



GRADUATE STUDIES HANDBOOK

**MINDANAO STATE UNIVERSITY
MAIN CAMPUS**

Revised 2023

TABLE OF CONTENTS

	Page
Title Page	1
Table of Contents	2
Foreword (<i>Vice Chancellor for Academic Affairs</i>)	4
Admission Policies	5
Admission Requirements	5
Requirements for International Student Applicants	7
Admission Procedure	8
Classification of Graduate Students	10
Enrollment Policies	11
Matriculations & Admission Categories	11
Continuous Matriculations	12
Additional Matriculation Options	12
Simultaneous Matriculation	13
Withdrawal and Registration Holds	13
Revocation of Matriculation	14
Time Limitation for Completion of Program of Study	14
Time Extension for Students	15
Leave of Absence	15
Reinstatement	15
Cross Enrollment	15
Curriculum Policies	17
Program of Study	17
Bridging Courses	18
Unit Load for Students	18
Summer Session Course Load	18
Class Size and Course Contact Hours	19
Attendance Requirements	19
Transfer Unit Credits	19
Criteria for Acceptance of Transfer Credit	20
Transfer of Pass/Fail Courses	21
Substitution for Course Taken at Another Institution	21
Credit by Examination	21
Periodic Review of Progress for Graduate Degree Programs	21
Graduate Research Seminar (GRS)	22
Comprehensive Examination	23

Thesis and Dissertation	25
Definition of Terms	25
Capstone, Thesis and Dissertation Policies	26
The Conduct of the Thesis/Dissertation Proposal Defense	28
Capstone/Thesis/Dissertation Registration	29
Acceptance for Final Oral Defense	29
The Conduct of the Capstone/Thesis/Dissertation Final Defense	30
Teaching Load Credit and Overload Remuneration	31
Conflict of Interest	32
Responsibilities of the Thesis/Dissertation Panel	33
Proposed Payment Scheme for Special Project/Thesis/Dissertation	35
Submission of Manuscript Hardbound and Electronic Copy	36
Deadline	36
Thesis/Dissertation Grace Period	36
Plagiarism/Similarity Index	37
Presentation and Publication of Thesis/Dissertation Output	38
Manuscript Format	39
Other Important Matters	47
Research Ethics	47
Certificate of Originality/Authentic Authorship for Thesis and Dissertation Works	47
Graduate Faculty Members	47
Graduation Requirements	49
Graduate Teaching Assistantship	52
Graduate Education Extension Programs	54
Effectivity and Proponents	56
References	57
Appendices	58

FOREWORD

(Vice Chancellor for Academic Affairs)

ADMISSION POLICIES

I. Admission Requirements

The following minimum requirements must be satisfied for admission to any graduate program of MSU-Main:

1. A bachelor's degree, or master's degree, from a recognized institution is required for admission to a master's or doctoral degree program, respectively.
2. An applicant to a certificate/master's degree program or to a doctoral degree program should have an undergraduate Cumulative Grade-Point- Average (CGPA) of 2.00 or better or a master's CGPA of 1.75 or better, respectively; or some evidence of potential ability to pursue a graduate degree, e.g., excellent performance in teaching or research, etc. However, applicants with a CGPA lower than the prescribed rating may be admitted on a probationary status subject to graduate academic program admissions requirements sought.
3. In addition to the CGPA requirements, applicants are also required to fulfill other specific requirements, including the following:
 - a. Authenticated Birth Certificate and/or Marriage Contract Certificate (if applicable), issued by the Philippine Statistics Authority (PSA).
 - b. Medical certificate indicating the applicant's health status, issued by a licensed physician. The certificate must include the physician's Professional Regulation Commission (PRC) license number.
 - c. Letters of Recommendation or Professional Letters.
 - d. Permit to study from the employer (if currently employed).

The above criteria shall be enforced through:

A. Determination of Admissions Criteria/Evaluation of Scholastic Credentials

1. The Graduate Admission Committee of each program is responsible for evaluating applicants based on specific criteria, which may include their academic background, language proficiency, research proposal, and research work experience in the intended major field. The Graduate Program Coordinator (GPC) then recommends the admission of a prospective major student to the Dean of the college thru the Department Chairperson. The Dean issues an official letter of admission or non-admission accordingly. It is crucial that the criteria used by each program are transparent and accessible to students. These criteria should be

effectively communicated to the Office of the Vice Chancellor for Academic Affairs (OVCAA) to ensure consistency and fairness in the admission process.

2. Programs should conduct regular reviews of their curricula, and similarly, they should also periodically review their admissions criteria and requirements.
3. Programs are encouraged to incorporate information about their admissions criteria when submitting a proposal for a new program. It is important for them to evaluate whether any adjustments to their admissions criteria would be suitable.
4. The graduate department shall review changes to program admissions criteria and monitor the availability of admissions information on the applicants.

B. Qualifying Exam and/or Interviews

1. Programs may choose to include qualifying exams and/or interviews as part of their evaluation process for applicants.
2. The program shall determine an acceptable standardized test/interview score and consider this score in relation to the other admissions criteria.
3. Test or interview scores obtained within the past five years will be deemed valid and will be accepted for the admissions process.

C. Transcripts

During the application process, students may send unofficial transcripts directly to the department via email. However, if admitted, it is required to provide official transcripts that encompass all coursework completed at the bachelor's and master's levels from each degree-granting institution. These official transcripts should be sent directly to the offering college. Additionally, official transcripts of any non-degree coursework should also be submitted.

D. Letters of Recommendation

Graduate degree programs generally require a minimum of two academic and/or professional Letters of Recommendation. Academic letters of recommendation may be written by the applicant's former professors, colleagues, or head/dean/director of his/her college/institution; while professional letters may be written by the applicant's previous or current employers.

E. Concept Paper

Students shall write an essay about their purpose and/or research interest to be submitted together with their application. The Statement of Purpose shall detail the applicant's reasons for applying in the specific program and suitability for advanced studies. The Statement of Research Interest shall address the student's commitment to study and conduct research and/or indicate current areas of interest or inquiry that may lead to thesis/dissertation. Programs may also request additional essays.

II. Requirements for International Student Applicants

A. Authentication and Legalization of Documents

Documents executed or issued overseas needs to be authenticated by the competent authority in the country of origin and legalized before the Philippine embassy or consular office located in the document's country of origin, before the same can be recognized and used in the Philippines.

B. Course Evaluation

International applicants who earned undergraduate degrees outside the Philippines must submit a course-by-course evaluation of all previous college and university records to establish that the degree is equivalent to a Philippine baccalaureate degree.

C. Documentation of Proficiency in English

International applicants must provide evidence of proficiency in English. International applicants who graduated from institutions where English is not the language of instruction, or who earned undergraduate or graduate degrees in a country where English is not the official language, or who have not earned at least 24 non-remedial credits from an accredited college or university, must have the following minimum score:

1. Test of English as a Foreign Language (TOEFL), internet-based test (iBT): 83.0
2. Test of English as a Foreign Language (TOEFL), paper-delivered test (iBT): 62.0
3. International English Language Testing System (IELTS): 6.5

Note: Applicants may include a request for a waiver of the English Proficiency requirement, if there are any special circumstances that may be taken into account. Moreover, the English Proficiency requirement is in place regardless of the applicant's citizenship status.

D. English as a Second Language (ESL) Placement Test

International students who earned undergraduate (or graduate) degrees in a country where English is not the official language are required to take the ESL placement test and score higher than level IV. Students who do not score at this level shall be provided with a list of ESL courses needed to reach the acceptable level of English proficiency. These courses shall be added to the student's program of study, and at least one course must be taken in the first semester of graduate study. Only degree-seeking students may be required to take the ESL test and to register for any ESL coursework. Additionally, some students may be required to take additional ESL courses.

E. General Deadlines for Submitting Applications/Application Deadlines

Applicants must ensure that their applications and all supporting materials are submitted by the deadline specified by the individual department and/or program of study. Applications received after the prescribed deadline may be considered at the discretion of the academic program.

F. Exceptions and Appeals of Admissions Decisions

Exceptions: Any exceptions to the admissions policies can only be granted by the Dean in consultation with the graduate department.

Appeals: If an applicant wishes to appeal an admissions decision, they must submit a written appeal to the Dean. The Dean, in consultation with the department, will review the appeal and make a decision. Once a decision has been reached, the Dean will send an official notification of the decision to the applicant.

III. Admission Procedure (*Amendment to BOR Resolution No. 72, series of 1992*)

The student is required to prepare the following documents/items in two sets:

1. One set of original copies of Transcript of Records for the Office of the University Registrar and one (1) set of certified true copies for the College.
2. Four (4) 2x2 ID pictures pasted on the application forms: two (2) for the College/Center and another two (2) with the name written at the back for the Office of the University Registrar.
3. Two (2) photocopies of Transfer Credentials/Honorable Dismissal for the College and one original copy for the Office of the University Registrar. If not yet secured, these documents must be submitted within a month after regular enrollment.

4. Two recommendation forms from former Professors or experts in the field of specialization being sought.
5. Official Receipt of the admission fee to be paid at the Cashier's Office. Please secure the payment slip from the department;
6. Photocopy of the marriage certificate (for married women who changed family names) for the Office of the University Registrar.
7. Birth Certificate issued by the Philippine Statistics Authority (PSA).
8. Medical certificate indicating health status from a licensed physician. The certificate must include the physician's PRC license number.
9. Permit to study, if currently employed.
10. Concept Paper.

Once the above documents/items are prepared, the student should follow these steps:

1. Fill up two sets of "Application for Admission to a Graduate Program" form and submit them, along with items 1-5 mentioned above, to the Program Adviser.
2. The Program Adviser/Coordinator will evaluate the application and conduct an interview with the applicant. In some programs, an admission exam may be administered, with appropriate fees.
3. After the evaluation and interview process, the Program Adviser/Coordinator will sign the forms and endorse the two sets of application documents to the College.
4. The Dean/Director of the College will sign the two sets of application forms and issue a Notice of Admission. Copies of the Notice of Admission will be attached to the application documents.
5. One set of the application documents will be filed at the College, while the other set will be returned to the Program Adviser/Coordinator for filing in the Department.
6. The student will receive a copy of the Notice of Admission and proceed to the Program Adviser/Coordinator for enrollment. If the student's English proficiency is low and they are seeking admission to a graduate program, they will be advised to meet the English proficiency requirement before being admitted as a regular student.

IV. Classification of Graduate Students (*BOR Resolution No. 72, series of 1992*)

Graduate students upon admission shall be classified as follows:

1. **Regular:** A full-fledged graduate student who has satisfactorily complied with all the requirements for admission, including those prescribed by the department/college offering the degree.
2. **Conditional:** An applicant who has certain deficiencies, such as prerequisite courses, but meets all the basic requirements for admission. These deficiencies should be fulfilled by the end of the second semester of the first year of attendance. A student on conditional status will be dismissed from the program if they fail to achieve a CGPA of 2.00 or better in the first semester of residence for a master's degree or a GPA of 1.75 or better for a doctoral degree.
3. **Probationary:** An applicant who fails to earn an undergraduate CGPA of 2.00 or better but has demonstrated the capability to pursue a master's degree, or an applicant who fails to earn a CGPA of 1.75 or better in a master's degree but has shown the capability to pursue doctoral studies. A student on probation will be dismissed from the program if they fail to achieve a CGPA of 2.00 or better in the first semester of residence for a master's degree or a CGPA of 1.75 or better for a doctoral degree.
4. **Special:** An applicant who, in writing, does not intend to pursue a graduate degree but seeks admission to a specific graduate program to enroll in selected courses. Credits earned as a special student will not be counted toward any degree unless the basic requirements for admission to the degree have been satisfied, approved, and recommended by the department/college/center. The maximum number of credits allowed as a special student is nine (9) units.

A student admitted on a probationary basis cannot continue to register as such beyond one semester. No student can be admitted for candidacy to a degree while in a conditional or probationary status.

If the department determines that a student is unable to complete the degree they are pursuing, the department will provide written advice to the dean/director of the college/center to dismiss the student from the program.

ENROLLMENT POLICIES

I. Matriculations and Admission Categories

A. Regular Admission / Full Matriculation

Regular admission and full matriculation shall be granted to applicants who meet the following conditions:

1. Meet the minimum criteria for admission as set forth by the program.
2. Undergo an interview conducted by designated members of the graduate department, if applicable.
3. Receive acceptance by the graduate program, confirmed electronically.

B. Partial Matriculation

Partial matriculation is for students who meet the minimum criteria for full matriculation but have been assessed to have an insufficient academic background for the program they applied to. The requirements for full matriculation will be specified by the Graduate Program Committee and approved by the respective department.

1. Matriculation will be deferred until the completion of courses aimed at addressing the academic background insufficiency, typically undergraduate courses, with a minimum CGPA determined by the respective department. Any graduate courses taken during this period may be considered for credit toward the degree.
2. The terms of the deferment must be fulfilled within three semesters (excluding summer sessions) from the date when the deferred status was granted.
3. In order to be fully matriculated, the student files a Petition for Reclassification with the graduate department. The petition is forwarded to the Department Chairperson and to the Dean for decision.

C. Conditional Admission / Provisional Matriculation

Conditional admission is granted to an applicant with deficiencies, such as prerequisite courses, who nevertheless satisfies all the basic requirements for admission. These deficiencies must be fulfilled by the end of the second semester of the first year of attendance. A student on conditional status will be dismissed from the program if they fail to earn a CGPA of 2.00 or better in the first semester of residence for a master's degree or a CGPA of 1.75 or better for a doctoral degree.

Provisional Matriculation is granted to a student who fails to earn an undergraduate CGPA of 2.00 or better but has demonstrated the capability to pursue a master's degree, or an applicant who fails to earn a CGPA of 1.75 or better in a master's degree but has shown the capability to pursue doctoral studies.

A student on probation should be dismissed from the program if they fail to earn a CGPA of 2.00 or better in the first semester of residence for a master's degree or a CGPA of 1.75 or better for a doctoral degree. The student must file a Petition for Reclassification with the graduate department, and the petition will be forwarded to the Department Chairperson and to the Dean for decision.

II. Continuous Matriculations

Graduate continuous enrollment is intended to classify and consider students as bona fide students. Students who do not register for a credit-bearing course or have not been granted an approved leave of absence must register for the 0-unit Residency course in that semester and pay a continuous enrollment fee. This course is not part of the degree program, and its credits do not count towards degree requirements or receive a grade. Failure to register for this course will result in a registration hold being placed on the student's account.

Although there is no limit on the number of times students can enroll for continuous matriculation, they are still required to complete the program within the prescribed time limits.

Students who have completed coursework but have not yet passed their comprehensive examinations or are not actively engaged in thesis/dissertation work must also maintain continuous matriculation.

Summer enrollment is not mandatory unless the summer term is considered part of the degree program.

III. Additional Matriculation Options

A. Students Completing Thesis/Dissertation

Students who do not complete their thesis/dissertation during the semester in which they were enrolled in the thesis/dissertation course will receive a grade of IP ("In Progress") and must re-register in subsequent semesters until the thesis/dissertation is completed.

B. Programs Requiring a Comprehensive Examination

Students who need to retake a comprehensive examination must register for the continuous matriculation course until the requirement has been fulfilled. Master's students may repeat the examination up to two times, while doctoral students may repeat it once.

IV. Simultaneous Matriculation

Concurrent enrollment in two or more degrees is not permitted.

V. Withdrawal and Registration Holds

A. Voluntary Withdrawal

A student may choose to withdraw from their program by submitting the appropriate withdrawal form to the department. The department will then change the student's status, terminate their matriculation, and send a confirmation letter to the student. A copy of the confirmation will be sent to the Dean and the Registrar's Office. It is the student's responsibility to officially withdraw from any courses in which they are registered. Students are accountable for all tuition and fees incurred for registered courses.

B. Registration Holds for Failure to Register

If a student fails to register for either a credit-bearing or continuous matriculation course in the first semester, a deactivation registration hold will be placed on their account. The removal of the hold will require payment of a fee. Failure to register for two consecutive semesters will be considered as a withdrawal from the graduate program. Semesters during which a student has an approved leave of absence or admission postponement are not counted in this policy.

C. Withdrawal after Failing to Register for Two Semesters

Failure to register and maintain continuous matriculation will not be considered a leave of absence. If a student fails to register for either a credit-bearing course or the continuous matriculation course for two consecutive semesters, it will be regarded as a withdrawal from the graduate program. The graduate department will change the student's status and send an official notification confirming the withdrawal.

D. Readmission after Withdrawal

Students who have voluntarily withdrawn or were withdrawn due to failure to register must apply for readmission and pay an application fee. However, readmission into the program is not guaranteed. If readmitted, students will be given a readmit status. This means that all previous semesters, including the non-registration semester(s), will be counted towards the time required for completing the graduate program. Any previously granted leave of absence will also be counted towards the total permissible leaves of absence. Upon readmission, the graduate department, in consultation with the program faculty, will inform the student of the time requirement for completing the program.

VI. Revocation of Matriculation

The Graduate Program Coordinator, in consultation with the Chairperson of the respective department, may recommend to the Dean the revocation of matriculated status if there is evidence of serious unprofessional conduct on the part of the student. In such cases, the Dean will send an official dismissal letter to the student. The GPC and the department will receive copies of the dismissal letter for termination of matriculation in the university systems and for official record-keeping purposes. Matriculation may also be revoked due to academic dismissal.

VII. Time Limitation for Completion of Program of Study

A. Completion of a Master's Degree Program

All requirements for the master's degree must be completed within five (5) years from the date of matriculation, excluding any approved postponements/leaves of absence.

B. Completion of Doctoral Degree Program

Students who enter with a master's degree in the same field have seven (7) years from the date of matriculation, excluding any approved postponements/leaves of absence, to complete their degree.

Students who have a master's degree in a different field of study have ten (10) years from the date of matriculation, excluding any approved postponements/leaves of absence, to complete their degree.

C. Completion of Certificate Program

All requirements for certificate programs must be completed within two (2) years, excluding any approved postponements/leaves of absence.

VIII. Time Extension for Students

If a student requires a time extension, they must submit a request to the Graduate Program Coordinator (GPC). The GPC, in consultation with the department, will review the student's progress. After the review, the GPC will make a decision and send an official notification of the decision to the student and the department.

IX. Leave of Absence (*Amendment to BOR Resolution No. 72, series of 1992*)

To take a leave of absence (LOA), a student must submit a written request to the Dean of the college/Director through the Graduate Program Coordinator. The request should state the reason for the anticipated leave and specify the duration of the leave. Approval from the GPC and the Dean is required for the leave, which should not exceed one academic year or two (2) semesters, including summer. The leave of absence will not be counted towards the time limit for completing the graduate program.

A student who goes on leave of absence from a certificate/masters/doctorate program must seek approval from the Dean, following the appropriate channels, to return to the program.

X. Reinstatement (*Amendment to BOR Resolution No. 72, series of 1992*)

A student who has failed to enroll for two consecutive semesters without an approved leave of absence must apply for reinstatement, provided that:

1. The student is in good academic and disciplinary standing at the time of the request.
2. The student can still complete the program within the allowed term limit for completion.

If the student applying for reinstatement has exceeded or is about to exceed the prescribed term of completion, they must also apply for an extension.

XI. Cross-enrollment

Students from other institutions offering similar graduate programs may cross-enroll in the graduate programs at Mindanao State University, subject to the following requirements:

1. Obtain a recommendation from the Graduate Program Coordinator and the Dean of the college offering the graduate program at the student's home institution.

2. Obtain a recommendation from the Registrar of the student's home institution, if applicable.
3. Submit a formal application for cross-registration to the Dean of the college offering the program.

Courses that can be credited towards a graduate program but are not offered by MSU may be cross-enrolled in other state universities or PAASCU-accredited schools, subject to the recommendation of the Program Coordinator and approval by the Dean. However, the total credits earned through cross-enrollment and transfer credits should not exceed nine (9) units for a Master's program and sixteen (16) units for a doctoral program.

CURRICULUM POLICIES

I. Program of Study

During the registration process, students are required to develop a Program of Study in consultation with the Graduate Program Coordinator (GPC) of their respective department. The Department Chairperson will review and recommend approval of the Program of Study, including any subsequent changes. The final approval will be granted by the Dean.

A. Graduate Degree Programs

The curriculum for master's degree with thesis has two tracks, namely, the academic track and the research track. In accordance with CHED Memorandum Order No. 15, Series of 2019, the academic track should contain a minimum of 30 units distributed as follows:

24 academic units/coursework
+ 6 thesis units
TOTAL: 30 units

The master's degree by research should contain a minimum total of 36 units wherein there is less coursework and is centered on research activities.

The professional track master's degree normally has at least 30 units of coursework consisting of advanced studies in professional fields that include a 3- unit special project course /capstone course or practiced-based project.

The doctoral program by academic track normally includes a minimum of 36 units distributed as follows:

24 academic units/coursework
+ 12 dissertation units
TOTAL: 36 units

The doctoral program by research contains a minimum of 36 units including 12 units for dissertation. At least 75% of the total units are focused on research-dissertation work while the remaining units shall be allocated for courses on various research methods and advance courses that will contribute to the writing of dissertation.

The professional doctoral degree program (professional track) has at least 24 units of coursework and 12 units of practiced-based dissertation (MSU-IIT Graduate Studies Handbook, 2022).

B. Certificate Programs

Certificate programs usually entail a minimum of three units of graduate-level academic coursework. However, individual programs may have additional requirements exceeding three units.

II. Bridging Courses (*Use of Undergraduate Courses for Master's Degree Program and Master's Courses for Doctoral Degree Program*)

Undergraduate courses cannot be utilized to fulfill requirements for Master's Degree Programs, and Master's courses cannot be employed to satisfy requirements for Doctoral Degree Programs or graduate certificate programs. However, undergraduate courses may be used to fulfill prerequisite requirements that are separate from a Master's Degree Program. Master's courses can be used to fulfill prerequisite requirements that are separate from a Doctoral Degree Program or certificate program.

Undergraduate courses will not be included in the calculation of the CGPA for Master's Degree Programs, and Master's courses cannot be considered in the CGPA calculation for Doctoral Degree Programs.

III. Unit Load for Students

To comply with the continuous matriculation policy, graduate students must be registered for a minimum of three (3) units of coursework per semester.

Regular student is allowed a load per semester of twelve (12) units, but not to exceed fourteen (14) units, except when so specified in the curriculum.

Conditional students shall be allowed a load of at most six (6) units of graduate courses and at most 9 units of undergraduate courses as prerequisite courses.

Probational students shall be allowed a maximum load of nine (9) units.

Students on special status may carry a maximum load of six (6) units per semester, for at most two semesters.

IV. Summer Session Course Load

During the summer session, graduate students are limited to a maximum of nine (9) units of coursework, which can be distributed across different summer sessions. Within a pre- or post-session, students may enroll in a maximum of three units of coursework. If a

student wishes to exceed this limit, they must obtain approval from both the Graduate Program Coordinator (GPC) and the Chairperson of the respective department.

V. Class Size and Course Contact Hours

A graduate class shall have a maximum of ten (10) students.

All graduate classes must meet for the time equivalent of 20 weeks. Three (3) units are equivalent to three (3) hours per week of class time unless stipulated in the curricular program.

VI. Attendance Requirements

Students are expected to fulfill all course requirements, including attendance, as specified by the instructor. Instructors will communicate the attendance requirements to the students. Failure to meet the specified attendance requirements may result in sanctions imposed by the instructors.

VII. Transfer Unit Credits

Undergraduate units cannot be applied towards graduate work. For a master's degree, a maximum of nine (9) graduate units earned in one program may be transferred and credited towards the course work. For a doctoral degree, a maximum of sixteen (16) graduate units earned in one program may be transferred and credited towards the course work (BOR Resolution No. 72, series of 1992; MSU-IIT Handbook, 2022).

A. Degree Programs

To transfer unit credits to the program of study, students must obtain approval from the Graduate Program Coordinator (GPC) and the Chairperson of the department where their graduate program is housed. The transfer process will be facilitated by the Office of the Registrar.

1. Master's Degree Programs. A maximum of nine (9) units of graduate-level credit may be accepted for transfer from any regionally accredited college or university including MSU prior to full matriculation. The exception is for students enrolled in a certificate program at MSU. Prior approval is required by completing the appropriate form with approval from the GPC and the Chairperson of the department where the graduate program is lodged. The total number of transfer credit(s) prior to or after matriculation shall not exceed six credits.

2. Doctoral Degree Programs. Students entering a doctoral-degree program may transfer a maximum of 16 graduate-level units upon the recommendation of the GPC of the department where the graduate program is lodged and upon the approval of the Chairperson of the respective department and the Dean of the college of the offering program.

B. Certificate Programs

A maximum of six units or one-third of the total credits, whichever is fewer, may be accepted for transfer from any accredited college or university, including MSU. Individual programs may have more stringent requirements, allowing fewer transfer credits.

VIII. Criteria for Acceptance of Transfer Credit

1. The official transcript of the issuing college or university must state that the credit earned is graduate credit or would receive graduate credit toward a degree at that institution.
2. For doctoral programs, the transferred course must be deemed equivalent to a doctorate-level course at MSU. Likewise, for master's programs, the transferred course must be equivalent to a master's-level course at MSU.
3. Transferred courses must have earned a minimum grade of "2.0" or higher. These grades will not be factored into the student's CGPA calculation.
4. Credit will not be awarded for courses taken within the past 10 years prior to the student's date of matriculation, applicable to doctorate, master's degree, and certificate program requirements.
5. Credit will not be granted for courses that have already been applied towards another degree program, unless approved by the Dean.
6. A graduate student is allowed to repeat a course without special permission, but credit will only be given once. The higher grade obtained in the repeated course will be considered when calculating the CGPA. If repeating a course results in a lower grade, the original grade will remain on the record (BOR Resolution No. 72, series of 1992).
7. Students must request credit transfer at the time of matriculation into the program.
8. The GPC of the department where the graduate program is housed must recommend the transfer of credit to the respective department's Chairperson, and final approval must be granted by the Dean of the college offering the program.

IX. Transfer of Pass/Fail Courses

Transfer credit will be accepted for courses graded on a pass/fail (P/F) or satisfactory/fail (S/F) basis from colleges and universities that solely employ this grading system, provided the student receives a "pass" or "satisfactory" grade. However, transfer credit will not be accepted for courses graded as "P" or "S" if the college or university also utilizes a traditional numeric grading system.

X. Substitution for Course Taken at Another Institution

A student enrolled in a degree program may request to substitute a course taken at another institution, subject to prior approval from the Graduate Program Coordinator (GPC) and the Chairperson of the respective department. The form for making this request must be fully accomplished and completed signed in the semester prior to enrolling in the course.

XI. Credit by Examination

Credit by examination is not permitted for graduate courses. Students must complete the required coursework and meet the established academic standards to earn credit in their graduate program.

XII. Periodic Review of Student Progress

Each program is responsible for conducting an annual review of student progress. The Graduate Program Coordinator (GPC) and the Chairperson of the respective department must share this assessment with the student.

A. Format of Annual Review

The specific format of the annual review will be determined by the program faculty. It should include the following elements, as applicable, from both the student and faculty perspectives:

1. Progress overview of completed coursework.
2. Progress overview of research or inquiry work.
3. Progress overview of the dissertation or culminating research project.
4. Goals set for the upcoming academic year.
5. Estimated timeline for completion.

B. Submission of Annual Reviews

The program coordinators will collect the annual reviews and make them available to the Department Chairperson.

XIII. Graduate Research Seminar (GRS)

Students are required to defend their master's thesis and dissertation in a Graduate Research Seminar (GRS) organized by the offering department of their respective graduate program. The GRS is an open defense attended by faculty members and students from the Graduate Program of the department. There shall be only one (1) GRS that a student shall have to undertake.

The GRS is a prerequisite for final thesis/ dissertation defense. Master's level and doctoral level students will present their complete final master's thesis or dissertation, including preliminaries, chapters 1-5, references, and appendices, in a forum attended by faculty members and students from the Graduate Department offering the program. This presentation should be held one month before the final oral defense, where the student-presenters will present their research paper to their panel members.

The Graduate Program Coordinator (GPC) of the department and Chairperson of the respective department shall furnish the College Dean a schedule for the Graduate Research Seminar.

The Graduate Program Coordinator (GPC) of the department and Chairperson of the respective offering department shall facilitate the GRS and convene all faculty members from the proponents' program department. Interested faculty members from other departments of the college may also attend the GRS.

All faculty attendees may critique the proponents' presentation. All suggestions, comments, and inputs gathered from GRS may be incorporated in the research paper until its refinement for final oral defense to the thesis/ dissertation panel.

COMPREHENSIVE EXAMINATION

The comprehensive examination is governed by the specific guidelines described below.

1. All graduate students either academic or professional track are required to take and pass a comprehensive exam as a major requirement to complete a graduate degree (CMO 15 s2019).
2. In order to be eligible to take the comprehensive exam, a graduate student in both academic and professional track should pass (with no incomplete grades) all the academic courses prescribed in his/her curriculum except thesis for the academic track and capstone or project or field studies for the professional track unless stipulated in the curricular program. And he/she should comply with the minimum CGPA set by the major department, if there is any.
3. It is the graduate student's responsibility to apply for the comprehensive examination. To avoid waste of time, as long as the student is prepared, he can take the examination. There is no need for him to enroll in a zero (0) unit Residency course for one semester. The student however shall secure and comply the prescribed Comprehensive Examination and Program of Study Forms to prove that all academic courses are completed.
4. The Graduate Program Coordinator (GPC) shall create the Comprehensive Examination Committee (CEC) headed by him/her to administer the examination. The committee shall have at least three (3) members from the faculty members who handle the major courses covered in the examination for the academic track, and one additional faculty member teaching from the elective courses for the professional track.
5. The required Comprehensive Examination Form with the attached Program of Study Form, filled up and duly signed must be submitted at least four (4) weeks before the examination date to the GPC. The date, time and location of examination shall be decided by the Comprehensive Examination Committee created by the major program department.
6. To gauge or assess extensively the knowledge gained by the student examinee from his/her academic courses, the Comprehensive Examination should be written (pen and paper). Oral Examination should not be a substitute to the written examination since oral exam is done on a one-on-one basis. Thus, it can cover only limited questions at times that there are many student examinees.

7. In the academic track (with thesis), the comprehensive examination should cover only the major courses. For the professional track (non-thesis), the examination should cover all subject courses taken by the student examinee, unless otherwise specified in the curriculum.
8. The Comprehensive Examination Committee shall be responsible for the:
 - a. Preparing the examination questions for each course included in the comprehensive exam;
 - b. Administering the examination; and
 - c. Establishing guidelines for grading and checking the examination papers.

The checkers will receive a fee of ₱400 per examination paper checked. A student examinee is required to pay ₱400 per examination and ₱500 for a retake examination (Amendment to BOR Resolution No. 111 series of 2007).

9. The CEC should submit the examination results to the Major Program Department (MPD) Chair as soon as possible and no later than three (3) weeks after the examination. This allows sufficient time for the program department to communicate the results to the students and discuss the need for re-examination if necessary.
10. The student will officially receive the results of the comprehensive examination through the forms provided by their respective programs, within three weeks after the last testing date. If the student fails in any or all areas of the examination, they may apply for a re-take of the examination in the area(s) where they failed. The application for re-take should be made no earlier than one (1) month and no later than five (5) months after the results were communicated to the student.
11. Students who fail the examination are allowed to retake it, which will be administered by the CEC. The second or third examination can be either written or oral. However, students are not permitted to take the examination more than three (3) times. If a student fails three times, they should be required to register for additional coursework in preparation for retaking the examination.

THESIS AND DISSERTATION

I. Definition of Terms

1. A **capstone** culminates the student's academic or learning experience. It provides the student an opportunity to exhibit the knowledge and skills obtained during the course. It can be featured through a long-term investigative project that concludes in a final output, presentation, or performance. A typical form is when a student may be required to choose a topic or a problem that interests them, perform a research on these topics and generate a final output (for example, in the form of essay, case study, research paper, or a short film or multimedia presentation) indicative of the student's acquisition of learning (CMO 15 s2009).

A capstone (a practiced-based project, special project or a field study) is a final requirement for a master's degree with a professional track. The student must pass a comprehensive examination and complete a capstone project. The student presents the final output to a panel or committee of experts for grading and evaluation

2. A **thesis** is a critically written scholarly piece of research work. Typically, it is submitted by students graduating from a master's program. The purpose of a thesis is to allow students to showcase their knowledge and expertise within the subject matter they have been studying as part of the program. (enago.com, Enago Academy, April 20, 2023)

It is a compilation of research ensuring that the researcher is well-informed and has knowledge about the research topic learned in the study program. A thesis is a presentation of learned and existing information.

3. A **dissertation** is a comparatively lengthier piece of scholarly writing that accounts for one's research work throughout a doctoral program. A researcher earns the Ph.D. after submitting and defending his/her dissertation. It includes all information about the original research or expanded research on a new or existing topic conducted by the Ph.D. candidate. (enago.com, Enago Academy, April 20, 2023)

It provides an opportunity for the researcher to contribute new theories and information to the existing literature in the research field. Purpose of a dissertation is to develop a unique concept and defend it based on theoretical and practical results

II. Capstone, Thesis and Dissertation Policies

1. Only students who have achieved the minimum CGPA set by the department, completed the required number of coursework, fulfilled any foreign language requirements (especially for doctoral programs), passed the comprehensive examination, and satisfied all other program requirements are eligible to enroll in capstone, thesis, or dissertation courses.
2. Once enrolled, in consultation with the Graduate Program Coordinator, the student will select the composition of the Oral Examination Panel for the proposal defense of their capstone, thesis, or dissertation.
3. The Oral Examination Panel, which includes qualified faculty members, attends the defense of the student, provides suggestions and recommendations for revisions if necessary, and determines the outcome of the defense. To ensure continuity, it is recommended that Oral Examination Panel members of the proposal defense will eventually be the same members in the Oral Examination Panel for the final defense.
4. The Oral Examination Panel for a master's program thesis consists of an adviser and three panel members. The research adviser, must have earned a PhD/Doctorate degree with completed research or creative output. All panel members must have earned at least Master's degree that is specialized or allied to the graduate discipline or program offered by the department.
5. For doctoral programs, the dissertation defense panel includes an adviser and four panel members, including an external panel member. All members of the Oral Examination Panel must hold a PhD/Doctorate degree specialized or allied to the graduate discipline or program offered by the department. With the exception of the off-campus adviser and panel, all other panel members must be graduate faculty members of MSU Main Campus.
6. The Thesis/Dissertation adviser, who serves as the content specialist, chairs the Oral Examination Panel but does not have a voting role. They should hold a PhD/Doctorate degree in the discipline and have a track record of completed research/creative work. The adviser is preferably a regular faculty member of MSU-Main Campus.
7. The adviser of a capstone, thesis and dissertation should be a graduate faculty of the MSU Main Campus. However, if there is a special case that a research work extremely needs the help of an expert/specialist, an off-campus co-adviser can be invited. A co-adviser is an off-campus faculty from other universities whose expertise is extremely needed in the conduct of a capstone/ thesis/ dissertation of the graduate student. He/She will provide assistance and advice until the completion and final defense of the research work. He/She will receive the same

professional fee or honorarium as the adviser. The selection of the off-campus co-adviser should be recommended by the Oral Examination Panel to the Graduate Program Coordinator and approved by the Dean.

8. An external panel member can be a faculty member from reputable academic institutions outside MSUS, a faculty member from another campus of MSUS, or a faculty member from another college within MSU Main Campus. They should hold a PhD/Doctorate degree and have a track record in research (with at least one refereed publication/creative work or ongoing/completed research work in the last three years). Alternatively, an expert working in non-academic institutions or a lecturer serving in MSU Main Campus can also be considered as an external panel.
9. The program coordinator is responsible for nominating the external panel to the college dean and providing qualifications and justifications for their selection. If the nominated panel is accepted, the adviser will send an invitation letter to the panel, which should be noted by the Dean. The external panel will receive the regular honorarium for panel members, as approved by the BOR.
10. The Graduate Program Coordinator, Department Chair, Assistant Dean and the Dean are not automatic members of the Oral Examination Panel for both proposal and final defense unless they are chosen as members because their field of specialization is in line or allied with the program offered by the department. They may attend the proposal and final defense but shall receive no remuneration of any form (BOR Resolution No.436 Series of 2021). Inherent to their administrative function, they should sign the final manuscript once approved by the members of the oral examination panel.
11. To officially convene, at least three out of four panel members for a Master's thesis or four out of five panel members for a doctoral dissertation must be present. Under no circumstances should the panel be convened without the presence of the thesis/dissertation adviser.
12. In the event of an absent panel member, they must submit their written comments prior to the defense. These comments will be read by the research adviser during the open forum of the defense. Failure to submit comments before the defense will result in the absent member being unable to comment, and such comments will not be considered if they are contrary to any consensus reached during the defense.
13. The composition of the oral examination panel may be changed when there is a strong reason necessitating the change, such as change of research topic, disability or prolonged leave of absence by any member of the panel; a strained working relationship between panel members, or between the adviser and the student; and the like. On the other hand, an adviser may request to be relieved of

advising duties for justifiable reasons. This shall be done upon approval by the Graduate Program Coordinator, Department Chair and the College Dean. A Request for Change of Adviser/Panel Member Form must be filled out and submitted for this purpose.

14. If the adviser goes on leave for more than one (1) semester, the Dean shall appoint a new adviser upon the recommendation of the Graduate Program Coordinator (GPC) and Department Chairperson.
15. Instrument(s) to be used in gathering data for Capstone/Thesis/Dissertation should undergo face, content and construct validity tests as well as reliability test.
16. An approved, filled out and duly signed Proposal Application Form must be submitted to the Department at least 2 weeks before the scheduled date of the proposal oral defense or as set by the program coordinator whichever is earlier, together with the hard copies of the proposal manuscript to the Oral Examination Panel members for the proposal hearing.

III. The Conduct of the Thesis/Dissertation Proposal Defense

(Amendment to BOR Resolution No. 72, series of 1992)

1. Depending on the program's design, a student may submit their thesis or dissertation proposal to the members of the Oral Examination Panel for a proposal hearing. Ideally, this should take place within the semester prior to or at the early stage of enrollment in a thesis course. The Graduate Program Coordinator must post a notice of the proposal hearing for public information. The Approval for Proposal Hearing Form must be completed and signed for this purpose.
2. Proposal defense is open to the public to solicit more ideas, suggestions for the improvement of the proposal. In principle, the proposal hearing and the final oral examination may be conducted in the same semester depending on the design of the program.
3. The Oral Examination Panel provides written comments, suggestions, and approves the proposal using the Approval of Proposal form.
4. An oral examination fee must be paid at the Department. The fee will be released to the Oral Examination Panel for the Proposal Defense through a payroll, with the signatures of panel members attached, signifying receipt of amount due per member.
5. If there is a need, the oral examination panel may designate a faculty or staff to act as documenter or recorder of the Proposal defense. The documenter will file

the minutes or recording with the graduate department, and a copy will be provided to the student through the adviser. The documenter is also responsible for preparing the payroll and releasing payment to the members of the oral examination panel.

6. A student pursuing a capstone under the Master's degree with a professional track should consult their adviser and panel members for the presentation of their proposal. In this case, the student does not need to complete any proposal defense form or pay any proposal defense fee.

IV. Capstone/Thesis/Dissertation Registration

(Amendment to BOR Resolution No. 72, series of 1992)

1. The student must register for the Special Project/Thesis/Dissertation course during the regular registration period for each semester while the preparation is in progress, especially in the semester when the final oral examination for the Capstone/Thesis/Dissertation is expected to be conducted and when the student is set to graduate. This enrollment grants the student a minimum of eighteen (18) hours of tutorial sessions with the adviser. It is the responsibility of the student to arrange these sessions with their adviser.
2. If the Capstone/Thesis/Dissertation is not completed by the end of the registered semester, the course must be continuously enrolled until it is completed, defended, and approved. This continuous registration requirement applies whether or not the student is enrolled in other courses, provided that the maximum residency requirement (MRR) is not violated.
3. A Capstone/Thesis/Dissertation that is not finished within the enrolled semester must be reported as "IP" (In Progress) in the student's grading sheet.

V. Acceptance for Final Oral Defense

(Amendment to BOR Resolution No. 72, series of 1992)

1. The Nomination of Members for Final Defense Form must be accomplished prior to scheduling the final defense.
2. A copy of the capstone/thesis/dissertation manuscript must be given to the oral examination panel at least two (2) weeks for capstone and master's thesis, and one (1) month for doctoral dissertation before the expected date of oral examination.
3. The voting panel members must submit a written report regarding the student's work. If they are satisfied with the submitted work, the panel will recommend scheduling the

final oral examination. If any panel member is not satisfied, the student must first address the concern in consultation with the adviser.

4. The Approval for Final Defense Form must be accomplished and recommended by the Oral Examination Panel, Graduate Program Coordinator, Department Chair, and approved by the Dean.
5. The Capstone/Thesis/Dissertation must demonstrate the student's ability to conduct sound research and make a meaningful contribution to the existing body of knowledge. The research should adhere to high scholarly standards and be presented in a well-organized and literarily proficient manner.
6. The University will set a designated period for the submission of final oral defense applications. Any changes to the submission period require approval from the Chancellor/Vice Chancellor. Graduate students who fail to submit the necessary requirements (with checklist) within the specified period will not be allowed to proceed with the final oral defense.
7. Once the format, style, and readiness of the Capstone/Thesis/Dissertation are generally accepted, the oral examination is scheduled. A notice of the oral examination, along with an abstract of the study, is posted on the MSU Main Website (under the Final Defense Announcement tab) for public information. This notice must be posted at least one week prior to the oral examination date. The members of the examination panel, including the date, time, and venue of the oral examination, should be clearly stated.

VI. The Conduct of the Capstone/Thesis/Dissertation Final Defense

(Amendment to BOR Resolution No. 72, series of 1992)

1. The student must be officially registered in the appropriate semester during the final defense of the Capstone/Thesis/Dissertation.
2. A final defense oral examination fee must be paid at the Department. It will be released to the Oral Examination Panel for the Final Defense thru a payroll with their signatures attached, signifying receipt of the amount due per member.
3. The oral examination for the completed Capstone/Thesis/Dissertation is not open to the public and should be conducted by the Oral Examination Panel in a private setting. No one, except for the student-defender, advisor, co-advisor (if applicable), external examiner/panel (for PhD programs), and the panel members, shall be permitted to attend the final defense. However, the following individuals may attend the final defense without receiving fees unless they are panel members: Dean, Assistant Dean, Department Chair, and Graduate Program Coordinator.
4. If necessary, the oral examination panel may appoint a faculty or staff member to serve as a documenter or recorder of the final defense. The documenter shall keep minutes or recordings of the defense and file them with the graduate department. A

copy of the minutes or recording shall be provided to the student through their advisor. The documenter shall also be responsible for preparing the payroll and releasing payment to the members of the defense panel.

5. Upon completion of the oral examination, the examiners will provide a rating on the student's performance using the Panel Oral Examination Report.
6. The Graduate Program Coordinator will notify the student of their rating in the oral examination, along with any required revisions specified by the Oral Examination Panel.
7. The Special Project/Thesis/Dissertation will be assessed qualitatively, with ratings of IP (In Progress), P (Passed), or F (Failed) reflected in the report of grades.

VII. Teaching Load Credit and Overload Remuneration

The teaching load of graduate faculty members may consist of either graduate or undergraduate courses. However, priority should be given to assigning graduate courses. The computation of teaching load credit will be based on the guidelines outlined in the approved BOR Resolution No. 313, Series of 2009.

Advisership is a vital component of the graduate program and shall be recognized through teaching load credit and/or honorarium in accordance with BOR Resolution No. 313, Series of 2009, and BOR Resolution No. 39, Series of 2018. The following equivalent teaching load credits shall be granted to faculty members serving as advisers to students working on their thesis, dissertation, or special projects:

Master's Thesis / Special Project 1 unit
 Doctoral Dissertation 2 units

BOR Resolution No. 313, Series of 2009, provides the maximum number of advisees for a given teaching load as follows:

Table 2. Maximum Number of Advisees per Term

Consolidated Teaching Load	Maximum Number of Advisees (Thesis/Dissertation/Special Project)
12	6
13	5
14	5
15	4
16	3
17	3
18	2
19	1
20	0
21	0

A faculty member is typically allowed to carry maximum research advising load of 6 units per semester or summer term, unless there are exceptional circumstances that require additional advising. In such cases, where additional research advising load is necessary, a faculty member may exceed the maximum limit with proper justification and approval from the Dean through the department chair.

The computation of research advising load is as follows: one (1) doctoral dissertation advisee is equivalent to two (2) Master's thesis advisees. Therefore, a faculty member with a consolidated teaching load of twelve (12) units can have a maximum of three (3) doctoral dissertation advisees, or one (1) doctoral and four (4) Master's thesis advisees, or any combination consistent with the guidelines provided in Table 1.

It is important to note that the number of advisees does not count towards the computation of overload units.

The research advising load will only be credited to the faculty member for a specific number of regular semesters or summer terms, as follows:

Special Project	2 terms
Master's Thesis	3 terms
Doctoral Dissertation	5 terms

Remuneration for overload shall follow the scheme for overload payments as approved by the BOR.

VIII. Conflict Of Interest (*Amendment to BOR Resolution No. 72, Series of 1992*)

Conflict of interest refers to a situation where there is a conflict between the duties and responsibilities of a person involved in the examination process, particularly with regard to special projects, theses, or dissertations. Any conflicts of interest must be declared to ensure an unbiased and fair assessment of the work. The department offering the graduate program has the responsibility to ensure that the special project/thesis/dissertation advisers and panel members/examiners act with integrity.

The following circumstances would generally disqualify a potential adviser or panel/examiner:

1. The adviser has a commercial or legal relationship with the student.
2. The adviser has a familial relationship (up to the 3rd degree of consanguinity) with the student.

3. The panel/examiner is a family member (up to the 3rd degree of consanguinity) or a known relative of the adviser or the student.
4. The panel/examiner has previously worked with the student on the development of the special project/thesis/dissertation

IX. Responsibilities of the Thesis/Dissertation Panel

Adviser

1. Intellectual Support: The adviser's primary responsibility is to provide intellectual support to the student by sharing their expertise as a specialist in the field of study. They help the student develop critical thinking and communication skills.
2. Management Support: The adviser assists the student in creating a master plan or schedule of activities to ensure that the thesis/dissertation is completed within the designated timeframe.
3. Administrative Support: The adviser guides the student through the processes involved in the proposal defense, final oral defense, and other requirements related to thesis/dissertation completion and manuscript preparation.
4. Personal Support: The adviser provides emotional support to the student by offering motivation, encouragement, advice, and a listening ear. They address personal issues and other concerns to help the student complete the thesis/dissertation work on time.

Co-adviser

1. Replacement Role: The co-adviser automatically assumes the role of the adviser if the latter is unable to continue for any reason. In such cases, the co-adviser performs all the responsibilities of an adviser.
2. Support to Adviser: The co-adviser assists the adviser upon request in providing support to the student. However, any student consultation with the co-adviser should be conducted with the knowledge and involvement of the adviser.
3. Input and Recommendations: The co-adviser provides comments, suggestions, and recommendations regarding the thesis/dissertation outputs.

Panel Members

1. Examination and Evaluation: Panel members serve as examiners and evaluators during the proposal and final oral thesis/dissertation defenses.
2. Input and Recommendations: Panel members contribute comments, suggestions, and recommendations to improve the quality of the thesis/dissertation outputs.
3. Reports and Corrections: Panel members are required to prepare reports indicating areas in the thesis/dissertation that need corrections or revisions to enhance its quality.
4. Grading: Panel members assign appropriate grades/marks to the thesis/dissertation based on their evaluation.
5. Additional Responsibilities: If necessary, panel members may also be required to conduct a viva voce or a forum/seminar for the students as part of the evaluation process.
6. External Examiner: The external examiner, selected for their relevant expertise, plays a crucial role in the evaluation process. Their responsibilities include:
 - a. Review of Research Outputs: The external examiner thoroughly examines the outputs of the research, including the thesis/dissertation manuscript.
 - b. Critiques and Recommendations: Based on their expertise, the external examiner provides critiques, suggestions, and recommendations to improve the quality and rigor of the research work.
 - c. Incorporation of Recommendations: The student, in collaboration with the adviser and the thesis/dissertation panel, incorporates the critiques and recommendations provided by the external examiner into the final manuscript.

X. Proposed Payment Scheme for Capstone/ Thesis/ Dissertation

Table 3. Proposed Payment Scheme for Capstone / Thesis / Dissertation Defense
(Amendments to BOR Resolution #313 Series of 2009)

PANEL COMPOSITION	BOR #313 s2009	PROPOSED FEES ¹
CAPSTONE PROPOSAL DEFENSE		
CAPSTONE FINAL DEFENSE		
1 Adviser	4,000.00	5,000.00
3 Panel Members	1,500.00	2,500.00
Total		P12,500.00
THESIS PROPOSAL DEFENSE		
1 Adviser		4,000.00
1 Co-adviser ²		*4,000.00
3 Panel Members		2,000.00
Total		P10,000.00
THESIS FINAL DEFENSE		
1 Adviser	5,000.00	6,000.00
1 Co-adviser ²		*6,000.00
3 Panel Members	1,500.00	3,000.00
Total		P15,000.00
DISSERTATION PROPOSAL DEFENSE		
1 Adviser		6,000.00
1 Co-adviser ²		*6,000.00
1 External Panel ³		3,000.00
3 Panel Members		3,000.00
Total		P18,000.00
DISSERTATION FINAL DEFENSE		
1 Adviser	6,000.00	8,000.00
1 Co-adviser ²		*8,000.00
1 External Panel ³		4,000.00
3 Panel Members	2,000.00	4,000.00
Total		P24,000.00

¹ The proposed professional fees will be paid by the graduate student.

² A co-adviser is an off-campus faculty specialist whose expertise is extremely needed in the conduct of thesis or dissertation of the graduate student.

³ The external panel can be a faculty member from reputable academic institutions outside of MSUS, a faculty member from another campus within the MSUS system, or a faculty member from another college within the MSU Main Campus, an expert working in non-academic institutions or an expert lecturer at the MSU Main Campus.

Note: Some other fees including statistician, validator and editor's fees as well as transportation and accommodation expenses of the off-campus adviser and external panel (if there is any) should be shouldered by the student.

XI. Submission of Manuscript Hardbound and Electronic Copy

In coordination with the Thesis/Dissertation Adviser, the student is required to comply with the following procedures for submitting the final manuscript of the thesis/dissertation:

A. Submission of Hardbound Copy

Once the adviser and panel members have given their approval, the student must produce hardbound copies of the approved manuscript. The following entities should each receive a hardbound copy: the concerned College, College Library, University Library, Research and Extension Office, and the research adviser.

B. Submission of Electronic Copy

The submission of an electronic copy of the thesis/dissertation serves the purpose of increasing access to the university's scholarly output while protecting the copyright of the author and the university. The approved manuscript must be submitted to an online repository, which will be developed by the CICT (Center for Information and Communication Technology). The student is responsible for submitting the electronic copy in the prescribed format. The provisions on access and restrictions of the special project/thesis/dissertation should be discussed and agreed upon between the student and their adviser.

The colleges/centers are responsible for ensuring that graduating students upload the final, approved, and signed manuscript version to the online repository. Depending on the adviser or the department offering the graduate program, a hardbound copy may also be required

XII. Deadline

Progress reports for theses/dissertations can be submitted at any time during the semester without jeopardizing any deadline set by the department offering the program. However, the deadlines for the submission of final defense application documents, final oral defense, and the final submission of the electronic copy of the approved and signed version of the manuscript must be strictly observed.

The deadline for submission of hard bound copy of thesis/ dissertation will be two (2) weeks before graduation.

XIII. Thesis/Dissertation Research (TDR) Grace Period

A student who has completed and submitted their thesis/dissertation to the department for evaluation by the panel members shall be granted a Thesis/Dissertation

Research (TDR) status upon submission of a duly completed certification form to the Office of the Dean. When a student has a 'TDR' status, they are not required to register for the subsequent term as they are considered to have completed their studies. The maximum duration permitted for the 'TDR' status is outlined in the table below:

Program level	Period of "TDR" Status
Master's	Additional two (2) months after revision/enhancement period
Doctorate	Additional three (3) months after revision/enhancement period

If a student fails to submit the hardbound thesis/dissertation within the specified deadline, the Graduate Program Coordinator and/ Department Chairperson will recommend to the Dean the termination of the student's application for graduation. As a consequence, the student will be prohibited from participating in any commencement exercises until the submission is made in compliance with the requirements.

XIV. Plagiarism/Similarity Index (*Amendment to BOR Resolution No. 72, series of 1992*)

Plagiarism and dishonesty are strictly prohibited and will not be tolerated. Students are expected to submit original work and adhere to proper citation practices. To promote academic integrity, a plagiarism check of all submitted manuscripts will be conducted.

The following guidelines outline the proposed procedures for plagiarism checking of submitted manuscripts:

1. It is recommended that the acceptable similarity index for a thesis or dissertation should not exceed 20%. If the similarity index obtained from Turnitin or a similar software exceeds the specified percentage, the student is advised to revise the paper until an acceptable similarity index is achieved. No thesis/dissertation will be allowed to be submitted to the oral examination panel if the similarity index of the paper exceeds 20%.
2. The student must provide a copy of the similarity index report to the graduate program coordinator, along with the manuscript and signed final defense forms. If everything is in order and the Turnitin similarity index report is within the acceptable range, the program coordinator can schedule the submission of the manuscript to the oral examination panel.
3. The adviser bears the responsibility of ensuring the integrity of the student's submissions, particularly regarding terminal course requirements such as theses and dissertations.
4. If a student is found to have submitted plagiarized work without undergoing a plagiarism checker program, the department chairperson or program coordinator will bring this to the attention of the adviser for necessary action.

The student will be asked to revise or resubmit the work, and their adviser may issue a reprimand accordingly.

5. When a student is found to have submitted plagiarized work on multiple occasions, the matter will be reported to the dean for further investigation and appropriate action.
6. The University Library will conduct routine plagiarism audits by randomly checking copies of submitted final research documents to ensure academic integrity.
7. The plagiarism check will exclude the following: (i) Properly quoted work with appropriate permission and attribution. (ii) References, bibliography, table of contents, preface, and acknowledgments. (iii) Generic terms, laws, standard symbols, and equations.

XV. Presentation and Publication of Thesis/Dissertation

(BOR Resolution No. 455, S.2022)

The Publication of Research Outputs of Graduate Students with the academic track in both Master's and Doctoral Degree Programs complies with CMO 15 series of 2019 and BOR Resolution No. 455, 2022.

Compliance to publication requirements shall be implemented in accordance with the CMO and BOR resolution mentioned with the following guidelines and regulations:

1. The research output published must be derived from the student's thesis/dissertation.
2. These guidelines apply to students who will enroll starting the first semester of the Academic Year 2023-2024 and onwards.
3. Academic advisers should assist the affected students in arranging their Program of Studies (POS) to ensure timely graduation as prescribed in their individual curriculum.
4. The thesis or dissertation adviser should facilitate the plagiarism check to ensure the easy acceptance of the student's application for publication.
5. In order to graduate on time and not wait for the publication result, specific evidence of acceptance of the student's application for graduation will be required.
6. While preference is given to high-indexed and reputable publication outlets, students are allowed to choose national and international publication outlets that are duly recognized as CHED-approved or non-predatory.

The publication of research outputs is expected to enhance knowledge production at local, national, and global levels and contribute to action research, promoting nation-building, sustainable peace and development, and other disciplines offered at the university.

XVI. Manuscript Format

The formats herein provided shall serve as a guide to the students of the various graduate programs of Mindanao State University-Main Campus in the preparation of their thesis/dissertation. Students are expected to adhere to these provisions as part of the requirements for completing their program.

1. General Guidelines

- a. Students should follow rules of grammar, spelling, punctuation, and capitalization when constructing their thesis/dissertation, considering that their work will be accessible to other researchers both offline and online.
- b. In the case of any formatting inconsistency between a style manual and this Guide, the regulations set forth in this Guide take precedence. Some commonly used software packages may require format modifications to comply with the guidelines. It is the student's responsibility to ensure that their thesis/dissertation is correctly formatted.
- c. Chapters 1, 2, and 3 should be titled according to the designated headings approved by the department/program. For example, Chapter 1 can be titled 'Introduction,' Chapter 2 as 'Review of Related Literature and Studies,' and Chapter 3 as 'Research Methodology.'
- d. It is important to note that some research may require methodological processes that do not necessitate Chapter 3 in the thesis/dissertation manuscript. For instance, natural and experimental research may have unique and different research presentations.
- e. Each front matter, starting from the title page through the various lists, should begin on a new page, regardless of the space left on the previous page.
- f. The department may provide guidelines for the content and format of the preliminary pages, unless later issuances supersede them to ensure uniformity across various graduate programs.
- g. The main body of the thesis/dissertation, which includes the various chapters, should be titled according to the designated headings approved by the department/program concerned.

- h. Ideally, a Master's thesis should not exceed 50,000 words. The total word count should only include the main text and should exclude footnotes, exhibits, figures, tables, graphs, appendices, bibliographies, etc. However, the minimum word limit is at the discretion of the College and/or department.
- i. Students are required to submit an electronic version of their thesis/dissertation to the Main Library along with the hard copies required for submission to the graduate department..
- j. Plagiarism and dishonesty will not be tolerated. Students must ensure that their work is original and properly cited.

2. Page Size and Dimensions

Thesis and dissertation manuscripts should be printed on "US letter" size, 20-pound white bond paper. The paper should have a height of 11 inches (27.94 cm), a width of 8.5 inches (21.59 cm), and a weight of at least 80 grams per square meter.

3. Font Characteristics

- a. The entire manuscript, including page numbers, should adhere to the following font characteristics:

Face:	Times New Roman and Arial
Size:	12
Style:	Regular (not in bold, italicized nor underlined format)
Color:	Black
Scale:	Exactly 100%
Spacing:	Normal (not in expanded nor condensed format)
Position:	Normal (not raised nor lowered)

Note: If the prescribed font characteristics are not appropriate on a field of research, an academic program may use other fonts. Mathematical symbols and other special characters may appear in other fonts, colors, and scale.

- b. The font style used throughout the manuscript should be consistent. It is acceptable to vary the font size in tables, figures, captions, footnotes, and appendix material, but try to maintain the same font style. When importing charts, graphs, or spreadsheets, an alternate font style and size may be used if necessary.
- c. Italics should be used for book and journal titles, foreign terms, and scientific terminology. Boldface may be used sparingly within the text for emphasis, headings, and subheadings. It should be used in moderation.

4. Page Margin

- a. The measurement of margins shall be reckoned from the edge of the page. The following margins shall apply:
 - Top: 1 inch (2.54 cm)
 - Bottom: 1 inch (2.54 cm)
 - Right: 1 inch (2.54 cm)
 - Left: 1.5 inches (3.81 cm)
- b. Exceptions: The first page of each chapter (including the introduction, if any) begins 2 inches from the top of the page. The headings on the front matter (such as title page, approval page, abstract, table of contents, dedication/acknowledgments page, preface, page of notations, tables/graphs/illustrations, etc.) and back matter (such as appendices, bibliography/references, curriculum vitae, certificate of authentic authorship, etc.) shall also begin 2 inches from the top of the page.

5. Paragraph Alignment

Unless otherwise specified, all paragraphs should be justified, meaning they should be aligned to both the left and right margins.

6. Pagination

All pages should have a centered page number at the bottom, except for the title page (considered page one), pages with chapter beginnings (e.g., CHAPTER 1, CHAPTER 2, ...), and main headings. Visible paging starts after the page of a chapter beginning or main heading. The main matter should use Arabic numerals (1, 2, 3, 4, ...) for page numbers, while the front and back matters should use small Roman numerals (i, ii, iii, iv, ...).

7. Spacing

- a. The text should be presented in a single column on each page and should be double-spaced throughout the document. However, there are exceptions: blocked quotations, notes, captions, legends, and long headings should be single-spaced within themselves and double-spaced between items.
- b. New paragraphs should be indicated by a consistent tab indentation throughout the entire document.
- c. For blocked quotations, the indentation of the entire quotation text should be consistent from the left margin.

- d. Headings should not be left alone at the bottom of a page. The text following the heading should be adjusted to fit on the same page if space allows, or the heading should be moved to the next page. However, blocked quotations, notes, captions, legends, and long headings should be single-spaced within themselves and double-spaced between items.
 - e. There should be 4 single spaces between main headings.
 - f. A major subsection must be placed at the center of the page, with first letters capitalized. When it runs more than half of the page, it must be cut into two (2) or more lines, single spaced, centered, and with both sides forming an inverted pyramid form.
 - g. A minor subsection must be placed at the left side of the page, with first letters capitalized. When it runs more than half of the page, it should be cut into two (2) or several lines, flush to the left margin in single space.
 - h. Maintain three (3) spaces between the minor subsection and the paragraph heading
 - i. Paragraph heading must be indented five (5) spaces to the right, with only the beginning letter capitalized, italicized, and ended with a period. The paragraph immediately shall follow after two spaces.
 - j. If possible, maintain only three (3) levels of subsections (major, minor subsections and paragraph headings).
8. Numbering Schemes
- a. Chapters should be numbered using Arabic numerals.
 - b. Tables, figures, and equations should be numbered consecutively throughout the manuscript using Arabic numerals.
 - c. Equation numbers should be placed to the right of the equation and enclosed within parentheses or brackets.
 - d. Uppercase letters should be used to designate back matters such as bibliography/references, appendices, curriculum vitae, certificate of authentic authorship, etc.
9. Textual Presentation
- a. As a general rule, the discussions in the main matter (from INTRODUCTION to RECOMMENDATIONS) should be written in the third person point of view.

- b. Paragraphs should be indented five spaces. Consistency in indentation should be maintained throughout the document.
- c. Unnecessary marks and symbols in paragraphs should be avoided for a clean presentation of ideas. Underlining should not be used when defining terms or emphasizing ideas.

10. Citation and Documentation

- a. Students are advised to consult the approved style manual adopted by their respective departments for guidance on writing in-text citations and documentation. This may include style manuals such as APA, MLA, Chicago/Turabian, ASA, IEEE, or the Harvard Reference System, depending on the discipline of the program. The latest edition of the manual should be followed consistently throughout the paper.
- b. Footnotes
 - i. Footnotes should be placed at the bottom of the page, separated from the text by a solid line that is one to two inches long.
 - ii. The footnote begins at the left page margin, directly below the solid line.
 - iii. Single-space footnotes that extend beyond one line.
 - iv. Include one double-spaced line between each note.
 - v. Most software packages automatically handle the spacing of footnotes at the bottom of the page based on their length. It is acceptable if a note breaks within a sentence and continues on the next page. There is no need to indicate the continuation of a footnote.
 - vi. All footnotes must be numbered with Arabic numerals. The notes can be numbered consecutively within each chapter, starting with number 1 for the first note in each chapter, or throughout the entire document.
 - vii. The footnote numbers should precede the note and be slightly above the line (superscripted). There should be no space between the number and the note.

- viii. While footnotes are typically located at the bottom of the page, they should not be placed in a running page footer as they must remain within the page margins.

c. End Notes

- i. Endnotes are an acceptable alternative to footnotes.
- ii. Endnotes should always begin on a separate page, either immediately following the end of each chapter or at the end of the entire document. If all endnotes are placed at the end of the entire document, they should appear after the appendices and before the references.
- iii. Include the heading "ENDNOTES" in all capital letters and center it 1" below the top of the first page of the endnotes section(s).
- iv. Endnotes that extend beyond one line should be single-spaced.
- v. Include one double-spaced line between each note.
- vi. All endnotes should be numbered with Arabic numerals. The notes can be numbered consecutively within each chapter, starting with number 1 for the first note in each chapter, or throughout the entire document.
- vii. Endnote numbers should precede the note and be placed slightly above the line (superscripted). There should be no space between the number and the note.

11. Bibliographic Entry

The bibliographic entries should follow the format specified in the prescribed style manual used for citation and documentation to ensure consistency.

12. Sequence and Contents

a. Thesis/Dissertation Proposal

During the proposal stage, the research manuscript should include the following sections: front matter (Title Page, Table of Contents), main matter (Chapter 1, Chapter 2, and Chapter 3 if applicable), and back matter (Bibliography/References/Works Cited, Appendix). (For the specific format, refer to Appendix O: Thesis/Dissertation Proposal Format.)

b. Final Thesis/Dissertation

The final thesis/dissertation should include the following sections:

Front Matter:

Title Page

Approval Page

Acknowledgment/Dedication Page

Abstract

Table of Contents

Lists (such as List of Figures, List of Tables, List of Abbreviations, etc.)

Main Matter:

Chapter 1

Chapter 2

Chapter 3 (if applicable)

Chapters on Results and Discussions

Chapter of Summary, Conclusions, and Recommendations

Back Matter:

Bibliography/References/Works Cited

Appendix

Curriculum Vitae

Certificate of Authentic Authorship

For the specific format and sequencing of these sections, please refer to Appendix P: Final Thesis/Dissertation Sequence.

13. Other Languages

Students in foreign/other languages departments may submit manuscripts in a language other than English. The title of the thesis/ dissertation shall be written in the foreign/other language on the title page and abstract page. (*See Appendix Q: Thesis Manuscript in Filipino*)

14. Manuscript External Design and Structure

- a. Manuscript Binding: Thesis/dissertation manuscripts shall be required to be submitted in hardbound format. Other binding methods such as softbound or ring binding will not be accepted.
- b. Cover Color and Covering: The cover of thesis manuscripts shall be maroon leatherette book covers, while dissertation manuscripts shall have black leatherette hardbound book covers. To provide additional protection, transparent plastic covering may be used.

- c. Letter Color: The engraved letters on the manuscript spine and front cover shall be in gold color.
- d. Design and Layout of the Front Cover. The front cover page shall contain the following information:

- Thesis/dissertation title
- Statement of submission
- Statement of course fulfilment
- Degree
- Major (if any)
- Full name of the author
- Date of manuscript submission

The title shall be written in uppercase letters (except for scientific names) and centered on the page. It should be laid out in an inverse pyramid manner. The first line of the title should be positioned approximately two (2) inches below the top edge of the front cover.

15. Format Review

After incorporating the specifications outlined in these Guidelines into the thesis/dissertation, students are required to obtain format approval from the department. Manuscripts can be submitted for format review electronically or as directed by the department. It is the responsibility of the students to ensure that the reviewer receives all the necessary documents for review.

16. Amendment, Revocation, and Deviation from the Formats

- a. Deviations from these formats may be allowed only in exceptional cases and with the approval of the respective department.
- b. The formats provided in this section are considered the "general formats" and should be followed throughout the entire manuscript unless modified or revoked by subsequent directives from the GEC (Graduate Education Council) of the Campus or competent authority, after consultation with the GEC (Graduate Education Council).

OTHER IMPORTANT MATTERS

I. Research Ethics (*Amendment to BOR Resolution No. 72, Series of 1992*)

In order to uphold research integrity and ensure adherence to ethical standards, all graduate students are required to obtain Ethical/ Bioethical Clearance (whichever is applicable) from the Ethical Committee of the Department and OVCRED (Office of the Vice Chancellor for Research and Development) (See the BOR approval for more details).

II. Certificate of Originality/Authentic Authorship for Thesis and Dissertation Works (*Amendment to BOR Resolution No. 72, Series of 1992*)

As an additional requirement for the final thesis or dissertation manuscript, a Certificate of Authentic Authorship must be included. This certificate aims to verify the originality of the work and guard against plagiarism. The certificate should be accompanied by the similarity index report generated by plagiarism checker software.

III. Graduate Faculty Members

The faculty members play a crucial role in shaping the educational outcomes of graduate students. They contribute to building strong foundations that prepare students to become leaders, managers, researchers, innovators, and advanced practitioners in complex and challenging professional environments.

For faculty members to be part of a doctoral program's teaching force, they should hold a doctoral degree in the relevant field and demonstrate a record of scholarly research work. Additionally, they should have at least two (2) publications in refereed journals, a minimum of three (3) years of teaching experience in a Master's program, and at least two (2) years of supervisory experience.

For faculty members teaching in a Master's program, they should hold a Master's degree in the relevant field and have a minimum of three (3) years of teaching experience at the undergraduate level of the program. They should also have at least one (1) publication in a refereed journal and one (1) year of supervisory experience.

Moreover, graduate faculty members are expected to have undertaken independent research beyond their initial Master's thesis or doctoral dissertation. They are expected to provide evidence of publications in refereed academic journals, internationally/nationally indexed journals (e.g., Scopus and Web-of-Science), or industry/professional-based journals (e.g., journals in the medical science field). Recognition of their creative work by reputable bodies should also be demonstrated through awards or recognition for exemplary contributions.

The faculty member should have actively organized or participated in activities such as trainings, seminars, workshops, or symposia within their teaching field. To maintain their position as members of the graduate faculty, they must maintain an average Teaching Efficiency Rating (TER) evaluated by graduate students at a level of VERY GOOD.

The faculty are expected to contribute to the development of graduates who can demonstrate and apply highly advanced systematic knowledge and skills in specialized and complex multidisciplinary areas of learning. Their contributions should aim to advance learning and generate new knowledge.

Minimum Number and Qualifications of Faculty

According to Section 15.5 of CHED Memorandum Order No. 15, Series of 2019, the following requirements are specified for the minimum number and qualifications of faculty:

- A. For Master's Programs, there should be a minimum of four (4) faculty members per program at all times.
 1. For the Thesis Track:
 - a. Four (4) full-time faculty members who hold doctoral degrees in the discipline and have published works in refereed journals and/or have produced publicly recognized creative and/or technology outputs; or
 - b. If there is a shortage of doctoral degree holders in the discipline, at least one (1) full-time faculty member who holds a doctoral degree in the discipline and has published works in refereed journals and/or have produced publicly recognized creative and/or technology outputs, along with at least three (3) full-time faculty members who hold master's degrees but have completed doctoral units in the discipline and have at least one (1) publication in a refereed journal. The faculty members with master's degrees plus doctoral units can only teach in the Master's program but cannot serve as thesis advisers.
 2. For the Non-Thesis Track:
 - a. Four (4) full-time faculty members who hold doctoral degrees in the discipline and have published works in refereed journals and/or have produced publicly recognized creative and/or technology outputs; or
 - b. If there is a shortage of doctoral degree holders in the discipline, at least one (1) full-time faculty member who holds a doctoral degree in the discipline and has published works in refereed journals and/or have produced publicly recognized creative and/or technology outputs, along with at least:

- i. Three (3) full-time faculty members who hold master's degrees but have completed doctoral units in the discipline and have at least one (1) publication in a refereed journal. However, they can only teach courses and cannot serve as thesis advisers; or
 - ii. For industry-oriented programs, there should be three (3) full-time faculty members who hold master's degrees but have extensive industry experience. However, they can only teach courses and cannot serve as thesis or capstone advisers.
- B. For Doctoral Programs, there should be a minimum of four (4) faculty members per doctoral program at all times. All faculty members should hold doctoral degrees in the discipline and have at least two (2) published works in internationally/nationally indexed journals and/or have produced publicly recognized creative and/or technology outputs. Moreover, they must have at least three (3) years of teaching experience in the Master's level of the discipline. Additionally, industry-oriented Master's programs may require at least one (1) faculty member with a doctoral degree, depending on the availability of doctoral degree holders in the discipline. However, faculty members with only Master's degrees shall be required to have equivalent extensive industry experience, as determined by the various CHED Technical Panels. They cannot serve as thesis advisers.

IV. Graduation Requirements

Students who have satisfactorily completed all the requirements prescribed in the curricula of graduate degree programs are eligible to apply for graduation. In order to apply for graduation, students must submit the requirements stipulated in this Handbook and fulfill other procedures or activities set by the Office of the University Registrar (OUR). The OUR will provide announcements regarding the procedures and deadlines for graduation application.

Students may not be allowed to participate in any commencement activity unless they have satisfactorily complied with all prescribed requirements for graduation according to university rules. The official date of graduation or completion is the last day of the term when all program requirements have been satisfied and submitted to the OUR.

Awards

Each program may nominate recipients for the following awards, which will be reflected in the graduand's Transcript of Records (TOR) and diploma.

A. With Distinction

To graduate "with distinction," a student must have a Cumulative Grade Point Average (CGPA) of 1.10 or higher at the time of graduation, complete the program within the designated timeframe (two (2) years for Master's level and three (3) years for doctoral level), and not receive a grade of "Dropped" (DRP) or "Failed" (5.0).

B. Outstanding Thesis

The Outstanding Thesis/Dissertation Award aims to recognize exceptional work by graduate students and promote the highest levels of research and writing. This award acknowledges the significant contribution of graduate student research and creative activity to the University, the discipline, and society as a whole. It will be presented annually to the completed thesis/dissertation considered to be the most outstanding among those submitted by graduating students at the end of the academic year.

Evaluation

The faculty review committee will evaluate both the methodological and substantive aspects of the thesis/dissertation, taking into account the following criteria:

- a. Importance and impact of the research and its findings.
- b. Originality and creativity demonstrated in the work.
- c. Potential for publication.
- d. Organization and structure of the thesis/dissertation manuscript.
- e. Quality of the writing.
- f. Other relevant factors that indicate excellence, such as the quality of research methods, artistic merit, etc.

Nomination Process

Each graduate program that offers a thesis/dissertation option may nominate completed theses/dissertations every semester. Nominations, prepared by the adviser with the student's approval, must be submitted to the Graduate Program Coordinator by a preannounced deadline. The nomination should include a prescribed Form with the student's name, ID number, thesis/dissertation research title, date of submission (only theses/dissertations that have been completed and accepted by the Graduate Program Coordinator are eligible), and a detailed statement describing the nature and importance of the thesis/dissertation according to the criteria mentioned above.

To complete the nomination, the following documents must be submitted:

- a. A cover letter from the adviser, briefly explaining why the thesis/dissertation is being nominated.
- b. Two letters of support from members of the defense panel.
- c. One copy of the thesis/dissertation.

Selection Process

The selection process for the Outstanding Thesis/Dissertation Award involves the following steps:

- a. Faculty Committee Appointment: The Graduate Coordinator appoints a faculty committee responsible for evaluating the nominations and selecting the winners. The committee should represent a broad range of graduate programs within the college.
- b. Nomination Submission: Each graduate program with a thesis/dissertation option may nominate completed theses/dissertations for the award. The adviser, with the student's approval, prepares the nomination and submits it to the Graduate Program Coordinator before the announced deadline.
- c. Evaluation Criteria: The faculty committee evaluates the nominated theses/dissertations based on predetermined criteria. These criteria may include the importance/impact of the research and findings, originality/creativity of the work, potential for publishing, organization of the manuscript, quality of writing, and other factors that denote excellence.
- d. Additional Procedures and Standards: The committee has the authority to establish additional procedures and standards to govern the nomination and selection process, as well as to ensure fairness and quality assessment.
- e. Selection and Award Determination: The faculty committee thoroughly reviews all nominations and selects the outstanding thesis/dissertation from each program. The winners are chosen based on the committee's collective judgment and evaluation of the nominated works.
- f. No Award Decision: In the event that the committee determines that there are no thesis/dissertation submissions worthy of the award in a particular semester, no award will be given for that period.

- g. Notification and Recognition: The recipients of the Outstanding Thesis/Dissertation Award are notified by the Graduate Program Coordinator or other relevant authority. They are recognized for their exceptional work through an appropriate certificate. Optional cash incentives and/or tokens may be provided as additional recognition.

The specific procedures and standards may vary depending on the college's policies and guidelines. The faculty committee has the responsibility to ensure a fair and rigorous selection process that upholds the highest standards of research and writing

The Award

Upon receiving the Outstanding Thesis/Dissertation Award, the recipient will be provided with an appropriate certificate as recognition for their exceptional work. Optional cash incentives and/or tokens may also be awarded as additional forms of recognition.

V. Graduate Teaching Assistantship

Graduate teaching assistantship is a part-time position that entails a maximum of 20 hours of work per week. The responsibilities of a teaching assistant include teaching, assisting with laboratory work, and checking/grading laboratory manuals and test papers. Teaching assignments are typically within the assistant's major department.

Financial aid in the form of teaching assistantships is generally available to new graduate students and is classified into two categories: quarter-time and half-time.

- a. Quarter-time assistantship: This includes a maximum undergraduate teaching load of 3 units and office work unrelated to teaching, totaling 4.5 hours per week. The monthly compensation is equivalent to 25% of the salary of Instructor I.
- b. Half-time assistantship: This involves a 9-unit undergraduate teaching load with one preparation and office work unrelated to teaching, totaling 9 hours per week. The monthly compensation is equivalent to 50% of the salary of Instructor I.

Students who receive a teaching assistantship are exempted from paying tuition and other miscellaneous fees for the duration of the award. The assistantship is awarded at the beginning of each school semester and is subject to renewal. However, no student shall be granted a teaching assistantship for more than three years.

Qualifying Criteria

To be eligible for a graduate teaching assistantship, the applicant must meet the following criteria:

- a. Admission Requirements: The applicant must meet the admission requirements of the graduate department they plan to enroll in and must be on regular status.
- b. Undergraduate Weighted Average: The applicant must have an undergraduate weighted average of 2.0 or better.
- c. Minimum Student Load: The applicant must carry a minimum student load of 9 graduate units.
- d. Non-Recipient of Graduate Scholarship: The applicant must not be a recipient of any other graduate scholarship.

Responsibilities

For half-time assistantship, the graduate teaching assistant (GTA, hereinafter) shall carry a 9-unit teaching load of one preparation and render 8 hours of office work per week. For quarter-time assistantship, the GTA shall carry a 3-unit teaching load and 4.5 hours of office work per week. For a half-time assistantship, the graduate teaching assistant (GTA) is responsible for carrying a 9-unit teaching load with one preparation and providing 8 hours of office work per week. For a quarter-time assistantship, the GTA is responsible for a 3-unit teaching load and 4.5 hours of office work per week.

Dropping of courses and earning an incomplete grade (INC) or grades below 2.0 are not allowed. The applicant must also demonstrate satisfactory teaching performance as evaluated by the students, department chair, and faculty at the end of the semester.

Renewal/Termination

Assistantship may be renewed at the end of the semester if the student qualifies. However, a graduate assistantship may be terminated earlier if there are significant reasons to do so. The grounds for termination may include frequent absences and tardiness, unsatisfactory teaching performance, and non-compliance with requirements and regulations:

1. Frequent absences and tardiness
2. Unsatisfactory teaching performance
3. Non-compliance with requirements and regulations

VI. Graduate Education Extension Programs

(BOR Resolution No. 219, Series of 2001)

The following guidelines are to be observed for the offering of Graduate Extension Classes or Programs:

1. Official Request: The offering of a Graduate Extension Class or Program should be based on an official request from a duly constituted group, agency, or institution, and the need assessment results of the prospective recipient community;
2. Academic Department/College Eligibility: An Academic Department and/or College of any of the MSU Campuses can offer a Graduate Extension Class or Program, subject to the following terms and conditions:
 - 2.1 Accredited Graduate Faculty: There must be at least two (2) Accredited Graduate Faculty members from the Proponent College or Department who can teach at least two (2) graduate courses per semester;
 - 2.2 Existing Program: The program should currently be offered by a college or department in the campus;
 - 2.3 Faculty Loading and Teaching Efficiency: The opening or offering of a graduate extension class or program should not negatively impact the regular offerings of the college or department in terms of faculty loading and teaching efficiency;
 - 2.4 Approval Process: The Extension Class or program must have received proper approval from the Graduate Education Council Committee and the Academic Planning Committee of the respective campus; and,
 - 2.5 Availability of Resources: Sufficient library and other reading materials must be available to students enrolled in the Graduate Extension Class or Program.
3. Record Keeping: All student and faculty records must be accurately submitted, processed, and deposited in the concerned campus of the university. Enrollment data and semestral grades should be submitted on time to the Registrar of the respective campus;
4. Examination and Defense Requirements: All comprehensive examinations must be taken and thesis/dissertation defenses must be conducted at the MSU campus under the direct supervision the Graduate Program Coordinator/ Graduate Chairperson (in no case shall it be done outside the Campus). Under no circumstances should these activities be done outside the campus;

5. Self-Liquidating Program: The Graduate Extension Program should be self-liquidating, meaning that the expenses necessary for the continued operation of the extension classes must be covered by the host and the students;
6. Memorandum of Agreement: A Memorandum of Agreement or Understanding should be established between the University President/Chancellor and the host group, agency, or institution, clearly stating the terms and conditions outlined in the guidelines. The agreement is subject to the confirmation of the MSU Board of Regents; and
7. Annual Evaluation: The Office of the Vice Chancellor for Academic Affairs or the concerned campus shall conduct an annual evaluation of the extension class or program. If necessary, or upon official instruction from the University President, the Office of the Vice President for Academic Affairs may also evaluate any Graduate Extension Class or Program.

EFFECTIVITY

The provisions under this handbook shall take effect upon the approval of the MSU Board of Regents (BOR) and the issuance of Special Order by the President.

Proponents

AMERKHAN G. CABARO, PhD
Vice Chancellor for Academic Affairs

NIDA A. ILUPA, DM
Special Assistant, OVCAA

EUGENE F. TORRES, Jr., PhD
Former Dean, Graduate School

AISA G. MINUKON, PhD
Assistant Dean, CPA

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Chair, CSSH GS Department

GRACE S. RAFAL, PhD
Former Chair, CSSH GS Department

Editor

WARDAH D. GUIMBA, PhD
Chair, CED GS Department

REFERENCES

- BOR Resolution No. 72, Series of 1992. Revision of Graduate School Policies and Guidelines.
- BOR Resolution No. 219, Series of 2001. Proposed Guidelines for the Opening of Graduate Extension Programs.
- BOR Resolution No. 109, Series of 2007. Increase of the Rate of Honorarium for Overload Teaching for Graduate Faculty.
- BOR Resolution No. 111, Series of 2007. Proposed Scheme of Allowances of the Faculty Members Assigned to Comprehensive Examinations, Master's Thesis and Dissertation Panels.
- BOR Resolution No. 313, Series of 2009. Proposal on the Payment Scheme in Thesis Advising.
- CHED Memorandum Order No. 15, Series of 2019. Policies, Standards, and Guidelines for Graduate Programs.
- Cornell University Library. (April 2011). APA citation style. Retrieved July 9, 2013, from <http://www.library.cornell.edu/resrch/citmanage/apa>
- Mindanao State University – Iligan Institute of Technology Graduate Studies Handbook (Revised 2022).
- Mindanao State University – Main Campus Graduate Studies Handbook (2021).
- MSU Iligan Institute of Technology (2005). School of Graduate Studies, Special Project/Thesis/Dissertation Guide
- Student Handbook (Revised 2020) by the Graduate School, MSU Marawi City.

APPENDICES

- A Form 1: Application Form
- B Form 2: Letter of Recommendation Form
- C Form 3: Approval for Proposal Defense
- D Form 4: Nomination of Members Advisory/Oral Examination Panel
- E Form 5: Request for Change of Adviser / Panel Member
- F Form 6: Approval for Final Defense
- G Form 7: Panel Oral Examination Report
- H Form 8: Approval for Binding
- I Form 9: Application for Comprehensive Examination
- J Form 10: Nomination of Members of the Comprehensive Examination Committee
- K Form 11: Comprehensive Examination Report
- L Form 12: Application for Intention to Graduate
- M Form 13: Certificate of Authentic Authorship
- N Sample 1: Concept Paper Format
- O Sample 2: Thesis/Dissertation Proposal Sequence
- P Sample 3: Final Thesis/Dissertation Sequence (Social/ Natural/Experimental Research)
- Q Sample 4: Thesis Manuscript in Filipino
- R Sample 5: List of Figures and Tables
- S Sample 6. Certificate of Panel Approval
- T Sample 7. Sertipiko ng Pagpapatibay ng Panel
- U Sample 8: Abstract
- V Sample 9: Dedication
- W Sample 10. Acknowledgments
- X Sample 12: Design and Layout of the Front Cover
- Y Sample 13. Design and Layout of the Manuscript Spine
- Z APA Format Citation
- AA Plagiarism/Similarity Index
- AB Creation of the MSU Main Campus Graduate Studies Handbook Enrichment Committee



Republic of the Philippines
Mindanao State University, Main Campus
Marawi City

APPLICATION FOR ADMISSION TO GRADUATE PROGRAM

Degree Sought: _____ Major: _____
 1st 2nd Summer Academic Year _____

2 x 2
I.D.
Photo

INSTRUCTION: Type or print clearly in ink and submit completed application form and other requirements on or before _____

1. Name: _____
Last Name First Name Middle/Maiden Name

2. _____
Date of Birth Place of Birth Citizenship

Contact Information: _____
Mobile Phone No. Landline No. email address/es

3. Address: _____
No./Street City/Town Province Zip Code

4. Marital Status: Married Widow Single

5. Information on nearest relative (Father / Mother / Spouse if married / Guardian)

Name Address/ Tel. No. Relationship

6. Education (From secondary to highest university education)

Institution	Location	Date Attended	Degree Received	Major
-------------	----------	---------------	-----------------	-------

7. Scholastic honors or prizes/special trainings: _____

Civil Service Eligibility	Title of Examination	Date Taken	Rating
---------------------------	----------------------	------------	--------

Professional Licensure			

9. Professional Experience (From latest employment; include teaching and research. Use additional sheet or you may use the back of this sheet, if necessary.)

Position	Employer's Name/Address/Tel. No.	Inclusive Dates	Remarks
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

10. List two of your former professors or expert in your field as references.

Name & Title: _____ Address: _____
 Name & Title: _____ Address: _____

I declare that the information supplied in this application and the documentation supporting it is true and complete. I acknowledge that the provision of incorrect information or documentation in relation to my application may result in cancellation of admission or enrolment. If admitted, I agree to abide by the policies, rules and regulation of the Department.

 Signature Date

Name of Applicant: _____

Degree Sought: _____

A. Classification: (to be filled – up by the Program Coordinator)

- REGULAR CONDITIONAL PROBATIONAL
 SPECIAL NOT QUALIFIED

B. Remarks: _____

RECOMMENDED BY:

 Program Adviser/ Graduate Program Coordinator Chairman

APPROVED: _____
 College Dean



Republic of the Philippines
Mindanao State University, Main Campus
Marawi City

**RECOMMENDATION FORM FOR ADMISSION
TO GRADUATE PROGRAM**

Name: Mr./Ms. _____
Last Name First Name Middle/Maiden Name

Degree Sought: _____ Major: _____
 1st Sem 2nd Sem Summer Academic Year: _____

How long have you known the applicant? _____ years

In what capacity have you known the applicant? _____

He/She ranked _____ in my class of _____ students.

Please rate the applicant on the following characteristics in comparison with other students in his/her class or other persons you have known. You may use the back of this sheet for additional comments. Your evaluation will be kept confidential.

	Excellent (upper 5%)	Good (6-20%)	Satisfactory (21-50%)	Average (lower 50%)	No Basis for Judgment
1. Intellectual ability	_____	_____	_____	_____	_____
2. Academic preparation for proposed field of study	_____	_____	_____	_____	_____
3. Motivation	_____	_____	_____	_____	_____
4. Analytical & problem solving ability	_____	_____	_____	_____	_____
5. Initiative & independence	_____	_____	_____	_____	_____
6. Honesty & integrity	_____	_____	_____	_____	_____
7. Oral communication skills	_____	_____	_____	_____	_____
8. Written communication skills	_____	_____	_____	_____	_____
9. Emotional maturity	_____	_____	_____	_____	_____
10. Potential as a teacher	_____	_____	_____	_____	_____
11. Potential as a researcher	_____	_____	_____	_____	_____

I therefore _____ strongly recommend

_____ recommend

_____ recommend with reservations

_____ do not recommend

the applicant for admission to graduate studies in MSU-Iligan Institute of Technology.

Printed Name: _____ Signature: _____

Position: _____ Date: _____

Name and Address of Organization:

Note: Please enclose the completed form in an envelope, seal the envelope, and sign across the seal. Return the sealed envelope to the applicant.



Republic of the Philippines
Mindanao State University, Main Campus
Marawi City

APPROVAL FOR PROPOSAL DEFENSE

- DISSERTATION
- THESIS
- SPECIAL PROJECT

Date filed: _____

Name : _____

Degree : _____ Specialization: _____

Dissertation/Thesis Title: _____

Comments:

APPROVED:

Advisory Panel:

Chairperson	Date
Member	Date
Member	Date
Member	Date
Member	Date

Note:
Submit this approval sheet and the Proposal, together with the recommendations of the examiners, to the Dean of the College.



Republic of the Philippines
Mindanao State University, Main Campus
Marawi City

NOMINATION OF ORAL EXAMINATION PANEL

- DISSERTATION
- THESIS
- SPECIAL PROJECT

The following graduate faculty members are recommended to compose the Oral Examination Panel of Mr./Ms. _____ in the graduate program leading to the degree _____.

Name	Signature	
1. _____	_____	Chairperson/Adviser
2. _____	_____	Member
3. _____	_____	Member
4. _____	_____	Member
5. _____	_____	Member

The members of the Panel shall perform their functions in accordance with the Rules and Regulations for graduate studies. They shall be entitled to honoraria in accordance with the Scheme of Honoraria approved by the Board of Regents, subject to the usual accounting and auditing rules and regulations.

This panel shall be in force until it has submitted its report to the Dean of the College

RECOMMENDING APPROVAL:

Department Chairperson

Department Graduate Program Coordinator

APPROVED:

College Dean

Distribution:

- Panel Members
- Program Coordinator
- College Dean



Republic of the Philippines
Mindanao State University, Main Campus
Marawi City

REQUEST FOR CHANGE OF ADVISER/ PANEL MEMBER

- DISSERTATION
- THESIS
- SPECIAL PROJECT

Date: _____

Name: _____

Degree: _____

Change concurred in (please affix signature above printed name):

Adviser / Panel Member to be replaced:

Proposed Adviser / Panel Member:

Reason(s) for replacement:

Requested by:

Student

RECOMMENDING APPROVAL:

Department Chairperson

Department Graduate Program Coordinator

APPROVED:

College Dean

Distribution:

- Panel Members
- Program Coordinator
- College Dean



Republic of the Philippines
Mindanao State University, Main Campus
Marawi City

APPROVAL FOR FINAL DEFENSE

- DISSERTATION
- THESIS
- SPECIAL PROJECT

As members of the Oral Examination Panel for the defense of Mr./Ms. _____, we have examined his/her manuscript entitled _____

and found it to be in order. We have not found any gross error in the manuscript.

We, therefore, recommend the approval of the student’s application for the final defense.

_____	_____
Chairperson/Adviser	Date
_____	_____
Member	Date
_____	_____
Member	Date
_____	_____
Member	Date
_____	_____
Member	Date

DATE: _____

TIME: _____

PLACE: _____

RECOMMENDING APPROVAL:

Department Chairperson

Department Graduate Program Coordinator

APPROVED:

College Dean

Date: _____

- IMPORTANT:
1. The completed form, along with a copy of the manuscript, must be submitted to the Dean of the College at least two (2) weeks before the scheduled final defense.
 2. An accompanying poster in A4 size bond paper, summarizing the study (including Abstract, Introduction, Research Design and Methodology, Results and Discussion, Conclusions and Recommendations), must be presented to the College Dean.
 3. Each member of the panel must be provided with a copy of the manuscript at least two (2) weeks before the scheduled date of defense.



Republic of the Philippines
Mindanao State University, Main Campus
Marawi City

APPROVAL FOR BINDING

Date: _____

- DISSERTATION
- THESIS
- SPECIAL PROJECT

This is to certify that we have examined the manuscript of Mr./Ms. _____ and found that all the comments and recommendations of the Oral Examination Panel had been reflected.

This certification is issued to allow the student to submit the manuscript for final binding.

The Oral Examination Panel:

Name	Signature	
1. _____	_____	Chairperson/Adviser
2. _____	_____	Member
3. _____	_____	Member
4. _____	_____	Member
5. _____	_____	Member

RECOMMENDING APPROVAL:

Department Chairperson

Department Graduate Program Coordinator

IMPORTANT: 1. If the student fails to submit the hardbound thesis/dissertation on time, the GSD Chair shall recommend to the Dean the termination of the student's application for graduation who shall then be barred from participating in any commencement exercises. As of First Semester, AY 2022-2023, the deadline for submission of hardbound thesis/ dissertation based on the memorandum issued by the Office of the University Registrar is January 6, 2023.



Republic of the Philippines
Mindanao State University, Main Campus
Marawi City

APPLICATION FOR COMPREHENSIVE EXAMINATION

- Comprehensive Exam
 DPA Qualifying Examination

Name: _____ Degree: _____

Major: _____

Indicate whether First or Second examination

DATE: _____ TIME: _____ PLACE: _____

This is to certify that I have completed all the requirements of the graduate program necessary in taking the Examination.

Student

RECOMMENDING APPROVAL:

Department Chairperson

Department Graduate Program Coordinator

APPROVED:

College Dean

- Reminders:
1. This application should be filed in the GS Department at least one (1) week before the intended date of examination, together with the evaluation sheet of courses taken.
 2. The student must attach to this form the official receipt of the examination fee



Republic of the Philippines
Mindanao State University, Main Campus
Marawi City

**NOMINATION OF MEMBERS OF THE COMPREHENSIVE
EXAMINATION COMMITTEE**

The following graduate faculty members are recommended to compose the Written Examination Committee of Mr./Ms. _____ leading to the degree _____

	Name	Signature	
1.	_____	_____	Chairperson/Adviser
2.	_____	_____	Member
3.	_____	_____	Member
4.	_____	_____	Member
5.	_____	_____	Member

DATE: _____ TIME: _____ PLACE: _____

The members of the Committee shall perform their functions in accordance with the Rules and Regulations for graduate studies. They shall be entitled to honoraria in accordance with the Scheme of Honoraria approved by the Board of Regents, subject to the usual accounting and auditing rules and regulations.

This committee shall be in force until it has submitted its report to the Dean of the College.

Recommending Approval:

Program Coordinator

Department Chairperson

Approved:

Dean of College

Distribution:
All Committee Members
Program Coordinator
Chairperson



Republic of the Philippines
Mindanao State University, Main Campus
Marawi City

COMPREHENSIVE EXAMINATION REPORT

This is to certify that Mr./Ms. _____
obtained the following results in the written examination leading to the
degree _____ given on _____

Area	Score/Perfect Score	Remarks (Passed or Failed)	Signature
_____	_____	_____	_____
-	-	-	-
_____	_____	_____	_____
-	-	-	-
_____	_____	_____	_____
-	-	-	-
_____	_____	_____	_____
-	-	-	-
_____	_____	_____	_____
-	-	-	-
_____	_____	_____	_____
-	-	-	-
_____	_____	_____	_____
-	-	-	-

Recommended:

Chair, Comprehensive Exam Committee

Attested:

Program Coordinator

Department Chair

Approved:

Dean of College



Republic of the Philippines
Mindanao State University, Main Campus
Marawi City

APPLICATION FOR INTENTION TO GRADUATE

APPLICATION FOR INTENTION TO GRADUATE

Name: _____ Date Filed: _____
Home Address: _____ Local Address: _____

Tel. No. _____ Tel. No. _____

Previous (BS or MS) Degree: _____

Year Obtained: _____ Name of Institution _____

Degree Sought: _____ Major _____

Minor _____

Research Title for (pls.check): DISSERTATION THESIS SPECIAL PROJECT

Research Adviser: _____

Date of Comprehensive Exam (if any): _____

Did you cross-register in any other schools? _____ Yes _____ No

Name of School	Courses Taken	Units	Grade	MSU Equivalent	Grade	Units
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Have you applied for Transfer of Credits from other schools? _____ Yes _____ No

Name of School	Courses Taken	Units	Grade	MSU Equivalent	Grade	Units
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

When do you intend to graduate? October _____ March _____ Summer _____

Research Adviser

Student's Signature



Republic of the Philippines
Mindanao State University, Main Campus
Marawi City

CERTIFICATE OF AUTHENTIC AUTHORSHIP

I hereby declare that this submission is my own work and, to the best of my knowledge, it contains no materials previously published nor written by another person. This work does not also contain material which, to a substantial extent, has been accepted for an award of any other degree or diploma, except where due acknowledgement is made in the manuscript. Any contribution made to the research by others, with whom I have worked at MSU Main Campus or elsewhere, is explicitly acknowledged in the manuscript.

I also declare that the intellectual content of this manuscript is the product of my own work, except the assistance that I received in the project's design, conception and style, presentation and linguistic expression which I also acknowledged.

(Signature over Printed Name of the Researcher)

CONCEPT PAPER FORMAT

Proposed Title of Research Interest
Area of Study (Field of Specialization)
Background of the Study (What have you read that has had an impact on your thinking about the topic?)
Statement of the Problem (as far as you are aware of, what is the gap of knowledge in your research interest based on readings/existing literatures? Why does this research need to be conducted?)
Objectives of the Study (What does the study hope to achieve? Give at least three).
Research Locale and Respondents (Where will the study be conducted? Who will be the target respondents?)

Literature Review: (What literature do you intend to review and why? At least 5 references)

Theoretical Framework (What tentative theory/ies will you use in analyzing your material? Why this/these theories?)

Proposed Methods/Procedures (This answers the question: How will you conduct the study?)

**References (Please use the APA Style of Citation; follow this link for the format:
<https://www.scribbr.com/apa-citation-generator/>)**

THESIS/DISSERTATION PROPOSAL

TITLE PAGE

The Title Page shall contain the following entries:

- Thesis/dissertation title
- Statement of submission
- Statement of course fulfilment
- Degree
- Major (if any)
- Full name of the author
- Date of manuscript submission

**THE TITLE IS TYPED IN CAPITAL LETTERS,
CENTERED 2 INCHES FROM THE
TOP OF THE PAGE**

A Master's Thesis/ Dissertation
Presented to
The Faculty
Graduate Studies Department
Student's College
Mindanao State University
Marawi City

In Partial Fulfilment
Of the Requirements for the Degree
The Degree

FULL NAME

Month Year

TABLE OF CONTENTS (TOC)

CHAPTER

- 1 THE PROBLEM AND ITS SCOPE
 - 1.1 Introduction / Rationale / Background of the Study
 - 1.2 Theoretical Framework of the Study (if applicable)
 - 1.3 Conceptual Framework of the Study (if applicable)
 - 1.4 Objectives of the Study / Statement of the Problem
 - 1.5 Scope and Limitations of the Study
 - 1.6 Significance of the Study
 - 1.7 Definition of Terms / Basic Concepts / Working Definitions

- 2 REVIEW OF RELATED LITERATURE AND STUDIES
 - 2.1 Related Literature
 - Thematic presentation
 - 2.2 Related Studies
 - May be arranged according to:
 1. Foreign and Local Studies
 2. Thematic
 3. Automatic Presentation of the Studies

- 3 RESEARCH METHODOLOGY (if applicable)
 - 3.1 Research Design
 - 3.2 Research Setting/Locale of the Study (if applicable)
 - 3.3 Research Respondents/Respondents of the Study
 - 3.4 Research Instruments
 - 3.5 Methods of Data Gathering
 - 3.6 Methods of Data Analysis

Note: Sections 3.4, 3.5 and 3.6 are to be enumerated or written in enumerative paragraph form.

BIBLIOGRAPHY / REFERENCES / WORKS CITED

APPENDIX

Appendices use letters as part of its headings for relevant attachments.

FINAL THESIS/DISSERTATION SEQUENCE

TITLE PAGE	
APPROVAL PAGE	
ACKNOWLEDGEMENTS	(optional)
DEDICATION	
ABSTRACT	
TABLE OF CONTENTS	(optional)
LIST OF TABLES	(if applicable)
LIST OF FIGURES	(if applicable)
LIST OF ILLUSTRATIONS	(if applicable)
LIST OF ABBREVIATIONS	(if applicable)
LIST OF SYMBOLS	(if applicable)
LIST OF NOTATIONS	(if applicable)
CHAPTER	
1 THE PROBLEM AND ITS SCOPE	
1.1 Introduction / Rationale / Background of the Study	
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2.1 Related Literature	Thematic presentation
2.2 Related Studies	May be arranged according to: 1. Foreign and Local Studies 2. Thematic 3. Automatic Presentation of the Studies
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3.3 Research Respondents/Respondents of the Study	
3.4 Research Instruments	
3.5 Methods of Data Gathering	
3.6 Methods of Data Analysis	
4 RESULTS AND DISCUSSIONS or DATA PRESENTATION, ANALYSIS, AND INTERPRETATION OF FINDINGS	
5 SUMMARY, CONCLUSIONS AND RECOMMENDATIONS	
BIBLIOGRAPHY / REFERENCES / WORKS CITED	
APPENDIX	
CURRICULUM VITAE	
CERTIFICATE OF AUTHENTIC AUTHORSHIP	

THESIS MANUCRIPT IN FILIPINO

A thesis manuscript in Filipino shall follow the following format:

DAHON NG PAMAGAT
DAHON NG PAGPAPATIBAY
PASASALAMAT
PAGHAHANDOG
ABSTRAK
TALAHANAYAN
KABANATA

1 ANG SULIRANIN AT KALIGIRAN NG PAG-AARAL

Panimula
Batayang Teoritikal
Batayang Konseptual
Paglalahad ng Suliranin
Saklaw at Limitasyon ng Pag-aaral
Kahalagahan ng Pag-aaral
Pagbibigay-kahulugan sa mga Katawagan

2 MGA KAUGNAY NA PANITIKAN AT PAG-AARAL

Mga Kaugnay na Panitikan
Mga Kaugnay na Pag-aaral

3 PAMAMARAAN

Pamamaraan ng Pag-aaral
Tagpuan ng Pag-aaral
Mga Respondente ng Pag-aaral
Disenyo ng Sampling
Instrumento ng Pag-aaral
Paraan ng Pangangalap ng Datos
Paraan ng Pag-aanalisa ng Datos

4 PAGLALAHAD, PAGESUSURI AT PAGPAPAHALAGA

Suliranin 1
Suliranin 2

5 BUOD, KONGKLUSYON/IMPLIKASYON, REKOMENDASYON

Buod
Kongklusyon
Rekomendasyon

MGA SANGGUNIAN

APPENDIKS

LIST OF FIGURES AND TABLES

LIST OF FIGURES

Figure		Page
1	Map of Mindanao Showing the Location of Munai and its Boundaries	2
2	Schematic Diagram on the Study	12
3	Location of Map showing the Polygon shape of Munai	21
4	Location Map showing Munai in the Philippines and BARRM	22
5	Peace and Conflict Timeline	114
6	The Meranaw’s Concept of Peace	134
7	The Meranaw’s Concept of Sustainable Peacebuilding	141
8	The Meranaw’s Concept of Transformative Peace	143
9	The Summary of the Meranaw’s Peace Framework	160
10	Kallilintad Munai: Proposed Meranaw Peacebuilding Framework	161

LIST OF TABLES

Table		Page
1	Category of Informants/Participants in the Study	27
2	Key Themes on Conflict Issues in Munai	110
3	Key Themes on the PDC Peacebuilding Activities in Munai	115
4	Key Themes on How to Sustain Peacebuilding Program	120
5	Key Themes on the Meranaw Peace Concept	133
6	Key Themes on the Concept of Sustainable Peacebuilding	137
7	Key Themes on the Concept of Transformative Peace	142
8	Key Themes on Meranaw Peacebuilding Practices	146

CERTIFICATE OF PANEL APPROVAL



Republic of the Philippines
MINDANAO STATE UNIVERSITY
Marawi City

BIOLOGY DEPARTMENT
College of Natural Sciences and Mathematics



APPROVAL SHEET

The graduate faculty of the Biology Department, College of Natural Sciences and Mathematics, Mindanao State University, Marawi City, accepts the Graduate Thesis entitled:

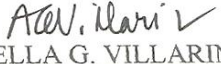
Antimicrobial Resistance Profile of *Escherichia coli* Isolates from Taraka River in Lanao del Sur

Submitted by **Mohammad Al-Thanie U. Paudac** in partial fulfillment of the requirements for the Degree Master of Science in Biology this First Semester of the Academic Year 2022-2023.


ROSABETH M. MACAPIL, PhD
Panel Member

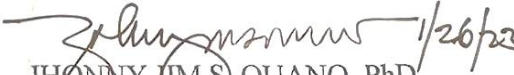

MARICEL L. GELSANO, PhD, RN
Panel Member


FEMA M. ABAMO, PhD
Panel Member


ANNABELLA G. VILLARINO, PhD
Co-adviser


BEVERLY B. AMPARADO, PhD, RN
Adviser


ANNABELLA G. VILLARINO, PhD
Department Chairperson


JHONNY JIM S. OUANO, PhD
College Dean



Republic of the Philippines
MINDANAO STATE UNIVERSITY
 Marawi City




APPROVAL SHEET

The Faculty of the College of Public Affairs of the Mindanao State University at Marawi City accepts the thesis entitled:


COMMUNITY RESILIENCY AND DISASTER PREPAREDNESS IN MULTI-HAZARD ENVIRONMENT OF THE SELECTED BARANGAYS IN THE MUNICIPALITY OF MUNAI, LANA O DEL NORTE

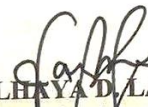
Prepared and submitted by **ROMY S. PAGHASIAN**, in partial fulfillment of the requirements for the degree of Master of Science in Community Development.

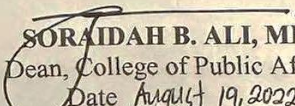

VIOLETA H. ENGRACIA, PhD
 Panel Member
 Date August 11, 2022


EDNA J. MIRA-ATO, MSCD
 Panel Member
 Date August 01, 2022


TERESITA O. POBLETE, PhD
 Panel Member
 Date 8/11/2022


AISAH G. MINUKON, DiSDS
 Thesis Adviser
 Date August 1, 2022


MILHAYA D. LANGCO, MPA
 Chairperson, Graduate Studies Department
 College of Public Affairs
 Date August 19, 2022


SORAIDAH B. ALI, MPA
 Dean, College of Public Affairs
 Date August 19, 2022



January 2022

SERTIPIKO NG PAGPAPATIBAY NG PANEL



Republic of the Philippines
Mindanao State University, Main Campus
Marawi City

SERTIPIKO NG PAGPAPATIBAY NG PANEL

Itong tesis na pinamamagatang "XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX", inihanda at isinumite ni XXXXXXXXXXXXXXX bilang bahagi ng mga pangangailangan para sa digring **MASTER OF ARTS IN FILIPINO**, ay inirekomendang tanggapin at pagtibayin.

XXXXXXXXXXXXXXXXXXXX

Miyembro

Peta

XXXXXXXXXXXXXXXXXXXX

Miyembro

Peta

XXXXXXXXXXXXXXXXXXXX

Miyembro

Peta

XXXXXXXXXXXXXXXXXXXX

Adbayser

Peta

Pinagtibay bilang bahagi ng pangangailangan para sa digring **MASTER OF ARTS IN FILIPINO**.

ABSTRACT

CASAS, IVY L. 2022. **Diversity and Ethnobotany of Pteridophytes in Mt. Malindang, Misamis Occidental, Philippines.** Graduate Thesis. 2022. Biology Department, College of Natural Sciences and Mathematics, Mindanao State University, Marawi City.

Thesis Adviser: Maricel L. Gelsano, RN., PhD

Co-adviser: Annabella G. Villarino, PhD

ABSTRACT

The study was undertaken to assess the diversity of pteridophytes in the Ancestral Domain of Subanens in Oroquieta City located in the northern landscape of Mt. Malindang, Misamis Occidental, using transect-quadrat sampling method and record ethnobio uses of these plants through interviews. A total of 41 species of pteridophytes were accounted in the 15 quadrats laid in the study, belonging to 17 families and 29 genera. Species with the highest SIV was *Angiopteris evecta* (G. Forst.) Hoffm with 48.638 at the community level. In the area, the Index of Dominance (C°) was relatively low, showing that dominance in the community was shared by a number of pteridophyte species. Index of Diversity (H) at the community level was 1.31502 suggests that even at degraded forest, the study was still diverse. *Sphaeropteris glauca* (Blume) R.M. (EN), *Sphaeropteris elmeri* (Copel.) R.M. Tryon (VU), *Davallia denticulate* (Burm.f.) Mett. (OTS), *Davallia solida* (G. Forst.) Sw. (OTS) and *Angiopteris evecta* (G. Forst.) Hoffm (OTS) was recorded in the study thus, policies must be strictly implemented in the area to prevent current status of these plants to worsen. Out of the 41 species, 16 species (39%) had economic importance to the Subanen tribe in vicinity used as medicine for various illness, sold for their aesthetic appearances, eaten as food and used in the tribe's agricultural practices and rituals to have healthier crops.

Keywords: *Pteridophytes, Subanens, Transect-quadrat sampling, Ethnobio, SIV, Index of Dominance, Index of Diversity, Endangered (EN), Vulnerable (VU), Other threatened species (OTS)*

DEDICATION

*This work is dedicated to my parents and siblings.
They are simply wonderful and so special to me and Life is beautiful
and meaningful because of them!!!*

Camar

ACKNOWLEDGEMENTS

I would like to express my sincere gratitude to the following persons and organizations who in one way or another have contributed to the success of this master's thesis:

To my thesis adviser, **Dr. Fema M. Abamo** for the wonderful opportunity to work on her project on Preliminary inventory and diversity of ciliated protozoans in Lake Lanao: Its spatial and temporal variations and its bioindication on lake's water quality funded by the Mindanao State University-Marawi City and the Department of Science and Technology-National Research Council of the Philippines (DOST-NRCP). Being a project staff, I had the chance to work on my thesis as part of this project and it helped me a lot especially the use of facilities in the Ciliates Research Laboratory;

To my panel members, **Dr. Cesar A. de la Seta**, **Dr. Beverly B. Amparado** and **Dr. Carmelita G. Hansel** for spending their valuable time in reading the manuscript and providing very detailed comments and corrections. It is indeed a challenge to write a master's thesis but through constructive criticism and technical comments, I learned a lot from these great minds of the Biology Department. This paper would have not been this far without the help of these great mentors;

Special mention to **Dr. Annabella G. Villarino** for becoming the representative of Dr. de la Seta during my proposal defense when Sir Dr. de la Seta could not make it because of being ill that time. The ever energetic and dynamic department chairman, **Prof. Joel E. Almero** for the all-out support since the beginning of this study until the succeeding proposal and final oral defense. It is indeed an honor for sharing their expertise and sharing their valuable time. I thank them for the comments and suggestions made to improve this paper.

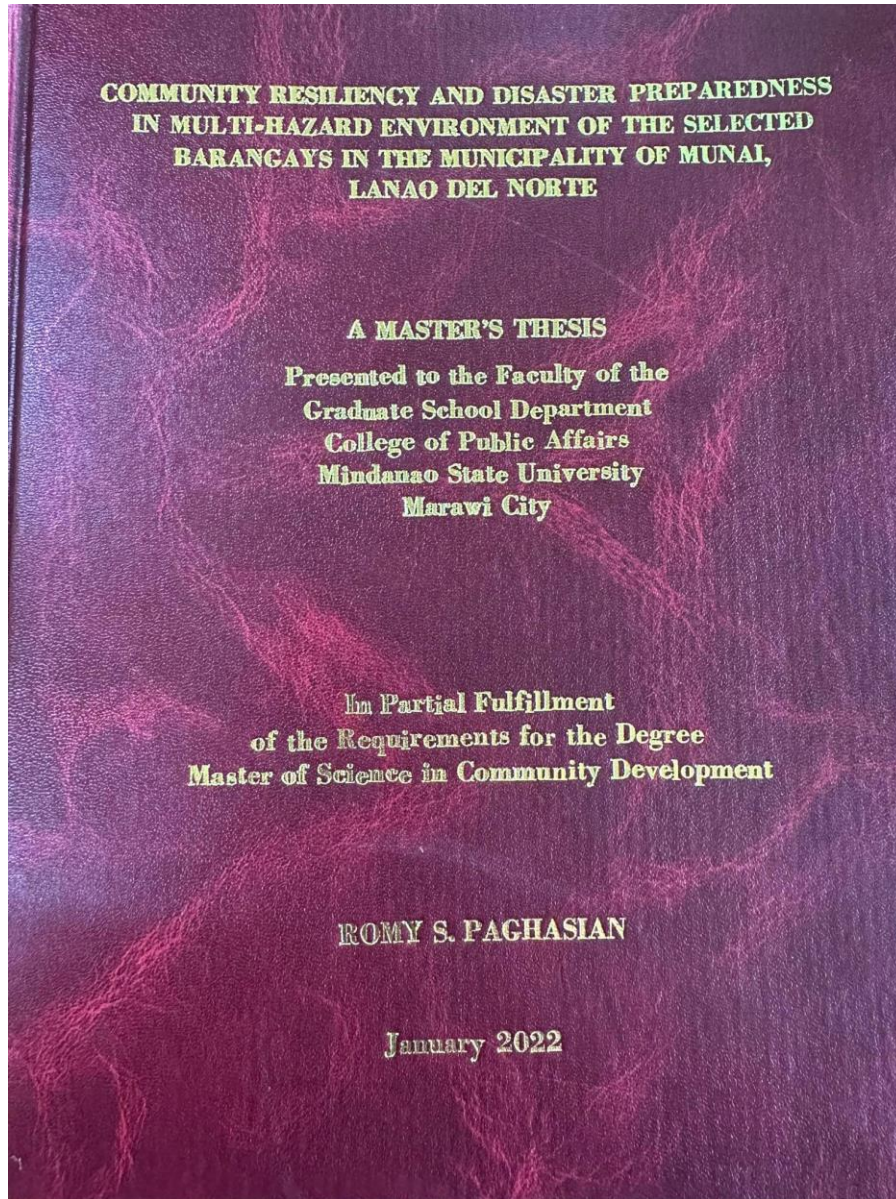
The CNSM officials headed by the dean, **Dr. Henry P. Arlunga** for the motivation and support for the success of this paper. An equal gratitude also to the CNSM Graduate Studies Coordinator, **Dr. Beverly B. Amparado** for the untiring support. Special credit is also due to the dean of the Graduate School Center of this university, **Dr. Minombao Ramos-Mayo** for being the great critic of the study. It is such a wonderful privilege to learn many things from Dean Mayo from basic formatting of the paper to the content on how ideas should be arranged in a more meaningful way. The wisdom of an experienced and motivated leader is indeed very inspiring in the pursuit of excellence! Thus, without these great mentors, this paper would just be mediocre.

My colleagues in the department, thank you so much for the help. Special mention to *Ma'am Husna*, *Ma'am Khar*, *Ma'am Onay*, *Ma'am Mariam*, *Ma'am Nazma*, *Ma'am Aying*, *Sir Julius* and everyone who may have directly or indirectly helped him throughout the making of this masters' thesis. I am also indebted to my student assistants in the lab, namely: *Jeff*, *Taats*, *Alay*, *En-En* and the rests of the Ciliates Research Group.

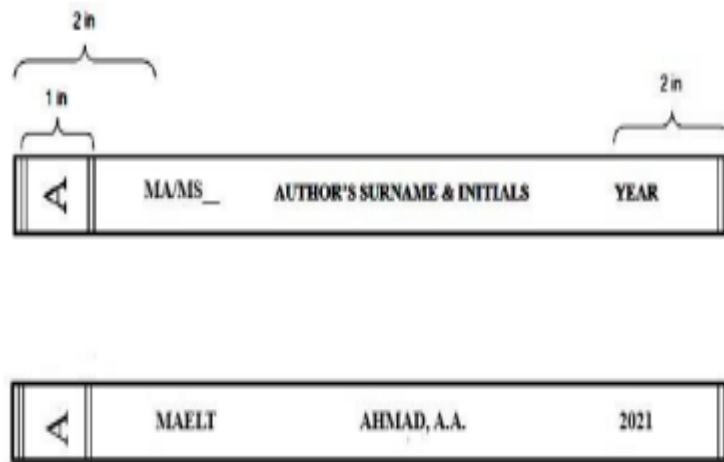
Millions of thanks to you all!

Camar

DESIGN AND LAYOUT OF THE FRONT COVER



DESIGN AND LAYOUT OF THE MANUScript SPINE



Appendix Z: APA Format Citation

APA FORMAT CITATION

WHAT IS A REFERENCE CITATION?

A reference citation is the documentation needed to make your paper acceptable for academic purposes. It gives authoritative sources for your statements, helps the reader gain access to those sources, and acknowledges the fact that the information used in a paper did not originate with the writer.

WHAT IS APA'S STYLE OF REFERENCE CITATION?

The APA citation style refers to the rules and conventions established by the American Psychological Association for documenting sources used in a research paper. APA style requires both in-text citations and a reference list. For every in-text citation, there should be a full citation in the reference list and vice versa.

I. Reference Citations in Text

In APA style, in-text citations are placed within sentences and paragraphs to make it clear what information is being quoted or paraphrased and whose information is being cited.

Examples:

1. Works by a single author

The last name of the author and the year of publication are inserted in the text at the appropriate point.

.....*from theory on bounded rationality (Simon, 1945)*

If the name of the author or the date appear as part of the narrative, cite only missing information in parentheses.

Simon (1945) posited that.....

2. Works by multiple authors

When a work has two authors, always cite both names every time the reference occurs in the text. In parenthetical material join the names with an ampersand (&).

.....*as has been shown (Leiter & Maslach, 1998)*

In the narrative text, join the names with the word "and."

.....*as Leiter and Maslach (1998) demonstrated*

When a work has three, four, or five authors, cite all authors the first time the reference occurs.

Kahneman, Knetsch, and Thaler (1991) found..... ,

In all subsequent citations per paragraph, include only the surname of the first author followed by "et al." (Latin for "and others") and the year of publication.

Kahneman et al. (1991) found

3. Works by associations, corporations, government agencies, etc.

The names of groups that serve as authors (corporate authors) are usually written out each time they appear in a text reference.

..... (*National Institute of Mental Health [NIMH], 2007*)

When appropriate, the names of some corporate authors are spelled out in the first reference and abbreviated in all subsequent citations. The general rule for abbreviating in this manner is to supply enough information in the text citation for a reader to locate its source in the Reference List without difficulty.

.....(*NIMH, 2007*)

4. Works with no author

When a work has no author, use the first two or three words of the work's title (omitting any initial articles) as your text reference, capitalizing each word. Place the title in quotation marks if it refers to an article, chapter of a book, or Web page. Italicize the title if it refers to a book, periodical, brochure, or report.

.....*on climate change* ("*Climate and Weather*," 1997)

.....*Guide to Agricultural Meteorological Practices* (1981) *Anonymous authors should be listed as such followed by a comma and the date.**on climate change* (*Anonymous, 2008*)

5. Specific parts of a source

To cite a specific part of a source (always necessary for quotations), include the page, chapter, etc. (with appropriate abbreviations) in the in-text citation.

.....(*Stigter & Das, 1981, p. 96*)

.....*De Waal* (1996) *overstated the case when he asserted that "we seem to be reaching ... from the hands of philosophers"* (p. 218).

If page numbers are not included in electronic sources (such as Web-based journals), provide the paragraph number preceded by the abbreviation "para." or the heading and following paragraph.

.....(*Mönnich & Spiering, 2008, para. 9*)

II. Reference List

References cited in the text of a research paper must appear in a Reference List. This list provides the information necessary to identify and retrieve each source.

- **Order:** Entries should be arranged in alphabetical order by authors' last names. Sources without authors are arranged alphabetically by title within the same list.
- **Authors:** Write out the last name and initials for all authors of a particular work. Use an ampersand (&) instead of the word "and" when listing multiple authors of a single work. e.g. Smith, J. D., & Jones, M.

- **Titles:** Capitalize only the first word of a title or subtitle, and any proper names that are part of a title.
- **Pagination:** Use the abbreviation p. or pp. to designate page numbers of articles from periodicals that do not use volume numbers, especially newspapers. These abbreviations are also used to designate pages in encyclopedia articles and chapters from edited books.
- **Indentation*:** The first line of the entry is flush with the left margin, and all subsequent lines are indented (5 to 7 spaces) to form a "hanging indent".
- **Underlining vs. Italics*:** It is appropriate to use italics instead of underlining for titles of books and journals.
- **REFERENCES** is used instead of BIBLIOGRAPHY for the list of works cited.
- Entries are double-spaced .

Two additional pieces of information should be included for works accessed online.

- **Internet Address**:** A stable Internet address should be included and should direct the reader as close as possible to the actual work. If the work has a digital object identifier (DOI), use this. If there is no DOI or similar handle, use a stable URL. If the URL is not stable, as is often the case with online newspapers and some subscription-based databases, use the home page of the site you retrieved the work from.
- **Date:** If the work is a finalized version published and dated, as in the case of a journal article, the date within the main body of the citation is enough. However, if the work is not dated and/or is subject to change, as in the case of an online encyclopedia article, include the date that you retrieved the information.

The APA has special formatting standards for the use of indentation and italics in manuscripts or papers that will be typeset or submitted for official publication.

Examples:

1. Articles in journals, magazines, and newspapers

References to periodical articles must include the following elements: author(s), date of publication, article title, journal title, volume number, issue number (if applicable), and page numbers.

1.1 Journal article, one author, accessed online

Ku, G. (2008). Learning to de-escalate: The effects of regret in escalation of commitment. Organizational Behavior and Human Decision Processes, 105(2), 221-232. doi:10.1016/j.obhdp.2007.08.002

1.2 Journal article, two authors, accessed online

Sanchez, D., & King-Toler, E. (2007). Addressing disparities consultation and outreach strategies for university settings. Consulting Psychology Journal: Practice and Research, 59(4), 286-295. doi:10.1037/1065-9293.59.4.286

1.3 Journal article, more than two authors, accessed online

Van Vugt, M., Hogan, R., & Kaiser, R. B. (2008). Leadership, followership, and evolution: Some lessons from the past. American Psychologist, 63(3), 182-196. doi:10.1037/0003-066X.63.3.182

1.4 Article from an Internet-only journal

Hirtle, P. B. (2008, July-August). *Copyright renewal, copyright restoration, and the difficulty of determining copyright 82 status*. *D-Lib Magazine*, 14(7/8). doi:10.1045/july2008-hirtle

1.5 Journal article from a subscription database (no DOI)

Colvin, G. (2008, July 21). *Information worth billions*. *Fortune*, 158(2), 73-79. Retrieved from *Business Source Complete, EBSCO*. Retrieved from <http://search.ebscohost.com>

2. Magazine article, in print

Kluger, J. (2008, January 28). *Why we love*. *Time*, 171(4), 54-60.

3. Newspaper article, no author, in print

As prices surge, Thailand pitches OPEC-style rice cartel. (2008, May 5). *The Wall Street Journal*, p. A9.

3.1 Newspaper article, multiple authors, discontinuous pages, in print

Delaney, K. J., Karnitschnig, M., & Guth, R. A. (2008, May 5). *Microsoft ends pursuit of Yahoo, reassesses its online options*. *The Wall Street Journal*, pp. A1, A12.

4. Books

References to an entire book must include the following elements: author(s) or editor(s), date of publication, title, place of publication, and the name of the publisher.

4.1 No Author or editor, in print

Merriam-Webster's collegiate dictionary (11th ed.). (2003). Springfield, MA: Merriam-Webster.

4.2 One author, in print

Kidder, T. (1981). *The soul of a new machine*. Boston, MA: Little, Brown & Company.

4.3 Two authors, in print

Frank, R. H., & Bernanke, B. (2007). *Principles of macroeconomics (3rd ed.)*. Boston, MA: McGraw-Hill/Irwin.

4.4 Corporate author, author as publisher, accessed online

Australian Bureau of Statistics. (2000). *Tasmanian year book 2000 (No. 1301.6)*. Canberra, Australian Capital Territory: Author. Retrieved from [http://www.ausstats.abs.gov.au/ausstats/subscriber.nsf/0/\\$File/13016_2000.pdf](http://www.ausstats.abs.gov.au/ausstats/subscriber.nsf/0/$File/13016_2000.pdf) CA2568710006989...

4.5 Edited book

Gibbs, J. T., & Huang, L. N. (Eds.). (2001). *Children of color: Psychological interventions with culturally diverse youth*. San Francisco, CA: Jossey-Bass.

5. Dissertations

References for dissertations should include the following elements: author, date of publication, title, and institution (if you accessed the manuscript copy from the university collections). If there is a UMI number or a database accession number, include it at the end of the citation.

5.1 Dissertation, accessed online

Young, R. F. (2007). Crossing boundaries in urban ecology: Pathways to sustainable cities (Doctoral dissertation). 84 Available from ProQuest Dissertations & Theses database. (UMI No. 327681)

5.2 Essays or chapters in edited books

References to an essay or chapter in an edited book must include the following elements: essay or chapter authors, date of publication, essay or chapter title, book editor(s), book title, essay or chapter page numbers, place of publication, and the name of the publisher.

5.3 One author

Labajo, J. (2003). Body and voice: The construction of gender in flamenco. In T. Magrini (Ed.), Music and gender: perspectives from the Mediterranean (pp. 67-86). Chicago, IL: University of Chicago Press.

5.4 Two editors

Hammond, K. R., & Adelman, L. (1986). Science, values, and human judgment. In H. R. Arkes & K. R. Hammond (Eds.), Judgement and decision making: An interdisciplinary reader (pp. 127-143). Cambridge, England: Cambridge University Press.

6. Encyclopedias or dictionaries and entries in an encyclopedia

References for encyclopedias must include the following elements: author(s) or editor(s), date of publication, title, place of publication, and the name of the publisher. For sources accessed online, include the retrieval date as the entry may be edited over time.

6.1 Encyclopedia set or dictionary

Sadie, S., & Tyrrell, J. (Eds.). (2002). The new Grove dictionary of music and musicians (2nd ed., Vols. 1-29). 85 New York, NY: Grove.

6.2. Article from an online encyclopedia

Containerization. (2008). In Encyclopædia Britannica. Retrieved May 6, 2008, from <http://search.eb.com>

6.2 Encyclopedia article

Kinni, T. B. (2004). Disney, Walt (1901-1966): Founder of the Walt Disney Company. In Encyclopedia of Leadership (Vol. 1, pp. 345-349). Thousand Oaks, CA: Sage Publications.

7. Research reports and papers

References to a report must include the following elements: author(s), date of publication, title, place of publication, and name of publisher. If the issuing organization assigned a number (e.g., report number, contract number, or monograph number) to the report, give that number in parentheses immediately after the title. If it was accessed online, include the URL.

7.1. Government report, accessed online

U.S. Department of Health and Human Services. (2005). *Medicaid drug price comparisons: Average manufacturer price to published prices (OIG publication No. OEI-05-05-00240)*. Washington, DC: Author. Retrieved from <http://www.oig.hhs.gov/oei/reports/oei-05-05-00240.pdf>

7.2 Government reports, GPO publisher, accessed online

Congressional Budget Office. (2008). *Effects of gasoline prices on driving behavior and vehicle markets: A CBO study 86 (CBO Publication No. 2883)*. Washington, DC: U.S. Government Printing Office. Retrieved from <http://www.cbo.gov/ftpdocs/88xx/doc8893/01-14-GasolinePrices.pdf>

7.3. Technical and/or research reports, accessed online

Deming, D., & Dynarski, S. (2008). *The lengthening of childhood (NBER Working Paper 14124)*. Cambridge, MA: National Bureau of Economic Research. Retrieved July 21, 2008, from <http://www.nber.org/papers/w14124>

7.4. Document available on university program or department site

Victor, N. M. (2008). *Gazprom: Gas giant under strain*. Retrieved from Stanford University, Program on Energy and Sustainable Development Web site: http://pesd.stanford.edu/publications/gazprom_gas_giant_under_strain/

8. Audio-visual media

References to audio-visual media must include the following elements: name and function of the primary contributors (e.g., producer, director), date, title, the medium in brackets, location or place of production, and name of the distributor. If the medium is indicated as part of the retrieval ID, brackets are not needed.

8.1 Videocassette/DVD

Achbar, M. (Director/Producer), Abbott, J. (Director), Bakan, J. (Writer), & Simpson, B. (Producer) (2004). *The corporation [DVD]*. Canada: Big Picture Media Corporation.

8.2 Audio recording

Nhat Hanh, T. (Speaker). (1998). *Mindful living: a collection of teachings on love, mindfulness, and meditation [Cassette Recording]*. Boulder, CO: Sounds True Audio.

8.3 Motion picture

Gilbert, B. (Producer), & Higgins, C. (Screenwriter/Director). (1980). *Nine to five [Motion Picture]*. United States: Twentieth Century Fox.

8.4 Television broadcast

Anderson, R., & Morgan, C. (Producers). (2008, June 20). *60 Minutes [Television broadcast]*. Washington, DC: CBS News.

8.5 Television show from a series

Whedon, J. (Director/Writer). (1999, December 14). *Hush* [Television series episode]. In Whedon, J., Berman, G., Gallin, S., Kuzui, F., & Kuzui, K. (Executive Producers), *Buffy the Vampire Slayer*. Burbank, CA: Warner Bros.

8.6 Music recording

Jackson, M. (1982). *Beat it*. On *Thriller* [CD]. New York, NY: Sony Music.

9. Undated Web site content, blogs, and data

For content that does not easily fit into categories such as journal papers, books, and reports, keep in mind the goal of a citation is to give the reader a clear path to the source material. For electronic and online materials, include stable URL or database name. Include the author, title, and date published when available. For undated materials, include the date the resource was accessed.

9.1 Blog entry

Arrington, M. (2008, August 5). The viral video guy gets \$1 million in funding. Message posted to <http://www.techcrunch.com>

9.2 Professional Web site

National Renewable Energy Laboratory (2008). Biofuels. Retrieved May 6, 2008, from http://www.nrel.gov/learning/re_biofuels.html

9.3 Data set from a database

Bloomberg L.P. (2008). *Return on capital for Hewitt Packard 12/31/90 to 09/30/08*. Retrieved Dec. 3, 2008, from Bloomberg database.

Central Statistics Office of the Republic of Botswana. (2008). *Gross domestic product per capita 06/01/1994 to 06/01/2008* [statistics]. Available from CEIC Data database.

10. Entire Web site

When citing an entire Web site (and not a specific document on that site), no Reference List entry is required if the address for the site is cited in the text of your paper.

Witchcraft In Europe and America is a site that presents the full text of many essential works in the literature of witchcraft and demonology (<http://www.witchcraft.psmmedia.com/>). Source: Cornell University Library. (April 2011). APA citation style. Retrieved July 9, 2013, from <http://www.library.cornell.edu/resrch/citmanage/apa>.

Source:

Cornell University Library. (April 2011). APA citation style. Retrieved July 9, 2013, from <http://www.library.cornell.edu/resrch/citmanage/apa>

MSU Iligan Institute of Technology (2005). School of Graduate Studies, Special Project/Thesis/Dissertation Guide

Appendix AA: *Plagiarism/ Similarity Index*

PLAGIARISM/ SIMILARITY INDEX

PLAGIARISM / SIMILARITY INDEX

I. General Overview

The Mindanao State University is committed to academic honesty and the protection of others' intellectual property. Plagiarism, which is the act of duplicating someone else's work and proclaiming it as one's own, is not only unethical – it is considered intellectual theft. Due recognition must be given to whom or where it is due (APA Ethics Code Standard 8.11, Plagiarism). It is the policy of the MSU Graduate Education Council to uphold academic integrity and reputation, enhance originality and skills in academic writing; hence, it acknowledges clearance on plagiarism subscribed by an/the institution and/or its accredited graduate faculty member to an online text-matching tool or anti-plagiarism software such as Turnitin, PlagScan, Plagiarism Checker X, and Plagiarism Detector Accumulator Server (PDAS), which are the common, reliable, and reputable software or web-based plagiarism detection services used in many universities across the world. The plagiarism checking compares manuscripts or articles submitted by students against its database and against other websites generating a similarity index and originality report. The use of the platform is not punitive, instead, it is intended to reinforce academic writing by providing an opportunity for students and researchers to identify and prevent instances of plagiarism in their work and to take corrective measures.

II. Guidelines on Plagiarism

1. All researches shall undergo similarity index scanning prior to submission for ethics review. The acceptable similarity index for across all MSU graduate School programs shall be at most 15%. Similarity index reports shall be submitted along with the manuscripts.
2. Students and researchers are enjoined to maintain academic integrity by representing one's work honestly and appropriately.

III. Sanctions

Plagiarism is classified by the APA Ethics Code Standard 8.11 as a major offense with serious sanctions. A student researcher who plagiarizes shall be subjected to investigation by the Graduate Education Council Committee and, if found guilty beyond reasonable doubt, commensurate sanction/s shall be imposed on the student. The sanction/s shall be determined after a proper deliberation by the GEC on a case-to-case basis.

Appendix AB: Creation of the MSU Main Campus Graduate Studies Handbook Enrichment Committee



March 14, 2023

SPECIAL ORDER)
No. 258 - OP)
Series of 2023)

Subject: Creation of the MSU Main Campus Graduate Studies Handbook Enrichment Committee

In view of the need to ensure the effective, efficient and smooth implementation of the Graduate Studies Handbook which will serve as a manual of operations for the graduate programs of the university, the Graduate Studies Handbook Enrichment Committee is hereby created with the following composition, to wit:

Over-all Chairman: Dr. Amerkhan G. Cabaro
Vice Chancellor for Academic Affairs

Members: Dr. Alyanah G. Pantao (CSSH)
Dr. Aisah G. Minukon (CPA)
Dr. Salamah B. Indad (ISED)
Dr. Grace S. Rafal (CSSH)
Dr. Wedad R. Minodar (KFCIAAS)
Dr. Aldrich June B. Caracle (CBAA)
Dr. Eugene E. Torres Jr. (CSSH)
Dr. Nida A. Ilupa (OVCAA)

As such, the above-named committee members shall revisit both graduate studies handbooks approved in the 257th BOR meeting on December 20, 2021 (BOR Res No.436 s2021) and during the 261st meeting of the BOR on December 22, 2022 (BOR Res No.454 s2022), and craft a graduate manual tailored for the MSU-Main Campus.

This Special Order takes effect immediately and shall remain in force until the completion of all assigned tasks, unless revoked or amended sooner by competent authority.


ATTY. BASARI D. MAPUPUNO
President 3/14/23

Maa2/av

