

# foreword

Welcome to the Graduate School Masteral and Doctoral Programs of Graduate School of the University of Luzon (UL), the apex of the educational ladder at UL.

As the decision to pursue graduate or post-graduate degrees is one of the important choices you will make in your professional life and career development, we ardently wish to assist you in any way possible to ensure you a worthwhile experience as well as a rewarding educational journey.

This bulletin of information, therefore, has been designed to provide detailed information for the students so that they will realize their fullest potentials in their respective study programs. Graduate Students are highly enjoined to consult this publication for guidance considering it is the student's responsibility to be adept with the Institution's programs, policies and practices in the achievement of their educational goals.

The Graduate School faculty looks forward to working in collaboration with you towards your optimal and holistic development consistent with the UL founders' philosophy of '*perecias y valias*' (skills and values).

All aboard!

**CARMELO JOHN E. VIDAL, PhD, DA.**  
*Dean*

**MASTER IN INFORMATION TECHNOLOGY****Major in General Curriculum and Cybersecurity**

<b>I. Core/Foundations Courses (18 units)</b>	
MIT 0011 Information Systems Security	3 units
MIT 0012 Advanced Operation System	3 units
MIT 0013 Advanced Computer Organization	3 units
MIT 0014 Database Security	3 units
MIT 0015 Information Technology Research	3 units
MIT 0016 Statistics for Information Technology Research	3 units
<b>II. Major/Specialization Courses (15 units)</b>	
MIT 0021 Advanced Network Security/Administration	3 units
MIT 0022 Information Systems Audit and Digital Forensics	3 units
MIT 0023 Vulnerability Management and Disaster Recovery	3 units
MIT 0024 Trends in Information Systems Security Administration	3 units
MIT 0025 Web Application Security	3 units
<b>III. Electives (6 units)</b>	
MIT 0031 Advanced Management Information System	3 units
MIT 0032 Advanced Multimedia Applications	3 units
MIT 0033 Advanced Mobile Computing	3 units
MIT 0034 Data Warehousing Technology	3 units
MIT 0035 Penetration Testing	3 units
Capstone Project (6 units)	
MITIS 01 Independent Study/Project (I)	6 units
<b>TOTAL</b>	<b>45 units</b>

*Note:*

*Applicants without background in computer science, computer engineering, electronics, communication, information technology, mathematics and other related fields are required to take 12-unit pre-requisite courses (MIT 0001 Intro to Programming, MIT 0002 Data Structures, MIT 0003 Computer Hardware Fundamentals, MIT 0004 Basic Software Engineering).*

*To qualify for the MIT Cyber Security program, student must pass at least (3) Cybrary Micro Certifications and Independent study should be in the field of Information Systems Security.*

**MASTER IN EDUCATION  
(Major in Educational Leadership)**

<b>I. Foundation Courses (9 units)</b>	
MEdL 101 Socio-Philosophical Foundation of Education Leadership	3 units
MEdL 102 Educational Leadership Research	3 units
MEdL 103 Statistics in Educational Leadership Research	3 units
<b>II. Core Subjects (18 units)</b>	
MEdL 201 Leadership in Educational Environments	3 units
MEdL 202 Curriculum Planning and Development	3 units
MEdL 203 Instructional Leadership/Supervision of Instruction	3 units
MEdL 204 Teaching/Learning Assessment Models and Strategies	3 units
MEdL 205 Human Resource Management in Educational Institutions	3 units
MEdL 206 Educational/School Planning and Management	3 units
<b>III. Cognates (9 units)</b>	3 units
MEdL 301 Education/School Law	3 units
MEdL 302 Financial Planning in Educational Institutions	3 units
MEdL 303 Current Issues In Educational Leadership	3 units
MEdL 304 Leading Change in Educational Organizations	3 units
MEdL 305 Technology in Educational Learning Environments	3 units
<b>IV. Integrating Courses (6 units)</b>	
MEdL 401 Educational Leadership Practicum	3 units
MEdL 402 Action Research	3 units
<b>TOTAL</b>	<b>42 units</b>

## Message from the President

This 2023 edition of the students' Bulletin of Information is an updated over all guide for your entire duration of stay at the UL Graduate School.

Your search for higher education brings to face your goal of learning and sharing of experiences in order to further develop your inclinations, potential, talents and skills with the end in view of gaining expertise in your respective fields.

We at the University of Luzon are more than willing to walk an extra mile so that our partnership will go a long way towards serving our target clientele and the society at large.

May this Bulletin of Information be your guide to attain your personal and professional goals.

(Sgd.) **DR. MACARTHUR M. SAMSON SR.**  
*President*

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**MASTER IN EDUCATION**  
**(Major in Literacy Education)**

<b>I. Foundation Courses (6 units)</b>	
MED 101 Advanced Psychological of Education	3 units
MED 102 Advanced Socio-Philosophical Foundation of Education	3 units
<b>II. Core Subjects (18 units)</b>	
LED 202 Research Methods (Fundamentals of Research with Basic Statistics)	3 units
LED 203 Literacy Educ. I (Reading & Writing Practices in Early Childhood	3 units
LED 204 Literacy Educ.2 (Reading & Writing Practices in Middle Childhood	3 units
LED 205 Organization and Supervision of Literacy Programs	3 units
LED 206 Communication and Literacy Development	3 units
LED 207 Literacy Assessment	3 units
<b>III. Electives (Required 9 units)</b>	
LED 208 Strategic Teaching of Literacy Education	3 units
LED 209 Thrusts and Direction in Literacy Education	3 units
LED 210 Production of Instruction Materials	3 units
LED 211 Reading and Writing Foundations	3 units
<b>IV. Integrating Course (3 units)</b>	
LED 212 Action Research	3 units
<b>T O T A L</b>	<b>36 units</b>

**MASTER IN EDUCATION  
(Major in Mathematics Education)**

<b>I. Foundation Courses (6 units)</b>	
MED 101 Advanced Psychological of Education	3 units
MED 102 Advanced Socio-Philosophical Foundation of Education	3 units
<b>II. Core Subjects (18 units)</b>	
MTH 202 Research Methods	3 units
MTH 203 Teaching Elementary/Secondary School Mathematics	3 units
MTH 204 Teaching Algebra and Trigonometry	3 units
MTH 205 Teaching Geometry	3 units
MTH 206 Teaching of Pre-Calculus/Calculus Mathematics	3 units
MTH 207 Supervision of Mathematics in the Schools	3 units
<b>III. Cognates (9 units)</b>	
MTH 208 Assessment in Teaching Mathematics	3 units
MTH 209 Mathematics and Human Values	3 units
MTH 210 Breakthroughs in Mathematics Education	3 units
MTH 211 Selected Topics in Modern Mathematics	3 units
<b>IV. Integrating Course (3 units)</b>	
MTH 212 Action Research	2 units
<b>TOTAL</b>	<b>36 units</b>

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**UNIVERSITY OF LUZON  
VISION**

To be a world class university that provides *leadership* and *excellence* in education for total, purpose-driven human development

**MISSION**

Guided by the Founders' philosophy of "Perecias y Valias", the University of Luzon, as a center of higher learning, will provide quality education for the development of **competent, productive and principled professionals and entrepreneurs** through

- balanced and technology-enhanced curricular programs;
- relevant research; and
- responsive community extension services

**CORE VALUES**

Dynamism,  
Integrity,  
Nationalism,  
God-Centeredness,  
Commitment,  
Creativity,  
Social Responsibility

**GOAL**

UL foresees the transformation of Filipino society into a strong, united, peaceful and progressive nation.

**OBJECTIVES**

Accreditation of all programs.  
Acquisition of Center of Excellence status.  
Forge closer national and international linkages.

**MASTER IN EDUCATION  
(Major in Science Education)**

<b>I. Foundation Courses (6 units)</b>	
MED 101 Advanced Psychological of Education	3 units
MED 102 Advanced Socio-Philosophical Foundation of Education	3 units
<b>II. Core Subjects (18 units)</b>	
SED 201 Earth Science	3 units
SED 202 Biological Science	3 units
SED 203 Ecology	3 units
SED 204 Physical Science	3 units
SED 205 Instructional Methodology in Science Education	3 units
SED 206 Research Method	3 units
<b>II. Electives (Required 9 units)</b>	
SED 207 Assessment of Teaching Science	3 units
SED 208 Breakthroughs in Science	3 units
SED 209 Science and Human Values	3 units
SED 210 Science, Technology and Society	3 units
<b>IV. Integrating Course (3 units)</b>	
SED 212 Action Research	3 units
<b>T O T A L</b>	<b>36 units</b>

**MASTER IN PUBLIC HEALTH**

<b>I. Foundation Courses (9 units)</b>	
PH 400 Fundamentals of Biostatistics	3 units
PH 401 Philosophy of Public Health Practice	3 units
PH 402 Methods of Research in Public Health	3 units
<b>II. Core Subjects (24 units)</b>	
PH 403 Principles of Epidemiology	3 units
PH 404 Man, Public Health Education and Environment	3 units
PH 405 Public Health Microbiology	3 units
PH 406 Public Health Parasitology	3 units
PH 407 Public Health Aspects of Nutrition	3 units
PH 408 Public Health Field Practice	3 units
PH 409 Seminar in Contemporary Public Health Issues	3 units
IDC 401 Research Methods II (Basic Statistics)	3 units
<b>III. Electives (6 units)</b>	
PH 410 Communicable Disease Control	3 units
PH 411 Socio-Cultural Determinants of Health	3 units
PH 412 Public Health Administration (Elective-Required)	3 units
<b>IV. Thesis (6 units)</b>	
EDUC 500 Seminar in Thesis Writing	2 units
EDUC 501 Thesis Writing	4 units
<b>V. Comprehensive Examination</b>	
CompreExam Comprehensive Examination	0
<b>T O T A L</b>	<b>42 units</b>

**THE BOARD OF TRUSTEES**

Chairman	LIBERATO C. REYNA JR. LI.b. – University of the Philippines AB – University of the Philippines
Trustee	MAC ARTHUR M. SAMSON, SR. Doctor of Humanities – Lyceum Northwestern University BSME – Mapua Institute of Technology
Trustee	LUIS M. SAMSON, JR. Doctor of Education – National University MA (candidate) – De La Salle University AB East Asian Studies – De La Salle University
Trustee	AURORA M. SAMSON – REYNA DA Language & Literature – De La Salle University MA English Education – New York University AB – Maryknoll College
Trustee	RAMON C. REYNA BSC-CPA – University of Sto. Tomas

**OFFICERS OF THE ADMINISTRATION**

President	MAC ARTHUR M. SAMSON Doctor of Humanities – Lyceum Northwestern University BSME – Mapua Institute of Technology
Executive Vice-President	LUIS M. SAMSON, JR. Doctor of Education–National University MA (candidate) –De La Salle University AB East Asian Studies – De La Salle University
Vice-President for Administration	LIBERATO C. REYNA JR. LI.b. – University of the Philippines AB – University of the Philippines
Vice-President for Academic Affairs	AURORA M. SAMSON – REYNA DA Language & Literature – De La Salle University MA English Education – New York University AB – Maryknoll College <i>Certificate in Montessori Teaching – New York University</i>
Trustee Internal Auditor	RAMON C. REYNA BSC-CPA – University of Sto. Tomas Certified Public Accountant

**ACADEMIC DEANS, DIRECTORS, AND SECTION HEADS**

Dr. CARMELO JOHN E. VIDAL	- Dean, Graduate School Director, Extension Services
DR. JEANICA C. JOSON	- Director of Research
Mr. LUIS SANTIAGO B. SAMSON III	- Director, Student Affairs
Prof. LORENA U. ONTANGCO	- Chief Librarian
Prof. ANGEL C. REYNA	- Registrar
Prof. GERTRUDES C. SAMSON	- Director, Alumni Relations

**Mr. MAC ARTHUR C. SAMSON, JR— Executive Assistant to  
the President  
GRADUATE SCHOOL  
PROGRAM COORDINATORS**

<b><u>Coordinator/ In-House Coordinator</u></b>	<b><u>Program/Committee</u></b>
Dr. Esther B. Vedaña	Master of Science in Criminology
Dr. Ma. Emma J. Tuvera	Doctor of Arts
Dr. Atanacio K. Padawil	Doctor of Public Administration Master in Public Administration
Dr. Amalia G. Dela Cruz	Doctor of Business Administration
Dr. Jean V. Ramos	Master in Business Administration
Dr. Imelda E. Cuartel	Master of Arts in Education Master in Education
Dr. Maribeth J. Dulnuan	Master of Arts in Nursing
Dr. Sheree G. Ganzon	Master in Public Health
Prof. Tzarita Marie P. Mayo	Master in Public Health
Dr. Diosdado C. Caronongan	Master in Information Technology
Prof. Marvin T. Samson	Ethics Committee/Publications
Dr. Paulita G. Boado	Research Committee

**FACULTY**

ABRERA, Rolando	-	BSed, MAEd, Ph. D
ANG, Mary Jane C.	-	BSMT, MPH, DPH
AQUINO, Aldrin C.	-	AB, MAM, Ph.D.(candidate)
AREOLA, Benito N.	-	BSN, BSM, MAN, PhD
BOADO, Paulita G.	-	BSE, MA in Special Ed.,
BUSTILLO, Dolores B.	-	BSC, MBA, DA
CABANSAG, Rina V.	-	BSCS, MIT
CARONONGAN, Andrew C.	-	BSIT, MIT
CORRIGAN, Divinagracia C	-	BSN, MAN, DA candidate
CORPUZ, LEAH S.*	-	AB, MAED, PhD

**MASTER OF SCIENCE IN CRIMINAL JUSTICE  
with specialization in Criminology  
(Formerly MS Criminology )**

<b>I. Foundation Courses (9 units)</b>	
CRJ 400 Research Methods I (Fundamentals of Research)	3 units
CRJ 401 Research Methods II (Basic Statistics)	3 units
CRJ 402 Foundations of Criminology	3 units
<b>II. Specialization Courses (21 units)</b>	
CRJ 501 Transnational Crimes and Terrorism	3 units
CRJ 502 Economic Crimes	3 units
CRJ 503 Crises Intervention Management	3 units
CRJ 504 Juvenile Justice Delinquency	3 units
CRJ 505 Victimology	3 units
CRJ 506 Modern Penology	3 units
CRJ 507 Science of Criminalistics	3 units
<b>III. Cognates (6 units)</b>	
CRJ 508 Problems in Criminal Law, Procedures, and Evidence	3 units
CRJ 509 Special Penal Laws in the Philippines	3 units
CRJ 510 The Psychology of Crime	3 units
CRJ 511 Deviant Behavior	3 units
CRJ 512 Domestic Violence	3 units
CRJ 513 Administration of Justice	3 units
CRJ 514 Communication Skills for Criminal Justice Administrators	3 units
<b>IV. Thesis (6 units)</b>	
CRJ 509 Seminar in Thesis Writing	3 units
CRJ 520 Thesis Writing	3 units
<b>V. Comprehensive Examination</b>	
CompreExam Comprehensive Examination	0
<b>TOTAL</b>	<b>42 units</b>
Legend:	
CRIM - Criminology	

**MASTER OF ARTS IN NURSING**  
**(Major in Nursing Administration)**  
**Effective \_\_\_\_\_**

<b>I. Basic/Required Courses (9 units)</b>	
EDUC 400 Research Methods I (Fundamentals in Research)	3 units
EDUC 401 Research Methods II (Basic Statistics)	3 units
NURS 400 Theoretical Framework in Nursing	3 units
<b>II. Major Field of Concentration (21 units)</b>	
NURS 401 Trends and Issues in Nursing	3 units
NURS 402 Nursing Administration I	3 units
NURS 403 Curriculum and Teaching in Nursing	3 units
NURS 404 Community Health and Organization	3 units
NURS 405 Nursing Administration II	3 units
NURS 406 Legal Aspects of Nursing Practice	3 units
NURS 407 Practicum in Nursing Administration	3 units
<b>III. Cognate Subjects (9 units)</b>	
EDUC 403 Advanced Philosophy of Education	3 units
GUID 400 Advanced Guidance and Counseling	3 units
EDUC 419 Philippine Educational System, Problems and Issues	3 units
NURS 408 Nursing Entrepreneurship	3 units
NURS 409 Communicable Disease Control	3 units
NURS 410 Advanced Maternal and Child Nursing	3 units
NURS 411 Nursing in Global Health Care System	3 units
<b>IV. Thesis (6 units)</b>	
Comprehensive Examination (After completion of 39 units)	
EDUC 500 Seminar in Thesis Writing	2 units
EDUC 501 Thesis Writing	4 units
<b>V. Comprehensive Examination</b>	
CompreExam Comprehensive Examination	0
<b>TOTAL</b>	<b>45 units</b>

CUARTEL, Imelda E.	-	BSEEd, BSEd, MAEd., DA
DAGUISON, Joselito G.	-	BSED, MAEd
DELA CRUZ, Amalia G.	-	BSC, MBA, DA, DBA, PhD candidate
DE GUZMAN, Ana Perla B.	-	BSED, MAEd, Ph. D
DULNUAN, Maribeth	-	BSN, MAN, MBA, Ph.D.DBA, DPA Candidate
ESTRADA, Maria Teresa A.	-	BSMT, BSED, MAED, Ph.D.
FAJARDO, Charisse Eliza R.	-	BSC, MDM
GADOR, Joseph Alain G.	-	AB, MAEd, DA
GABRIEL, Ellen P.	-	BSN, MAN
LEGASPI, Aurora G.	-	BSAgri, MA, Ph.D.
LIBERTAD, Childe T.	-	AB Mass Com, MAPE
MACOB, William E.	-	BSEd, MAEd., Ph.D.
MAYO, Tzarita Marie P.	-	BSP Pharm, MSP, PhD candidate
MENDOZA, Philip G.	-	BSED, MAEd, Ed. D
MOLANO, Raymund R.	-	BSMath, BSED, MED, PhD
MONTERO, Elizabeth	-	AB, MAED, EdD, DPA
ONTANGCO, Lorena U.	-	BSE, MAEd., PhD
ORBILLO, Joann E.	-	BSEd, MA, Ph.D
PADAWIL, Atanacio K.	-	BSAgri, MPA, Ph.D., DPA
POBLETE, Carlo P.*	-	BSIT, MIT
QUINTO, Carmelita S.	-	AB, MAEd, Ed. D
RAMOS, Jean V.	-	BSC, MBA, DBA
SALAYOG, Dionisia C.	-	BSN, BSPsych, MAEd, PhD
SAMSON, Marvin T.	-	BSF, MDM, MAED candidate
SANTIANEZ, Rodolfo C.	-	BSED, MAEd, Ph.D.
SANTOS, Russel V.	-	BSED, MAEd
SIAPNO, Jaime C.	-	BSCE, BSE, MAEd, Ph.D
SILANG, Eugevar G.	-	BSIE, MSIT
TERRADO, Virginia S.	-	GN, MAN, MA
TUVERA, Ma. Emma J.	-	AB, MA, DA
UMANG, Tzar V.*	-	BSIT, MIT
URSUA, Leticia B.	-	BSED., MAEd., Ed. D.
VEDAÑA, Esther B.	-	BSE, BSCrim, MSCrim, Ph.D. (Criminal Justice), PhD (Criminology)
VIDAL, Carmelo John E.	-	BSPA, MPA, DA, Ph.D., DBA candidate, DPA candidate
YULIANTO, Semi	-	BSIT, MIT

\*Visiting Lecturer

## OVERVIEW OF

## UNIVERSITY OF LUZON GRADUATE SCHOOL

The graduate education program in the University of Luzon, emerging from its forerunner institutions, the Luzon College of Commerce and Business Administration (LCCBA), and the Luzon Colleges started in 1964. Initially offering the Master of Arts in Education curriculum, it branched out to the fields of Public Administration and Business Administration in the two (2) subsequent decades. That the graduate study programs were noted to be relevant and responsive to the dynamic societal developments through the years warranted their grant of governmental recognition within a reasonable time frame following their initial offering. The Master of Arts in Education degree program was granted government recognition in June 1964; Master in Public Administration in November 1975; and Master in Business Administration in October 1984.

Diversity of interest of the graduate students prompted the opening of specialization in various areas. The Master of Arts in Educational Management, Guidance and Counseling, Elementary Education, Library Science, College Teaching and Physical Education. Such major areas of study as Local Government, Community Development, Development Planning and Management, General Curriculum, and Police Administration are offered in the Master in Public Administration program. The Master in Business Administration curriculum includes studies in Corporate and Agribusiness Management and Marketing and Accounting.

Besides the masteral offerings, these doctoral programs are in operation – Doctor of Public Administration, Doctor of Arts and Doctor in Business Administration. Two programs were granted government recognition in August 1994 and DBA was granted permit to operate last May 2008.

MASTER IN BUSINESS ADMINISTRATION  
(Revised MBA Curriculum)

Effective 1st Trimester, Academic Year 2012-2013

<b>I. Basic Subjects (12 units)</b>	
BA 400 Philosophy and Business	3 units
BA 401 Management Decision Models (Quantitative Analysis for Decision Making)	3 units
IDC 400 Research Methods I (Fundamentals of Research)	3 units
IDC 401 Research Methods II (Basic Statistics)	3 units
<b>II. Major Subjects (21 units)</b>	
BA-403 Strategic Business Policy	3 units
BA-404 Strategic Marketing Management	3 units
BA-405 Strategic Operation Management	3 units
BA-406 Strategic Financial Management	3 units
BA-407 Strategic Human Resource Management	3 units
BA-500 Global Perspective in Business	3 units
BA-501 Seminar in Business Feasibility and Case Study	3 units
<b>III. Electives (6 units)</b>	
BA 408 Investment Management	3 units
BA 409 Sales Management	3 units
BA-410 Corporate Governance and Social Responsibility	3 units
BA-411A Advanced Accounting	3 units
BA-412 Tax Accounting	3 units
IDC-402 Environmental Land Use Planning (Environmental Impact System)	3 units
<b>IV. BA 502 Special Problem in Business</b>	
	3 units
<b>V. Additional Requirements (12 units)</b>	
BA-411 Introduction to Management Accounting	3 units
BA 412 Entrepreneurship	3 units
BA 413 Business Organization and Management	3 units
BA 414 Introduction to Economic Analysis	3 units
<b>TOTAL</b>	
	<b>42 units</b>

**MASTER IN PUBLIC ADMINISTRATION  
(Major in Local Government)**

<b>I. Foundation Courses (9 units)</b>	
PA 400 Theory and Practice of Public Administration	3 units
PA 401 The Philippine Administrative System	3 units
PA 402 Ethics and Accountability of Public Service	3 units
<b>II. Research Orientation (9 units)</b>	
PA 403 Research Methods in Public Administration I	3 units
PA 404 Research Methods in Public Administration II	3 units
PA 405 Information and Data Flow Analysis	3 units
<b>III. Major Courses (15 units)</b>	3 units
PA 406 Public Fiscal Administration	3 units
PA 600 Local and Regional Development Planning	3 units
PA 601 Rural Administration and Development	3 units
PA 602 Local Government and Regional Administration	3 units
PA 603 Revenue and Treasury Management	3 units
<b>IV. Cognates (6 units)</b>	
PA 604 Special Problems in Governmental Organization and Mgmt.	3 units
PA 605 Special Problems in Local and Regional Governments	
PA 606 Project Development Management	
<b>IV. Thesis (6 units)</b>	
PA 508 Seminar in Thesis Writing	2 units
PA 509 Thesis Writing	4 units
<b>V. Comprehensive Examination</b>	
CompreExam Comprehensive Examination	0
<b>TOTAL</b>	<b>45 units</b>

In this pursuit of academic excellence and committed to high quality education to its clientele, the UL Graduate School is a party to the operation of the “Perecias y Valias” philosophy of the founders of the institution. It envisions the effective harnessing of the productive capabilities of its clientele toward regional and global competitiveness by providing them with opportunities for involvement in research and outreach activities which are consistent with skills and values they acquire as constituents of the UL Graduate School. Such capabilities are further strengthened by its access to contemporary storehouse of knowledge and information through internet hook-up. It is in March 2009 when the University of Luzon was granted its Autonomous Status hence another degree program, the Doctor of Philosophy (PhD) major in Development Education was offered. In 2017, it added to its program offerings Master in Education and Master in Information Technology in 2018 major in General Curriculum and Cybersecurity, the first of its kind in the Region, if not in the entire Luzon Island.

In 2019, two specialization of the PhD Program were introduced-Language Education and Mathematics Education. Two years after the PhD major in Criminal Justice with Specialization in Criminology was born.

The Graduate School is continuously growing with quality education as its niche for total development.

**UNIVERSITY OF LUZON  
GRADUATE SCHOOL**

**Vision**

The Graduate School, as the apex of higher education in the University of Luzon (UL), will play strategically supportive role in providing our students and others we cater to with the opportunity to realize their fullest potentials as professionals in their respective fields to ensure the University emerges a nationally-competitive institution of learning serving the world.

**Mission**

Concomitant to the fulfillment of the philosophy of “Perecias y Valias” (skills and values), the UL Graduate School is committed to the enhancement of individuals by accelerating their competencies via high standard of excellence programs and furthering the educational goals of post-baccalaureate students who will enable the search for useful knowledge and technology, instruct relevant pedagogy for the young and provide leadership along the various disciplines in response to the social, economic, and political challenges of the times, yet are firmly anchored on the bedrock of strong moral-cultural foundation thereby empowered to create a better man for others.

**Goals**

To provide substance and direction of its mission, the Graduate School shall pursue the following goals:

**A. Instruction**

It shall develop to a level comparable to institutions of national repute and to provide a leadership role in graduate education in the region. It shall develop an image as center for quality professional development of public and private leaders, administrators, managers, teachers and other professions.

**B. Research**

It shall develop its research capability and shall earn the respect of other institutions and agencies through its quality and

**Master in Public Administration (MPA)  
(Major in Development Planning and Management)  
(Effective 2<sup>nd</sup> Trimester Academic Year 2010-2011)**

<b>I. Foundation Courses (9 units)</b>	
PA 400 Theory & Practice of Public Administration	3 units
PA 401 The Philippine Administrative System	3 units
PA 402 Ethics and Accountability of Public Service	3 units
<b>II. Research Orientation (9 units)</b>	
PA 403 Research Methods in Public Administration I	3 units
PA 404 Research Methods in Public Administration II (Statistics)	3 units
PA 405 Information and Data Flow Analysis	3 units
<b>III. Major Area of Concentration</b>	
<b>A. Required (15 units)</b>	
PA 406 Public Fiscal Administration	3 units
PA 407 Local and Regional Development Planning	3 units
PA 500 Public Policy and Program Administration	3 units
PA 501 Management Planning and Control	3 units
PA 502 Program and Project Implementation	3 units
<b>B. Electives (at least 6 units)</b>	
PA 503 Rural Administration and Development	3 units
PA 504 Revenue and Treasury Management	3 units
PA 505 Special Problems in Local & Regional Governments	3 units
PA 506 Human Resources Development	3 units
PA 507 Administrative Innovation and Reform	3 units
<b>IV. Thesis (6 units)</b>	
PA 508 Seminar in Thesis Writing	2 units
PA 509 Thesis Writing	4 units
<b>V. Comprehensive Examination</b>	
CompreExam Comprehensive Examination	0
<b>T O T A L</b>	<b>45 units</b>

**MASTER OF ARTS IN EDUCATION  
(Major in Physical Education and Sports Science)**

<b>I. Foundation Courses (12 units)</b>	
IDC 400 Research Methods I (Fundamentals of Research)	3 units
IDC 401 Research Methods II (Basic Statistics)	3 units
PESS 400 Foundations of Physical Education and Sports Science	3 units
IDC 402 Computer for Professionals	3 units
<b>II. Major Field of Concentration (21 units)</b>	
PESS 401 Advanced Kinesiology and Bio-Mechanics	3 units
PESS 402 Human and Exercise Physiology	3 units
PESS 403 Advanced Org. and Adm. of Physical Education and Sports	3 units
PESS 404 Introduction to Sports Psychology	3 units
PESS 405 Methods of Teaching Physical Education and Sports	3 units
PESS 406 Teaching and Performance in Sports	3 units
PESS 407 Training Methods and Techniques in Sports	3 units
<b>III. Cognates (6 units)</b>	
PESS 408 Adv. Test and Measurements in PE and Sports	3 units
PESS 409 Introduction to Sports Medicine, First Aid and Massage	3 units
PESS 410 Current Issues in Physical Education and Sports	3 units
PESS 411 Sports Administration	3 units
<b>IV. Thesis (6 units)</b>	
EDUC 500 Seminar in Thesis Writing	2 units
EDUC 501 Thesis Writing	4 units
<b>V. Comprehensive Examination</b>	
CompreExam Comprehensive Examination	0
<b>TOTAL</b>	<b>42 units</b>

**UL GRADUATE SCHOOL PROGRAM OUTCOMES**

Consistent with the CHED Memorandum Order No. 15, series of 2019, the master's and doctoral programs offered by the University of Luzon Graduate School shall endeavor to meet the following program outcomes to wit:

***Master's Level***

Master's programs are aligned with Level 7 of the Philippine Qualifications Framework (PQF). PQF Level 7 descriptors demand the following from graduates of master's degree programs:

- a. Advanced knowledge and skills in a specialized, interdisciplinary, or multidisciplinary field of study for professional practice;
- b. Self-directed research;
- c. Lifelong learning with a highly substantial degree of independence that involves individual work or teams of interdisciplinary or multidisciplinary experts; and
- d. Application of the above-mentioned skills in research, professional, or creative work.

***Doctoral Program***

Doctoral programs are aligned with Level 8 of the PQF. The outcomes with reference to PQF Level 8 descriptors would demand the following from the graduates of doctoral degree programs:

- a. Demonstration of highly advanced systematic knowledge and skills in highly specialized and/or complex interdisciplinary or multidisciplinary field of learning;

- b. Utilization of complex research/creative work and/or professional practice and/or the advancement of learning with full independence in individual work and/or in teams of interdisciplinary or multidisciplinary setting;
- c. Application of more complex setting that demands leadership in research and creative work with strategic value added; and
- d. Application of significant level of expertise-based autonomy and accountability to professional leadership for innovation, research and/or development management in highly specialized or interdisciplinary or multi-disciplinary field.

**MASTER OF ARTS IN EDUCATION  
(Major in Guidance and Counseling)**

<b>I. Foundation Courses (9 units)</b>	
EDUC 400 Advanced Philosophy of Education	3 units
EDUC 401 Advanced Educational Sociology	3 units
EDUC 402 Psychological Foundations of Education	3 units
<b>II. Research Orientation (9 units)</b>	
IDC 400 Research Methods I (Fundamentals of Research)	3 units
IDC 401 Research Methods II (Basic Statistics)	3 units
IDC 402 Computer for Professionals	3 units
<b>III. Major Area of Concentration</b>	
<b>A. Required (12 units)</b>	
GUID 400 Advanced Guidance and Counseling	3 units
GUID 401 Counseling Theories and Techniques	3 units
GUID 402 Career Education	3 units
GUID 403 Psychometrics in Guidance	3 units
<b>B. Electives (at least 6 units)</b>	
GUID 404 Practicum in Guidance	3 units
GUID 405 Techniques of Group Guidance	3 units
GUID 406 Organizational Admin. & Supervision of Guidance Services	3 units
GUID 407 Research in Guidance	3 units
GUID 408 Placement and Follow-up Services in Guidance	3 units
GUID 409 Behavior Problems of Children and Adolescents	3 units
GUID 410 Education of Gifted Children	3 units
GUID 411 Education of Retarded Children	3 units
GUID 412 Guiding the Handicapped and the Disadvantaged	
<b>IV. Thesis (6 units)</b>	
EDUC 500 Seminar in Thesis Writing	2 units
EDUC 501 Thesis Writing	4 units
<b>V. Comprehensive Examination</b>	
CompreExam Comprehensive Examination	0
<b>T O T A L</b>	<b>42 units</b>

**MASTER OF ARTS IN EDUCATION  
(Major in English)**

<b>I. Foundation Courses (9 units)</b>	
EDUC 400 Advanced Philosophy of Education	3 units
EDUC 401 Advanced Educational Sociology	3 units
EDUC 402 Psychological Foundations of Education	3 units
<b>II. Research Orientation (9 units)</b>	
IDC 400 Research Methods I (Fundamentals of Research)	3 units
IDC 4011 Research Methods II (Basic Statistics)	3 units
IDC 402 Computer for Professionals	3 units
<b>III. Major Area of Concentration</b>	
A. Required (12 units)	
ENGL 400 Introduction to Descriptive Linguistics	3 units
ENGL 401 Modern Approaches in Teaching English as a Second Language	3 units
ENGL 402 The Teaching of Literature	3 units
ENGL 403 Language Testing	3 units
B. Electives (at least 6 units)	
ENGL 404 English Phonology	3 units
ENGL 405 Morphology and Syntax	3 units
ENGL 406 Philosophy of Literature	3 units
ENGL 407 Studied in Philippine Literature	3 units
ENGL 408 Studies in Asian Literature	3 units
ENGL 409 Studies in English/American Literature	3 units
ENGL 410 Comparative Literature	3 units
ENGL 411 Literary Theory and Criticism	3 units
<b>IV. Thesis (6 units)</b>	
EDUC 500 Seminar in Thesis Writing	3 units
EDUC 501 Thesis Writing	4 units
<b>V. Comprehensive Examination</b>	
CompreExam Comprehensive Examination	0
<b>TOTAL</b>	<b>42 units</b>

*Note: Student who did not major in English in their undergraduate program are required to take 12 additional units from the electives*

**DEGREE PROGRAMS**

**DOCTOR OF PHILOSOPHY (Ph.D.)  
(under Autonomous Level)**

*Major in: Development Education  
Mathematics and Language Education (per CMO. 44, Criminal  
Justice with specialization in Criminology (2021)*

**Vision**

A degree program that forms high-level educators who are proactive leaders and innovators in promoting education as the vehicle for total human development.

**Mission**

To provide excellent standards of educative skills and competencies to educators, thereby empowering them to form learners into purpose-driven, values-oriented, skills-enhanced, men for others.

**DOCTOR OF ARTS (D.A.) under GR-136, s. 1994**

*Major in: Educational Management  
Curriculum and Instruction*

**Vision**

A study program that produces needed high-level human resources and educational managers to make education a creative endeavor in order to succeed in its ultimate goal of human development.

**Mission**

To achieve the goal of education – sensitizing, discriminating, feeling and acting – whereby the several faculties of man work together to make learners be values-oriented, purposive, self-possessed and society-serving individuals.

**DOCTOR OF PUBLIC ADMINISTRATION (D.P.A.)  
under GR-13, s. 1994**

**Vision**

A study program that produces a highly articulate pool of government and non-government managers whose core competencies contribute to the advancement of socio-economic and political conditions of the country.

**Mission**

To provide its clientele with knowledge, competencies and values related to new trends in government and non-government management in the local, regional and national scene.

**DOCTOR OF BUSINESS ADMINISTRATION (D.B.A.)  
under GR No. 029, s. 2008**

**Vision**

The DBA program envisions itself as the University flagship program in the development of globally competitive business leaders and professional managers who are generalists in orientation yet strong in functional competences in entrepreneurship.

**Mission**

The DBA program is committed to make a difference in the development of global managers who will be leaders, decision makers, and innovators in a rapidly changing world; committed to intellectual expertise, scholarly research and a spirit of community involvement to enhance skills, analytical thinking, good judgment, innovation and creativity.

**MASTER OF ARTS IN EDUCATION  
Major in Filipino  
(Effective June 1992)**

<b>I. Foundation Courses (9 units)</b>	
EDUC 400 Advanced Philosophy of Education	3 units
EDUC 401 Advanced Educational Sociology	3 units
EDUC 402 Psychological Foundations of Education	3 units
<b>II. Research Orientation (9 units)</b>	
IDC 400 Research Methods I (Fundamentals of Research)	3 units
IDC 4011 Research Methods II (Basic Statistics)	3 units
IDC 402 Computer for Professionals	3 units
<b>III. Major Area of Concentration</b>	
<b>A. Required (12 units)</b>	
FIL 400 Pagtuturo ng Filipino Bilang Pangalawang Wika	3 units
FIL 401 Ponolohiya	3 units
FIL 402 Modern Approaches in Teaching Filipino	3 units
FIL 403 Pagtuturo ng Iba't-Ibang Asignatura sa Filipino	3 units
<b>B. Electives (at least 6 units)</b>	
FIL 404 Mga Kayarian ng Filipino	3 units
FIL 405 Remedial Teaching in Filipino	3 units
FIL 406 Pahambing na Pag-aaral ng Iba't-Ibang Wika sa Filipino	3 units
FIL 407 Paglinang ng Kurikulum at Paghahanda ng mga Kagamitang Pangkurikulum sa Filipino	3 units
FIL 408 Mga Lawak sa Pananaliksik sa Filipino	3 units
FIL 409 Pagtuturo ng Panitikan	3 units
FIL 410 Dulang Filipino	3 units
FIL 411 Panulaang Filipino	3 units
ENGL 403 Language Testing	3 units
<b>IV. Thesis or Thesis Equivalent (6 units)</b>	
EDUC 500 Seminar in Thesis Writing	2 units
EDUC 501 Thesis Writing	
<b>V. Comprehensive Examination</b>	
CompreExam Comprehensive Examination	0
<b>TOTAL</b>	<b>42 units</b>

*Note: Non-Filipino majors in their undergraduate program are required to take 12 additional units from the electives.*

**MASTER OF ARTS IN EDUCATION  
(Major in Educational Management)**

<b>I. Foundation Courses (9 units)</b>	
EDUC 400 Advanced Philosophy of Education	3 units
EDUC 401 Advanced Educational Sociology	3 units
EDUC 402 Psychological Foundations of Education	3 units
<b>II. Research Orientation (9 units)</b>	
IDC 400 Research Methods I (Fundamentals of Research)	3 units
IDC 401 Research Methods II (Basic Statistics)	3 units
IDC 402 Computer for Professionals	3 units
<b>III. Major Area of Concentration</b>	
<b>A. Required (12 units)</b>	
EDMA 401 Systems Approach to Administrative Management	3 units
EDMA 402 Modern Trends in Managing Elem. /Secondary Schools	3 units
EDMA 403 School Legislation and Finance	3 units
EDMA 404 Instructional Supervision	3 units
<b>B. Electives (at least 6 units)</b>	
EDMA 405 School Planning and Management	3 units
IDC 404 Advanced Human Relations	3 units
EDMA 406 School Personnel Management	3 units
EDMA 407 Business Management and Education	3 units
EDMA 408 Advanced Curriculum Management	3 units
EDMA 409 Financial Management of School Programs	3 units
EDUC 403 Current Issues in Education	3 units
EDUC 404 Seminar in Educational Methods	3 units
<b>IV. Thesis (6 units)</b>	
EDUC 500 Seminar in Thesis Writing	2 units
EDUC 501 Thesis Writing	4 units
<b>V. Comprehensive Examination</b>	
CompreExam Comprehensive Examination	0
<b>T O T A L</b>	<b>42 units</b>

*Note: Student who are not school administrators are required to take 12 additional units by selecting from the electives.*

**MASTER OF ARTS IN EDUCATION (M.A.Ed.)  
under GR-195, s. 1967**

*Major in: Educational Management  
College Teaching  
English  
Filipino  
Physical Education and Sports Science  
Elementary Education  
Guidance and Counseling  
Library Science*

**Vision**

A study program that produces proactive, creative and responsible educators who are sensitive and responsive to educational problems and issues.

**Mission**

To upgrade and update the teaching and/or supervisory skills and competencies of educators for them to perform their mandated duties and responsibilities consistent with their particular setting and the time.

**MASTER IN PUBLIC ADMINISTRATION (M.P.A.)  
under GR-304, s. 1975**

*Major in: Development Planning and Management  
Local Government Administration  
Community Development*

**Vision**

A degree program that turns out a corps of government and non-government agency personnel who are problem – solving oriented toward the enhancement of individual and organizational performance.

**Mission**

To provide mid-career opportunities for government and non-government agency personnel to be abreast of managerial trends and developments that contributes to efficiency, effectiveness, and economy in organizational operations.

**MASTER IN BUSINESS ADMINISTRATION (M.B.A.)**  
under GR-158, s. 1984

**Vision**

A study program that endows practicing and potential business enterprise managers with an entrepreneurial drive, policy and decision making skills and positive social conscience that guide their operation of business enterprises.

**Mission**

To enable business-oriented individuals to acquire and practice decision making skills that contribute to the viability and sustainability of business enterprises with a progressive sense of social responsibility.

**MASTER OF ARTS IN NURSING (M.A.N.)**  
under GR No. 014, s. 1999  
*Major in: Nursing Administration*

**Vision**

A study program that caters to the needs of innovative and energetic health care providers who are willing to redesign old health care service delivery systems into realistic and Integrated delivery models.

**Mission**

To provide an educational environment for health-care personnel to create a quality-based culture in the delivery of quality patient-care services.

**MASTER OF SCIENCE IN CRIMINOLOGY (M.S.C.)**  
under GR No. 301, s. 1999

**Vision**

A degree program that produces responsible and accountable police and security service personnel who are concerned with building a positive image of their respective organizations based on their individual and organizational effectiveness as keepers of peace and order.

**Mission**

To continuously upgrade the peace-keeping and crime-prevention capability of police and security personnel in the government and non-government service toward their being effective instrumentalities of peace and order.

**Doctor of Philosophy (Ph.D.)**  
**Major In Criminal Justice with specialization in Criminology**

<b>I. Foundation Courses (12 units)</b>	
CrimEd Philosophical Foundation of Criminal Justice	3 units
CrimEd 601 Comparative Criminal Justice Systems and Process	3 units
DEVED_668 Advance Statistics and Data Analysis in Criminal Justice	3 units
DEVED_669 Advance Research Methods in Criminal Justice & Criminology	3 units
<b>II. Specialization Courses (30 Units)</b>	
CrimEd 661 Theories in Crime Causation, Prevention and Control	3 units
<b>II. Specialization Courses (30 Units)</b>	
CrimEd 662 Criminal Justice Intervention: Methods and Evaluations	3 units
CrimEd 663 Advance Techniques for Crime Analysis and Investigation	3 units
CrimEd 670 Seminar on the Legal Aspects of the Criminal Justice Systems	3 units
CrimEd 671 Global Terrorism	3 units
CrimEd 672 Seminar in Multicultural Issues and Urban Crimes	3 units
CrimEd 673 The Problem of Corruption In Society	3 units
CrimEd 674 Public Safety and Management	3 units
CrimEd 675 Gender, Crime and Justice	3 units
CrimEd 676 Law and The Administration of Justice	3 units
<b>III. Cognate Courses (6 units)</b>	
CrimEd 602 Contemporary Theories	3 units
CrimEd 603 Psychological Factors of Crime	3 units
CrimEd 604 Teaching Criminal Justice and Criminology	3 units
CrimEd 605 Corrections: Institutional and Field Operations	3 units
CrimEd 606 Juvenile Justice System	3 units
CrimEd 607 Design and Analysis in Criminology	3 units
CrimEd 608 Violence and Victimization	3 units
CrimEd 610 Seminar in Current Trends and Perspectives in Criminology	3 units
<b>IV. Dissertation Writing (12 units)</b>	
CrimEd 900 Dissertation Writing I	6 units
CrimEd 901 Dissertation Writing II	6 units
<b>V. Required Elective (3.0 Units)</b>	
DEV ED 664 Foreign Language 1	3 units
DEV ED 667 Foreign Language 2	3 units
<b>TOTAL</b>	<b>63 units</b>

**Doctor of Philosophy (Ph.D.)  
Major in Educational Leadership and Management**

<b>I. Foundation Courses (18 units)</b>	
ELM 650 Educational Planning and Management	3 units
ELM 651 Philosophical Foundations of Education	3 units
ELM 652 Critical Thinking	3 units
ELM 653 Applied Statistics in Educational Research	3 units
ELM 654 Qualitative Research	3 units
ELM 655 Quantitative Research	3 units
<b>II. Major Field of Concentration (Specialization) Courses (21 units)</b>	
ELM 660 Educational Leadership	3 units
ELM 661 Organization and Management in Educational Institutions	3 units
ELM 662 Seminar in Educational Leadership and Management	3 units
ELM 663 Supervision of Instruction	
ELM 665 Fiscal and Property Management in Education	3 units
ELM 667 Management of Human Resource in Educational Institutions	3 units
ELM 665 Fiscal and Property Management in Education	3 units
ELM 667 Management of Human Resource in Educational Institutions	3 units
ELM 669 Management of Information in Educational Institutions	3 units
<b>III. Cognate Courses (6 units)</b>	
ELM 668 Alternatives to School-Based Education	
ELM 670 Comparative Educational Philosophies	3 units
ELM 671 Management of Technology in Educational Institutions	3 units
ELM 672 Research Seminar in Educational Leadership and Management	3 units
<i>N.B. Additional 6 units shall be taken by MEd graduates from other institutions</i>	
Additional Courses (for MEd graduates from other institutions)	
ELM 664 Foreign Language 1	3 units
ELM 667 Foreign Language 2	3 units
Dissertation Writing (12 units)	
ELM 900 Dissertation Writing I	6 units
ELM 901 Dissertation Writing II	6 units
<i>for MEd graduates from other institution</i>	
<b>TOTAL</b>	<b>42 units</b>

**MASTER IN PUBLIC HEALTH (M.P.H.)**

**Vision**

Provide leadership and upscale healthcare throughout the region and the country.

**Mission**

Develop exemplary healthcare professionals in the promotion of health and protect the well-being of the Filipinos through education, research and service.

**MASTER IN EDUCATION (M.E.D)**

**Vision**

To be the training hub of choice in the Region for advancement, leadership and professionalism of 21st century teacher and educator-experts.

**Mission**

Premised upon the University's philosophy of 'perecias y valias', the UL Graduate School Master in Education Program exists to provide subject/content specialization focusing pedagogy instruction, research and educational processes.

**MASTER IN INFORMATION TECHNOLOGY (M.I.T)**

*Major in Cyber Security and General Curriculum*

**Vision**

To be the Luzon hub for professional advancement and strategic training of focal Information Technology, Security and Management Practitioners and industry leaders

**Mission**

Consistent with the 'perecias y valias' philosophy of the University, the UL Graduate School Master in Information Technology Program provides solid foundation and detailed technical knowledge, skills, attitudes and values in security, management and problem solving applied to computer systems, networks and web applications.

**RULES GOVERNING GRADUATE PROGRAMS****Article 1 ADMISSION REQUIREMENTS**

Art. 1.1 Applicants must have a bachelor's degree for those who wish to pursue a Masters' Degree, and a master's degree or its equivalent to pursue a Doctoral Degree from higher education institution recognized by CHED or its equivalent for foreign institutions.

Additionally, for MAEd, Med, MSCJ and MAN, a copy of valid professional license or its equivalent is required.

Art. 1.2 An applicant must submit the following to the Dean of the Graduate School:

1.2.1 Duly accomplished application form for admission;

1.2.2 Applicants shall submit original or authenticated transcript of records. The applicants' undergraduate GPA must not be lower than 2.00, if they apply for a master's degree and a GPA from his master's degree of at least 1.75 if he applies for doctoral degree.

1.2.3 Applicants whose GPA is lower than what is required may be admitted on probationary status through the recommendation of the Program Coordinator and approval of the Dean after a thorough review of the applicants' other qualifications for graduate work.

1.2.4 Two letters of recommendation from former professors or supervisors.

1.2.5 A certificate of English Proficiency or TOEFL or Certification by the Institution that English is the medium of instruction for the foreign-student applicant; Filipino applicants and those coming from countries where English is the medium of instruction are exempted from this requirement. Students coming from countries where English is not the medium of instruction have to take an English proficiency examination to be administered by the Department of English, Graduate School. If the students fail, they will be allowed to enroll only 6 units during the first trimester plus an intensive English course. Unless certified, they are not allowed to enroll the 9 unit regular load in

**Doctor of Philosophy (Ph.D.)  
Major in Mathematics Education**

<b>I. Foundation Courses (15 units)</b>	
DEV ED 600 Philosophy of Education	3 units
DEV ED 601 Development Perspectives in Education	3 units
DEV ED 668 Applied Educational Research Statistics	3 units
DEV ED 669 Research Seminar in Mathematics Education	3 units
EDUC 652 Critical Thinking	3 units
<b>II. Major Field of Concentration (24 units)</b>	
MATH ED 661 Applied Number Theory	3 units
MATH ED 662 Advanced Calculus	3 units
MATH ED 663 Differential Equation	3 units
MATH ED 664 Real Analysis	3 units
MATH ED 665 Complex Analysis	3 units
MATH ED 667 Numerical Analysis	3 units
MATH ED 668 Applied Modern Geometry	3 units
MATH ED 669 Curriculum and Instructional Materials in Mathematics	3 units
<b>III. Cognates/Electives (6 units)</b>	
DEV ED 660 Educational Leadership and Supervision	3 units
DEV ED 704 Educational Planning and Management	3 units
MATH ED 670 Theories of Learning and Teaching in Mathematics	3 units
MATH ED 671 Human Values and Mathematics Education	3 units
<b>IV. Additional Requirements (3 units)</b>	
DEV ED 664 Foreign Language 1	3 units
<b>V. Dissertation Writing (9 units)</b>	
DEV ED 901A Dissertation Writing I	3 units
DEV ED 901B Dissertation Writing II	3 units
<b>TOTAL</b>	<b>63 units</b>

**Doctor of Philosophy (Ph.D.)  
(Major in Language Education)**

<b>I. Foundation Courses (15units)</b>	
EDUC 652 Critical Thinking	3 units
LangEd 600 Philosophy in Education	3 units
LangEd 601 Development Perspectives in Language Education	3 units
LangEd 668 Qualitative/Quantitative Research Method	3 units
LangEd 673 Applied Statistics in Educational Research	3 units
<b>II. Major Field of Concentration (24units)</b>	
LangEd 660 Interdisciplinary Perspectives on Language and Litt.	3 units
LangEd 661 Multilingualism and Education/World Englishes	3 units
LangEd 662 English Language and Globalization	3 units
LangEd 663 Language Planning and Policy	3 units
LangEd 665 Advanced in Psycho-Socio Linguistics	3 units
LangEd 666 English Language and Literature Teaching	3 units
LangEd 669 Advanced Discourse Analysis	3 units
LangEd 672 Research Seminar in Language Education	3 units
<b>III. Additional Requirements (6 units)</b>	
LangEd 664 Foreign Language 1 (Chinese Mandarin)	3 units
LangEd 667 Foreign Language 2 (Chinese Mandarin)	3 units
<b>IV. Electives (6 units)</b>	
LangEd 674 Language Testing	3 units
LangEd 675 Advanced Stylistics	3 units
LangEd 670 Managing Professional Dev't for English Lang. Teachers	3 units
LangEd 671 Curriculum and Instructional Materials Development	3 units
<b>V. Dissertation Writing (12 units)</b>	
DEV ED 901A Dissertation Writing I	6 units
DEV ED 901B Dissertation Writing II	6 units
<b>TOTAL</b>	<b>63 units</b>

the subsequent semester;

1.2.6 Study permit issued by the Department of Foreign Affairs in the case of foreign students;

1.2.7 Certificate of Good Moral character or Honorable Dismissal for transferees.

1.2.8 Application should be received by the office within the enrolment period for the term applied for or before the deadline set by the UL Graduate School.

**Article 2 ADMISSION PROCEDURES**

The following admission requirements shall be observed:

Art. 2.1 Applicants write a letter of application to the Graduate School Dean;

Art 2.2 Applicants fill out application form and submit the same together with all requirements to the Graduate School Dean;

Art 2.3 The Dean forwards the applicants' papers to the Program Coordinator concerned for evaluation and recommendation;

Art 2.4 Applicants are notified of the status of their application. They shall be admitted only to the program in which they were evaluated. If they want to change their program, they are required to go through the entire process of application again;

Art 2.5 Once admitted, applicants may register and proceed with enrolment

**Article 3 ADVISORY COMMITTEE**

Art 3.1 The Program Coordinator serves as the students' temporary adviser during their first semester in the program.

Art 3.2 Students should have constituted their advisory committees for masteral and doctoral programs before the end of the first semester of their residency. The Advisory Committee

shall be composed of three members for the masteral degree and five for the doctoral degree. A member of the advisory committee may be tapped from outside the university in special cases.

Art 3.3 A Major Adviser is chosen by the student who will provide guidance in the preparation of the students' program of study and thesis/dissertation or its equivalent.

Faculty Advisers shall have at most 5 advisers per academic year to ensure quality advising services.

#### Article 4 PROGRAM OF STUDY

Art 4.1 Program of Study is a listing of courses and other requirements to be taken or accomplished by the students to enable them to earn the degree being pursued.

Art 4.2 The Program Coordinator shall prepare the program of study in consultation with the students concerned subject for approval by the Dean.

#### Article 5 COURSE WORK AND CREDIT

Art 5.1 For the masteral degree, the minimum requirement is 36 units inclusive of 6 units thesis work with comprehensive examination

Art 5.2 For the doctoral degree, a minimum of 48 units of course work, a comprehensive examination shall be required. A dissertation of 12 units is inclusive of this minimum requirement.

#### Article 6 GRADING SYSTEM

##### Art 6.1 Grading Policies

6.1.1 Grades should be in numerical ratings.

6.1.2 Final Grades shall be rounded off to the nearest hundredths and shall be in multiples of .05.

Art 6.2 Computation of grades shall be as follows:

**Doctor of Philosophy (Ph.D.)  
(Major in Development Education)**  
(Revised Effective 3rd Trimester, 2018-2019)

<b>I. Foundation Courses (15 units)</b>	
DEV ED 600 Philosophy of Man	3 units
EDUC 652 Critical Thinking	3 units
DEV ED 601 Development Perspectives in Education	3 units
DEV ED 602 Qualitative/Quantitative Research Methods	3 units
DEV ED 603 Applied Statistics for Educational Research	3 units
<b>II. Major Field of Concentration (24 units)</b>	
DEV ED 660 Educational Leadership	3 units
DEV ED 661 Alternatives to School-Based Education	3 units
DEV ED 662 Philosophy of Rural Development in the Philip-pines	3 units
DEV ED 663 Social Analysis of the Outputs of Educational Systems	3 units
DEV ED 664 Research Seminar in Development Education	3 units
DEV ED 665 Management of Information Systems in Educa-tion	3 units
DEV ED 667 Filipino Social Philosophy	3 units
DEV ED 668 Educational Planning and Management	3 units
<b>III. Cognates (at least 6 units)</b>	
IDC 405 The Future	3 units
DEV ED 701 Comparative Development Administration (Elec./Req.)	3 units
DEV ED 702 Special Problems in Gov't Organization and Management	3 units
DEV ED 703 Economic Development Theories (Elec./Required)	3 units
DEV ED 704 Financial Resource Management in Program Development	3 units
<b>IV. Additional Requirements (6 units)</b>	
DEV ED 705 Foreign Language I	3 units
DEV ED 706 Foreign Language II	3 units
<b>V. Dissertation Writing (12 units)</b>	
DEV ED 901A Dissertation Writing I	6 units
DEV ED 901B Dissertation Writing II	6 units
<b>TOTAL</b>	<b>63 units</b>

**DOCTOR OF BUSINESS ADMINISTRATION (DBA)**  
**School Year 2012-2013**  
**(Formerly Doctor of Business Management)**

<b>I. Basic Subjects (9 units)</b>	
BA 600 Ethical Foundations of Enterprise Management	3 units
IDC 600 Advanced Research Methods	3 units
IDC 601 Advanced Statistics	3 units
<b>II. Major Field of Specialization (30 units)</b>	
BA 601 Advanced Marketing Management	3 units
BA 602 Advanced Financial Management	3 units
BA 603 Quantitative Models in Business	3 units
BA 604 Advanced Production and Operations Management	3 units
BA 605 Project Evaluation and Planning	3 units
BA 606 Entrepreneurship and Business Management	3 units
BA 607 Social Responsibility and Executive Management	3 units
A 608 Risk Management and Insurance	3 units
BA 609 New Enterprise Planning and Management	3 units
BA 610 Advanced Human Resource Management	3 units
<b>III. Cognates (9 units)</b>	
BA 611 Corporate Planning	3 units
BA 612 Agri-business Management	3 units
BA 613 Materials Management	3 units
BA 614 Advanced Managerial Economics	3 units
BA 615 Sales Force Management	3 units
BA 616 Advanced Business Information Technology (Elective Required)	3 units
<b>IV. Dissertation (12 units)</b>	
BA 900 Dissertation Writing I	3 units
BA 901 Dissertation Writing II	9 units
<b>V. Comprehensive Examination</b>	
CompreExam Comprehensive Examination	0
<b>TOTAL</b>	<b>60 units</b>

6.2.1 For Mid-Term Grade	
Mid-Term Exam	50%
Class Performance	50%
-Research	20%
-Interaction	20%
-Presentation	10%
<b>TOTAL</b>	<b>100%</b>

6.2.2 For Final Period Grade	
Final Exam	50%
Class Performance	50%
-Research	20%
-Interaction	20%
-Presentation	10%
<b>TOTAL</b>	<b>100%</b>

6.2.3 For the Final Grade, the following, formula shall apply:

$$\frac{\text{Mid-Term Grade} + \text{Final Period Grade}}{2}$$

Art.6.3 Grading Matrix

6.3.1 For Masteral:

<b>Rating</b>	<b>Adjectival Description</b>
1.0 - 1.05	Excellent
1.10 - 1.30	Outstanding
1.35 - 1.60	Satisfactory
1.65 - 1.90	Fair
1.95 - 2.0	Poor
Above 2.0	No graduate credit
5.0	Failed
INC	Incomplete
D	Dropped
W	Withdrawn (registered but never attended)

## 6.3.2 For Doctoral:

Rating	Adjectival Description
1.0 - 1.10	Excellent
1.15 - 1.25	Outstanding
1.30 - 1.40	Satisfactory
1.45 - 1.55	Fair
1.60 - 1.70	Poor
Above 1.75	No graduate credit
5.0	Failed
INC	Incomplete
D	Dropped
W	Withdrawn (registered but never attended)

## Art.6.4. Removal of Incomplete Grades

Removal of Incomplete Grade shall be filed within 6 months following the trimester and compliance of the prescribed requirements shall not exceed one year.

Art.6.5 Ceiling grade for masteral students applying for the removal of incomplete grade is 1.75 and 1.5 for doctoral.

## Article 7. BLENDED/FLEXI PROGRAM

Art 7.1 The UL Graduate School, in pursuit of quality education, promotes blended pedagogical approach. As such, it shall combine in-class, face-to-face meetings and off-class activities like, but is not limited to, field works, research and agency visits.

Art 7.2 There shall be approved blended program schedule per course indicating dates of sessions and the prescribed requirements to be submitted by the faculty and approved by the Dean and means of corresponding assessment/evaluations.

Art 7.3 In the purview of disaster and emergencies, e.g. Pandemic, flexible approach, shall apply. The implementation of the said approach will be in accordance with CMO 4 (S.2020) and CMO 6 (S.2022).

**DOCTOR OF PUBLIC ADMINISTRATION (DPA)  
(Effective 2<sup>nd</sup> Trimester Academic Year 2010-2011)**

<b>I. Foundation Course (9 units)</b>	
PA 600 Theories of Administrative Systems	3 units
PA 601 Seminar on the Administrative Implications of Developmental Models	3 units
PA 602 Special Problems in Administrative Theory	3 units
<b>II. Research Orientation (6 units)</b>	
PA 603 Advanced Research Methods in Public Administration	3 units
PA 604 Quantitative Methods in Public Policy & Administration	3 units
<b>III. Major Areas of Concentration</b>	
<b>A. Required (27 units)</b>	
PA 605 Seminar on the Administration of Political, Social and Economic Dev't.	3 units
PA 606 Special Problems in Public Administration and National Development	3 units
PA 607 Special Issues in the Administration of Economic Development	3 units
PA 608 Special Problems on Local Government and Regional Administration	3 units
PA 609 Comparative Local Government Administration	3 units
PA 700 Special Problems in Fiscal Management	3 units
PA 701 Special Problems on the Administration of Environmental Planning & Mgmt.	3 units
PA 702 Comparative Development Administration	3 units
PA 703 Seminar in the Management of Public Enterprise	3 units
<b>B. Electives (6 units)</b>	
PA 704 Special Problems in Revenue Generation and Treasury Mgmt.	3 units
PA 705 Seminar in Human Resource Development	3 units
PA 706 Special Problems in Management Planning and Control	3 units
PA 707 Seminar on the Transformation of Local Government Executives	3 units
<b>IV. Dissertation Writing (12 units)</b>	
PA 708 Seminar in Dissertation Writing	3 units
PA 709 A Dissertation Writing I	6 units
PA 709 B Dissertation Writing II	6 units
<b>V. Comprehensive Examination</b>	
CompreExam Comprehensive Examination	0
<b>TOTAL</b>	<b>60 units</b>

**DOCTOR OF ARTS**  
**(Major in Educational Management)**  
 (Effective 3rd Trimester 2018-2019)

<b>I. Foundation Courses (18 units)</b>	
EDUC 651 Socio-Historical Foundations of Education	3 units
EDUC 652 Comparative Educational Philosophies	3 units
EDUC 653 Critical Thinking	3 units
EDUC 654 Quantitative Research Methods	3 units
EDUC 655 Qualitative Research Methods	3 units
<b>II. Major Field of Concentration (24 units)</b>	
EDUC 661 Educational Leadership	3 units
EDUC 662 Organization and Management of Educ'l Institutions	3 units
EDUC 663 School Plant and Facilities Management	3 units
EDUC 664 Fiscal Management in Education	3 units
EDUC 665 Administrative Law Applied to Education	3 units
EDUC 666 Educational Planning and Management	3 units
EDUC 667 Research Seminar in Education	3 units
EDUC 668 Computer Application in Educational Research	3 units
<b>III. Cognates (at least 6 units)</b>	
EDUC 701 Seminar in Educational Management	3 units
EDUC 702 Seminar in Non-Traditional Teaching Strategies	3 units
EDUC 703 Comparative Education	3 units
EDUC 704 Seminar in Local Problems/Issues in Education	3 units
EDUC 705 Communication in Educational Management	3 units
EDUC 706 Computer Application in Education Research	3 units
EDUC 707 Management of Faculty and Non-Teaching Personnel	3 units
EDUC 708 Supervision of Instruction	3 units
<b>IV. Dissertation Writing (15 units)</b>	
EDUC 900 Seminar in Dissertation Writing	3 units
EDUC 901 A Dissertation Writing I	6 units
EDUC 901 B Dissertation Writing II	6 units
<b>V. Comprehensive Examination</b>	
CompreExam Comprehensive Examination	0
<b>T O T A L</b>	<b>63 units</b>

## Article 8 ATTENDANCE

Art 8.1 The following policies on Attendance shall apply to any course enrolled by the Graduate School student:

a. Students in regular and tutorial classes are required to undergo a total of 12 sessions or 54 hours of person and/or online and module based sessions.

b. Unsatisfactory attendance may adversely affect a student's grade for the course.

Art. 8.2 Twice tardiness is to be computed as an absence.

Art. 8.3 Absence from class must be explained satisfactorily to the professor and the student is held responsible for all work missed.

Art 8.4 Class sessions that are missed by late-enrolling students may be considered as absences when unwanted valid reason/excuses.

Art 8.5 Students as will not be marked as absent when an absence is due to illness and other justifiable reasons, such as but not limited to official business, e.g. attendance to seminar training/conferences further, proper documentation of participative and/or valid excuse shall be required.

Art 8.6 Any student who violates the attendance policy of the course during the first successive three weeks of the trimester may be required to drop the course ,with a grade of "W" or "F" depending upon his//her grade in the course at the time of withdrawal.

## Article 9 TRANSFER OF CREDIT

Art 9.1 No more than 9 units of graduate courses of training experience may be credited for a graduate degree.

Art 9.2 Graduate courses taken in other colleges and/or university need to be validated if the grades are lower than 1.50 for doctoral and 1.75 for masteral before they could be transferred and credited.

Article 10 CLASSIFICATION OF GRADUATE STUDENTS

Art 10.1 Regular Graduate Students

Applicants who have complied with the following requirements are regular students:

10.1.1 Sufficient academic background for the chosen field of study;

10.1.2 Grade point average of 2.0 for masteral student and 1.75 for doctoral students or better in the highest degree obtained.

10.1.3 Submission of all pertinent papers/requirements at the time of registration. (see Admission Requirements)

Art 10.2 Probationary Graduate Students

10.2.1 Applicants are classified probationary based on the following grounds:

10.2.1.1 Grade point average is 2.0 for masteral students and 1.75 for doctoral or better but they do not possess sufficient academic background.

10.2.1.2 A probationary status may be changed into regular status upon passing the Board of Admission Test and/or have completed prescribed additional requirement courses to address issue on sufficiency.

Article 11 RESIDENCE REQUIREMENT

Art 11.1 The minimum residence is two trimesters for masteral and four trimesters for doctoral at the UL Graduate School devoted wholly or partly to graduate work. A satisfactory completion of at least 21 units for masteral and 33 units for doctoral is required, respectively.

Art 11.2 The master's degree must be completed within three years for masteral and five years for doctoral degree (excluding leaves) from the start of matriculation and admission.

11.2.1 If the students fail to finish the degree within the specified period, they are required to re-establish residency equivalent to 9 units of refresher courses to be completed within a year together with the thesis/dissertation.

11.2.2 The foregoing clause is only allowed to students who have taken and passed the comprehensive examination.

18.2.3 Conducts regular/special meeting on approval of candidates for graduation, curricular innovations, introduction of new policies, and the like.

18.2.4 Create standing and ad-hoc committees or work groups as the need arises.

17.3.7 The panel examiners for masteral shall be composed of three (3) members while five (5) for doctoral, with at least one (1) content and method specialist. There shall also be a panel secretary and the adviser concerned during the defense.

17.3.8 All panel examiners shall be present in the defense especially during the final oral where the candidates are evaluated by former.

17.3.9 Majority vote or rating of the Panel examiners is needed to pass/fail a candidate. The rating shall be numerical.

Art 17.4 Submission of Post Final Oral Defense Manuscript

17.4.1 A circulating copy reflecting all corrections and signed by the members of the panel examiners and the English/Format Editor should be presented to the Dean before printing the final copy.

17.4.2 The duly approved and submitted thesis manuscripts are the bases for a recommendation to be made by the Graduate Council to the University Academic Council for the conferment of the sought degree.

## Article 18 GRADUATE COUNCIL

Art 18.1 The Graduate School is the policy-making body of the Graduate School. It is composed of all graduate faculty with the academic rank not lower than assistant professor, with the Dean as Chairman.

Art 18.2 Duties/responsibilities of the Graduate School Council are to wit:

18.2.1 Formulates and reviews policies governing graduate programs. All new policies/departmental requests for permission to offer advanced degrees are referred to Graduate School Council and the Board of Regents.

18.2.2 Screens/recommends to the University President appointment of new graduate faculty.

## Article 12 EXAMINATIONS

Art 12.1 Mid-Term and Final Examinations Administered.

12.1.1 There shall be two (2) major examinations, one for mid-term and another for final term, in each course.

12.1.2 The said examination shall be written which will evaluate the students critical and higher order thinking skills (HOTS).

12.1.3 The results of the mid-term and final examination shall form part of the computation of grades.

Art 12.2 Board of Admission Test

12.2.1 The Board of Admission Test is written and oral and is administered by an examination committee assigned by the Dean of the Graduate School.

12.2.2 A student applying for Board of Admission Test must have passed 18 units of any courses. The application must be recommended by the advisory committee and endorsed by the Dean.

12.2.3 The student must take the Board of Admission Test at the scheduled dates. Students who have not taken the Board of Admission Test shall not be allowed to enroll in the succeeding semester.

12.2.4 The purpose of the Board of Admission Test is to assess the students' preparedness to pursue graduate work. The advisory committee informs the students whether he is qualified or not after two weeks taking the test.

Art 12.3 Comprehensive Examination

12.3.1 Nature of the comprehensive examination—

The comprehensive examination is written, but the re-examination could be written or oral at the option as may be prescribed by the advisory committee and endorsed by the Dean.

**12.3.2 Applicants for comprehensive examination—**

A student applying for comprehensive examination must have finished all the academic courses and has no incomplete grade in any subject taken. All subjects for comprehensive examination are those listed in the approved study program except seminar, special problems and other subjects taken by the student that are not part of the approved study program.

**12.3.3 Filing of application for comprehensive examination—**

Students intending to take the comprehensive examination must file their application upon the recommendation of their advisory committee and endorsement of the program coordinator subject to the approval of the Dean.

**12.3.4 Date and deadline for application—**

Deadline for filing of application for comprehensive examination shall be within two weeks after the first day of classes.

**12.3.5 Date of comprehensive examination—**

There shall be regular schedule of comprehensive examination. "Walk-in" schedule shall only be allowed based on the merits of the request for such duly recommended by the Program Coordinator and approved by the Dean.

**12.3.6 Creation of the Examining Committee—**

The committee shall be chaired by a program coordinator assigned by the Dean assisted by the secretary of the Graduate School.

**12.3.7 Functions of the Examining Committee—**

The functions are as follows: solicits questions from the professors of the student; returns the answered/unanswered questions to the professors for checking after the comprehensive examination papers; and prepares the report of the results.

ness (for MBA) and as attested by the student-candidate's adviser.

c. Passed the Comprehensive Examination on its equivalent;

d. Passed the Seminar in Thesis Writing or its equivalent course with initial implementation-ready study proposal.

**Art 17.3 Procedure for Defense of Thesis/Dissertation or Its Equivalent**

17.3.1 There shall be three (3) rounds of defense as follows: proposal; pre-oral; and final oral examinations.

For the proposal, the first 3 chapters of the UL prescribed format shall be covered on the other hand, for the pre and final orals, the complete manuscript is required.

17.3.2. There shall only be a one-time oral presentation/defense (for Action research (MEd)/Independent Study (MIT) and Special Problem in Business (MBA).

17.3.3 Student candidates shall submit their application for defense schedule duly signed by their respective advisers of the office of the Dean at least two (2) weeks before the planned time of examination.

17.3.4 The application shall be filed with:

a. Approval Sheet with the signature of the adviser.

b. Proposed tentative date for defense.

17.3.5 The candidates shall submit copies of the manuscript for the panel members including the committee secretary to the Graduate School at least two weeks before the scheduled examination.

17.3.6 Application for pre-oral defense shall be only after incorporating all the suggestions from the proposal defense. In like manner, application for final oral defense shall be made after the revision following the pre oral defense. The application must be endorsed by the panel examiners.

study but unable to defend it due to an unavoidable circumstance like the opportunity to land a greener pasture in a foreign land to exercise what he learned from the University. The process shall be facilitated by Information Technology like Skype, Video Conferencing, etc. The student should however, defend the said study finally at the UL Graduate School.

16.3.2 The student is enjoying a scholarship grant and the sponsoring agency allows him to conduct research in their home country.

16.3.3 Requirements for Conduct of Study Abroad where Sponsoring Agency so Allows:

16.3.2.1 Application to the Dean's office (with endorsement from sponsoring agency) with recommendation from the program coordinator, and approval of the Dean.

16.3.2.2 Program of activities concerning the duration of the research (not less than 3 months) together with the financial requirement properly evaluated. A written report of evaluation certifying that the research was concluded in accordance with the approved outline of thesis/dissertation/case study.

## Article 17 DEFENSE / ORAL EXAMINATION

Art 17.1 Defense is an oral examination administered to a candidate for a masteral or doctoral degree in both for dissertation/thesis or its equivalent requirement.

### Art 17.2 Requisites for Request of Schedule Defense

17.2.1. Graduate students are allowed to request for schedule of defense after fulfilling the following requirements:

17.2.2. For non-thesis programs, the following requirements are:

a. Completed all formal course work for the degree as certified by the Graduate School Secretary;

b. Completed an action research (for MED); Independent Study/Capstone Course (for MIT); and Special problem in Busi-

12.3.8 The composition of the Comprehensive Examination shall be in the manner as follows:

Foundational Courses	25%
Major Field of Concentration	50%
Cognates	<u>25%</u>
TOTAL	100%

### 12.3.9 Conduct of Comprehensive Examination

The mode of conduct of comprehensive examination is onsite or online. Specific guidelines shall be provided at least 2 weeks prior the said examination.

12.3.10 Passing percentage for comprehensive examination—

The student should get a satisfactory performance to pass the comprehensive examination. A minimum rating of 1.75 for doctoral or 2.0 in masteral is needed to pass in each subject. The final grade of the student in the comprehensive examination is either pass or fail.

### 12.3.11 Release of results—

Results of the comprehensive examination are submitted to the office of the Dean not later than one week after the last day of examination.

### 12.3.12 Re-examination for students who failed—

If the students do not perform satisfactorily in a subject, they shall take either a written or an oral re-examination. Re-examination should be taken within the semester, and shall not be later than two weeks before trimester ends. Results are to be submitted one week later.

12.3.13 The written re-examination or oral re-examination shall be administered by the professor of the subject. The schedule of the re-examination shall be set by the Graduate School office.

12.3.14 Failure in the aforesaid re-examination means that the student will take the course (audit) and then take another examination. The faculty who handled the audit course shall prepare the comprehensive examination questions. Failure in this examination will mean dismissal of the student from the program being pursued and from the University

#### Article 13 DROPPING COURSES

Art 13.1 Dropping of subjects shall be allowed within two (2) weeks after the last day of the scheduled second term examination during the trimester and within one week after the second term during the summer term. No dropping of any subjects will be permitted after said period unless with valid reasons as determined by the Dean.

Art 13.2 Students are required to drop course officially by submitting official dropping slip from the registrar's office to the graduate School office.

#### Article 14 LEAVE OF ABSENCE

Art 14.1 The leave should not exceed one year but may be renewed for at most another year. When not taken in two successive years, the aggregate leave of absence should not exceed two years.

Art 14.2 A student who needs to go on leave of absence beyond the allowable period of two years should be advised to apply for an honorable dismissal, without prejudice to readmission.

Art 14.3 If a student withdraws after 3/4 of the total number of hours prescribed for the course has already elapsed, his instructors may submit a grade of 5 for his courses if his class standing up to the time of his withdrawal is below three.

Art. 14. 4 Students who withdrew from the college without formal leave of absence shall have their registration privileges curtailed or entirely withdrawn.

#### Art 14.5 Filing Procedure in Leave of Absence

14.5.1 Prepare a formal letter of request addressed to the

Dean thru the Program Coordinator. Specify the: (a) valid reason; and (b) period of leave, which should not exceed one academic year.

14.5.2 Fill out the "Application for a Leave of Absence (LOA)" form and process.

14.5.3 Before filing application, get clearance form from the Office, University Library, Accounting Section and Registrar's Office.

#### Article 15 TRANSNATIONAL EDUCATION (TNE)

Art 15.1 Program offering under the Transnational Education (TNE) shall be governed by the stipulations of the memorandum of agreement in cases where said program is delivered in partnership with an institution operating overseas.

Art 15.2 The program shall be delivered observing the blended approach.

#### Article 16 CONDUCT OF THESIS/DISSERTATION/SPECIAL PROBLEM

Art 16.1 A student is ready to conduct his thesis/dissertation if the following requirements are met:

16.1.1 Passed all courses and completed the academic requirements of the program.

16.1.2 Passed both Board of Admission Test and/or Comprehensive Examination.

16.1.3 Defended his/her thesis proposal and submitted the same as corrected to the Panel members or Examining Committee and to the Dean.

Art 16.2 The student shall conduct the thesis or its equivalent personally.

Art 16.3 Students shall be allowed to write their thesis/case study/dissertation researches outside the Philippines only if they satisfy the following conditions:

16.3.1 The student who has started writing his problem