



MANUAL OF OPERATION



**Institute of Advanced Studies
Revised 2021**

CHAPTER 23

COMMENCEMENT EXERCISES AND ISSUANCE OF PERMANENT RECORDS

Article 1. Commencement Exercises and Issuance of Permanent Records

Section 1. Requirements in keeping with the commencement exercises and issuance of permanent records shall be consistent with provisions in the College Code.

Section 2. The Transcript of Records of students after successful completion of the program shall include the title of thesis/dissertation/project and date when it is successfully defended, and complete citation of the journal articles/published using any standard format (*The institute shall provide this document upon filing of OTR.*) as preferred by the College.

CHAPTER 24

SCHOLARSHIPS, GRANTS, ASSISTANTSHIPS, AND PUBLICATION SUPPORT

Article 1. Scholarships/Grants

Section 1. The graduate students shall avail of scholarships sponsored by the funding institutions like the Department of Education, Commission on Higher education, or State Universities and Colleges.

Section 2. Students who graduated as summa cum laude (100%), magna cum laude (75%), and cum laude (50%) in the undergraduate (subject to availability of funds – GS) shall avail of free tuition and miscellaneous during the first semester of admission only for master's degree programs.

Article 2. Teaching Assistantship

Section 1. A teaching assistantship is a form of financial support and avenue for obtaining practical/work skills and experience to graduate students who wish to teach in undergraduate programs. They are considered scholars who shall be appointed on a semestral basis to teach part-time until they complete their program.

Section 2. Teaching assistants are either Teaching Associates (TAs)–master’s students, or Teaching Fellows (TFs) - PhD students, who are pursuing their studies.

Section 3. They shall be allowed to carry a teaching load of not more than nine (9) units within their course work except thesis/dissertation writing and be paid based on the existing remuneration scheme for a contract of service of the College.

Article 3. Research Assistantship

Section 1. A research assistantship is a form of financial support and avenue for obtaining practical/work skills and experience to graduate students who wish to serve as research assistants in the research projects of the Institute of Advanced Studies or the College where the research expertise of the graduate students is needed. They are considered scholars who shall be appointed on a project-based basis until they complete their program.

Section 2. They shall be allowed to carry a research load with equivalent unit of not more than nine (9) units within their course work except thesis/dissertation writing and be paid based on the existing remuneration scheme for a research project of the College which is output-based. In output-based, they are paid based on their output and not on the number of hours they work.

Article 4. Publication Support

Section 1. The Institute of Advanced Studies shall provide financial support for publication of faculty members and students at the Institute of Advanced Studies.

Section 2. The amount of not more than Twenty-Thousand Pesos (P20, 000.00) shall cover the cost per publication subject to the availability of funds of the Institute of Advanced Studies.

Section 3. The publication of research must be consistent with the Article 2 of Chapter 21 of this Manual of Operation.