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(Republic of the Philippines)
MINISTRI NG EDUKASYON AT KULTURA
(MINISTRY OF EDUCATION AND CULTURE)
Manila

February 5, 1982

NEC O R D E R
No. 7, s. 1982

POLICIES AND STANDARDS FOR GRADUATE EDUCATION

To: Bureau Directors
Regional Directors
Presidents, State Colleges and Universities
Heads of Private Schools, Colleges and Universities

1. The inclosed set of policies and standards, approved by this Office upon the recommendation of the Philippine Association of Graduate Education (PAGE) and the Bureau of Higher Education, embodies the revised general principles and guidelines for the establishment and operation of graduate programs. Conformably with these policies and standards, therefore, the specific requirements for each discipline will be separately formulated taking into account their unique and differential characteristics.
2. Each graduate school, in order to align its programs to the goals and mission of the institution and the nation and to make graduate education responsive to the demands of societal transition and the search for a national identity, should have:
 - a. the built-in mechanism for a continuous self-assessment of its instructional, research and extension service capabilities and program-thrusts; and
 - b. the necessary flexibility and adaptability to improve its internal operation and curricular programs towards meeting the diverse needs of the students, the community and the nation.
3. Every graduate school should give these policies and standards the widest publicity possible among the academic community and its clientele.
4. This Order supersedes E.Pr.S Circular No. 10, s. 1974 and other related rules on graduate education of the defunct Bureau of Private Schools, and will take effect beginning the school year 1982-83.

5. Compliance with these policies and standards by all concerned is requested.

(SGD.) ONOFRE D. CORPUZ
Minister

Incl.:
As stated

Reference:
B.Pr.S. Circular: (No. 10, s. 1974)

Allotment: 1-3-4--(D.O. 1-76)

To be indicated in the Perpetual Index
under the following subjects:

AMENDMENT
Course of Study, TERTIARY
CURRICULUM
POLICY
SOCIETY or ASSOCIATIONS
STUDENTS
UNIVERSITIES and COLLEGES

(Inclosure to MEC Order No. 7, s. 1982)

POLICIES AND STANDARDS FOR GRADUATE EDUCATION

Graduate education stands at the apex of the educational pyramid, so from that vantage point it can develop effective leaders in education, government, business, industry and other fields; stimulate research geared towards development including the transmission and enrichment of the cultural heritage, and manage community extension services.

These policies and standards governing the establishment and operation of graduate courses are borne out of the right of the state to supervise. For the maintenance of high standards, the same are hereby issued for the information and guidance of all concerned.

A. AUTHORIZATION

1. Graduate programs shall be operated only with the proper authority granted by the Minister of Education and Culture.
2. The following procedures shall be followed for the opening of new graduate schools or programs:
 - 2.1 A letter of request should be submitted to the MEC regional office concerned within a reasonable time preceding the school year when such school/course will start to operate. The request should be accompanied with a notarized feasibility study comprehensively covering the following factors and supported with pertinent evidence:
 - 2.1.1 Rationale and mission statement of proposed school/course.
 - 2.1.2 Goals, purposes, and objectives of proposed school/course.
 - 2.1.3 Resources in relation to -
 - (a) School site and buildings;
 - (b) Floor plans showing allocation of classrooms and other quarters for instructional purposes for existing and new programs;
 - (c) Financial statement certified by a CPA showing annual and itemized expenditures for existing programs;

(d) Financial statement certified by the school head showing itemized pre-operational and proposed annual operational expenditures for new school/course;

(e) Facilities available, including program for acquisition of additional resources; and

(f) Proposed faculty line-up and administrative and supervisory staff, together with their respective bio-data, transcripts of record and agreements to serve the school.

2.2 The above request, together with the supporting papers in quadruplicate copies, as evaluated by the MEC Regional Director, shall be submitted to the Ministry of Education and Culture for action and/or decision.

3. No announcement or advertisement shall be made of any new graduate programs until their permit or authority to operate is given by the MEC.

4. When applying for a new major or field of concentration, the objectives, the proposed curriculum, list of faculty, together with their transcripts of record, bio-data, agreement to serve the school, and supportive library resources shall be sent to the Ministry of Education and Culture for approval, through the regional office concerned, prior to the start of operation of the new program.

5. When a new subject shall be offered, the course description, including the syllabus and the bio-data, transcripts of record and agreement to serve the school of the faculty member who will teach the same shall be submitted to the Ministry of Education and Culture through the regional office concerned for record purposes.

B. PHILOSOPHY, AIMS AND OBJECTIVES

1. Every graduate school shall define its mission orientation, goals and objectives for the information and guidance of its clientele and the academic community.

2. All graduate schools shall enjoy academic freedom as provided for in the Philippine Constitution.

C. ADMINISTRATION

1. Every graduate school shall be administered by a qualified dean who shall devote full-time service to the institution.

2. A qualified dean shall:
 - 2.1 be a holder of an appropriate earned doctoral degree;
 - 2.2 have at least three years of successful administrative, supervisory, and/or teaching experience;
 - 2.3 have distinguished himself in his discipline; and
 - 2.4 have successfully undertaken scholarly researches in addition to the doctoral dissertation.
3. Every graduate school should encourage its faculty members to undertake research by awarding financial assistance to them or seeking grants for the same purpose.
4. Each graduate school is encouraged to enter into consortium arrangements, share facilities and personnel with other graduate schools, and seek accreditation which may eventually lead to deregulated status.

D. FACULTY

1. As a general rule, a majority of the faculty members in the master's degree program, and all the faculty members in the doctoral program should be holders of earned doctor's degree in each of the disciplines offered.
2. In specific fields of study which require special and technical training, a faculty member without the appropriate graduate degree may be allowed to teach provided he has gained demonstrated competence and recognized scholarship in his field of endeavor.
3. Every graduate school should have faculty members who should devote full-time service to the institution; however, part-time faculty members may also be hired, and should likewise be required to undertake related work, such as thesis advisement and consultation with students, in addition to teaching.
4. Faculty members in the graduate school should teach largely in their respective majors or fields of concentration.
5. Every faculty member should undertake research and other related developmental activities for purposes of professional growth.
6. The faculty members of the graduate school, both at the master's and doctoral levels, should be given remuneration commensurate to their professional qualifications and standing in order to maintain the dignity of their profession.

E. LIBRARY

1. Every graduate school should have a library with books, materials and facilities which, in terms of quantity and quality, are reasonably adequate for effective graduate work. Depth and breadth of coverage, representativeness of authority in the various disciplines, extent of correlatives, and recency of editions, depending upon the fields of concentration shall be determinative of quality. Library resources should respond to the changing and growing needs of graduate studies and research, as well as to the changes in national and institutional policy.

2. The graduate school library should contain appropriate reading and reference materials in proportion to its enrolment, the minimum requirements of which are as follows:

Enrolment	Number of Professionally Prepared Librarians	Number of Professional Books	Number of Cultural Books
50 or less	1 full-time	940	1,000
51 to 100	"	1,410	1,500
101 to 200	"	1,875	2,000
201 to 300	"	2,500	2,500
301 to 400	"	3,125	3,000
401 to 500	"	3,750	3,500
501 to 1,000	2 full-time	5,625	5,000
1,001 to 3,000	"	8,125	7,000
over 3,000	3 full-time	10,625	9,000

3. Each curriculum offering shall have the appropriate and corresponding library support in terms of books in proportion to the required number of volumes.

4. At least ten per cent (10%) of the professional and cultural books in the library should be in Filipiniana, Orientalia or Asiana.

5. In addition to books, the library resources should include a substantial number of appropriate professional publications, such as journals, bibliographies, annuals, monographs, serials, and bound-book issues of reputable professional and cultural magazines of foreign and local publications. There should be at least three professional journals per one hundred students for every discipline.

6. Every graduate school library should have:

- 6.1 a complete and adequate research system, such as updated catalogues, vertical files, reader's guides, and other appurtenances;

- 6.2 carrels for independent study and scientific research of students and faculty members; and
 - 6.3 a library development program which includes expansion proposals and feasibility studies for professional growth and research work.
7. The open shelf system providing enough reading space commensurate with the population of each graduate school may be adopted.

F. RESEARCH

1. All institutions of higher learning with graduate schools should have a department of research.
2. Each graduate school should publish at least annually a journal containing primarily the results of studies and researches of its faculty, outstanding and scholarly papers or projects in each discipline, and abstracts or summaries of approved theses or dissertations of students. The publication may be undertaken by each school or in cooperation with other graduate schools in the region.
3. Exchange of copies of research journals by and among graduate schools and with foreign schools, if possible, is encouraged.

G. ADMISSIONS REQUIREMENTS

1. The administration of each graduate school, pursuant to its own institutional policies and rules shall determine the requirements in the admission of students to graduate work, subject to the following conditions:
 - 1.1 As a rule, only those students who in the judgment of an ad hoc admissions committee, chaired by the dean, can profit from graduate work and are able to pursue successfully prescribed requirements for graduation of the program, shall be admitted.
 - 1.2 Specifically, the admissions committee shall:
 - 1.2.1 Set up criteria and decide on admission to graduate work;
 - 1.2.2 Assess and/or decide on English proficiency of foreign students;
 - 1.2.3 Evaluate and/or decide on transcripts of record of foreign students; and
 - 1.2.4 Perform such other functions as the dean may deem necessary.

- 1.3. For admission into the master's program only those students who graduated in the baccalaureate degree program with at least an average rating of 85% or B, or 2 in the entire course shall be considered eligible.

However, by way of exception, students with a lower general average than the prescribed admission qualifications may initially be admitted to the non-degree program and after satisfactory compliance with prescribed admission criteria may formally be admitted to the degree program upon recommendation of the admissions committee and approval by the dean.

- 1.4. For admission into the doctoral program, only those students who are holders of a master's degree, and whose weighted average is at least 1.75 should be considered eligible.

However, by way of exception, students with a lower general average than the prescribed weighted average may probationally be admitted to the doctoral program. After demonstrating the capacity to undertake doctoral studies, they may formally be admitted to the doctoral program upon the recommendation of the admissions committee and approval by the dean.

- 1.5. In certain specific fields of concentration, graduate students should have had the proper and corresponding undergraduate academic backgrounds or 12 units in the same discipline or its equivalent at either undergraduate or graduate level before admission to the degree program.

- 1.6. Graduate students who had finished a baccalaureate degree shall not be required to fulfill any additional undergraduate requirements enforced after graduation from college.

H. CURRICULUM

- 1. The curriculum for the master's degree should contain a minimum total of 36 units distributed as follows:

1.1 Basic Courses	9 units
Research Methodology	3 units
Statistics	3 units
Foundations of Education (For the education program; and any foundation course in the disciplines)	3 units

1.2 Major Field of Concentration	15 units
1.3 Cognates	6 units
1.4 Thesis	6 units
Total	36 units

2. The doctoral program should include a minimum of 48 academic units, excluding the dissertation and the master's units, distributed as follows:

2.1 Philosophy Courses	9 units
2.2 Major Field of Concentration	30 units
2.3 Cognates	9 units
2.4 Dissertation	12 units
Total	60 units

3. As a general rule, all curricular subjects should be offered as three-unit courses equivalent to at least 50 hours.

4. Each graduate school offering the master's and doctoral programs shall generally operate and maintain separate curricular programs for each level.

5. The course description of each curricular subject should be supported by an updated syllabus containing a detailed statement of its philosophy and objectives, the units covered, textbooks to be used, and references available in the library.

6. Each graduate student shall have a program plan based on his major or field of concentration and/or experiences. The program plan shall be prepared immediately upon formal admission into the graduate program, with the assistance of a designated adviser.

7. The operation of an existing approved graduate program may continue pending approval by the Minister of Education and Culture or his duly authorized representative of certain proposed curricular revisions thereon.

8. The major field of concentration of each student in the master's and doctoral courses should be indicated on his transcript of records and/or special order.

9. A copy of the curriculum of each graduate program including the approved curriculum of each new major or field of concentration, shall be submitted to the MEC central offices through the regional office concerned for approval.

I. INSTRUCTIONAL AND PROMOTIONAL STANDARDS

1. The highest possible instructional and promotional standards shall be maintained by each graduate school. No credit should be given to a student in any subject unless he has proven his competence therein, through the submission of a worthwhile project and/or term paper.

2. Graduate schools are required to adopt a selective retention policy of the master's and doctoral programs.

3. A graduate student shall be deemed formally admitted to graduate status after he shall have successfully completed 18 units at the master's level or 24 units at the doctoral level.

4. Advancement to candidacy towards earning the master's or doctoral degree shall be determined by the admissions committee, or another committee organized for this purpose under the dean's responsibility. The committee shall evaluate and certify the quality of performance of the student in the graduate work based on his performance in examinations, term papers, class discussions, seminars, and the use of written and spoken language, and passing a written comprehensive examination.

5. A written comprehensive examination shall be taken by all graduate students who have completed all course requirements.

5.1 The scope of the comprehensive examinations should be the totality of the whole program of the student.

5.2 The basic courses, field of concentration, and cognates should be so integrated that all the courses taken and passed by the student should be comprehensively encompassed in one examination which may be administered in one day.

5.3 A committee should be constituted to supervise the development and administration of the comprehensive examinations.

5.4 A complete list of students who have been formally admitted to graduate status and passed the comprehensive examinations shall be maintained in the office of the dean.

J. THESIS OR DISSERTATION

1. A thesis for the master's and a dissertation for the doctoral degrees, or by way of exception, an equivalent therefor, to be determined by a committee headed by the dean, shall invariably be required as a condition for graduation from any graduate degree.
2. The thesis or dissertation or the equivalent research work should contribute substantially and purposively to the existing fund of knowledge, preferably in conformity with institutional goals, thrusts and objectives, and should manifest the student's competence in research.
3. Subject to approval by the Minister of Education and Culture or his duly authorized representative, team research may be undertaken by two or more graduate students of the same school, subject to the following conditions:
 - 3.1 the research design lends itself effectively to systematic and scholarly delimitation and delineation of research tasks; and
 - 3.2 proper coordination, organizational structure, subject designation and delimitation of areas with specific aims contributing to the general objectives, shall be defined and implemented.
4. A thesis/dissertation committee, chaired by the dean or his representative shall be organized in each graduate school and shall be responsible for approving the research design and maintaining the high quality of theses or dissertations or the equivalent therefor. In institutions with different program offerings, there should be a thesis or dissertation committee for each discipline or field of concentration.
5. Each graduate school should offer a thesis and/or dissertation seminar, and all graduate students should enroll in said seminar before submission of a thesis or dissertation proposal.
6. Each graduate school may adopt any acceptable format for thesis or dissertation writing, provided that consistency with the objectives and design of the thesis or dissertation is achieved and maintained.
7. Each graduate student writing a thesis or dissertation should be assigned an adviser who shall be chosen on the basis of his expertise in his own discipline and a working knowledge of research methodology and research design.
8. One bound copy of the thesis or dissertation shall be sent to the MEC regional office concerned for the special order and/or record purposes, another copy to the National Library, and another copy to the BHE.

K. ORAL EXAMINATIONS

1. The oral examinations for the defense of theses, dissertations or their equivalents shall be scheduled by the dean only after the student shall have:

- 1.1 completed all his academic program;
- 1.2 successfully passed the written comprehensive examinations; and
- 1.3 been certified by the adviser as to his readiness for oral defense and recommended by the thesis/dissertation committee.

2. For the master's degree, the oral examinations for each candidate shall be conducted by a panel of at least three members who shall be holders of the master's degree. For the doctoral degree, the panel of examiners for each candidate should generally be composed of at least five (5) persons who should be holders of the doctoral degree, two of whom may come from outside the institution concerned.

2.1 The chairman and members of the panel should be chosen on the basis of their expertise and areas of specialization, upon recommendation of the thesis committee and approval of the dean.

2.2 Graduate schools are encouraged to invite deans and faculty members of other graduate schools and/or qualified officials of the Ministry of Education and Culture to sit as members of the panel in the oral examinations.

2.3 The Minister of Education and Culture reserves the right to send his representative to sit in subsequent oral examinations whenever there is evidence of non-compliance with established procedures in the conduct of oral examinations.

3. The final rating for the oral examination of each candidate shall be decided by a majority vote of the panel members.

L. RESIDENCE/UNIT REQUIREMENTS

1. The residence requirement for graduation from the master's or the doctoral degrees, excluding the units for thesis or dissertation, shall be at least two consecutive semesters or the equivalent of 12 units and 24 units for the master's degree and doctoral degree, respectively.

The student should be enrolled in thesis or dissertation writing during the same semester when the oral defense takes place.

2. Transfer from one graduate school to another is discouraged. However, in exceptional cases where a transfer is unavoidable, all the academic units earned by the student from the school last attended, excluding thesis or dissertation units, may be accepted by the school to which he seeks transfer subject to the following conditions:

2.1 the subjects taken in the school last attended are substantially the same in content in the graduate curriculum of the school he is seeking transfer to;

2.2 the residence requirement shall have been complied with; and

2.3 approval of the dean upon the recommendation of the admissions committee.

3. After completion of all the academic requirements, a candidate for graduation to any graduate degree program shall be given a maximum period of three years for the master's degree and five years for the doctoral degree within which to finish the requirement of thesis or dissertation.

3.1 In highly meritorious cases, upon recommendation of the dean, credits earned for subjects taken beyond a maximum period prescribed herein may be validated upon approval by the Minister of Education and Culture or his duly authorized representative for the purpose of allowing a student to graduate from his program.

M. MISCELLANEOUS

1. These policies and standards shall take effect beginning the school year 1982-1983.

2. Non-compliance with these policies and standards will be administratively dealt with.

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