely, copyright and related rights, patents, trademarks and service marks, geographic indications, industrial designs, layout designs of integrated circuits, protection of undisclosed information, and even plant variety protection are also covered by these policies.

Article 4. All intellectual properties (IPs) developed by graduate students in their own personal time, which are neither the result of R&I nor developed with substantial use of University resources, shall solely belong to such creator without prejudice to the University's offer for assistance; otherwise the University co-owns the IP. In the latter case, the graduate students may assign any IPs derived from the thesis/dissertation and other outputs to the University. The advisor/professor shall be considered as co-creator.

Article 5. Support for registration of IP technologies at the IPOPhil may be provided to the student subject to availability of funds and approval from the University President. The university Innovation and Technology Support Office (ITSO) shall facilitate the application of IP developed by graduate students for registration to IPOPHL. In case the graduate student does not assign co-ownership of the IP to the university, he/she will shoulder all the costs of application for registration of the IP. Otherwise, the university will shoulder all the cost of application for registration.

Section 2. Presentation and Journal Publication of Papers Extracted from Thesis, Dissertation and Other Graduate School Outputs

Article 1. The graduate students are encouraged to present their thesis, dissertation and other outputs in official and authorized fora/conferences and exhibits. The GAC advisor/members/professor shall be considered as the co-author upon the consent of the student-author. Support for registration and transportation may be provided to the student subject to availability of funds and approval from the University President.

Article 2. After the completion and final approval of thesis/dissertation or subject course research output, the graduate student may authorize the GAC advisor/members/professor as corresponding/co-authors and to refine/re-write the dissertation/thesis or research output for them to publish in scientific journals or to present in conferences. In case the student authorizes the GAC advisor/members/professor, the student shall be the major author, and the GAC advisor/members/professor as co-author/s.

Chapter 16
DATA PRIVACY

Section 1. Policy on Data Privacy

Article 1. SLSU requires all graduate students to submit a Data Privacy Consent Form prior to graduation from the University. The form requires the student to consent to the publication and/or provision of their name, degrees and honor(s) earned, and other information, to either the public or to select organizations connected to the University.

Article 2. Other student information may be provided to requesting parties, as required by Executive Order No. 2, Series of 2016, or the Freedom of Information (FOI) Order.

Chapter 17
ELECTRONIC DATABASE OF RESEARCHES

Article 1. The University shall establish an Electronic Database of Researches which shall be housed and managed by the University Library.

Article 2. The library shall provide access to national and international research articles, dissertations and theses through electronic database as part of their services in the graduate education. This electronic database shall be made accessible to all members of the academic community.

Article 3. Graduate students shall submit an electronic copy of their thesis and dissertation to the library to be included in an online digital repository, where they are made publicly accessible. The same copy is to be submitted to the Commission on Higher Education through its Regional Office and the National Library when necessary.

Article 4. The Library reserves the right to regulate database searching to ensure efficient and economical use of the resource, consistent with the best possible service to students, staff, and public patrons.

CHAPTER 18
GAD AND ANTI-SEXUAL HARASSMENT

Article 1. All graduate academics and students shall observe and adhere to all national rules and regulations, circular issuances, policies and guidelines by the government offices including that of the Southern Leyte State University relative to the Gender and Development and Anti-Sexual Harassment.

Article 2. The graduate school is committed to maintain a positive learning environment and will not tolerate any act of sexual harassment and reprisal against any complain among members of the graduate school.

CHAPTER 19
MISCELLANEOUS PROVISIONS

Article 1. All pertinent academic rules and policies governing graduate programs that are approved by the University Board of Regents shall automatically form part of this Graduate School Policy.

Article 2. The graduate program offerings of the University shall follow the master's- and doctoral-professional, academic and research tracks as stipulated in the CMO No. 15, series 2019 – Policies, Standards, and Guidelines for Graduate Programs.

Article 3. To have a marked difference of the SLSU graduate school education curriculum with that in other institutions, there shall be mandatory courses in all programs, to wit:

a) Fundamentals in Geospatial Information Science
b) Application of Geographic Information System in the Discipline, and
c) Intellectual Property Rights

Article 4. Graduate students shall be considered alumni of the Graduate School.

Article 5. There shall be an Association of Graduate Students (AGS) in each campus of SLSU with graduate program offering. The AGS shall be responsible in the collection of Publication Fee and in the production of the Graduate School newsletter and conduct of relevant activities. The AGS shall also spearhead or support activities for the enhancement of research and innovation, community service, internationalization and other programs.

Article 6. The Graduate School shall implement an interdisciplinary and holistic program in research, innovation, and extension that will allow all graduate programs, course outputs, and students' theses and dissertations to fit in.

Article 7. The Graduate School shall implement an affirmative action program that is aimed at reaching out the prospect graduate students and preparing them for taking graduate studies by research. This program also intends to increase the number of students that are admitted to the SLSU Graduate School.

Article 8. The Graduate School shall spearhead the implementation of a Scholarship & Grants Program that will provide scholarships, and teaching and research assistantships for local and foreign students.

Article 10. A supplemental guidelines shall be crafted for the processes and modality of implementation and adoption of the learning outcomes, assessment, teaching-learning activities, and grading system at the Graduate School.

CHAPTER 20
EFFECTIVITY

Article 1. This Revised Operations Manual shall take effect on the immediate semester after the approval by the SLSU Board of Regents.

References:

Action Plan for the Graduate School of Southern Leyte State University. 2018

CMO No. 15, series 2019. Policies, Standards, and Guidelines for Graduate Programs

The Science, Technology and Innovation Diagnostics for Philippine State Universities and Colleges. PASUC, 2019

University of the Philippines Los Banos Graduate School Organization, Policies, Rules and Regulations. 2011 Revision

CURRICULUM CHECKLIST

Doctor of Philosophy in Technology Management (PhD-TM)

Program Description:

Course Number	Descriptive Title	Units
Basic Courses (18 units)		
TM 601	Industrial Statistics	3
TM 602	Philosophical Foundation of Tech. & Management	3
TM 603	Ecology of Technology	3
TM 604	Seminar in Advanced TM Research	3
TM 605	Operation Research and Production Management	3
TM 606	Quantitative Management	3
Major Courses (21 units) Select seven (7) subjects		
TM 607	Quality Control and Reliability Theory	3
TM 608	Risk Management	3
TM 609	Organizational Behavior Analysis and Development	3
TM 610	Human Resource Management	3
TM 611	Labor and Industrial Relations	3
TM 612	Development Economics	3
TM 613	Material Resource Management	3
TM 614	Financial Management	3
TM 615	Business Policy Analysis and Development	3
TM 616	Corporate Planning	3
TM 617	Project Development and Evaluation	3
TM 618	Independent Study	3
Cognates (6 units) Select two (2) subjects		
TM 619	Advanced Industrial Psychology	3
TM 620	Environmental Management	3
TM 621	Managerial Economics	3

TM 622	Computer Programming and System Design	3
TM 623	Principles and Application of NCM	3
TM 624	International Business Management	3
TM 625	Natural Resource Management	3
TM 626	Cooperative Management	3
Foreign Languages (3 units) Select one (1) subject		
TM 627	Chinese	3
TM 628	German	3
TM 629	Nipongo	3
TM 630	French	3
TM 631	Arabic	3
TM 632	Spanish	3
Dissertation		
TM 700	Dissertation Agendum	6
TM 701	Dissertation Writing	6

Summary of the Total Requirements   Units
Basic Courses   18
Major Courses   21
Cognates   6
Foreign Language   3
Dissertation   12
                                                               60

CURRICULUM CHECKLIST

Doctor of Education- Major in Educational Management

Program Description:

The **Doctor of Education major in Educational managment** is a graduate program leading to a doctoral degree that focuses on the mastery of the subject matter and techniques of a professional field to a stage of competence on research and prepares students for a life of scholarship in an academic discipline. The work for professional doctoral degree may extend the boundaries of knowledge in the field, it is directed primarily towards distinguished-practical performance, development and validation of new theories, models, programs, and practices in the various aspects of the educational process.

The curriculum is consistent with the specification and competency standards of the Commission on Higher Education (CHED).

Course Number	Descriptive Title	Units
Advance Foundation Courses		
AFC 901	Advanced Philosophical Foundations	3
AFC 903	Advanced Statistics	3
AFC 902	Advanced Research Methods and Techniques	3
AEC 901	Educational Reforms and National Development	3
AEC 903	Comparative Educational Management	3
AEC 900	Total Quality Management	3
Major Courses		
DMC 902	Seminar in Legal Problems and Issues in Education	3
DMC 904	Strategic Planning and Management	3
DMC 900	Theories, Research & Practice in Basic Higher & V TEC	3
DMC 910	Administrative Communication	3
DMC 903	Project Monitoring, Assessment and Evaluation	3
DMC 908	Seminars in Management Controls (Conflict & Crises)	3
DMC 906	Human Resources Management	3
DMC 912	Practicum in Education Management	3
Cognates		
DCC 902	Human Behavior in Organization	3
DCC 910	Ethics and Professionalism	3
DCC 900	Approaches and Methods in Program Evaluation	3
DCC 904	Integrative Seminar on Contemporary Concepts of EM	3
Dissertation		
DRC 901	Dissertation Agendum (Phase I)	6

DRC 902	Dissertation Writing (Phase II)	6

SUMMARY OF THE TOTAL REQUIREMENTS   Units

ADVANCED FOUNDATION COURSES ……………………………….......   18
MAJOR COURSES ………………………………………………………   24
COGNATES ………………………………………………………………   9
DISSERTATION ……………………………………………………………   12
   63

CURRICULUM CHECKLIST

Master of Arts in Education- Major in Educational Management

Program Description:

The **Master of Arts in Education (MAEd) major in Educational Management** is designed for educators, administrators, and would-be school administrators with a more profound understanding of managerial, supervisory, and instructional competencies for higher-level educational leadership.

Course Number	Descriptive Title	Units
Foundation Courses		
EDF 601	Foundations of Education	3
EDF 602	Methods of Research	3
EM 601	Social Science Statistics	3
Major Courses		
EM 600	Comparative Asian Educational System	3
EM 601	Foundations of Education Administration & Management	3
EM 602	Curriculum Theory and Implementation	3
EM 604	Seminar in Educational Technology and MIS	3
EM 606	Current Trends, Issues, and Policies in Education	3
Cognates		
EMC 601	Seminar in Global Education	3
EMC 600	Multicultural Education	3
EMC 603-SU	Gender and Development	3
Thesis Writing		
SED 607	Thesis Writing (Phase 1 – Agendum)	3
SED 608	Thesis Writing (Phase 1 – Final)	3

Summary of the Total Units Requirements:

```
Foundation Courses ------   9
Major Courses --------------15
Cognates---------------------  6
Thesis Writing---------------- 6
                _____
                36 units
```

CURRICULUM CHECKLIST

Master of Arts in Education- Major in English

Program Description:

The **Master of Arts in Education (MAEd) major in English** is designed to develop the competence and skills of students in teaching the English Language. Focused on integrating theory, research, and design into the teaching process, this program prepares teachers to tackle a variety of classroom challenges. It also provides a venue for advanced learning in a language that enhances English teachers professionally by exposing them to the latest developments in language teaching.

Course Number	Descriptive Title	Units
Foundation Courses		
EDF 601	Foundations of Education	3
EDF 602	Methods of Research	3
EM 601	Social Science Statistics	3
Major Courses		
ENG 600	Advance Speech Communication	3
ENG 601	Linguistics	3
ENG 602	Techniques in Advance Composition	3
ENG 604	Prin., Materials, & Methods of TESL	3
ENG 606	Innovative Strategies in Teaching Reading	3
Cognates		
ENGC 601	Literary Linguistics	3
ENGC 600	Advance Grammar	3
ENGC 603-SU	Construction and Utilization of ESL Instructional Materials	3
Thesis Writing		
SED 607	Thesis Writing (Phase 1 – Agendum)	3
SED 608	Thesis Writing (Phase 1 – Final)	3

Summary of the Total Units Requirements:

      Foundation Courses ------   9
      Major Courses --------------15
      Cognates---------------------- 6
      Thesis Writing---------------- 6
              _____
            36 units

CURRICULUM CHECKLIST

Master of Arts in Education- Major in Filipino

Program Description:

The **Master of Arts in Education (MAEd) major in Filipino** is designed to develop the competence and skills of students in teaching the Filipino Language. Proficient in knowledge of Filipino language and literature that is focused on a deep and broad understanding of language issues and trends. It also provides a venue for advanced learning in a language that enhances Filipino teachers professionally by exposing them to the latest developments in Filipino language teaching.

Course Number	Descriptive Title	Units
Foundation Courses		
EDF 601	Foundations of Education	3
EDF 602	Methods of Research	3
EM 601	Social Science Statistics	3
Major Courses		
FIL 601	Pagtuturo ng Filipino Bilang Pangalawang Wika	3
FIL 602	Pagtuturo ng Ibat't-ibang Asignatura sa Filipino	3
FIL 604	Paglilinang ng Kur. at Paghahanda ng mga gamit'Pangkurikulum	3
FIL 606	Ponolohiya	3
FIL 600	Mga Kayarian sa Filipino	3
Cognates		
FILC 601	Paghahambing ng Pagaaral ng Iba't-ibang Wika sa Filipinas	3
FILC 600	Wika at Kulturang Popular	3
Thesis Writing		
SED 607	Thesis Writing (Phase 1 – Agendum)	3
SED 608	Thesis Writing (Phase 1 – Final)	3

Summary of the Total Units Requirements:

```
Foundation Courses ------   9
Major Courses --------------15
Cognates---------------------- 6
Thesis Writing----------------6
            _____
            36 units
```

CURRICULUM CHECKLIST

Master of Arts in Education- Major in Social Science

Program Description:

The **Master of Arts in Education (MAEd) major in Social Science** is designed to provide students an opportunity to learn various interpretations of contemporary society through the use of innovative and creative instructions. It also provides opportunities for graduate students to a wide array of backgrounds and interests including visual culture, anti-oppressive education, gender studies, historical consciousness, moral education, and the history and politics of curriculum.

Course Number	Descriptive Title	Units
Core Subjects		
EDF 601	Foundations of Education	3
EDF 602	Methods of Research	3
EM 601	Social Science Statistics	3
Major Subjects		
SSCI 601	Advanced Geography and Culture	3
SSCI 602	World Civilization	3
SSCI 604	Advanced Pedagogy in Social Science	3
SSCI 606	Comparative Political Systems and Structures	3
SSCI 600	Seminar on Gender and Development	3
Cognate Courses (choose 2)		
SSCIC 601	Current Trends and Issues in Social Sciences	3
SSCIC 600	Economics	3
SSCIC 603-SU	Asian History	3
Thesis Writing		
SED 607	Thesis Writing (Phase 1 – Agendum)	3
SED 608	Thesis Writing (Phase 1 – Final)	3

Summary of the Total Units Requirements:

       Foundation Courses ------   9
       Major Courses --------------15
       Cognates--------------------- 6
       Thesis Writing---------------- 6
               _____
          36 units

CURRICULUM CHECKLIST

Master of Arts in Education- Major in Mathematics

Program Description:

The **Master of Arts in Education (MAEd) major in Mathematics** is designed to develop the skills and competence of educators in the field of mathematics through collaboration and mentorship; innovative ideas, theories and practices. It also provides a venue for advanced learning that broadens their professional knowledge through the use of research-based and creative instructions.

Course Number	Descriptive Title	Units	Pre-requisite
Core Subjects			
EDF 601	Foundations of Education	3	
EDF 602	Methods of Research	3	
EM 601	Social Science Statistics	3	
Major Subjects			
MAT 601	Symbolic Logic	3	
MAT 602	Innovative Strategies in Teaching Mathematics	3	MAT 601
MAT 604	Matrix Theory	3	MAT 601
MAT 606	Analysis for Mathematics for Teachers	3	MAT 601
MAT 600	Algebraic Structures	3	MAT 601
Cognate Courses			
MATC 601	Current Trends and Issues in Mathematics	3	
MATC 602	MATC 602 Introduction to Graph Theory	3	
MATC 603-SU	Non-Parametric Statistics	3	
Thesis Writing			
SED 607	Thesis Writing (Phase 1 – Agendum)	3	
SED 608	Thesis Writing (Phase 1 – Final)	3	

Summary of the Total Units Requirements:

Foundation Courses ------   9
Major Courses --------------15
Cognates--------------------- 6
Thesis Writing---------------- 6
_____
36 units

CURRICULUM CHECKLIST

Master of Arts in Education- Major in Science Education

Program Description:

The **Master of Arts in Education (MAEd) major in Science Education** is designed for educators who are interested in enhancing their professional practice related to multiple scientific areas and skills in science through a variety of teaching techniques. It provides teachers the essential knowledge and skills needed for today's most demanding and diverse classrooms and prepares them for challenges in areas such as academics, research, and innovation.

Course Number	Descriptive Title	Units
Core Subjects		
EDF 601	Foundations of Education	3
EDF 602	Methods of Research	3
EM 601	Social Science Statistics	3
Major Subjects		
SED 601	Biology for Teachers	3
SED 602	Physics for Teachers	3
SED 604	Innovative Strategies in Teaching Science	3
SED 606	Environmental Science	3
SED 600	Chemistry for Teachers	3
Cognate Courses		
SEDC 600	Advanced Earth and Space Science	3
SEDC 601	Current Trends and Issues in Science Education	3
Thesis Writing		
SED 607	Thesis Writing (Phase 1 – Agendum)	3
SED 608	Thesis Writing (Phase 1 – Final)	3

Summary of the Total Units Requirements:

    Foundation Courses ------   9
    Major Courses --------------15
    Cognates--------------------- 6
    Thesis Writing---------------- 6
                   _____
                    36 units

<div align="center">

CURRICULUM CHECKLIST

Master in Technology Education (MTE)

</div>

Program Description:

The **Master in Technology Education** is a graduate program which will require the completion of forty two (42) units of academic subjects and thesis writing and defense. The degree can be completed within two (2) years and two (2) summer terms in full load including thesis writing.

Course Number	Descriptive Title	Units
Foundation Courses		
FC 501	Advanced Research	3
FC 502	Advanced Statistics	3
FC 503A	Foundations of Education	3
Major Courses (choose 7 courses)		
TE 504	Automotive Technology/Stationary Engineering	3
TE 505	Industrial and Commercial Refrigeration & Air Conditioning	3
TE 506	Electronics/ Communication	3
TE 507	Electricity/Motor Rewinding and Controlling	3
TE 508	Metal Working/Welding/Fabrication	3
TE 509	Architectural Drafting/CAD	3
TE 510	Fishery and Agriculture	3
TE 511	Food and Nutrition including Cookery and Baking	3
TE 512	Dressmaking/Handicraft	3
TE 513	Graphic Arts/Ceramics	3
TE 514	Industrial Arts/Woodworking	3
Cognates		
TE 515	Computer Application (MIS)	3
TE 516	Linguistic & Oral Communication	3
Thesis Writing		
Thesis A	Thesis Writing (Agendum)	3
Thesis B	Thesis Writing (Final)	3

Summary of the Total Requirements   Units
Foundation Courses   9
Major Courses   21
Cognates   6
Thesis Writing   <u>6</u>
     42

CURRICULUM CHECKLIST

Master of Science in Information Technology (MSIT)

Program Description:

The **Master of Science in Information Technology (MSIT**) is a graduate degree program designed to develop in its students the effective use of information technology (IT), to solve problems, improve or reengineer process of organizations. It provides students with theoretical or practical knowledge on various aspects of information systems planning, systems implementation, system integration and project management. The students' understanding of these, and their proficiency and style in written as well as oral communication, are primarily attended to by the successful completion and defense of master's thesis.

Course Number	Descriptive Title	Units
Foundation Courses		
FC 501	Philosophical Foundation of IT Research	3
FC 502	Advanced Statistics	3
IT 501	Network and Data Communication and Computer Architecture	3
IT 502	Data Structure and Algorithm Analysis 1	3
Major Courses		
IT 503	ICT Information Security Administration	3
IT 504	Advanced Databases	3
IT 505	Expert System	3
IT 506	Object-Oriented Software Development	3
IT 507	Mobile Application Development	3
IT 508	Embedded Systems	3
Cognates (choose 2 courses)		
IT 509	Web Information Systems	3
IT 510	Data mining	3
IT 511	Technology and Project Management	3
Thesis Writing		
Thesis A	Thesis Writing (Agendum)	3
Thesis B	Thesis Writing (Final)	3

Summary of the Total Requirements   Units
Foundation Courses   12
Major Courses   18
Cognates   6
Thesis Writing   6
     42

CURRICULUM CHECKLIST

Master in Management (MM)

Program Description:

The **Master in Management** is a graduate program which consist of three foundation courses, seven specialization courses and thesis writing. This program prepares graduate students with the knowledge, techniques, theories and perspectives essential for their careers as managers in private and public organizations. The program is appropriate for men and women who want to advance in their present career and for those who need the background to qualify for entry-level management position.

Course Number	Descriptive Title	Units
Foundation Courses		
FC 501	Management Research	3
FC 502	Management Statistics	3
FC 503B	Principles and Theories of Management	3
Major Courses		
MM 501	Marketing Management	3
MM 502	Social Responsibility and Corporate Governance	3
MM 503	Human Resource Management	3
MM 504	Financial Planning and Control	3
MM 505	Operations Management	3
MM 506	Development Planning	3
MM 507	Organizational Behavior	3
Thesis Writing		
Thesis A	Thesis Writing (Agendum)	3
Thesis B	Thesis Writing (Final)	3

Summary of the Total Requirements   Units
Foundation Courses   9
Major Courses   21
Thesis Writing   6
     36

CURRICULUM CHECKLIST

Master of Arts in Teaching - major in English Language Teaching

Program Description:

The **Master of Arts in Teaching** majors in **English Language Teaching, Filipino Language Teaching, Mathematics Teaching, Natural Science Teaching** is a graduate program which will require the completion of forty two (42) units of academic subjects and thesis writing and defense. The degree can be completed within two (2) years and two (2) summer terms in full load including thesis writing.

Course Number	Descriptive Title	Units
Foundation Courses		
FC 501	Advanced Research	3
FC 502	Advanced Statistics	3
FC 503A	Foundations of Education	3
Major Courses		
ELT 501	Introductory Linguistic	3
ELT 502	Teaching Speech Communication	3
ELT 503	Socio-Psycho Linguistics	3
ELT 504	Second Language Approaches and Methodologies	3
ELT 505	Instructional Materials Dev. for English Language	3
ELT 506	Language Testing	3
ELT 507	Strategies and Methods in Teaching Reading	3
Cognates (choose 2 courses)		
ELT 508	Advanced Composition	3
ELT 509	Teaching Literature	3
ELT 510	Related Activities in Language Teaching	3
Thesis Writing		
Thesis A	Thesis Writing (Agendum)	3
Thesis B	Thesis Writing (Final)	3

Summary of the Total Requirements   Units
Foundation Courses   9
Major Courses   21
Cognates   6
Thesis Writing   6
                                  42

CURRICULUM CHECKLIST

Master of Arts in Teaching - major in Filipino Language Teaching

Program Description:

The **Master of Arts in Teaching** majors in **English Language Teaching, Filipino Language Teaching, Mathematics Teaching, Natural Science Teaching** is a graduate program which will require the completion of forty two (42) units of academic subjects and thesis writing and defense. The degree can be completed within two (2) years and two (2) summer terms in full load including thesis writing.

Course Number	Descriptive Title	Units
Foundation Courses		
FC 501	Advanced Research	3
FC 502	Advanced Statistics	3
FC 503A	Foundations of Education	3
Major Courses		
TF 501	Makabagong Kalakaran sa Pagtu-turo ng Filipino	3
TF 502	Pinag-ugatan, Pag-unlad at Pagsu-sulong ng Wikang Filipino	3
TF 503	Sining sa Pagsasaling Wika	3
TF 504	Pahambing na Pag-aaral sa mga Pangunahing Wikain ng Pilipinas	3
TF 505	Malikhaing Pagsusulat sa Filipino	3
TF 506	Paglinang ng Kurikulum at Paghahanda ng mga Kagamitang Pang-kurikulum sa Filipino	3
TF 507	Pananaliksik sa Filipino sa iba't ibang Lawak	3
Cognates (choose 2 courses)		
TF 508	Teorya sa Kritisismong Pampanitikan	3
TF 509	Palihan sa Dulaan at Panulaang Filipino	3
TF 510	Pambatang Panitikang Filipino	3
Thesis Writing		
Thesis A	Thesis Writing (Agendum)	3
Thesis B	Thesis Writing (Final)	3

Summary of the Total Requirements   Units
Foundation Courses   9
Major Courses   21
Cognates   6
Thesis Writing   6
             42

CURRICULUM CHECKLIST

Master of Arts in Teaching - major in Mathematics Teaching

Program Description:

The **Master of Arts in Teaching** majors in **English Language Teaching, Filipino Language Teaching, Mathematics Teaching, Natural Science Teaching** is a graduate program which will require the completion of forty two (42) units of academic subjects and thesis writing and defense. The degree can be completed within two (2) years and two (2) summer terms in full load including thesis writing.

Course Number	Descriptive Title	Units
Foundation Courses		
FC 501	Advanced Research	3
FC 502	Advanced Statistics	3
FC 503A	Foundations of Education	3
Major Courses		
TM 501	Advanced Geometry	3
TM 502	Advanced Trigonometry	3
TM 503	Methods of Teaching Mathematics with Computer Orientation	3
TM 504	Foundations and Structure of Mathematics	3
TM 505	Algebraic Structure	3
TM 506	Number and Graph Theories	3
TM 507	Linear Algebra & Matrix Theory	3
Cognates (choose 2 courses)		
TM 508	Modern Complex Analysis	3
TM 509	Advanced Probability and Statistics	3
TM 510	History of Mathematics	3
Thesis Writing		
Thesis A	Thesis Writing (Agendum)	3
Thesis B	Thesis Writing (Final)	3

Summary of the Total Requirements   Units
Foundation Courses   9
Major Courses   21
Cognates   6
Thesis Writing   6
        42

CURRICULUM CHECKLIST

Master of Arts in Teaching - major in Natural Science Teaching

Program Description:

The **Master of Arts in Teaching** majors in **English Language Teaching, Filipino Language Teaching, Mathematics Teaching, Natural Science Teaching** is a graduate program which will require the completion of forty two (42) units of academic subjects and thesis writing and defense. The degree can be completed within two (2) years and two (2) summer terms in full load including thesis writing.

Course Number	Descriptive Title	Units
Foundation Courses		
FC 501	Advanced Research	3
FC 502	Advanced Statistics	3
FC 503A	Foundations of Education	3
Major Courses		
NS 501	Instructional Planning, Procedures & Strategies of Teaching Science with Computer Orientation	3
NS 502	Global Environmental Concerns	3
NS 503	Ecology for Science Teaching	3
NS 504	Current Issues in Science Education and Development	3
NS 505	Advanced Physics	3
NS 506	Advanced Biology	3
NS 507	Advanced Chemistry	3
Cognates (choose 2 courses)		
NS 508	Advanced Earth Science	3
NS 509	Geographic Information System	3
NS 510	Environmental Chemistry	3
Thesis Writing		
Thesis A	Thesis Writing (Agendum)	3
Thesis B	Thesis Writing (Final)	3

Summary of the Total Requirements   Units
Foundation Courses   9
Major Courses   21
Cognates   6
Thesis Writing   6
                           42

Appendix B

Details of the Research, Development and Extension Agenda

The predecessor RDE Agenda of the university (2013–2018) benchmarked on the following mandates derived from the University's Goals:

I.   To establish a culture of S&T based research;
II. To facilitate the adoption of technologies by the community to which the university serves.

Realizing that the development of a research culture takes time, the obvious question is that of determining a mechanism to fast-track the acquisition of an S&T culture for the University. Hence, the Vision, Mission, Goals and Objectives of the RI office are:

Vision

A responsive unit that takes the lead in promoting transformative learning, livelihood generation, biodiversity conservation, climate change adaptation & disaster risk management, and good governance in the region.

Mission

Perform research, development and extension activities that generate revenue, transform education, improve the socio-economic status of the community, and contribute for the attainment of a sustainable environment through responsible knowledge creation, innovation and discovery.

Goals

Continue establish a culture of science, technology and innovation (STI) to produce knowledge products that enhance and promote:

1. agricultural productivity, quality and profitability under smallholder conditions **(SHARE Center)**
2. development of organic and natural food-based products **(CONFoR)**
3. sustainable utilization of biological resources **(BioProTeC)**

4. improves community resilience to climate and disaster risks	(DRRM/SICAD) **(GIS-TC)**
5. livelihoods and small businesses and enhance resource generation capabilities	(BARGO/SEED/BID) (CReSMED)
6. innovation in the delivery of knowledge to marginal communities	**(CARE)**
7. good governance and sustainable development	(LRI-GD)

Establishing research culture can be accomplished by the following objectives:

Objectives

1. **To create a research and innovation ecosystem**

   - To continue establishing the culture of research for the whole university. This can be accomplished by mind-setting the faculty towards a unified outlook, understanding and commitment towards the university's mission and vision through a series of internal consultations, re-orientations and seminars.
   - Compartmentalizing the University so that a specific group of interested faculty and staff are groomed for research who shall spearhead the culture of research in the University. This can be accomplished by conducting a descriptive and psychological mapping of the faculty in the university for a clearer picture of who are inclined to do research, development and extension and who are not and the constant exposure of the former to RI training and related activities.
   - Introduction of effective RI capability building programs. These shall be conducted to capacitate and motivate the university's human resource to engage into S&T-based research. The implementation of this strategy shall be guided by the Strategic Plan designed for this purpose.
   - Formulating RI themes reflective of the expertise of the university faculty and staff. This is reflected in the RI thrusts and priorities of this section of the manual.

2. **To establish of Autonomous RICs**. This is reflected in the Management and Human Resource of RI section of this manual.

3. **Intensify support for the development and protection of appropriate technology to address local, national and global issues**

   - A state university functions as a fountain of knowledge and part of its mandate is to help improve the quality of life of the community. This is captured in SLSU's vision as a corporate science and technology university. To respond to this mandate, the university needs to contribute to the development of appropriate technologies that will address both local and global issues.

4. **Facilitate the service areas' adoption of developed technologies and intensify their utilization of the university's expert services**.

   Based on the university's strategic plan for 2016-2022, the university is tasked to increase the economic productivity of the farmers, fisher folk and business sectors, and enhance the capability of the educators and technology providers in the service areas. As an aspiring front-

liner in Science- and Technology-based research and extension in the province, SLSU is mandated to facilitate the adoption of developed technologies to communities and service areas as part of and on top of its extension activities. This can be done through:

- Establish linkages with the end-users through MOU/MOA and
- Form a mechanism to implement, monitor and sustain the efficient adoption of technologies.

Thrusts and Priorities

Research, development and extension thrusts and priorities of the University shall be geared towards:

1. Transformative Learning. RI Programs, Projects and Activities that
    1.1. Enhance the university's academic programs;
    1.2. Improve the quality of instruction;
    1.3. Explore transformative learning strategies;
    1.4. Articulate and revise assumptions and perspectives on education;
    1.5. Promote critical self-reflection and openness to alternative discourse; and
    1.6. Develop innovative and more effective elementary and secondary education pedagogical models.

2. Livelihood Generation. RI PPAs that
    2.1. Generate, propagate and develop agroforestry and marine commodities and products;
    2.2. Produce technologies that facilitate the sustainable development of agroforestry and marine commodities;
    2.3. Promote the preservation and development of human capital e.g. studies on health, nutrition, fitness and wellness, socio-economics, entrepreneurship, financial education, etc.; and
    2.4. Critically explore policy, management, civil society, governance and gender and development.

3. Biodiversity Conservation. RI PPAs that
    3.1. Contribute to the restoration and sustainability of natural resources in the region;
    3.2. Explore and provide information on the status and impact of destruction in different ecosystems in the region,
    3.3. Improve the knowledge, awareness, attitude and perceptions (KAAP) of locals on the importance of biodiversity conservation and sustainable natural resources management.

4. Climate Change Adaptation & Disaster Risk Management. RI PPAs that contribute to knowledge creation as key inputs for planning and policy formulation emphasizing on climate change adaptation and disaster risk management.
    4.1. Improve protection of capacities and assets from impacts of climatic disaster;
    4.2. *Promote preparedness* of communities and institutions to cope and mitigate the impacts of climatic shocks and disasters;
    4.3. strengthen communities' ability to *recover* and reconstruct from conflicts in a way that ensures their resilience to future climatic disasters; and
    4.4. *contribute* to sustainable development.

5. Good Governance.
    5.1. create an environment that strengthens rule of law and human rights, gender equality, appropriate distribution of power and macro-economic stability;
    5.2. improve social and economic framework conditions in the service of sustainable development, the fight against poverty and human security.
    5.3. produce results that meet the needs of society while making the best use of resources at their disposal;

5.4. also covers the sustainable use of natural resources and the protection of the environment.

Note: Humanities (history, culture, language, and arts) and basic science studies can be integrated in the conceptualization and formulation of research proposals along the research thrusts and priorities. RI PPAs may not be in line with the above-mentioned thrusts and priorities provided that funding for the said PPAs are not sourced from the University's institutionally-granted RI funds.

Formulation, Review and Approval of the RI Agenda by Center/ College/Department

Each Center/College/Department of the University shall formulate an RI agenda/programs consistent with the provisions of this Manual. In addition, each curricular program, as initiated by the Program Chair and Department Head, shall formulate the RI PPAs based on the RI agenda of their respective Colleges or RICs. The RI PPAs of the different Colleges and Departments/Programs shall be submitted to the URDIC for review, evaluation and endorsement to the University President. The SLSU-Board of Regents shall delegate the authority to the University President to approve the RI agenda/programs of the different Centers, Colleges and Departments/Programs upon the recommendation by the URDIC and other Councils of the University.

Formative and Summative Assessment of the RI Agenda and Plans

During the last quarter of the last year of effectivity of the RI agenda and plans, the Office of the VPARI shall initiate an assessment or evaluation of the implementation of the university RI agenda and plans. Formative assessment may also be conducted during the implementation of RI agenda and plans. Results of the assessment shall be presented to the URDIC for appropriate action.