

COMMISSION ON HIGHER EDUCATION
OFFICE OF THE PRESIDENT OF THE PHILIPPINES

March 1, 1995

CHED ORDER
No. 7, s. 1995

CRITERIA FOR THE ACCREDITATION OF SEMINAR WORKSHOPS/TRAININGS
ATTENDED FOR CREDIT IN THE GRADUATE PROGRAMS

To: Presidents/Heads of Colleges and Universities
Heads of Private and Government Agencies
Heads of Professional Associations/Organizations

1.0 Purpose

This Order is being issued to prescribe the standard requirements and guidelines to be observed in accrediting seminar workshops/trainings attended in lieu of graduate programs to be taken either in the master's or doctorate levels.

2.0 Scope/Coverage

This Order shall cover all request for accreditation of seminar workshops/trainings for credit in the graduate programs.

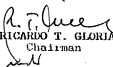
3.0 Criteria for the Accreditation of Seminar Workshops/
Trainings

- 3.1 The organizing agency or sponsoring organization should either be a recognized government agency or an established professional organization duly recognized by the Commission on Higher Education (CHED) or the Department of Education, Culture and Sports (DECS).
- 3.2 The seminar workshop/training should have a theme or topic for discussion that is relevant to any of the major disciplines now being offered in institutions of higher learning.

- 3.3 There should be prior approval from CHED for accreditation before the conduct of the seminar workshop/training.
- 3.4 The sub-topics for panel or group discussion should be appropriate to the theme.
- 3.5 The lecturers, resource persons, facilitators, discussants and panelists must possess the proper educational qualifications (with transcript of records) to speak largely on their major field of concentration and conduct the appropriate evaluation.
- 3.6 The schedule of classes/sessions/lectures should be graphically arranged indicating the topic, the name of the lecturer and the number of hours.
- 3.7 The syllabus or course outline should be submitted to CHED for approval.
- 3.8 The minimum number of lecture hours for credit are:
- 18 hours - 1 unit of credit
 - 36 hours - 2 units of credit
 - 54 hours - 3 units of credit
- 3.9 However, maximum of six units credit will be accredited regardless of the number of hours attended and for elective courses only.
- 3.10 There should be evidence of the accomplishment of seminar workshop/training requirements.
- 3.11 The dean of the college or department chair to which such accreditation is being applied for accepts such accreditation on a case-to-case basis subject to the curricular program being pursued.

4.0 Effectivity.

This Order shall take effect immediately.


RICARDO T. GLORIA
Chairman