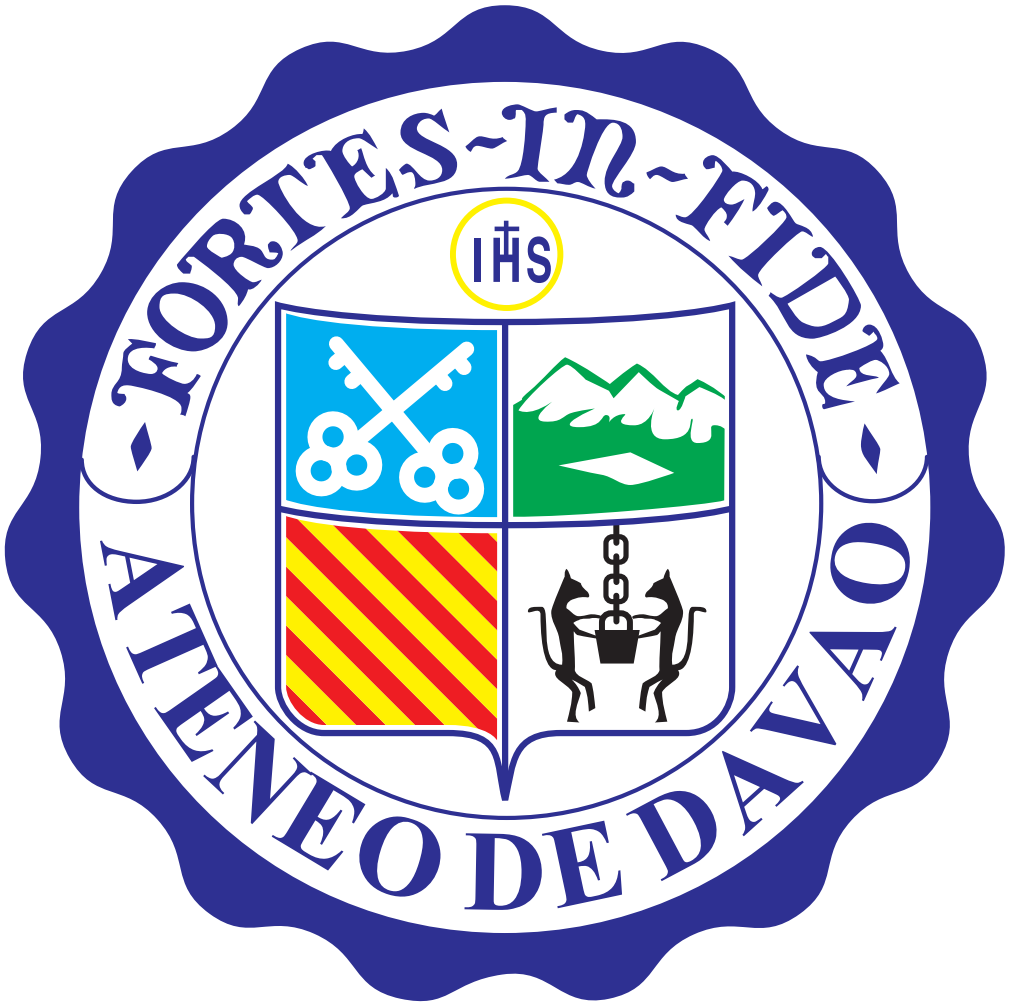
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GRADUATE SCHOOL

STUDENT MANUAL

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Message
UNIVERSITY PRESIDENT



To the Graduate School Students of ADDU,

Thank you for choosing to be part of the Ateneo de Davao University Graduate School!

In a Filipino, Jesuit and Catholic University such as Ateneo de Davao, the search for truth today begins with Play School and moves up through basic and tertiary education to the Graduate School. It is here arguably where the Ateneo de Davao University reaches its highest expression. Here, work is done among the most qualified of our teachers and the most educated of our students to enable the University to confer its masters and doctoral degrees to the most successful of its graduates.

In this context, I am happy to approve and promulgate this Graduate School Handbook as a basic reference book for the guidance of all ADDU graduate students. May it help students, faculty, staff and administrators contribute to, maintain and enhance a graduate school culture that is supportive of higher learning, genuine research, and a lifelong commitment of competent service to the community, especially in Mindanao. May this include such a cultivation of expertise within individual disciplines, that genuine inter-disciplinary discovery and insight might emerge, contributing to shared insight into the call of the common good. In this manner, may we realize our most profound calling as the Ateneo de Davao University.

Wishing you every success in the new academic year, I remain yours sincerely in Our Lord,

FR. JOEL E. TABORA, S.J.

Message
ACADEMIC VICE PRESIDENT



To the ADDU Graduate School Students,

Welcome to those of you who join the Ateneo Community for the first time and welcome back to those who have been with us before!

Through the arduous preparation and publication of this Bulletin of Information for the Graduate School, the Ateneo de Davao University takes a big step towards making graduate studies in the University a main pillar of its educational mission. We look forward to our graduate programs contributing substantially to our tri-fold task of instruction, research, and community involvement. The work of the faculty and students in the graduate school will hopefully play a vital role in delivering reliable expertise and new knowledge in areas of our society that are in most need of them and that has the most potential in transforming our society. To this end we look forward to an even more vibrant and flourishing graduate school in the years to come.

I am most thankful to all the Graduate Program Coordinators across all the University's Schools who generously gave their time, cooperation, and expertise to produce the contents of this bulletin. I am deeply grateful to Mr. Ricardo P. Enriquez who chairs the Ad Hoc Committee for Graduate Schools for all that has been done and will still be done.

Finally, I strongly recommend to our ADDU Graduate School students to read this bulletin carefully for a meaningful, fruitful and trouble-free experience in our university.

May God bless all our endeavours with his guidance and favour!

Gabriel T. Gonzalez, S.J.

FR. GABRIEL JOSE T. GONZALEZ, S.J.

Message
DEAN, SCHOOL OF ARTS AND SCIENCES



Welcome to the Ateneo de Davao University Graduate School!

This Graduate Student Handbook serves as an important guide in your stay in the Ateneo. To be able to survive Graduate School, you do not only need the theoretical tools as provided by the courses in your respective academic programs. You also need to be acquainted with the practicalities related to the university's policies on academic and non-academic matters. So, take time to read this handbook and take to heart the ideals of Jesuit education.

RENANTE D. PILAPIL, Ph.D.

Message
DEAN, SCHOOL OF BUSINESS AND GOVERNANCE



Welcome to the Ateneo de Davao Graduate School!

I am very happy that you choose Ateneo de Davao for your graduate studies. As a graduate student of this institution, you are expected to strive for excellence in whatever you do. The School of Business & Governance seeks to produce graduates who are not only technically competent, but are also men and women for others, engaged to create wealth and to equitably distribute them for common good. Together, let us all work for everyone to experience a productive, blessed and meaningful life.

Ad Majorem Dei Gloriam!

JENNER CHAN, D.B.M.

Message
DEAN, SCHOOL OF NURSING



Dear Ateneo Graduate-students,

Doing more and doing great things is doing the Ateneo way !!!

PATRIA V. MANALAYSAY, Ph.D.

Message
DEAN, SCHOOL OF ENGINEERING AND ARCHITECTURE



Dear Ateneo Graduate-students,

As I congratulate the young men and women who have chosen to make the Ateneo de Davao University as an important pathway towards achieving their life's goals and shaping their future careers, I also hope and pray that this Student Manual will serve as an effective guide to help them become Ateneans, young people with intellect and hearts of gold.

Welcome to the Ateneo de Davao University!

ENGR. RANDELL U. ESPINA, Ph.D.

Message
DEAN, SCHOOL OF EDUCATION



Dear Ateneo Graduate-students,

Welcome to Ateneo de Davao University Graduate School!

The success of one's journey relies much on the guide. The guide in achieving your desired professional advancement with us starts in this Graduate School Student Manual. Let this be one of your guides in embracing the standards of Jesuit education that encourages every Atenean to be a catalyst of change in the community through transformative leadership.

May your stay in Ateneo guide you to soar high in your profession.

GINA LAPAZA-MONTALAN, Ph.D.

THE ATENEO EDUCATION

VISION

The Ateneo de Davao University is a Catholic, Jesuit and Filipino University. As a university it is a community engaged in excellent instruction and formation, robust research, and vibrant community service. As Catholic, it proceeds *ex corde ecclesiae* - from the heart of the Church. As Jesuit, it appropriates the mission of the Society of Jesus and the spirituality of St. Ignatius of Loyola. As Filipino, it prepares students to benefit from, contribute to and engage the global world.

MISSION

The Ateneo de Davao excels in the formation of leaders for the Philippine Church and society, especially for Mindanao. It excels in the promotion of the faith that does justice, in cultural sensitivity and transformation, and in inter-religious dialogue, particularly with the Muslim and Lumad communities of Mindanao. It promotes communities touched and transformed by the faith, communities of peace and human well-being, culturally resilient yet able to adapt to the modern world. It promotes social justice, gender equality, good governance, the creation of wealth and its equitable distribution. It engages vigorously in environmental protection, the preservation of bio-diversity, and the promotion of renewable energy. It leads in Philippine educational reform, especially for the peoples of Southern Philippines.

GOALS

The Ateneo de Davao University executes its threefold tasks of instruction, research, and community engagement in a manner consistent with its vision and directed towards the fulfillment of its mission. **In its task of instruction** which includes formation, the Ateneo transmits knowledge that it shares with other universities worldwide as well as knowledge that is more specific to the Ateneo's immediate locality and history. Moreover, the Ateneo transmits knowledge that is specific to the school's Catholic and Jesuit identity. The transmission of this knowledge is effected not for the sheer acquisition of information and expertise but for laying the groundwork for well-informed ethical decision-making. The transfer of knowledge must therefore be accompanied by a consideration of the ethical implications of the knowledge transmitted.

The Ateneo's instruction provides the intellectual and ethical preparation for individual and communal engagement in the following identified priority and frontier areas: a faith that demands working for justice, widespread understanding of social justice and the common good, interreligious dialogue, intercultural dialogue, peace building, the preservation of environment and indigenous culture, gender equality, good governance, wealth creation and just distribution, development of renewable energy, and educational reform.

In its task of research, the Ateneo actively seeks out new or previously undocumented knowledge that will explicate the work for justice as a living out of faith, provide common ground to pursue interreligious dialogue, raise the quality of university training to achieve globally competitive expertise, develop greater cultural sensitivity and heighten intercultural dialogue, promote a widespread understanding of social justice and its demands, facilitate the formation of leaders, further peace initiatives, enable the formation of communities that are culturally resilient yet well-adapted to the modern world, provoke reflection on gender equality, foster good governance, wealth creation, and wealth distribution, insure the protection of the environment and the preservation of bio-diversity, inspire the development and promotion of renewable energy, and bring educational reform especially to the peoples of Southern Philippines.

In its task of community engagement, the Ateneo encourages its individual members as well as commits itself as a communal entity to identify and enter points of insertion by which it may concretely and immediately take a transformative role in the economic, political, cultural, environmental, and technological life of the society especially in the identified priority and frontier areas. This community engagement may range from relief work to community-building interventions and to social policy formation. Furthermore, the university, through its claim to the right of academic freedom, allows for the free declaration and exchange of ideas all in the spirit of finding truth. Consequently, the university is able to present itself as a venue for opposing social forces to meet and dialogue with one another.

Ateneo de Davao University foresees a symbiotic relationship among the tasks it performs: Community engagement raises questions that research seeks to answer, and the answers found enter the instruction and formation, so that the community and individuals are better equipped for further engagement. Finally, through the Ateneo's simultaneous efforts in instruction-formation, research, and community engagement, an intellectual and communal atmosphere is created – a school atmosphere that particularly engenders the formation of university-educated, ethical, and adept leaders for the Philippine Church and society, especially in Mindanao.

Ateneo de Davao University

HISTORY

Any chronicle of Ateneo de Davao University's past begins in 1948, when American Jesuits, led by Fr. Theodore Daigler, assumed responsibility for St. Peter's Parochial School then located along Jacinto Street in downtown Davao. With missionary zeal, the American fathers and Filipino scholastics built up Ateneo de Davao from a basic education unit to a small Liberal Arts college for men in 1951. Women students were welcomed to the college, in 1953.

Courses leading to college degrees in Liberal Arts and Business were taught in a wooden hall named after St. Robert Bellamine S.J. , a 16th century Italian Jesuit bishop who, being an outstanding theologian, lecturer and writer, was meant to inspire rigorous intellectual pursuit in the service of the Church.

By the 1960s, the student population had gotten large enough to warrant the construction of a hall in honor of St. Peter Canisius S.J., a Dutch Jesuit preacher and writer who defended the Catholic faith among German-speaking peoples of the sixteenth century. Canisius Hall is the oldest existing structure on the campus today.

Canisius Hall witnessed the development of postgraduate Ateneo education—the College of Law in 1961 and the Graduate School in 1968. The College of Law was established ten years after the first college degree program were offered. Ranked as one of the Top Ten Law Schools of the country by the Supreme Court of the Philippines, the College of Law maintained this excellent distinction and tradition for many years.

In 1969, the Ateneo de Davao College received its first accreditation from the Philippine Accrediting Association of Schools, Colleges, and, Universities (PAASCU). This formal recognition of quality of education was reaffirmed in regular PAASCU team visits in subsequent years.

Ateneo de Davao attained University status in 1977. Developments in the 1970s included the establishment of the College of Agriculture in 1977 and the Regional Science Teaching Center (RSTC) in 1979. To this day, RSTC organizes training workshops for science educators in Southern Mindanao.

Other milestones in 1979 include the introduction of the Chemical Engineering program, the first of what are now seven Engineering programs, and the publication of

Kinaadman, an academic journal containing research and scholarly articles especially focused on Mindanao. *Kinaadman* (Bisaya for wisdom) was a joint publication of the Mindanao Consortium of Ateneo Schools: Ateneo de Davao, Ateneo de Zamboanga, and Xavier University.

The 1980s saw the birth of a homegrown journal and of three other engineering courses. Weaning itself off *Kinaadman*, Ateneo de Davao published the first issue of its own journal in 1984. Christened *Tambara* (Bagobo for "offering to the gods"), it publishes peer-reviewed, multidisciplinary articles on Mindanao issues. Programs in Civil Engineering, Electrical Engineering, and Mechanical Engineering were offered beginning 1984.

Physical facilities were also upgraded at this time. Bellarmine Hall was reconstructed. Five halls were built and dedicated to men of the cloth whose life and times are part of history of Jesuits in the Philippines. The library building honors Fr. Mateo Gisbert S.J., a 19th century Spanish Jesuit whose mission area was Davao. Known for his love for the Bagobos, he respected their culture and learned their language so well he spoke it fluently and wrote *Diccionario Espanol-Bagobo* in 1892.

The hall that still accommodates engineering classrooms is named after Most Reverend Luis del Rosario, SJ, Bishop of Zamboanga who invited the Jesuits to take over the administration of St. Peter's Parochial School in 1948. The connecting hall is dedicated to Most Reverend Clovis Thibault, P.M.E., Bishop Prelate of Davao whose early support to the Jesuit educational apostolate is seen in the donation of a parcel of land now known as the Jacinto campus.

Also honored by way of halls is the lifework of two American Jesuit missionaries. Both teachers and counselors, Fr. Justus R. Wieman, SJ and Fr. John A. Dotterweich, SJ were regarded as friends of the Ateneans in Davao in the 1970s to the 1980s.

Work in the 1980s did not only focus on developing academic excellence. Community engagement, particularly from students, was also a key concern. It found expression in the establishment of the Social Involvement Coordinating Office (SICO), which was a clear response to the need for conscientization and social involvement of college students. SICO is now known as the Arrupe Office of Social Formation.

Top of mind in the 1990s were high technology and high quality. The University kept in stride with the times through the creation of the Ateneo Computer Science Center, which awarded certificates in short computer courses and later a degree in Computer Science. Internet access as well as computer education were harnessed in aid of connecting faculty, staff and students to the rest of the wired universe. Further, courses in Electronics and Communications Engineering and Architecture began to be taught at this time.

The University's outstanding work in the areas of curriculum and instruction, faculty, administration, student services, physical plant and laboratories continued to be recognized by PAASCU reaccreditations as well as awards from the Commission on Higher Education (CHED). Ateneo de Davao was declared a CHED Center of Excellence in Business and Management Education in 1994, in Teacher Education in 1996, and in Chemistry and Mathematics Education in 1998.

On the cusp of the 21st century, the University spun the School of Business and Governance off the College of Arts and Sciences; the leaner College then became the School of Arts and Sciences. More degree programs were offered—in Nursing (2001), Information Technology and Information Management (2002), and Accounting Technology (2009).

Also in 2009, the University earned the ultimate official accolade of a PAASCU Institutional Accreditation, one of only six such awards in the Philippines, for

> the University's long tradition of exemplary accomplishments in the areas of instruction, research and community service and high performance of its graduates in government licensure examinations; for the laudable practices leading to internal efficiency and external productivity; for its meritorious record of excellence as evidenced by the high level of performance of program accreditation and effective assurance mechanisms.

Stronger, deeper, and richer institutional changes followed. Greater emphasis has been placed on the university functions of research and community service, leading to the creation of the University Research Council and the University Community Engagement and Advocacy Council in 2011.

The instruction function, however, remains paramount. On top of the School of Arts and Sciences and the School of Business and Governance, three other Schools were established in 2012: the School of Nursing, the School of Engineering and Architecture, and the School of Education. Jointly, they award more than thirty college degrees, graduating more than a thousand students every school year.

The Ateneo de Davao University moves forward to much greater service through excellent instruction and formation, robust research, and vibrant community service, all informed by Jesuit ideals of finding God in all things and working for God's greater glory.

ADMISSION TO THE UNIVERSITY

Application Procedures and Credentials for New Students

Master's Program

The graduate programs are open to holders of a bachelor's degree from an institution of good standing. Majoring in a field other than that specified in the bachelor's degree will be allowed in the master's program provided the students fulfill the required 12-15 units of undergraduate subjects for the chosen field of concentration. In accordance with the regulations of the Commission of Higher Education (CHED), prerequisite undergraduate courses cannot be taken simultaneously with graduate courses.

Students applying for admission must have passed the Graduate School Entrance Test (GSET) and the qualifying interview, and possess an average rating of at least 85% or B or 2.00 in the entire college degree program or an academic background that is adequate or relevant. Applicants must present the following documents to the Program Head:

a. Duly accomplished Application Form (Form can be obtained from the department/program office or can be downloaded at www.addu.edu.ph);

b. Official/ Original Transcript of Records;

c. National Statistics Office-authenticated Birth Certificate from the Civil Registrar [Municipal Form 102];

d. Authenticated Marriage Contract [Municipal Form 97-F.13] for married applicants;

e. Two (2) recommendation letters from the present supervisor and company/ school officials;

f. Permit to Study signed by the Schools Division Superintendent (for public school teachers);

g. Honorable Dismissal from the school last attended;

h. Two 1''x1'' colored photos; and

i. For programs requiring a thesis, a preliminary research plan that outlines the graduate research project the applicant intends to pursue as a way of demonstrating intellectual vision and creative independent thinking

Applicants who fail to submit all the documents for the evaluation may be admitted on a temporary basis. Completion of submission of all documents must be done within the first five months of acceptance in the graduate program.

All credentials submitted in support of the application for registration form part of the University records. They cannot be withdrawn by the students or their representatives after registration.

The Program Head evaluates and decides on the application. When admission is declared on probation, the student's academic performance will be closely monitored by the Program Head.

PhD PROGRAM

Only holders of a master's degree (with thesis) may be admitted to the PhD programs. Students applying for admission must pass the Graduate School Entrance Test and the qualifying interview, and possess an average rating of at least 85% or B or 2.00 in the entire college program or an academic background that is adequate or relevant. Applicants must present the following documents to the Program Head:

a. *Duly accomplished Application Form (Form can be obtained from the department/ program office or can be downloaded at www.addu.edu.ph);*

b. *Official/ Original Transcript of Records;*

c. *National Statistics Office-authenticated Birth Certificate from the Civil Registrar [Municipal Form 102];*

d. *Authenticated Marriage Contract [Municipal Form 97-F.13] for married applicants;*

e. *Two (2) recommendation letters from the present supervisor and company/school officials;*

f. *Permit to Study signed by the Schools Division Superintendent (for public school teachers);*

g. *Honorable Dismissal from the school last attended;*

h. *Two 1''x1'' colored photos;*

i. *Abstract of master's thesis; and*

j. *A preliminary research plan that outlines the graduate research project that applicants intend to pursue as a way of demonstrating intellectual vision and creative independent thinking.*

Applicants who fail to submit the documents for evaluation may be admitted on a temporary basis. Completion of submission of all documents must be done within the first five months of acceptance in the graduate program.

All credentials submitted in support of the application for registration form part of the University records. They cannot be withdrawn by the students or their representatives after registration.

Non-thesis master's degree holders who wish to enroll or to be considered for admission to the PhD programs, need to register and pass these master's courses: Thesis 1, Thesis 2, and Research Methods. These courses must be within the discipline in which the applicants majored for their master's degree.

The Program Head evaluates and decides on the application.

DOCTORATE PROGRAM

Students applying for admission must have passed the Graduate School Entrance Test and the qualifying interview and preferably possess an average rating of at least 85% or B or 2.00 in the entire college program or an academic background that is adequate or relevant. Applicants must present the following documents to the Program Head:

a. *Duly accomplished Application Form (Form can be obtained from the department/ program office or can be downloaded at www.addu.edu.ph);*

b. *Official/ Original Transcript of Records;*

c. *National Statistics Office-authenticated Birth Certificate from the Civil Registrar [Municipal Form 102];*

d. *Authenticated Marriage Contract [Municipal Form 97-F.13} for married applicants;*

e. *Two (2) recommendation letters from the present superior and company/school officials;*

f. *Permit to Study signed by the Schools Division Superintendent (for public school teachers);*

g. *Honorable Dismissal from the school last attended;*

h. *Two 1"x1" colored photos; and*

i. *A preliminary research plan that outlines the graduate research project that applicants intend to pursue as a way of demonstrating intellectual vision and creative independent thinking.*

Applicants who fail to submit the documents for the evaluation may be admitted on a temporary basis. Completion of submission of all documents must be done within the first five months of acceptance in the graduate program.

All credentials submitted in support of the application for registration form part of the University records. They cannot be withdrawn by the students or their representatives after registration.

The Program Head evaluates and decides on the application.

TRANSFEREES

Transferees are required to present a copy of their undergraduate and graduate Transcript of Records (TOR). Graduate credits earned from other Philippine schools will be evaluated and validated by the Program Head. Those earned from foreign schools will be evaluated by CHED upon the recommendation of the Program Head.

NON-DEGREE STUDENTS

Non-degree students are special students who are allowed to register for classes that may be useful to them professionally but they do not earn academic credits for these courses.

PROCEDURES FOR INTERNATIONAL STUDENTS

Foreign nationals seeking admission to the Graduate School are required to submit the following documents:

Application for Ateneo Admission Test (2copies)

Please complete all sections clearly in two copies. Affix 2"x2" photos on the form. Give the filled in Application Forms to the Admission Office before you take the admission tests.

Application Fee

Pay the non-refundable application fee to cover the processing of Application for the Graduate School Entrance Exam.

Personal History Statement (Revised 1998)

Make six (6) copies of the form and complete all sections clearly. Affix 2"x2" photos with your signature on the reverse side. Affix also your left and right thumbprints.

Official Academic Records

Please submit three (3) copies of your academic records. These records must be translated into English and authenticated by the Philippine Foreign Service Post, Philippine Embassy, or Philippine Consulate in your country of origin or legal residence.

Letters of Recommendation

Applicants presently in school should obtain letters of recommendation from the Principal or School Head or School Dean and a professor. Applicants who are not in school, but working full-time may submit a letter from an employer.

Police Clearance

Submit a police clearance from the national police authorities in your country. The police clearance form must be authenticated by the Philippine embassy or Philippine Consulate.

Medical Health Certificate

Get a medical health certificate from the University's Health Integrated Services. This includes but is not limited to standard-sized x-ray, HIV test, drug test, Hepatitis B clearance, and Anti HbS. The medical certificate should be submitted prior to registration/ enrollment.

Certificate of Finances

All non-Filipino students must submit a certificate of finances showing the appropriate level of funding available (at least US$2,500) to support them during their stay at Ateneo de Davao University. You and/or your parents or sponsor must complete the certificate of finances. In addition, a bank letter or account statement must be included which shows the required amount of funding available. The certificate must also be authenticated by the Philippine Embassy or Philippine Consulate.

Passport

Submit ten (10) copies of passport pages where name, photo, date, and place of birth appear.

Photos

Prepare 10 copies of 2"x2" photos and 10 copies of 1"x1" photos for Immigration Registration and university enrolment.

International Student Application Profile

Complete all sections clearly. This will form part of the University report to be submitted to the Commission on Higher Education and Bureau of Immigration and Deportation.

Application Deadlines

You may apply for admission to start in either June (first semester) or November (second semester). To allow sufficient time to process applications, international students are strongly urged to submit the application forms and documents to the Admission and Aid Office before the following dates:

First Semester - **January 15**

Second Semester - **June 30**

Summer - **September 15**

The Admission and Aid Office has the option to process applications that are not submitted on time and with incomplete information and requirements. Accepted applicants cannot be admitted without any valid visa.

Non-Filipino graduate applicants must comply with the immigration requirements of the Republic of the Philippines. Please inquire immediately from the Philippine Consulate/ Philippine Embassy in your country of origin.

The University may not process applications that are not submitted on time or contain incomplete information or requirements**. A valid student visa or a special study permit is needed to enroll in the University.**

An official representative of the Ateneo may accompany the applicant to the Bureau of Immigration and Deportation (BID) to process the application for VISA conversion. Immigration fees shall be paid for by the applicant. *(For more details on Admission procedure please log in at www.addu.edu.ph)*

Scholarship Grants

The Commission on Higher Education (CHED) offers scholarship grants for the following degree programs:

Master of Engineering Major in Civil Engineering, Master of Engineering Major in Computer Engineering, Master of Engineering Major in Electronics Engineering, Master of Engineering Major in Mechanical Engineering, Master of Engineering Major in Electrical Engineering, Master of Science in Information Technology, Master of Science in Chemistry, and Master of Arts in Philosophy.

Inquiries can be coursed through the Admissions and Aid Office.

Tuition and Other Fees

The schedule of tuition and other fees is posted on the Program and Finance bulletin boards. Tuition and other fees may be paid either in full at the start of the semester or in equal installments during the semester as determined by the Finance Office.

These fees are subject to annual increases as determined by the University subject to conditions imposed by the CHED.

Academic Policies and Procedures

Residency Requirements

According to CHED Memorandum Order (CMO) no. 36, series of 1998, students in the Master Program must be enrolled in the Ateneo de Davao University during the last two semesters prior to graduation, with a load of six units per semester, excluding thesis requirements, if any. PhD/Doctorate students must be registered for at least four semesters, with an equivalent load of 24 units.

All curricular requirements for a Master's degree must be completed within seven years after the student's first enrolment in the Master's program. Those for the PhD/Doctorate programs must be completed within nine years after the student's first enrolment in the PhD/Doctorate program (CMO No. 53, series of 2007).

Students who have not completed the degree within seven years for Master's and nine years for PhD/Doctorate programs must earn an additional 12 academic units of course work for residency.

Transfer Credit Policy

The Ateneo shall accept a maximum of 12 units for courses taken in other schools within Ateneo de Davao University. Transfer credits shall be given only for courses that are equivalent to those required by the Ateneo for the degree program to which the transferee wishes to be admitted. Transfer credits can be given only once, upon admission to the Ateneo.

Academic Loads

Full-time degree students are expected to carry a maximum load of twelve units per semester and nine units during summer. An excess load of three units in the last semester of course work may be taken upon the recommendation of the Program Head and CHED.

Cross-Registration

While cross-registration is discouraged, it may be allowed in highly exceptional cases. Cross-registration may be arranged with the Program Head. However, no simultaneous enrolment in more than two schools is allowed.

The Program Head approves the school and the required courses for cross-registration. A violation of this rule may result in the cancelation of the student's privilege to earn course credit for cross-registered courses.

Permission for cross-enrolment is issued by the Registrar upon the recommendation of the Program Head. Such recommendation is issued only if the applicant for cross-enrolment is a graduating student (in completion of academic requirements) at the time the request is made; provided, however, that the courses are not offered by Ateneo de Davao University or are not in conflict with the student's other enrolled courses.

GRADES

Students can verify their grades a week after the deadline of the submission from the Program Offices. Grade reports can be requested from the Registrar's Office.

GRADE	EQUIVALENT	INDICATION
1.0	95 %-100 %	Excellent
1.1	94 %	Very Good
1.2	93 %	
1.3	92 %	
1.4	91 %	
1.5	90 %	
1.6	89 %	Good
1.7	88 %	
1.8	87 %	
1.9	86 %	
2.0	85 %	Passing Grade for PhD/ Doctorate
2.1	84 %	Failure for PhD/Doctorate
2.2	83 %	
2.3	82 %	
2.4	81 %	
2.5	80 %	Passing Grade for Master's
3.0	79 %	Failure for Master's

Retention Policies

Master's Program

A minimum grade of 2.5 in all courses is required for students to qualify for a Master's degree.

PhD/Doctorate Program

To qualify for a PhD/Doctorate degree, the students must get a grade of 2.0 or higher in all course.

Students who fail a core course are required to take the course again. When the students fail the same course twice, they will be dropped from the roster of the graduate program.

When students fail two courses in the same semester, they will be subjected to academic advisement.

Change of Degree, Concentration or Study Track

Students who wish to change their degree objective, area of concentration or track (thesis or nonthesis) must submit a letter of request to their Program Head. They should get a formal release from the current program and a formal acceptance into the new program. They will then be reevaluated under the degree requirements as stated in the prospectus that is in place at the time the application is filed. Students who were not formally released from the current program but have been accepted into a new program can be recalled and their acceptance into the new program be nullified. Change of course form can be obtained from the Registrar's Office.

Attendance and Participation

Students are allowed a 20% class-hour cut or three absences from a three-hour class during the semester and two absences for the term system. Three instances of tardiness are equivalent to one absence. Students who go beyond the allowed number of absences are considered to have failed from the course.

STUDENT DISCIPLINE

Academic

Honesty in Academic Work

Honesty in academic work is governed by the rules of Academic Integrity Policy and it is expected from all members of the Ateneo de Davao University community. Any violation hereof is a ground for disciplinary action. Offenses that constitute violations of academic integrity include cheating in a quiz, test, or examination; fabrication or falsification of information in an academic exercise; complicity in academic dishonesty; abuse of academic materials; multiple submissions of the same academic work; and plagiarism.

Non-Academic

Students are required to review the policies as a basis for evaluating appropriate student behavior on campus. These policies are published in www.addu.edu.ph.

Violations of these policies result in disciplinary penalties, including fines, mandatory counseling, suspension, exclusion, or expulsion.

Harm or Threat

Harm or threats of harm to any member of the Ateneo de Davao University community, including employees, guests, students, or any entity associated in any manner with the Ateneo, are grounds for disciplinary action up to and including administrative withdrawal, suspension or expulsion, subject to applicable rules, policies, and procedures.

Damage to Property

Damage to property of the Ateneo de Davao University or to the property of any member of Ateneo de Davao University community is a ground for disciplinary action up to and including suspension, exclusion or expulsion, subject to applicable rules, policies and procedures.

Drugs

Possession, use, and sale of illegal drugs will not be tolerated. The University will fully cooperate with law enforcement authorities in any case involving illegal possession, use or sale of drugs in campus. Additionally, the Ateneo stands ready to take its own action including, but not limited to, the search of the student's person or personal belongings by an authorized University personnel. Students found in possession of illegal drugs will be subject to severe disciplinary action up to and including expulsion.

Alcohol

On-campus use of alcoholic beverages is a qualified privilege and is strictly controlled. Students, faculty and staff are subject to local and national laws regulating the use of these alcoholic beverages. Consumption on campus for approved and officially sponsored social functions is restricted in designated areas. Students assume full responsibility for the consequences of their actions, both with respect to Ateneo de Davao University regulations and the laws of the city. Students who abuse the use of alcoholic beverages or violate the alcohol policy will be subject to disciplinary action up to and including expulsion.

The Ateneo de Davao University reserves the right to change its policies as are necessary and appropriate.

Grade Appeal

A student who wishes to pursue an academic grade petition or appeal is advised to consult the concerned faculty member and the Program Head.

The student is required to submit the appropriate form and attach all materials that support the petition. The petition should be forwarded to the Program Head, who will forward the petition to the Graduate School Standards Committee for review. The recommendation of the Graduate School Standards Committee will be reviewed by the Academic Vice President.

A grade appeal is filed within one year from the release of the grade.

Leave of Absence

Students in good academic standing who did not enroll in the University for up to one academic year or two consecutive semesters/terms should file a Leave of Absence (LOA) with the Program Office. The requirements for an LOA are the following:

- A student in good academic standing as evidenced by fulfillment of the minimum grade required (2.5 for the Master's programs and 2.0 for PhD/Doctorate programs) may file an LOA for a maximum of one academic year or two consecutive semesters/terms;
- An LOA may be requested during or at the close of a semester;
- The student's academic standing at the close of the previous semester will be used in the decision for leave requests made during a semester. The interrupted semester/term will count as a full semester of leave;
- Students who register at another school during their LOA are subject to the rules governing cross-registration. The same minimum grade requirements for the Master's and PhD/Doctorate programs from the other institutions attended must be maintained in order to re-register at the Ateneo.

- A student on LOA must apply for reinstatement before the start of the enrolment period of the semester s/he wishes to return to school.
- The Ateneo is not obligated to offer the same courses and curriculum when the student was originally admitted to the University.

Academic Disqualification

Students who do not make satisfactory progress at the Ateneo are subject to academic disqualification from the University. Satisfactory academic progress is accomplished by *(1)* earning a minimum grade of 2.5 for the Master's programs and 2.0 for PhD/Doctorate programs; and *(2)* earning a minimum of 40 percent of attempted units for each semester. Failure to earn either the minimum grade for the same subject twice or the percentage of attempted units in two consecutive semesters merits academic disqualification.

Academic disqualification means that a student is no longer affiliated with the program of the University. Academically disqualified students are not permitted to register for the next semester and are denied all privileges of student status. Academically disqualified students may petition the Graduate School Standards Committee for reconsideration.

Administrative Dismissal (Involuntary Withdrawal)

A student may be involuntarily withdrawn during or at the end of a semester for disciplinary reasons based on established procedures.

Voluntary Withdrawal

A student who voluntarily withdraws from the Ateneo must do so within six weeks from the start of classes during the semester or two weeks from the start of summer classes. Withdrawal forms can be obtained from the Registrar's Office.

Academic Transcripts

Students may request for an official or unofficial transcript of their Ateneo academic record by filling out a request form at the Registrar's Office and getting the required clearance signatures. Students must pay the appropriate fee for the level of service requested. The University will encumber and not release the academic transcripts of those students who are financially indebted to the Ateneo, and/or who have not provided the required documents. Upon paying off the balance due or by providing the missing documents, the encumbrance will be removed and the transcripts released. All requested documents may be claimed after seven (7) working days.

Comprehensive Examinations

Nature of the Examinations

The written comprehensive examinations are designed to measure the understanding of the student and mastery of the integrated areas of learning covering core courses and courses in the field of concentration and cognates (drawn from the Concept Paper on Proposed Special Project/Thesis/Dissertation).

Students who fail in the examination are required to retake the examinations on the next examination schedule. If they fail again, they need to take a refresher on the courses they failed. Students who fail the re-examination after the refresher course become ineligible for the degree program and are dropped from the roster of students of the Graduate Program.

Examinations are scheduled on August 1–September 15 for the first semester, January 2–February 15 for the second semester, and April 15–May 31 for the summer term. An Examination Committee, to be formed by the Program Head, prepares the questions for the Comprehensive Examinations. Students who pass the examinations may claim their certificate from the Registrar's Office thirty (30) days after the last examination date.

Application Guidelines

Upon completion of the required number of units as reflected in the Transcript of Records (TOR), the student applies to take the comprehensive examination by filing an application for comprehensive examination (see Form-1, page 29). The student must also submit an *updated* concept paper for the special project/thesis/dissertation for evaluation. It should contain the following elements: research topic or area; the problematic situation; target respondents if any; and area of coverage or research locale (please see sample Form -2, page 29). The Program Head reviews and endorses the transcript of records, application, and concept paper. The student proceeds to the Registrar's Office for signature, and then to the Finance Office for payment of fees. The student then submits the form to the Program Head for additional processing.

Theses and Dissertations

After passing the comprehensive examination, the student commences with his/her work on the proposal for a thesis/dissertation and eventually completes the thesis/dissertation requirement.

The Research Proposal

The research proposal is a detailed plan for conducting an investigation of a particular area of research. In general, it contains the aims and objectives of the research; the significance of the study; a review of previous research in the area (showing the need for conducting the proposed research); proposed methods; and expected outcomes and their competence.

A research proposal serves the following purposes:

1. It is a planning tool for the student. It shows that the problem proposed for investigation is significant to warrant the investigation, that the method proposed is suitable and feasible and that the results are likely to prove fruitful and will make an original contribution;
2. It enables the student to demonstrate expertise and competency in a particular area of study; and
3. It convinces the panel that the research is worth undertaking.

Elements of a Thesis and a Dissertation

Theses and dissertations are both scholarly research works. They are written discourses on a subject in which knowledge need to be acquired and disseminated. They are both research – oriented and research – based. The main difference between a thesis and a dissertation is size (or length) and scope (or complexity) of the research.

A thesis may involve an original research project, well founded in the relevant literature, or an appropriate replication and extension of other works, also selected on the basis of the relevant literature.

A dissertation should contain information that contributes to the sum of knowledge or technical procedures on the subject studied. It should result in a new or improved concept, theory, or model or provide one or more of the following:

- A new understanding of the subject;
- A new or improved solution or analysis procedure; or
- An improved research methodology.

Theses and dissertations aim at contributing to the growing body of knowledge either by amplifying on and enhancing existing researches or coming up with new perspectives and insights. The student then must not duplicate existing research work; he/she may, however, explore related areas which are not yet adequately covered.

Theses and dissertations shall contain the following elements:

1. The thesis or dissertation should contain a critical review of the literature on the subject that leads clearly into the aims and the objectives of the research.
2. The material and methods used should be set out in sufficient detail so that the work could be repeated by another person. Tables, graphs and figures should be well presented, accurate, and concise. Suitable techniques should used to evaluate the results.
3. Conclusions should be clear and precise in answering the study objectives. Where appropriate, a final discussion should be included, covering the present results, their relation to previous work, and future investigations.

4. The thesis or dissertation should be clear, accurate, cogent, and concise. It should be free of typographical errors, errors of spelling or inaccurate language construction.

5. In scientific work, units of measure should conform to the International System of Units (SI) unless there are clear reasons for not doing so.

6. The work should be suitably documented and citations correct in every detail. The standard method of setting out a reference list and citing sources will be set by the department based on the different discipline.

RESEARCH

The Coursework and Research Connection

The prospective graduate student is expected to have thought about an area of research, which he/she intends to explore further in his/her graduate studies. During the admission interview with the Program Head, the student will expound on his/her research interest. Thus, the subject matter originates from the student and not from the mentor.

Early on, the student is expected to establish a link between coursework and the research he/she intends to undertake for the thesis or dissertation. Table 1 shows the thesis/dissertation policies and procedures.

GRADUATE PROGRAMS

THESIS/DISSERTATION PROCEDURES

Components	Objective/Expected Output	Steps and Procedures
Research Methods Course (when applicable)	• Introduction/review of research concepts and exposure to research process	• The applicant will be screened against identified pre-requisite skills for acceptance to thesis track: his/her writing and research skills will be evaluated.

		• If needed, a bridge program will be designed and the applicant will be advised to undergo the program • The Research Methods Course will be offered based on the given program of study
Comprehensive Examination	• Measurement of understanding and mastery to handle planned thesis/ dissertation research	• After completion of course requirements, the student will apply for comprehensive examination **(Form 1)** and submit a concept paper of his/her planned thesis/ dissertation research **(Form 2)** • A committee will be formed by the Program Coordinator to design the examination based on the research concept submitted by the examinee.
Thesis/Dissertation Proposal Defense	• Approval of the thesis/ dissertation research proposal	• After passing the comprehensive examination, the candidate will be assigned a Mentor **(Forms 3 &4)** based on the research concept submitted. • Upon the Mentor's advice, the candidate will apply for a Proposal Panel Consultation; Panel Members will be appointed based on the Program Coordinator's recommendation.

		• The candidate will gather comments and suggestions from his/her Panel Members to improve his/her proposal. • Upon the Panel Members' and Mentor's Approval, the candidate will apply for a Proposal Oral Defense **(Form 5).** • Proposal Oral Defense will be scheduled and held; the candidate will be furnished with the Documentation of the Proposal Oral Defense proceedings **(Form 6).** • The Panel Members will be asked to submit their Evaluation of the Proposal Oral Defense **(Form 7)** and the candidate will be given a Certification of Approval for Data Gathering **(Form 8).**
Thesis/Dissertation Oral Defense	• Approval of the thesis/ dissertation research manuscript	• Upon the Mentor's Advice, the candidate will apply for Panel Consultation and gather comments and suggestions from the Panel Members to improve his/her thesis/ dissertation.

		• Upon the Panel Members' and mentor's Approval, the candidate will apply for Oral Defense **(Form 9).** • Oral Defense will be scheduled and held; the candidate will be furnished with the Documentation of the Oral Defense proceedings **(Form 10).** • The Panel members will be asked to submit their Evaluation of the Oral Defense
Revision		• The student revises or rewrites the manuscript as required by recommendations in Form 11.
Submssion of Final Manuscript		• The panel members check the revised manuscript to ascertain that recommendation in Form 11 have been met. If revisions are satisfactory, the panel members sign the Certification of Approval for Final Printing **(Form 12)** • The Student then submits the approved manuscript in the required number of copies and format to the program head. • The degree is granted at the end of the semester or summer term in which the final approved manuscript is submitted.

FORM - 1

Ateneo de Davao University
GRADUATE PROGRAMS
Application for Comprehensive Examination

Date: ……..

Name: ..... Mobile no.: .....
Degree Program: ..... E-mail Address: .....
Concentration:.....

Number of graduate units completed:

Ateneo de Davao University	.....
Other Schools	.....
Total	.....

Dates of Examination: ....

Record verified:

....
Registrar Date

Cleared:

....
Finance Officer Date

Recommended:

....
Program Head Date

Approved:

....
Assistant Dean Date

FORM - 2

Ateneo de Davao University
GRADUATE PROGRAMS

Thesis/Dissertation Concept Paper

Date: ……..

Name: ..... Mobile No.:.....
Degree Program: ..... E-mail Address: .....
Concentration:.....

PART I. *(To be completed by the student)*
Research topic:.....
.....

Problematic situation: .....
.....
.....
.....

Target respondents if any: .....
.....

Area of coverage/research locale: .....
.....

Proposed Thesis/Dissertation mentor (CV's attached when needed):

1) .....
2) .....
3) .....

Signed: ..... Date: .....

PART II. *(To be completed by the Program Head)*
I recommend approval of the research topic.

Signed: ..... Date: .....

PART III. *(To be completed by the Assistant Dean)*
The request is noted, and the proposed research topic/area is approved.

Signed: ..... Date: .....

FORM - 3

Ateneo de Davao University
GRADUATE PROGRAMS

Appointment of Thesis/Dissertation Mentor

Date: ……..

Name: ..... Mobile no.: .....
Degree Program: ..... E-mail Address: .....
Concentration:.....

PART I. (To be completed by the student)
Attached to this form is a description (in 30-40 words) of my proposed research. I understand that this will be used to select my Thesis/Dissertation Mentor.

Signed: ..... Date: .....

PART II. *(To be completed by the Program Head)*
a. I confirm that this candidate has satisfied the course requirements and passed the Comprehensive Examinations on .....
b. I recommend the appointment of ..... (CV attached, when needed) as thesis/dissertation mentor of this candidate.

Signed: ..... Date: .....

PART III. *(To be completed by the Assistant Dean)*
This request is approved, and the recommended person will be appointed as thesis/dissertation mentor to this candidate.

Signed: ..... Date: .....

FORM - 4.1

Ateneo de Davao University
GRADUATE PROGRAMS

CONTRACT
Thesis/Dissertation Mentor-Advisee

We,.....(mentor) and .....
(advisee),
agree to enter into a mentoring relationship voluntarily and comply with the following terms:

The advisee agrees to:

- provide the research topic for discussion with the mentor;
- submit written work regularly to the mentor and produce all materials in word-processed or typed form;
- consult the mentor at least once a month take note of the mentor's feedback and guidance, and provide his/her mentor with the documentation of their consultation after the session.
- inform the mentor of other people with whom the work is being discussed;
- seek out the mentor; and take up serious problems with the mentor before taking any further step;
- suggest names of faculty members who can serve in the oral defense panel and submit these to the Program Head; and
- abide by the submission deadlines set by the University;

The mentor agrees to:

- have regular sessions with the advisee at least once a month;
- read and critically comment on the advisee's work as it is produced;
- ensure that the advisee is made aware if either progress or standard of work is unsatisfactory, and arrange any necessary supportive action;
- advise the advisee on courses that may complement the student's field of research;
- make clear to the advisee the institution's regulations concerning the preparation for the research, thesis writing, and oral defense;
- ascertain that misconducts in research are not committed by the student;
- endorse to the Program Head the candidate's proposal or thesis/dissertation when it is completed and ready for panel consultation, and then, for defense;
- sit in the Oral Defense and document the recommendations of the panel; and
- give a grade and sign the grade sheet at the end of the semester, confirming the evaluation given by the panel members.

We agree to the conditions above and commit to a mutually respectful mentoring relationship for the duration of this agreement. We both understand that information shared in this relationship will be held in confidence except for the conditions that have been set by the University. This agreement may be changed at the request of either the mentor or the advisee at any time.

Signed: .....(Mentor) Date: .....

Signed: .....(Advisee) Date: .....

cc: -panel members-
-advisee-

FORM - 4.2

Ateneo de Davao University
GRADUATE PROGRAMS

CONTRACT
Thesis/Dissertation Oral Defense Panel Member

We agree to be members of the Oral Defense Panel of .....
for her thesis/dissertation entitled .....

.....

We promise to comply with the following terms:

The member agrees to:

- read the drafts, proposal, and thesis/dissertation thoroughly, noting areas in which clarification can be made;
- evaluate the proposal and thesis/dissertation according to the criteria for evaluation of theses and dissertations;
- sit with the candidate to give her/his initial comments and recommendations on the drafts of the proposal and the final thesis/dissertation and attend the oral defense of the proposal and final thesis/dissertation;
- with a view to helping the candidate improve his/her work, make comments on the thesis/dissertation during the oral defense;
- discuss his/her findings with the rest of the panel, but give an individual grade to the candidate;
- sign appropriate forms (e.g., documentation of the oral defense, evaluation sheet, and approval form);
- review the final document, whether proposal or final thesis/dissertation, to ascertain that the candidate has made the recommended revisions on the work;

The chair of the panel agrees to:

- familiarize himself/herself with the Oral Panel Defense Proceedings;
- guide the procedure of the oral defense: formally open the defense, facilitate the order of questioning and discussion, lead the deliberation on the presented paper, deliver the group decision;
- convene pre-defense panel discussions when needed to help the members prepare clear and unified guidelines for the candidate;

We agree to the conditions above and commit to helping the candidate improve his/her proposal and final research paper.

.....
Chair

....
Member Member

....
Member Member

cc: -panel members-
-advisee-

FORM - 5

Ateneo de Davao University
GRADUATE PROGRAMS

Notification of Intention to Submit a Thesis/Dissertation Proposal for Oral Defense

PART I. *(To be completed by the student):*

(a) Name:.....

(b) Title of Thesis/Dissertation: .....

.....

After intensive consultation with the members of my panel, I give notice that my thesis/dissertation proposal is now ready for submission in partial fulfillment of the requirements for the degree of .....

Signed: ..... Date: .....

PART II. *(To be signed by the Panel Members):*
We attest to the readiness of this candidate's thesis/dissertation proposal for oral defense.

Signed: ..... Date: .....
Signed: ..... Date: .....
Signed: ..... Date: .....
Signed: ..... Date: .....
Signed: ..... Date: .....

PART III. *(To be signed by the Mentor and the Program Head):*
We confirm the candidate's readiness for oral defense.

Signed: ..... Date: .....

Signed: ..... Date: .....

PART IV. *(To be signed by the Assistant Dean):*

The request is noted, and the proposal will be scheduled for oral defense.

Signed: ..... Date: .....

SAMPLE FORM - 6

Ateneo de Davao University
GRADUATE PROGRAMS

Documentation of
Thesis/Dissertation Proposal Oral Defense Proceedings

Date: .....
Venue: .....

Name of Candidate: .....

Degree Program: ..... Concentration: .....

Title of thesis/dissertation: .....

.....

Section	Comments and Suggestions
Introduction and Problem	
Framework	
Review of Related Literature	
Methodology	

Minutes taken by:

Documentor ..... Date: .....

We attest to the truth of the above proceedings:

.....
Chair

....
Member Member

....
Member Member

FORM - 7

Ateneo de Davao University
GRADUATE PROGRAMS

Evaluation of
Thesis/Dissertation Proposal Oral Defense

Date: .....

Name of Candidate: .....

Degree Program: ..... Concentration: .....

Title of thesis/dissertation: .....

.....

.....

PART I. EVALUATION

..... 1) Accepted without revisions.

..... 2) Accepted with the following revisions:

a) .....

b) .....

c) .....

..... 3) Conditionally accepted upon fulfillment of the following revisions:

a) .....

b) .....

c) .....

..... 4) Not acceptable.

PART II. RATING (Give equal weight using rating system below.)

Thesis/dissertation manuscript submitted 50%

Mechanics (5%) .....

Organization (15%) .....

Quality of research content (30%) .....

Candidate's ability to defend the research 50% .....

Total .....

Signed: ..... Date: .....
(Oral Defense Panel Chair/Member/Mentor)

Rating System:

95-100% Excellent	86-89% Good
90-94% Very Good	80% Passing (Master)
	85% Passing (PhD/Doctorate)

SAMPLE FORM - 8

Ateneo de Davao University
GRADUATE PROGRAMS

Date:.....

CERTIFICATION

This is to certify that ***(NAME)*** has defended his/her thesis / dissertation proposal entitled: ***("TITLE")*** last ***(Date)*** and made the necessary revisions on his/her study.

This certification is needed for the approval of the panelists for him/her to go on data gathering and final analysis of his/her study.

(NAME)
Mentor

NAME - Chairperson

NAME - Member

NAME - Member

NAME - Member

NAME - Member

FORM - 9

Ateneo de Davao University
GRADUATE PROGRAMS

Notification of Intention to Submit a Thesis/Dissertation for Oral Defense

PART I. *(To be completed by the student):*

(a.) Name:

(b.) Title of Thesis/Dissertation:

After intensive consultation with the members of my panel, I give notice that my thesis/ dissertation is now ready for submission in partial fulfillment of the requirements for the degree of .....

Signed: ..... Date: .....

PART II. *(To be signed by the Panel Members):*

We attest to the readiness of this candidate's thesis/dissertation for oral defense.

Signed: ..... Date: .....

Signed: ..... Date: .....

Signed: ..... Date: .....

Signed: ..... Date: .....

Signed: ..... Date: .....

PART III. *(To be signed by the Mentor and the Program Coordinator):*

We confirm the candidate's readiness for oral defense.

Signed: ..... Date: .....

Signed: ..... Date: .....

PART IV. *(To be signed by the Assistant Dean for Graduate Programs):*

The request is noted, and the thesis/dissertation will be scheduled for oral defense.

Signed: ..... Date: .....

FORM - 9.2

Ateneo de Davao University
GRADUATE PROGRAMS

Documentation of Panel Consultation

Date: .....

Name of Candidate: .....

Degree Program: ..... Concentration: .....

Title of thesis/dissertation: .....

.....

Section	Comments/ Recommendations	Action Taken

Panel Member: .....

Signed: .....

Date: .....

Candidate: .....

Signed: .....

Date: .....

FORM - 10

Ateneo de Davao University
GRADUATE PROGRAMS

Documentation of Thesis/Dissertation Oral Defense Proceedings

Date: .....
Venue: .....

Name of Candidate: .....

Degree Program: ..... Concentration: .....

Title of thesis/dissertation: .....

.....

Section	Comments and Suggestions
Chapter 1	
Chapter 2	
Chapter 3	
Chapter 4	
Chapter 5	
Others	

Minutes taken by:

Documentor .....Date:……

We attest to the truth of the above proceedings:

.....
Chair

....
Member Member

....
Member Member

FORM - 11

Ateneo de Davao University
GRADUATE PROGRAMS

Evaluation of Thesis/Dissertation Oral Defense

Date: .....

Name of candidate:.....

Degree program: ..... Concentration:.....

Title of thesis/dissertation:.....

.....

PART I. EVALUATION

..... 1) Accepted without revisions.
..... 2) Accepted with the following revisions:
a) .....
b) .....
c) .....
..... 3) Conditionally accepted upon fulfillment of the following revisions:
a) .....
b) .....
c) .....
..... 4) Not acceptable.

PART II. RATING (Give equal weight using rating system below.)

Thesis/dissertation manuscript submitted 50%
Mechanics (5%) .....
Organization (15%) .....
Quality of research content (30%) .....
Candidate's ability to defend the research 50% .....

Total.....

Signed: ..... Date: .....
(Oral Defense Panel Chair/Member/Mentor)

Rating System:

95-100% Excellent	86-89% Good
90-94% Very Good	80% Passing (Master)
	85% Passing (PhD/Doctorate)

FORM - 12

Ateneo de Davao University
GRADUATE PROGRAMS

Date:.....

CERTIFICATION

This is to certify that ***(NAME)*** has made the necessary revision on his/her final thesis / dissertation entitled: ***("TITLE")*** The defense was conducted last ***(Date)*** .

This certification is needed for the approval of the panelists of the final printing of his/her thesis / dissertation.

(NAME)
Mentor

NAME - Chairperson

NAME - Member

NAME - Member

NAME - Member

NAME - Member

FORM - 13.1

THESIS Approval Sheet

In partial fulfillment of the requirements for the degree of.....

.....this thesis entitled:

"TITLE"

has been prepared and submitted by **(NAME)**

who is recommended for the corresponding oral defense.

(NAME)
Mentor

Approved by the Oral Defense Panel:

.....
Chair

.....	.....
Member	Member
.....	.....
Member	Member

Accepted in partial fulfillment of the requirements for the degree of

.....

.....	.....
Assistant Dean	Date
.....	.....
Dean	Date

FORM - 13.2

DISSERTATION Approval Sheet

In partial fulfillment of the requirements for the degree of.....

.....this thesis entitled:

"TITLE"

has been prepared and submitted by **(NAME)**

who is recommended for the corresponding oral defense.

(NAME)
Mentor

Approved by the Oral Defense Panel:

.....
Chair

....
Member Member

....
Member Member

Accepted in partial fulfillment of the requirements for the degree of

.....

....
Assistant Dean Date

....
Dean Date

Course Requirements

Thesis/Dissertation 1

Students registered for Thesis 1/Dissertation 1 do research with the guidance of an approved mentor. Consultations with the mentor can be scheduled and undertaken to streamline the writing of a research proposal as well as the preparation for the oral presentation. The *research proposal* contains three complete chapters -- Introduction and Problem, Review of Related Literature, and Methodology -- and a Reference List and Annexes, if any.

With the mentor's approval, the candidate can do panel consultation to gather comments and suggestions to improve her/his proposal. The panel members and mentor will confirm the readiness of the candidate for a Proposal Oral Defense.

Thesis 2/Dissertation 2

Thesis/dissertation research and writing should be undertaken entirely by the student. The expected outputs for Thesis 2/Dissertation 2 are: (a) a thesis/dissertation that is acceptable in both scholarship and style, and (b) a presentation of the final thesis/dissertation before an Oral Defense Panel. The thesis/dissertation is written in the candidate's major field under the direction of a mentor. Upon the mentor's advice, the candidate can consult the panel members on the readiness of her/his completed draft for presentation. The thesis/dissertation must be approved by all the members of the Oral Defense Panel.

Abstract

A vital part of the thesis/dissertation is the Abstract. The Abstract is a short summary of the contents of the thesis/dissertation generally written after the research has been conducted and the thesis/dissertation has been written. It should be informative, i.e., providing key information from each section of the thesis/dissertation.

The key elements of an informative abstract are the following: background information, research problem/aim, methodology, results, and conclusions or implications.

Content Outline of the Informative Abstract

The *background information* is a brief sentence or two that establishes the significance or context of the research, and thus, should be directly linked to the research problem. This key element is written in the present tense to indicate the current situation.

The *research problem* must be clearly stated: it can be the problem addressed by the research; the aim of the research; or the specific research question or hypothesis relating to the paper. The research problem is written in the past tense or present perfect tense (i.e., the past in relation to the present, such as 'have been') to indicate something that was identified as an issue/question.

The discussion on *methodology* depends on whether the methodology used was standard or modified. It is written in the past tense, to indicate what was used to do the research.

The *key result*s are summarized in an informative abstract. This section of an abstract often contains the most important information. Results are also discussed in the past tense.

The *conclusions* summarize one or two of the key implications of the research. The conclusions are written in the present tense to indicate their current relevance.

The Abstract forms part of the evaluation of the thesis/dissertation, and thus needs to be well-written.

Research Ethics

Research being proposed and undertaken have to be checked against ethical considerations. The fundamental ethical principles in research adopted by the Ateneo de Davao University are drawn from twin sources: the universal moral and scientific principles in the conduct of research and the tradition of the Society of Jesus in proceeding with its educational mission.

The Universal Moral Principles

Respect for individual persons is the overarching maxim of morality, and informs all other ethical principles. Research must promote the life dignity and rights of every human being. To promote human well-being, these fundamental, time-honored principles that protect basic human rights must be considered in the conduct of research.

Autonomy. Autonomy is the capacity for self-determination. An autonomous person is an individual capable of deliberation about personal goals of acting under such deliberation. This principle acknowledges the dignity and capacity of individuals to make decisions for themselves. As such, participants in research shall be asked to give their informed consent.

Beneficence. Beneficence is based on the values of kindness and charity, which requires that above all an individual, should do only good, avoiding evil and harm. Beneficence demands that participants in research be protected from undue risks.

Nonmaleficence. Nonmaleficence enjoins a rigorous obligation to avoid injuring another individual or exposing another to danger. The legal requirements of duty of care and accountability arise from this principle.

Justice. Justice demands that the basic human rights possessed by every human being be upheld and protected. It can be examined in terms of 'fairness' and 'entitlement' or as Aristotle once said, 'giving to each what is due'.

Care. Care centers on responsiveness. It challenges researchers to assume that sense of responsibility necessary to ensure that the interest and welfare of all those involved in the research activity is duly safeguarded. It involves attentiveness, competence, and responsiveness.

Integrity. At the heart of the principle of integrity are the twin issues of fidelity and trustworthiness, which are critical to the success of any research endeavor and to the maintenance of research culture in general. This can be gauged by one's ability to comply with the provisions of the contract, such as keeping of deadlines, use of agreed research design and methodology, honoring obligations, and other conditions the researchers have bound themselves with.

Institutional Ethical Principles in Research

1. Promotion of human welfare.
2. Use of liberal and progressive philosophy that recognizes intellectual freedom.
3. Adherence to rigorous and honest work.
4. Commitment to empowering the community to respond to the challenges of the times.
5. Conduct of research and presentation of recommendations in a manner that manifests concern for the integration of knowledge.
6. Observance of gender-responsiveness and culture sensitivity as cross-cutting issues in research.
7. Commitment to the integrity of creation.

Plagiarism

One of the most important University policies concerns academic integrity or intellectual honesty. Therefore, at any time the University authorities have substantial proof that the thesis/dissertation of a student has been plagiarized or written by another, they shall, after due investigation, apply sanctions. Sanctions may be one of the following: forfeiture of the thesis/dissertation and an obligation to write another; suspension for one year; or in extreme cases, dropping of the student from the roster of the Graduate Program.

ROLES AND FUNCTIONS RELATED TO THESIS AND DISSERTATIONS

To guide the candidate in fulfilling the thesis/dissertation requirement, the role and functions of the mentor and the panel members are enumerated below.

Roles and Functions of a Thesis/Dissertation Writer

1. The student provides the research topic for discussion with the mentor.
2. The student submits written work regularly to the mentor.
3. The student takes note of the mentor's feedback and guidance.
4. The student produces all materials in word-processed or typed form.
5. The student informs the mentor of other people with whom the work is being discussed.
6. The student seeks out the mentor. If a student has serious problems with a mentor, s/he should seek first take these up with the mentor before taking up any further step. Should the matter be unsettled, it should be elevated to the Program Head and Assistant Dean.
7. The student, in coordination with the mentor, suggests names of faculty members who can serve in the oral defense panel and submits these to the Program Head.
8. The student abides by these submission deadlines:

Consultation	1-2 weeks before the appointment
Proposal	1-2 weeks before the oral defense
Consultation	3-4 weeks before the appointment
Thesis/Dissertation	3-4 weeks before the oral defense

Roles and Functions of a Mentor

1. The mentor should have knowledge of the student's subject area and the proposed theoretical approach.

If the student's work goes significantly outside the mentor's field of specialization, the mentor and the Program Head should be responsible for putting the student in touch with a specialist either inside or outside the institution.

2. Regular sessions between the student and the mentor should be held at least once a month. It is usually advisable to arrange for the time of the next meeting at the end of each session.

3. The mentor should read and critically comment on the student's work as it is produced.

4. The mentor should ensure that the student is made aware, if either progress or standard of work is unsatisfactory, and should arrange any necessary supportive action.

5. The mentor should advise the student on courses that may complement the student's field of research. S/he should arrange where possible, and where the student is eligible to attend lectures/seminars run by the institution, which would be helpful to the student.

6. The mentor should make clear to the student the institution's regulation concerning the preparation for the research, thesis writing, and oral defense.

   The mentor should ascertain that no misconduct in research is committed. Misconduct does not include honest errors or honest differences in interpretation or judgment of data.

7. The mentor endorses to the Program Head the candidate's proposal or thesis/ dissertation when it is completed and ready for consultation, and then, for defense.

8. The mentor sits in the Oral Defense and documents/takes note of the suggestions and/or recommendations of the panel.

9. The mentor gives a grade which will be 50% of the overall grade of the candidate's paper. S/he signs the grade sheet at the end of the semester, confirming the evaluation given by the panel members.

Roles and Functions of an Oral Defense Panel Member

1. The panel member reads the drafts, proposal, and thesis/dissertation thoroughly, noting areas in which clarification can be made.

2. S/he evaluates the proposal and thesis/dissertation according to the criteria for evaluation of theses and dissertations (See form pp 29 - pp 44). Greatest significance should be given to the quality of the research done, and, where

relevant, to the integrity of the methodology used and the candidate's ability to evaluate his/her own research critically in the context of relevant literature.

3. S/he sits with the candidate to give her/his initial comments and recommendations on the drafts of the proposal and the final manuscript. S/he attends the oral defense of the proposal and thesis/dissertation.

4. With a view to helping the candidate improve her work, the panel member is generally asked to make comments on the following during the oral defense:

    - The candidate shows appropriate familiarity with, and understanding of, the relevant literature;
    - The thesis/dissertation clearly sets out a research aim, hypothesis or initial intention;
    - The thesis/dissertation provides a study of the topic appropriate for master's or PhD/Doctorate level;
    - The research methodologies are appropriate and adequate for the subject matter and are properly applied;
    - The research findings are suitably analyzed, set out, and accompanied by adequate exposition;
    - The quality of the language expression, and general presentation of the thesis/dissertation is satisfactory;
    - The thesis/dissertation as a whole makes an appropriate contribution to the knowledge of the subject with which it deals and shows that the candidate understands the relationship between the content of the thesis/dissertation and the wider context of knowledge to which it belongs;
    - There are any parts of the thesis which, in the opinion of the panel members, are worthy of being the basis of publication.

5. S/he discusses her/his findings with the rest of the panel, but gives an individual grade to the candidate.

6. S/he signs the appropriate forms (e.g., documentation of the oral defense, evaluation sheet, and approval form).

7. S/he reviews the final document, whether proposal or thesis/dissertation, to ascertain that the candidate has made the recommended revisions on the work.

POLICIES ON THESES AND DISSERTATIONS

Time Frame

The student must be officially registered for Thesis/Dissertation 1 or 2 during the semesters/terms s/he will be writing the thesis/dissertation until it is completed, including the semester/term of the oral defense. The student should register and pay the appropriate fees at the beginning of the semester when he/she is ready to write the proposal or the thesis/dissertation.

If the student does not finish writing the proposal or thesis/dissertation within the semester/term which s/he has registered for Thesis 1/Dissertation 1 or Thesis 2/ Dissertation 2, s/he needs to register for the same subject and pay the tuition, miscellaneous fees and when necessary, laboratory fees again.

A student is given three (3) years within which to complete the thesis/dissertation. No student will be allowed to defend the thesis/dissertation without having passed the required written Comprehensive Examinations. S/he will need to consult the oral defense panel members individually and have each one sign the Notification to Submit a Thesis/ Dissertation Proposal/Final for Oral Defense Form. Oral Defense fees must be settled before the schedule is set.

Selection of a Mentor and Oral Defense Panel Members

Even before taking the comprehensive examinations, the student in consultation with the Program Head can already request for an official mentor. The choice of mentor is approved by the Program Head and Assistant Dean.

Mentors from institutions other than the Ateneo de Davao University must have similar qualifications as those required of the Ateneo Graduate School mentors. The following documents are requested: curriculum vitae (including the name of the institution with which the proposed mentor is currently affiliated) and a copy of the diplomas. They will be given an orientation on Ateneo's way of proceeding by the Program Head.

The 5-person PhD defense panel is composed of four (4) faculty members and the Program Head with PhD degrees. At least three (3) faculty members must come from the AdDU.

The 3-person master's defense panel has two (2) faculty members and the Program Head, all of whom must have Master's degrees. At least two of the three faculty members should be from Ateneo.

Like mentors from other institutions, non-Ateneo panel members must be specialists in their field. Documents requested are the curriculum vitae (including the name of the institution with which the proposed panel member is affiliated) and a copy of the diplomas. They should also be given an orientation on Ateneo's way of proceeding by the Program Head.

The Chair of the oral defense panel must be a specialist on the thesis/dissertation topic or methodology. S/he will be chosen and given an orientation by the Program Head before the Oral Defense.

The appointment of all panel members has to be approved by the Assistant Dean.

Oral Defense Documentation

The documentation of the proceedings of a defense – whether for a proposal or for the final paper – is an important reference for the recommended revisions, and forms the basis for grading the work.

The mentor documents the whole defense proceeding, and all the panel members will affix their signature to the documentation, confirming its accuracy.

Guidelines for Oral Defense Proceedings

1. All oral defense presentation shall be held within the AdDU Jacinto Campus.
1. The student gives a presentation for 20-30 minutes before the oral defense panel.
2. The Chair of the Panel facilitates the order of questioning and discussion. The members ask questions by rounds.
3. The defense proceedings may last 2-3 hours or until the panel members are done with their questions.
4. The Panel members decide on the merit of the proposal or thesis/dissertation based on the guidelines and set criteria, and accepts or rejects the proposal or thesis/ dissertation.
5. The Mentor records points and recommendations made by the members of the panel, particularly those pertinent to proposed revisions and clarifications. If the proposal or thesis/dissertation is rejected, the shortcomings are listed. S/he asks the members of the panel to affix their signatures to attest to the accuracy of the documentation.

6. The candidate complies with the recommended suggestions and revisions closely guided by the mentor.
7. The revised proposal or thesis/dissertation should be submitted within seven (7) days for the Master's programs and twelve (12) days for PhD/Doctorate programs. Copies of the revised proposal will be provided to the oral defense panel members for review. Each member checks the revised proposal or thesis/dissertation for compliance with the recommended revisions. If satisfied, s/he signs the Approval Sheet. Lead time for the review is three (3) weeks or 21 days.

Unsatisfactory Theses and Dissertations

If the final result shows that the thesis/dissertation failed, it will be returned to the candidate. S/he will normally be deemed to have failed the degree. At the discretion of the panel, the candidate may be offered one opportunity to revise and re-submit the thesis/dissertation. In such cases, the candidate will be required to re-enroll and pay the necessary fees for a period not exceeding one semester. A candidate who has re-submitted an initially unsatisfactory thesis/dissertation will receive a maximum grade of 2.5 for Master's students, and 2.0 for PhD/Doctorate students.

Issues and Problems

Issues and problems are the domain of the Program Head and the Assistant Dean. The candidate writes a letter detailing the nature of the problem that needs a resolution, and addresses it to the Assistant Dean, through the Program Head. The Assistant Dean, in consultation with the Program Head, acts on the matter expediently.

Publication

It is the Ateneo's policy that students are the owners of the papers and books that they create and publish. Research students, therefore, have the legal obligation to ensure that copyright and intellectual property requirements are met.

It is also important that all authors listed on a publication shall have contributed in a significant way to the work. The principal author is responsible for the entire publication and should ensure that all other authors accept, in writing, responsibility either for the entire paper or for that part of it with which they have contributed.

The authors of publications must acknowledge any assistance and support from any funding body, and they must do so in the form that is required by that funding body.

The submission to several journals of papers, articles or abstracts containing similar data or material must be properly declared to the publishers of the journals or other publications, subsequent to the primary publication.

Granting of Degree and Graduation

The degree is granted at the end of thr semester or term in which the final approved manuscript is submitted. The CHED requires the submission of two (2) copies of the thesis/dissertation and abstract in portable digital format (PDF) on two CDs. Five (5) hardbound copies of the master's thesis or PhD/Doctorate dissertation are to be submitted to the Program Office. The student may march in the graduation rite following the submission of the final approved manuscript.

The graduates can obtain their diploma from the Registrar's Office upon presentation of their student identification card, provided that there are no encumbrances attached to the diploma.

A duplicate copy of the diploma may be issued upon request. However, the notation "duplicate copy" and the date it was prepared shall be indicated, found on the lower right hand portion of the document.

If the signatories of the original diploma are no longer in the Ateneo or are no longer in their designations when they signed the original diploma, the duplicate diploma shall be signed by the school officials who have replaced them.

ANNEX A

CHEATING

The Ateneo in its effort to provide a well-rounded education focuses not only on the student's academic excellence, growth in faith, and social involvement but also aims to develop the virtues of a good Christian. To this end, the Ateneo inculcates the values of honesty, respect, self-reliance, and responsibility among the students to generate a more open approach and responsive valuing of their Christian Formation.

I. Rules during examinations and quizzes:

1. Before the start of the examination, the student's desk must be cleared of any material which may be a possible source of answers to questions in the examination, and which can be surreptitiously concealed thereby, except those that may be required by the examiner.
2. Students must refrain from any form of the verbal, written, or non- verbal communication. This includes among others, glancing at the seatmate's paper, whispering to another one's answer, or using any sign to convey an answer to the other. Any act analogous to those mentioned will be taken against the students.
3. Any problem that may be encountered pertaining to the examination shall be addressed either to the proctor or the instructor concerned.
4. Definition of cheating is understood to include any or all of the following:
    a. Copying from or allowing a seatmate to copy from one's test paper;
    b. Passing on or receiving from another student answers to test questions;
    c. Using sign language or mobile text messages to convey or acquire information during examinations;
    d. Soliciting answers or "Questions" from personnel who have access to test questions;
    e. Deliberately supplying false information or tampering of official records;
    f. Plagiarism (copying someone's work and claiming it as his/her own);
    g. Using books and notes during examination where these are explicitly prohibited;
    h. Stealing or making use of stolen test questions.
5. Any student found guilty of cheating will have his/her examination/quiz result nullified or cancelled, and he/she will be subjected to disciplinary action.

II. Rules for students caught "in the act of cheating" or "flagrante delicto" during major examinations.

1. The faculty member/ proctor who catches a student in the act of cheating during major examinations will immediately inform the student.

2. The incident will immediately be reported to the School Deans who shall then review the incident.

3. If upon administrative review, the School Dean confirms the cheating violation, the School Dean will then inform the student in writing of the sanctions for cheating in a major examination:

    a. The student gets a failing grade in the course:
    b. He/She will be suspended during the succeeding semester. If he/she intends to continue his/her studies at the University, he/she will not be allowed to "cross-enroll" in another school during the suspension period.
    c. However, if the student chooses to transfer to another school, he/she may be granted an honorable dismissal. However, he/she will no longer be re-admitted to the Graduate Schools of the Ateneo.
    d. After the suspension, a subsequent violation of the rules on cheating in a major examination will mean a failing mark in the course and dismissal from the University at the end of the school term.

4. In case the student or the teacher –complainant is not satisfied with the decision of the Dean, the aggrieved party may file an appeal before the University Standards Committee.

5. Cheating and academic dishonesty in instances other than in major examinations will continue to be handled by the faculty involved and/or the Department Collegial Panel if a case is brought before it.

III. *Reporting Academic Misconduct*

Faculty Resolution Form/ Referral Form for Academic Misconduct

This form is used by the faculty in academic misconduct situations. The form allows the professor to indicate if the student has accepted responsibility for the alleged violation or if the faculty has resolved the matter together with the student or if the teacher has submitted the matter to the Office of the Dean concerned for a hearing.

Submission of Faculty Resolution Form

If the case is resolved by the professor and the student has accepted responsibility and its corresponding sanction, the professor is required to submit the Faculty Resolution Form to the Office of the Dean concerned. Materials will be submitted to the Office of the Dean to track recurring incidents and patterns while maintaining accurate, current and confidential records of academic misconduct.

Hearing by the Department Collegial Panel

The Office of the Dean concerned requires certain documentation before proceeding to a hearing of the case. Thereafter, within ten (10) days from the receipt of the referral form for academic misconduct, the Dean concerned shall form a departmental collegial panel to receive and hear the case. In order to expedite the information-seeking process, the professor-complainant shall submit to the panel the following information along with this completed form:

1. Complaint form indicating the name of the student and the act/s committed;
2. A copy of the course syllabus;
3. The original copy of the work in question (i.e. test/ quiz, essay, blue book, lab report, etc.); and
4. Other supporting documentation (i.e. sources, other students' work, correspondence with student, etc.)

The Department Collegial Panel shall hear and decide on the case after receiving all documentary and testimonial evidence. The student may seek the assistance of counsel if he/she deems it necessary. The decision of the panel is reached upon the vote of a simple majority.

The panel shall explain and indicate in its decision the basis, rationale, and the imposable penalty applicable. The student concerned shall be informed in writing by the Office of the Dean concerned about the resolution of the case. The same shall be immediately executory unless the student informs the Dean of his/her intention to make an appeal before the University Standards Committee within five (5) days from the receipt of such notice.

Appeal

In case the student or the professor-complainant is not satisfied with the decision of the Office of the Dean concerned through the Department Collegial Panel created to hear the case, the aggrieved party may file an appeal before the University Standards Committee for review.

IV. ***Other forms of cheating***

1. **Plagiarism** is presenting the work of another as one's own.

   Plagiarism occurs whenever

   - One quotes another's actual words or writings without due acknowledgement. This includes all information from any source, including the Internet;
   - One uses another's ideas, opinions, work, data, theories, though paraphrased, without due acknowledgment.
   - One uses data, statistics or other illustrative materials without due acknowledgment;
   - One fails to acknowledge with correct citation any close or extended paraphrasing from another;
   - One fails to use quotation marks when quoting directly the work of another.

2. **Fabrication or Falsification** is making unauthorized alterations to information or inventing information or citations in an academic exercise. Fabrication is inventing or counterfeiting information; falsification is altering information. They occur:
   - When one alters or falsifies a graded work after it has been evaluated by the instruction and re submits it for re grading;
   - When one invents data or provides a false account of the method by which data were generated;
   - When one misrepresents by fabricating otherwise justifiable excuses such as illness, injury, accident, etc., in order to avoid timely submission of an academic work or to avoid or delay the taking of a test or examination.

3. **Complicity in Academic Dishonesty** is helping or attempting to help another to commit an act of academic dishonesty. Complicity includes:
   - Permitting another student to copy one's work during a test or allowing another to copy one's paper, lab report, etc.
   - Talking an examination or another portion for a course for another student; writing a paper, lab report, etc. for another student.

4. **Abuse of Academic Materials** is destroying, stealing, or making inaccessible library or other resource materials.

5. **Multiple Submissions** occur when one submits substantial portions of the same academic work, including oral report, for credit more than once without the explicit knowledge and authorization of both instructors.

6. **Regarding the above types of academic dishonesty and others of a similar nature, the School Dean leaves the penalties to be given to the instructors concerned. These penalties may include:**
   - Revision or completion of the work in question, with or without a grade reduction;
   - A reduced grade, including 3.0 or 79% for academic work or assignment;
   - A reduced grade, including 3.0 or 79% for the entire course.

   Cases where additional disciplinary sanctions are sought (such as suspension or exclusion) would have to be elevated to the Graduate School Disciplinary Board, following prevailing University practice, rules, and regulations.

ANNEX B

DUE PROCESS FOR DISCIPLINARY CASES

Complaint - The complaint must be in writing, subscribed and sworn to by the complainant. It must contain the following:

1. the full name of the complainant;
2. the full name of the respondents;
3. a specification of the charge or charges; and
4. a brief statement of the relevant and material facts.

If the complaint does not comply with the foregoing, the Dean shall require the complainant to comply in writing within five (5) days from receipt of the notice, otherwise the complaint shall be dismissed.

A withdrawal of the complaint made or filed at any stage of the proceedings shall not prelude the Dean/Committee from proceeding with the investigation of the case.

1. PROCESS OF HEARING AND RESOLUTION

a. Complaint Received

When the Dean's Office concerned receives the formal information/ complaint it will inform the student in writing within ten (10) days from the receipt of the information/complaint and directs the student to file his/her answer in writing within ten (10) days from his/her receipt of the notice.

b. Informal Resolution

Based on the information/complaint filed with the Dean's Office concerned, the Dean or the Dean's duly authorized representative shall conduct an initial investigation. If an informal resolution is reached in the initial meeting and the student accepts the resolution, the case is considered resolved.

c. Formal Resolution and Hearing

If the student does not want to accept the sanctions or prefers to have a hearing, or if the Dean believes it is appropriate to raise the investigation to a committee, the case will be forwarded to the Graduate School Disciplinary Board for a hearing. Prior to the hearing, the student will be asked to submit any information for the hearing body to review.

d. **Graduate School Disciplinary Boards Decision – Sanctions**

The Graduate School Disciplinary Board shall convene within ten (10) days from the receipt of the written endorsement from the Dean for hearing or a request for hearing from the student. Parties to the case shall be notified of the schedule of the hearing through the Dean's Office. Parents /Spouse and their counsel may likewise be invited at any stage of the proceeding should the Board or any of the parties find their presence necessary.

After the hearing, the, Graduate School Disciplinary Board deliberates and submits its decision containing its findings, resolution, and recommendation. The decision of the case by the Board is reached by simple majority. The decision of the Board shall then be forwarded to the Dean's for its implementation and execution. The sanctions imposed upon the student aim to help the student reflect on his/her actions, to learn how to act in ways that are congruent with the community expectations, to repair any harm caused, and sometimes to remove the student from campus if warranted.

In the course of determining the gravity of the violation committed, the following circumstances shall be considered:

1. Degree of Violation;
2. Occasion/Frequency; and
3. Presence of mitigating and aggravating circumstances

Decisions involving grave offenses must be referred and forwarded to the University Lawyer before being finalized.

Moreover, the Graduate School Disciplinary Board resolution involving grave offenses which imposed sanctions of dropping, suspension and expulsion shall be executed and implemented in accordance with the provision of the Manual of Regulation for Private Higher Education.

ANNEX C

IMPLEMENTING RULES: ANTI-SEXUAL HARASSMENT ACT OF 1999

POLICY STATEMENT

The School of Arts and Sciences, School of Business and Governance, School of Nursing, School of Engineering and Architecture, and School of Education, of the Ateneo de Davao University believe that every member of the academic community must be treated with respect and dignity in accordance with Christian values. Sexual harassment impairs the pursuit of the ideals of the Ateneo de Davao University. The Ateneo de Davao University regards sexual harassment as unacceptable behavior because it is a violation of the foregoing policy and the Sexual Harassment Act of 1995.

Any administrator, faculty member or employee who engages in sexual harassment is subject to disciplinary action, which may include termination of employment.

Any member of the Ateneo de Davao University who is a victim of sexual harassment could file a complaint with the Committee on Anti-Sexual Harassment which will promptly, thoroughly, and fairly investigate any complain for sexual harassment and recommend that the appropriate action be taken as may be warranted by the circumstances. Except to the extent necessary to conduct the investigation, any complaint for sexual harassment and the investigation shall be treated as confidential.

RULES AND REGULATIONS IMPLEMENTING THE ANTI-SEXUAL HARASSMENT ACT OF 1995.

Pursuant to the provision of Section of Republic Act No. 7877 entitled "Anti-Sexual Harassment Act of 1995," the following rules and regulations are hereby promulgated for the purpose of prescribing the proper decorum for administrators, faculty members and employees of the College of Arts and Sciences of the Ateneo de Davao University and for the resolutions, settlement and disposition of cases of sexual harassment.

Rule I

DEFINITION

Section. 1 - Definition of Terms: The following terms shall mean and be understood as indicated below:

Faculty Members - refers to any member of the Faculty of the School of Arts and Sciences, School of Business and Governance, School of Nursing, School of Engineering and Architecture, and School of Education of the Ateneo de Davao University, whether on a full-time or part-time basis, and shall include any lecturer in classes entrusted with the supervision or training of students.

Applicant Student - refers to a person seeking admission in the Ateneo de Davao University as a student in the regular and special courses.

Victim - refers to any administrator, faculty member, employee, student or applicant student against whom an act of sexual harassment has been committed.

Committee - refers to the Committee on Anti-Sexual Harassment.

Rule II

COVERAGE

Section 1. Officials and Employees. These Rules and Regulations shall apply to any administrator, faculty member, employee or applicant employee of the Ateneo de Davao University who complains of or against whom a complaint for sexual harassment is filed.

Section 2. Students and Applicant Students. These Rules and Regulations shall also apply to students and student applicants who complain of sexual harassment committed by any administrator, faculty, member, employee or applicant employee.

Section 3. If it is the Dean who complains or against whom a complaint for sexual harassment is filed, the case shall be referred to the University Committee.

Rule III

SEXUAL HARASSMENT

Section 1. Persons Liable - Sexual harassment is committed by an administrator, faculty member, applicant employee, student or applicant student over whom he or she has authority, influence or moral ascendancy, regardless of whether or not the demand, request, or requirement for submission to any of sexual harassment is accepted by the victim.

Section 2. Other Parties Liable - Any person who directs or induces another to commit any act of sexual harassment under section 1 or 2 cooperates in the commission of any such act without which such act would not have been committed shall also be liable for sexual harassment.

Section 3. Act of Sexual Harassment in Employment - Sexual harassment is committed in a work related environment whether or not the demand, request or requirement for submission is accepted by the victim, when:

a) A sexual favor is made as a condition in hiring or in the employment, re-employment, or continued employment or in granting favorable compensation, terms, conditions, promotion or privilege, and any other terms or condition of employment.

b) The refusal to grant a sexual favor, demand, request or requirement results in limiting, segregating, or classifying all administrators.

c) The above acts will violate or impair the rights or privileges of the victim under existing labor laws.

d) The above acts will result in an intimidating, hostile, or offensive environment for the victim.

Section 4. Sexual Harassment against Student and Applicant Students - Sexual harassment is committed against a student or applicant students whether or not the demand, request, or requirement for submission is accepted by the victim, when:

The act of sexual harassment is committed against one whose education, training, apprenticeship, or tutorship is entrusted to the offender.

A sexual favor is made a condition for admission to the school's regular or special course, to the giving of passing grade, or a higher grade the granting of honors or scholarships, the payment of stipend, allowance of other benefits, privilege or consideration, the recommendation or appointment of a student as an officer of student organization engaged in extracurricular activities, or for graduate studies or for employment the approval of a thesis or the recommendation that a grade of a student be reconsidered.

The above acts will result in an intimidating benefit or offensive environment for the victim.

Section 5. Place of Commission - Sexual harassment may be committed in any work or educational environment. It may include but is not limited to the acts of sexual harassment committed.

Within or outside the campus:
At the school training related or education related social function;
In the course of work assignments or course assignments outside the campus;
During work related, training related, or education related travel.

Rule IV

FORMS OF SEXUAL HARASSMENT

Acts of Sexual Harassment - Sexual Harassment may be committed in any of the following forms:

- overt sexual advances;
- unwelcome or improper gestures of affection;
- request or demand for sexual favors including but not limited to going out on dates, outings, or the like for the same purpose;
- any other act or conduct of a sexual nature or for purposes of sexual gratification which is generally annoying, disgusting or offensive to the victim.

Rule V

COMMITTEE ON ANTI-SEXUAL HARASSMENT

Section 1. Creation - The Committee on Anti-Sexual Harassment is hereby established.

Section 2. Composition - The Disciplinary Board Committee is designated as the Committee on Anti-Sexual Harassment.

Section 3. Function - The Chair shall receive any complaint. The Committee shall investigate and hear sexual harassment cases, prepare and submit reports with corresponding recommendations for the decision of the Dean.

Section 4. Other Functions - The Committee shall develop and implement programs to increase understanding and awareness about sexual harassment. In addition, the Committee shall develop rules in the settlement and disposition of sexual harassment complaints, taking into consideration confidentiality and respect for privacy. The Committee shall also ensure that no complain shall be subjected to further harassment or retaliation by the respondent.

Rule VI

PROCEDURE

Section 1. Complaint

The complaint must be in writing, subscribed and sworn to by the complainant. It must contain the following:

1. the full name of the complainant;
2. the full name of the respondents;
3. a specification of the charge or charges; and
4. a brief statement of the relevant and material facts;

If the complaint does not comply with the foregoing, the Chair shall require the complainant to comply in writing within five (5) days from receipt of the notice, otherwise the complaint shall be dismissed.

The complainant may submit any complainant to specify the acts complained of a sexual harassment in writing within five (5) days from receipt of the notice, otherwise the complaint shall be dismissed.

A withdrawal of the complaint made or filed at any stage of the proceedings shall not prelude the committee from proceeding with the investigation of the case.

Section 2. Answer

The respondent shall file his or her answer personally or through legal counsel within ten (10) days from the receipt of the complaint.

The answer shall be in writing, subscribed and sworn to by the respondent and a copy

shall be furnished the complainant. No particular form is required but it is sufficient if the answer contains specific admission or denial of the charge or charges and a statement of the relevant facts constituting the defense of the respondent.

The respondent may submit any evidence he or she possesses including affidavits of witnesses and pertinent documents.

Failure of the respondent to file an answer within the time specified in these Rules or to appear in these Rules or to appear in the investigation shall be construed as a waiver of the right to present evidence in his or her behalf. On the basis of pleading and evidence submitted, the Committee shall submit its report and recommendation to the Dean.

Section 3. Reply

The complainant may file a reply within five (5) days from receipt of the answer.

Section 4. Preventive Suspension

The Dean may suspend any respondent for not more than thirty (30) days pending an investigation, if there are strong reasons to believe that the respondent is guilty of charges which warrant his or her dismissal from the service.

When the case against the respondent who is under preventive suspension has not been decided within thirty (30) days after the date of suspension of the respondent, he or she may be reinstated in the service or the preventive suspension may be extended subject to the payment of salaries during such extension.

Section 5. Hearing

After all the pleading have been submitted, the Committee shall conduct a hearing not earlier than five (5) days not later than ten (10) days from the date of receipt of the answer or the reply, if any, and shall terminate such hearing within thirty (30) days from the filing of the charges. However, the Committee may extend the period of hearing if it deems necessary. Any member of the Committee may propound questions to the parties and their witnesses for clarifications.

Any party may avail himself/herself of the assistance of the lawyer if he so desires. No postponement shall be granted except in meritorious cases.

The parties may be required to submit their respective memorandum within ten (10) days after the hearing of the case.

Section 6. Report and Recommendations

The Committee shall submit its report and recommendation to the Dean, whose decision shall be executory upon expiration of the period to appear if no motion for reconsideration is filed or no appeal is made.

Section 7. Administrative Penalty

Sexual harassment shall be punishable with a reprimand, suspension without pay for a maximum period of six (6) months, or dismissal, taking into consideration the seriousness of the offense in the light of the facts and circumstances of the case.

Section 8. Motion for Reconsideration

Either party may file a motion for reconsideration with the Dean within ten (10) days from receipt of the copy of the decision on any of the following grounds.
New evidence has been discovered which materially affects the decision;
The decision is contrary to law or based on a misappropriation of the facts.

Section 9. Appeal.

The decision of the Dean may be appealed within ten (10) days to the President of the Ateneo de Davao University, whose decision shall be final. The period during which a motion for reconsideration is pending shall suspend the running of the period to appeal.

Administrative sanctions shall not be a bar to prosecution in the proper courts for unlawful acts of sexual harassment.

Section 10. Confidentiality of Proceedings.

The proceedings of all sexual harassment cases shall be private and confidential.

Rule VII

SANCTIONS

Section 1. The following administrative sanctions shall be imposed on sexual harassment cases:

a. For work-related incidents of sexual harassment:
- Reprimand and warning
- Suspension
- Dismissal

b. For education or training-related acts of sexual harassment:
- Reprimand and warning
- Suspension
- Dismissal
- Expulsion (non-readmission to any school)

Rule VII

EFFECTIVITY

These Rules and Regulations shall take effect upon approval by the Dean.*

*By virtue of the approval of the University President dated, June 1996.

APPENDIX D

DEGREE PROGRAMS

GRADUATE SCHOOL OF ARTS AND SCIENCES

- **Doctor of Philosophy in Psychology major in Clinical Psychology**
- **Doctor of Philosophy in Psychology major in Counseling Psychology**
- **Doctor of Philosophy in Development Studies**
- **Doctor of Philosophy in Theology***
- **Master of Arts in Applied Social Research**
- **Master of Arts in Economics**
- **Master of Arts in English**
- **Master of Arts in English Language and Literature****
- **Master of Arts in Guidance Counseling**
- **Master of Arts in Philosophy**
- **Master of Arts in Theology major in Pastoral Ministry***
- **Master of Arts in Theology major in Religious Education***
- **Master of Science in Biology**
- **Master of Science in Chemistry**
- **Master of Science in Information Technology**
- **Master of Science in Psychology*****
- **Master of Science in Social Work**
- **Master in Guidance and Counseling**
- **Master in Psychology*****
- **Master in Tropical Risk Management**

**In consortium with St. Alfonsus Theological and Mission Institute*

***Successor program to Master of Arts in Teaching English and Literature (MATELL) currently in application with CHED for change in program name.*

****With the following majors: Clinical, Industrial/Organizational, and Educational Psychology*

GRADUATE SCHOOL OF BUSINESS AND GOVERNANCE

- **Doctor of Business Administration**
- **Doctor of Management in Human Resource Management**
- **Doctor of Public Administration**

- **Master in Business Administration**
- **Master in Business Administration under Accelerated Program for Executives (APEX)**
- **Master in Business Administration major in Human Resource and Organizational Development**
- **Master in Public Administration**
- **Master in Public Administration under Accelerated Program for Executives (APEX)**
- **Master in Public Administration major in Local Governance**
- **Master in Public Administration major in Public Policy**

GRADUATE SCHOOL OF NURSING

- **Master of Arts in Nursing**
- **Master in Nursing**

GRADUATE SCHOOL OF ENGINEERING AND ARCHITECTURE

- **Master of Engineering major in Civil Engineering**
- **Master of Engineering major in Computer Engineering**
- **Master of Engineering major in Electronics Engineering**
- **Master of Engineering major in Mechanical Engineering**
- **Master of Engineering major in Electrical Engineering**

GRADUATE SCHOOL OF EDUCATION

- **Doctor of Philosophy in Education Administration major in Basic Education**
- **Doctor of Philosophy in Education Administration major in Higher Education**
- **Master of Arts in Education major in Educational Administration**
- **Master of Arts in Education major in Basic Education Teaching English**
- **Master of Arts in Education major in Basic Education Teaching Mathematics**
- **Master of Arts in Education major in Basic Education Teaching Science**

APPENDIX E
AGREEMENT OF COMPLIANCE

I have read and understood the provisions of the official Ateneo de Davao University Graduate School Student Manual.

I will faithfully comply and conduct myself as a student of the Graduate School according to the handbook to the best of my knowledge and discretion with all good fidelity and honesty. I impose upon myself this voluntary obligation without mental reservation or purpose of evasion.

I will be solely accountable for any infraction of the provisions of the manual.

_____
Signature over Printed Name

_____
Degree Program

_____
Date

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Date