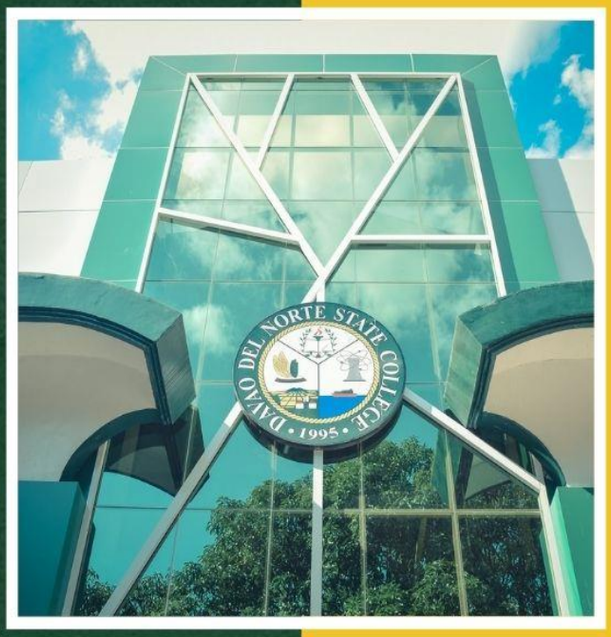
DAVAO DEL NORTE STATE COLLEGE

INSTITUTE OF ADVANCED STUDIES POLICIES AND MANUAL OF OPERATIONS



2024

INSTITUTE OF ADVANCED STUDIES
Davao del Norte State College
New Visayas, Panabo City,
Davao del Norte, Philippines
www.dnsc.edu.ph |
iads@dnsc.edu.ph

INSTITUTIONAL STATEMENTS

VISION

A premiere Higher Institution in Agri-Fisheries and Socio-cultural Development in the ASEAN Region

MISSION

DNSC strives to produce competent human resources, generate, and utilize knowledge and technology, uphold good governance and quality management systems for sustainable resources and resilient communities.

CORE VALUES

The College commits to pursue our vision, accomplish our mission and achieve our goals through our core values of:

Excellence, Integrity, Innovativeness, Stewardship, Love of God and Country

GRADUATE ATTRIBUTES

Our graduates carry DNSC's values into their workplaces as competent, collaborative workers, and socially connected ethical leaders. They adhere to professional ethics and seek solutions to workplace problems. They are creative, critical thinkers, and resilient to cross-cultural environment.

SECTORAL OUTCOMES

Curriculum and Instructional Services

1. Compliant academic program offerings and policies with CHED, AACCUP, and international standards, and other statutory requirements.
2. Regular review, update, and enhancement of curriculum to align with current educational standards and societal needs.
3. Integration of innovative teaching methodologies and emerging technology for interactive and engaging learning experiences.
4. Inclusion of diverse perspectives, cultures, and interdisciplinary approaches to ensure equitable access to education for all students.

Research, Extension, and Creative Works

1. Production of high-quality research outputs, including publications, patents, and innovations, across various disciplines.
2. Promotion of research culture through funding opportunities, research grants, and incentives for faculty and student researchers.
3. Development and engagement of extension programs addressing community needs in various sectors.
4. Engagement with local communities through outreach, training, and capacity-building initiatives that promotes sustainable practices and community development.

FOREWORD

As Davao del Norte State College navigate the progressing landscape of advanced education, the Institute of Advanced Studies has taken remarkable leap in providing a structured roadmaps that outlines the policies, procedures, and principles in the operations of the Institute. The Institute of Advanced Studies Manual of Operation is the revised version of the 2006 Graduate School Policy, Rules, and Regulations. This manual of operation is a testament of its commitment to academic integrity and excellence that is adherent to the Program Standards, Policy, and Guidelines for the Graduate School set by the Commission on Higher Education as stipulated in its Memorandum Order No. 15, Series of 2019.

The overall aim of this manual is to set forth guidelines that will enhance the competencies of the graduate students that is responsive to the global setting and the Fourth Industrial Revolution. Students are expected to demonstrate highly advanced systematic knowledge and skills that is aligned with their specialized fields for the conduct of complex research and professional practice for the advancement of learning. In adherence with the Philippine Qualifications Framework, the students are expected to applied professional leadership for innovation, research, and development management in specialized and multidisciplinary fields and exhibit independence in individual works and in teams.

This manual is a collaborative effort as a collective commitment to provide a nurturing environment for learning, research, and innovation, not only for the students but to every member of the institution. Everyone is urge to familiarize themselves with this manual, and adhere to its principles, and utilize this as a guide in our continual pursuit of academic and operational excellence. May each member in the academic community will uphold these standards and guidelines as we continue toward academic excellence.

OUR HUMBLE BEGINNING

On February 14, 1995, Republic Act No. 7879 was signed into law by Pres. Fidel V. Ramos converting the Davao Regional Institute of Fisheries Technology (DRIFT) to Davao del Norte State College (DNSC).

In 2000, graduate programs were offered under the deanship the of Dr. Teresita B. Bayaron, as follows:
1. Master of Fishery Technology major in Aquaculture, and Fish Processing Technology
2. Master in Technology Education major in Instructional Management and Vocational Education
3. Doctor of Philosophy in Higher Education major in Higher Education Management and in Biology

In 2004, existing graduate curricular programs were revised, and new graduate programs were developed such as:
Revised Curricular Programs
1. Master in Fisheries Management major in Aquaculture Technology
2. Master in Fisheries Management major in Fish Processing
3. Master of Arts in Educational Management
4. Doctor of Philosophy in Educational Management
5. Doctor of Philosophy in Higher Education major in Biology

New Curricular Programs
1. Master of Science in Marine Biodiversity
2. Master in Science Teaching major in Biology, and Physical Science
3. Master of Science Teaching major in Mathematics Science
4. Master of Arts in Basic Education major in English Teaching
5. Master of Arts in Basic Education major in Science Teaching

In 2006, the Graduate School Policy, Rules, and Regulations were crafted and approved by the Board of Trustees. Two (2) volumes of Research Journal with ISSN by the National Library of the Philippines were likewise published. In 2010, the Doctor of Philosophy in Educational Management and Master of Arts in Educational Management were accredited as Level I by the Accrediting Agency for Chartered State Universities and Colleges, Inc. (AACCUP).

In April 2012, Dr. Marilou D. Junsay was designated as the second dean of the Graduate School. In the same year, the Doctor of Philosophy in Educational Management was offered in Southern Philippines Aquatic and Marine Agribusiness Science and Technology (SPAMAST) in a consortium program arrangement. In 2013, the Doctor of Philosophy in Educational Management and Master of Arts in Educational Management were accredited as Level II by the Accrediting Agency for Chartered State Universities and Colleges, Inc. (AACCUP). The Certificate in Preschool Education in consortium with the Davao Oriental State University (DOrSU) formerly Davao Oriental College of Science and Technology (DOCST) was offered. In 2014, the Master in Public Administration in consortium with the University of Science and Technology of the Philippines (USTP) formerly the Mindanao University of Science and Technology (MUST) was also offered.

During the time, vertical articulation of graduate programs was approved and implemented. In the vertical articulation of program, the graduate programs were turned over to the Institute where the undergraduate programs were offered and managed, as follows:

Institute of Education (Dean: Dr. Ruby V. Gonzales)
1. Master of Science in Teaching major in Biology, and Physical Science
2. Master of Science in Teaching Mathematics major in Mathematics Science
3. Master of Arts in Basic Education major in English Teaching
4. Master of Arts in Basic Education major in Science Teaching
5. Certificate in Pre-School Education in consortium with DOSCST/DOrSU

Institute of Arts and Sciences (Dean: Dr. Julieta S. Abarquez)
1. Master of Science in Marine Biodiversity

Institute of Fisheries and Technology (Dean: Dr. Rosario B. Saligan)
1. Master in Fisheries Management major in Aquaculture Technology
2. Master in Fisheries Management major in Fish Processing

Institute of Management, Governance and Continuing Studies (Dean: Dr. Marilou D. Junsay)
1. Doctor of Philosophy in Educational Management
2. Master of Arts in Educational Management
3. Master in Public Administration in consortium with MUST/USTP

In 2016, the Doctor of Philosophy in Educational Management and Master of Arts in Educational Management were accredited as Level II-Reaccredited by the Accrediting Agency for Chartered State Universities and Colleges, Inc. (AACCUP). In 2018, the Master in Public Administration in consortium with the University of Southeastern Philippines (USEP) was offered. In 2019, the Graduate School processes were also certified to be compliant with ISO standards.

In 2021, the graduate programs were taken back from the different institutes and home to one roof under the Institute of Advanced Studies with the deanship of Dr. Ronald S. Decano. In adherence to the CHEd Memorandum 15, series of 2019, the institute went through several reforms like globalization, regional integration, internationalization of higher education, and the Fourth Industrial Revolution (FIRe).

In 2023, Dr. Nickel Jean S. Lagare-Sastine was appointed as the new Dean of the Institute. In the same year, the programs Doctor of Philosophy in Educational Management and Master of Arts in Educational Management was finally approved for the Certificate of Program Compliance from CHEd. Under her leadership, the Institute continually working on the curricular revision and development of new programs in the preparation of the College's universityhood. The Institute is tirelessly working to remain compliant with the statutory requirements of different accrediting bodies to provide students a quality education.

Over time, the Institute of Advanced Studies of Davao del Norte State College had carved niche for itself. The success stories of the alumni echoed the impact of the institution, testifying that the institute is not merely an academic institution but a story of hope and excellence. As the years unfolded, the Institute will continue to uphold the core values of the College, to remain rooted to its commitment to shaping future leaders, transforming lives, and be a ripple of change.

RATIONALE OF THE MANUAL OF OPERATION

The rationale behind the revision of the Institute of Advanced Studies Manual of Operation is based on the imperative need to fully compliant with the Policies, Standards, and Guidelines for Graduate Programs as stipulated in the Commission of Higher Education Memorandum 15, Series of 2019. This is to address the need to provide a structured and comprehensive framework that are essential for the efficient and effective functioning and operations of the Institute. The following points further highlights the rationale of this manual:

General Objectives:

1. **Effective and Operational Excellence**. A clearly define processes and procedures promotes efficiency and operational excellences in the operations of the Institute. This will provide a streamline workflow, smooth transactions, and optimizes redundancies and resource utilization which will lead to a more effective operation.
2. **Legal Compliance and Quality Assurance.** The manual of operation ensures strict compliance with the statutory requirements, accreditation standards, and institutional governance for academic and administrative functions. This adheres with the legal mandates and accreditation criteria to keep abreast the institutional commitment to its core values and continuous evaluation and improvement of processes and services.
3. **Comprehensive Policies.** This manual aims to provide and establish a comprehensive set of guidelines that is clear and consistent in governing the day-to-day operations of the Institute. This will serve as a benchmark reference for every stakeholder of the College in understanding the overall policies of the Institute, thus promotes transparency and uniformity in the decision-making process.
4. **Empowerment and Guidance.** The manual serves as an avenue to empowered the stakeholders by providing support, guidance, necessary resources for effective decision-making and problem-solving. This serves as a guiding principle in various operations of the institute to facilitate informed and strategic actions.

The Institute of Advanced Studies is fully committed in the pursuit of organizational excellence, adherence to standards of academic integrity, and the provision of conducive environment for scholarly pursuits and innovation to every stakeholder of the College through the effective implementation of this manual of operation. Lastly, the Institute is dedicated to foster an environment for effective instruction, intensive research, and impactful contribution to the society. This revised manual is dedicated to promoting **organizational excellence**, **academic integrity**, and **meaningful contributions to society** through a curriculum that integrates ethical values, technological proficiency, and global awareness. These updates enable the Institute to cultivate graduates prepared to lead, innovate, and uphold high standards of professional and academic practice.

Integration of Modern Educational Frameworks

This revision integrates **FIRe, Education 4.0, Technology-Based Curriculum, Futures Thinking, Internationalization, and Ethics and Values Formation** to ensure the Institute's graduate programs remain responsive to evolving educational and societal demands. The following chapters of the manual illustrate how these frameworks are applied:

CHAPTER	FRAMEWORK INTEGRATION
I. Organization and Academic Administration	Embraces **Education 4.0** and **Internationalization** by promoting a globally aware, technologically integrated administration that fosters operational excellence and foresight.
II. Qualification of the Academic Officials	Defines qualifications that emphasize **FIRe competencies**, international experience, and ethical leadership, preparing officials to manage and guide with a global perspective.
III. Faculty Composition, Classification, And Requirements	Mandates **Four Dimensional Competencies** and **Futures Thinking** in faculty selection and development, ensuring adaptability and relevance in teaching and research.
IV. Graduate Program Design, Levels, And Program Outcomes	Aligns with **Education 4.0** and **FIRe** by embedding technology-driven curriculum design and measurable outcomes that include ethics, innovation, and global competency.
V. Types and Requirements of The Graduate Programs	Ensures programs incorporate **technology-based curriculum** and **international standards**, fostering a culture of academic excellence and comprehensive, forward-thinking education.
VI. Conduct of Graduate Programs	Facilitates flexible, **technology-enhanced learning environments** aligned with **Futures Thinking**, preparing graduates to navigate complex, tech-driven fields.
VII. Academic Operating Guidelines and Processes	Uses **FIRe principles** and **values-based guidelines** to create transparent, efficient processes that ensure integrity and adaptability to technological advancements.
VIII. Graduate Programs Schedule of Fees	Allocates resources for digital tools and global learning opportunities, supporting **Education 4.0** and promoting equitable access to technology-enhanced education.
IX. Mechanisms to Ensure Academic Integrity	Implements **ethics and values formation** alongside **FIRe tools** to ensure data integrity and academic honesty, creating a culture of accountability and trust.
X. Comprehensive Examination	Assesses **Four Dimensional Competencies** and **Futures Thinking**, encouraging problem-solving that reflects industry and academic innovation needs.
XI. Off-Campus Activities	Encourages **Internationalization** and **values-based learning** through structured global collaborations, enhancing students' adaptability to diverse, real-world contexts.
XII. Graduate Scholarships, Assistantships, Grants, and Publication Support	Prioritizes funding for **FIRe skills** and **international projects**, supporting diversity, equity, and ethical research practices.
XIII. Conduct of Graduate Capstone, Thesis, and Dissertation	Integrates **technology and ethics** in research, fostering projects with significant societal impact and international relevance.
XIV. Recognition and Award	Celebrates accomplishments in **technology integration**, global impact, and ethical research, setting standards for academic and professional excellence.
XV. Research, Invention, And Creative Work	Supports innovation in alignment with **FIRe and Education 4.0** principles, encouraging **ethics-centered research** that addresses real-world problems.
XVI. Learning Information Resource Center and Student Services	Provides access to advanced **technology-based resources** and international programs, enhancing student learning and development.
XVII. Referral of Policies, Effectivity, Monitoring, and Evaluation	Monitors and evaluates policy effectiveness with **Futures Thinking**, ensuring processes remain current with evolving academic and industry standards.

LEGAL BASES

The creation and development of the Institute of Advanced Studies Policies and Manual of Operations is based on the following statutory documents:

Primary Bases

1. Republic Act No. 8292 or otherwise known as the Higher Education Modernization Act of 1997
2. DNSC Code v. 2004
3. Graduate School Academic Policies, Rules, and Regulations, v. 2006
4. Research, Extension, and Production Manual, v. 2007
5. Faculty Manual, v. 2008
6. Learning and Information Resource Center (LIRC) Manual, Revised Edition 2015
7. CHEd Memorandum Order No. 63, Series of 2017 on the Policies and Guidelines on Local Off-Campus Activities
8. CHEd Memorandum Order No. 12, Series of 2018 on the Implementing Guidelines for the Conduct of Drug Testing of Students in all Higher Education Institutions (HEIs)
9. CHEd Memorandum Order No. 09, Series of 2019 on Policies, Standards, and Guidelines for Graduate Programs
10. Research Ethics Committee Quality Standards Operation Procedures, v. 2020
11. CHEd Memorandum Order No. 22, Series of 2021 on Minimum Requirement for Libraries of Higher Programs Education Institutions Common to all Programs
12. DNSC College Organizational Structure

TABLE OF CONTENTS

CHAPTER	TITLE	PAGE
I	Organization and Academic Administration	1
II	Qualification of the Academic Officials	2
III	Faculty Composition, Classification, And Requirements	3
IV	Graduate Program Design, Levels, And Program Outcomes	5
V	Types and Requirements of The Graduate Programs	7
VI	Conduct of Graduate Programs	11
VII	Academic Operating Guidelines and Processes	15
VIII	Graduate Programs Schedule of Fees	33
IX	Mechanisms to Ensure Academic Integrity	35
X	Comprehensive Examination	38
XI	Off-Campus Activities	41
XII	Graduate Scholarships, Assistantships, Grants, and Publication Support	48
XIII	Conduct of Graduate Capstone, Thesis, and Dissertation	51
XIV	Recognition and Award	64
XV	Research, Invention, And Creative Work	65
XVI	Learning Information Resource Center and Student Services	68
XVII	Referral of Policies, Effectivity, Monitoring and Evaluation	70

CHAPTER I
ORGANIZATION AND ACADEMIC ADMINISTRATION

PURPOSE	This chapter establishes and maintains a clear framework for the organization and academic administration of the College, particularly for the Institute of Advanced Studies, to ensure effective governance, coordination, and delivery of graduate programs.
SCOPE	This chapter covers the structure, design, roles, responsibilities, and processes within the academic administration of the Institute of Advanced Studies, ensuring clarity and consistency across all graduate programs.
TERMS AND DEFINITION	▪ **Institute of Advanced Studies**: The academic unit within the College responsible for overseeing and managing all graduate programs, fostering an environment of advanced learning and research. ▪ **Organizational Structure**: The system that defines how activities such as task allocation, coordination, and supervision are directed toward achieving institutional goals.

POLICY STATEMENTS

ARTICLE 1. TITLE

Section 1. This document shall be known as the *Davao del Norte State College Institute of Advanced Studies Policies and Manual of Operations*. It serves as the guiding framework for the administration and governance of graduate programs of the College.

ARTICLE 2. GOVERNANCE

Section 1. The Institute of Advanced Studies shall be governed in accordance with the *Davao del Norte State College Charter*, Republic Act No. 7879 dated February 14, 1995, the College Code, and the *Davao del Norte State College Institute of Advanced Studies Policies and Manual of Operations*. These documents collectively outline the legal and institutional framework within which the Institute operates, ensuring adherence to national educational standards and institutional policies.

ARTICLE 3. JURISDICTION

Section 1. The Institute of Advanced Studies shall exercise regulatory, monitoring, coordinative, and administrative jurisdiction over all graduate programs of the College. The Dean of the Institute, in coordination with the Program Chairpersons, shall administer these functions. The Vice President for Academic Affairs and the College President shall provide general supervision over the Institute's activities, ensuring alignment with the College's mission and strategic objectives.

ARTICLE 4. ORGANIZATIONAL STRUCTURE

Section 1. The organizational structure of the Institute of Advanced Studies is designed to facilitate efficient decision-making, effective communication, and seamless operation of all graduate programs. It is depicted in the diagram below:

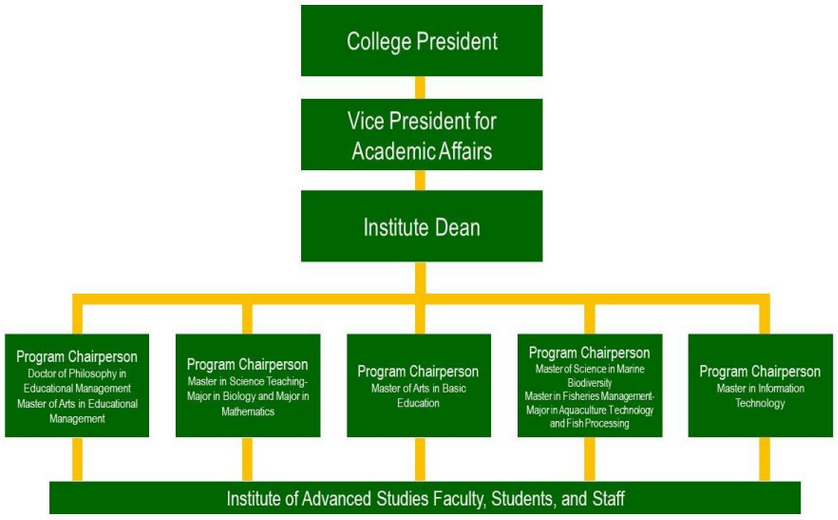


Figure 1. Organizational structure of the Institute of Advanced Studies.

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CHAPTER II
QUALIFICATION OF THE ACADEMIC OFFICIALS

PURPOSE	This chapter outlines the essential administrative qualifications required for key academic officials, including the Institute Dean and Program Chairpersons. These qualifications are critical for ensuring the effective leadership and management of the academic programs under their purview.
SCOPE	This chapter covers the appointment, terms of reference, terms of office, and academic qualifications for the Institute Dean and Program Chairpersons, providing a comprehensive framework for their roles within the Institute of Advanced Studies.
TERMS AND DEFINITION	▪ **Appointment**: The formal process of selecting and assigning academic officials to their respective roles within the Institute. ▪ **Academic Qualification**: The highest level of educational attainment relevant to the position, required of the appointed academic officials. ▪ **Terms of Reference**: The specific duties, responsibilities, and functions assigned to each academic official as outlined in the College's official documentation. ▪ **Terms of Office**: The duration for which an academic official holds their designated position.
POLICY STATEMENTS	**ARTICLE 1. THE INSTITUTE DEAN** **Section 1.** The appointment of the Dean shall be conducted in accordance with the official guidelines prescribed by the College, including any relevant Board Resolutions. This process ensures that the most qualified and suitable candidate is selected to lead the Institute. **Section 2.** The term of office for the Dean shall align with the provisions outlined in the College Organizational Structure Terms of Reference Manual. This ensures consistency and adherence to institutional standards. **Section 3.** The Dean of the Institute of Advanced Studies must hold a doctorate degree relevant to one of the academic programs offered by the Institute. In addition, the Dean should have a record of scholarly publications in refereed journals, demonstrating academic leadership and expertise in the field. **Section 4.** The Dean's terms of reference shall be consistent with those established in the College's approved Organizational Structure Terms of Reference Manual. These terms outline the Dean's specific responsibilities and functions, ensuring effective governance and management of the Institute. **ARTICLE 2. THE PROGRAM CHAIRPERSON** **Section 1.** The appointment of the Program Chairperson shall follow the official guidelines set by the College and/or any relevant Board Resolutions. This process ensures that the Program Chairperson is appropriately qualified and capable of overseeing their respective academic programs. **Section 2.** The term of office for the Program Chairperson shall be defined in accordance with the provisions of the College Organizational Structure Terms of Reference Manual. This establishes a clear timeline for leadership transitions and continuity. **Section 3.** The Program Chairperson of the Institute of Advanced Studies must possess a doctorate degree relevant to the academic program(s) they supervise. Additionally, the Program Chairperson should have a record of published works in refereed journals, which indicates their scholarly contributions to the field. **Section 4.** The Program Chairperson's terms of reference shall align with those outlined in the College's approved Organizational Structure Terms of Reference Manual. These terms delineate the Program Chairperson's duties, ensuring they effectively manage and support their assigned academic programs.

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CHAPTER III
FACULTY COMPOSITION, CLASSIFICATION, AND REQUIREMENTS

PURPOSE	This chapter provides a comprehensive understanding of the composition, classification, and requirements of faculty members who are responsible for delivering the courses within the graduate programs of the Institute of Advanced Studies. It ensures that faculty qualifications align with the academic rigor and standards expected at the graduate level.
SCOPE	This chapter outlines the policies regarding faculty composition, classification, and the academic and professional requirements for faculty members. It also addresses the minimum number of qualified faculty required for the successful delivery of graduate programs under the Institute of Advanced Studies.
TERMS AND DEFINITION	▪ **Regular Faculty**: Full-time faculty members of the College with permanent appointments. ▪ **Non-regular Faculty**: Part-time faculty members such as visiting professors and adjunct professors from other academic institutions or practitioners from the industry who bring specialized expertise to the program. They may be invited or hired to teach in graduate programs and contribute to research and creative works.
POLICY STATEMENTS	**ARTICLE 1. FACULTY COMPOSITION AND CLASSIFICATION** **Section 1.** Regular faculty members are tenured and full-time employees of the College. **Section 2.** Non-regular faculty members such as visiting faculty, exchange faculty, or lecturer are adjunct faculty who are distinguished scholars from other academic institutions or industry practitioners with relevant expertise. They are invited or hired to teach in graduate programs, engage in research, and contribute to creative works aligned with their areas of specialization. **ARTICLE 2. EDUCATIONAL REQUIREMENTS OF THE FACULTY** **Section 1.** Faculty teaching in doctoral programs must hold a doctorate degree relevant to the field of study. They should have a proven track record in scholarly work, including research or creative work, and must have published in refereed journals and/or books released by reputable academic publishing companies. **Section 2.** For industry-oriented Master's programs, at least one faculty member should hold a doctorate degree, especially in cases where doctoral degree holders in the discipline are scarce. Faculty members with only a Master's degree but extensive industry experience may be permitted to teach but cannot serve as thesis advisers. **Section 3.** Faculty members are required to provide evidence of scholarly publications in refereed academic journals, either internationally or nationally indexed (e.g., ACI, Scopus, and Web of Science), or in industry/professional-based journals. Faculty members recognized for creative works by reputable bodies must present proof of such awards or recognition to validate their contributions to the field. **ARTICLE 3. NUMBER OF QUALIFIED FACULTY** **Section 1.** Each doctoral program must have at least four full-time faculty members at all times. These faculty members must hold doctoral degrees in the discipline and have published works in internationally or nationally indexed journals, or they must have produced publicly recognized creative and/or technological outputs. **Section 2.** Each Master's program with a thesis track must maintain at least four faculty members with the following qualifications: 2.1 Full-time faculty with doctoral degrees in the discipline, with published works in refereed journals and/or publicly recognized creative or technological outputs. **Section 3.** For the Masters Programs with Non-Thesis track, there shall be at least four (4)

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	faculty members per program at all times with the following qualifications: 3.1 Fulltime faculty who has doctoral degrees in the discipline and with published works in refereed journal/s and/or have produced publicly-recognized creative and/or technology outputs; or 3.2 If there is a dearth in doctoral degree holders in the discipline, at least one (1) fulltime faculty who has doctoral degree in the discipline and with published works in refereed journal/s and/or have produced publicly-recognized creative and/or technology outputs; and at least: a) Three (3) full-time faculty who are master's degree holders, but with doctoral units in the discipline and have at least one (1) publication in a refereed journal. However, they can only teach courses, but they cannot serve as thesis advisers; or b) For industry-oriented programs, three (3) full time faculty who are master's degree holders, but with extensive industry experience. However, they can only teach courses, but they cannot serve as thesis/capstone advisers.

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CHAPTER IV
GRADUATE PROGRAM DESIGN, LEVELS, AND PROGRAM OUTCOMES

PURPOSE	This chapter aims to provide a structured framework for the design, implementation, and assessment of graduate programs offered by the Institute of Advanced Studies, in alignment with the Commission on Higher Education (CHEd) Memorandum Order No. 15, series of 2019. It ensures that all programs meet the highest academic standards and produce graduates equipped with the necessary knowledge, skills, values, and competencies.
SCOPE	This chapter covers the essential components of graduate program design, the different program levels, the expected program outcomes, and the various types of graduate programs offered by the College under the Institute of Advanced Studies. It provides a comprehensive guide to structuring programs in accordance with national and international standards.
TERMS AND DEFINITION	▪ **Program Levels**: Refers to the distinct stages of qualification, each characterized by specific descriptors that outline the expected learning outcomes, competencies, and scope of knowledge for graduates at each level. ▪ **Program Outcomes**: The expected learning achievements of a program, articulated in terms of knowledge acquisition, skills development, value formation, practical application, and the degree of independence and responsibility expected from graduates. ▪ **Philippine Qualifications Framework (PQF)**: A national policy that defines the levels of educational qualifications and prescribes the standards for learning outcomes. It serves as a benchmark for educational institutions to align their programs with the qualifications required in various sectors.
POLICY STATEMENTS	**ARTICLE 1. DESIGN OF THE GRADUATE PROGRAMS** **Section 1.** The graduate programs of the College follow the outcomes-based education (OBE) as a teaching-learning framework with the necessary documents, to wit: 1.1 Complete set of programs and learning outcomes 1.2 Curriculum and its justification including a curriculum map 1.3 Performance indicators for each outcome 1.4 Measurement system for the level of attainment of each indicator 1.5 Outcomes-based syllabus for each course 1.6 System of program continuity quality improvement (CQI) **ARTICLE 2. MASTER'S LEVEL AND PROGRAM OUTCOMES** **Section 1.** Graduate programs under Master's Level are designed to provide students with advanced academic and/or professional knowledge, skills, and competencies, leading to a second degree higher than the bachelor's degree. **Section 2.** The level of the program outcome or competency are aligned with Level 7 of the Philippine Qualification Framework (PQF) with the following expected program outcomes: 2.1 Advanced knowledge and skills in a specialized, interdisciplinary, or multidisciplinary field of study for professional practice 2.2 Self-directed research 2.3 Lifelong learning with a highly substantial degree of independence that involves individual work or teams of interdisciplinary or multidisciplinary experts

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2.4 Application of the above-mentioned skills in research, professional, or creative work

Section 3. Entry into the Master's level that prepares a student for a higher degree requires the successful completion of a Bachelor's degree.

ARTICLE 3. DOCTORAL LEVEL AND PROGRAM OUTCOMES

Section 1. The doctoral level is the highest level of academic degree in any field of knowledge or discipline which lead to an advanced research qualification and devoted to advanced study and original research.

SECTION 2. The level of the program outcomes is aligned with Level 8 of the Philippine Qualification Framework (PQF) with the following expected program outcomes:

2.1 Demonstration of highly advanced systematic knowledge and skills in highly specialized and/or complex interdisciplinary or multidisciplinary field of learning

2.2 Utilization of complex research/creative work and/or professional practice and/or the advancement of learning with full independence in individual work and/or teams of interdisciplinary or multidisciplinary setting

2.3 Application of more complex setting that demands leadership in research and creative work with strategic value added

2.4 Application of significant level or expertise-based autonomy and accountability to professional leadership for innovation, research, and/or development management in a highly specialized or interdisciplinary, or multidisciplinary field.

Section 3. Entry into Level 8 programs requires the successful completion of specific Level 7 programs and concludes with the submission and defense of a dissertation or equivalent written work of publishable quality typically based on research and not only on course work.

Section 4. The doctoral program entails the creation of knowledge in a field of specialization through dissertation, which needs to be publicly presented and defended before the panel of doctoral holders in the specific field of study. Furthermore, this requires the publication of one's research in peer-reviewed academic journals to demonstrate contribution to advanced scholarship.

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CHAPTER V
TYPES AND REQUIREMENTS OF THE GRADUATE PROGRAMS

PURPOSE	This chapter provides the foundational basis for the establishment and offering of graduate programs by delineating their types and the corresponding requirements. These guidelines are aligned with the Commission on Higher Education (CHED) Memorandum Order No. 15, series of 2019, ensuring that all graduate programs meet national academic standards and fulfill the educational needs of students pursuing advanced degrees.
SCOPE	This chapter encompasses all types of graduate programs that the College may offer, along with the specific requirements necessary for their implementation and accreditation. The guidelines provided herein are designed to ensure compliance with the standards set forth in CHED Memorandum Order No. 15, series of 2019.
TERMS AND DEFINITION	▪ **Graduate Programs**: Advanced degree programs pursued after the completion of an undergraduate degree. These programs include master's and doctoral degrees, which are designed to deepen knowledge, enhance skills, and advance professional competencies in specific fields of study. ▪ **Master's Degree Programs**: Graduate programs that typically require two years of study beyond the undergraduate level. These programs may be thesis-based (research-oriented) or non-thesis-based (coursework-oriented) and aim to develop specialized knowledge and skills in a particular discipline. ▪ **Doctoral Degree Programs**: The highest level of graduate education, requiring several years of advanced study and research beyond the master's degree. Doctoral programs culminate in the completion of a dissertation or original research project that contributes new knowledge to the field. ▪ **Thesis Track**: A type of graduate program that requires the completion of a substantial research project (thesis) as part of the degree requirements. This track is designed for students who wish to engage in in-depth research and contribute original findings to their field of study. ▪ **Non-Thesis Track**: A type of graduate program that focuses on coursework and may include a capstone project or comprehensive examination instead of a thesis. This track is suited for students aiming to enhance their professional skills without engaging in extensive research. ▪ **Capstone Project**: A final project or comprehensive work that serves as a culminating academic experience for non-thesis graduate programs. It integrates the knowledge and skills acquired throughout the program and applies them to a practical, real-world problem or project. ▪ **Comprehensive Examination**: An assessment administered toward the end of a graduate program, designed to evaluate a student's mastery of the subject matter covered in the program. Successful completion is a requirement for earning the degree.
POLICY STATEMENTS	**ARTICLE 1. MASTER'S PROGRAMS** **Section 1.** There are two types of Master's Programs as such Master's Programs in Science and Master's Programs in Arts**.** 1.1 Graduate Programs in the Sciences such as Master of Science programs focus on specialized professional fields and are commonly applied in programs related to the natural sciences, engineering and mathematics sciences, and information technology. These programs have more units in the sciences and technology and have laboratory classes. thesis is a requirement for graduation. 1.2 Graduate Programs in the Arts is an advanced degrees in the arts offer broader education or liberal arts education. These degrees are common in programs related to the social sciences, humanities, and communication. Graduation requirements may either be a thesis or creative work, which passes a rigorous academic or jury review. **Section 2.** Master's Programs in Thesis Tracks is a graduate academic degree program consisting of advanced studies in an academic discipline with the primary purpose of contributing to the generation, production, and advancement of knowledge rather than specific applications to professional practice. Programs of this type are research-focused

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and serve as the preparation for doctoral research programs. There are two sub-tracks under this, namely the Academic Track and the Research Track:

2.1 Master of Science/Master of Arts (MSc/MA) Academic Track has at least twenty-four (24) units of coursework and at least six (6) units of thesis. It requires students to pass a comprehensive examination and requires a thesis. As a final output, the student must have at least one (1) publication in a refereed journal or juried creative work and at least one (1) paper presentation.

2.2 Master of Science/Master of Arts (MSc/MA) by Research has at least a total number of thirty-six (36) units wherein there is less coursework and more research activities. All units to be taken are by research (no coursework). It requires students to pass a comprehensive examination. As a final output, students have at least two (2) publications to a refereed journal and two (2) paper presentations either in international or national conferences.

Section 3. Master's Program Non-Thesis Track is a professional track with the primary purpose of applying knowledge in professional practice which is either a terminal or geared towards preparation for a doctoral degree program with a professional track.

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

3.2 A capstone project culminates the student's academic or learning experience where it provides the student an opportunity to exhibit the knowledge and skills obtained during the course of graduate study that can be featured through a long-term investigative project as a final output.

3.3 Students are required to choose a topic or problem that interests them, perform research on these topics and generate a final output that is indicative of their acquisition of learning and relevant to their program.

3.4 The capstone project shall be presented to a panel or committee of experts for final grading and evaluation.

3.5 Students are also required to have at least one (1) paper presentation either in international or national conferences.

ARTICLE 2. DOCTORAL PROGRAMS

Section 1. The Doctor of Philosophy by Academic Track programs has at least twenty-four (24) units of coursework and at least twelve (12) units of dissertation.

1.1 There shall be a public defense of the dissertation where the institute announces the schedule of the defense through posting on its website/social media or sending emails to its academic community.

1.2 Students are required to pass the comprehensive examination and at least one (1) publication in an internationally or nationally refereed and indexed journal.

1.3 Furthermore, students are also required to have two (2) paper presentation in a reputable international and national conferences.

Section 2. The Doctor of Philosophy by Research Track programs has at least seventy-five percent (75%) of the total units focused on research-dissertation work. The remaining twenty-five (25%) percent shall be allocated for courses on various research methods, innovative courses, and advanced courses that will contribute to the development and writing of the dissertation.

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2.1 The total units shall be 36 units with 12 units of dissertation and has to ensure that a student has a minimum residency of three (3) years on a fulltime basis.

2.2 There shall be a public defense of the dissertation where the institute announces the schedule of the final defense through posting on its website/social media or sending emails to its academic community.

2.3 Students are required to pass the comprehensive examination and at least two (2) research articles/book chapter extracted from the dissertation work for publication from an internationally or nationally refereed and indexed journal.

2.4 Furthermore, students are also required to have two (2) paper presentations in international conferences.

Section 3. Doctorate Degree by Professional Track programs represent a mastery of the subject matter and techniques of a professional field to a stage of competence parallel to that required for the PhD. Although the work for the professional doctoral degree may extend the boundaries of knowledge in the field, it is directed primarily towards distinguished-practical performance.

3.1 Students admitted to the program will be prepared to train or supervise others in the field or to discover new knowledge that has practical applications as demonstrated in one's profession.

3.2 The professional doctoral degree program has at least twenty-four (24) units of coursework and twelve (12) units of practice-based dissertation with the requirement to pass the comprehensive examination.

3.3 The students must also have completed practice-based research on a public defense of the dissertation where the institute announces the schedule of the defense through posting on its website/social media or sending emails to its academic community.

3.4 Students are also required to have two (2) paper presentations in international conferences.

ARTICLE 3. GRADUATE NON-DEGREE PROGRAMS

Section 1. Credits programs are programs leading to master's or doctoral level that are required to meet specific standards in terms of content, rigor, and learning objectives and to follow an organized program of study. This program shall cover graduate diploma or certificate, short programs, and other similar programs that need academic credit.

Section 2. Professional licensure and certification programs are programs to comply with professional licensure examination or renewal. These programs are also required to meet specific standards in terms of content, rigor, and learning objectives and to follow an organized program of study.

Section 3. Non-credit programs are programs for individuals or select groups seeking professional development and life-long learning opportunities who do not require academic credit. These programs shall include a variety of workshops, conferences, short-term programs, cultural immersion, and other adult learning initiatives.

ARTICLE 4. SUMMARY MATRIX OF GRADUATE PROGRAMS

Section 1. The table below summarizes the types of graduate programs and their corresponding admission requirement, required minimum number of units, major requirement and student outputs.

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Type of Graduate Programs	Minimum Admission Requirement	Number of Units	Major Requirements and Student Outputs
A. Masters Programs			
Master of Arts (MA)/ Master in Science (MSc)			
1. Academic Track with Thesis Track	Bachelor's Degree	▪ With at least 24 units of coursework ▪ 6 units of Thesis	▪ Passing the comprehensive examination ▪ Master's Thesis ▪ At least one publication in a refereed journal or juried creative work ▪ At least one paper presentation
2. Research Track	Bachelor's Degree	▪ With at least 36 units of coursework units wherein there is less coursework and more research activities. ▪ All units to be taken is by research (no coursework)	▪ Passing the comprehensive examination ▪ At least two publications in a refereed journal or juried creative work ▪ At least two paper presentation
3. Professional track with non-thesis track	Bachelor's Degree	▪ With at least 30 units of coursework ▪ 3 units of Capstone or practice-based project	▪ Passing the comprehensive examination ▪ Capstone project ▪ At least one paper presentation
B. Doctorate Programs			
1. Academic track	Master's Degree	▪ With at least twenty-four (24) units of coursework ▪ Twelve (12) units of dissertation	▪ Passing the comprehensive examination ▪ Publicly defended dissertation ▪ With at least one publication in an internationally/nationally indexed journal or juried creative work outlet ▪ One international paper presentation
2. Research track	Master's Degree Demonstrated research aptitude, research experience and skills, and a body of past and/or ongoing research work and publications and/or capsule research proposal	▪ With at least seventy-five (75%) of the total units focused on research-dissertation work ▪ All units to be taken is by research work (no coursework) ▪ Total units shall be 36 units with 12 units of dissertation ▪ Students are required to have a minimum residency of 3 years on a fulltime basis	▪ Passing the comprehensive examination ▪ Publicly defended dissertation ▪ With at least two publications in an internationally/nationally indexed journal or juried creative work outlet ▪ One international paper presentation
3. Professional Track	Master's Degree Five years of professional work experience related to the degree being applied for	▪ With at least 24 units of coursework ▪ 12 units of practice-based dissertation	▪ Passing the comprehensive examination ▪ Publicly defended dissertation ▪ One international paper presentation

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CHAPTER VI
CONDUCT OF GRADUATE PROGRAMS

PURPOSE	This chapter establishes framework for the effective management of graduate programs within the institution. It aims to uphold academic rigor, ensure fairness, and foster accountability, while providing clear and structured guidelines for both graduate students and faculty.
SCOPE	This chapter encompasses the management of learning within graduate programs, including the Institute academic calendar, the scheduling and conduct of classes, and other relevant activities.
TERMS AND DEFINITION	▪ **Institute Academic Calendar**: A structured timeline that outlines the schedule of curricular and non-curricular activities for the academic year, including the start and end of classes, and other important events relevant to the Institute. ▪ **Faculty Loading**: The process of assigning teaching responsibilities to faculty members, including the number of courses, class sections, and credit hours they are expected to handle in a given semester. ▪ **Learning Management System (LMS)**: An online platform used to deliver educational content, manage coursework, and facilitate communication between faculty and students. ▪ **Class Size**: The number of students enrolled in a particular course or section, which can influence the final faculty loading and course offerings.
POLICY STATEMENTS	**ARTICLE 1. INSTITUTE CALENDAR OF ACTIVITIES** **Section 1.** The calendar of activities for each academic year, detailing curricular, non-curricular, and other College-related activities, shall be collaboratively developed by the Institute Dean and the Program Chairpersons. **Section 2.** The drafted Institute calendar of activities shall align with the College academic calendar and shall be presented to the Vice President for Academic Affairs for approval. **Section 3.** The approved Institute calendar of activities shall be promptly communicated to all faculty members, staff, and students at the start of the academic semester to ensure proper planning and participation. **ARTICLE 2. CLASS SCHEDULE AND FACULTY WORKLOAD** **Section 1.** The Program Chairperson shall prepare the schedule of classes, faculty loading, and classroom assignments in coordination with the Dean at least one month before the start of each semester to the Director for Curriculum and Instruction for review and approval. **Section 2.** The prepared pre-approved faculty loading shall be communicated to the faculty before the start of classes for reference regarding class schedules. **Section 3**. Changes in the class schedule and classroom assignments should be authorized by the Dean and Director of Curriculum and Instruction upon consultation with the students. **Section 4.** The final faculty workload for full-time faculty members handling all course subjects in the graduate programs will be forwarded to the Dean once the class size has been finalized and submitted to the Vice President for approval. Meanwhile, the pre-approved faculty loading for faculty members handling both undergraduate and graduate programs will be submitted to the Vice President for Academic Affairs for consolidation and approval. **Section 5**. Full time faculty members of the Institute will have regular teaching load primarily from the graduate programs and may have additional load from the undergraduate programs if the faculty are still underloaded. **ARTICLE 3. CONDUCT OF CLASSES** **Section 1.** The conduct of classes shall be in flexible/blended learning mode where 75% in-person and 25% in asynchronous/synchronous classes in consonance with CMO 4, Series of 2023.

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	Section 2. All academic programs shall initiate their classes on the first Saturday of the academic semester. Courses in the Learning Management System (LMS) will be created for each course, with the assigned faculty, the Program Chairperson, and the Dean added as instructors. **Section 3.** The faculty shall utilize the approved Course Syllabus and shall prepare/revise the Course Outline for review of the Program Chairperson and approved by the Dean one week before the start of each class. The Course Outline shall be distributed to students at the beginning of each class. **Section 4.** Faculty shall conduct class orientations to present the vision, mission, core values, and environmental sustainability initiatives of the College. Program educational objectives, program outcomes, and course learning outcomes shall be discussed. Class rules and grading systems shall also be presented. **Section 5.** The Learning Management System (LMS) will be utilized as an online platform where faculty provide learning and lecture materials. Submission and checking of students' outputs will also be conducted through the LMS. **Section 6.** Faculty shall exhibit mastery of the course content, use varied teaching strategies, and employ appropriate instructional materials for delivering flexible learning. **Section 7.** Criteria for grading shall include, but not be limited to, summative tests (can be in written outputs and performance tasks) and shall constitute 60% of the grades, while the remaining 40% shall constitute the formative assessments in agreement with the students and the faculty. **Section 8.** Faculty shall submit grades through the Integrated Academic Information Management System (IAIMS). The Registrar will print one (1) copy of the grading sheet with the original signature of the faculty for filing purposes. **ARTICLE 4. SUSPENSION OF CLASSES** **Section 1.** Class suspensions at the Institute of Advanced Studies may only be enacted under the directive of the Dean or the Vice President for Academic Affairs, acting on the authority vested in them by the College President or their duly designated representative, in the event of unforeseeable circumstances or acts of nature.

PROCESS FLOW
This chapter includes there (3) relevant and applicable processes: 1. Approval of Institute academic calendar 2. Preparation of class schedule and faculty loading 3. Conduct of classes in graduate programs

Process Title	**APPROVAL OF INSTITUTE CALENDAR OF ACTIVITIES**
Process Owner	Dean and Program Chairperson
Output(s)	Approved Institute calendar of activities

Process Flow/Activities		Responsible Unit/ Person	Details
Step 1	Development of Institute calendar of activities	Dean and Program Chairperson	Note 1

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Step 2	Endorsement and approval of Institute calendar of activities	Dean	Note 2
Step 3	Dissemination of the approved Institute calendar of activities	Dean and Program Chairperson	Note 3

Description of Notes	
Note 1	▪ The Institute Dean and Program Chairperson collaboratively develop the calendar of activities of the Institute of Advanced Studies for the academic year.
Note 2	▪ The drafted calendar will be presented to the Vice President for Academic Affairs for approval.
Note 3	▪ The approved Institute academic calendar will be distributed to all faculty members, staff, and students at the start of the academic year.

Process Title	**PREPARATION OF CLASS SCHEDULE AND FACULTY LOADING**
Process Owner	Program Chairperson and Dean
Output(s)	▪ Approved class schedule ▪ Pre-faculty loading/final faculty loading

Process Flow/Activities		Responsible Unit/ Person	Details
Step 1	Preparation of schedule of classes, faculty loading, and classroom assignment	Program Chairperson	Note 1
Step 2	Copy of pre-approved faculty loading is received by the faculty	Program Chairperson	Note 2
Step 3	Submission and approval of final faculty loading	Dean and VPAA	Note 3

Description of Notes	
Note 1	▪ The program chairperson prepares the schedule of classes, faculty loading, and classroom assignments in coordination with the Dean.
Note 2	▪ The pre-approved faculty loading is disseminated to faculty members before the start of classes.
Note 3	▪ The final faculty loading for full-time faculty will be submitted to the VPAA for approval, and submit pre-approved loading for faculty in both undergraduate and graduate programs to the VPAA for consolidation and approval.

Process Title	**CONDUCT OF CLASSES IN THE GRADUATE PROGRAMS**
Process Owner	Faculty, Program Chairperson, and Dean
Output(s)	▪ Class attendance ▪ Sample checked students' outputs ▪ Class record ▪ Grading sheet

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	Process Flow/Activities	Responsible Unit/ Person	Details
Step 1	Preparation before the start of classes	Faculty and Program Chairperson	Note 1
Step 2	The faculty conduct student orientations	Faculty	Note 2
Step 3	Presentation of College's vision, mission, core values, program educational objectives, and program outcomes	Faculty	Note 3
Step 4	Distribution of course outline	Faculty	Note 4
Step 5	Utilization of Learning Management System	Faculty and Students	Note 5
Step 6	Conduct of classes	Faculty and Students	Note 6
Step 7	Checking and grading of students' outputs	Faculty	Note 7
Step	Submission of final grades in Integrated Academic Information Management System (IAIMS)	Faculty	Note 8

Description of Notes	
Note 1	▪ The program chairperson creates courses in the Learning Management System and adds the faculty as "teacher" and the program chairperson and Dean as "non-editing teacher" for the class monitoring and observation.
Note 2	▪ The faculty conduct student orientations regarding classroom policies, management practices, and College-related concerns.
Note 3	▪ The faculty presents the vision, mission, core values, program objectives, and course outcomes, and discuss the class rules and grading system.
Note 4	▪ Before the start of the class, the faculty distributes the Course Outline.
Note 5	▪ The faculty and students utilize the LMS for delivering learning materials, managing coursework, and conducting assessments.
Note 6	▪ The faculty are expected to demonstrate subject mastery, use varied teaching strategies, and employ appropriate instructional materials.
Note 7	▪ The faculty implement grading criteria including periodic exams, written outputs, and performance tasks. Ensure 60% of grades come from exams and 40% from other agreed criteria.
Note 8	▪ The faculty submit grades through IAIMS. The registrar will file a copy of the grading sheet with the original faculty signature.

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CHAPTER VII
ACADEMIC OPERATING GUIDELINES AND PROCESSES

PURPOSE

This chapter aims to establish a structured framework that promotes the well-being of graduate students, compliance with legal requirements, and the efficient operation of educational institutions that shall create a positive learning environment that supports graduate student success and personal growth.

SCOPE

This chapter covers the processes undertaken by the students from admission to graduation.

TERMS AND DEFINITION

- **Admission for Graduate Studies:** The formal process of determining whether a student applicant shall be accepted in any program based on qualifications.
- **Registration for Graduate Studies:** The formal process whereby admitted students enroll in at any graduate programs and complete steps related to program confirmation, course enlistment, financial matters, documentation, registration, student identification, and access to College resources.
- **Graduation:** The successful completion of a graduate academic program, resulting in the conferral of an advanced degree. This significant milestone marks the culmination of the student's studies and the achievement of educational goals and requirements set forth by the College.

POLICY STATEMENTS

ARTICLE 1. GRADUATE STUDENT MINIMUM QUALIFICATIONS

Section 1. The graduate student applicant to the programs in the Institute of Advanced Studies must comply with the admission minimum qualifications as shown in the table below:

Programs	Admission Minimum Qualifications
Master of Arts-Academic Track Master of Science-Academic Track Master's Degree-Professional Track	Student must have a bachelor's degree with a minimum Grade Point Average (GPA) of 2.50 or higher (80-82). Must passed the Graduate School Admission Test (GSAT).
Doctor of Philosophy-Academic Track	Student must be a master's degree with a minimum Grade Point Average (GPA) of 2.0 or higher (87-89). Relevant experience with the program to enroll. Must passed the Graduate School Admission Test (GSAT).
Doctoral Degree-Professional Track	Student must have a master's degree with a minimum Grade Point Average (GPA) of 2.0 or higher (87-89). Student must have atleast one year of professional experience related to the degree being applied. Must passed the Graduate School Admission Test (GSAT).
Graduate Non-Degree Programs	Student must have a bachelor's degree. Other requirements shall be described in the proposed program proposal.

ARTICLE 2. ENTRANCE EXAMINIATION, ADMISSION, AND REGISTRATION

Section 1. No student shall be deprived of admission to the Davao del Norte State College by reason of race, age, sex, socio-economic status, religious and political affiliation, disabilities, and, ideology. The institution reserves the right to admit or reject student/s on the basis of merit.

Section 2. Applicants must complete an online application via the integrated academic management system of the College during the designated enrollment period.

Section 3. All applicants are required to take the GSAT, covering logic, basic quantitative skills, and an attitude test. The exam duration is 2 hours. Applicants must register using the

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provided form and pay the admission test fee at the Cashier's Office after application verification.

Section 4. The exam will be conducted at the Guidance Testing Center, and results can be collected from the Admission Office.

Section 5. Upon enrollment, incoming graduate student will upload online and submit the following requirements and credentials for admission and registration:

5.1 Research concept proposal for thesis/dissertation topic

5.2 Two (2) recommendation letters from former professors/immediate supervisor/research adviser

5.3 Result of DNSC Graduate School Admission Test (GSAT)

5.4 The latest copy of official Transcript of Records (TOR) for evaluation purpose

5.5 Certificate of Honorable Dismissal from the last school attended. Both the undergraduate and master's TORs are required for doctoral programs

5.6 PSA Birth Certificate with clear copy of the original Birth Certificate issued by the Local Civil Registrar

5.7 Self-Certification Form

5.8 4 copies of recent 2x2 picture, preferably in white background

5.9 Medical Certificate and Drug Test

Section 6. Applicants with degrees not aligned with their intended graduate program must complete four (4) refresher courses equivalent to twelve (12) units of major courses and/or foundation courses in their first semester upon admission in the College. These courses must be completed with a grade not lower than 2.0.

Section 7. Upon meeting the admission prerequisites, the graduate student will be interviewed by the program chairperson and the submitted research concept proposal will be evaluated. Student shall then be assigned a research adviser to guide them through their thesis/dissertation/capstone project.

ARTICLE 3. ENROLMENT PROCESSES FOR NEW ENTRANTS, SHIFTEES, AND TRANSFEREES

Section 1. The Admission Office screens all uploaded/submitted admission documents for accuracy and completeness. A master list of qualified applicants is shared with all Program Chairpersons of the Institute of Advanced Studies and the Registrar's Office. The Admission, Registrar, and Institute of Advanced Studies staff will tag the submission of documents in the integrated academic management system.

Section 2. Transferring students must obtain an "Application for Credit of Subjects" form from the Registrar's Office. This form must be approved before any credits are granted.

Section 3. The Program Chairperson conducts interviews, graduate student advising, and subject enlistment. The graduate student will be issued an unofficial registration form and proceeds to the Assessment and Cashier Offices for assessment and payment.

Section 4. Fee payments can be made at the Cashier's Window or through the Landbank of the Philippines Link.Biz Portal for online payments. Online payment proof must be emailed to the Program Chairperson for validation at the Finance Office. Once validated, the graduate student will receive an Official Receipt (OR) from the Cashier.

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Section 5. Upon payment, the graduate student presents both the unofficial registration form and the OR to the Program Chairperson, who verifies enrollment approval and provides the official registration form. Students should monitor the student portal and email for enrollment confirmation. Online payment students must also collect the OR and official registration form from the Institute or Program Chairperson.

Section 6. Following enrollment, the graduate student proceeds to the Office of Student and Development Services (OSDS) to obtain an official School ID with a validation sticker. Lost IDs shall be replaced after the student has filed affidavit of loss at the OSDS with the corresponding replacement fee. A temporary ID shall be issued once the application for replacement is approved.

Section 7. The graduate student proceeds to the Learning and Information Resource Center (LIRC) for ID issuance and registration in the Patron Maintenance of the Follet System. The student must present the Official Registration Form, submit a 1x1 ID picture, and fill out the Patron Maintenance Registration Form.

Section 8. Late registration shall be granted, provided that corresponding fines per day are observed. But the total number of hours required for the subject of not more than 10% in a semester shall also be taken into consideration. Hence, classes missed for late enrollment are considered absent from the classes.

ARTICLE 4. ENROLMENT PROCESS FOR OLD AND RETURNEE GRADUATE STUDENTS

Section 1. Graduate students must obtain a student clearance from the Institute of Advanced Studies. With the approved clearance, the Program Chairperson conducts advising and subject enlistment. The student receives an unofficial registration form and proceeds to the Assessment and Cashier Offices for assessment and payment.

Section 2. Fee payments can be made at the Cashier's Window or through the Landbank of the Philippines Link.Biz Portal for online payments. Online payment proof must be emailed to the Program Chairperson for validation at the Finance Office. Once validated, the graduate student will receive an Official Receipt (OR) from the Cashier.

Section 3. Upon payment, the graduate student presents both the unofficial registration form and the OR to the Program Chairperson, who verifies enrollment approval and provides the official registration form. Students should monitor the student portal and email for enrollment confirmation. Online payment students must also collect the OR and official registration form from the Institute or Program Chairperson.

Section 4. The graduate student shall proceed to the Office of the Student and Development Services (OSDS) to secure a validation sticker and Learning and Information Resource Center for updating of information and validation.

Section 5. Lost IDs shall be replaced after the student has filed affidavit of loss at the OSDS with the corresponding replacement fee. A temporary ID shall be issued once the application for replacement is approved.

Section 6. Late registration shall be granted, provided that corresponding fines per day are observed. But the total number of hours required for the subject of not more than 10% in a semester shall also be taken into consideration. Hence, classes missed for late enrollment are considered absent from the classes.

ARTICLE 5. CLASS TYPES AND SIZE

Section 1. The regular class size must be in minimum of 10 students and a maximum of 30 students per class. If there are more than 30 students, the class shall be divided into two sections of roughly equal size.

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Section 2. A class/course in a regular offering of the program with less than 10 students shall be considered as regular class.

Section 3. A special class is a requested course that is not in the regular offerings of the program. Special class will be open upon the request of the students (minimum of five) and the approval of the Dean and Vice President of Academic Affairs.

Section 4. A tutorial class consisting of only one or two students and granted for offering only upon the request of the students with valid reason, where the student/s need to write a formal letter to the Dean and Vice President for Academic Affairs for approval. The course can be handled by available faculty, subject to faculty workload policy.

Section 5. Regular faculty members handling courses in the graduate programs with overload will receive honorarium based on the approved guidelines. Meanwhile, the honorarium of the faculty members assigned to handle special/tutorial courses will be paid and equally divided by the students.

ARTICLE 6. STUDENT'S ACADEMIC LOAD

Section 1. Graduate student's academic load shall be in accordance with the approved curriculum.

Section 2. During summer sessions, graduate students are permitted to enroll in a maximum of six (6) units. However, in the exceptional case where a student has only one course remaining in their curriculum, they may request approval for the course offering from the Dean and Vice President for Academic Affairs.

Section 3. Graduate students are not permitted to enroll simultaneously in two (2) distinct academic programs, to ensure focus and academic integrity.

ARTICLE 7. ADDING/CHANGING, DROPPING OF COURSES, AND DROPPING WITH PERMISSION

Section 1. The Adding/Changing of course is allowed for valid reasons and shall be in consultation with and approval of the Program Chairperson, Dean and, Registrar, provided it will not cause an overload of the prescribed units in a given semester of the enrolled program.

Section 2. Valid reasons for changing, adding, or dropping courses must be presented, such as scheduling conflicts, unmet prerequisites, or unforeseen personal circumstances. These reasons must be documented in the request.

Section 3. Adding/dropping/changing of course shall be done within two weeks from the start of the semester, in a prescribed form with a corresponding fee.

Section 4. The process for requesting changes involves submitting a formal petition to the Institute or registrar's office with the prescribed form and shall be approved by the Faculty, Program Chairperson, Dean, and the Registrar.

Section 5. After the initial deadline for course changes has passed, no further changes will be permitted.

Section 6. Courses officially dropped within the prescribed time shall not be officially reflected in the Official Transcript of Records (OTR).

Section 7. Student who accumulates more than twenty percent (20%) of the total number of class hours with unexcused absences shall be dropped automatically with marked "Dropped".

Section 9. All adding/changing, dropping of course, and dropping with permission must be officially filed and reported at the Registrar's Office.

ARTICLE 8. WITHDRAWAL FROM THE PROGRAM

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Article 1. Withdrawal from the program is considered within the first day of the semester and shall be classified as "cancelled", in a prescribed form with a corresponding fee. Provision on dropping will apply if the withdrawal is done after the prescribed period.

Section 2. Any student who withdraws from the College without any formal withdrawal shall be liable for any unpaid authorized fees and grades shall be marked as "Dropped".

ARTICLE 9. ADVANCED OR TRANSFER OF CREDIT OF COURSES

Section 1. Applications for advanced or transfer credit must be filed with the Registrar's Office and Institute during the first semester of residence, in a prescribed form. The Program Chairperson evaluates the submitted credentials and makes recommendations to the Dean, with final approval noted by the Registrar.

Section 2. Graduate students whose admission has been approved and who have been duly enrolled may apply for advanced or transfer credits for courses passed at other CHEd-recognized institutions within the last three years of their graduate work.

Section 3. Credit transfer refers to the process of crediting courses with identical titles from completed degrees. However, credit transfer from an earned degree to the current program is not allowed.

ARTICLE 10. SUBSTITUTION OF COURSES

Section 1. Course substitution may be authorized under the following conditions:

When the student's curriculum has been superseded by a new one, and the substitution aligns the old curriculum with the new one.
When a required course is not offered, and the student is in their final semester.
When the student is deficient in a particular discipline and has demonstrated proficiency in a related discipline.
When the courses taken fall within the year of residency for graduate work.
When a curriculum change occurs during the transition, and the student lacks units from the old curriculum, substitution may be from a related discipline in the new curriculum.

Section 2. Every petition for substitution must:
Involve courses within the same program, if possible; if not, the subject concerned must be closely related.
Match the number of units of the substituted course.
Be recommended by the Program Chairperson and approved by the Dean and the Registrar.
The student has not received failing grade or 5.0.

Section 3. Substitution of courses must be done before the enrollment period to within the two weeks from the start of the semester, in a prescribed form with a corresponding fee.

Section 4. The substitution of courses must be officially filed and reported to the Registrar's Office.

ARTICLE 11. CROSS REGISTRATION

Section 1. Graduate students enrolled in the College's graduate program who wish to cross-register at another institution may do so if the following conditions are met:
There is an immediate need to address academic deficiencies, particularly for graduating students and the required course(s) are not offered at the College in a given semester.
The cross-registration does not conflict with the student's existing class schedule.
The total number of cross-registered units shall not exceed six (6) units.

Section 2. A permit for cross-registration at other CHEd-recognized graduate schools may be issued by the Dean of the Institute of Advanced Studies and noted by the Registrar, provided the academic load and residency requirements outlined in the College Code are adhered to. The approved cross-registration permit must be submitted to the Registrar's Office. A Certification of Grades from the cross-registered institution must also be submitted at the end of the term.

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Section 3. Graduate students earning units at other institutions who wish to cross-register at the College must present written permission from the Dean and the Registrar of the institution where they are currently enrolled.

ARTICLE 12. FOREIGN STUDENTS

Section 1. Admission of foreign graduate students is subject to existing CHEd rules and requires a permit from authorized agencies such as the Bureau of Immigration.

ARTICLE 13. COURSE WORK REQUIREMENT

Section 1: Graduate students must adhere to the course work requirements of their chosen program. Foundation and major courses are predetermined, while cognate or elective courses may be selected by the student in consultation with the Program Chairperson.

Section 2: Refresher courses for graduate students shall be determined by the Program Chairperson based on the student's prior academic background.

ARTICLE 14. SHIFTING OF PROGRAM

Section 1. Shifting from one (1) program to another shall be allowed under the following provision:

The shift occurs before the student has completed one-fourth (1/4) of the total academic units required for the current program.
At least fifty percent (50%) of the courses already taken in the current program can be credited towards the new curriculum.\

ARTICLE 15. ATTENDANCE

Section 1. All students are required to attend classes punctually and regularly. The faculty must diligently monitor the class attendance.

Section 2. The maximum unexcused absences allowed per courses in each semester shall be up to twenty percent (20%) of the total number of class hours. Absences beyond this permissible number shall be grounds for dropping of the student.

Section 3. Excused absences with valid reason will be considered with a formal letter of excuse letter from the student address and approved by the concerned faculty and duly noted by the Program Chairperson.

Section 4. All class hours missed because of late registration shall be considered as absences, except for valid reason.

ARTICLE 16. RESIDENCY

Section 1. Graduate students are expected to complete their programs within the prescribed period stated in the approved curriculum.

Section 2. If the thesis/dissertation is not completed within the prescribed period, the graduate student must enroll in residency to maintain student status.

Section 3. The prescribed period of actual residence is equivalent to the 1½ x the normal length of the course:

Maximum residency rule (MRR) of five (5) years is allowed for master's degree programs, in addition to the prescriptive period for the comprehensive examination and leave of absence.

Maximum residency rule (MRR) of seven (7) years is allowed for doctoral degree programs, in addition to the prescriptive period for the comprehensive examination and leave of absence.

ARTICLE 15. LEAVE OF ABSENCE

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Section 1. Student who does not intend to enroll in a semester may apply for a leave of absence (LOA) and be requested in a written petition to the Dean, stating the reason for which the leave is desired and should specify the period of the leave, in a prescribed form and corresponding fee.

Section 2. A student may be granted a total of two (2) semesters of LoA, with a cumulative maximum leave of two (2) years. An approved LoA does not count towards the student's maximum residency period.

Section 3. The official application for the leave of absence must be filed at the Registrar's office for recording.

ARTICLE 16. GRADES AND GRADING SYSTEM

Section 1: The academic performance of the students shall be evaluated and graded at the end of each semester using the prescribed grading system. The College reserves the right to establish a standard in computing grades based on the approved grading system.

Section 2: The final grades shall be based on the summative test (written and/or performance based) shall be 60% and the remaining 40% will be dependent on the agreement of faculty and students.

Section 3: Only registered students who are present in the Official Class List are to be given with the final grades. The grading system shall be as follows:

Numerical Equivalent	Percentage Equivalent	Description
1.0	99-100	Excellent
1.25	96-98	Very Good
1.5	93-95	Good
1.75	90-92	Fair
2.0	87-89	Passing
5.0	80-86	Failure
DRP		Dropped
AW		Authorized withdrawal where students officially withdrawn from the course within the prescribed period.
INC	Incomplete	Incomplete grades shall be completed within a period of one (1) year from the semester the subject was taken. Beyond this period, the incomplete automatically becomes a "5.0" (Failure) for the subject. It shall be the responsibility of the College Registrar to make such changes in the grading sheet and the student's permanent record.
INP	In-progress	In-progress grade is given to student with unfinished capstone/thesis/dissertation.

Section 4. A rating of (INC) is given to a student whose class standing throughout the semester is passing but fails to submit the final course requirement or fails to complete other course requirements. Incomplete (INC) grades must be completed within a period of one (1) year or two (2) consecutive semesters from the term the course is taken. Beyond this period, the incomplete grade automatically becomes a "5.0" (Failure) for the corresponding course.

Section 5. Accomplished completion form must be submitted by the concerned faculty upon completion of grades within the specified period to the Registrar's Office for updating of record on student's completed grade.

Section 6. In-progress grade is given to student were not able to fully comply with all academic requirements. Student with INP grade need to re-enroll the course in the

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succeeding semesters to complete the academic requirements subject to the maximum residency rule.

Section 7. The faculty have sole authority to determine and assign grades to their students. If a professor becomes incapacitated, disconnected from service, or otherwise unable to fulfill this duty, the Program Chairperson shall be authorized take appropriate action to determine and assign the students' grades.

Section 8. Faculty members are required to submit final grades within ten (10) calendar days, excluding Sundays and holidays, after the last day of the semester. However, in justifiable cases, deviation from this rule may be authorized by the Vice President for the Academic Affairs as recommended by the Institute Dean.

Section 9. Any deviation from the rule stated in preceding section shall require the imposition of fines by the Institution, as approved by its governing body. These fines shall be applied for the non-submission of final grades only. The fines shall be paid directly to the cashier's office. The office of the VPAA and Registrar shall provide the report of late submission to the Finance Director and the College President for information and authority for collection.

Section 10. Faculty members shall not change any grades after the grades report is filed with the Registrar's Office. In exceptional cases where an error has been committed, changes in grades shall be made subject to the following requirements not later than one (1) upon its submission:

10.1 Official letter request to the Registrar duly recommended by the Dean concerned shall be submitted to the Vice President for Academic Affairs for approval.

10.2 Authenticated photocopies of the class records and grading sheets.

10.3 Notarized affidavit attesting the truth that the noted errors have been corrected in the reports of grades in the Registrar's Office.

Section 11. The concerned Program Chairperson shall maintain to keep a summary of grades or Evaluation Sheet and the students' academic record from first year up to graduation or separation from the College. This record shall also serve as the back-up in addition to the integrated management system.

Section 12. Student copy of the semestral grade can be obtained from the system after the faculty has submitted the grades. Furthermore, students can get the certificate of grades at the Registrar's Office upon request and payment of required fees.

ARTICLE 17. RETENTION

Section 1. To remain in good standing, student must maintain a General Percentage Average (GPA) of 2.0 (87-89) or better at the end of each semester until the completion of the program of study. Grades marked as incomplete (INC) or dropped (DRP) shall be included in the GPA calculation.

Section 2. Student who fails to achieve a GPA of 2.0 or better at the end of a semester shall be placed on probationary status. During this period, the student's course load shall be reduced by the equivalent number of units of incomplete or dropped grades.

Section 3. Student who has incomplete grades in all enrolled courses in the previous semester shall comply first the incomplete grades before the student shall be allowed to enroll in the succeeding semester.

Section 4. Student who dropped all enrolled courses with permission in a semester and wishes to be re-admitted in the succeeding semester shall be allowed to enroll in 50% to 75% total units of the regular course load.

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ARTICLE 18. STUDENTS' CLEARANCE

Section 1. All enrolled students are required to comply all delinquency and clearance from the respective offices every before the end of the semester. and secure clearance from the Office of the Dean.

Section 2. Student shall request for online clearance and secure clearance form from the Office of the Dean.

Section 3. All enrolled, graduating, returning, and non-enrolled students are required to complete the student clearance before they could request for any document.

ARTICLE 19. GRADUATION ACADEMIC REQUIREMENTS

Section 1. A candidate shall be recommended for graduation upon successful completion of all academic requirements, to wit:

1.1 Passing the comprehensive examination

1.2 Final defense of the thesis and publicly defended dissertation

1.3 Research publication (publication could stem from student's thesis/dissertation where student have more than 50% of contribution or other research outputs produced in the course of completing the coursework with sole or main authorship) in refereed or nationally/internationally indexed journals

1.4 Paper presentation in international and/or national conference

1.5 Hardcopies of the approved final thesis/dissertation manuscript duly signed by the thesis/dissertation advisory committee and the Dean of the Institute

Section 2. The Candidates for Graduation shall apply for graduation at the Registrar's Office in the last semester of the program pursued for final evaluation. All graduating students must file a formal application as candidate for graduation at the Registrar's Office one (1) month after the enrolment in the last semester and/or, after the endorsement of the candidates for graduation from the Institute. This information shall serve as the basis for identifying candidates for graduation so that their records can be evaluated at the earliest possible time.

Section 3. Students who have completed all the academic requirements for their respective degrees may be recommended for graduation even if they have not processed their clearance. However, the granting of Certificate of Eligibility to Transfer/Honorable Dismissal and the issuance of the transcript of records, and other documents shall be withheld pending submission of clearance by the student.

ARTICLE 20. GRADUATION AND COMMENCEMENT EXERCISES

Section 1. A commencement exercise is held annually at the end of the academic year as scheduled in the academic calendar. Only students who have completed all academic requirements for graduation may participate in commencement ceremonies. Students who have completed a degree during the summer period or first semester are eligible to participate in the ceremony.

Section 2. The names of graduates and degree candidates who have applied for graduation within the deadline will be included in the commencement program the most two (2) weeks before the date of commencement exercise. Students who do not wish to have their names published in the commencement program may opt out by filing a request to withhold information with the Registrar's Office.

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Section 3. The candidates for graduation shall wear an academic regalia with details that are duly approved by the College governing Board.

Section 4. The Institute may have separate schedule and venue for commencement exercise that is exclusive for the graduate programs in agreement with the graduating students and approval of the College President.

Section 5. Attendance of graduating students in the commencement exercises is optional. Graduating students who choose not to participate in the commencement exercises must write formal letter address the Deans at least ten (10) days before the commencement exercise. The diploma, certificate and transcripts of records from the Office of the Registrar provided that they comply with all other requirements and obligations.

Section 6. In case of death of a candidate for graduation, student's name shall be included in the list of graduates, and be conferred during commencement exercises by the College President, provided that all academic requirements are complied. The Diploma shall be claimed at the Office of the Registrar by the immediate family member.

Section 7. The Transcript of Records for graduated students, after the successful completion of the program, shall include the following details:

Title of the thesis/dissertation/project

Date of its successful final defense

Complete citation of any related published journal articles using any standard format.

ARTICLE 21. TRANSFER OF STUDENT, SCHOOL RECORDS, TRANSFER CREDENTIAL REQUES, AND TRANSFER OF SCHOOL RECORDS

Section 1. Transfer of students from a recognized Higher Education Institution (HEI) shall be allowed, subject to the approved admission and enrollment policies, and, the rule on pre-requisites of the approved curriculum pursued in this institution.

Article 2. All courses and units taken from a recognized HEI shall be credited provided that these are prescribed in the curriculum and have the same course description, course content and number of units.

Article 3. Student record shall contain the final rating of each course with the corresponding credits, or the action hereon.

Article 4. Any student who wishes to transfer to another institution must submit a duly accomplished student clearance to the Registrar's Office to secure transfer credentials.

Article 5. Any student who is dismissed/expelled from the institution shall not be entitled to a Certificate of Eligibility to Transfer or an Honorable Dismissal. The student shall be permitted to receive a transcript of records, a certification of the academic status and shall contain a statement of the disciplinary action rendered. Provided further, that the student is cleared of all financial obligations and accountabilities in this institution.

Article 6. The Transfer Credential shall be issued and signed by the Registrar and shall be issued after the filing of the application for transfer.

Article 7. When the student transfers to another institution, the admitting HEI shall, upon receipt of the transfer credentials, request in writing for the transcript of records of the student. The Registrar shall forward the transcript of records directly to the requesting HEI within thirty (30) working days from the receipt of the request. The transcript of records can be issued to the student who is duly authorized by the admitting HEI.

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	Article 8. The HEI to facilitate the transfer or release the school records of a student who has no outstanding property and/or financial obligations to the institution or is not under penalty of suspension or expulsion. **Article 9.** The institution, at its discretion may withhold the release of the transfer credentials of a student who has outstanding property or financial obligations, or is under penalty of suspension or expulsion. The transfer credentials shall be released upon settlement of the obligation or after the penalty of suspension is served or expulsion lifted. **Article 10.** In case of suspended students, the student shall be given to receive a transcript of records and transfer credentials. Provided further, that the student is cleared of all financial obligations and accountabilities in the institution.

PROCESS FLOW

This chapter includes ten (10) relevant and applicable processes:

1. Enrollment process
2. Changing, adding, and dropping of courses
3. Advanced or transfer of credit
4. Cross registration
5. Shifting of program
6. Submission and correction of final grade
7. Leave of absence
8. Monitoring of student's attendance
9. Retention and academic standing
10. Completion of academic requirements

Process Title	**ENROLLMENT PROCESS**
Process Owner	Registrar, Dean, and Program Chairperson
Output(s)	Student official enrollment form

	Process Flow/Activities	Responsible Unit/ Person	Details
Step 1	Student submits enrollment requirements	Admission Officer	Note 1
Step 2	Evaluation of student's credentials	Admission Officer and Program Chairperson	Note 2
Step 3	Approval and issuance of registration form	Program Chairperson	Note 3
Step 4	Payment of fees	Student, Assessment and Cashier's Office	Note 4
Step 5	Finalization of enrollment	Program Chairperson	Note 5

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Step 6	Release of school ID or validation sticker and LIRC ID	Office of Student and Development Services (OSDS) and Learning and Information Resource Center (LIRC)	Note 6

Description of Notes	
Note 1	▪ Student applicant submits all necessary requirements and documents for admission.
Note 2	▪ The Admission Officer reviews and collect the submitted documents to ensure they meet the admission criteria and the Program Chairperson conducts interviews, graduate student advising, and subject enlistment.
Note 3	▪ The graduate student will be issued an unofficial registration form and proceeds to the Assessment and Cashier Offices for assessment and payment.
Note 4	▪ Payment of fees can be made at the Cashier's Window or through the Landbank of the Philippines Link.Biz Portal for online payments.
Note 5	▪ Upon payment, the graduate student presents both the unofficial registration form and the official receipt (OR) to the Program Chairperson, who verifies enrollment approval and provides the official registration form.
Step 6	▪ Following enrollment, the graduate student proceeds to the Office of Student and Development Services (OSDS) to obtain an official School ID with a validation sticker and to the Learning and Information Resource Center (LIRC) for ID issuance and registration in the Patron Maintenance of the Follet System.

Process Title	**CHANGING, ADDING, AND DROPPING OF COURSES**
Process Owner	Registrar, Dean, and Program Chairperson
Output(s)	Student changing, adding, and dropping form

	Process Flow/Activities	Responsible Unit/ Person	Details
Step 1	Submission of course change request	Student	Note 1
Step 2	Review and recommendation by Program Chairperson	Program Chairperson	Note 2
Step 3	Approval by the Dean	Dean	Note 3
Step 4	Registrar updates the student's record	Registrar's Office	Note 4

Description of Notes	
Note 1	▪ The student submits a formal petition to change, add, or drop a course to the Registrar's Office within the first week of classes.
Note 2	▪ The Program Chairperson reviews the petition, considers the student's reasons, and recommends action.

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Note 3	▪ The Dean of the Institute of Advanced Studies reviews the recommendation and either approves or denies the request.
Note 4	▪ Upon approval, the Registrar's Office updates the student's academic record to reflect the changes.

Process Title	**ADVANCED OR TRANSFER OF CREDIT**
Process Owner	Registrar, Dean, and Program Chairperson
Output(s)	Advanced or transfer of credit form

Process Flow/Activities		Responsible Unit/ Person	Details
Step 1	Submission of transfer credit request	Student	Note 1
Step 2	Review and evaluation by Program Chairperson	Program Chairperson	Note 2
Step 3	Recommendation and approval by the Dean and Registrar	Dean and Registrar	Note 3
Step 4	Registrar updates the student's record	Registrar's Office	Note 4

Description of Notes	
Note 1	▪ The student submits an application for advanced or transfer credits during the first semester of residence.
Note 2	▪ The Program Chairperson evaluates the credentials submitted and ensures the courses meet the criteria for credit transfer.
Note 3	▪ The Program Chairperson makes a recommendation to the Dean and the Registrar, who has final approval authority.
Note 4	▪ Upon approval, the Registrar's Office updates the student's academic record to reflect the approved credits.

Process Title	**CROSS REGISTRATION**
Process Owner	Registrar, Dean, and Program Chairperson
Output(s)	Cross registration form

Process Flow/Activities		Responsible Unit/ Person	Details
Step 1	Submission of cross-registration request	Student	Note 1

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Step 2	Review and evaluation by Program Chairperson	Program Chairperson	Note 2
Step 3	Recommendation and approval by the Dean and Registrar	Dean and Registrar	Note 3
Step 4	Registrar issues cross-registration permit	Registrar's Office	Note 4
Step 5	Submission of grades.	Student and Registrar's Office	Note 5

Description of Notes	
Note 1	▪ The student submits a request for cross-registration, detailing the need and proposed institution.
Note 2	▪ The Program Chairperson reviews the request to ensure it meets academic and schedule requirements.
Note 3	▪ The Dean and Registrar review and approve the cross-registration request.
Note 4	▪ The Registrar's Office issues a cross-registration permit, noting the approved courses and institution.
Note 5	▪ The student submits a Certification of Grades from the cross-registered institution at the end of the term. The Registrar's Office updates the student's record.

Process Title	**SHIFTING OF PROGRAM**
Process Owner	Registrar, Dean, and Program Chairperson
Output(s)	Shifting form

Process Flow/Activities		Responsible Unit/ Person	Details
Step 1	Submission of program shift request	Student	Note 1
Step 2	Review and recommendation by Program Chairperson.	Program Chairperson	Note 2
Step 3	Evaluation of credited courses.	Program Chairperson	Note 3
Step 4	Approval by the Dean.	Dean	Note 4

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Step 5	Registrar updates academic records.	Registrar's Office	Note 5

Description of Notes	
Note 1	▪ The student submits a formal request to shift programs, detailing the reasons for the change.
Note 2	▪ The Program Chairperson reviews the request and the student's academic progress
Note 3	▪ The Program Chairperson assesses which courses can be credited towards the new program
Note 4	▪ The Dean reviews the recommendation and approves the program shift.
Note 5	▪ The Registrar's Office updates the student's academic records to reflect the new program and credited courses

Process Title	**LEAVE OF ABSENCE**
Process Owner	Registrar, Dean, and Program Chairperson
Output(s)	Shifting form

Process Flow/Activities		Responsible Unit/ Person	Details
Step 1	Request and submission of LoA request.	Student	Note 1
Step 2	Review and approval by Dean.	Dean	Note 2
Step 3	Registrar updates student status	Registrar's Office	Note 3

Description of Notes	
Note 1	▪ The student submits a formal written request for a Leave of Absence, specifying the reasons.
Note 2	▪ The Dean reviews the request and grants approval, noting the duration of the leave.
Note 3	▪ The Registrar's Office updates the student's status to reflect the approved LoA, ensuring it does not count towards residency.

Process Title	**SUBMISSION AND CORRECTION OF FINAL GRADES**
Process Owner	Faculty and Registrar
Output(s)	Final grading sheet

Process Flow/Activities		Responsible Unit/ Person	Details
Step 1	Faculty calculates and assigns grades	Faculty	Note 1

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Step 2	Submission of grades to Registrar through IAIMS	Faculty	Note 2
Step 3	Registrar records grades	Registrar's Office	Note 3
Step 4	Correction of errors (if any).	Faculty and Registrar's Office	Note 4

Description of Notes	
Note 1	▪ Faculty calculates and assigns grades based on student performance.
Note 2	▪ Faculty submits the grades through IAIMS to the Registrar's Office within the stipulated timeline.
Note 3	▪ The Registrar's Office records the grades in the student's academic record.
Note 4	▪ If computational errors are found, faculty may request permission to correct the grades within a year, complying all required documents and subject to approval by the VPAA. Upon approval of a grade change, the correction shall be forwarded to the Registrar's Office for updating the student's record.

Process Title	**MONITORING OF STUDENT'S ATTENDANCE**
Process Owner	Faculty and Program Chairperson
Output(s)	Class attendance sheet

Process Flow/Activities		Responsible Unit/ Person	Details
Step 1	Recording of class attendance	Faculty	Note 1
Step 2	Identification of excessive absences	Faculty	Note 2
Step 3	Notification of absence violation	Faculty and Program Chairperson	Note 3
Step 4	Decision on dropping from the roll	Faculty, Program Chairperson, and Dean	Note 4

Description of Notes	
Note 1	▪ The faculty records the attendance for each class session, noting any absences.

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Note 2	▪ The faculty reviews attendance records regularly. If a student exceeds 10% of the total class hours in absences, the instructor identifies the student as at risk of being dropped.
Note 3	▪ The faculty notifies the program chairperson and the student about the violation. The program chairperson follows up with formal communication regarding the potential drop from the roll.
Note 4	▪ The program chairperson in consultation with the Dean, decides whether to drop the student from the roll based on attendance records and any mitigating circumstances.

Process Title	**RETENTION AND ACADEMIC STANDING**
Process Owner	Registrar, Dean, and Program Chairperson
Output(s)	Report on student's coursework with corresponding grades and GPA

	Process Flow/Activities	Responsible Unit/ Person	Details
Step 1	End-of-semester GPA calculation	Program Chairperson	Note 1
Step 2	identification of probationary status	Program Chairperson	Note 2
Step 3	Probationary status communication	Program Chairperson	Note 3
Step 4	Monitoring of probationary students	Program Chairperson	Note 4
Step 5	Completion of incomplete grades	Student, Faculty, and Program Chairperson	Note 5
Step 6	Re-admission process for students with dropped grades	Program Chairperson and Registrar	Note 6

Description of Notes	
Note 1	▪ At the end of each semester, the registrar calculates the GPA for each student, including incomplete and dropped grades in the GPA.
Note 2	▪ Students with a GPA below 1.75 are identified and placed on probationary status.
Note 3	▪ The program chairperson informs the student of their probationary status and outlines the reduced course load for the next semester.
Note 4	▪ The program chairperson closely monitors the academic progress of students on probationary status, providing additional support as needed.
Note 5	▪ Students with incomplete grades work with course instructors to complete outstanding work before enrolling in the next semester.

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Note 6	▪ Students who dropped all courses in a semester must apply for re-admission. If approved, they are allowed to enroll in a reduced course load (6-9 units) in the succeeding semester.

Process Title	**COMPLETION OF ACADEMIC REQUIREMENTS**
Process Owner	Student and Program Chairperson
Output(s)	▪ Completed coursework ▪ Result of comprehensive examination ▪ Copy of the announcement for final defense ▪ Copy of research publication ▪ Proof of paper presentation ▪ Hardbound copy of thesis/dissertation

Process Flow/Activities		Responsible Unit/ Person	Details
Step 1	completion of academic coursework and passing of the comprehensive examination	Student and Program Chairperson	Note 1
Step 2	Submission of thesis/dissertation for final defense	Student and Thesis/Dissertation Advisory Committee	Note 2
Step 3	Compliance to research publication and presentation of research	Student	Note 3
Step 4	Submission of hardbound manuscript	Student, Program Chairperson, and Registrar	Note 4

Description of Notes	
Note 1	▪ Students must complete all required coursework and pass the comprehensive examination as outlined in their program of study.
Note 2	▪ Students submit their thesis/dissertation and schedule for a final defense. The Thesis/Dissertation Advisory Committee reviews and approves the defense.
Note 3	▪ Students present their research findings and ensure the thesis/dissertation or other research outputs is published in a peer-reviewed journal or in internationally/nationally indexed journal.
Note 4	▪ Students submit the required hard-bound copies of the thesis/dissertation to the registrar's office for final checking

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CHAPTER VIII
GRADUATE PROGRAMS SCHEDULE OF FEES

PURPOSE

This chapter serves as a financial planning tool, ensures transparency, facilitates compliance with regulations, supports billing and payments, aids in financial aid distribution, and helps students and institutions make informed financial decisions.

SCOPE

This chapter covers the Tuition and Other School Fees (TOSF) for graduate programs based on the approved Board of Trustees.

TERMS AND DEFINITION

- **Tuition:** the specific amount of money that graduate students are required to pay to enroll in the College. Tuition fees often represent a significant portion of the overall cost of education and are typically charged per academic term or semester.
- **Other and additional fees**: encompass any additional charges beyond tuition that graduate students may be required to pay for specific services, materials, or facilities.
- **Honorarium** is a form of compensation granted to the faculty for the performance of tasks or involvement in activities beyond their regular functions.

POLICY STATEMENTS

ARTICLE 1. TUITION AND OTHER FEES

Section 1. Graduate students are responsible for settling all requisite fees outlined in this chapter. Payments can be processed through the Cashier's Office or via online payment platforms. Details on the schedule of fees are the following (based on Board of Trustees Resolution No. 74, Series 2022 dated February 9, 2023, effective 1st Semester of Academic Year 2023-2024):

Fees	Masters	Doctorate	Coverage	Frequency
Tuition	450.00	700.00	per unit	Semestral
Registration	1,266.00	1,266.00	per semester	Semestral
Major Laboratory	800.00	800.00	per subject	Semestral
General Laboratory	700.00	700.00	per subject	Semestral
Internet	106.00	106.00	per semester	Semestral
Medical/Dental	106.00	106.00	per semester	Semestral
Insurance	200.00	200.00	per semester	Yearly
Energy	369.00	369.00	per semester	Semestral
Quality Assurance	528.00	528.00	per semester	Semestral
Library	528.00	528.00	per semester	Semestral
School ID	150.00	150.00	per semester	Once
GRASS	211.00	211.00	per semester	Semestral
Publication	528.00	528.00	per semester	Semestral
General/Science Laboratory	211.00	365.50	per subject	Semestral
Late Registration	211.00	211.00	per occurrence	Semestral
Admission	528.00	528.00	per semester	Once
Residency Fee	1,055.00	1,055.00	per occurrence	Semestral
Alumni (Upon Graduation)	527.50	527.50	per semester	Once
Handbook	200.00	200.00	per semester	Once
Total Tuition Fee (9 units)	4,050.00	6,300.00	per semester	Semestral
Total Tuition Fee (12 units)	5,400.00	8,400.00	per semester	Semestral
Total Other School Fees	8,224.50	8,379.00	per semester	Semestral
Total TOSF	12,274.50	14,679.00	per semester	Semestral

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(9 units)				
Total TOSF (12 units)	13,624.50	16,779.00	per semester	Semestral

Section 2. Upon enrollment, graduate students are required to make an initial payment equivalent to 30% of the total tuition and other fees for the semester. The remaining balance of 70% is to be paid in equal monthly installments, starting from the second month of the semester and concluding in the final month.

Section 3. To be eligible for enrollment in the subsequent semester, graduate students must ensure the full settlement of all outstanding balances by the end of the current semester.

Section 4. Graduate students who are recipients of scholarships may be eligible for a specialized payment arrangement. This arrangement is contingent upon a mutually agreed-upon schedule between the scholar and the institution.

Section 5. Graduate students may be required to pay supplementary fees based on specific requests and needs. These fees include, but are not limited to:

5.1 Graduation fee covers the administrative and processing costs associated with a student's graduation, excluding the issuance of diplomas and transcripts.

5.2 Comprehensive exam fee is assessed for the administration, evaluation, and processing of comprehensive exams, which are typically required in graduate programs.

Other Fees	Masters	Doctorate	Coverage	Frequency
Graduation Fee	Minimum of 1,500. Excess shall be collected from students, provided approved by the BOT, and agreed by the graduating class.			
Comprehensive Exam	1,055.00	1,266.00	Per Exam	Once

ARTICLE 2. REFUND OF FEES

Section 1. Refund of fees shall be granted to student with approved application of withdrawal/cancellation from the program (Chapter VII, Article 8), subject to the following regulations:

1.1 90% of the total payment of tuition fee shall be refunded in accordance with the prescribe period within one week from the start of the semester.

1.2 80% of the total payment of tuition fee shall be refunded in accordance with the prescribe period within two weeks from the start of the semester.

1.3 Refund of fee shall no longer be allowed after two weeks from the start of the semester.

Section 2. The overall transaction relative to the application, filing, recording, and releasing of refund fees shall be in coordination with the Finance Division.

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CHAPTER IX
MECHANISMS TO ENSURE ACADEMIC INTEGRITY

PURPOSE	This chapter aims to establish clear guidelines and procedures to maintain and uphold academic integrity within the academic community. The policy aims to prevent, identify, and address academic misconduct, ensuring that all academic work is conducted with honesty and transparency.
SCOPE	This policy applies to all students, faculty, staff, and administrators involved in academic activities at the Davao del Norte State College - Institute of Advanced Studies.
TERMS AND DEFINITION	▪ **Academic Integrity:** The adherence to ethical principles and honesty in all academic activities, including the creation, dissemination, and application of knowledge. It involves avoiding cheating, plagiarism, and any other forms of academic dishonesty. ▪ **Plagiarism:** The act of using someone else's work, ideas, or expressions without proper acknowledgment, presenting them as one's own. Plagiarism includes copying text, images, or data without citation, paraphrasing without credit, and failing to use quotation marks for direct quotes. ▪ **Cheating:** Any dishonest behavior or act that gives an unfair advantage in an academic setting. This can include using unauthorized materials during an exam, copying another student's work, or collaborating without permission on individual assignments. ▪ **Fabrication/Falsification:** Fabrication involves making up data, results, or references, while falsification refers to altering or misrepresenting existing information, data, or records in an academic setting. Both are serious violations of academic integrity. ▪ **Citation:** The practice of giving proper credit to the original sources of ideas, information, or works used in academic writing. Citations are crucial for avoiding plagiarism and maintaining academic integrity.
POLICY STATEMENTS	**ARTICLE 1. ACADEMIC INTEGRITY** **Section 1.** The Davao del Norte State College- Institute of Advanced Studies s committed to fostering an environment that promotes academic integrity as a fundamental value. Integrity, honesty, and ethical behavior are essential in all academic endeavors, including teaching, learning, and research. **Section 2.** In keeping with integrity as one of its core values, the College adheres to the belief that effective learning, teaching and research are anchored on the mutual trust and trustworthiness of all members of the academic community. This is especially true to the integrity of the work submitted for academic credit (exams, papers, assignments, etc.) and those conducted in the wider arena of research. **Section 3.** Students are expected to conduct themselves with integrity in all academic work. This includes adhering to the principles of academic honesty in examinations, assignments, research, and other academic activities. **Section 4.** Faculty members are responsible for promoting academic integrity through clear communication of expectations, fair and consistent assessment practices, and vigilance in identifying and addressing academic misconduct. **ARTICLE 2. VIOLATION TO THE ACADEMIC INTEGRITY** **Section 1.** Plagiarism is taking someone else's ideas, words, or other types of work (e.g., info- graphic, artwork, sketch, diagram, photograph, etc.) and presenting them as one's own. To avoid plagiarism, students must always: 1.1 Enclose every quotation in quotation marks and acknowledge its source. 1.2 Cite the source of every summary, paraphrase, abstraction, or adaptation of material originally prepared by another person and any factual data that is not considered common knowledge. Include the name of the author, title of work, publication information, and page reference.

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1.3 Acknowledge material obtained from lectures, interviews, or other oral communication by citing the source (name of the speaker, the occasion, the place, and the date).

1.4 Cite material from the internet as if it were from a traditionally published source. Follow the citation style or requirements of the person for whom the work is produced.

Section 2. The student must not receive or provide any unauthorized assistance on an examination. During an examination a student may use only materials authorized by the faculty.

Section 3. When a student submits work with only the name of the student on it, this is a written statement that credit for the work belongs to that student alone. If the work was a product of collaboration, each student is expected to acknowledge in writing all persons who contributed to its completion.

Section 4. It is dishonest to fabricate or falsify data in laboratory experiments, research papers, reports, or in any other circumstances; to fabricate source material in a bibliography or "works cited" list; or to provide false information on a résumé or other document in connection with academic efforts. It is also dishonest to take data developed by someone else and present them as one's own.

Section 5. Unauthorized sharing of school documents and forms to the public is an act of unauthorized sharing of school documents and forms to the public via websites or other forms. Such documents and forms include course pack, course syllabus, course outline, lesson file, activity files, quiz files, examination files, and other related documents/files. Students are not allowed to share these files as they are owned by DNSC and by the faculty. Those students who will be found violating these privacy issues, especially on posting/sharing on these modules, will be subjected to disciplinary action and will be penalized accordingly.

Section 6. Under no circumstances is it not acceptable for student to:

6.1 Submit the same work, or essentially the same work, for more than one course without explicitly obtaining permission from professors.

6.2 Request an academic benefit based on false information.

6.3 Make any changes (including adding or erasing material) on any test paper, problem set, or class assignment submitted for a re-grade.

6.4 Steal, deface or damage academic facilities or materials.

6.5 Submit academic work under someone else's name other than the owner. This includes but is not limited to sitting for another person's exam, where both parties will be held responsible.

Section 7. The Institute shall adopt the College's policy in the ethical use of Artificial Intelligence (AI) in academic and research work.

ARTICLE 3. PREVENTIVE MEASURES

Section 1. The Institute shall provide regular training and workshops on academic integrity for students, faculty, and staff. These sessions will cover topics such as plagiarism, proper citation practices, and the consequences of academic dishonesty.

Section 2. Clear guidelines on academic integrity shall be included in the course syllabi, student handbooks, and other relevant academic documents.

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Section 3. The Institute will utilize plagiarism detection software and other technological tools to monitor and prevent academic dishonesty. Faculty members are encouraged to use these tools to verify the originality of student submissions.

Section 4. Online exams and assessments shall be conducted using secure platforms with features to minimize opportunities for cheating, such as timed tests, randomized questions, and secure browser settings.

ARTICLE 4. ASSESSMENT DESIGN

Section 1. Faculty members shall design assessments that encourage critical thinking and creativity, reducing opportunities for academic dishonesty. This may include using open-ended questions, project-based assessments, and oral examinations.

Section 2. Clear rubrics and criteria shall be provided to students to ensure they understand the expectations and standards for each assessment.

ARTICLE 5. DETECTION AND REPORTING OF ACADEMIC MISCONDUCT

Section 1. Faculty members and Program Chairperson are responsible for being vigilant in detecting academic misconduct. This includes monitoring examinations, reviewing assignments for signs of plagiarism, and observing any suspicious behavior during academic activities.

Section 2. Students are encouraged to report any instances of academic misconduct they observe, ensuring confidentiality and protection from retaliation.

Section 3. Any suspected cases of academic misconduct must be reported to the Program Chairperson or Dean within five (5) working days of the incident. A written report outlining the nature of the misconduct, evidence, and any witness statements should be submitted.

Section 4. The Program Chairperson and Dean shall investigate the reported case and determine whether a violation of academic integrity has occurred. This process should be conducted promptly and fairly.

ARTICLE 6. DISCIPLINARY ACTIONS AND APPEAL PROCESS

Section 1. Students found guilty of academic misconduct shall face disciplinary actions, which may include, but are not limited to, the following:

1.1 Warning or reprimand

1.2 Failing grade on the assignment, exam, or course

1.3 Suspension from the program

1.4 Expulsion from the institution

Section 2. The severity of the disciplinary action shall correspond to the nature and extent of the misconduct.

Section 3. Students have the right to appeal disciplinary actions by submitting a written appeal to the Dean within ten (10) working days of receiving the decision. The appeal should include a detailed explanation of the grounds for appeal and any supporting evidence.

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CHAPTER X
COMPREHENSIVE EXAMINATION

PURPOSE	This chapter aims to establish clear and consistent guidelines for the administration, evaluation, and qualification of students undertaking the comprehensive examination in the Institute. The comprehensive examination is designed to assess and evaluate students' competence in achieving the program outcomes after completing all academic coursework. This policy ensures that the process is fair, transparent, and supportive of student success.
SCOPE	This policy applies to all students enrolled in graduate programs at the Davao del Norte State College who are required to take the comprehensive examination as part of their academic requirements.
TERMS AND DEFINITION	▪ **Comprehensive Examination:** A rigorous assessment conducted after the completion of all academic coursework in a graduate program. It evaluates the students' mastery of the program's learning outcomes and their ability to integrate and apply knowledge from various courses. ▪ **Grade Point Average (GPA):** A numerical representation of a student's academic performance, calculated by averaging the final grades in all courses taken. A minimum GPA of 1.75 is required to qualify for the comprehensive examination. ▪ **Comprehensive Examination Committee:** A committee composed of the Program Chairperson and a representative faculty member from the program. The committee is responsible for finalizing, reviewing, and evaluating the comprehensive examination questions and student responses.
POLICY STATEMENTS	**SECTION 1. STUDENT QUALIFICATION** **Section 1.** Students who have completed all academic coursework are eligible to take the comprehensive examination. To qualify, the student must have a Grade Point Average (GPA) of 2.0 (87-89) or better in the approved program coursework. **Section 2.** The comprehensive examination is not a prerequisite for thesis/ dissertation/capstone project proposal writing. **Section 3.** Passing of comprehensive examination shall be prerequisite for the student enrolling in the final semester. **ARTICLE 2. SCHEDULE OF THE COMPREHENSIVE EXAMINATION** **Section 1**. Upon the completion of the academic coursework, the student must take the comprehensive examination within the duration of one year or two (2) semesters and one summer. **Section 2.** The filing of application for comprehensive examination shall be one (1) month before the scheduled date for endorsement from the Program Chairperson and approval of the Dean. **Section 3.** The Dean shall schedule three (3) comprehensive examinations within the academic year (one time per semester and one in summer). The Institute shall announce the schedule of comprehensive examination before the ends of every semester. **Section 4.** The comprehensive examination will be conducted for two (2) days with five (5) to seven (7) days interval. A total of eight (8) hours per day will be allotted for the examination. **ARTICLE 3. COVERAGE OF THE COMPREHENSIVE EXAMINATION** **Section 1.** The comprehensive examination shall assess and evaluate the students' competence in achieving the program outcomes, which covers the foundation and major courses.

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Section 2. The faculty handling the course shall contribute three (3) to five (5) questions that are comprehensively integrated with knowledge and application relative to the course. The faculty should provide complete rubrics/criteria and corresponding total points for each question.

Section 3. The Comprehensive Examination Committee, composed of the Program Chairperson and two (2) representative faculty of the program shall convene to finalize the test questions for the comprehensive examination.

Section 4. The drafted comprehensive examination questionnaires shall be reviewed and approved by the Dean.

ARTICLE 4. ADMINISTRATION AND SUPERVISION OF THE COMPREHENSIVE EXAMINATION

Section 1. The Program Chairperson shall conduct orientation for the comprehensive examination prior to the scheduled examination day.

Section 2. Requests for cancellation or deferment in taking the comprehensive examination must be made in writing and duly approved by the Dean at least one week before the examination date. The comprehensive examination fee shall not be refunded.

Section 3. In case of non-approved cancellation and non-appearance during the scheduled comprehensive examination dates. The comprehensive examination fee shall not be refunded.

Section 4. The comprehensive examination shall be administered by the Program Chairperson with the logistic assistance of the staff and be directly supervised by the Dean.

ARTICLE 5. EVALUATION OF COMPREHENSIVE EXAMINATION AND PASSING SCORE

Section 1. After the examination, the Comprehensive Examination Committee will evaluate the students' test papers. Results will be submitted to the Dean for review and approval within 15 days, or not to exceed one (1) month after the end of examination day.

Section 2. The zero-based grading system shall be applied in the determination of the comprehensive examination grade, with a passing score of 60%.

Section 3. The overall scoring, qualitative description, and interpretation shall be as follows:

Score	Qualitative Description	Interpretation
90-100	Excellent	Excels and surpasses expectations for the comprehensive examination, demonstrating remarkable performance and achievement
80-89	Very Good	Exhibits an outstanding understanding of the comprehensive examination, showcasing a high level of expertise and competence.
70-79	Good	Demonstrates a competent grasp of the comprehensive examination, displaying a sound understanding of the subject matter.
60-69	Satisfactory	Exhibits an adequate level of understanding, meeting the basic requirements for the task.
0-59	Needs Improvement	Requires significant improvement in both performance and understanding of the comprehensive examination.

ARTICLE 6. RELEASE OF RESULTS AND RETAKE

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	Section 1. The result of the comprehensive examination will be released within seven (7) days upon the submission of the student rating from the Comprehensive Examination Committee. **Section 2.** Student who fails the comprehensive examination will be allowed one opportunity for retake within one academic year. The Institute will provide support and assistance to help student to pass the comprehensive exam. **Section 3.** Failure to pass the retake shall disqualify the student from further work on the degree program. In such a case, the student shall be awarded only the Certificate of Completion of academic coursework.

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CHAPTER XI
OFF-CAMPUS ACTIVITIES

PURPOSE	This chapter provide set of policies and guidelines aim to guide the institution on the conduct of off-campus activities to develop the holistic experience of the students.
SCOPE	The guidelines are primarily based on CHEd Memo Order no. 63, series of 2017, which stipulates the Policies and Guidelines on Local Off-Campus Activities and International educational tours or field trips shall be governed by CHED Memorandum Order No. 26, s. 2015. The activities shall include but not be limited to the following: • Curricular and Co-Curricular Activities 1. Educational Tours/Field trips 2. Visits to reputable firms or government sites and other areas identified by the concerned local government units (LGUs) are safe for students. 3. Culture and arts-related activities such as visits to museums, cultural sites, landmarks, and other related venues; or 4. Plant industry visit, host training establishment visit, and other related visits. 5. Participation and/or attendance in degree program-relevant events 6. Field Study/Experiential Learning/Related Learning Experience • Non-Curricular Activities 1. mission-based activities (e.g., retreat, recollection, etc.) 2. conventions, seminars, conferences, symposiums, training, and team building. 3. volunteer work including peer helper programs, relief operations, community outreach, and immersion. 4. advocacy projects and campaigns. 5. participation in sports activities. 6. activities initiated by recognized various student groups. 7. interschool competitions/tournaments; or 8. culture and arts performances and competitions.
TERMS AND DEFINITION	▪ **Curricular activities** are educational components and experiences that are formally structured and integrated into DNSC's established graduate curriculum or academic program. These activities are typically designed to support and fulfill specific learning objectives or academic requirements. Curricular activities are an essential part of the academic curriculum and are typically mandatory for students. These activities encompass the flexible learning delivery modes that includes the use of digital and non-digital technology and covers both face-to-face/in-person learning and out-of-classroom learning modes of delivery or a combination of modes of delivery. These activities may be online, in-campus or off-campus. These activities are aimed at providing students with the knowledge and skills necessary to achieve their educational goals and meet the requirements of their academic programs. ▪ **Non-curricular activities** refer to supplementary experiences and opportunities that are non-program-based activities, outside of their formal coursework and research activities. These activities may enhance a student's education, offer opportunities for networking, or provide professional development. In a graduate school context, co-curricular activities can include research projects, workshops, conferences, summer camps, leadership training, involvement in academic associations or any activities that contribute to a student's academic and professional growth.
POLICY STATEMENTS	**ARTICLE 1. GENERAL REQUIREMENT** **Section 1.** Graduate students shall assess their capability to undertake either the local or international off-campus activities. The College shall require the concerned students to submit a medical clearance before allowing them to join the given off-campus activities. The issuance of medical clearance shall be facilitated by the College through the medical services unit.

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Section 2. For students who cannot join the off-campus activities, they must be given parallel school activity which provides similar acquisition of knowledge of the required practical competencies and achieves other learning objectives.

ARTICLE 2. REQUIREMENTS AND RESPONSIBILITIES OF THE PARTIES INVOLVED

Section 1. Responsibilities and obligation of Graduate Students

1.1 Be officially enrolled student and undergo the required orientation for off-campus activities conducted by the College.

1.2 Submit to the College the terminal report and other school requirements upon completion of the trips.

Section 2. Responsibilities and obligation of the institution

2.1 Implement the appropriate off-campus curricular and co-curricular activities in accordance with the specific degree program requirement as submitted to the CHEDROs at least one month prior to the opening of classes of the Academic Year of implementation. As part of the curriculum/course, a Proto-type Observation Guide during international off-campus activities must be required and to be accomplished, giving emphasis on the relevant competencies and lessons learned from the stated trips. An assessment of learning outcomes must also be accomplished following the institutional policy on grading system. The same shall be submitted to CHEDROs.

2.2 Assign a designated and qualified faculty member who will be responsible for all aspects of the off-campus activities program including the implementation, monitoring and evaluation.

Section 3. Responsibilities of Off campus coordinator

3.1 Ensure that all requirements outlined in the guidelines are fully complied with.

3.2 Maintain a 1:35-50 PIC-student ratio for the curricular/non-curricular activities.

3.3 Review the compliance of all requirements before submission to the VPAA office.

3.4 Ensure the submission of the compliance report to CHEDRO XI before and after the activity.

3.5 Compile all the documents of every activity conducted for both curricular and non-curricular.

Section 4. Responsibilities of PIC-Lead (Personnel-in-Charge)

4.1 Design activities that align with the curriculum requirement and institution context or respective mission. The design should include the relevance of the activity to the program.

4.2 Assign co-PICs if the number of students is beyond 40 to ensure a 1:35-40 student ratio for the curricular or non-curricular activities.

4.3 Coordinate with the appropriate LGU/s or non-government organizations (NGOs).

4.4 Require students to submit the written consent of the parents or the student's guardian and medical clearance.

4.5 Provide parallel activities for curricular and activities for non-curricular which provide similar acquisition of knowledge and/or competencies to achieve the learning objectives for students who cannot join the activity. These parallel activities shall not

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be made as a substitute for a major examination to compel students to participate in said activities.

4.6 Give due consideration to students or learners with special needs or Persons with Disabilities (PWDs).

4.7 Ensure the safety and welfare of students' mobility through the following transportation protocols stipulated in this guideline.

4.8 Compile, comply, and submit all the requirements outlined in this guideline to the Local Off-Campus coordinator for review.

4.9 Submit compliance report to CHEDRO XI before and after the activity.

ARTICLE 3. LIST OF REQUIREMENTS ON BEFORE, DURING, AND AFTER THE OFF-CAMPUS ACTIVITY

Section 1. The table below summarizes the requirements to comply for the conduct of off campus activity:

Before the Off-Campus Activity	
Requirements	**Proofs**
1. Curriculum	
▪ The curriculum should include the off-campus activity with corresponding unit credits and time allotment whether lecture or laboratory hours, specifying course title and unit credits.	Course Syllabus which reflects the relevance of requiring an educational tour and field trip
2. Destination	
▪ As much as practicable, the destination of off-campus activities should be near the institution to minimize cost. ▪ CMO No. 11, s. 1997 entitled, Enjoining All Higher Education Institutions (HEIs) in the Country to Make, Insofar as Practicable, Al/ Registered Museums and Cultural Sites and Landmarks as Venues for Educational Tours and Field Trips and Subjects for Studies and Research may serve as a guide for the places that may be visited among others, registered museums, cultural sites and landmarks that should be in line with the objectives of the off-campus activity. ▪ The destination and schedule should be relevant to the subject matter.	Appropriate report
3. Handbook or Manual	
▪ The requirements and guidelines for the conduct of local off-campus activities should be updated and included in the student's handbook or manual.	Handbook or Manual
4. Consent of the Parents or Guardians	Duly notarized/subscribed consent
5. Medical Clearance of the Students	Medical clearance of the students, duly signed by the government Physician
6. Personnel In-Charge (PIC)	

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	▪ The designated PICs must be full-time employees of the institution. They must have the appropriate qualifications and experience related to off-campus activities. ▪ With appropriate first aid and medical emergency training.	Designation or order from the Administration indicating the PIC's role and responsibilities before, during, and after the off-campus activities Relevant certificate in first-aid training
	7. First Aid Kit	First Aid Kit
	8. Fees/Fund Source	
	▪ The fees to be collected from the students must be duly approved and disseminated to concerned stakeholders.	Duly approved schedule of fees
	▪ There should be a breakdown of fund sources and other resources properly secured and accounted for.	Appropriate report
	9. Insurance	
	▪ The institution should provide insurance (individual or group) provision for students, faculty, and other concerned stakeholders, for the activity	Proof of insurance provision
	10. Mobility of Students	
	▪ Owned by the Institution	Updated/valid documents about registration, insurance coverage, driver's license, assurance of roadworthiness, among others.
	▪ Third art or sub-contracting	
	▪ Franchisee	Certification from LT FRB for the validity of the franchise of the proposed operator (i.e. legitimate, current, and up-to-date), applicable. Special Permit from LTFRB if transportation is out-of-line Updated/valid documents about registration, insurance coverage, driver's license, assurance of roadworthiness, etc.
	▪ Travel and Tour Operator ▪ In cases where the service of Travel and Tour Operator is used, it should be duly accredited by the DOT. ▪ The institution shall engage an accredited tourist transport vehicle and/or tourist guide with the appropriate permits, if applicable.	Copy of Travel and Tour Operator Accreditation Certificate by the DOT Duly approved Plan/ Itinerary of travel by the HEI Certification from the LTFRB for the validity of the franchise of the proposed operator (i.e. legitimate, current, and up-to-date), applicable. Vehicles updated/valid documents about registration, insurance coverage, driver's license, assurance of roadworthiness, etc.
	11. LGUs/NGOs	
	▪ The HEI should duly coordinate with appropriate LGUs/NGOs. ▪ Whenever necessary for the safety and convenience of the touring party, advance and proper coordination with	Copy of the letter sent to the LGUs Copy of acknowledgment letter from the LGUs

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the local government units with an acknowledged letter from the concerned government agency shall be secured before the scheduled dates of the activity	
12. Activities	
▪ General orientation to students	Minutes and attendance of the briefing and consultation conducted with concerned students, faculty, and stakeholders
▪ General orientation to students Consultation to concerned students, faculty, and stakeholders with attached minutes of consultation and attendee's signature.	
▪ Announcement to students, faculty, and parents of the activity one (1) or two (2) months before the scheduled date of the conduct of off-cam us activities	Letters to parents, students, and adult companions preferably faculty Appointment with conformed Personnel-in-charge
▪ Briefing concerned faculty and students and providing the needed info materials before the trip	Itinerary Handy information materials for students
▪ Learning journals for students	The standard format of learning journals given to students
▪ Emergency Preparedness Plan to be given to students and stakeholders	Appropriate report
During Off-Campus Activity	
1. Personnel-in-charge, identify overall leader, when necessary, with the following tasks:	List of personnel or attendance
▪ Accompany the students from the time they assemble for the off-campus activity up to debriefing	List of students and/or attendance
▪ Ensure the provision of the allowable seating capacity of the vehicle/s used. (No student shall be allowed to ride on the roof of a motor vehicle or the boarding platform)	Contract of service with the third party
▪ Ensure that the program of activities is properly followed as planned or that activities can be adjusted as the need arises.	
After Off-Campus Activity	
1. Learning journals of students	Appropriate report/grades
2. Assessment Report/ Evaluation Report	Assessment report by faculty including the breakdown of expenses
3. Expenditure report	Breakdown of expenses
4. Debriefing of concerned faculty to students to be able to assess acquisition of learning	Report on the debriefing program conducted

ARTICLE 4. SUBMISSION OF ACTIVITY REPORT

Section 1. Before the activity the following reports should be prepared and submitted to CHEDRO XI by the PIC-Lead and reviewed by the Local Off-Campus Coordinator, particularly for educational and field trips:

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	1.1 Certificate of Compliance duly notarized, certified correct by the PIC-Lead, recommending approval by the VPAA, and duly approved by the President stating that all the requirements have been prepared and duly complied with using the prescribed template shall be submitted to the CHEDRO fifteen (15) days before the activity. 1.2 Report of Compliance must be certified correct by the PIC-Lead, reviewed by the Dean or Program Chairperson, recommending approval by the VPAA, and duly approved by the President listing all the activities and corresponding compliance using the prescribed template shall be submitted to the CHEDRO fifteen (15) days before the activity. **ARTICLE 5. FEES** **Section 1.** Students should only be charged for actual costs of transportation, entrance fees, and related expenses. These charges must be transparent and fair, and they should be determined through a consultation process to ensure that all parties are informed and in agreement with the expenses.

Process Title	**CONDUCT OF LOCAL-OFF CAMPUS PROCEDURES**
Process Owner	Student, Program Chairperson, Dean
Output(s)	Report on students' off-campus activity

	Process Flow/Activities	Responsible Unit/ Person	Details
Step 1	Creation of Activity Design	Person-In-Charge- Lead	Note 1
Step 2	Compilation and Compliance of the Necessary Requirements	Person-In-Charge- Lead	Note 2
Step 3	Review and Submission of the Requirements	Local-Off Campus Coordinator	Note 3
Step 4	Recommendation and Approval the Activity Design	VPAA/President	Note 4
Step 5	Submission of the Approved Documents to CHED/Local-off Campus Coordinator	Person-In-Charge- Lead /Local Off-Campus Director	Note 5
Step 6	Implementation of the Activity	Person-In-Charge- Lead /Local Off-Campus Director	Note 6

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Step 7	Submission of After Activity-Report to Local-off Campus Coordinator	Person-In-Charge- Lead /Local Off-Campus Director	Note 7

Description of Notes	
Note 1	▪ The PIC-Lead will create the activity design, ensuring it aligns with the curriculum requirements and the institution's mission. The design should clearly outline how the activity is relevant to the program and its objectives.
Note 2	▪ The PIC-Leads will be complying with the requirements of the Off-Campus activities and organize all the required documents into a single and structured file. Once completed, this file should be submitted to the Local Off-Campus Coordinator for further review.
Note 3	▪ The Local Off-Campus Coordinator will review the documents submitted by PIC-Lead. This review includes verifying that all requirements have been met, and ensuring the documents are complete, accurate, and properly organized.
Note 4	▪ Once the Local Off-Campus Coordinator has reviewed and verified the completeness and accuracy of the documents, the PIC-Lead will seek approval from the President duly recommended by the VPAA. This step ensures that the activity meets all institutional requirements and standards and is officially approved by the highest authorities before its implementation.
Note 5	▪ In the case of Educational Tours, and Field Trips, PIC-Lead must submit the certificate of compliance and report of compliance fifteen (15) days before the conduct of the activity to CHEDRO XI to be noted. However, the certificate and report for other curricular and non-curricular activities must be submitted only to the Local Off-Campus Coordinator at least three days before the conduct of the activities.
Note 6	▪ The PIC-Lead and other PICs shall be responsible for implementing the activity. They shall ensure the welfare and safety of the students and give due consideration to persons with disabilities (PWDs). Additionally, they should also provide parallel activities for curricular and non-curricular programs to ensure that students who cannot participate still achieve the learning objectives. These activities should not replace major exams or be used to pressure students into joining the main activities.
Note 7	▪ The PIC-Lead and other PICs shall be responsible for implementing the activity. They shall ensure the welfare and safety of the students and give due consideration to persons with disabilities (PWDs). Additionally, they should also provide parallel activities for curricular and non-curricular programs to ensure that students who cannot participate still achieve the learning objectives. These activities should not replace major exams or be used to pressure students into joining the main activities.

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CHAPTER XII
GRADUATE SCHOLARSHIPS, ASSISTANTSHIPS, GRANTS, AND PUBLICATION SUPPORT

PURPOSE	This chapter outlines the policies and procedures for administering graduate scholarships, assistantships, grants, and publication support within the Institute of Advanced Studies. The aim is to promote and facilitate advanced studies and research excellence by providing financial assistance to eligible graduate students.
SCOPE	This policy applies to all graduate students, academic departments, programs, and administrative personnel within the Institute of Advanced Studies at Davao del Norte State College. It covers scholarships, grants, assistantships, and publication support offered to graduate students to support their academic and research endeavors.
TERMS AND DEFINITION	▪ **Graduate Scholarship**: A financial award granted to graduate students to support their academic pursuits, typically based on merit, need, or other specific criteria. ▪ **Merit-Based Scholarship**: A type of scholarship awarded to students based on their outstanding academic achievements, performance in arts, athletics, leadership, or community service, without consideration of financial need. ▪ **Local Government Graduate Scholarship**: A financial aid program offered by local government authorities or municipalities to support the academic pursuits of graduate students within their community or region. ▪ **Graduate Assistantship**: A position offered to graduate students that provides financial support in exchange for part-time work related to teaching, research, or administrative duties within their field of study. ▪ **Graduate Grant**: A monetary award provided to graduate students to support specific academic or research activities, such as conducting research projects or attending conferences. ▪ **Research Grant**: A type of graduate grant that provides financial support for graduate students to conduct research, covering expenses related to data collection, equipment, travel, and other research-related costs.
POLICY STATEMENTS	**ARTICLE 1. GRADUATE SCHOLARSHIPS AND ASSISTANTSHIPS** **Section 1.** Graduate Scholarships. These scholarships are financial awards provided to graduate students to support their academic pursuits. Scholarships are categorized into: 1.1 Merit-Based Scholarships. This scholarship refers to financial awards granted to graduate students based on their exceptional academic achievements, outstanding performance, and demonstrated abilities in various areas, such as academics, arts, athletics, leadership, or community service. This type of scholarship includes the DOST scholarship, CHED-SIKAP scholarships, DNSC's Topnotcher Scholarship, and others. 1.2 Local Government Graduate Scholarships. This scholarship refers to financial aid programs or awards specifically offered by local government authorities or municipalities to support the academic pursuits of graduate students. This scholarship is typically designed to encourage talented individuals to pursue advanced studies at the graduate level within their local community or region. **Section 2.** Graduate Assistantships. Graduate assistantships provide students with both financial support and practical experiences related to their field of study. They encompass the following types: 2.1 Graduate Teaching Assistantships (GTAs). This assistantship is offered to graduate students who assist faculty members in teaching undergraduate courses, leading discussions, grading assignments, and gaining pedagogical experience. 2.2 Graduate Research Assistantships (GRAs). This assistantship enables graduate students to participate in research projects, data collection, and analysis, and contribute to scholarly publications under the guidance of faculty members in the Institute of Advanced Studies.

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2.3 Graduate Administrative Assistantships (GAAs). This assistantship engages graduate students in essential administrative functions within programs at the Institute of Advanced Studies, enhancing their organizational and leadership skills.

Section 3. Application and Selection Process. The Institute of Advanced Studies shall establish standardized application procedures and deadlines for scholarships and assistantships. These procedures will be communicated to prospective and current graduate students.

3.1 Selection Criteria. The selection process will evaluate graduate students' academic records, research proposals (when applicable), faculty recommendations, and interviews or presentations (if required) to determine scholarship and assistantship awardees. A separate policy shall be crafted to establish detailed selection criteria for scholarships and assistantships.

Section 4. Responsibilities of Graduate Students as Awardees. The following are the general responsibilities of graduate students as recipients of scholarships and assistantships:

4.1 Academic Excellence. Scholarship and assistantship recipients are expected to maintain a high level of academic performance and meet any specific requirements outlined in their award offer.

4.2 Research and Service Commitment. Graduate assistants must fulfill their teaching, research, or administrative responsibilities as outlined in their assistantship terms, collaborating effectively with faculty members and peers.

4.3 Scholarly Integrity. All scholarship and assistantship recipients are required to conduct their research and scholarly works with integrity and in accordance with the College's academic and ethical standards.

ARTICLE 2. GRADUATE GRANTS AND PRESENTATION AND PUBLICATION SUPPORT

Section 1. The graduate grants and presentation and publication support policy of the Institute of Advanced Studies is established to provide guidelines and procedures for awarding graduate grants and offering support for presentation and publication of research conducted by graduate students. The policy aims to foster academic excellence, facilitate research dissemination, and support graduate students in their scholarly endeavors.

Section 2. The graduate grants and presentation and publication support applied to all graduate students within the Institute of Advanced Studies.

Section 3. The following are some of the graduate grants that the Institute of Advanced Studies can award to graduate students:

3.1 Research Grants. Research grants are monetary awards granted to graduate students to support their research projects. These grants may cover expenses related to data collection, equipment, travel, and other research-related costs.

3.2 Conference Travel Grants. Conference travel grants are provided to graduate students to support their participation in academic conferences, seminars, workshops, and other scholarly events. These grants cover travel, registration fees, and related expenses.

3.3 Presentation and Publication Support. Presentation and publication support offers resources and monetary aid to graduate students for presenting their research findings at conferences, seminars, and symposia or for publishing their work in reputable academic journals or other scholarly outlets.

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SECTION 4. Application and Selection Process

4.1 The Institute of Advanced Studies will establish standardized application procedures and deadlines for graduate grants and presentation/publication support, which will be communicated to graduate students.

4.2 To be eligible for graduate grants and presentation/publication support, graduate students must meet the following criteria:

a) Be enrolled in a graduate program at the Institute of Advanced Studies;

b) Have an active research project or be invited to present at an academic event; and

c) Maintain good academic standing

4.3 Selection and Evaluation. A selection committee comprising faculty members and academic staff will evaluate grant and support applications based on the research quality, relevance, and potential impact. Presentation and publication support applications will also be assessed for their contribution to knowledge dissemination.

4.4 Notification and Acceptance. Successful grant recipients and those approved for presentation/publication support will be notified of their awards. They must confirm their acceptance and adhere to any award-specific terms and conditions.

Section 5. Responsibilities of Grant Recipients

5.1 Research and Dissemination. Research grant recipients are responsible for conducting their research projects in accordance with the proposed plan. Presentation and publication support recipients must actively participate in the selected events and ensure their research is effectively disseminated.

5.2 Reporting. All grant recipients must submit regular progress reports and, upon completion of their research, provide a summary of their findings.

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CHAPTER XIII
CONDUCT OF GRADUATE CAPSTONE, THESIS, AND DISSERTATION

PURPOSE	This chapter covers the conduct of the graduate thesis and dissertation to ensure the academic and ethical integrity of the research conducted by the graduate students in their theses and dissertations at the Institute of Advanced Studies in Davao del Norte State College. The chapter is designed to provide clear guidelines for conducting research and maintaining scholarly standards, safeguarding the quality and credibility of the graduate theses and dissertations.
SCOPE	This policy applies to all graduate students enrolled in graduate programs that require the completion of a thesis or dissertation. It encompasses graduate students, faculty advisers, committee members, and all research-related activities associated with theses and dissertations.
TERMS AND DEFINITION	▪ **Thesis:** A scholarly research paper required for the completion of a master's degree. It involves original research, analysis, and interpretation of data, contributing to the body of knowledge in a specific field of study. ▪ **Dissertation:** A comprehensive and original research project required for the completion of a doctoral degree. It demonstrates the candidate's ability to conduct independent research and contributes significantly to the academic discipline. ▪ **Thesis/Dissertation Adviser:** A faculty member appointed to guide and supervise the graduate student throughout the thesis or dissertation process. The advisor provides expertise, feedback, and support, ensuring that the research meets academic standards. ▪ **Thesis/Dissertation Advisory Committee:** A group of faculty members, including the advisor, who are responsible for reviewing, evaluating, and approving the thesis or dissertation. The committee may also provide additional guidance and ensure the research aligns with institutional requirements. ▪ **Research Proposal:** A detailed plan submitted by the graduate student outlining the intended research for their thesis or dissertation. It includes the research question, objectives, methodology, and a literature review, and must be approved by the committee before the research begins. ▪ **Defense:** A formal presentation where the graduate student presents their thesis or dissertation findings to the committee. The defense is an opportunity for the committee to question the student's research and conclusions, and for the student to demonstrate their understanding and expertise in the subject. ▪ **Manuscript:** The written document of the thesis or dissertation, prepared according to specific formatting guidelines. The manuscript includes all sections of the research, such as the introduction, literature review, methodology, results, discussion, and references. ▪ **Plagiarism:** The act of using someone else's work or ideas without proper attribution. Plagiarism is considered a serious academic offense and can result in disciplinary actions, including the rejection of the thesis or dissertation. ▪ **Citation:** A reference to the source of information or ideas included in the thesis or dissertation. Proper citation is required to give credit to original authors and avoid plagiarism.
POLICY STATEMENTS	**ARTICLE 1. GENERAL GUIDELINES OF GRADUATE THESIS AND DISSERTATION** **Section 1.** After completing all the academic requirements and passing the comprehensive examination, a graduate student shall write a thesis or dissertation on a particular research problem. **Section 2**. A Thesis Advisory Committee (TAC) for Masters and a Dissertation Advisory Committee (DAC) for Doctoral shall be constituted by the Dean of the Institute of Advanced Studies through the recommendation of the Program Chairperson in consultation with the graduate student. **Section 3.** The graduate student who is enrolled in thesis or dissertation writing shall be referred to as 'candidate'. Candidates, also referred to as master candidates or doctoral candidates, have completed their coursework and comprehensive examination successfully. They have also developed a research proposal or plan for their thesis or dissertation.

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Section 4. The conduct of graduate thesis and dissertation shall follow the following guidelines:

4.1 The candidate with the assistance of the program chairperson shall nominate his or her adviser and the members of Thesis/Dissertation Advisory Committee from the qualified pool of faculty of the program in the College.

4.2 An adviser shall come from the College, except in some cases when a co-adviser from outside is necessary.

4.3 The program chairperson shall see to it that advisers must be experts on the topic their advisees have chosen. The program chairperson shall ensure that there is equitable assignment of advisees to qualified faculty members in the program.

4.4 The program chairperson shall ensure that the selection of the members of the T/DAC is done carefully in relation to the research topic being pursued.

4.5 As much as possible, resident faculty members shall be given priority in the thesis/dissertation advisory committee except in cases where the service of an external research co-adviser or external panel member is necessary. Only one shall be allowed to sit in the T/DAC.

4.6 No changes shall be made in the composition of the T/DAC members except in cases where the adviser or member resigns or withdraws. In this case, the reconstitution shall be approved by the dean upon the recommendation of the program chairperson.

4.7 The candidate and the adviser in agreement with the T/DAC members shall determine the schedule of the proposal and final defenses. In no case shall the final defense be later than two weeks before the submission of hardbound copies.

4.8 For every schedule of proposal and final defense, the program chairperson, in coordination with the candidate, shall ensure that the undertaking is publicly announced, indicating the composition of the T/DAC, date, time, and location of the defense, at least seven calendar days before the scheduled presentation.

4.9 The program chairperson shall ensure that the announcement is widely circulated to the institution's academic community and posted on the Institute's bulletin board and official online channels.

4.10 Prior to the final defense, the program chairperson shall schedule public research forum or colloquium for all the candidates in the program. The public research forum or colloquium shall be participated by graduate students, faculty members, and other invited stakeholders of the institute and they shall be allowed to publicly raise questions, clarifications, comments, suggestions, and other insights for the improvement of the research.

4.11 Committee members shall be furnished each a copy of the manuscript at least three working days for the outline defense and five working days for final defense prior to the scheduled defense.

4.12 In case a T/DAC member is absent or will be absent during a scheduled defense, the dean shall have the authority to re-schedule the conduct of the defense or designate a replacement depending on the circumstance based on the recommendation of the program chairperson.

4.13 The candidate should follow the prescribed thesis/dissertation format. Each program may also impose additional parts or sections or replace some parts or sections in the format based on the need of the discipline, particularly in complying publication requirements.

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4.14 A thesis/dissertation outline shall be approved first by the T/DAC before actual research shall be done. The chairperson of the T/DAC shall furnish a copy of the minutes of the proposal and final defenses to the staff of the program chairperson for record keeping.

4.15 Four hardbound copies and two electronic copies of the thesis or dissertation manuscript shall be submitted to the Dean of the Institute of Advanced Studies based on the schedule indicated in the annual approved Academic Calendar.

Section 5. Adviser to Student Ratio. The ratio of graduate students to faculty advisers is established at a maximum of 1:5 at all times for both masters and doctoral programs to ensure effective guidance and supervision. Only officially enrolled students shall be counted in the adviser to student ratio.

ARTICLE 2. PHASES OF THE THESIS AND DISSERTATION WRITING

Section 1. Phase 1: Concept Note Proposal

1.1 The concept proposal writing shall commence from the time that the graduate student is admitted in the program. Having a research proposal as one of the requirements for admission, the graduate student shall continue to develop this concept paper to transform it into a full-blown research topic for the program. The graduate student shall consult the program chairperson for direction and opportunities of research.

1.2 The program chairperson shall evaluate the concept proposals and advise the graduate student on the most workable and relevant research topic that can be pursued as thesis or dissertation project in the program. Based on these engagements, the program chairperson shall recommend at least three faculty members in the program that are suitable to serve as thesis or dissertation adviser for the graduate student. The graduate student shall engage in academic discussions with the aforementioned faculty members for initial input and mentor-mentee conformity. After the engagements with the prospect advisers, the grad student shall select and nominate the adviser. The nomination shall be endorsed by the pc and confirmed by the nominated faculty before the issuance of memo by the dean.

Section 2. Phase 2: Thesis or Dissertation Proposal

2.1 The graduate student shall write the thesis or dissertation's proposal manuscript based on the prescribed guidelines of the program and/or institute. The candidate shall submit it to the adviser for checking and review. The student shall comply with the comments and suggestions of the adviser. The adviser shall determine the readiness of the proposal manuscript and endorse it for outline proposal defense.

2.2 Upon submission of the proposal manuscript, the candidate shall formally nominate the members that will compose the T/DAC using the prescribed nomination form. The nomination form shall be submitted to the program chairperson. The program chairperson will evaluate the nomination of T/DAC members and will secure the confirmation of the nominated members. Once confirmed, the program chairperson shall endorse and recommend the same to the dean for the issuance of appointment of the members of the T/DAC.

2.3 The dean shall issue the appointment of the adviser and members of the T/DAC through an office memorandum. The office memorandum must be received or acknowledged by the concerned T/DAC members.

2.4 The adviser will endorse the candidate for outline proposal defense to the program chairperson using the prescribed template of the institute. The program chairperson shall evaluate the proposal manuscript as to the completeness of the required

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format. If found complete, the program chairperson shall require the candidate to submit four copies of the proposal manuscript for master's outline proposal defense and five copies of the proposal manuscript for doctoral outline proposal defense to the Dean's Office.

2.5 The program chairperson shall set the schedule of the proposal defense in consultation with the candidate, adviser, and members of the T/DAC. With a confirmed schedule, the program chairperson shall announce publicly the schedule of the proposal defense, indicating the working title, date, time, venue, modality, and members of the T/DAC through the institute's bulletin board and official online channels.

Section 3. Phase 3: Proposal Defense Proper

3.1 The candidate will present the proposed research based on the set schedule. A 15-to-30-minute presentation shall be prepared by the candidate. The presentation must illustrate the working title, background of the study, objectives, research questions, theoretical underpinnings, methodology (design, participants/data, procedure, instruments, ethical considerations, etc.)

3.2 There will be a question-and-answer session after the proposal presentation which shall be directed by the T/DAC's chairperson. The adviser shall serve as the secretariat of the proposal defense to note and capture all the proceedings of the said undertaking.

3.3 The oral proposal presentation of the candidate shall be evaluated by the members of the T/DAC using passed or failed remarks.

3.4 After the proposal defense, the adviser is given 3 working days for masters and 5 working days for doctoral to work and finalize the minutes of the proposal proceedings. The adviser shall prepare three copies of the proposal minutes and shall ensure that all the members of the T/DAC confirm all the details indicated in the minutes by affixing their signatures. Also, the T/DAC chairperson shall certify the truthfulness and correctness of the proposal minutes.

Section 4. Phase 4: Revision of the Manuscript Based on the Approved Proposal Minutes

4.1 The candidate will revise the manuscript based on the approved minutes of the proposal defense. The candidate must ensure that all comments, suggestions, and recommendations are complied with, otherwise must be addressed and provided with justifications.

4.2 The candidate will indicate in the revised minutes of the proposal defense the actions taken for each comment, suggestion, and recommendation of the T/DAC, and the page number where the revisions were made.

4.3 The adviser shall certify that all comments, suggestions, and recommendations of the T/DAC were complied with or addressed with justifications using the prescribed form of the institute.

4.4 The candidate will submit the revised manuscript, the minutes of the proposal defense with actions taken, and the certification of the adviser to the T/DAC members for review and evaluation. Once found in order by the T/DAC, they will affix their signature to the prescribed form endorsing the candidate's conduct of the thesis or dissertation project within 5 working days upon receipt.

Section 5. Phase 5: Ethics Review and Clearance

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5.1 The candidate shall submit the capstone/thesis/dissertation to the College Research Ethics Committee for ethics review of the approved proposal and final manuscript.

5.2 The College Research Ethics Committee shall review the proposal and final manuscript. Ethics clearance after evaluation and compliance of comments and recommendations subject to the timeline set by the CREC**.**

5.3 A reasonable review fee, based on the BOT approved CREC service fee schedule, will be collected after consultation regarding the evaluation of the capstone/thesis/ dissertation.

5.4 The candidate shall submit a copy of issued ethics clearance of the approved proposal and final manuscript to the Dean's Office for record keeping.

5.5 The candidate will submit the endorsements of the T/DAC for the conduct of the capstone/thesis/dissertation to the program chairperson. The program chairperson will endorse the candidate's conduct of the research to the Dean's Office for the issuance of the Notice to Proceed to Conduct the capstone/thesis/dissertation.

Section 6. Phase 6: Conduct of the capstone/thesis/dissertation

6.1 The candidate will conduct the capstone/thesis/dissertation based on the approved methodology and parameters. Any changes shall be consulted with the adviser and approved by the T/DAC.

6.2 The candidate shall ensure that all research instruments are validated and pilot-tested before data collection.

6.3 The candidate shall write the final manuscript of their capstone/thesis/dissertation based on the prescribed guidelines of the program and/or institute. The candidate shall submit it to the adviser for checking and review. The candidate shall comply with the comments and suggestions of the adviser. The adviser shall determine the readiness of the final manuscript and endorse it for final defense.

6.4 The adviser will endorse the candidate for final defense to the program chairperson using the prescribed template of the institute. The program chairperson shall evaluate the final manuscript as to the completeness of the required format. If found complete, the program chairperson shall require the candidate to submit four copies of the final manuscript for master's final defense and five copies of the final manuscript for doctoral final defense to the Dean's Office.

6.5 The program chairperson shall set a schedule for public research forum or colloquium in consultation with the candidate, adviser, and members of the T/DAC.

Section 7. Phase 7: Presentation in a Public Research Forum or Colloquium

7.1 Before the final defense will transpire for master's and doctoral programs, a candidate will be required to present the capstone/thesis/dissertation in a public research forum or colloquium organized semesterly by the institute through the program chairpersons.

7.2 The public research forum or colloquium must be publicly announced and circulated within the College's academic community through the Institute's bulletin board and official online channels. The announcement must indicate the working title, abstract, date, time, venue, modality, and short bionote of the candidate. All graduate students shall be encouraged to attend and participate in the forum/colloquium. There should be a question-and-answer section during the forum/colloquium to encourage interaction with the public.

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7.3 The members of T/DAC are not required to attend the public research forum/colloquium but are encouraged to do so.

7.4 After the forum/colloquium, the program chairperson shall set the schedule of the final defense in consultation with the candidate, adviser, and members of the T/DAC. With a confirmed schedule, the program chairperson shall announce publicly the schedule of the final defense, indicating the working title, abstract, date, time, venue, modality, members of the T/DAC, and short bionote of the candidate through the institute's bulletin board and official online channels.

Section 8. Phase 8: Final Defense Proper

8.1 The candidate will present the final output of the capstone/thesis/dissertation based on the set schedule. A 30-to-45minute presentation shall be prepared by the candidate. The presentation must illustrate the title, objectives, research questions, research design and procedure, RQ-based results and findings, conclusions, and recommendations/ implications.

8.2 There will be a question-and-answer session after the final presentation which shall be directed by the T/DAC's chairperson. The adviser shall serve the secretariat of the final defense to note and capture all the proceedings of the said undertaking.

8.3 The final defense of the candidate shall be evaluated by the members of the T/DAC using the approved rating sheet of the institute. The rating sheets shall be submitted to the T/DAC's chairperson who will consolidate the ratings of the members of the panel.

8.4 The T/DAC shall deliberate the final decision whether to accept or not the thesis or dissertation presented by the candidate and the final rating of the research project. The T/DAC chairperson shall be one who will direct the acceptance of the thesis or dissertation.

8.5 After the final defense, the adviser is given three working days for masters and five working days for doctoral to work and finalize the minutes of the final proceedings. The adviser shall prepare three copies of the proposal minutes and shall ensure that all the members of the T/DAC confirm all the details indicated in the minutes by affixing their signatures. Also, the T/DAC chairperson shall certify the truthfulness and correctness of the final minutes of the proceedings.

Section 9. Phase 9: Revision of the Manuscript Based on the Approved Final Minutes

9.1 The candidate will revise the manuscript based on the approved minutes of the final defense. The candidate must ensure that all comments, suggestions, and recommendations are complied with, otherwise must be addressed and provided with justifications.

9.2 The candidate will indicate in the revised minutes of the final defense the actions taken for each comment, suggestion, and recommendation of the T/DAC, and the page number where the revisions were made.

9.3 The adviser shall certify that all comments, suggestions, and recommendations of the T/DAC were complied with or addressed with justifications using the prescribed form of the institute.

9.4 The candidate will submit the revised final manuscript, the minutes of the final defense with actions taken, and the certification of the adviser to the T/DAC members for review and evaluation. Once found in order by the T/DAC, they will affix their signature to the prescribed form endorsing the candidate's completion of the thesis or dissertation project (timeline). The candidate will submit the endorsements of the T/DAC to the program chairperson for consolidation.

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Section 10. Phase 10: Approval, Binding, and Submission of the Final Manuscript

10.1 The candidate will submit one routing manuscript with four original copies of the approval sheet with the adviser's signature to the members of the T/DAC. Once all the members have signed the approval sheets, the candidate shall produce and submit four hardbound copies and two electronic copies of the thesis or dissertation manuscript to the Dean of the Institute of Advanced Studies for signature.

10.2 The candidate shall ensure that the routing manuscript has undergone an editor's grammar check and passed the 20 percent similarity index threshold. The grammarian's certificate must be appended in the final manuscript.

10.3 The program chairperson shall endorse the candidate to the Dean for inclusion in the list of candidates for graduation.

10.4 The hardbound manuscripts must be submitted based on the schedule indicated in the annual approved Academic Calendar. The delineation of the four hardbound manuscripts is listed as follows:

a) 1 copy for the adviser
b) 1 copy for the institute
c) 1 copy for the registrar
d) 1 copy for the library
e) 1 copy for the National Library of the Philippines
f) 1 electronic copy for the institute (CD)
g) 1 electronic copy for the library (CD)

ARTICLE 3. CAPSTONE/THESIS/DISSERTATION ADVISORY COMMITTEE (C/T/DAC) COMPOSITION

Section 1. The committee for the thesis or dissertation composition shall be referred as the Capstone/Thesis/Dissertation Advisory Committee (C/T/DAC) and shall be composed of the following members:

1.1 Capstone/Thesis Advisory Committee (C/TAC) for Masters

a) 1 Thesis Adviser (Consider External Co-Adviser)
b) 1 Chairperson Panel Members
c) 2 Panel Members
d) 1 External Panel Member *(Optional)**

**Note. If the candidate opts to have an external panel member, it must be designated either as panel member 1 or panel member 2. Panel members for the TAC should not exceed to two members.*

1.2 Dissertation Advisory Committee (DAC) for Doctoral

a) 1 Dissertation Adviser
b) 1 Dissertation External Co-Adviser *(Optional)**
c) 1 Chairperson
d) Panel Members
e) 1 External Panel Member *(Optional)***

**Note 1. In consultation with the adviser, the candidate must choose either to have a dissertation external co-adviser or an external panel member. Having both an external co-adviser and an external panel member is not allowed.*
***Note 2. If the candidate opts to have an external panel member, it must be designated either as panel member 1 or panel member 2 or panel member 3. Panel members for the DAC should not exceed to three members.*

Section 2. Duties, Responsibilities, and Qualifications of the C/T/DAC

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Casptone/Thesis Adviser. The capstone/thesis adviser is a faculty member who takes on the primary role in guiding and supervising a candidate's thesis. The thesis adviser oversees the research project, provides mentorship, and ensures that the scholarly work meets academic and ethical standards. In the case that there is the dearth of faculty with doctoral degrees, there should be a co-adviser from the allied field or from the external panel members.

1.1 Qualifications. The following are the minimum qualifications of a capstone/thesis adviser:
- a) Holder of doctoral degree or its equivalent in the relevant or allied field;
- b) Holder of plantilla position in the institute/college;
- c) Has demonstrated expertise and experience in the candidate's field of study;
- d) Has a track record of scholarly publications (at least one publication in a reputable/refereed journal) and research; and
- e) Has an active involvement in academic and research activities within the institute or program.

1.2 Duties and Responsibilities. The adviser shall perform the following:
- a) Provides guidance and mentorship to the candidate throughout the research process;
- b) Assists the candidate from conceptualization to finalization of the research;
- c) Oversees the research design, data collection, and analysis;
- d) Reviews and provides feedback on drafts of the thesis or dissertation;
- e) Serves as the secretariat for all defense proceedings; and
- f) Coordinates with the committee and program chairperson for decisions related to the conduct of the thesis or dissertation.

External Thesis Co-Adviser. The external thesis co-adviser is a faculty member from a different institution or organization who collaborates with the primary research adviser to provide additional expertise and guidance to a candidate. He/she has specialized knowledge or skills that complement the primary adviser's expertise.

1.3 *Qualifications*. The following are the minimum qualifications of an external thesis co-adviser:
- a) Holder of doctoral degree or its equivalent in the relevant or allied field;
- b) Holds at least the academic rank of Assistant Professor;
- c) Has demonstrated expertise and experience in a specific area that enhances the research project; and
- d) Recognized as an expert in the research area.

1.4 *Duties and Responsibilities*. The co-adviser shall perform the following:
- a) Collaborates with the primary thesis adviser in guiding and supervising the research;
- b) Provides additional insights and perspectives on the research project;
- c) Participates in committee meetings, thesis or dissertation proposal and final defense as needed; and
- d) Offers external validation and expertise to ensure the quality of the research.

Panel Chairperson. The chairperson serves as the head of the Thesis/Dissertation Committee and ensures that the research and defense processes adhere to institutional policies and academic standards.

1.5 *Qualifications*. The following are the minimum qualifications of the panel chairperson:
- a) Holder of doctoral degree or its equivalent in the relevant or allied field;
- b) Holds at least the academic rank of Assistant Professor;
- c) Has demonstrated expertise and experience in a specific area that enhances the research project; and
- d) Has a track record of scholarly publications (at least one publication in a refereed journal) and research.

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e) Familiar with institutional regulations and procedures for thesis or dissertation evaluation.

1.6 *Duties and Responsibilities*. The chairperson shall perform the following:
a) Spearheads committee meetings and discussions;
b) Makes himself/herself available for consultations with the candidate;
c) Ensures that the research adheres to academic and ethical standards of the institution;
d) Presides over all defenses and provides an effective system of deliberation; and
e) Consolidates the ratings of the T/DAC and informs the candidate of his/her rating.

Panel Member. A panel member, also referred to as a committee member, is a faculty member who participates in the thesis or dissertation committee to offer guidance, evaluation, and feedback on the candidate's research. He/she contributes to the overall assessment and quality of the research.

1.7 *Qualifications*. The following are the minimum qualifications of a panel member:
a) Holder of doctoral degree or its equivalent in the relevant or allied field;
b) Holder of plantilla position in the institute/college;
c) Has demonstrated expertise and experience in the candidate's field of study; and
d) Has a track record of scholarly publications (at least one publication in a refereed journal) and research.

Note. *For master's thesis, if there is a dearth of faculty members with doctoral degrees, faculty members who are master's degree holders with earned doctoral units and have at least one publication in a refereed journal can serve alternatively as panel members. However, they cannot serve as thesis advisers.*

1.8 *Duties and Responsibilities*. The panel member shall perform the following:
a) Reviews the candidate's research proposal, drafts, and final manuscript;
b) Provides constructive feedback and suggestions for improvement;
c) Participates in committee meetings and discussions; and
d) Attends the proposal and final defenses as part of the T/DAC.

External Panel Member. An external panel member is a committee member from a different institution or industry. He/she is invited to provide an external perspective and evaluation of the research to ensure that the work meets broader academic and professional standards.

1.9 *Qualifications*. The following are the minimum qualifications of an external panel member:
a) Holder of doctoral degree or its equivalent in the relevant or allied field;
b) Has demonstrated expertise and experience in the candidate's field of study; and
c) Has a track record of scholarly publications (at least one publication in a refereed journal) and research.

Note. *For master's thesis, practitioners from industry can serve alternatively as external panel members provided that they have at least 10 years of industry experience and at least master's degree holders.*

1.11 *Duties and Responsibilities*. The external panel member shall perform the following:
a) Reviews the candidate's research proposal, drafts, and final manuscript;
b) Provides constructive feedback and suggestions for improvement;
c) Participates in committee meetings, and proposal and final defenses to ensure a comprehensive evaluation of the candidate's research.

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ARTICLE 4. INCENTIVES OF THE CAPSTONE/THESIS/DISSERTATION ADVISORY COMMITTEE AND RESEARCH-RELATED SERVICES

Section 1. The members of the Thesis/Capstone Project Advisory Committee (T/CPAC) for Master's programs shall be entitled to the following incentives/honoraria:

Member	Outline Defense	Final Defense
Adviser	3,000.00	3,000.00
Chairperson	2,000.00	2,000.00
Panel Member 1	1,500.00	1,500.00
Panel Member 2	1,500.00	1,500.00
External Panel Member *(Optional)**	*1,500.00	*1,500.00

**Note. If the candidate opts to have an external panel member, it must be designated either as panel member 1 or panel member 2. Panel members for the TAC should not exceed to two members.*

Section 2. The members of the Dissertation Advisory Committee (DAC) for Doctoral programs shall be entitled to the following incentives/honoraria

Member	Outline Defense	Final Defense
Adviser	5,000.00	5,000.00
External Co-Adviser *(Optional)**	4,000.00	4,000.00
Chairperson	3,000.00	3,000.00
Panel Member 1	2,000.00	2,000.00
Panel Member 2	2,000.00	2,000.00
Panel Member 3	2,000.00	2,000.00
External Panel Member *(Optional)***	2,000.00	2,000.00

**Note 1. In consultation with the adviser, the candidate must choose either to have a dissertation external co-adviser or an external panel member. Having both an external co-adviser and an external panel member is not allowed.*
***Note 2. If the candidate opts to have an external panel member, it must be designated either as panel member 1 or panel member 2 or panel member 3. Panel members for the DAC should not exceed to three members.*

Section 3. In the process of conducting capstone/thesis and dissertation projects, the candidate shall be tapping consultants/experts in various research-related services if necessary. The following are suggested professional rates for each service:

Role	Professional Fee
*Grammarian (Required)	5,000.00
Statistician	3,000.00
Validator	1,000.00
Translator	20.00/page
Transcriber	20.00/page
Peer-Reviewer/Reader	1,000.00

Note. The tapping of research-related services shall be based on the nature of the capstone/thesis/dissertation and recommendations of the adviser and/or T/DAC.
**The fee for Grammarian will include analysis of similarity and plagiarism through reliable software, subject to verification.*

Section 4. All payments of incentives or honoraria for the T/DAC should be made directly to them through the Dean's Office. The staff of the Dean's Office shall prepare a payroll to document the disbursement for each member. Incentives/honoraria for the research-related services shall likewise be made directly to the concerned personnel.

ARTICLE 5. PRESENTATION AND PUBLICATION OF THE THESIS AND DISSERTATION

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Section 1. After the final defense and approval of the final manuscript and as a requirement for degree completion, the candidate shall be required to present student thesis/dissertation in scientific conferences on either national or international scope.

1.1 Presentation of the Master's Thesis. A master's candidate is required to present the thesis project in at least one scientific conference on either national or international scope. The conference must have a reputable track record and be endorsed or recognized by authorities, hence, the selection must be consulted with the program chairperson for evaluation and endorsement.

1.2 Presentation of the Doctoral Dissertation. A doctoral candidate is required to present the dissertation project in at least two scientific conferences on either national or international scope. The conference must have a reputable track record and be endorsed or recognized by authorities, hence, the selection must be consulted with the program chairperson for evaluation and endorsement.

ARTICLE 6. RESEARCH PUBLICATION REQUIREMENT

Section 1. As a requirement for degree completion, the candidate shall be required to publish research which could stem from the student's thesis/dissertation with atleast 50% contribution or other research outputs produced in the course of completing the academic coursework, provided that it is a sole or main authorship of the student and certified by the faculty handling the course subject.

Section 2. A master's candidate is required to publish the thesis/research project in a reputable refereed journal that must be aligned with the candidate's discipline. Multidisciplinary journals may be allowed, subject to the evaluation and endorsement of the program chairperson.

Section 3. A doctoral candidate is required to publish the dissertation/research project in a reputable refereed and internationally or nationally indexed journal. The journal must be aligned with the candidate's discipline. Multidisciplinary journals may be allowed, subject to the evaluation and endorsement of the program chairperson.

Section 4. No master's and doctoral candidates shall be allowed to graduate without having their research published. As a requirement for the endorsement of candidates for graduation for each program under the Institute, all candidates must submit a copy of the published research article to the Dean.

ARTICLE 7. MERITORIOUS THESIS AND DISSERTATION AWARD

Section 1. The Meritorious Thesis and Dissertation Award is established to acknowledge and celebrate outstanding research and scholarly achievements by graduate students in the Institute of Advanced Studies. This applies to all graduate students in the Institute of Advanced Studies. It encompasses the recognition and awarding of meritorious theses and dissertations across various academic programs in the institute.

Section 2. *Award Categories*. Each program in the Institute of Advanced Studies can confer meritorious awards in the following categories:

2.1 *Meritorious Master's Thesis Award*. This award is bestowed on a candidate pursuing a master's degree program at the Institute of Advanced Studies.

2.2 *Meritorious Doctoral Dissertation Award*. This award is bestowed on a candidate pursuing a doctoral degree program at the Institute of Advanced Studies.

Section 3. *Prequalification Requirements*. The following are pre-qualification requirements for the Meritorious Thesis and Dissertation Awards and Recognitions:

3.1 The candidate should have a General Point Average (GPA) of 1.25 or better.

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3.2 In the computation of the GPA, all grades obtained in all the course works in the program pursued shall be included.

3.3 The candidate has been in residence of the College for a maximum of three years for the master's program and five years for the doctoral program with continuous enrolment.

3.4 In each semester of residence during the course works, the candidate has taken an academic load of at least nine units for a regular semester and six units for summer classes.

3.5 No less than 50 percent of the total number of academic units required for graduation have been completed in the College.

Section 4. *Criteria for the Meritorious Thesis and Dissertation Award*. The evaluation for the meritorious thesis and dissertation awards and recognitions shall be based on the following criteria:

Criteria	Percentage
Creativity, Originality, and Quality of Work ▪ Rationale and Analysis of the Problem (15%) ▪ Objectives (5%) ▪ Methodology (15%)	35%
Significance of the Findings ▪ Contribution to New Knowledge/S&T Advancement (20%) ▪ Relevance to Institutional Goals, PDGs and SGs (25%) • Institutional Significance (5%) • Philippine Development Goals (10%) • Sustainable Development Goals (10%)	45%
Manuscript Write-Up ▪ Form and Substance (5%) *(Practical importance, usefulness, manner, or style of Writing according to recognized standards or techniques)* ▪ Accuracy of Figures and Language (5%) ▪ Clarity and Style (5%) *(Correct usages of grammar, diction, punctuation, capitalization and typographical arrangement and display followed in writing)* ▪ Cogency and Logic (5%) *(Valid and appealing to the mind or reason, convincing, and relevant/pertinent)*	20%
Total	**100%**

Section 5. *Implementing Rules and Guidelines of the Meritorious Thesis and Dissertation Awards and Recognitions.* The awarding of the Meritorious Thesis and Dissertation shall be guided by the following rules and guidelines:

5.1 The candidate should have a grade point average of 1.25 in the final defense.

5.2 The thesis or dissertation is unanimously recommended by the C/T/DAC for the Best Capstone/Thesis or Dissertation Award.

5.3 Based on the recommendation of the C/T/DAC, the adviser shall nominate the candidate's capstone/thesis/dissertation using the prescribed form of the institute. The program chairperson shall endorse the nomination while the Dean of the Institute of Advanced Studies shall recommend the same nomination to the Vice-President of Academic Affairs.

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	5.4 The entries for the meritorious capstone/thesis/dissertation shall bear no names of the researcher and the adviser. 5.5 The capstone/thesis/dissertation shall be reviewed by a committee of three faculty members who are experts in the field and were designated by the College President through the recommendation of the Vice-President for Academic Affairs. The committee shall be called the College Capstone/Thesis/Dissertation Evaluation Committee (CCTDEC) and shall be composed of one member from outside of the College and two members from the College. 5.6 To be awarded for the meritorious capstone/thesis/dissertation, the research project must have a rating of 95% or better by the CCTDEC. 5.7 The award shall be presented first to the faculty of the Institute of Advanced Studies and shall be recommended the same to the College Academic Council. The College Academic Council shall further recommend the award to the College President for approval. 5.8 The Meritorious Capstone/Thesis/Dissertation Award shall be given during the commencement exercises.

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CHAPTER XIV
RECOGNITION AND AWARD

PURPOSE

This chapter aims to establish clear guidelines for the recognition and awarding of academic achievements, commendable faculty performance, and outstanding alumni contributions. It seeks to promote a culture of excellence, motivate continuous improvement, and uphold the standards of the Institute.

SCOPE

This policy applies to all students, faculty members, and alumni of the Institute. It covers the criteria and process for granting academic honors to students, recognition for faculty performance, and awards for notable alumni achievements.

TERMS AND DEFINITION

- **Dean's List:** A recognition given to non-graduating students who demonstrate outstanding academic performance within a semester.
- **Graduating Students with High Distinction:** Graduating students who meet the highest academic and research standards, as defined by specific criteria.
- **Thesis/Dissertation:** A substantial piece of academic research conducted as part of a graduate or doctoral program.
- **PRAISE:** Performance Recognition and Awards for Service Excellence, a program aimed at recognizing and rewarding faculty members for exceptional service and achievements.
- **Alumni:** Former students of the Institute who have completed their academic programs.

POLICY STATEMENTS

ARTICLE 1. RECOGNITION AND AWARD FOR GRADUATE STUDENTS

Section 1. The Institute shall recognize the academic performance of students by conferring academic honors in accordance with the criteria set forth in this policy.

Section 2. The Dean's List is an academic distinction used to recognize students who achieve the highest levels of scholarship within the semester. To qualify for the Dean's List, a student must:

2.1 Be enrolled in the prescribed number of units based on the approved curriculum.

2.2 Achieve an average grade between 1.00-1.25, with no individual grade lower than 1.50.

2.3 Have no dropped marks in any courses during the semester.

Recognition	Average Grade	Lowest Grade	Award
Dean's List	1.00-1.25	1.50	Certificate of Recognition

Section 3. A Certificate of Recognition indicating academic excellence (academic honors) shall be given to the student by the office of the Vice President for Academic Affairs and Dean of the Institute every semester. The award shall be given during the recognition rites to be held at every start of the semester.

Section 4. The academic award, "With High Distinction" shall be given to deserving graduating student/s according to the general weighted average grades obtained based on the approved curriculum:

Recognition	Average Grade	Lowest Grade	Award
With High Distinction	1.25-1.0	1.25	Medallion and Certificate

Section 4. To be eligible for the "With High Distinction" award, graduating students must meet the following criteria:

4.1 No dropped marks in any subjects taken throughout the program.

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4.2 Completion of the program within the prescribed period, except in cases of illness or other valid reasons, supported by appropriate documentation.

4.3 Thesis/dissertation/capstone project work that is highly recognized as exceptional research by a legitimate awarding body.

4.4 The exceptional thesis/dissertation must demonstrate the highest standards in research methodology, significance of the topic and findings, validity of conclusions, originality, skill in media, and artistic expression.

4.5 The student must not have been involved in any past or ongoing ethical investigations or circumstances that could discredit the Institute.

ARTICLE 2. RECOGNITION AND AWARD FOR FACULTY

Section 1. Faculty members shall be recognized and awarded for commendable performance based on the College Performance Programs on Awards and Incentives for Service Excellence (PRAISE) and other relevant policies. This recognition aims to encourage and reward outstanding teaching, research, and service to the Institute.

ARTICLE 3. RECOGNITION AND AWARD FOR ALUMNI

Section 1. Outstanding graduate alumni shall be recognized and awarded in accordance with the policies of the College, the alumni association, and other relevant awarding bodies. This recognition serves to honor the achievements and contributions of alumni who have distinguished themselves in their respective fields and have brought honor to the Institute.

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CHAPTER XV RESEARCH, INVENTION, AND CREATIVE WORK	
PURPOSE	This chapter aims to establish clear guidelines and mechanisms for the planning, execution, and evaluation of research, invention and creative work. They also aim to ensure ethical standards are maintained during research activities involving human participants or animal subjects.
SCOPE	This chapter covers all aspects of research, invention and creative work, including planning, coordination, ethical considerations, funding, and collaborations.
TERMS AND DEFINITION	▪ Invention is an original work which is either patentable or non-patentable and has direct contribution to knowledge, science, technology and community. ▪ Creative work includes but is to limited to literature, art work, music, dance, drama, production, architecture and games and apps. ▪ Ethical Standards. Guiding principles and regulations that ensure research, thesis, or dissertation activities involving human participants or animal subjects are conducted with integrity, respect, and consideration for the welfare and rights of those involved. ▪ Research Ethics Review Mechanism. A formal process established to assess and approve research projects involving human participants or animal subjects, ensuring they meet ethical standards.
POLICY STATEMENTS	**ARTICLE 1. RESEARCH, DEVELOPMENT, EXTENSION, CREATIVE WORKS (RDECW) OFFICE** **Section 1.** The RDECW Office of the College shall implement a working mechanism that facilitates the planning, conduct, monitoring, and evaluation of research, invention and creative work. **Section 2.** The Institute of Advanced Studies shall closely coordinate with RDECW Office on the requirements of research works and creative works of the graduate programs. **ARTICLE 2. RDECW POLICIES AND AGENDA** **Section 1.** The Institute shall adhere to the policies and guidelines on benefits and incentives for faculty undertaking research or creative work, extension, and production, such as de-loading, research awards, and support for publication and other scholarly or creative works, among others. **Section 2.** The RDECW Office shall have an institutional research, invention, and creative work. Each graduate program shall also have specific research, invention, and creative work. **Section 3.** All research, invention, and creative work of the faculty, staff, and students shall be aligned with the sustainable development goals, college agenda, program-based research, invention, and creative work agenda and other agenda of the country as articulated by NEDA, DOST, and DOH/DA responsive to the development needs of industry and society **Section 4.** A creative work is a manifestation of creative effort including: a. Creative Performing Artwork (music, theatre, and dance) b. Exhibition (visual arts, architecture, film, multimedia) c. Literary Publications d. Novel e. Short story f. Essay g. Poetry h. Juried or Peer-reviewed Designs (e.g. architecture, engineering, fine arts, industrial design) i. New Form of Creative Work **ARTICLE 3. ETHICAL STANDARDS**

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Section 1. The Institute shall maintain ethical standards to be observed by faculty conducting research and students in their capstone//thesis/dissertation research.

Section 2. The Institute shall adopt and comply with the approved Research Ethics Committee Quality Standards Operating Procedures set by the College.

Section 3. Ethics clearance shall be sought prior to the conduct of data gathering and prior to the final defense.

Section 4. A reasonable review fee, based on the approved REC service fee schedule, will be collected after consulting with the concerned student regarding the evaluation of the capstone/thesis or dissertation.

ARTICLE 5. RICW FUNDING

Section 1. The College and the Institute shall allocate a regular budget for RICW and the capacity to mobilize other sources of funding to support its similar undertaking to ensure continued operation and for a more dynamic and proactive research, innovation, and creative work initiatives.

ARTICLE 6. RICW COLLABORATION, PARTNERSHIPS AND NETWORKS

Section 1. The Institute shall collaborate and partner with other research institutions and demonstrate leadership in research, innovation, and creative work. The IAdS may link with other faculty and graduate institutions, research, innovation, and creative work organizations within and outside the country, to foster internationalization.

Section 2. The administration, faculty, and students through the Office of Internationalization are encouraged to take the initiative to build collaboration, partnerships, and networks.

ARTICLE 7. LABORATORIES AND OTHER FACILITIES

Section 1. The College through the Office of Research, Development, and Extension allows the use of adequate and relevant research and creative work (RCW) facilities and equipment subject to existing policies to support research and creative work in the specified disciple or access to the same, which may be available or sourced out through linkages and partnerships with industry, communities, and pertinent social organizations.

Section 2. The requirements for laboratory and other facilities for graduate programs shall be coupled with:

2.1 Provision for research equipment and facilities in the basic sciences, if applicable

2.2 Instructional laboratories for professions programs

2.3 Extensive informational technology facilities that will allow for internet access

2.4 Subscription to various software programs to detect plagiarism and to analyze quantitative and qualitative data that are accessible to faculty and students

2.5 Occupational safety and health policies, standards for laboratories handling nanomaterial, radioactive materials, and other hazardous chemicals.

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CHAPTER XVI LEARNING INFORMATION RESOURCE CENTER AND STUDENT SERVICES	
PURPOSE	This chapter aims to ensure that students, faculty, and staff have equitable access to a wide range of academic and support services that facilitate learning, research, personal development, and overall well-being. These policies aim to promote academic excellence, provide necessary resources and services, and foster a supportive educational environment for all members of the academic community.
SCOPE	This chapter covers the relevant policies which applies all enrolled students, faculty members, staff, and visitors who use the library and student services of the institution.
TERMS AND DEFINITION	▪ **Library Services**. A range of academic services provided by the institution's library, including but not limited to, book lending, research assistance, access to databases, and study space provisions. ▪ **Student Services**. Support services provided to students to enhance their educational experience. This includes counseling, academic advising, career services, health services, and extracurricular activities. ▪ **Health and Wellness Programs**. Initiatives designed to promote physical and mental well-being, including medical consultations and fitness programs. ▪ **Student Activities**: Extracurricular programs that support students' social and personal development.
POLICY STATEMENTS	**ARTICLE 1. LEARNING INFORMATION RESOURCE CENTER** **Section 1.** The LIRC shall available, open and accessible to all registered students, faculty, and staff during posted hours of operation. **Section 2**. The library requirements for the graduate programs shall be provided as follows: 2.1 Subscription to at least two (2) peer-reviewed professional journals or internationally referred journal. 2.2 At least five (5) titles of graduate reference books (print and non-print) on specialized discipline within the last five years. At least one (1) of the five (5) titles is a foreign reference published by a reputable academic press. 2.3 Subscription of have access through a consortium/interlibrary basis) to an electronic database of international and reputable journals indexed in internationally recognized indexes of scholarly journals. 2.4 The use of the internet, materials in electronic format, open educational resources, and other educational technologies that are accessible to students. **ARTICLE 2. STUDENT AND DEVELOPMENT SERVICES** **Section 1.** The Office of Student Development Services provide services and programs designed to explore, enhance, and develop student's full potential for personal development, leadership, and social responsibility through various institutional and student-initiated activities, with the following offices and services: 1.1 Student Organizations Services provide the recognition, accreditation, supervision, and monitoring of student groups, including the evaluation of their activities. 1.2 Student Discipline Services provide the judicious implementation of institutional rules and regulations governing student behavior and conduct. 1.3 Guidance and Counseling Services provide set of services that use an integrated approach to develop well-functioning individuals, primarily by helping them utilize their full potential. These individual and group interventions are designed to facilitate positive changes in student behavior, feelings, and attitudes.

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1.4 Scholarship and Financial Grants Services assist in the management, generation, and allocation of funds for scholarship and financial aid to deserving students.

1.5 Sports Affairs outlines the athletic involvement of students aimed at maintaining their physical fitness and supporting their mental development.

1.6 Socio-Cultural Affairs oversee the involvement of students in activities that promotes socio-cultural awareness, identity, and social graces. These activities aim to develop and enhance talents, abilities, and values for appreciation, promotion, and conservation of national and multicultural heritage.

1.7 Medical and Dental Services provide primary health care and wellness programs of students and college personnel.

1.8 Dormitory Services provide assistance to ensure access to safe, conducive accommodation that serves as a home away from home for students.

1.9 Student Publication Services - refers to the official publication/organ/journal/ and such other student-oriented print/non-print media of the College.

ARTICLE 3. STUDENT DISCIPLINE

Section 1. The Institute of Advanced Studies generally adopts the policies and guidelines on student discipline as outlined in the College's approved academic and student policies to maintain order, uphold academic integrity, and ensure a respectful and productive learning environment.

Section 2. The Institute adheres to the policies of the Committee on Decorum and Investigation (CODI), established by the College to address sexual harassment cases. The guidelines and procedures for handling such cases are detailed in the approved academic and student policies of the College.

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CHAPTER XVII
REFERRAL OF POLICIES, EFFECTIVELY, MONITORING AND EVALUATION

PURPOSE	This chapter aims to establish a clear framework for the governance and administration of the Institute of Advanced Studies (IAdS) within the DNSC College system. It outlines the process for addressing situations where existing policies may be absent or unclear and ensures that decisions are made in consultation with appropriate higher authorities. Additionally, this policy emphasizes the Institute's commitment to continuous policy development, adaptation, and governance to maintain academic stability and alignment with the overall College system.
SCOPE	This policy applies to all governance and administrative activities within the Institute of Advanced Studies. It covers the procedures to be followed in cases where existing policies are absent, silent, or insufficient, as well as the implementation and effectivity of the IAdS Manual of Operation. It also defines the composition and responsibilities of the Monitoring and Evaluation Committee tasked with regularly reviewing and updating the Manual to ensure its relevance and alignment with the evolving needs of the Institute and the College system.
TERMS AND DEFINITION	▪ **Absence of Policy**: Refers to situations where no existing policy addresses a specific issue or circumstance within the Institute of Advanced Studies. ▪ **Silence of Policy**: Refers to situations where existing policies do not explicitly address or provide guidance on a particular issue or circumstance. ▪ **College Code**: The governing document that outlines the policies and regulations of the DNSC College system, to be invoked when IAdS policies are absent or silent. ▪ **Academic Council**: A higher governing body within the College that may be consulted for decisions on cases not covered by the College Code, whose recommendations are subject to the approval of the Board of Trustees. ▪ **Board of Trustees**: The highest governing authority within the College responsible for the final approval of policies and decisions recommended by the Academic Council. ▪ **Monitoring and Evaluation Committee**: A committee led by the Dean of the Institute of Advanced Studies, including Department Chairpersons, responsible for the regular review and evaluation of the IAdS Manual of Operation to ensure its continued relevance and effectiveness.
POLICY STATEMENTS	**ARTICLE 1. REFERRAL** **Section 1**. In a situation where there is absence and/or silence of a particular policy appertaining the Advanced Studies governance, it shall, however, invoke the College Code or approved College Organizational Structure. When a particular case is not even covered in the said code or structure, decisions of upper bodies such as the Academic Council shall be consulted to be recommended for consideration and approval of the Board of Trustees. . **Section 2.** The Institute of Advanced Studies shall continue to introduce, institute, and administer policies and policies and procedures it deems necessary to maintain its stability as an academic component of the College system through change, development, and time. **ARTICLE 2. EFFECTIVITY** **Section 1.** This DNSC – IAdS Manual of Operation shall take effect immediately fifteen (15) days after the approval of the DNSC Board of Trustees. Any policies, rules, regulations, and approved curricula inconsistent with provisions of these guidelines are hereby rescinded or superseded. **ARTICLE 3: COMPOSITION OF THE MONITORING AND EVALUATION COMMITTEE** **Section 1.** This DNSC-IAdS Manual of Operation shall be monitored and evaluated regularly or whenever appropriate to ensure that it remains current to be led by the Dean of the Institute of Advanced Studies with the membership of the Program Chairpersons. The policy review process shall be observed accordingly.

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APPENDICES

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Appendix A

Board of Trustees (BOT) Resolution No. 73, Series of 2024 Approving the Proposed Revised Graduate School Policies, Rules, and Regulations into the "Institute of Advanced Studies Policies and Manual of Operations"

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STATE COLLEGE
New Visayas, Panabo City, Davao del Norte, 8105
president@dnsc.edu.ph
dnsc.edu.ph
@davnorstatecollege

Governing Board of Trustees

Excerpts from the Minutes of the Third (3rd) Quarter (119th) Regular DNSC Board of Trustees Meeting, CY2024 dated 20 November 2024, from 01:40 pm to 05:50 pm at the CHED Central Office, Higher Education Development Center Building, C.P. Garcia Ave, Diliman, Quezon City, Philippines and via Zoom Platform.

DNSC BOARD OF TRUSTEES
Resolution No. 73, Series of 2024

A RESOLUTION APPROVING THE PROPOSED REVISED GRADUATE SCHOOL POLICIES, RULES, AND REGULATIONS INTO THE "INSTITUTE OF ADVANCED STUDIES POLICIES AND MANUAL OF OPERATIONS" BASED ON CHED MEMORANDUM ORDER NO. 15, SERIES OF 2019

WHEREAS, the revision of the Institute of Advanced Studies Manual of Operations is necessary to ensure full compliance with the Policies, Standards, and Guidelines for Graduate Programs, as stipulated in Commission on Higher Education Memorandum No. 15, Series of 2019;

WHEREAS, this revised manual provides a structured and comprehensive framework essential for the efficient and effective functioning of the Institute;

WHEREAS, the revised manual promotes efficiency and operational excellence by defining clear processes and procedures, streamlining workflows, and optimizing resource utilization while minimizing redundancies. It also ensures strict compliance with statutory requirements, accreditation standards, and institutional governance for both academic and administrative functions, adhering to legal mandates and accreditation criteria;

WHEREAS, this document establishes a comprehensive set of clear and consistent guidelines governing the day-to-day operations of the Institute, serving as a benchmark reference for all stakeholders;

WHEREAS, it promotes transparency and uniformity in decision-making, while also empowering stakeholders by providing the necessary support, guidance, and resources for effective decision-making and problem-solving. The manual serves as a guiding principle for various operations within the Institute;

WHEREAS, this revision addresses the need for a structured and comprehensive framework essential for the efficient and effective functioning of the Institute. The Institute remains fully committed to pursuing organizational excellence, adhering to standards of academic integrity, and providing a conducive environment for scholarly pursuits and innovation for every stakeholder of the College. The effective implementation of this revised manual will support these goals;

WHEREAS, the Institute is dedicated to fostering an environment that promotes effective instruction, intensive research, and impactful contributions to society;

WHEREAS, a Benchmarking Data Matrix comparing similar manuals from various Higher Education Institutions in the Philippines is attached. A Matrix of Existing and Proposed Enhancements from the Graduate School Academic Policies, Rules, and Regulations dating back to 2006 is also included;

WHEREAS, a Stakeholders' Consultation, conducted through the "IAdS PASINATI 2024" on 31 August 2024, was attended by students and various members of the DNSC community, who shared their comments and suggestions. Questions and clarifications were also addressed during this session;

WHEREAS, the proposed IAdS Manual underwent GAD scoring evaluation, achieving a gender-sensitive rating of 8.99 by the GAD Focal Point System. It has also been reviewed and certified by the College Editor and Certified by the Legal Services Unit;

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president@dnsc.edu.ph
dnsc.edu.ph
@davnorstatecollege

Governing Board of Trustees

WHEREAS, the Compliance Matrix of the proponent from the Legal Review of the College is also incorporated to legally suffice the contents of the IAdS Policies and Manual.

WHEREAS, the rationale behind the revision of the Manual of Operations of the Institute of Advanced Studies is presented with the narrative as to the general objectives, and integration of Modern Educational Frameworks;

WHEREAS, the implementation and compliance of the Manual to the Policies, Standards, and Guidelines for Graduate Programs of CMO 15, series of 2019 is included with a mandate of full compliance within a three-year transitory period;

WHEREAS, the Program Accreditation and COPC Profile of the Institute of Advanced Studies in Davao del Norte State College is also reported;

WHEREAS, during the Third (3rd) Quarter Regular Board Executive Committee (BEC) Meeting, Part 2, held last 26 October 2024, the BEC endorsed this time for the Board's Approval by virtue of BEC Endorsement Resolution No. 60, series of 2024, subject to the compliance of the six (6) action points which were acted upon by the College.

NOW, THEREFORE:

BE IT RESOLVED, AS IT IS HEREBY RESOLVED, upon the motion of Hon. Jean D. Centina and duly seconded by Hon. Lalaine M. Sajelan, the Davao del Norte State College Board of Trustees hereby APPROVED THE PROPOSED REVISED GRADUATE SCHOOL POLICIES, RULES, AND REGULATIONS INTO THE "INSTITUTE OF ADVANCED STUDIES POLICIES AND MANUAL OF OPERATIONS" BASED ON CHED MEMORANDUM ORDER NO. 15, SERIES OF 2019.

RESOLVED FINALLY, that a copy of this resolution be furnished to the concerned personnel, offices, units, and agencies for implementation, guidance, reference, and/or information.

APPROVED AND ADOPTED during the Third (3rd) Quarter (119th) Regular DNSC Board of Trustees Meeting, CY2024 dated 20 November 2024, from 01:40 pm to 05:50 pm at the CHED Central Office, Higher Education Development Center Building, C.P. Garcia Ave, Diliman, Quezon City, Philippines and via Zoom Platform.

==========

I HEREBY CERTIFY the correctness of the above-quoted resolution.

JEREMY B. BARNIDO
Board Secretary V
College and Board Secretary

Attested:

SHIRLEY C. AGRUPIS
Chair, DNSC Board of Trustees
Commissioner, Commission on Higher Education

JOY M. SORROSA
Vice-Chair, DNSC Board of Trustees
College President, DNSC

ALAN PETER S. CAYETANO
Chair, Senate Committee on Higher, Technical and Vocational Education
Member, DNSC Board of Trustees

Represented by:

(with leave of absence)
RENATO JUDE P. DIGAO

MARK O. GO
Chair, HOR Committee on Higher and Technical Education
Member, DNSC Board of Trustees

Represented by:

ALAN R. DUJALI
District Representative, Davao del Norte – 2nd District

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dnsc.edu.ph
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PRISCILLA R. SONIDO
Member, DNSC Board of Trustees
Regional Director, NEDA XI

Represented by:

LALAINE M. SAJELAN
Division Chief, CEDS
Development Research Division, NEDA XI

ANTHONY C. SALES
Member, DNSC Board of Trustees
Regional Director, DOST XI

(on-going search process)
Member, DNSC Board of Trustees
Private Sector Representative

JANET T. MATUGUINAS
Member, DNSC Board of Trustees
Private Sector Representative

JEAN D. CENTINA
Member, DNSC Board of Trustees
Faculty Representative

GLENNE B. LAGURA
Member, DNSC Board of Trustees
Alumni Representative

RODNEY JHON C. GONZALES
Member, DNSC Board of Trustees
Student Representative

Appendix B

Certificate of Legal Review of the Institute of Advanced Studies Policies and Manual of Operations

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president@dnsc.edu.ph
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Legal Service Unit

CERTIFICATE OF LEGAL REVIEW No. 71
Series of 2024

This is to certify that after review of the documents forwarded to this Office, the Legal Service Unit of this College found the proposed **Institute of Advance Studies Manual of Operations,** forwarded by the Dean, Institute of Advance Studies to be **in order.**

This Certification is issued as a documentary requirement of the Board of Trustees (BOT), given this 12th day of November 2024.

ATTY. LOREVILL S. PINOON-FONTANILLA
Attorney IV

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Appendix C

Editor's Certificate of Institute of Advanced Studies Policies and Manual of Operations

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president@dnsc.edu.ph
dnsc.edu.ph
@davnorstatecollege

Institute of Teacher Education

C E R T I F I C A T E

This certifies that the documents entitled **"INSTITUTE OF ADVANCED STUDIES MANUAL OF OPERATION (CONTENTS)**" have undergone rigorous scrutiny and examination by the undersigned, ensuring meticulous attention to detail and adherence to grammatical standards.

Issued on **12th** day of **September 2024** at Davao del Norte State College, New Visayas, Panabo City, Davao del Norte

JOHN RAE V. DURAN
Assistant Professor II

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Appendix D

Certificate GAD Scoring Evaluation of the Institute of Advanced Studies Policies and Manual of Operations

DAVAO DEL NORTE STATE COLLEGE

GENDER AND DEVELOPMENT OFFICE

CERTIFICATE OF EVALUATION

This certifies the

IADS Manual of Operation had undergone a GAD Scoring evaluation. It has a 8.99 score in which the proposed Manual of Operation is gender sensitive.

Given on the 18th of March 2022.

SADIE D. LAW-AY
DNSC GAD FOCAL

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