



Adventist
University
of the
Philippines

MANUAL

OF
ACADEMIC
POLICIES

**GRADUATE
LEVEL**

2025 EDITION

Adventist
University
of the
Philippines

“The School that Trains for Service and Prepares for Eternity”

FOREWORD

It is with deep joy and gratitude that I present to you the *Manual of Academic Policies for Graduate Students*. This document has been carefully crafted to serve as your reliable companion throughout your academic journey. Just as a map provides direction to travelers, this manual is designed to guide your choices, clarify expectations, and help you navigate your university life with purpose, confidence, and peace.

Your years on this campus are a sacred trust—an opportunity not only to excel academically, but also to grow in character, faith, and service. Our prayer is that your stay here will be *pleasant and meaningful*, leading you toward the person God has envisioned you to become: individuals trained for service and prepared for eternity.

Scripture reminds us, “*In all your ways acknowledge Him, and He shall direct your paths*” (Proverbs 3:6). As you engage in learning, discovery, and community, may you continually seek God’s wisdom and allow Him to shape every aspect of your development—mental, social, physical, and spiritual. The apostle Paul also encourages us, “*Whatever you do, do it heartily, as to the Lord and not to men*” (Colossians 3:23). Excellence, therefore, becomes not merely an academic goal, but an act of worship.

Ellen G. White beautifully writes:

“Higher than the highest human thought can reach is God’s ideal for His children. Godliness—godlikeness—is the goal to be reached.” (Education, p. 18).

This ideal is at the heart of our academic philosophy. We believe that every class you attend, every requirement you fulfill, and every challenge you overcome contributes to your holistic growth. We are committed to nurturing an environment where scholarship is balanced with spirituality, where discipline meets compassion, and where each day on campus can be, even in small ways, a glimpse of heaven.

Another profound reminder from the Spirit of Prophecy says:

“Success in any line demands a definite aim. He who would achieve true success must keep steadily in view the aim worthy of his endeavor.” (Education, p. 262).

As you begin or continue your academic journey, I encourage you to set goals inspired by God’s calling for your life. Let this manual empower you to make wise decisions, understand your responsibilities, and embrace opportunities for growth. May it remind you that excellence is not achieved by chance, but by prayerful intention and wholehearted effort.

On behalf of the Academic Administration, I welcome you to a year of learning, discovery, and transformation. May your experience here deepen your faith, refine your character, and equip you for a life of meaningful service. We commit to journeying with you so that your stay in the University will truly reflect the beauty, harmony, and hope of heaven.

Dr. Gracel Ann S. Saban

Vice President for Academics

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INTRODUCTION

Welcome to the *Manual of Academic Policies for Graduate Students*. This document has been prepared to guide you through the academic principles, standards, and procedures that support and uphold the mission of the University. As a learning community committed to excellence, integrity, and holistic development, we believe that clear policies contribute to a campus environment where every student can thrive academically and personally.

This Manual outlines the expectations, responsibilities, and opportunities that shape your academic journey—from admission to graduation. It explains the structures that govern academic programs, the processes that ensure fairness and consistency, and the support systems designed to help you succeed. By familiarizing yourself with these policies, you can make informed decisions, avoid unnecessary difficulties, and fully benefit from the resources available to you.

The University encourages you to read this Manual carefully and consult it whenever questions arise. Faculty, department chairs, college deans, and administrators are also available to provide clarification and guidance.

As partners in learning, let us work together to uphold the philosophy, mission, vision, and core values of the University. We fervently pray for you to have a meaningful, productive, and inspiring undergraduate learning experience.

Academic Policies for Graduate Level

Section A – Admission and Registration

1. Admission to the University

1.1 General Admission Policy

As a Seventh-day Adventist boarding institution, AUP practices “open admission.” It accepts all students regardless of religious affiliation, race, tribe, or age. Incoming students must signify their willingness to uphold the philosophy, mission, vision, and objectives of the University. They must also abide by the rules and regulations of the University in particular and the country in general. They can stay in the apartments or outside the campus.

Graduate program applicants must take the English Proficiency Test (EPT) which is composed of:

- Structure and Written Expression
- Reading
- Writing

The Guidance Office will facilitate the examination; checking will be done by the Scantron for the Structure and Written Comprehension. Any faculty in the Languages Department or Center for English Language Learning will check the writing part. Failure in the English Proficiency Test means that the student will enroll in Academic Writing with Laboratory (English as a Second Language (ESL) equivalent to five (5) units.

1.2 Admission and Process Flow for Graduate Students from Non-English Speaking Countries

- 1.2.1 If graduate students come from a non-English speaking country, they need to present any of the following documents:
 - a. certification from the school where they graduated certifying that the medium of instruction is English;
 - b. proof of English proficiency from international recognized tests such as TOEFL or IELTS with the cutoff scores of 500 in ITP TOEFL + Internal Speaking and Writing Scores of 16, 61 in iBT TOEFL, or 6.0 in IELTS.
- 1.2.2 If the students cannot provide a certification that they graduated from a school using English as the medium of instruction or a proof of English proficiency, they are required to take the in-house ITP-TOEFL following a certain schedule. They will also need to take the internal speaking and writing tests.
- 1.2.3 If they do not get a score of 500 and 16 in both internal speaking and writing based on the rubrics, they need to take the three ESL courses (Listening and Speaking, Reading, and Writing = Total of 15 units), face-to-face.
- 1.2.4 ESL students need to pass all the 15 units of ESL courses before they will be allowed to enroll in their chosen graduate program. In case they fail any ESL

courses, they need to re-enroll such and will be allowed to enroll one course only as determined by their Department Chair.

- 1.2.5 After completion of one-semester ESL program, they are required to continue improving their English proficiency by enrolling in English language programs of their choice as they need to take in-house ITP TOEFL as an English Exit Requirement with a score of 500 (vis-à-vis their comprehensive examinations). They will also have an option to present a score of 61 in iBT TOEFL or 6.0 in IELTS.

1.3 Policy on ESL Courses

ESL courses are pre-academic bridging programs and are not part of the student's curriculum. As such, they shall not be reflected in the Transcript of Records. Instead, students who successfully complete the ESL program shall be issued a certification by the CELL coordinator.

English Proficiency Cut-Off Scores

	ITP TOEFL (+ Interview and Writing)	iBT TOEFL	IELTS
Undergraduate Students	465	50	5.5
Graduate Students	500	61	6.0

**Test results within 2 years are valid.*

Writing Test Criteria

Category	Criterion	Points
Development/Organization	Is the essay logically organized, fully developed with enough supporting details; complete with introduction, body, and conclusion?	5
Unity	Does the essay discuss a unified idea with a thesis statement in the introduction and with body paragraphs containing a topic sentence related to the thesis statement; no irrelevant sentences?	5
Cohorence	Does the essay cohere such as by using transition signals, repetition of key nouns, and consistent pronouns?	5
Grammar/Punctuation/Conventions	Does the writer demonstrate correct grammar, punctuations, and conventions?	5
Vocabulary	Does the writer use a wide variety of English words, use them appropriately, and spell them correctly?	5
TOTAL		25

Speaking/Oral Interview Rubrics

Criteria	Points	Remarks
<p>Fluency</p> <p>5. The student speaks confidently with no distracting hesitations. Ideas flow smoothly.</p> <p>3. The student hesitates several times, but generally seems to know the desired words, even if it is necessary to think about them a bit.</p> <p>1. The student has many hesitations and great difficulty remembering or selecting words.</p>	5	
<p>Pronunciation</p> <p>5. Pronunciation is accurate, with correct inflections, number of syllables and other correct nuances of pronunciation.</p> <p>3. Pronunciation is satisfactory; however, words sometimes have incorrect inflections or are otherwise sometimes hard to understand.</p> <p>1. Pronunciation is unclear or impossible to understand.</p>	5	
<p>Grammar</p> <p>5. The student speaks with no more incorrect grammar.</p> <p>3. The student occasionally uses inappropriate verb tenses and/or incorrectly uses parts of speech; however, the speaker has the ability to correct grammar without prompts.</p> <p>1. The student makes frequent use of inappropriate verb tenses and/or incorrectly constructs sentences or uses parts of speech.</p>	5	
<p>Vocabulary</p> <p>5. Vocabulary use is appropriate; it is sufficient to be understood in most settings and words are used with their correct meaning.</p> <p>3. Vocabulary is moderate, although the student sometimes needs help in identifying the correct words. There are occasional problems with correct meanings of words.</p> <p>1. Vocabulary is very limited and/or incorrect words are often used.</p>	5	
<p>Content</p> <p>5. The student answers the questions accurately; he/she is knowledgeable about the subject and provides sufficient details, given the time available.</p>	5	

3. The student answers the questions with attempts to provide relevant supporting ideas about it. Provides some details. 1. The student seems to have little or no understanding of the question/subject. Statements are superficial or not relevant.		
TOTAL	25	

**There will be three levels in the interview for 10-15 minutes. The first round will be 3 minutes of personal questions and the second round will be general questions (5 minutes), and the third round will be academic-related topics on the specialization of the student (7 minutes).*

1.4 Admission Requirements for Local Applicants

1.4.1 Preliminary Requirements

- a. Duly accomplished application form with 2x2 picture with white background
- b. An original or certified true copy of the transcript of records

1.4.2 Additional Requirements

- a. Certificate of Eligibility to Transfer – if undergraduate/graduate degree was not obtained from AUP
- b. Degree Certificate of Graduation – for local applicants who did not earn a college degree in the Philippines. The certificate of graduation must indicate the degree title obtained and the date of graduation
- c. A photocopy of authenticated Philippine Statistics Authority (PSA) birth certificate
- d. Two recommendations (one from former professor and one from immediate supervisor)
- e. At least six months work experience in the field or simultaneously employed/working while studying/enrolled in the program.

1.5 Admission Requirements for Foreign Applicants

1.5.1 Preliminary Requirements

- a. Duly accomplished application form with 2x2 picture with white background
- b. Philippine Embassy authenticated copy of the transcript of records
- c. Documents for visa application

1.5.2 Additional Requirements

- a. Certificate of Eligibility to Transfer – applicable to students who have started graduate studies from colleges or universities other than AUP
- b. Degree Certificate of Graduation/Certificate of Eligibility to Pursue Graduate Studies

Note:

Degree Certificate of Graduation – required for applicants who did not earn a college degree in the Philippines. The degree certificate of graduation must indicate the degree title obtained and the date of graduation.

Certificate of Eligibility to Pursue Graduate Studies – required for international applicants whose certificate of graduation does not indicate that they are college degree holders. It may be obtained from the school where the applicant graduated from; from the Commission on Higher Education of the country where the applicant comes from; or from the Philippine Embassy in the country of origin of the applicant.

- c. Photocopy of passport information and current visa page
- d. Photocopy of a National Intelligence Coordinating Agency (NICA) Clearance which can be obtained from the Immigration Office in Manila
- e. Two letters of recommendation (one from former professor and one from immediate supervisor)

1.6 Admission for Graduate Students from a Professional Master’s Program Who Wish to Pursue a Doctoral Study

Students from a professional track of a master’s program who wish to pursue doctoral studies must enroll Thesis Seminar with 3 units to serve as a bridging course during the first year of their doctoral program. Further, the students must be able to complete a research paper that shows the rigors of research during the course.

1.7 Admission for Graduate Students Who Wish to Pursue Graduate Studies Not Aligned in their Area of Specialization

Students who wish to pursue a master’s program whose baccalaureate degree is not aligned must take at least 12 units as co/pre-requisite courses, to be determined by the Department Chair.

Students who wish to pursue a doctoral program not aligned in their areas of specialization must enroll at least 12 units as co/pre-requisite master’s courses to be determined by the Department Chair.

Students who do not have work experience before admission to the graduate program must take an OJT to be determined by the Department Chair.

1.8 Admission, Registration, and Grade Encoding for Off-Site Learning (OSL) and Certification Programs

Admission

1. Step 1: Copy of MOA and list of prospective students for OSL/Certificate are furnished to the RAO by the Graduate Department Chair.
2. Step 2: RAO provides the admissions portal (specific for OSL/Certificate) to the Graduate Department Chair. The Department Chair guides the students in the

application process. RAO monitors the admissions and submissions of requirements. RAO reports the progress to the Graduate Department Chair.

- *If the partner batch has weak or no access to the Internet:*
Applications will be accomplished via paper-based forms to be facilitated via courier in cooperation with the Department Chair.
- *To ensure the speedy submission of entry requirements:*
A waiver for non-submitted documents will be signed by the participants/students. The waiver states that documents not turned in to the RAO after **one year** of active enrollment in the program will result in non-enrollment in the next program's term. The RAO will check and follow-up the submission of lacking documents to ensure that they are complete before the approval of graduates.

Registration

1. Step 1: RAO provides the registration portal (specific for OSL/Certificate) to the Department Chair. The Chair will encode the batch enrollment.
2. Step 2: DSF and Accounting approve of the registration based on MOA and list from the Department Chair.
3. Step 3: RAO approves registration of OSL/Certificate batch.

Grades Encoding

1. Step 1: Teachers encode grades based on courses of OSL.
2. Step 2: Department Chair submits the grade sheets to RAO for filing.

1.9 Admission Policy for Lesbian, Gay, Bisexual, and Transgender (LGBT)

Our commitment from the beginning has been to hold and put into practice the biblical teaching of the Seventh-day Adventist Church, as expressed in our fundamental beliefs and the official statements on human sexuality issued by the General Conference and Southeast Asia Pacific Division.

The Seventh-day Adventist Church recognizes that every human being is valuable in the sight of God, and we seek to minister to all men and women in the spirit of Jesus. We also believe that by God's grace and through the encouragement of the community of faith, an individual may live in harmony with the principles of God's Word.

Seventh-day Adventists believe that sexual intimacy belongs only within the marital relationship of a man and a woman. This was the design established by God at creation. The Scriptures declare: "For this reason, a man will leave his father and mother and be united to his wife, and they will become one flesh" (Gen 2:24, NIV). Throughout Scripture, this heterosexual pattern is affirmed. The Bible makes no accommodation for homosexual activity or relationships. Sexual acts outside the circle of a heterosexual marriage are forbidden (Lev 18:5-23, 26; Lev 20:7-21; Rom 1:24-27; 1 Cor 6:9-11). Jesus Christ reaffirmed the divine creation intent: "'Haven't you read,' he replied, 'that at the beginning the Creator "made them male and female," and said, "For this reason, a man will leave his father and mother and be united to his wife, and the two will become

one flesh?" So they are no longer two, but one" (Matt 19:4-6, NIV). For these reasons, Seventh-day Adventists are opposed to homosexual practices and relationships.

Jesus affirmed the dignity of all human beings and reached out compassionately to persons and families suffering the consequences of sin. He offered caring ministry and words of solace to struggling people while differentiating His love for sinners from His clear teaching about sinful practices.

This document sets the expectation that sexual intimacy belongs only within marriage, defined as "a lifelong union between a man and a woman." Furthermore, the University clarifies that students are to refrain "from romantic behaviors between individuals of the same sex." This policy is strictly enforced through our student conduct processes, and the Adventist biblical position is taught in our classrooms and from our pulpits.

Seventh-day Adventists endeavor to follow the Lord's instruction and example, living a life of Christ-like compassion and faithfulness.

Therefore, the student should abide by the rules and regulations as stated in the handbook:

- a. Wearing of appropriate attire.
- b. Following the proper haircut
- c. Normally, males do not wear make-up and other female undergarments

1.10 Re-Admission Policy

AUP re-admits students based on academic performance set by the respective departments and compliance with the rules and regulations of the University (**See Appendix: Admission of New Graduate Students Process Flow**).

2. Registration

Graduate students seeking admission from AUP must secure an application form online or from the Records and Admissions Office and submit the necessary entrance credentials to the said office.

All new students must be interviewed by their respective Dean/Department Chair and pass the English Proficiency Test administered by the Guidance Office.

Students are officially registered upon receipt of the registration sheet stamped by the Records and Admissions Office and Library. Students are not allowed to attend classes unless they are officially enrolled.

2.1 Late Registration

Permission to register late must be obtained from the teacher of the course endorsed by the Department Chair channeled to the College Dean, AVPA, and the Office of the Director of Records and Admissions. A late registration fee will be charged. After the

last day of registration, as printed in the University academic calendar, no student is allowed to register anymore.

2.2 Registration Guidelines for Off-Site Learning

Off-site learning is an innovative mode of delivery to assist employees of sister/related institutions. Classes are held in AUP and other off-site venues. Before an OSL is recommended to AAC for approval, the AVPA-GS and the respective College Dean must accredit the place.

3. Withdrawal Policy

Withdrawal is defined as the formal process by which a student ceases to be recognized as enrolled at the University. This includes the removal of all current semester courses from the academic record.

Note: All courses for the current semester **must** be deleted upon withdrawal. Courses from previous semesters will **not** be removed from the student's record.

3.1 Financial Implications

The financial consequences of a withdrawal are governed by the University's existing **Finance Policy on Refunds**. Students are advised to consult this policy to understand any financial obligations or entitlements.

3.2 Conditions and Deadline for Withdrawal

- Withdrawal must be **complete**, meaning all courses enrolled in the current semester must be withdrawn.
- The request for withdrawal must be filed **before the Midterm Examinations** of the semester.
- After midterms, course withdrawals must follow the University's **Course Dropping Policy** rather than a full withdrawal.

3.3 Categories of Withdrawal

3.3.1 Withdrawal – New Student

- A new undergraduate student/new graduate student in their **first semester** may file for withdrawal through the Change in Registration Request form (**See Appendix: Change in Registration Request**).
- The request must be filed **before midterms**.
- If the withdrawal is approved, the **RAO** may void or return the entry credentials submitted by the student's secondary school or last school of attendance.

3.3.2 Withdrawal – Continuing Student

- A continuing student (i.e., one who has completed at least one semester at the University) may also file for withdrawal through the Change in

Registration Request form (See Appendix: Change in Registration Request).

- The withdrawal must be requested **before midterms**.
- Upon approval, the student is considered eligible for **transfer of academic records**, pending clearance of all accounts and requirements.

3.3.3 Withdrawal – Transferees

- A transferee in their **first semester** at the University may also file for withdrawal.
- If approved, the **RAO** may **void the transcript request** from the student's previous institution.
- In such cases, the student's **eligibility to transfer to the University** will no longer be honored.

4. Classification of Students

The RAO is in charge of recording and assigning the classification of Graduate students upon admission to AUP, either through regular admission or through the OSL programs.

Students admitted to the academic programs will be classified as follows:

- 1) Conditional - when some original or required documents of the students are lacking as indicated in the application for admission.

A student is given two (2) consecutive semesters to submit the required documents. The student who is unable to submit the documents by the end of the above period may be advised not to enroll by the RAO.

- 2) Probationary - when records requirements from the school of origin are still being processed by the RAO.

The RAO will request transcript of records from the school of origin (Secondary School/College/University) through expedited means at least within one (1) semester upon receipt of the necessary documents that will initiate the transfer of records. Depending on geographical and postal conditions, the RAO will make certain that the probationary classification for students will only be for one (1) Academic Year.

- 3) Regular - when all the proper entry credentials have been met by the students.

Section B – Requirements

1. Graduate Degree Requirements

Each graduate student should be acquainted with all the regulations and requirements outlined in this manual. He/She must take the initiative of having his/her program of study approved, taking all required tests and examinations, and completing the required attendance per semester. Specific requirements are listed under each respective degree. The general requirements are:

- 1.1 Course work
- 1.2 Written Comprehensive Exam (WCE)
- 1.3 Thesis or its equivalent (for master's and dual) or Dissertation or its equivalent (for doctoral)
- 1.4 Publication of a research paper in a refereed journal (for Master of Arts, Master of Science, and Doctor of Philosophy programs. A letter of acknowledgment from the publisher that the paper (Thesis or Dissertation paper) is accepted for publication
- 1.5 Research Colloquium (for Academic Track – for old curriculum)
- 1.6 Research presentation in national/international (for Master's program) and international (for doctoral program)
- 1.7 Culminating Project/Community Project/Feasibility Study/Research Capstone (for Professional Track)

2. Standard vs. Straight Programs

Students in the standard master's program have finished a bachelor's degree. Students in the standard doctoral program have finished a master's degree. Students who wish to take the straight program in the undergraduate completing a bachelor's program directly proceed to master's program in a shorter period of time (**See Appendix: Application for Straight Program**). The straight program must be completed in 5 years.

2.1 Standard Master's Degree Programs

- 2.1.1 Applicants to the graduate program should have at least six months of work experience in the field or simultaneously employed/working while studying/enrolled in the graduate program.
- 2.1.2 Applicants to the MPH program should have at least a baccalaureate degree in science and applicants to the MBA program must at least have a baccalaureate degree except for DMD and MD.
- 2.1.3 Applicants to the MSN/MN program should be graduates of Bachelor of Science in Nursing
- 2.1.4 Applicants to the MA Psychology program must be graduates of AB/BS Psychology
- 2.1.5 Some programs require that the applicant takes some prerequisite courses if the applicant's bachelor's degree is different from the master's degree which he/she wishes to pursue. In this case, the applicant must finish at least 12 units of major undergraduate courses in the area of specialization, subject to the approval of the Department Chair before proceeding to graduate work.
- 2.1.6 Graduates of professional degrees such as MD or DMD must first take and obtain the master's degree program before taking the doctoral program.

2.2 Standard Doctoral Degree Programs

- 2.2.1 If an applicant wishes to pursue a doctoral degree that is not vertically aligned to the master's degree he/she already earned, he/she will be required to take prerequisite courses corresponding to the doctoral degree he/she wishes to pursue foundation courses.

- 2.2.2 Applicants to the doctoral program should have at least six years of work experience in the field or simultaneously employed/working while studying/enrolled in the graduate program.

2.3. Straight Programs

2.3.1 From Bachelor’s to Master’s

- a. Students under this program must have an overall GPA of at least 3.25 with a minimum grade of B flat, and Very Satisfactory in Student Convocation and Major’s Forum.
- b. Students who are qualified to be under the straight program should have completed level 2 or second year and must apply and process the shifting form.

2.3.2 From Master’s to Doctoral

- a. Students under this program must have an overall GPA of 3.50.
- b. Students’ lowest grade should be B flat.
- c. Should the students want a degree certificate in completing MA level while finishing the Straight program, they can opt to take the comprehensive exam and present a paper in an international conference. However, they still need to take another comprehensive exam as a requirement for the PhD level.

3. Common Courses to be Offered by the Center for Graduate Studies

The following are the common courses:

Religion	3 units
Thesis 1 – Research and Statistics	3 units
Research and Statistics	3 units
Thesis 2 – Writing and Publication	3 units
Dissertation Writing 1 – Advanced Research and Statistics	6 units
Dissertation Writing 2 – Writing and Publication	6 units
Academic Writing (for MA)	3 units
Scientific Writing (for PhD)	3 units

Section C – Off-Site Learning (OSL)

1. Preliminary Activities in Conducting OSL

- a. Secure a letter of intent from the interested institution.
- b. Secure approval of AdCom.
- c. There should be an approved and notarized Memorandum of Agreement (MOA).

- d. Inform the CHED and SSD Education Department (if the partner institution is an SDA institution and not within the division) about the OSL.
- e. The Department Chair accepts, screens, and submits all the application forms and other necessary documents to the Records and Admissions Office.
- f. The Department Chair coordinates with the Guidance Office to conduct the English Proficiency Test for all applicants.
- g. The Department Chair prepares the course offerings for the whole program.
- h. The Department Chair meets the students for orientation about the academic policies.

1.1 Before the Class Starts:

- a. The Department Chair facilitates the enrollment of the students and submits the forms to the Records and Admissions Office along with the summary of enrollment.
- b. The Department Chair provides the Accounting Office the enrollment lists with the corresponding institutional charges and/or remittances per term.
- c. No direct payment of fees/dues will be collected from the students of off-site learning except for comprehensive exam fees, graduation fees, and clearance fees which should be paid to the AUP cashier's office. All students of the off-site learning pay the fees/dues through the sponsoring institutions.
- d. The Department Chair ensures that the approved course syllabi, e-books, and other reference materials of the assigned professor will be given to the students at least two weeks before the class starts during the term.

1.2 At the End of Each Class, the Department Chair:

- a. ensures that the assigned professor for the course submits the following documents: sample exam, sample exam script, sample class project/research, grade sheet, class record, pictures, and/or any documentation related to the class activities (e.g. symposium, field trip, forum, fieldwork).
- b. facilitates the approval and submission of the grade sheets to the College Dean and the Records and Admissions Office.
- c. furnishes a copy of the approved grade sheets to the sponsoring institution/group.
- d. facilitates the processing of the honorarium as soon as the required documents are accomplished by the professor.

2. Checklist for Accrediting Venues for Off-Site Classes

- 2.1 Classroom
- 2.2 Comfort Room
- 2.3 Audio Visual Equipment
 - LCD projector
 - Microphone
 - Sound system
- 2.4 Provision for Library Books/Materials
- 2.5 Housing Accommodation

- 2.6 Internet Access
- 2.7 Financial Stability (Liquidity, Working Capital)
- 2.8 Focal Person

3. Off-Site Learning Class Fee

Off-site is having classes in different locations other than in the campus. The following fees will apply: Off-site fee per course is P4,000/student/course for a local site in the master’s degree and P5,500/student/course for a local site in the doctoral degree; and \$150 per course/student for an international site, master’s degree and \$200 per course/student for an international site, doctoral degree. The honorarium for teachers for local OSL in the master’s and doctoral degree is P41,400. The honorarium for teachers for an international OSL in the master’s and doctoral degree is \$1,300 (Face-to-face onsite classes). An additional P500 per master’s student over 15 is given to the teacher; an additional P600 per doctoral student over 12 is given to the teacher.

Description	Master’s Program		Doctoral Program	
	Local	Int’l	Local	Int’l
Offsite fee per course	₱4,000	\$ 150	₱5,500	\$ 200
Honorarium of faculty	₱41,400	\$ 1,300	₱41,500	\$ 1,300
Minimum number of students per class	15		12	
Additional pay over 15/12 (given to the teacher)	₱500		₱600	

Section D – Course Work Advising

1. Academic Adviser

Students will have their respective academic advisers to assist them in monitoring their program until graduation. The Department Chair is the official academic adviser. Students will also have a second adviser if they are doing a double major or minor. One of the functions of the academic advisers is to review the students’ academic program every semester. At the beginning of each semester, the advisers should have updated the students’ curriculum checklist.

2. Course Load

The maximum load of a graduate student is nine (9) units for the semester and six (6) units during the Intersemester, as long as the overall GPA or the GPA for the current term is 3.5 and above, whichever is higher. If a student has to take any prerequisite course or remedial English class, this will be part of his/her 9 units maximum load.

3. Curriculum Checklist

A curriculum checklist is simply a list of all the courses that a student must take to graduate. It is given to a student on the day of his/her first registration at AUP and must be presented and updated every registration period.

Every student using an old curriculum must be advised to shift to the new curriculum, should meet all the requirements, and graduate in the said new curriculum in force.

4. Required Grade Point Average (GPA) and Retention Policy

A cumulative minimum GPA of 3.00 is required for all courses in the graduate program. Grades of less than B- are not accepted for graduate credits.

5. Transfer of Credits

Students who have attended other recognized and accredited graduate programs and plan to earn a master's/doctoral degree from AUP can transfer courses provided the content and the course descriptions are similar to the Adventist University of the Philippines. Only courses with grades of B- (or its equivalent) and above taken within the last three years can be transferred or credited to the master's level up to 25% of the total courses upon the recommendation of the Department Chair and approved by the College Dean and VPA. Only courses with grades of B (or its equivalent) and above, taken within the last five years can be transferred/credited to the doctoral level up to 25 % of the total courses upon the recommendation of the Department Chair and approved by the College Dean and VPA (**See Appendix: Request for Transfer of Credit**).

6. Substitution Policy

In cases where the course/s needed by a student is/are no longer part of the curriculum in force, the principle of "substitution" shall be applied; that is, courses taken in the previous curriculum shall be deemed equivalent and thus credited to courses in the current curriculum as determined by the Department Chair and approved by the College Dean and the VPA through the use of the Substitution Form (**See Appendix: Request for Substitution of Courses**).

7. Change in Registration

7.1 Change in Registration Request

Change in Registration (**See Appendix: Change in Registration Request**) may be made with the consent of the instructor concerned, the Director of Student Finance

(DSF), the Department Chair, the College Dean, the Records and Admissions director, AVPA, and the VPA. A change in registration becomes effective on the date the voucher, signed by all persons concerned, is received by the Records and Admissions office and is encoded in the AUP Online Information System (AOLIS). The student is provided a reprinted copy of his/her registration sheet as soon as the change is encoded in the AOLIS.

Applicable charges will apply after the last day of registration as reflected in the academic calendar.

7.2. Deleting of courses

Students may opt to have their courses deleted and will not be reflected in the permanent record. Deleting of courses is allowed until the last day of registration as reflected in the academic calendar, after which, they will be asked to drop the course.

7.3 Dropping of Courses

- a. The deadline for the dropping of courses is one month before the final examination.
- b. Courses dropped after the last day of registration as reflected in the academic calendar will be reflected in the student's transcript of records.

8. Special Class Policy

- 8.1 A special class is considered when the course has less than the allowed minimum number of students (6 students) and is requested after the approval of the course offerings (**See Appendix: Request for Special Class for Graduate**).
- 8.2 If the requested course has less than the allowed minimum number of students, the students are required to pay the regular tuition fee and share the special class fee for six students. The teacher teaching the required course will be given a 3-unit load.
- 8.3 If the number of students reaches the allowed minimum number of students (6 students), it will be offered as a regular class with a three-credit unit load for the teacher. If it is part of the regular course offerings and the number of students is less than the allowed minimum, the load of the teacher will be given a three-credit unit provided his/her undergraduate load has met the breakeven. The students will not be required to pay for the special class fee.
- 8.4 All regular classes in the graduate school should reach the allowed minimum number of students (6 students) for the faculty to be given a three-credit unit load. In cases where some classes do not meet the allowed minimum number of students, the teacher will be given a three-credit unit load, provided his/her other classes compensate for the rest of the courses.

9. Duration of Study and Residency

9.1 Duration of Study

- 9.1.1 Master's programs can be completed in two (2) years; dual master's/doctoral programs can be completed in three (3) years.
- 9.1.2 Failure to complete the programs as indicated above due to part-time study, leave of absence and other acceptable reasons, the student is given the chance to extend for one (1) year for master's, and two (2) years for dual master's/doctoral programs.
- 9.1.3 The total number of years allowed to complete the master's program is three years; and five years dual master's/doctoral programs.
- 9.1.4 Failure to complete the master's program for three years and dual master's/doctoral programs for five years, the policy on lapsation will apply.

9.2 Residency

- 9.2.1 A student who is not done with his/her thesis/dissertation or its equivalent during the semester will get an INC that should be completed within the period of residency of the program.
- 9.2.2 While the student is completing his/her INC in thesis/dissertation or its equivalent but continues to make consultations with his/her adviser, he/she must officially enroll for residency equivalent to a one-unit load. The usual tuition fees will apply (with library fees) but without miscellaneous fees.
- 9.2.3 Further, those who are inactive shall be advised to apply for a leave of absence.

Program	Completion	Conditions		
Master's New C - 5 years		If the date of completion is 2022, only courses taken from 2017 onwards can be credited/substituted.	If the date of completion is 2023, only courses taken from 2018 onwards can be credited/substituted.	If the date of completion is 2024, only courses taken from 2019 onwards can be credited/substituted.
Doctoral New C - 7 years	To finish in 2023; If not, students need to shift to the new curriculum and finish in 7 years.	If the date of completion is 2024, only courses taken from 2017 onwards can be credited/substituted.	If the date of completion is 2025, only courses taken from 2018 onwards can be credited/substituted.	If the date of completion is 2026, only courses taken from 2019 onwards can be credited/substituted.

10. Lapsation

- 10.1 If a student will not be able to complete the master's program for three years and five years for dual master's/doctoral, he/she will be required to enroll in residency every semester up to two years of extension only.
To enroll Residency 3 units (with library fee but no General Fees). Two units will be credited to the Department's Instructional Income, one unit for the CGS Instructional Income.
- 10.2 Failure to complete the graduate programs in five years for master's, and seven years for dual master's/doctoral programs, but has taken all course work and passed the WCE, the student will be granted a Graduate Certificate.
- 10.3 Master's students whose program has already lapsed (in the program for more than 7 years) are given extra consideration to finish by December 2021. Otherwise, they can opt to repeat the program following the new curriculum or receive a graduate certificate, if qualified.
- 10.4 Doctoral students whose program has already lapsed (in the program for more than 9 years) are given extra consideration to finish by December 2021. Otherwise, they can opt to repeat the program following the new curriculum or receive a graduate certificate, if qualified.

11. Residency of Students under the Old Curriculum

11.1 Students in the Thesis/Dissertation Writing Stage

Thesis/dissertation writing graduate students who are under the old curriculum and did not shift to the new curriculum are allowed to finish their writing within the allotted time of seven (7) years and nine (9) years for the master's and doctoral, respectively, from the time of their first enrollment (e.g. 2014-2023 for PhD and 2018-2023 for master's). Further, if they are not able to finish within this allotted time, they will be advised to apply for a graduate certificate or shift to the new curriculum.

1.2 Students with Remaining Academic Coursework

Graduate students who are still taking academic courses under the old curriculum and did not shift to the new curriculum are allowed to finish within the allotted time of seven (7) and nine (9) years for master's and doctoral, respectively, from the time of their enrollment. Further, since they are in the old curriculum, they should finish the number of units prescribed in the old curriculum. Further, if the courses are not offered, they may request for a special class provided that they are willing to pay for the breakeven required for a class. Further, if they are not able to finish within this allotted time, they will be advised to apply for a graduate certificate or shift to the new curriculum.

12. Provision for Graduate Certificates

Graduate Certificates will be given to students who have completed all academic requirements and have passed the comprehensive exams but have determined not to complete their thesis/dissertation (See **Appendix: Application for Graduate Certificate**).

<i>Master's Program</i>	<i>Doctoral Program</i>
Graduate Psychology	
Graduate Certificate in Psychology	Graduate Certificate in Counseling Psychology
Graduate Certificate in Psychology/ Business (Dual)	
Graduate Certificate in Psychology/ Guidance and Counseling (Dual)	
Graduate Business	
Graduate Certificate in Business	Graduate Certificate in Financial Management
	Graduate Certificate in Business Management
	Graduate Certificate in HRM
Graduate Education	
Graduate Certificate in Education	Graduate Certificate in Educational Administration
	Graduate Certificate in Multi-Disciplinary Research
	Graduate Certificate in English Language and Literature
Graduate Public Health	
Graduate Certificate in Public Health	Graduate Certificate in Preventive Health Care
Graduate Certificate in Public Health/ Business (Dual)	
Graduate Nursing	
Graduate Certificate in Family and Adult Health Nursing	
Graduate Certificate in Nursing/ Business (Dual)	

13. Student Leave of Absence

Students who plan to stop schooling are required to apply for a leave of absence using the Study Leave of Absence Form (**See Appendix: Application for Study Leave of Absence**) up to two weeks after the last day of registration.

The period of leave of absence/non-enrollment for both Filipinos and foreign students will be included in the number of years of residency at the University. Students will proceed to pre-registration and registration just like the returning students.

14. Student Promotion

The basis for promoting graduate students every June, October, and May as follows:

Master's Programs

LEVEL	UNITS COMPLETED
1 – Entry Level (EL)	3 – 12 units
2 – Coursework Level (CL)	13 – 27 units
3 – Comprehensive Exam Level (CEL)	28 – 33 units
4 – Graduating Level (Writing/Cognate)	34 – 36 units

Dual Master's Programs

LEVEL	UNITS COMPLETED
1 – Entry Level (EL)	3 – 12 units
2 – Coursework Level (CL)	13 – 33 units
3 – Comprehensive Exam Level (CEL)	34 - 39 units
4 – Graduating Level (Writing)	40 – 42 units

Doctoral Programs

LEVEL	UNITS COMPLETED
1 – Entry Level (EL)	3 – 12 units
2 – Coursework Level (CL)	13 – 39 units
3 – Comprehensive Exam Level (CEL)	40 – 45 units

4 – Graduating Level (Writing)	46 – 48 units
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Candidacy includes:	Internship / Practicum / OJT (IPO)
	Thesis / Dissertation / Community Project /
	Culminating Project/ Feasibility Study/Research Capstone

In addition to the above requirements, promotion of students includes the following:

- a. Completed number of units as reflected in the promotion scale
- b. Obtained a passing grade in required major courses
- c. Passed the comprehensive exam or its equivalent set by the department
- d. Attained GPA requirement set by the CGS

The declaration of students' level is approved by the AAC upon the recommendation of the Department Chair and College Executive Council.

The process of promotion includes:

- a. Evaluation of curriculum checklist by the Department Chair
- b. Approval of College Executive Council then recommend to the AAC
- c. Approval of the AAC and report to the AdCom

During the promotion, the Dean presents the following:

- a. The updated checklist of all students
- b. List of promoted students per level
- c. Application for graduation and waiver for graduating students (**See Appendix: Application for Graduation & Waiver on the Use of Graduation Picture and Clearance for Graduation**)
- d. Minutes of departmental and college council meetings approving and recommending the promotion
- e. Summary of present and promoted students using the template (**See Appendix: Promotion of Graduate Students**)

Section E – Examination, Assessment, and Grading

1. Final Examination Policies and Procedures

To ensure that high standards are maintained in the administration of examinations in all programs, the following policies and procedure shall be observed (**See Appendix: Examination Process Flow for Graduate**):

- 1.1 The professor prepares the examinations in his/her respective discipline, creates a Table of Specifications, and develops the marking scheme for the same (**See Appendix: Template for TOS**).
- 1.2 The professor gives the examination for moderation to two of his/her co-teachers. The moderation period is part of the Academic Calendar (**See Appendix: Examination Moderation and Reproduction Process Flow & Examination Moderation Report Form**).
- 1.3 The professor submits the moderated examination to the Department Chair and the College Dean.
- 1.4 A seat plan is prepared before the start of the examination (**See Appendix: Seat Plan**).
- 1.5 Unless otherwise planned, the assigned classroom will serve as the testing room during major examinations.
- 1.6 The professor oversees the reproduction of the exam papers.
- 1.7 The professor must administer the examination on the dates specified in the Academic Calendar.
- 1.8 The professor shall serve as a proctor during the examination. In cases wherein the professor is not available, he/she may recommend his/her substitute to his/her Department Chair for approval.
- 1.9 The professor must allow students to take examinations provided they present financial permits or financial arrangement permits duly issued by the Office of the Director for Student Finance. The professor is not authorized to make a financial arrangement with students.
- 1.10 Each professor will mark his/her scripts.
- 1.11 The examination result is given to students.
- 1.12 The final grades of students with an outstanding balance can be encoded by the teacher but automatically hidden until the student has settled his/her account. There is no need to accomplish the INC Completion Form.

2. Assessment

2.1 Attendance in Classes

Absences are counted from the first day of classes and are classified as excused or unexcused. Excused absences involved reasons for illness, authorized trips, or circumstances beyond the student's control. Absences for health reasons should be certified by a physician. Absences for any reason other than those mentioned above are considered unexcused. If a student's total number of absences exceeds 10 hours of the total class hours in a course of three units, a grade of F may be recorded unless the student has a valid reason for an NC. If warranted by special circumstances, the faculty and the Department Chair may grant the student permission to make up for the missed classwork.

3. Grading System

The final grades for each term are recorded on the student’s permanent record in the Records and Admissions Office and the AUP Online System (AOLIS). Students of the University with an active account in the AOLIS can view their grades on the website (<http://www.aup.edu.ph>). The following are the numerical and letter grades with their percentages and point equivalences.

<i>Numerical Grade</i>	<i>Letter Grade</i>	<i>Percentage Equivalence</i>	<i>Point Equivalence/unit</i>
1.00	A	98-100	4.00
1.25	A-	95-97	3.75
1.50	B+	92-94	3.50
1.75	B	89-91	3.25
2.00	B-	86-88	3.00
2.25	C+	83-85	2.75
2.50	C	80-82	2.50
2.75	C-	77-79	2.25
3.00	D	75-76	2.00
5.00	F	74 and below	0.00

Other symbols and meanings that may appear in the grade sheet (transcript) or in the AOLIS are:

INC	Incomplete
NC	No Credit
Dropped	

Final grades are permanent and could only be changed through an approved **“Request for Change of Grades”** (See Appendix: Request for Change of Grades). Further, the following labels are AOLIS-generated which are temporary and not recorded in the transcript of records:

- Enrolled – the default label for the currently enrolled courses and replaced with a final grade at the end of the term.
- Deleted – courses in the roster of AOLIS that were removed.

3.1 Components for Grading

Components and weight requirements for grading include the following:

Examinations	20%
Research	20%
Continuous Assessment	60%
• Quizzes	

• Projects	
• Class Participation	
• Case Analyses	
• Other measurable academic requirements: Reports, Reaction Papers, Journals	
Total	100%

3.2 Change of Grade

Change of grades is discouraged. However, when a teacher made an error either in the computation or in encoding, a request for a change of grade should be turned in not later than 30 days after the deadline for submission of grades. **(See Appendix: Request for Change of Grades)**

3.3 Provision for Incomplete Grades (INC)

- 3.3.1 An INC (Incomplete) is a temporary grade given at the discretion of the teacher to students who failed to complete the requirements for the course:
- failure to take examinations;
 - failure to submit class requirements; and
 - poor performance due to illness, emergencies, and other unforeseeable circumstances but not because of negligence, late work, or low performance.
- 3.3.2 Grade sheets with INC grades submitted by the teachers must include an attached “INC Grade Form” **(See Appendix: INC Grade Form)** that contains the current grade of the student, which becomes his/her final grade after the probation for the completion of an INC grade expires.
- 3.3.3 An INC grade must be completed the shortest possible time as indicated in the syllabus but not more than one academic year (two regular semesters and one intersemester) except for Thesis Writing/Dissertation Writing or its equivalent/Practicum which should be completed within the allowed residency period (Straight Program/MA – 5 years; Dual/Doctoral Program – 7 years). Upon completion, the RAO will encode the grade as reflected in the “Completion of INC Grade” **(See Appendix: Completion of INC Grade)**.
- 3.3.4 As a temporary grade, an INC must be completed within one year after the grade of INC has been encoded. Otherwise, the system will automatically encode the final grade as previously indicated in the system.
- 3.3.5 INC grade will have a bearing on the student’s GPA.
- 3.3.6 If the course with an INC is a pre-requisite for the next course, its passing/acceptable grade should have been encoded in the AOLIS before the student can process enrollment of the subsequent course.
- 3.3.7 A student who intends to re-enroll a course that has a current status of INC must be advised by his/her department chair to apply for NC **(See Appendix: Request for NC Grade)** before he/she will be allowed to re-enroll. This must be accomplished within the INC prescribed period.
- 3.3.8 When the reason for INC is no financial permit, grades of students can be encoded but automatically hidden until the student has settled his/her account. There is no need to accomplish the INC Completion Form.

Section F – Written Comprehensive Examinations (WCE)

Master's and doctoral students who have completed the course work are required to take the prescribed WCE. A student's academic checklist is required when he/she applies for a comprehensive examination.

1. Guidelines

- 1.1 A WCE representing the totality of the student's program shall be taken by all graduate students who have completed all the academic courses and whose overall cumulative grade point average (GPA) is not lower than 3.00.
- 1.2 WCE is scheduled every term.
- 1.3 Application form (FM-CGS-001) for WCE is available at the office of the AVPA-GS.
- 1.4 Student's academic checklist generated from the AOLIS is required when he/she applies for WCE.
- 1.5 A student who is not officially enrolled but is applying for WCE should enroll for residency. Guidelines for Residency will apply.
- 1.6 For the professional track program, the student shall be allowed to take WCE provided his/her respective professors will certify that he/she is passing in the courses currently enrolled.
- 1.7 A student who has taken the WCE under the academic track program need not take another WCE based on the two courses in lieu of thesis writing if he/she decides to transfer to the professional track program.
- 1.8 The result of the examination will be communicated in writing by the AVPA-GS to the student through the Department Chair within two weeks after the examination. The passing mark is B-.
- 1.9 A student who fails the examination can take the examination again. The grade will either be PASS or FAIL. However, if the student fails in the first WCE, he/she will be disqualified for academic honors.
- 1.10 Failure in any re-examination requires the student to enroll in some major courses with a minimum of 3-credit units and a maximum of 9-credit units as advised by the Department Chair and College Dean and approved by the AVPA-GS. Upon completion of the refresher course, the student should pass the WCE. Failure on the WCE after the refresher course will disqualify the student from the program.

2. Procedure for WCE

- 2.1 WCE is conducted through face-to-face modality unless approved by the Graduate Council to be administered online. The annual schedule of WCE is posted in the bulletin board every last week of May.
- 2.2 The student is required to accomplish and submit the application form for WCE (FM-CGS-001) two weeks before the examination.

- 2.3 The Department Chair, upon approval by the College Dean, submits all typewritten examination questions (departmental examination) for each applicant to the AVPA-GS two days before the examination for approval.
- 2.4 The AVPA-GS labels all the Comprehensive Examination Booklets with code numbers and administers the WCE on the scheduled date.
- 2.5 After the examination, the AVPA-GS distributes the Comprehensive Examination Booklets and grade sheets to the respective individual evaluators for marking.
- 2.6 After two weeks, the AVPA-GS retrieves the Comprehensive Examination Booklets, marking schemes, and individual grading sheets with the corresponding raw scores from the evaluators and submits the same to the College Dean for review.
- 2.7 The AVPA-GS collates the scores and computes the grades.
- 2.8 Using the declaration form for the Written Comprehensive Examination Result, the AVPA-GS informs students, through the Department Chair, of the results and provides a copy to the Office of the Director of Records and Admissions, Department Chair, and the College Dean.
- 2.9 The AVPA-GS releases ₱350/checker for the master's program and ₱500/checker for the doctoral program. The rest goes to CGS Allocated Fund.

3. WCE Grading System

The grading system for WCE is as follows:

SCORE	PERCENT	LETTER GRADE
4.96 - 5:00	100	A
4.86 – 4.95	99	
4.76 – 4.85	98	
4.60 – 4.75	97	A-
4.48 – 4.59	96	
4.26 – 4.47	95	
4.10 – 4.25	94	B+
3.93 – 4.09	93	
3.76 – 3.92	92	
3.60 – 3.75	91	B
3.43 – 3.59	90	
3.26 – 3.42	89	
3.10 - 3.25	88	B-
2.93 – 3.09	87	
2.76 – 2.92	86	
2.60 – 2.75	85	C+
2.43 – 2.59	84	
2.26 – 2.42	83	
2.10 – 2.25	82	C
1.93 – 2.09	81	
1.76 – 1.92	80	
1.60 – 1.75	79	C-
1.43 – 1.59	78	
1.26 – 1.42	77	

1.13 – 1.25	76	D
1.00 – 1.12	75	
Rubrics for grading WCE (See Appendix: Evaluation Rubric for Compre Exam)		

4. WCE Regular Fee

The student must pay the in-person WCE fee before taking the examination: ₱1,700 for the straight/master's program and ₱2,700 for the dual and doctoral program.

For online ₱2,500 for straight/master's program and ₱3,500 for dual and doctoral programs.

5. Special WCE

A special WCE is allowed when the following situations occur:

- 4.1 student got sick
- 4.2 student will retake the examination
- 4.3 death or illness of an immediate family member
- 4.4 other reasons approved by the AVPA-GS

A special in-person examination fee of ₱1,000 is required in addition to the regular fee, for a total of ₱2,700 for straight/master's program and ₱3,000 for dual/doctoral programs.

A special online WCE fee is required to pay ₱2,000 in addition to the regular fee, for a total of ₱4,500 for straight/master's program and ₱3,500 for dual and doctoral programs.

6. Guidelines for the Online Comprehensive Examination

- 6.1 The examinee must be familiarized with the rubrics of the comprehensive examination (See Appendix: Evaluation Rubric for Comprehensive Examination).
- 6.2 On the day of the comprehensive examination, the student must have the following:
 - black ball pen and paper ready
 - a white paper with horizontal lines as an answer sheet
 - a strong and stable internet connection
 - a downloaded comprehensive exam file
- 6.3 The comprehensive examination will be sent via email 5 minutes before the start of the examination.
- 6.4 The examinee will download the assigned comprehensive examination.
- 6.5 It is a MUST that the examinee is visible throughout the examination period. Visible means that the student and his/her paper are within the angle and frame of the camera being used. Turning off the camera will mean disqualification from the examination.
- 6.6 The duration of the examination is one day for straight/MA, two days for Dual and PhD. The examination will start at 8:00 am and end at 5:00 pm. Examinees will eat their lunch in the examination room and they must be visible at all times.

- 6.7 The examinees are to submit their answers in pdf to this email add: SAJael@aup.edu.ph
- 6.8 The examinees are given a maximum of 10 minutes to submit their answers, while the camera is on. The examination will be monitored via zoom. The examinees are advised to join the meeting a day before the examination is sent via email.

Section G – Thesis or Dissertation Defenses

Title

1. Title Defense

- 1.1 Upon enrollment in Thesis Writing I/Dissertation Writing I, the student is expected to defend his/her title and proposal.
- 1.2 When circumstances beyond his/her control occur and he/she was not able to have his/her title and proposal defense, he/she will be advised to enroll for residency the following semester. Further, he/she can be allowed to enroll for residency as long as the program can be completed in five (5) years for straight/master's and seven (7) years for dual and doctoral.
- 1.3 If the student can defend his/her proposal within the semester and grade is encoded in the AOLIS, then he/she will be allowed to enroll in Thesis Writing II/Dissertation Writing II.

2. Procedure in Conducting Title Defenses

- 2.1 Title defense may be done only between the 3rd Monday of August and the last Thursday of March every academic year and will resume in June until the end of the Intersemester.
- 2.2 Qualified student secures an application form (FM-CGS-002) for defense from the CGS secretary or fills out the online application form.
- 2.3 The student accomplishes and submits the application form along with five copies of the manuscript for the master's and six copies for the doctoral program five working days before the defense.
- 2.4 The AVPA-GS makes an inventory of the panel members to ensure that a faculty has a maximum of 10 advisees or panel memberships only at a time.
- 2.5 The AVPA-GS, in consultation with the Graduate Department Chair and the Dean, recommends the composition of the panel: three invitees for master's, four for doctoral, a methodologist, and the tentative date of defense for final approval.
- 2.6 The secretary checks the availability of the panel members while the AVPA-GS confirms the schedule of the defense by sending them appointment and copy of the manuscripts.
- 2.7 The secretary posts the names of the students and their defense schedules as approved by the Graduate Council.
- 2.8 During the defense, the AVPA-GS or his/her representative chairs the proceedings.

- 2.9 The presentation will take 15 minutes and the question-and-answer portion takes 30-45 minutes only.
- 2.10 After the defense, the panel members deliberate for 20 minutes.
- 2.11 After the deliberation, the chair calls the student and announces the approved title, the adviser, and the panel members.

Proposal

1. Proposal Defense

The thesis/dissertation proposal defense is intended to evaluate the ability of the student to:

- 1.1 identify important unanswered questions in various disciplines;
- 1.2 formulate scientific hypotheses of the developed methods to solve the problems;
- 1.3 design and interpret scientific findings; and
- 1.4 write clearly and persuasively.

Students prepare a written thesis/dissertation proposal outlining the research they will conduct during their graduate work and defend their proposal in an oral examination. The proposal should demonstrate an understanding of the background, rationale, design, and methods underlying the proposed study and possible outcomes.

2. Procedure in Conducting Proposal Defenses

The proposal defense may be done between the 3rd Monday of August and the last Thursday of March only every academic year and will resume in June until the end of the Intersemester.

- 2.1 Qualified student secures an application form (FM-CGS-003) for defense from the secretary. The student accomplishes and submits the application form, five and six copies of the manuscripts for the master's and doctoral program, respectively, five working days before the defense.
- 2.2 The AVPA-GS reconfirms the composition of the panel and sets the tentative date of defense.
- 2.3 The secretary checks the availability of the panel members and then the AVPA-GS confirms the schedule by giving them appointment slips and manuscripts.
- 2.4 The secretary posts the names of the students and the proposal defense schedule upon approval by the AVPA-GS.
- 2.5 During the defense, the AVPA-GS, or the representative, chairs the programmed proceedings.
- 2.6 The presentation lasts 15-20 minutes. The question and answer take 45 minutes only for the thesis and 1 hour for the dissertation proposal. Deliberation lasts for 20-30 minutes.
- 2.7 After the defense, the student is requested to leave the defense room for the executive session of the panel members together with the adviser.
- 2.8 After the executive session, the panel members deliberate on the grade of the student.

- 2.9 The Chair calls in the student and the adviser, and the chair announces the grade as well as the suggestions.
- 2.10 A certificate from the Ethics Review Board must be secured before conducting the pilot (when required) and actual study.

3. Policy on Thesis/Dissertation Proposal/Final Re-Defense

If the student fails in the Thesis/Dissertation proposal/final defense:

- 3.1 He/She may request for the second and last defense
- 3.2 The repeated defense is to take place within one year from the date of the original defense
- 3.3 He/She should process the application again
- 3.4 The grade for the re-defense will either be PASS or FAIL
- 3.5 Re-defense will disqualify him/her for academic honors

4. Checklist for Proposal Defense

The student must submit the Checklist for Proposal Defense (**See Appendix: Checklist for Proposal Defense**) upon submission of the application and the manuscript.

5. Proposal Defense Grading Criteria

- 5.1 Qualitative Study (**See Appendix: Proposal Defense Grading Criteria for Qualitative Study**)
- 5.2 Quantitative Study (**See Appendix: Proposal Defense Grading Criteria for Quantitative Study**)
- 5.3 Mixed Study (**See Appendix: Proposal Defense Grading Criteria for Mixed Study**)

Final

1. Guidelines for Final Defenses

- 1.1 Before scheduling the final defense, the student's manuscript should be subjected to Turnitin testing for not more than a 10% similarity index.
- 1.2 The external examiner should be identified before the scheduled final defense.
- 1.3 The manuscript must be edited before submission for the final defense. If the adviser found out that there are more than 10 pages with major errors in the format during the random checking, the manuscript will be returned to the student.
- 1.4 External examiners are not allowed to change the title of the proposal.
- 1.5 The recommendations of the panel members during the proposal defense must be attached to the manuscript.

- 1.6 External examiners must be oriented with AUP guidelines in the final defenses.

2. Procedure for Final Defenses

- 2.1 The final defense schedule for May graduates should be done no later than the second Thursday of April every academic year. The CGS Office should receive the processed/signed application for final defense on or before the last Friday of March. All students who have their defenses after the set deadline will be considered graduates for the following term/year.
- 2.2 Qualified student secures an application form (FM-CGS-004) for defense from the CGS secretary.
- 2.3 A student accomplishes and submits the application form along with six copies of his/her manuscripts for master's student and seven copies for a doctoral student, 10 working days before the defense schedule.
- 2.4 A student accomplishes the waiver for publication/presentation.
- 2.5 The VPA gives the final approval of the names of the candidates, panel members, and external examiners.
- 2.6 The secretary distributes the manuscript to the panel members. They are given five working days to submit to the AVPA-GS the pre-oral assessment form. After which, the date of the defense will be scheduled if the manuscript is ready for defense.
- 2.7 The secretary checks the availability of the adviser and the panel members. Then, the AVPA-GS confirms the schedule of the defense by sending each an appointment slip.
- 2.8 The CGS Secretary posts on the bulletin board the names of the candidates and their scheduled defense dates.
- 2.9 During the defense, the AVPA-GS or his/her representative chairs the proceedings.
- 2.10 During the defense, the adviser takes notes of the deliberations page by page.
- 2.11 The presentation lasts 20-30 minutes. The question-and-answer portion takes one hour for master's student and one hour and 30 minutes for doctoral student.
- 2.12 After the defense, the student is requested to leave the room while the executive session goes on.
- 2.13 The panel members spend 15-30 minutes for the executive session (deliberations and summarizing the recommendations). The adviser is requested to leave the room while the panel members grade the student. The panel members and methodologist will grade the student's presentation and manuscript.
- 2.14 After the executive session, the chair calls the student with the adviser and announces the grade and reads the recommendations of the panel.
- 2.15 Audience may be allowed during the presentation until the question-and-answer part.

2.16. Waiver after the final defense

After the final defense, a waiver will be signed and submitted to the AVPA-GS before graduation (**See Appendix: Waiver on Graduate Student Research**).

All graduating students must accomplish a waiver that a bound thesis or dissertation must be submitted one week before graduation (**See Appendix: Waiver on Graduate Student Research**).

3. Checklist for Final Defense

The checklist for the final defense is to be submitted by the student upon submission of the application form and the manuscript (See **Appendix: Checklist for Final Defense**).

4. Policy on Thesis/Dissertation Re-Defense

The thesis/dissertation is the culmination of the student's scholarship/scholarly achievement. The oral defense aims primarily to test the researcher's mastery and comprehension of his/her Thesis/Dissertation through the scrutiny of the academic merits and contributions of the work to the body of knowledge.

If after the cross-examination and deliberation, the panel members voted NO or reject the Thesis/Dissertation due to extensive revisions of the theoretical and methodological approach or interpretations, and the analysis and discussions of the results, the candidate is asked to do the revisions, undergoes evaluation, and the defense process again. The researcher follows the following process:

- a. Process an application again.
- b. Rewrites the Thesis/Dissertation based on the written report of the chair.
- c. Submits the revised Thesis/Dissertation to the adviser.
- d. Upon the adviser's approval, the student submits the revised Thesis/ Dissertation to the panel members for re-evaluation through the CGS office.
- e. A new defense is held if the result of the evaluation is favorable.
- f. The grade will either be PASS or FAIL.
- g. The student who applied for a re-defense will be disqualified for academic honors.

5. Grading the Final Oral Defense

After the defense, the Panel of Oral Examiners grades the candidate. The grading system is as follows:

Excellent	A	98-100
Very Satisfactory	A-	95-97
Satisfactory	B+	92-94
Pass with minor revision	B	89-91
Pass with major revision	B-	86-88

The researcher revises the manuscript as directed by the Panel of Examiners. After the corrections and amendments have been done, and after the soft and bound copies have been submitted, the final grade, based on the Oral Defense, will be encoded in the AOLIS.

6. Grading Criteria and Oral Defense Report

- 6.1 Pre-Oral Assessment Grading Criteria (See Appendix: Pre-Oral Assessment Grading Criteria)
- 6.2 Final Defense Grading Criteria (See Appendix: Final Defense Grading Criteria)
- 6.3 Final Defense Grading Criteria for Quantitative Study (See Appendix: Proposal Defense Grading Criteria for Quantitative Study)
- 6.4 Oral Defense Report (See Appendix: Oral Defense Report)

7. Distribution of Bound Thesis/Dissertation:

Student shall distribute copies of the bound thesis/dissertation:

- a. Hard copy: 1 Copy for College/Department
2 Copies for JLDM Library
- b. Electronic copy sent through e-mail to the following:
registrar@aup.edu.ph (Abstract only in pdf file)
jldmgslibrary@gmail.com (soft copy of the whole book in pdf file)
research-office@aup.edu.ph and CGSthesdis@aup.edu.ph
 1. whole book in MS Word file
 2. IMRAD format in MS Word file
 3. whole book in pdf
 4. IMRAD format in pdf

8. Graduate Defenses Guidelines (Professional Track Culmination Projects)

- 8.1 The Graduate Department Chair will chair the culminating project/research capstone.
- 8.2 The Graduate Department Chair will appoint a substitute to chair the defenses (as approved by the graduate council of the department) whenever the department chair is assigned as the adviser, or is unable to serve due to conflicting schedules and responsibilities.
- 8.3 During the title defense, the Graduate Department Chair will distribute the different roles (adviser, methodologist/statistician, reader, editor) to the panel members according to their expertise to give chance to everybody and to train other faculty. He/She must endeavor to avoid assigning two roles to one panel member.

Section H – Thesis and Dissertation Advisers and Examiners

1. Advisers (Content and Methodology)

1.1 Qualifications for Advisers

1.1.1 Master's Thesis/FS

- a. A full-time employee of the Adventist University of the Philippines with at least a rank of Assistant Professor.
- b. Graduate faculty, preferably with a doctoral degree or master's degree with doctoral units, whose program is academic/research and not a professional degree.
- c. A faculty member who has a graduate degree in the student's discipline or has done considerable research in that area.
- d. May not be a member of the student's discipline or related field but has competence or expertise in the area of study.
- e. With published research output in the past five years/track record in research.
- f. Has experienced being a panel member of a master's thesis/FS.

1.1.2 Doctoral Dissertation

- a. The adviser should have a degree equal to or higher than the degree to be obtained by the candidate.
- b. Full-time employee of the Adventist University of the Philippines with at least a rank of Associate Professor.
- c. Graduate faculty, with academic/research doctoral degree, and not a professional degree.
- d. A faculty member who has a graduate degree in the student's discipline or has done considerable research in that area.
- e. May not be a member of the student's discipline or related field but has competence or expertise in the area of study.
- f. With published research output in the past three years/track record in research. Made presentations in an academic or scholarly conference.
- g. Has experienced being a panel member of a doctoral dissertation.

1.2 Duties and Responsibilities of Thesis or Dissertation Advisers

- a. Arrange with the student the consultation hours in terms of time availability, frequency, and duration.
- b. Monitor the progress of writing the thesis/dissertation and to advise the student to submit the progress report to the AVPA-GS before the proposal and oral defense.
- c. Advise the student on the content of the manuscript and the mechanics of thesis/dissertation writing.
- d. Require the student to collate the comments/suggestions (revisions) of the panel and to guide the student in making the necessary corrections.

- e. Determine if the revised thesis/dissertation is satisfactory before the student applies for final defense.
- f. Work closely with the student to polish the presentation and plans for the smooth delivery of the presentation.
- g. Counsel the advisee on how to select and emphasize the most important aspects of the study, the kind of questions to expect, and the nature of the proceedings in general.
- h. During the oral defense, the adviser should not answer for the candidate or contradict any view of the examiner. However, he/she may clarify questions for the candidate's further understanding.
- i. Supervise the revisions and signs the approval sheet when the document is ready for binding
- j. Ensure that the "checklist for editing the manuscript" was followed and should sign the form when satisfied.

1.3 Adviser's Role During the Oral Defense

The following roles of the Adviser during the actual oral defense must be observed:

- a. Asks clarification and/or questions to help the student, but not to answer questions for him/her.
- b. Joins the deliberations before grading the student.

1.4 Methodologist

1.4.1 Roles of the Methodologist

- a. Oversees the research design technique, data collection procedures and questionnaire design to be used by the graduate student in the conduct of his/her research study.
- b. Reads the whole thesis/dissertation but focuses on the methods and data analysis chapters.
- c. Rechecks the validation of research instruments.
- d. Ensures that the research instruments are ready for pilot study.
- e. Checks if all research questions formulated in the conduct of the study were statistically answered and determines whether additional analysis is required.

2. Panel Members

2.1 Qualifications for Panel Members

2.1.1 Master's Thesis/FS

- a. Full-time or part-time employee of the Adventist University of the Philippines
- b. With at least a master's degree
- c. Preferably a faculty member of the student's discipline or related field

- d. May not be a member of the student's discipline or related field but has competence or expertise in the area of study
- e. Has experienced being an adviser or panel member in the undergraduate program

2.1.1 Doctoral Dissertation

- a. Full-time or part-time employee of the Adventist University of the Philippines
- b. With a doctoral degree
- c. Preferably a faculty member of the student's discipline or related field
- d. May not be a member of the student's discipline or related field but has competence or expertise in the area of study
- e. Has experienced being an adviser or panel member in the master's program

2.2 Roles of the Thesis/Dissertation Panel Member

- a. The panel member accomplishes the pre-oral assessment form, presents the corrections and recommendations by chapter, and submits the report to the AVPA-GS one week before the scheduled date of final defense.
- b. During the defense, the panel member evaluates the manuscript and gives suggestions for the improvement of the thesis/dissertation.

3. The Chair of the Panel

- 3.1 The AVPA-GS is the chair of the panel of examiners in all defenses in the Center for Graduate Studies to ensure the quality of research studies in all graduate programs.
- 3.2 Schedules the student for defense, and sends a copy of the manuscript, grading forms, and pre-oral assessment form to the panel members.
- 3.3 Assigns the Methodologist, Statistician, Adviser, and Panel Members in coordination with the Graduate Department Chair, Head Statistician, and Research Director for the Methodologist.
- 3.4 Gathers the pre-oral assessment (before the final defense) from the panel members and sends the information to the student.
- 3.5 Sends the approval defense form and summary of comments and suggestions to the student, adviser and methodologist after the defense.
- 3.6 Encodes in the AOLIS the grade of the student.

4. External Examiners

4.1 Guidelines in Choosing External Examiners

To give credibility to the defenses, particularly the final defense for the thesis/dissertation, an external examiner is invited to sit with the panel. The External Examiner must:

- a. Have an established reputation in the area of research and must be able to judge objectively whether the thesis/dissertation would be acceptable in a university; with a doctoral program in the same or related field
- b. Have academic and professional credentials comparable to those of the candidate's graduate faculty
- c. Have had previous experience in the supervision and examination of students in the master's/doctoral programs
- d. Hold a doctoral degree or a degree at the same level which the student is pursuing
- e. Hold a rank of Full or Associate Professor or with comparable expertise and standing
- f. Be disqualified to serve as an external examiner if, concerning the candidate and adviser, he/she is:
 - a friend or relative of the adviser or the student who is defending
 - a research collaborator and co-author within a year
 - an institutional colleague within the past year or at present
 - a present or former supervisor
 - a person who offered future employment or mentorship to the candidate
 - a former student for the past year and
 - has examined more than three university research students within the same year
- g. Not have been an adjunct professor of AUP

4.2 Qualifications for External Examiners

MA Level

- Hold master's degrees
- AUP graduates or former AUP faculty with doctoral degrees
- Practitioners in the field of expertise

PhD Level

- Must have published in a peer-reviewed journal
- Must have taught or presently teaching in the doctoral program of any school

4.3 Responsibilities of External Examiners

- a. Evaluate the work of the candidate.
- b. Familiarize with AUP policy and standards in thesis and dissertation writing in format and style.
- c. Focus on the content of the study.
- d. Suggest major revisions only for chapters 4 and 5.

5. English Editors

5.1 Criteria in Selecting Qualified English Editors

- a. Have undergone thesis/dissertation/FS/community project writing
- b. Have specializations in English or relevant experience in English editing of publishable articles and manuscripts
- c. At least MA degree holders

- d. Full-time AUP employees or retirees who are accessible to the students
- e. Knowledgeable on AUP style and APA format
- f. Should not be panel members or advisers of the student

5.2 Roles of English Editors

- a. Edit or proofread documents of graduate students in accordance with AUP standards of academic writing following the appropriate APA format.
- b. Edit for organization, content, technical accuracy, and style of the manuscript submitted to the CGS by the graduate student.
- c. Check and verify all facts and references in the manuscript.
- d. Ensure clarity, directness, and simplicity of discussions in the manuscript.
- e. Editing will be done twice. First editing is before the final defense, then after the final defense before the binding of the manuscript.

6. The Roles of the Statistician

- 6.1 Performs reliability test for data collected from piloted instruments.
- 6.2 Performs statistical tests to answer all the research questions.
- 6.3 Assists graduate students in the interpretation and analysis of statistical outputs of the data gathered in the final study.

7. Student Evaluation of Thesis/Dissertation Advising

- 7.1 For Evaluation of Advisers (**See Appendix: Student Evaluation of Thesis/Dissertation Advising of Advisers**)
- 7.2 For Evaluation of Statisticians (**See Appendix: Student Evaluation of Thesis/Dissertation Advising of Statisticians**)
- 7.3 For Evaluation of Panel Members (**See Appendix: Student Evaluation of Thesis/Dissertation Advising of Panel Members**)
- 7.4 For Evaluation of Methodologist (**See Appendix: Student Evaluation of Thesis/Dissertation Advising of Methodologist**)
- 7.5 For Evaluation of Editor (**See Appendix: Student Evaluation of Thesis/Dissertation Advising of Editor**)

Section I – Fees

1. Thesis/Dissertation Advising Fees

- 1.1 The payment for the thesis/dissertation adviser and panel members is fixed. The student should pay the required amount to the Cashier before the oral defense and submit a photocopy of the said receipt to the AVPA-GS, together with the application for an oral defense.

	<i>Dual/Straight/Master's Degree</i>		<i>Doctoral Degree</i>	
Proposal Defense	₱3,500		₱7,500	
	₱1,500	Adviser	₱2,500	Adviser
	₱500	Methodologist	₱1,000	Methodologist
	₱500	Each Member (2 members, 1 chair)	₱1,000	Each Member (3 members, 1 chair)
Final Defense	₱15,500		₱23,000	
	₱4,000	Adviser	₱6,500	Adviser
	₱1,500	Chair	₱2,000	Chair
	₱1,500	Methodologist	₱2,000	Methodologist
	₱5,000	External Examiner	₱6,000	External Examiner
	₱1,500	Each Member (2 members)	₱2,000	Each Member (3 members)

- 1.2 Any excess of the amount paid by the student goes to the CGS Allocated Fund, 50% of which is allotted to the Department Allocated Fund where the student belongs.
- 1.3 The CGS Secretary processes the release of the payment to the chair, adviser, the panel members, and the external examiners after the proposal and final oral defense.

2. Statistical Treatment Fees

The guidelines for statistical payment for theses and dissertations are as follows:

- 2.1 Statistical treatment fees should be paid to the cashier's office in the amount of ₱6,500 and ₱10,500 for thesis and dissertation, respectively. Fifty percent of the amount should be paid before the proposed defense and the remaining balance, after the defense.
- 2.2 A photocopy of the receipt should be submitted to the Research Office.
- 2.3 After the data have been treated, master's students are entitled to a minimum of 15 hours of consultations with the statistician, and 20 hours for the doctoral students.
- 2.4 Breakdown of payment:

	<i>Master's Thesis</i>	<i>Doctoral Dissertation</i>
Research Office	₱2,000	₱3,500
Statistician	₱4,000	₱6,500
CGS Allocated Fund	₱500	₱500
Total	₱6,500	₱10,500

3. Fees for the Professional Tracks in the Graduate Programs/Guidelines for Implementation

To ensure the quality of the terminal papers of graduate students in the professional tracks, advisers, readers/reviewers, editors, statisticians/methodologists will be assigned to check the papers. Thus, the following fees will be collected:

<i>Items</i>	<i>Fees</i>
Reader's Fee / Reviewer's Fee	₱1,000 (additional 1,000 for dual program)
Editor's Fee	₱1,000
Adviser's Fee	₱3,000
Statistician / Methodologist	₱1, 500
CGS Instructional Income	₱200
Instructional Income – Graduate Department	₱800
Total	₱7,500 for master's program (8,500 for dual program)

- 3.1 Assignment of advisers, readers/reviewers, editors, and statisticians/methodologists should be done by the respective Graduate Council to be recommended to the AVPA and finally approved by the VPA.
- 3.2 Each full-time faculty can advise up to 5 students.
- 3.3 Each full-time faculty can read/review/edit/and assist in statistics/method up to 10 students.
- 3.4 Adjunct faculty or any practitioner can advise, read/review up to 3 students as long as the topic is relevant to his/her specialization.

Section J – Academic Issues

1. Academic Dishonesty

Academic honesty is expected of every student. Academic dishonesty includes such things as plagiarism, forging of signatures, using notes or textbooks during quizzes or examinations when not authorized, copying or looking at the test answers of another student, and aiding another student in any of these activities. Any academic dishonesty made by the student may result in a failing grade for the course, or other disciplinary actions deemed appropriate by the University.

2. Academic Probation

The following policies apply to students on academic probation:

- 2.1 Students whose cumulative GPA in any graduate course work falls below 3.00 will be placed on academic probation and may be encouraged to take a lighter load the following semester.
- 2.2 If a student's cumulative GPA falls below 3.00 for any two consecutive semesters, the student may be given a warning and one-semester probation.
- 2.3 If a student who is on probation shows no improvement, he/she will be advised to withdraw.

3. Academic Grievances

Any student expressing concern regarding instructional matters such as perceived unfair grading, cheating, or general misunderstanding should confer with the professor, Department Chair, College Dean, and the AVPA-GS before the matter is taken to the Vice President for Academics. Any complaint to the Vice President for Academics must be made in writing endorsed by the Department Chair/College Dean.

4. Plagiarism

4.1 Definition

- “Researchers do not claim words and ideas of another as their own; they give credit to whom it is due.” (APA Ethics Code Standard 8:11, Plagiarism, p.15)
- “The key element of this principle is that authors do not present the work of another as if it were their work. This can extend to ideas as well as written words. If the authors model a study done by someone else, the original author should be given credit.” (APA, 2010, p.16) Reference: American Psychological Association (2010). Publication Manual of the American Psychological Association (6th ed). Washington, DC.
- “Using words or ideas of another writer without attribution, so that they seem as if they are your own. Plagiarism ranges from copying someone else's work word for word to rewriting someone else's work with only minor word changes.” (AUP Student Handbook 5.6.6.3.2.8, p.93)

4.2 Academic Responsibility

Similar to cheating, plagiarism is to be treated as a grave offense especially in the conduct of academic research and reporting. The teacher/professor of the subject is entrusted with the responsibility to campaign against, check, record, and report acts of plagiarism. The act must be continuously discouraged and must remain an important meterstick in judging the quality of the student's scholarship and academic pursuit.

4.3 Procedure

If a student commits plagiarism as proven by the teacher, the following guidelines will be implemented:

- **First Offense, Verbal Warning**
The teacher makes a record of the student's case and reports it to the student's Department Chair. The Department Chair and/or the teacher gives the student a verbal warning.
- **Second Offense, Written Reprimand**
In the account of a previous offense, the student who commits plagiarism for the second time will be reported to the Department Chair who issues a written reprimand noted by his/her College Dean. The copy of the student's record and the written reprimand will be kept on file for future reference.
- **Third Offense, Report to SSO**
The student who commits plagiarism for the third time will be reported to the SSO for disciplinary action.

Section K – Extra- and Co-Curricular Activities

1. Responsibilities of GSA and Departmental Clubs

The following are the responsibilities of the Graduate Students Association (GSA):

- 1.1 Orientation for both old and new students at the start of the semester. The date will be included in the school calendar preferably during the first day of classes.
- 1.2 Sabbath services

All other activities will be under the departmental clubs.

2. Graduate Students Association Officers – Qualifications and Guidelines

- 2.1 Grade Requirement: GPA 3.0
- 2.2 The President should be a Seventh-day Adventist
- 2.3 The candidate must be present during the election
- 2.4 Election of officers shall be held every 2 years during the First Semester
- 2.5 Elected officers will serve for 2 years
- 2.6 In the event wherein the office becomes vacant, then the replacement will be elected through special election and the person elected will complete the years of the office being replaced
- 2.7 The positions/offices must be distributed to the different colleges with graduate programs
- 2.8 The officer should be within Luzon area

3. CGS Representatives to the Graduating Class

- 2.1 Grade Requirement: GPA of 3.50
- 2.2 He/She should have been enrolled at AUP for 4 semesters/terms including the current one
- 2.3 The candidate must be present during the election
- 2.4 He/She should be a second semester graduate
- 2.5 He/She should be done with proposal and data gathering for those in the thesis/dissertation stage. Done with data gathering/writing stage for those in the professional program
- 2.6 Grade in Thesis 1/Dissertation 1/ Feasibility Study 1/ or its equivalent to other programs should be available in the AOLIS
- 2.7 No INC grade except for Thesis 2/Dissertation 2/FS 2/Practicum/Culminating Project

Section L – Graduation

1. Requirements

All students applying for graduation must have completed their courses within the maximum residency period. The following are the requirements for graduation:

- 1.1 Completion of the curriculum as evidenced by the student's checklist reflected in the AOLIS
- 1.2 No grade below B-
- 1.3 A GPA of at least 3.00
- 1.4 There should be no incomplete grades.
- 1.5 All transfer of credits or substitution of courses must have been approved and encoded in the AOLIS (**See Appendix: Request for Transfer of Credits/Request for Substitution of Courses**).
- 1.6 Passed the WCE. Score/grade must have been encoded in the AOLIS.
- 1.7 Students should complete all the requirements set by the RAO.
- 1.8 Accomplished the graduation clearance (cleared from SSO, Finance, Academics, and RAO)
- 1.9 Submission of soft and hard bound copies of the thesis/dissertation (must be submitted on or before the Thursday before graduation)
If the student fails to submit the hard and soft copies of the thesis/dissertation after a year, he/she shall be required to enroll for Residency every semester until the hard and soft copies are submitted. Allowed enrollment for Residency is only up to the allowed residency period (5 years for master's and 7 years for dual and doctoral)

Submission of a journal-ready paper using the Introduction, Methodology, Results, and Discussion (IMRAD) format. Distribution form (**See Appendix: Distribution Form-Thesis/Dissertation/FS**) must be accomplished.
Paper Presentation (for Both Professional and Academic Track)

1.10 Paper presentation at national conferences for master's students; international conferences for doctoral students

All graduate students must present a research paper in a national/international forum scheduled by the CGS every last week of April or in any other organized conference.

The candidate submits to the CGS the accomplished application form with the following signatures:

- From the Department Chair, College Dean, and research consultant indicating that the research paper is ready for presentation
- From the methodologist and statistician (if applicable) indicating that the research paper study design and the analysis of the data are already checked
- For quality assurance, the paper must have been reviewed by at least two experts in the field, edited by an English editor, and checked for similarity index through Turnitin.
- After the research presentation, the candidate submits to the Department Chair and endorses to the College Dean the following **if done in any organized conference outside AUP (at least 3 of the following)**:
 - Picture of presentation
 - Certificate of presentation
 - Copy of the invitation
 - Acceptance letter
 - Copy of the program

Publication in a Refereed Journal

1.12 All master's students in the Arts and Sciences and in the Academic Track are required to publish a research paper in a refereed journal.

1.13 All doctoral students in the Academic Track are required to publish a research paper in a refereed journal, while students in the Professional Track such as DrPH and DBA are not required.

Research Work Dissemination aside from the Student Researcher

- AUP, through the Research Office, approves how the thesis/dissertation will be disseminated for publication or presentation.
- Only the advisers or panel members will be allowed to disseminate the thesis/dissertation.
- The adviser is given priority over the panel members to disseminate the thesis/dissertation. In case a panel member is chosen, the Research Office approves who among the panel members will be given priority. The one given the priority to present/publish must inform the student concerned.
- The following may also be chosen by the Research Office to disseminate the thesis/dissertation:
 - Methodologist
 - Panel Chair

- Any of the research consultants

2. Regulations for Graduation

- 2.1 Graduation exercises take place in May and clearance forms must be accomplished **(See Appendix: Application for Graduation & Clearance for Graduation)**. Only students who have completed all the requirements for graduation stipulated above (one week before graduation) will be conferred their respective degrees during graduation exercises.
- 2.2 The waiver on the use of graduation picture must be attached in the application for graduation and clearance for graduation when the student applies for graduation/processes for clearance **(See Appendix: Waiver on the Use of Graduation Picture)**.
- 2.3 Students are expected to participate in all activities associated with graduation unless they are granted permission to graduate in absentia.
- 2.4 A student who has graduated from a professional track and decides to finish a thesis has to return all credentials, enroll in a thesis, and defend it. Then he/she will be given new credentials. Policy on lapsation will also apply.

3. Procedure

- 3.1 The student must file an application for graduation **(See Appendix: Application for Graduation)** before the final oral defense of his/her thesis/dissertation.
- 3.2 In this form, (Application for Graduation) the student must secure the approval of his/her adviser, Department Chair, College Dean, and the AVPA-Graduate Studies.

Listed below are the specific procedures involved in approving candidates for graduation:

PROCESS	IN-CHARGE	SCHEDULE
1. Updating of checklists	Department Chair	Every semester
2. Application for graduation	Department Chair	Upon enrollment
3. Approval of application for graduation	College Dean	<ul style="list-style-type: none"> • For Thesis/Dissertation program, submit on or before the final oral defense • For non-thesis program, submit after passing the WCE
4. Confirmation of application	RAO Director	On or before the 2 nd Friday of October
5. Final approval of	Academic Council	<ul style="list-style-type: none"> • July Graduates:

candidates for graduation and honors	and confirmed by the RAO Director	(August) <ul style="list-style-type: none"> December Graduates: (January) May Graduates: (May)
6. The final list of graduates and Honors	VP Academics Office	Thursday before the graduation

The AAC will, one by one, review the candidates as recommended by the department and college councils. The Dean, therefore, presents the following before the AAC checks each student's record with the AOLIS:

- a. Checklist with the application for graduation, clearance for graduation, and waiver
- b. List of candidates using the approved template
- c. Minutes of College Executive Council recommending the candidates

4. Fees

4.1 Graduation fee shall apply to all candidates including those graduating in absentia.

4.2 General Procedures for Refund of Seniors' Fee Payment

Students who opted to refund their Seniors' Fee payment will take note of the following measures: **(See Appendix: Seniors' Fee Refund Form)**

- 100% refund until the second Thursday of February
- No refund after the second Friday of February

5. Graduation with Honors

The following are the bases in giving academic distinction to graduate students:

Research Program		Professional Program	
<i>Component</i>	<i>Weight</i>	<i>Component</i>	<i>Weight</i>
Course Work	60%	Course Work	75%
Research	30%	WCE	25%
WCE	10%		
Total	100%	Total	100%

Institutional Outcomes	Criteria
Professional Competence Expertise and	1. Completed Master's, Dual or Doctoral program within the Residency period (5 years for masters and 7 years for doctoral).

leadership in their academic or professional discipline, continually improving professionally through lifelong learning	2. No repeated and/or dropped courses, no INC, no NC, no repeated WCE, nor repeated oral defense (title, proposal, or final)
	3. Weighted grade point average (GPA) and lowest grade of Course Work, WCE, and Research (for the Research Program) as follows:
	<i>Research Program</i>
	Weighted GPA Lowest Grade Academic Honors
	3.85 – 4.00 A- Summa Cum Laude
	3.70 – 3.84 B+ Magna Cum Laude
	3.55 – 3.69 B Cum Laude
	3.55 and above B- Dean’s Award
	<i>Professional Program</i>
	Weighted GPA Lowest Grade Academic Honors
	3.91 – 4.00 A Summa Cum Laude
	3.81 – 3.90 A- Magna Cum Laude
	3.71 – 3.80 B+ Cum Laude
	3.70 and above B Dean’s Award
4. For transferees, students must have taken 80% of their credits at AUP	
5. Comprehensive exam grade must not be lower than B flat	
6. Submission of a publishable manuscript (for academic track) with at least a letter of acknowledgment from the publisher (for 2020 curriculum).	
Active Faith A growing, transforming relationship with God and the application of the biblical truths expressed in the Seventh-day Adventist beliefs and spirituality to a variety of real-world issues	1. The lowest grade of B in Bible courses
Social Responsibility Commitment and engagement to improve the quality of life of all people, and to care for the environment	<ul style="list-style-type: none"> • Must have at least attended <ul style="list-style-type: none"> 1. GSA/Department Forum and 2. Socio-spiritual activities as certified by the AVPA-GS
Selfless Service Application of knowledge to real-	1. Active participation in CES and annual Community Work activities of the University as evidenced by at

world challenges in the spirit of unselfish service, fulfilling God's calling in their lifework	least 2 certificates of recognition from their employer/church/community.
Balanced Lifestyle The pursuit of wholeness by maintaining a balanced healthy lifestyle – spiritually, mentally, physically, and socially	1. Commendable citizenship record from the Department Chair or College
	2. No known infractions or any disciplinary actions from the Department/College

6. Graduation in Absentia

All graduating students are expected to attend the graduation ceremonies unless granted special permission by the Academic Administration Council to graduate in absentia. Permission should be sought at least one month before graduation. Permission will be granted only for reasons considered valid. Payment of the graduation fee will apply.

7. Graduation

Clearing of graduates will be according to schedule as indicated in the calendar. Clearing includes academic (completion of academic requirements), student services (cleared all infractions if any), and financial clearance (settlement of all accounts).

8. Transcript of Records (TOR)

The Records and Admissions Office prepares the TOR and Degree Certificates right after the approval of academic clearance and issues the same upon the student's request. However, no TOR and Degree Certificate will be issued until all financial obligations to the University are settled by the student. Students' TOR/Degree Certificates will be released only after attending the graduation ceremonies unless there was a request for graduation in absentia. The TOR/Degree Certificate will be released within ten (10) working days after the date of filing.