President’s Message

Greetings!

On behalf of the Philippine Normal University community, I welcome you to this institution with the commitment to make you become innovative teachers, educational leaders, and research scholars. With our mandate as the National Center for Teacher Education, we take pride in nurturing educators who already carry with them educational experiences from the local and international arenas.

This handbook will be an essential tool in introducing the university to our students who aspire for professional and personal development through graduate studies. As we introduce an outcomes-based education at the graduate level, may our students to be fully aware of their rights, privileges and responsibilities. I am positive that this Manual will provide benefit for you in navigating through your programs. It is designed as a tool for making your own independent choices in the pursuit of your specific program.

Our sincere thanks to everyone who extended mush effort into making this possible.

Ester B. Ogena, Ph. D.

President
Foreword

This student handbook for graduate students is necessary to establish social order in the systems and processes in advance higher education programs of the university. Policies and guidelines were formulated based on the values of truth, service and excellence of the Philippine Normal University as the national Center for Teacher Education. This is a strategy so that graduate students will be socialized to act according to the University’s shared values, ethos, norms and mores.

The policies and guidelines were designed so that every graduate student will be able to finish their schooling at a prescribed number of years following certain requirements of their programs. The policies will develop principles that will guide the students to acquire lifelong learning competencies which are important to become research scholars, expert practitioners and education leaders. As graduates who were able to internalize the culture of excellence, they would be able to view knowledge from various perspectives and create new and innovative ideas from a multitude of sources. Thus, allowing them to share their knowledge and skills to a wider range of audience within the bounds of the law.

Thus, every student in the College of Graduate Studies and Teacher Education Research is enjoined to know the policies and guidelines as written in the student handbook.

PNU ACADEMIC COUNCIL
PNU VISION

PNU shall become internationally recognized and nationally responsive teacher education university. As the established producer of knowledge workers in the field of education, it shall be the primary source of high-quality teachers and education managers that can directly inspire and shape the quality of Filipino students and graduates in the country and the world.

PNU MISSION

PNU is dedicated to nurturing innovative teachers and education leaders.

STRATEGIC DIRECTIONS

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<th>Strategic Direction</th>
<th>Description</th>
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<td>1</td>
<td>SHARED VISION OF EXCELLENCE</td>
<td>Solidify internal stakeholders’ support in pursuit of excellence thru innovation, influence and impact.</td>
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<td>2</td>
<td>QUALITY ASSURANCE</td>
<td>Institutionalize quality assurance mechanisms that ensure compliance with national and international standards of excellence and implement PNU’s distinctive competence in all the products and service.</td>
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<td>3</td>
<td>SYSTEMS-BASED SOLUTIONS</td>
<td>Employ proven management technologies and system as solutions to providing quality, reliable, and efficient academic and administrative support services to sustain the University’s competitiveness.</td>
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<td>4</td>
<td>BRANDING</td>
<td>Promote a distinct and widely recognized PNU brand as being the source of responsive innovations in teacher education.</td>
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<td>5</td>
<td>INTERNATIONALIZATION</td>
<td>Transform PNU as internationally recognized leader in teacher education.</td>
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<td>6</td>
<td>COLLABORATION AND PARTNERSHIP</td>
<td>Optimize collaboration and partnership with public and private institutions and organizations to support effective and efficient delivery of University functions.</td>
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<td>7</td>
<td>PRODUCT AND SERVICE DEVELOPMENT</td>
<td>Develop well-planned products and services that are of value to stakeholders.</td>
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<td>8</td>
<td>RESPONSIVENESS TO STAKEHOLDERS</td>
<td>Respond effectively and innovatively to the needs, demands, and requirements of the different stakeholders to actualize/demonstrate the University’s relevance and leadership.</td>
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<td>9</td>
<td>SUSTAINABILITY</td>
<td>Embed in the university system the value of environmental sustainability, continuing growth, and forward thinking.</td>
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<td>10</td>
<td>HUMAN CAPITAL MANAGEMENT</td>
<td>Ensure an enriching, fair, and healthy work environment that promotes professional growth and career advancement for faculty and staff and guarantee a steady supply of highly competent human</td>
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Brief History of the Philippine Normal University

The Philippine Normal University, then known as the Philippine Normal School (PNS), was founded on September 1, 1901 through Act No. 74 of the Philippine Commission as the first institution of higher learning organized during the American regime.

PNS was converted into the Philippine Normal College (PNC) on June 18, 1949. It became a full-fledged university on December 26, 1991 under Republic Act 7168.

For more than a hundred years since its founding in 1901, the University has been regarded as the premier institution for the training of teachers and educational leaders. At present, PNU has four provincial campuses in the country: in Alicia, Isabela; in Lopez, Quezon; in Cadiz, Negros Occidental; and in Prosperidad, Agusan del Sur.

To date, PNU is designated as the National Center for Teacher Education as mandated under Republic Act 9647 signed on June 30, 2009.

The PNU Graduate Education

Graduate courses at the master's level were offered for the first time in the Philippine Normal College in the summer of 1953 with Dr. Pedro T. Orata as its first designated Dean. Within a span of 23 years, 23 master's programs of study came into existence, not necessarily every year, but as the demand or need arose. By school year 1977-1978, about two-thirds of the curricula were developed with the cooperation of the Bureau of Public Schools (abolished in 1975) which pledged scholarship programs to train teachers and administrators in the field, in the areas of Language Teaching, Filipino, Reading, Health Education, Educational Administration and Special Education. These scholarship programs continued up to 1980s, as administered by the Ministry of Education and Culture.

Of special interest was the offering of three doctoral programs: Doctor of Education in Educational Administration, Doctor of Philosophy in Bilingual Education (in consortium with De La Salle University) and the Doctor of Philosophy in Linguistics (in consortium with the Ateneo de Manila University).

New Academic programs were also offered – Mathematics Education, Physical Education (Sports and Dance Streams), Measurement and Evaluation specialization was developed by the College and it was first offered in consortium with the National Educational Testing Center of the Department of Education and Culture.

The Graduate School was administered by a Dean with the assistance of the Heads of various specialization programs. The following had served as Deans of the Graduate School for the past thirty years or so:
Dr. Bonifacio Sibayan (1963-1971)
Dr. Edilberto P. Dagot (1971-1977)
Dr. Consuelo P. Ledesma (1981-1985)
Dr. Lilia Cortez (1985-1986)
Dr. Fe T. Otanes (1986-1992)
Dr. Fara R. Santos (1992-1993)
Dr. Jesus A. Ochave (1994-2002)
Dr. Leonora L. Oriondo (2002-2005)

With the conversion from Philippine Normal College to Philippine Normal University, the Graduate College was restructured into six departments; namely: 1.) Department of Educational Administration and Measurement and Evaluation; 2.) Department of Science and Mathematics; 3.) Department of Social Sciences, Elementary Education, Values Education, Psychology and Guidance and Counseling; 4.) Department of Languages and Linguistics; 5.) Department of Culture and Sports; and 6.) Department of Human Resource and Development.

In 1993, the six departments were restructured into 12 departments, namely: 1.) Department of Child Study, Elementary Education and Special Education; 2.) Department of Educational Administration, Educational Management, and Measurement and Evaluation; 3.) Department of English Language Teaching; 4.) Department of Library Science and Reading; 5.) Department of Mathematics Education; 6.) Department of Science Education; 7.) Department of Linguistics and Bilingual Education; 8.) Department of Filipino Language and Literature; 9.) Department of Physical Education (Sports and Dance), Music Education and Drama Education and Theater Arts; 10.) Department of School Psychology, Guidance and Counseling and Values Education; 11.) Department of Technology Education, Health Education, Home Economics and Non-formal Education; and 12.) Department of Social Sciences and History. Each department cluster was managed by a Department Head.

In 2002, PNU moved into a new structure two colleges were created the College of Science and the College of Languages, Linguistics and Literature. It adopted the verticalized scheme and each college administers programs related to their fields. Some academic programs with or without undergraduate component stayed under the College of Graduate Studies. However in 2005 the University plunged into full verticalization scheme, two other colleges were created the College of Arts and Social Sciences and the College of Education. Thus, the entire graduate programs under the College of Graduate Studies were realigned with the four colleges.

In 2011, the four colleges were coordinated by the Office of Graduate Studies headed by a Program Coordinator as the implementing arm of the Coordinating Council for Graduate Studies. In June, 2013, the College of Graduate Studies and Teacher Education Research (CGSTER) was created to manage the University’s graduate programs.

Dr. Zenaida Q. Reyes is the first dean of the College of Graduate Studies and Teacher Education Research.
Goals of the PNU Graduate Education Programs

• The Graduate Education Program shall fulfill the University’s vision in providing leadership in the field of education. It is continuously committed to:

  • Pursue Academic Excellence by providing advanced and specialized study to develop a highly competent community of practicing professionals and responsive educational leaders;

  • Advance Research by fostering rigorous inquiry about educational theories and practices as bases for generating knowledge and sound policies, and improving professional practice; and

  • Promote a Culture of Sharing by extending scholarship and expertise to other educational institutions, agencies and entities for continuous professional growth.

Objectives of the College of Graduate Studies and Teacher Education Research

• To intensify competence in educational research;
• To provide leadership in curriculum and instruction; and
• To create educational alternatives that are responsive to the needs of the country.
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General Directives
GENERAL POLICIES

The Philippine Normal University, the country’s National Center for Teacher Education is dedicated to nurture innovative teachers, educational leaders and research scholars who are committed to the following University policies:

1. Adherence to the policies of the Graduate Student Handbook is required of all graduate students. It is the responsibility of the graduate students to familiarize themselves with and understand fully the stipulations of the Handbook. Non-familiarity with the regulations does not excuse any student from being meted out disciplinary measures for non-compliance.

2. All students are expected to adhere to legal, moral, and ethical norms within and outside the University.

3. Students should show courtesy and respect towards school officials, faculty, staff, and fellow students within and outside the University premises.

4. Students shall observe the guidelines in the use of the Identification Card (ID).

5. Students are expected to wear appropriate and decent attire inside the University.

6. All students are required to attend the orientation program on an announced schedule. Students who failed to attend the orientation program are responsible for the information they missed.

7. Students are responsible to regularly update themselves on their academic standing and academic deficiencies.

8. Students are not allowed to use the name and/or seal of the University without authorization from the Dean of the College of Graduate Studies and Teacher Education Research (CGSTER) for the purpose of presentation of materials, printing of programs, invitations, announcements, tickets, and the like.

9. Students shall not be allowed to enter the University premises earlier than 6:00 a.m. unless authorized with a written permit from the Dean of the Office of Student Affairs and Student Services or his/her authorized representative.

10. No student shall be allowed inside the campus after 9:00 p.m. except those involved in co-curricular and extra-curricular activities authorized with a written permit from the Office of Student Affairs and Student Services.
Student Admission and Registration
GENERAL GUIDELINES FOR ADMISSION

**General Guidelines for Admission in the Master's Degree Programs**

1. Complete admission requirements is a pre-requisite before one is given permission to take the GCAT.

2. Applicants are required to have undergraduate degrees in the same discipline or specialization they are applying for, except for master's programs that do not have equivalent undergraduate degrees (e.g. Educational Management).

3. Those with undergraduate degrees different or unrelated to the master's degree they are applying for may be admitted subject to requirements for transition scheme.

**General Guidelines for Admission in the Doctorate Degree Programs**

1. Complete admission requirements is a pre-requisite before one is given permission to take the entrance examination.

2. Only a graduate of a Master’s program with thesis is qualified for admission. A graduate of a non-thesis program may be admitted after taking bridging programs.

3. Applicants are required to have a master’s degree in the same discipline or specialization they are applying for.

4. Those with master’s degrees different or unrelated to the doctorate degree may be accepted but are required to take 12-18 units of bridging courses.

REGISTRATION PROCEDURE

1. A student (old and new) must see the Program Adviser/Coordinator for advising of courses to be taken before enlistment.

2. Students should check the courses and course codes offered on specific term through online portal.

3. On the scheduled date of enrollment, students must proceed at the Registrar’s office for enlistment by Batch Adviser.

4. Students should register and secure assessment online.

5. Payment may be done through the cashier’s office or any Landbank branch.

6. Any revisions of subjects such as changing and adding may be done before the start of the term up to week 1.
7. Enrollment in regular courses will no longer be entertained once the term has started. Special enrollment will be allowed on the following:

   a. Special classes which are not offered as regular classes during enrollment as approved by Associate Dean, Dean of the Graduate Studies and Vice President for Academics.

   b. A tutorial class is a dissolved class and maybe converted to a special class upon approval of the Associate Dean, Dean of Graduate Studies and Vice President for Academics.

8. Enrollment of Thesis and Dissertation writing is allowed until the 6th week of the Term.
Academic Policies
BOR Resolution No. U-2597 dated 14 December 2016

General Requirements to Complete the Degree Program

1. Completion of the academic course requirements including foreign language requirement for PhD students
2. Completion of the required points for Flexible Learning Activities (FLA)
3. Passing the Written Comprehensive Examination
4. Completion of a master’s thesis/doctoral dissertation
5. Passing the Oral Defense Examination of the thesis/dissertation
6. Submission of the three (3) hardbound copies of the thesis/dissertation with PNU trademark duly approved and signed by the thesis/dissertation advisers, Examining Committee members, and the College Dean/Institute Director
7. Submission of three (3) Compact Disks containing the electronic version (PDF) of the approved thesis/dissertation
8. Submission of one Compact Disk containing the electronic copy of the research article format of thesis/dissertation.

Residency Requirement

1. All graduate students should be able to finish and obtain their degrees within the maximum residency period of four (4) years for MA and six (6) years for PhD. The counting of the period of residency starts from the student’s first enrolment in the program after admission.
2. MA and PhD students who overstayed beyond the maximum residency period are given two-year extension upon approval of College Dean/Institute Director.
3. Students who were given extension are required to take one refresher course per year of extension. The refresher courses to be taken are research method courses or specialization courses related to the thesis or dissertation topic.
4. Students who have defended their thesis/dissertation but are no longer in the residency period, may be given a special requirement (e.g. publication, public lecture of thesis/dissertation research) in lieu of a refresher course.
5. Since MA students are given a maximum residency of 4 years plus 2 years extension and PhD students are given a maximum residency of 6 years plus 2 years extension, graduate students are not entitled to a leave of absence.

6. A student who fails to complete the program within the maximum residency and extension period (6 years for Master’s and 8 years for Doctorate) will not be eligible to enroll in other programs of the University.

Regular Course Load per Term

A full time Master’s and Doctorate student may enrol a maximum load of four subjects or twelve (12) units per term. Part-time students may enrol in not more than three (3) subjects or nine (9) units per term. Newly admitted students may only enrol two (2) subjects or six (6) units during their first term of enrolment.

 Withdrawal of Enrollment in a Course

1. Authorized withdrawal from a course shall be allowed on or before Week 6 of classes in a regular term and on or before Day 9 of classes in a summer term.

2. A student who withdraws his/her registration may ask for a refund only of the tuition paid, whether in full or by installment, in proportion of the following:

   Within the first two weeks of classes (Week 1 or Week 2) from the start of regular term classes (within the first or second day of summer classes) .........................70%

   Within Week 3 of regular term classes (within the third day of summer classes) .........................50%

   Within Week 4 of regular term classes (within the fourth day of summer classes) .........................30%

3. No refund shall be made after the fourth week (Week 4) from the start of regular term classes or after the fourth day of summer classes.

4. If the student decides to withdraw the registration or drops a subject, he/she serves notice to the professor/s involved and secures approval from the University Registrar through channels using the official form for authorized withdrawal. A student is required to pay the entire fee, whether or not he/she attended classes. If he/she withdraws without serving notice, the withdrawal is considered unauthorized.
5. The names of the students who withdraw from a course are included in the grading sheet. However, no grade will be given to them. A mark of A.W. for “Authorized Withdrawal” is given to the student. Similarly a mark of U.W. for “Unauthorized Withdrawal” is indicated for a student who withdraws without notice and has stopped attending the class.

**Readmission**

1. A graduate student is expected to enrol continuously and is required to complete his/her program within the residency period.

2. A student who did not enrol for at least three consecutive terms (excluding summer) shall be required to seek approval for readmission from the College Dean/Institute Director through channels using the official application form for readmission.

3. Readmitted students shall pay the current tuition in accordance to the year of readmission.

4. The rule on residency shall be applied in the evaluation of students applying for readmission.

**Transfer of Credits**

Graduate courses taken/earned by a student from another university may be credited towards his/her Master’s or Doctorate Program provided that:

1. The course/s must have been taken from an accredited graduate program (at least Level III) of a reputable academic institution (e.g. SUC Level III or higher).

2. The description of the course/s taken from another university is/are similar to the description of course/s in the University as evaluated by the University Registrar.

3. The grades for the course/s to be credited should be a B+ or higher for both MA and Doctorate.

4. The course to be credited should have been taken within the last two (2) years prior to admission to the University and should be applied during the first year of enrollment.

5. The maximum number of units that can be credited is 15 for MA and 18 for doctorate.

6. The course/s to be credited is/are subject to the approval of the University Registrar as recommended by the College Dean/ Institute Director.
Crediting of Participation in Workshops/Trainings

1. An academic training (minimum of 40 hours) offered by PNU or other reputable institutions/organizations attended by a student may be credited as attendance in a 3-unit course.

2. The training must have an equivalent specialization or elective course in the existing curriculum.

3. An MA student can apply for crediting of participation only once while a PhD student can apply twice.

4. After completion of the training, the student should apply for the crediting of training using the application form for crediting of professional development activity. A student should still enroll and pay the corresponding tuition and other miscellaneous fees for the equivalent course.

5. The student should meet the course requirements (e.g., final exam, research paper) as specified by the course professor.

6. The College Dean approves the academic trainings that may be credited as 3-unit course as recommended by the Course Professor.

Completion of “Incomplete” Grades

A grade of Incomplete (INC) indicates that the student has not complied with all the requirements for the course (e.g. no final examination, non-submission of term paper). To complete such grade, the student should submit the requirement/s he/she lacks and accomplish the official completion form available at the Office of the University Registrar. Students are given two terms to complete their INC grade. Failure to complete the INC grade would mean that the student needs to re-enroll the course.
Thesis and Dissertation Writing
BOR Resolution No. U-2636 dated 03 March 2017

Thesis and Dissertation Writing (TW1 and TW2/DW1 and DW2)

As the National Center for Teacher Education, the Philippine Normal University is mandated to uphold quality teacher education through its strategic themes of innovation, influence and impact. As an integral arm of the University, the College of Graduate Studies and Teacher Education Research promotes effective professional development among its graduate students. As a professional development hub, it engages graduate students in collegial interchanges and jointly searches for pedagogic solutions that may contribute to personal, social, and emotional growth. CGSTER likewise is engineering ways to provide opportunities where graduate students see themselves as a part of the community that supports further learning through their products – thesis and dissertation.

Upon completion of all coursework and passing the comprehensive examination, a graduate student may enrol in thesis or dissertation writing. The thesis or dissertation concretizes the integration of learning that the students have acquired in the program and the quality and contribution of the research studies of CGSTER. It is in this regard that the college is proposing a new scheme for thesis and dissertation writing. The purpose of the scheme is to systematize registration processes and research completion among graduate students. Their program of study for completing the degree is divided in two phases: the first phase focusing on pre-final defense requirements and the second phase for the final defense and post-defense requirements.

Phases

The Two-Term Scheme is designed to provide thesis and dissertation writers with structured writing phases for their final academic paper. The program coincides with the trimester schedule of the CGSTER and has been studied in relation to the 2013 – 2015 data regarding the turnaround rates of graduate students who were able to complete their thesis and dissertation.

The Thesis/Dissertation writing course is enrolled similar to a regular course. However, this is done manually at the Graduate Research Office and is extended up to 6th week of the term.

Phase One: Thesis Writing 1 (TW1)/ Dissertation Writing 1 (DW1)

Phase One includes the pre-data gathering phase of the thesis or dissertation. Enrolment for this term will consist of (1) defending the proposal, and (2) passing the revised proposal for authenticity testing and research ethics. This phase is projected to be completed within a term. In case the graduate student did not finish the deliverables after three terms, enrolment will be on a continuous basis until the whole process is completed.
Phase Two: Thesis Writing 2 (TW2)/Dissertation Writing 2 (DW2)

Phase Two covers the data gathering phase until the submission of required documents for completing the degree. Enrolment of student is allowed for TWE2/DW2 when:

1. Students are ready to defend their thesis/dissertation;
2. Clearance is released by the Research Ethics Committee to proceed with data gathering;
3. An authenticity certification is presented;
4. A revised proposal with the matrix of changes is submitted; and
5. A draft manuscript for oral defense is submitted.

Enrolment for this term includes the following:

(a) data gathering
(b) submission of completed research
(c) language editing
(d) authenticity testing
(e) oral defense
(f) submission of a journal article
(g) submission of bound copies (3)
(h) submission of CD copies (3)

Continuous enrolment for the term will be enforced until the graduate student completes the process.

Tuition Payment Scheme Based on Current Tuition Fee Rates

1. A graduate student may opt to have two advisers, in case there are two (2) advisers, the graduate student will add payment equivalent to the honorarium assigned for advisers (e.g. an additional 10,000 pesos for MA students).

2. A student who goes beyond the enrolment validity for Ed 800 (TW1) (MRR of 6 years)/Ed 900 (DW1) (MRR of 8 years) shall be required to retake the thesis/dissertation (Ed 800(TW1)/Ed 900(DW1)) cycle.

3. Dissertation Writing 1 and 2 for the doctoral program is twelve (12) units valid for one academic year (3 terms).

4. At the end of TW1 and TW2/DW1 and DW2 if all requirements have been complied with, the students will get a passing mark.

5. Students who defended their thesis/dissertation at a given term shall be considered graduates for the next term, thus, the students need to enroll in the
term following the term when the oral examination commenced. Requests for within the term submission will be approved on a case-to-case basis.

6. A grace period of one (1) term is provided for the student to comply with all the requirements related to the final manuscript submission. Failure to submit within the term will subject the graduate student to the payment of the corresponding continuing fees for the succeeding terms until all requirements are completed.

Graduate Thesis and Dissertation Supervision

Responsibilities of graduate students, faculty supervisors/advisers, and members of the thesis committee

This part is intended to provide clear and succinct guidelines for graduate students, faculty supervisors/advisers, and members of the thesis committee on issues related to the supervision of graduate theses and research projects. This is an area of critical importance to the University. Undertaking research is an essential component of graduate study. A good supervisory relationship creates a healthy and supportive environment in which students can accomplish their research and scholarly goals. It also creates a positive and productive environment for faculty supervisors. For many faculty members, the research done by their graduate students not only contributes to their personal research programs, it is frequently an indispensable component of it.

Responsibilities

Joint Responsibilities of supervisors and students:

*Respect.* Every student and faculty supervisor has a right to be treated respectfully. This includes, but is not limited to, the following:

1. Maintaining appointments, except in cases of extenuating circumstances. If cancellation is necessary, provide as much advanced notice as possible.

2. Coming to meetings having read or prepared whatever was agreed upon prior to the appointment.

3. Allowing for disagreements, but recognizing that it is the supervisor’s responsibility to guide the direction of, and approach to, the study; no research project will proceed to a proposal or oral defense without the agreement and written consent of the supervisor and the student, and the approval of the GResO Director. If disagreements or disputes arise in the relationship, faculty and students are expected to treat each other in ways that are not hurtful or otherwise disrespectful.
4. Maintaining confidentiality. While not all aspects of a supervisory relationship are confidential, areas that have been identified by one or the other as being such must be respected.

5. Constructing a joint relationship that is free of stereotyping, discrimination, and prejudicial behavior.

Responsibilities of Faculty Supervisors

**Topic Development.** Supervisors are expected to provide guidance for students in the development of thesis/dissertation topics. This includes offering ideas and generally assisting students in identifying areas within a disciplinary realm that are suitable for investigation. In instances where a student enters the relationship with a well-developed idea for a research study, the faculty supervisor can assist in refining the research focus and delimiting the study.

**Proposal Development.** Every thesis/dissertation begins with the development of a formal research proposal by the student. While the length and substance vary among programs, a proposal serves as a basis for the development of a research project that will meet academic standards. Once the proposal is at the stage where the supervisor feels the study is ready to be launched, he or she will endorse the paper to the Graduate Research Office and a copy of the endorsement will be provided for the student.

Submitting a formal research proposal does not preclude the possibility that research studies can change due to unforeseen circumstances, creating a situation where the purpose of the study as originally stated is not achievable. Where this happens, changes must be jointly agreed upon by the supervisor and the student, and must adhere to thesis and dissertation policy. Substantial changes in focus may require the preparation and submission of a new proposal.

**Reasonable Access.** Faculty members who have agreed to supervise graduate students are expected to be reasonably accessible for thesis consultation, occasionally on short notice. To whatever extent possible, supervisors should plan with students around likely completion dates in order to avoid interruptions and delays. In cases of leaves of absence or sabbaticals, the supervisor, in consultation with the CGSTER Dean, may arrange for a replacement supervisor.

**Length of Study (timelines).** It is the responsibility of the faculty supervisor to assist a graduate student in designing a study that is achievable in a reasonable period of time.

**Constructive and Timely Feedback.** A central component of the research process for graduate students is constructive and timely feedback from supervisors. This is crucial in allowing a student to maintain consistent progress. What constitutes timely feedback is to be negotiated in each supervisory relationship, and perhaps by standards established within
the colleges. Under normal circumstances, students should not expect feedback to be “immediate,” but neither should they expect it to be in excess of two (2) weeks.

Constructive and timely feedback is equally crucial in instances where students are not meeting academic expectations. While these conversations can be difficult, it serves no one’s interest to prolong a study if success is unlikely. The case will then be forwarded to the Research Counseling Services of the Graduate Research Laboratory.

**Professional Growth.** Supervisors are expected to support students’ professional development by encouraging participation in discipline-specific professional gatherings (e.g., conferences, symposia, and GREO’s research capability workshops). Where appropriate, supervisors should encourage the publication (jointly or otherwise) of a student’s work.

**Thesis quality.** It is the responsibility of the supervisor to advise the student as to the quality of the thesis (i.e., that it meets or exceeds the standards of graduate level work at PNU) and to judge whether it is ready for submission. The supervisor will also provide information on authenticity testing and research ethics processes.

**Responsibilities of Students**

**Commitment to Research.** Graduate research takes time and commitment on the part of the students. In discussion with faculty supervisors, students need to plan for sufficient time to complete a thesis or project of substantial scholarly merit. This includes: (i) time needed to gain sufficient background and skills in the research area before initiating the study, (ii) time required to undertake the fieldwork/analysis in a comprehensive and rigorous manner, and (iii) time to produce a thesis manuscript that is thorough, well organized, and lucidly written.

**Research Proposal.** Each thesis student is required to write and submit a research proposal in consultation with their supervisor that meets the standards established by their programs.

**Communication.** Students are expected to maintain regular contact with supervisors to inform them of progress and make them aware of factors that may cause problems or interruptions. It may be helpful if students and supervisors agree upon a schedule of meetings and event horizons, although this may not always be possible. It is important for students to recognize that faculty members have other responsibilities which can delay access on short notice. They are likewise required to constantly update the GRESO monitoring form sent electronically every term.

**Ethical Behavior.** All students are expected to adhere to high ethical standards in undertaking research that involves humans (or other animals). This includes close familiarity with the protocols established by the Research Ethics Board, in addition to appropriate discipline-specific codes of ethics. It is the responsibility of the student to ensure
that all written work in the thesis is either his or her own work, or, where appropriate, has been attributed to the actual authors.

**Documentation.** During colloquium and oral defense, the student is expected to bring with him/her a documenter/rapporteur.

### Responsibilities of the Chair of the Thesis Committee

**Commitment to Quality.** The Thesis Committee Chair is appointed by the CGSTER Dean. The chair represents the broad interests of the Institution with respect to high standards of scholarly performance. This includes ensuring that all procedures are carried out fairly and in accordance with institutional guidelines and policies.

Quality assurance is observed through a non-specialist’s view of the quality of the work, ensuring that the student’s mastery of the subject matter is broad and comprehensive. The Chair ensures that there are no conflicts of interest within the program and effectively address or manage, as appropriate, conflicts that may arise during the proposal and oral defense.

### Responsibilities of the Members of the Thesis/Dissertation Committee

**Research Scholarship.** All members of the candidate’s committee share responsibility in ensuring that the candidate produces high-quality scholarship. Committee members are responsible for reading manuscripts within the agreed-upon minimum 10 day time frame, suggesting substantive editorial changes, and providing rationale for their support and critiques.

In case when the committee members had perceived major flaws that are likely to result in a candidate’s unsuccessful defense, the committee members and the Chair will discuss the concerns with the candidate (i.e. at least three days prior to the oral defense schedule).
Student Rights and Discipline
Rights of Students

1. **Right against discrimination.** No graduate student shall be denied admission, expelled from the University, punished with disciplinary action, or denied welfare services, scholarships, and other privileges on the basis of his/her physical handicap, medical condition, socio-economic status, political and religious beliefs, sexual orientation, or membership in organizations.

2. **Right to academic choice.** A graduate student shall have the right to freely choose his/her major or specialization subject to existing academic policies of the College and their curricula, and to continue his/her study up to graduation except in cases of academic deficiency or violation of disciplinary regulations.

3. **Right to quality education.** Every graduate student shall have the right to access resources to facilitate optimal learning. Students have the right to a fair grading system and have the right to file grievance against a faculty member’s unbecoming classroom behavior or unsatisfactory teaching performance subject to proper investigation of a committee.

4. **Right to organize.**
   
   a. Graduate students shall have the right to form, assist, or join student organizations, alliances, or federations in accordance with existing University policies and for purposes not contrary to law.

   b. Graduate student organizations shall have the right to seek recognition subject to standards set by College/Institute and the Office of Student Affairs and Student Services. The guidelines for recognition of student organizations shall be formulated in consultation with the students.

   c. The administration shall allow graduate student organizations to use school facilities subject to existing rules and regulations, or at such discounted rates except on cases of income-generating projects.

   d. Graduate student organizations shall have their own leadership structure, their own directions and goals, and plan and manage their accounts.

5. **Right to adequate welfare services.** It shall be the responsibility of the University to provide graduate students with adequate welfare services. These services and facilities shall include, but should not be limited to:

   a. Adequate, safe, and clean housing facilities, such as dormitories, for students inside campuses;
b. Hygienic and healthy cafeteria services, including graduate students’ free access to safe and clean drinking water; and

c. Free annual medical and dental check-up and first-aid services.

6. *Right to adequate academic facilities.* It shall be the responsibility of the University to provide graduate students with adequate academic facilities. These services and facilities shall include, but should not be limited to:

a. Well-ventilated and spacious classrooms conducive to learning;

b. Adequate and up-to-date laboratory, library, research, recreation and physical education facilities, as well as access to the internet and other modern means of academic research;

c. Effective communications system to ensure that students are promptly notified of memoranda, communications, announcements, and other relevant information that concerns student welfare and interest.

7. *Right to information.* Graduate students shall have access to all official public information on matters affecting their welfare. Students shall also have access to their own academic records, the confidentiality of which the school shall maintain and preserve.

8. *Right to freedom of expression.*

a. Graduate students shall have the right to freely express their views and opinions within the bounds of decency and propriety. Students can express their grievances or organize activities without undue interference from University and/or national authorities except only in cases involving violation of the laws, University policies, or damage to human life or property.

b. Graduate students shall have the right to peaceably assemble and petition the government and the University for the redress of their grievances. No regulation shall be imposed violating or abridging the student’s right to assembly, except regulations as to time, manner, and place, and only on the basis of the protection of the rights of other members of the academic community.

9. *Academic freedom.* Graduate students’ academic freedom shall consist of, but not be limited to the following:

a. To express their opinion on any subject or public or general concern which directly or indirectly affects the students;
b. To express contrary interpretations or dissenting opinions inside and outside the classroom, without being subjected to undue prejudice from school authorities;

c. To participate in policy and decision-making processes which directly impact their academic life;

d. To participate through the Graduate Student Council in the drafting and/or revising of the student handbook, a copy of which shall be furnished the students upon admission to the University; and

e. To publish a graduate student newsletter or similar publications, as well as the right to invite resource persons during assemblies, symposia, and other activities of similar nature subject to University policies.

10. **Right against illegal searches and seizures.**

Except for the following instances, any form of unreasonable search and seizure shall be illegal:

(a) Searches made at the point of University entry and exit by authorized personnel of the University;

(b) Searches and seizure of articles deemed illegal under existing laws and University policies falling in the plain view of duly authorized personnel;

(c) Searches and seizures of articles that are illegal under existing laws and University policies, discovered inadvertently by duly authorized personnel;

(d) Searches made when the graduate student is about to commit, is committing or has just committed a crime or a serious infraction of the University’s rules and regulations; and

(e) Searches made with a valid search warrant.

Articles seized in violation of the hereinabove provided rights shall not be used as evidence against the student in any disciplinary action that may be brought against him/her.

11. **Access to school records and issuance of official certificates.**

Every graduate student shall have access to his/her own school records, the confidentiality of which the school shall maintain. He/ she shall have the right to be issued official certificates, diplomas, and transcripts of records, grades, transfer
credentials and other similar documents within thirty (30) days from the filing of request and accomplishment of all pertinent requirements.

12. Right to privacy.

The privacy of communication and correspondence among graduate students shall remain inviolable.

13. School fees and other tariffs.

a. Except those approved by their own student organizations and the University, all involuntary contributions are prohibited.

b. Minimum standards in consultation shall be strictly observed in imposing tuition and other fee increases. To this end, no tuition and other fee increase shall be allowed unless the following procedures are observed:

- Posting of notice of increase in tuition and other fees an academic year prior to the implementation of the proposed increase.
- At least one student consultation shall be held with the students to discuss the proposed increase. This shall be attended by the University President or his/her authorized representative. Additional consultations shall be scheduled as the necessity arises;
- Prior to the final approval of the proposed increase, the students, through the Graduate Student Council shall be allowed to present their position to the University President on the proposed increase.

14. Right to Consultation and Representation.

a. The University shall recognize the right of graduate students to be consulted and represented, through the Graduate Student Council in policy-making bodies handling issues that directly affect them.

b. The graduate students through the Graduate Student Council have the right to meet with the Student Regent to discuss pertinent University issues and concerns.

Student Conduct and Discipline

The Philippine Normal University is the National Center for Teacher Education. Every student is expected to serve as role model to the youth by means of observing the rules and regulations on student conduct at all times, on and off campus. He/she should promote and maintain peace and order in the University by observing the rules and discipline, as well as act in accordance with the principles, traditions and ideals of a Filipino citizen.
A PNU student must always observe positive values upheld by the University to improve his/her character and attitude, to promote good behavior and self-discipline. S/he should respect authority and the rights of fellow students, and protect the good name of the University. Hence, any act tending to cause dishonor to the University, or which is inimical to its best interest and image, or prejudicial to good order and discipline, shall be subject to disciplinary measure.

A. General Directives

1. All graduate students enrolled in this University are required to comply with the provisions of the Graduate Student Handbook. They should familiarize themselves with its contents. Ignorance of any provision of the Handbook does not excuse any student from being sanctioned for non-compliance.

2. Students should be polite and courteous towards all persons within the University premises.

3. As a general rule, unless there is an announcement to the contrary, classes will proceed as usual.

   Classes at the graduate level, is automatically suspended, without need for any announcement from the University, under the following conditions:

   o During regular holidays or when declared as a special non-working holiday by the Office of the President of the Philippines or, in the case of local holidays, by the Mayor of the City/Municipality having political jurisdiction over the campus;

   o When Typhoon Signal Number 3 or above is raised in the National Capital Region (NCR)

   o The University President makes the decision for the suspension of classes in cases when the decision, for whatever reason, is left to the discretion of the school.

B. Dress Code

Graduate students shall at all times be neat, clean, and decent in their attire.
C. Wearing of the Official Identification Card (ID)

The University seeks to promote professionalism among the graduate students. The wearing of ID is part of acceptable professional practice. Such professionalism is something that students are expected to emulate.

1. Wearing of the ID upon entering the University and while inside the premises is mandatory. It must be worn properly with the student’s picture and signature displayed.

2. The ID should be validated every term. Only validated ID will be honored for entrance in the University and the use of Library facilities.

3. Entrance to the University campus and its premises may be denied to any student without the official ID.

4. In cases of lost ID card, the following procedures shall be observed:
   a. Secure an Affidavit of Loss
   b. Proceed to OSASS for application of new ID.
   c. Proceed to the Cashier’s Office to pay for ID replacement.
   d. Present receipt to OSASS for the issuance of temporary pass.
   e. No student will be allowed for replacement of lost ID more than twice (2x) except for a valid reason.

D. Social Conduct

1. The University respects the individual personalities of students and encourages healthy interaction among them. However, behavior which tends to offend other members of the community will be dealt with accordingly.

2. Respect and honor should be accorded to all visitors on campus and the usual norms of etiquette must be carefully observed in the University.

3. Boisterous conducts, such as howling, jeering, or cheering or any action, which tend to distract other students from on-going activities either in class or during conferences, symposia, or assemblies, must be avoided as this is unbecoming and out of place in the academe.

4. A student may participate in any activity outside, (e.g. contest, play, rally, conference, association, or society) as official representative of the University provided he/ she has sought permission from the proper University authorities.

5. Campus facilities may be used for varied student activities in accordance with specific University regulations and procedures.
6. A student is expected to respect and use school property with diligent care and proper storage after use.

7. Every student is expected to maintain the cleanliness of the school surroundings.

8. All announcements or posters or similar literature emanating from recognized student organizations shall be cours ed through the Adviser and Associate Dean/ Director for comments and recommendations and submitted for approval to the Office of Student Affairs and Student Services (OSASS) for posting purposes. A penalty will be given for the violators like dis-accreditation of the organization.

9. Only bulletin boards designated as posting areas should be used for announcements. Advertisements related to education and student welfare should be preferred and the postings should be removed after serving their purposes.

10. Students are encouraged to use school facilities for their meetings, seminars, conferences, cultural presentation, athletic activities, and the like, after prior permits from the authorities concerned are secured.

11. Use of cell phones during classes and in other areas should be regulated according to agreed classroom policies. In general, students are encouraged to set their cell phones in silent mode.

Disciplinary Sanction for Minor Offenses

<table>
<thead>
<tr>
<th>Minor Offenses</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; Offense</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; Offense</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt; Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Intrusion into the privacy of areas designated for the exclusive use of the other sex</td>
<td>Reprimand</td>
<td>Reprimand and Apology Letter</td>
<td>Community service</td>
</tr>
<tr>
<td>2. Posting of announcement and similar materials on non-designated areas and unauthorized posting of announcements and similar materials without the approval of OSASS</td>
<td>Reprimand</td>
<td>Reprimand and Apology Letter</td>
<td>Community service</td>
</tr>
<tr>
<td>3. Using school facilities without prior permits from authorities concerned</td>
<td>Reprimand and Apology Letter</td>
<td>Community service</td>
<td>Community service</td>
</tr>
<tr>
<td>4. Inviting guests from outside (e.g. guest lecturers, students and student organizations who invite guests from outside, speakers, seminar participants, viewers of exhibits) without securing a</td>
<td>Reprimand and Apology Letter</td>
<td>Community service</td>
<td>Community service</td>
</tr>
</tbody>
</table>
permit from the Dean of OSASS or his / her authorized representative

1. All graduate students who committed violations are to be provided with individual counseling.

2. In cases of a third minor offense the student will be summoned for a case conference before giving a corresponding sanction.

3. A student who commits a repeated minor offense (similar minor offense) for the 4th time will be considered as a major offender and will be suspended or dismissed from the University depending on the gravity of the offense.

4. Habitual offenders, or those who have committed 5 or more minor offenses (similar or different in nature) will be considered as major offenders and will be suspended or dismissed depending on the gravity of the offense.

**Disciplinary Sanction for Major Offenses**

<table>
<thead>
<tr>
<th>MAJOR OFFENSES</th>
<th>1st Offense</th>
<th>2nd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drinking of liquor/alcoholic beverages and/or entering the University premises under the influence of alcohol and other intoxicants</td>
<td>Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Bringing in, carrying, possession, or use of prohibited or illegal drugs or chemicals</td>
<td>Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Extortion and/or mulcting money from fellow students or any member of the community</td>
<td>Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Illegal possession of firearms and/or other deadly weapon/s</td>
<td>Expulsion</td>
<td></td>
</tr>
<tr>
<td>Gross disrespect or discourtesy in any form towards any member of the University community</td>
<td>Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Conduct</td>
<td>Penalty 1</td>
<td>Penalty 2</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
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<td>-----------</td>
</tr>
<tr>
<td>Assault (physical) upon the faculty, staff, students, University personnel, or duly constituted authorities</td>
<td>Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Assault (sexual, coercion, harassment) upon the faculty, staff, students, University personnel, or duly constituted authorities</td>
<td>Expulsion</td>
<td></td>
</tr>
<tr>
<td>Immoral, indecent, malicious and scandalous acts inside the University including but not limited to posting obscene materials on the Internet, shouting invectives, etc.</td>
<td>Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Malicious, scandalous comments to malign, slander the University, other officials and personnel using social media</td>
<td>Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Forging of school records or other forms of related misrepresentation</td>
<td>Suspension</td>
<td>Expulsion</td>
</tr>
</tbody>
</table>
| Fraudulent acts such as:  
  - Lending of ID/registration form or using another’s ID/registration form/ Using two or more Official IDs  
  - Lending of Official ID/registration form to an outsider for the purpose of fraudulent entry into the University premises  
  - Other forms of misrepresentation | Suspension | Expulsion |
<p>| Tampering, mutilating of Official ID                                   | Suspension | Expulsion |
| Theft and robbery in any form and from any source within the University premises | Expulsion  |           |
| A student convicted by the court of any crime involving moral turpitude | Expulsion  |           |</p>
<table>
<thead>
<tr>
<th>Violation</th>
<th>Penalty</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>committed inside or outside the premises of the University</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any form of hazing, physical initiation, or any activity which inflicts harm of physical injury upon the person of fellow students or other Universities’ students</td>
<td>Expulsion</td>
<td></td>
</tr>
<tr>
<td>Bullying in any form and modality</td>
<td>Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Vandalism or causing deliberate damage to property belonging to the University, faculty and other members of the community</td>
<td>Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Holding of meetings, rallies, and assemblies inside the campus and with misrepresentation without securing a permit from OSASS at least five (5) working days prior to the event resulting to damage of properties, facilities, and inflicting harm to others; Non-observance of the terms of permit to hold rallies and assemblies inside the campus (e.g. the permit is not for holding rallies but for the use of facilities)</td>
<td>Suspension</td>
<td>Expulsion</td>
</tr>
</tbody>
</table>

### Plagiarism and Intellectual Property Rights

*BOR Resolution No. U2357, S. 2015: Revised Implementing Guidelines on the Authenticity/Similarity Test for Faculty and Graduate Student Research and Publication Materials*

The Philippine Normal University respects the integrity of scholarly works based on the Intellectual Property Code of the Philippines (Republic Act No. 8293). The Philippine Normal University aims to protect the intellectual property rights of others by ensuring proper acknowledgement of ideas and texts used for academic purposes. The institution strictly prohibits plagiarism or any form of dishonesty. Plagiarism, as stipulated in the sixth edition of the Publication Manual of the American Psychological Association (Section 1.10, Plagiarism), is defined as the claiming of ideas and words of another without giving credit to the proponent.
Plagiarism is a major offense that includes inadequate documentation of paraphrased materials, verbatim copying of the work of others, claiming authorship of a purchased pre-written work, and even translation of texts to another language (i.e. English to Filipino) without proper documentation.

The University maintains quality by determining the degree of originality/authenticity of ideas and products of students. The faculty and staff are given the full responsibility of assessing the authenticity of the student’s outputs. The Revised Implementing Guidelines on the Authenticity/Similarity Test for Faculty and Graduate Student Research and Publication Materials (BOR Resolution No. U2357, S. 2015) covers the policies for thesis and dissertation writing of graduate students.

Acts of Plagiarism and Corresponding Sanctions

Any defilement of academic integrity is a serious offense and is therefore subject to an appropriate sanction or penalty. Academic integrity in the Philippine Normal University is classified into minor and major categories. Minor categories are less severe violations for which the possible sanctions do not include suspension or expulsion from the University or worse from recall of degree by the University. Whether a given violation is classified as minor or major depends on a number of factors including the nature and importance of the academic exercise, the degree of premeditation or planning, the extent of dishonest or malicious intent, the academic experience of the student, and whether the violation is a first-time or repeat offense. Below is the list of academic integrity violations particularly plagiarism and their corresponding classifications and sanctions:

<table>
<thead>
<tr>
<th>Acts of Plagiarism</th>
<th>Sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Directly copying all text/data from a source (30% to 100% similarity and/or compelling documentary evidences) in a final/major course requirement</td>
<td>• Automatic failing grade on the course</td>
</tr>
</tbody>
</table>
| • Directly copying all text/data from a source (21% to 100% similarity and/or compelling documentary evidences) in a thesis/dissertation or research publication | • Dismissal from the University  
• Revocation of degree if already graduated |
| • Making up data sets and/or source sets | • Expulsion (for thesis/dissertation)  
• Automatic failing grade (for course requirement) |
In the event that the student is reported to have plagiarized work the following shall be the course of action:

- If plagiarism happens in a course, the faculty decides and implements the sanction and should report the incident to OSASS;
- For thesis and dissertation, CGSTER endorses cases of plagiarism to OSASS for appropriate action.

The authenticity of theses and dissertations is formatively achieved through the adviser’s guidance; a graduate student is expected to submit a completely authentic work.

Plagiarism shall also be applied to actions not detected by the authenticity software.

**Implementation of Disciplinary Actions**

The OSASS is empowered to implement disciplinary measures and provide disciplinary sanctions to students who will violate any of the existing rules and regulations of the University on student discipline upon due process. A committee on discipline is formed prior to the implementation of disciplinary measures or sanctions, depending on the gravity of the offense.

Violations that necessitate sanctions like disqualification from graduating with awards, dismissal or expulsion, must be taken up by the University Committee on Student Discipline.

Any student suspended from the University for having committed any of the above-mentioned acts shall be barred from occupying any position in the University as in organizations, Graduate Student Council (GSC), athletic teams, etc., as well as the privilege of graduating with awards and student incentives.

Freedom to peaceful assembly is a constitutional right which the University holds with respect. Students who wish to ask permission to hold rallies and assemblies should secure a permit from OSASS three (3) working days prior to the event. Should the permit be secured in three (3) working days, it will be ministerial but the students will still be expected to comply with the guidelines set by the authorities regarding the holding of rallies, etc. However, if the permit is secured less than three (3) working days, it will be discretionary even if the need for the urgency to conduct rallies is clarified.
In case of a room-to-room campaign to join rallies or assemblies, both the faculty members and the students should be made aware of the conditions for allowing the RTR activity such as the time limit.

The sanctions are defined as follows:

*Suspension* - a student is suspended for a minimum period of 1 term to a maximum period of 3 terms depending on the gravity of the offense. The number of terms of suspension will be decided upon by the University Committee on Student Discipline. A student who is suspended is disallowed to attend classes and student activities within and outside the University. Suspension is included in the student’s residency.

*Expulsion* - similar with dismissal except in this case, a student expelled is not given honorable dismissal.

**University Committee on Student Discipline (UCSD)**

In cases of violations where a **minor offense** is involved, the Dean of OSASS or the Graduate Discipline Coordinator may conduct an investigation and provide sanctions that such sanctions do not go beyond what is prescribed by this Handbook.

In cases of violations where a **major offense** is involved, the faculty concerned or student/s complainant submits a letter to the OSASS. The Graduate Discipline Coordinator (GDC) may conduct a preliminary investigation.

The GDC will submit report of the preliminary investigation to OSASS Dean if warranted. The Dean constitutes the University Committee on Student Discipline (UCSD) to do the formal investigation of the issue. After the investigation of the UCSD, a report is submitted to the Dean of the CGSTER to decide on the recommendation of the UCSD. The CGSTER Dean will communicate the decision to the concerned party.

Appeal on the decision may be done by the complainant/respondent to the Vice President for Academics.

**Composition of the UCSD**

The Dean of Student Affairs and Student Services, Associate Dean/ Program Coordinator to which complainant and respondent belong, Graduate Student Council (GCS) President, and a Graduate Discipline Coordinator from OSASS all compose the UCSD.
Functions and Process

The overriding function of the University Committee on Student Discipline (UCSD) is to decide on cases brought before it, taking into consideration the requirements of justice and due process. Hence, its decision should be based on facts and the evidence in support thereof. The committee’s decision should be rendered within five (5) days after the hearing. The parties are immediately notified thereof either by phone or by mail, provided that in the case of dismissal or suspension of a student, his/her parents/guardians shall be informed immediately.

Only grave and major offenses may be referred to the Committee for deliberation. Minor offenses may be referred to and resolved by the Dean and faculty members of OSASS. Moreover, only cases involving students as respondents will be handled by the UCSD.

a. Filing of Charges

A disciplinary proceeding shall be instituted by the appropriate authority or upon the filing of a written charge specifying the acts of omission constituting the misconduct and subscribed to by the complainant or upon submission of an official report of any violation of existing rules and regulations. Upon the filing of said charge or report to the Office of the Student Affairs and Student Services, an entry shall be made in an official entry book kept for the purpose, specifying the person or persons charged, the complainant/s, his/her witnesses, if any, the date of filing, and the substances of the charge.

b. Preliminary Inquiry

The UCSD conducts preliminary inquiry to validate written charge/s.

c. Answer

Each respondent shall be required to answer in writing within five (5) days from receipt of the charge/s.

d. Investigation

The UCSD which conducts formal investigation shall be held in notice, as provided by law. The legal counsel of the University shall serve as the consultant of the UCSD.

In cases where complainant/ respondent will bring their own lawyer, the lawyer will only act as an observer.

Hearings shall begin not later than one (1) week after receiving the respondent’s answer or after the expiration of the period within which the respondent must answer.
e. Duration of Hearing

   No hearing on any case shall last beyond two (2) calendar months.

f. Notice of Hearing

   All parties concerned shall be notified of the date acted for hearing at least two (2) days before such hearing.

g. Failure to Appear at Hearing

   Should either complainant or respondent fail to appear for the initial hearing after due notice and without sufficient cause, this fact shall be noted and hearing shall proceed without prejudice to the party’s appearance in subsequent hearings.

h. Postponement

   Application for postponement may be granted for good cause for such period as the ends of justice and the right of the parties to a speedy hearing require.

i. Decision of the Committee on Discipline

   The Committee shall decide on the case within fifteen (15) days from final submission. The decision shall be in writing and signed by a majority of its members. It shall include a big statement of the findings of fact and the specific regulations on which the decision is based.

j. Finality of Decision

   Any decision other than dismissal or expulsion, permanent disqualification from enrolment, or suspension for more one term or longer, shall become final and executory after fifteen (15) days from receipt of the decision by the respondent unless within five (5) days from receipt thereof a motion for reconsideration of the same is filed, in which case the decision shall be final after fifteen (15) days from receipt of the action on the motion for reconsideration. Decision shall be made through the Office of the CGSTER.

k. Appeal to the Vice President for Academics

   The respondent may file an appeal to the Vice President for Academics within ten (10) days exclusive of Sundays and official holidays after receiving the decision.
I. Action by the Vice President for Academics

The action of the Vice President on the appeal shall be rendered within ten (10) days exclusive of Sundays and official holidays after receiving the appeal.

The VPA reviews and decides on the decision rendered by the CGSTER Dean and UCSD.

The decision of the VPA shall be coursed through the President for final approval, if necessary.

m. Action by the President /Board of Regents

The President may take an action in cases of a second appeal. The President reviews and decides when the penalty imposed is dismissal, expulsion, suspension for more than one (1) term, or any other penalty of equivalent severity.

n. Rights of Respondents

- Not to be subjected to any disciplinary penalty except upon due process of law.
- To be convicted only on the basis of substantial evidence, the burden of proof being with the person bringing the charge;
- To be convicted only on the evidence introduced at the proceedings of which the respondent has been properly appraised;
- To defend herself/himself personally, by counsel or representative of her/his own choice. If the respondent so desires, but is unable to secure the services of counsel, s/he should manifest that fact two (2) days before the date of hearing, and request the committee to designate counsel for investigation from among the members of the University Constituency.

o. Effect on Decision

Decision shall take effect, as provided in these rules. However, final decisions of suspension or dismissal within thirty (30) days before any final examination shall take effect during the subsequent term, except when the respondent is graduating, in which case the penalty shall immediately take effect.

p. Records

All proceedings before any Committee shall be set down in writing. Original records pertaining to students shall be under the custody of the Vice President for Academics. Records are hereby declared confidential and no person shall have access to the same for inspection and/or copying unless s/he is involved therein, or unless s/he has a legal right, which cannot be protected or
vindicated without access to or copying of such records. Any University official or employee who shall violate the confidential nature of such records shall be subjected to disciplinary action.

**q. Immediate Reporting of Students with Pending Disciplinary Cases**

If the University Registrar is not immediately notified of the pending cases of the student, her/his application for clearance is given due course.

**Student Complaint against a Faculty Member**

1. The student may see the faculty member during the latter’s consultation hours and explains his/her complaint. In case a student is hesitant in seeing the faculty member, s/he can seek the advice/help of his/her class adviser and/or the Graduate Student Council (GSC).

2. If a student feels that s/he has not obtained the necessary action on his/her complaint, s/he sees the Program Coordinator concerned who will conduct an immediate investigation of the complaint and decide on the matter.

3. If the student is not satisfied with the decision, s/he may elevate the complaint through writing to the Associate Dean.

4. The GTEF Associate Dean decides on the case within five (5) school days.

5. A written decision will be furnished to the student and faculty member concerned.

**Class Complaint against a Faculty Member**

1. The class may ask for a dialogue with faculty members concerned to clarify matters. The Guidance Counselor will now act as facilitator to see to it that everything is in proper order.

2. If the class members feel that they have not obtained the necessary action, they will submit a formal written complaint to the Program Coordinator duly signed by at least 50% of the class. The class officers will see the Program Coordinator to settle the complaint.

3. If the class members feel that the necessary action on their complaint has not been obtained, a written complaint must be filed to GTEF Associate Dean.
Student Services
Office of Student Affairs and Student Services (OSASS)

The Student Services Program at the Philippine Normal University is administered and supervised by the Office of Student Affairs and Student Services (OSASS), in coordination with the other units of the University.

Objectives

Specifically, it seeks to:

1. promote the welfare of PNU graduate students by providing relevant adequate services that respond to their varied needs;
2. enhance the intellectual, cultural, and social environment of the campus for the total development of graduate students in the University; and
3. assist students in decision-making processes and the development and refinement of their intrapersonal, interpersonal, and social relations.

Student Services Program

I. Counseling and Career Services
   a. Individual Inventory
   b. Information
   c. Testing
   d. Counseling
   e. Career Development and Placement
   f. Wellness Program
   g. Referral and Consultation
   h. Follow-up
   i. Research and Evaluation

II. Student Development Services
   a. Coordination of Student Activities
   b. Management of Program-Based Organizations

III. Scholarship Services
   a. Coordination of Scholarship Programs
   b. Academic Advising of Scholars

IV. Other Services
   a. Processing of University ID
   b. Lost and Found Corner
   c. Certification of Good Moral Character
   d. Clearance
   e. Processing of Dropping Form and Leave of Absence
STUDENT ACTIVITIES

Every PNU student is encouraged to participate actively and creatively in at least one program-based organization duly approved by the University. This is done to enhance the leadership characteristics of the students while maintaining his/her good scholastic performance.

Program-Based Organizations. These are academic-oriented organizations composed of graduate students who are professionals in their particular fields of specialization or academic disciplines. Direct supervision shall be done by the proper Program Coordinator.

Pursuant to existing rules and regulations, the management and operation of student organizations in the Office of Student Affairs and Student Services shall be governed by the following:
1. Supervision of Organization’s Operation and Activities
2. Application of Program-based Organizations
3. Disqualification of the organization
4. Membership
5. The Adviser

Graduate Student Council (GSC)

GSC is an advocate for graduate education of the Philippine Normal University, working to mobilize and arrange the student network, programs and activities of the College of Graduate Studies and Teacher Education Research.

As a student-centered organization focused on providing information and services to students to enhance their PNU experience, GSC aims to:

1) Collaborate with the faculty to develop best ethical and moral practices, outstanding researches: theses and dissertations that uphold the high academic standards and excellence of our graduate programs;

2) Provide a venue for all academic programs, institutes and centers, administrative offices, and support services to foster a friendly and nurturing academic environment for graduate students from inquiry to graduation, and

3) Support the implementation of programs and activities of the University as it responds to emerging trends both nationally and internationally.

As graduate students, GSC supports the mission and vision of the Philippine Normal University: "dedicated to nurturing innovative teachers and education leaders."
The GSC is composed of the following officers: President, Vice President- External, Vice President- Internal, Secretary, Treasurer, Public Information Officer, Auditor and Business Manager. Its activities are monitored and supervised by the OSASS Coordinator for Student Activities.

Requirements for Application of Student Organizations

A group of students may apply to the OSASS through the Office of the Coordinator for Student Activities to form an organization, subject to the following requirements:

a. Letter of application signed by the founding members stating the name of their organization
b. Proposed activities for one school year
c. Constitution and by-laws of the organization
d. Profile of the Faculty-Adviser
e. List of officers with corresponding position, course/ specialization, contact number and email address

Standard Operational Procedures in the Conduct of Student Activities

Permit for Activities (On Campus)

- submit concept paper 2 weeks before the activity
- format: (1) Title of Activity; (2) Target Date; (3) Target Venue; (4) Target Participants; (5) Target Outcomes; (6) Rationale; (7) Objectives; (8) Program Flow; (9) Budget; (10) Signatories: Prepared by: *(Officer-in-charge)*; Noted by: *(Faculty Adviser of the Organization)*; Recommending Approval: *(Program Coordinator and GTEF Associate Dean)*; Approved by: *(CGSTER Dean and OSASS Dean)*

A. Venue Reservation:
   - Log on to www.pnu.edu.ph
   - Click UEMPRO reservation then click Calendar to see the availability of your target venue. **Please note that before submitting your concept paper, you must have done a pre-reservation of your target venue.**
   - If your venue is available, click “Venue Reservation”, read the guidelines and fill out the venue reservation form.
   - Submit the required slider. Wait for your reservation to be projected in the UEMPRO calendar.

B. The organization is responsible for the cleanliness and orderliness of the venue after the activity. All postings must be immediately removed after the activity has been conducted.
C. Printed posters and announcements about the activity must be approved both by the Faculty/ Adviser and OSASS.

D. Should the activity involve selling of tickets or be of fund-raising nature, the concept paper must indicate projected. It must be in triplicate copies (one copy for the organization, one for CGSTER Dean, one for OSASS).

E. If the time/ duration of the activity will be postponed/ extended, the organization must see to it that a written notice is submitted to the OSASS.

F. An Accomplishment Report and Financial Report shall be prepared and submitted to OSASS by the end of the school year.

**Permit for Activities (Off-Campus)**

- If the organization is invited by an outside party, two weeks before the activity, they must submit the following to OSASS:
  - Letter of invitation (from the outside organization/ institute)
  - Letter of acceptance of the invitation from the organization
  - Letter of request to participate in the outside activity signed by the officer-in-charge, noted by the Faculty/ Adviser, recommending approval by the Associate Dean
  - List of students joining the activity

- If the organization chooses to conduct activity outside PNU, two weeks before the activity, submit the following to OSASS:
  - Concept Paper with format: (1) Title of Activity; (2) Target Date; (3) Target Venue; (4) Target Participants; (5) Target Outcomes; (6) Rationale; (7) Objectives; (8) Program Flow; (9) Budget; (10) Signatories: Prepared by: (Officer-in-charge); Noted by: (Faculty Adviser of the Organization); Recommending Approval: (Program Coordinator and GTEF Associate Dean); Approved by: (CGSTER Dean and OSASS Dean)
  - Letter of Acknowledgement from the administrators/ officials from the target venue
  - List of students joining the activity
  - Letter from the Faculty Chaperone acknowledging to accompany the students in the activity

A. Faculty/ adviser prepares the excuse letter approved by the Associate Dean and OSASS Dean

B. Presentation of the duly approved Excuse Letter to the faculty member concerned so their students could be excused from their respective classes
C. An Accomplishment Report shall be prepared and submitted to OSASS a week after the conduct of the off-campus activity.

**Resource Person, Speakers and Lecturers**

Resource Person, Speakers and Lecturers in any program should be favorably endorsed by the program coordinator/adviser sponsoring club or organization. Communications or invitations shall be prepared by the organization duly noted or endorsed by the faculty adviser, with copy furnished to the OSASS and the Security Unit.

**Non-PNU Participants**

The organizations involved are responsible for securing permit to enter the University premises for the non-PNU participants from OSASS Dean duly noted by the Faculty Adviser. The request/permit and the list of the non-PNU participants/guests should be submitted to the OSASS at least three (3) days prior to the activity.

**Fund-Raising Activities**

- One major fund-raising activity per school year, provided, that no fund-raising activity shall be scheduled two weeks before the final examinations of each term
- Format of the Concept Paper:
  - Objectives of the fund-raising activity
  - Nature of the proposed activity, i.e., cultural show, musical show, whether or not it involves sale of tickets, etc.
  - Date, time, and place
  - Beneficiary or purpose of the fund-raising
  - Manner of disbursing funds raised
  - Names of students directly in-charge of fund-raising
  - Endorsement of Faculty Adviser
- Application to hold a fund-raising activity should be filed to OSASS. It should be duly signed by the president and the faculty adviser of the organization, endorsed by the CGSTER Dean through the Associate Dean, then to the OSASS at least 30 days before the scheduled date of the activity.
- Submit a Financial Report duly noted by the Faculty Adviser to OSASS not later than one month after the activity. Failure to do so shall be ground for withdrawal of recognition of the organization.

**Disqualification of the Organization**

Violation of any rules and regulations of the University and non-submission of the required documents to OSASS shall be a ground for disqualification of the organization.
Membership

Only bona fide graduate students are allowed to join student organization under their program/specialization.

The Adviser

Each student organization shall have a faculty-adviser. He/she must be a full-time faculty member of PNU.

Duties and Responsibilities of the Organization Adviser

1. Be available for consultation especially with the officers of the organization
2. Attend meetings of the organization. If unable to attend, the adviser should be informed of what happened through the minutes of the meeting.
3. Know well the constitution and by-laws of the organization; be available for consultation and assist in the planning and monitoring of the activities, make sure that they help attain the organization’s objectives.
4. Be present or be with the students if the organization's activity is held off-campus, or when the organization is representing the University.
5. Check and approve the posters/notices/announcements if the organization before they are put up.
6. Act as liaison between the organization and the University administration. Hence, the adviser can sign the organization’s communications and request for reservation of rooms and facilities.

Coordinator for Student Activities

All documents submitted to the OSASS Dean for approval must be checked by the Coordinator of Student Activities for endorsement.

University Scholarships

The Office of Student Affairs and Student Services shall disseminate information on the availability of scholarships to graduate students.

Scholarship/Grants

Philippine Normal University implements a functional and continuing scholarship program for the graduate students. Some of the privileges that might be provided to them include free or discounted school fees, monthly stipend/allowance, book allowance, housing (optional), and student support programs. There are polices and guidelines implemented in the selection and retention of academic scholars. Scholarship and endowments can be given to faculty and staff, indigenous group, handicapped persons and others, as mandated by law.
Government and private scholars’/grantees’ performance are monitored for the continuation or maintenance of their scholarship. A scheme for endowments from sponsors, benevolent individuals, institutions and/or organizations is maintained (BOR Approved Other School Fees).

**Government Funded Scholarships**

- **Department of Science and Technology Scholarships**
  
  The Department of Science and Technology offers scholarships for Masters and Doctoral degrees in priority areas. The scholarship cover tuition and miscellaneous fees, book allowance, transportation allowance, and a stipend.

- **CHED Faculty Development Program- II (FDP)**
  
  The Commission on Higher Education (CHED) through its Faculty Development Program II seeks to upgrade the academic qualifications of tertiary faculty to masters and doctorate degree levels. It is expected that through this program, improved qualifications and teaching methods will contribute directly to better student learning which then would translate to higher passing rates in professional licensure examinations and greater productivity of graduates.

**Faculty Development Grants**

The faculty development grants are for the following degree programs/ priority fields in the identified Delivering Higher Education Institutions (DHEIs):

- Non-thesis Master’s Degree Program
- Master’s Degree with Thesis
- Ph.D. Program (Local)
- Ph.D. Sandwich Program (Foreign)
- Continuing Professional Education (Non-degree Program)

**Other Student Services and Facilities (Manila Campus)**

1. **Guidance and Counseling Office.** The Guidance Office is open from 8:00 a.m. - 7:00 p.m., Mondays through Fridays and from 8:00 a.m.- 5:00 p.m. on Saturdays. It offers guidance services to all students of the University and provides counseling to students who need help in their academic, personal, and social problems.

2. **Campus Ministry.** The Campus Ministry serves the religious needs of the University. It provides Christian formation that is relevant to the times in the form of Bible study and prayer groups, Christian leadership, recollection, small library of theological and
3. **Dormitories.** The Normal Hall admits female students of the University for board and lodging. The PNU Hostel admits transients attending seminars and meeting at PNU.

4. **Food Service.** The PNU Luncheonette and The Normal Hall Canteen caters to students, faculty, staff and transients.

5. **The University Library.** The University Library is housed at the Edilberto P. Dagot Hall. It has a conference room, audiovisual theatre, internet room, multimedia center, archives, teacher education museum, viewing and reading rooms. Library collections are categorized into Basic Education Section, Children’s Literature Section, Periodical Section, Theses Section, Japanese Collection, Foreign Books Section, Filipiana Section, Reference Section, and Special Collection Area.

6. **Publication/Press.** University Press- Printing and bindery services are available at minimal cost for students. Its office is located at the ground floor of the Financial Management Building. General Services of the University Press.
   a. Prints University ID and other materials such as diplomas, certificates, receipts, reports, information materials, programs, brochures, and other academic, and office forms
   b. Prints materials such as: invitation cards, birthday cards, letterheads, tickets, receipts, reports, and other related materials
   c. Does bindery e.g. books, theses, dissertations
   d. Publishes University academic/educational materials such as: books, research, journals, newsletters, manuals, lectures, and other related materials.
   e. Coordinates University publication activities
   f. Reviews and recommends policies governing publication
   g. Implements policies, programs and activities that encourage and enhance production of educational materials and other related materials
   h. Initiates and implements activities that promote the University Press services
   i. Initiates and promotes marketing strategies to enhance sale of publication materials.

7. **Health Services.** The University Health Services Unit promotes wellness of the students, faculty and staff. The Unit is located between the Library and the Institute of Teaching and Learning (ITL). The clinic opens from 7:00 a.m – 8:30 p.m., Mondays thru Fridays, and 7:00 a.m. – 6:00 p.m. on Saturdays or for the duration of time the classes are going on. This unit offers the following health services:
   a. Annual Medical and Dental Examination. All enrolled students shall undergo medical examination annually.
   b. Consultation services for the initial assessment of illness and treatment of minor medical/dental diseases; assessment on the physical fitness of students to participate in programs of Physical Education, athletic activities and recommendation for re-admission to or exclusion from classes.
c. First aid treatment of common emergency cases.
d. Referral system with tertiary hospitals/other dental clinics for further evaluation and management of complicated cases.
e. Health promotion and sanitation programs such as the regular monitoring of food and water safety and updates on vital health issues.
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APPENDIX A

ACADEMIC PROGRAMS

Master of Arts in Education (MA Ed) with specialization in:
- Bilingual Education*
- Child Study
- Curriculum and Instruction
- Drama Education and Theater Arts
- Early Childhood Education
- Educational Management
- Educational Measurement and Evaluation
- Educational Technology
- Elementary Education
- English Language Teaching
- Home Economics*
- Library and Information Science
- Literature (English and Filipino* Stream)
- Music Education
- Pagtuturo ng Filipino
- Reading
- School Psychology*
- Social Science Education
- Special Education
  - Auditory Disabilities
  - Intellectual Disabilities
  - Intellectual Giftedness
  - Visual Disabilities
- Teaching History*
- Values Education

Master of Arts in Science Education with specialization in:
- Biology
- Chemistry
- Integrated Science
- Physics

Master of Arts in:
- Child Study
- Counseling
- Linguistics*
- Mathematics Education
○ College Teaching
○ Elementary School Teaching
○ Secondary School Teaching

- Physical Education
- Social Science Education

Master in*:
- Educational Technology
- Home Economics Education
- Mathematics Education
- Science Education

Doctor of Philosophy with specialization in:
- Applied Linguistics
- Counseling
- Curriculum and Instruction
- Educational Leadership and Management
- Edukasyong Pangwika sa Filipino
- English Language Education
- Filipino Linguistics and Literature Stream*
- Literature (English and Filipino* Stream)
- Mathematics Education
- Reading Education
- Science Education

Doctor of Philosophy in*:
- Educational Administration

Ph. D. by Research:
- Mathematics Education
- Science Education

- Ph. D. in Science/ Mathematics Education and Doctor of engineering with Osaka University

*Customized programs
APPENDIX B

CAMPUS JOURNALISM ACT OF 1991

Republic Act No. 7079
"Campus Journalism Act of 1991"

AN ACT PROVIDING FOR THE DEVELOPMENT AND PROMOTION OF CAMPUS JOURNALISM AND FOR OTHER PURPOSES.

REPUBLIC ACT NO. 7079

AN ACT PROVIDING FOR THE DEVELOPMENT AND PROMOTION OF CAMPUS JOURNALISM AND FOR OTHER PURPOSES.

Section 1. Title. — This Act shall be known and referred to as the "Campus Journalism Act of 1991."

Sec. 2. Declaration of Policy. — It is the declared policy of the State to uphold and protect the freedom of the press even at the campus level and to promote the development and growth of campus journalism as a means of strengthening ethical values, encouraging critical and creative thinking, and developing moral character and personal discipline of the Filipino youth. In furtherance of this policy, the State shall undertake various programs and projects aimed at improving the journalistic skills of students concerned and promoting responsible and free journalism.

Sec. 3. Definition of Terms.
(a) School. — An institution for learning in the elementary, secondary or tertiary level comprised of the student body, administration, faculty and non-faculty personnel;
(b) Student Publication. — The issue of any printed material that is independently published by, and which meets the needs and interests of, the student body;
(c) Student Journalist. — Any bona fide student enrolled for the current semester or term, who was passed or met the qualification and standards of the editorial board. He must likewise maintain a satisfactory academic standing;
(d) Editorial Board. — In the tertiary level, the editorial board shall be composed of student journalists who have qualified in placement examinations. In the case of elementary and high school levels, the editorial board shall be composed of a duly appointed faculty adviser, the editor who qualified and a representative of the Parents-Teachers' Association, who will determine the editorial policies to be implemented by the editor and staff members of the student publication concerned. At the tertiary level, the editorial board may include a publication adviser at the option of its members.
(e) Editorial Policies. — A set of guidelines by which a student publication is operated and managed, taking into account pertinent laws as well as the school administration's policies. Said guidelines shall determine the frequency of the publication, the manner of selecting articles and features and other similar matters.

Sec. 4. Student Publication. — A student publication is published by the student body through an editorial board and publication staff composed of students selected but fair and competitive examinations.
Once the publication is established, its editorial board shall freely determine its editorial policies and manage the publication’s funds.

Sec. 5. Funding of Student Publication. — Funding for the student publication may include the savings of the respective school’s appropriations, student subscriptions, donations, and other sources of funds. In no instance shall the Department of Education, Culture and Sports or the school administration concerned withhold the release of funds sourced from the savings of the appropriations of the respective schools and other sources intended for the student publication. Subscription fees collected by the school administration shall be released automatically to the student publication concerned.

Sec. 6. Publication Adviser. — The publication adviser shall be selected by the school administration from a list of recommendees submitted by the publication staff. The function of the adviser shall be limited to one of technical guidance.

Sec. 7. Security of Tenure. — A member of the publication staff must maintain his or her status as student in order to retain membership in the publication staff. A student shall not be expelled or suspended solely on the basis of articles he or she has written, or on the basis of the performance of his or her duties in the student publication.

Sec. 8. Press Conferences and Training Seminar. — The Department of Education, Culture and Sports shall sponsor periodic competitions, press conferences and training seminars in which student-editors/writers and teacher-adviser of student publications in the elementary, secondary and tertiary levels shall participate. Such competitions, conferences and seminars shall be held at the institutional, divisional, and regional levels, culminating with the holding of the annual national elementary, secondary or tertiary School Press Conferences in places of historical and/or cultural interest in the country.

Sec. 9. Rules and Regulations. — The Department of Education, Culture and Sports, in coordination with the officers of the national elementary, secondary or tertiary organizations or official advisers of student publications, together with student journalists at the tertiary level and existing organizations of student journalists, shall promulgate the rules and regulations necessary for the effective implementation of this Act.

Sec. 10. Tax Exemption. — Pursuant to paragraph 4, Section 4, Article XIV of the Constitution, all grants, endowments, donations, or contributions used actually, directly and exclusively for the promotion of campus journalism as provided for in this Act shall be exempt from donor’s or gift tax.

Sec. 11. Appropriations. — For the initial year of implementation, the sum of Five million pesos (P5,000,000.00) is hereby authorized to be charged against the savings from the current appropriations of the Department of Education, Culture and Sports. Thereafter, such amount as may be necessary shall be included in the General Appropriations Act.

Sec. 12. Effectivity. — This Act shall take effect after fifteen (15) days following the completion of its publication in the Official Gazette or in at least two (2) newspapers of general circulation.

Approved: July 5, 1991
APPENDIX C

GUIDELINES ON THE USE OF THE UNIVERSITY LIBRARY

LIBRARY HOURS

*School Days*

Monday- Friday
7:00am- 7:00pm

*Saturday*

8:00am – 5:00pm

*Term Break*

Monday- Friday
8:00am- 12:00noon
1:00pm- 5:00pm

*Sundays and Holidays* - Closed

REQUIREMENTS FOR LIBRARY USE

1. PNU Students
2. Library I.D. duly validated for the current term by authorized library staff.
3. Outside Researchers
4. School I.D. and referral letter from the institution of origin and payment of researcher’s fee
5. South Manila Inter-Institutional Consortium (SMI-IC) Students and Faculty School I.D. and Inter-Institutional Consortium (I-IC) referral letter.

COURTESY IN THE LIBRARY

1. PNU Students are requested to give their validated Library ID upon entry.
2. Outsiders/visitors should present their visitor’s permit secured from the Office of Chief Librarian.
3. The following are strictly *not allowed*:
   a. Doing art work inside the reading room
   b. Eating, drinking, smoking and sleeping
   c. Talking loudly
   d. Loud ringing of cellphone or any other communication devices
   e. Using laptop and any devices with camera inside the Theses Section
4. A collaborative space/area is available for student’s use.
HOW TO LOCATE BOOKS AND OTHER LIBRARY MATERIALS

1. The Books Sections operates on an open-shelf system while the Theses Section is implementing a close-shelf system.
2. Readers locate books by means of call numbers which can be accessed from the OPAC.
3. Books with the following place marks above the call number are located in the room or area indicated below:
   - CTW (Conchita Tan-Wilman) Rm. 304
   - EJP (Edwin J. Portugal) Rm. 304
   - F (Filipiniana) Rm. 305
   - ICMC Collection Rm. 305
   - KRAL Rm. 304
   - LS (Library Science) Rm. 302
   - LASC (Library A. Santos Collection) Rm. 304
   - NGFLRC (Natividad Galang Fajardo Learning Resource Center) Main Bldg. 3rd Floor
   - PSME (Phil. Society of Music Educators) Rm. 304
   - R (Reference) Rm. 303
   - RGJ (Reynaldo G. Juanta) Rm. 304
   - T (PNU & DECS Thesis) Rm. 204

4. Books for college students are placed in the third (3rd) floor and are arranged chronologically according to Library of Congress Classification Scheme.
5. Theses, special projects and dissertations are in the second (2nd) floor. Collections are shelved alphabetically, then numerically according to call number based from the Library of Congress Classification Scheme. Call number is given to the section in-charge to find the material.
6. Basic Education Section (BES) books are shelved according to the Dewey Decimal Classification Scheme.
7. Serials and vertical file clippings are arranged alphabetically by topics or subjects. They are found in the Periodicals Section (Rm. 201). It also includes newspapers, journals, pamphlets, magazines, annuals, etc.
8. Textbooks, picture books, big books, etc. for elementary and high school students are in the Basic Education Section, first (1st) floor Rm. 108.
9. Children’s literature books are in the CLAPI (Children’s Literature Association of the Philippines, Inc.), first (1st) floor Rm. 109.
10. Electronic Resources (ejournals and ebooks) can be accessed in the OPAC area, Knowledge Resource Section and BES.
11. Maps, Globes, CDs and DVDs are available in the BES.
12. Free internet service is available for students in the KRS.
13. IPAD Rentals is located in the BES.

LIBRARY DIRECTORY

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GUIDELINES IN THE USE OF THE LIBRARY TECHNOLOGY CENTER

A. Internet Room
1. All bags and other personal belongings should be deposited in the Depository Area.
2. Food and drinks are strictly not allowed.
3. Vandalism, loitering, and unpleasant behavior are strictly prohibited.
4. Websites and e-mail that contain adult materials are not allowed.
5. Changing the setting of the computer such as display, wallpaper, icon, etc. is also prohibited.
6. Installing programs, removing the cover of CD drives and inserting disc in the disc drive are not allowed.
7. Only two persons are allowed in every workstation.

B. Multi-Media/ Viewing Room
1. Used for teaching and demonstration purposes of classes using I.T. facilities like videos, computers and LCD projectors.
2. All services are meant to supplement classroom instructions, only materials which are course-related are allowed to be listened to or viewed.
3. Reservations for use are made at least three (3) days in advance on a first-come, first served basis.
4. Only faculty members are allowed to make a reservation through a form duly accomplished and signed by them.
5. No class activity is allowed in any part of the library without the presence of the faculty member who requested its use.
6. A class is allowed to reserve the room for the duration of one hour lecture period once a week to give other groups the opportunity to use the same.
7. Eating, drinking, smoking, littering, and any form of vandalism are strictly prohibited.
8. The faculty and his/her students are held responsible for all the equipment used and will be held liable for any damages to facilities.

BORROWING AND RETURNING OF OVERNIGHT BOOKS

1. Reading Room Use only.
   - Two non-reserved books can be borrowed at a time by a student library user.
   - Maps, and globes may be borrowed for classroom use for one and a half (1 ½) hour.
   - Reference, newly acquired books, desk copy books, theses, special projects, dissertations, periodicals, newspapers, audio-visual (AV) materials and vertical file clippings are STRICTLY FOR LIBRARY USE ONLY.
2. Overnight and Home Reading Loans
   - Overnight loans for a maximum of two (2) non-reserved books are issued from 1:00 p.m. - 5:00 p.m. Monday to Friday and 1:00pm-3:00pm on Saturdays
   - Overnight loans should be returned on or before 12:00 noon the next school day.
   - No overnight loans are issued during the first two weeks and last week of the semester.
3. In taking out books for overnight loan
   - Present library I.D. to the librarian in-charge.
   - Sign the book card, give it to the librarian-in-charge and secure a gate pass
   - Give the gate pass to the library Security Guard on duty at the library exit in going out of the Library building.
4. When returning the book/s borrowed
   - Proceed to the third (3rd) floor and return the book to the librarian-in-charge for proper cancellation of loan record.

LOST BOOKS

1. Lost books must be reported immediately to the Chief Librarian.
2. A book that is lost should be replaced with an exact copy or an up-to-date related title if there is no exact copy available in the bookstore.
3. The corresponding fine from the date the book should be returned up to the time it is replaced will be an additional requirement.

PROCEDURE FOR OUTSIDE RESEARCHERS

1. The researcher shall present his/her school/office I.D. with a referral letter from the school of origin to the Office of the Chief Librarian.
2. An order of payment will be given to the researcher for payment to the Cahier’s Office of the outside researcher’s fee of Php100.00
3. The official receipt shall be then presented to the Office of the Chief Librarian for the issuance of Visitor’s Permit.
4. A Visitor’s permit is good for one whole day use of PNU library materials.
Outside researchers are allowed only from Monday to Friday 8:00 am to 5:00pm on school days. Researchers are not allowed to borrow materials for overnight use.

**PENALTY FOR OVERDUE BOOKS**

1. A student who fails to return the book/s borrowed on the due date is fined per day until the book is returned.
2. Borrowers of material for photocopying and subsequently kept without permission of the librarian-in-charge are fined per day per material. Fraction of a day will be considered one full day.

A library fine is settled through the Circulation Section which issues an order of payment indicating the amount of fine to be paid to the PNU Cashier. The official receipt is to be presented to the librarian-in-charge of the Circulation Section to clear the borrower of his/her accountability.

**LOST LIBRARY ID**

A letter of explanation noted by all librarians is required in applying for a second copy. Duplicate Library ID will be issued two (2) weeks after submission of the letter.

**LIBRARY CLEARANCE**

Clearance for PNU students, faculty and administrative staff is required from the Office of the Chief Librarian.
APPENDIX D

ANTI-SEXUAL HARASSMENT ACT OF 1995

Republic Act 7877

Anti-Sexual Harassment Act of 1995
AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL IN THE EMPLOYMENT, EDUCATION OR TRAINING ENVIRONMENT, AND FOR OTHER PURPOSES.

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

SECTION 1. Title. - This Act shall be known as the "Anti-Sexual Harassment Act of 1995."

SECTION 2. Declaration of Policy. - The State shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.

SECTION 3. Work, Education or Training-Related, Sexual Harassment Defined. - Work, education or training-related sexual harassment is committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, trainor, or any other person who, having authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted by the object of said Act.

Any person who directs or induces another to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another without which it would not have been committed, shall also be held liable under this Act.

SECTION 4. Duty of the Employer or Head of Office in a Work-related, Education or Training Environment. - It shall be the duty of the employer or the head of the work-related, educational or training environment or institution, to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment. Towards this end, the employer or head of office shall:

(a) Promulgate appropriate rules and regulations in consultation with and jointly approved by the employees or students or trainees, through their duly designated representatives, prescribing the procedure for the investigation
of sexual harassment cases and the administrative sanctions therefor.

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

The said rules and regulations issued pursuant to this subsection (a) shall include, among others, guidelines on proper decorum in the workplace and educational or training institutions.

(b) Create a committee on decorum and investigation of cases on sexual harassment. The committee shall conduct meetings, as the case may be, with officers and employees, teachers, instructors, professors, coaches, trainors, and students or trainees to increase understanding and prevent incidents of sexual harassment. It shall also conduct the investigation of alleged cases constituting sexual harassment.

In the case of a work-related environment, the committee shall be composed of at least one (1) representative each from the management, the union, if any, the employees from the supervisory rank, and from the rank and file employees.

In the case of the educational or training institution, the committee shall be composed of at least one (1) representative from the administration, the trainors, instructors, professors or coaches and students or trainees, as the case may be.

The employer or head of office, educational or training institution shall disseminate or post a copy of this Act for the information of all concerned.

SECTION 5. Liability of the Employer, Head of Office, Educational or Training Institution. - The employer or head of office, educational or training institution shall be solidarily liable for damages arising from the acts of sexual harassment committed in the employment, education or training environment if the employer or head of office, educational or training institution is informed of such acts by the offended party and no immediate action is taken.

SECTION 6. Independent Action for Damages. - Nothing in this Act shall preclude the victim of work, education or training-related sexual harassment from instituting a separate and independent action for damages and other affirmative relief.

SECTION 7. Penalties. - Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of not less than one (1) month nor more than six (6) months, or a fine of not less than Ten thousand pesos (P10,000) nor more than Twenty thousand pesos (P20,000), or both such fine and imprisonment at the discretion of the court.

Any action arising from the violation of the provisions of this Act shall prescribe in three (3) years.

SECTION 8. Separability Clause. - If any portion or provision of this Act is declared void or unconstitutional, the remaining portions or provisions hereof shall not be affected by such declaration.

SECTION 9. Repealing Clause. - All laws, decrees, orders, rules and regulations, other issuances, or parts thereof inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

SECTION 10. Effectivity Clause. - This Act shall take effect fifteen (15) days after its complete publication in at least two (2) national newspapers of general circulation.

Approved:

(Sgd.) EDGARDO J. ANGARA
President of the Senate

(Sgd.) JOSE DE VENECIA, JR.
Speaker of the House of Representatives

This Act is a consolidation of House Bill No. 9425 and Senate Bill No. 1632 was finally passed by the House of Representatives and the Senate on February 8, 1995.

(Sgd.) EDGARDO E. TUMANGAN
Secretary of the Senate
(Sgd.) CAMILO L. SABIO
Secretary General
House of Representatives

Approved: February 14, 1995

(Sgd.) FIDEL V. RAMOS
President of the Philippines
APPENDIX E

FUNCTIONS AND PROCESS OF UCSD

**PRESIDENT**
- Reviews & Approves/ Disapproves the 2nd appeal
- Makes Final Decision**

**VICE PRESIDENT FOR ACADEMICS**
- Reviews & Approves/ Disapproves the Appeal
- Refers to the President**

**CGSTER DEAN**
- Approves/ Disapproves the decision
- Refers the decision to VPA**

**OSASS DEAN**
- Constitutes a Fact Finding Team to start the formal investigation
- Constitutes the University Committee for Student Discipline (UCSD)
- Facilitates the Hearing of the case
- Refers the decision to CGSTER Dean

**University Committee on Student Discipline (UCSD)**
- Members: OSASS Dean, Graduate Discipline Coordinator, GTEF Associate Dean/ Program Coordinator, Graduate College Student Organization (GCSO) President

**GRADUATE DISCIPLINE COORDINATOR**
- Conducts initial investigation
- Refers the case to OSASS Dean

**GRADUATE COLLEGE COUNSELOR**
- Hears the complaints
- If the complainant decides to pursue the case, it will be referred to the Graduate Discipline Coordinator

**FACULTY/ STUDENT COMPLAINANT**
- Reports the case to the Graduate College Counselor

(**If necessary**
# APPENDIX F

## COMMITTEE ON GRADUATE STUDENT HANDBOOK REVISION

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DR. ZENAIDA Q. REYES</strong></td>
<td>Dean, College of Graduate Studies and Teacher Education Research</td>
</tr>
<tr>
<td><strong>DR. MARYFE M. ROXAS</strong></td>
<td>Faculty/ Counselor</td>
</tr>
<tr>
<td><strong>DR. TERESITA T.RUNGDUIN</strong></td>
<td>Director, Graduate Research Office</td>
</tr>
<tr>
<td><strong>DR. MARIE PAZ R. MORALES</strong></td>
<td>Director, Publications Office</td>
</tr>
<tr>
<td><strong>DR. NOEMI B. ZULIETA</strong></td>
<td>University Registrar</td>
</tr>
<tr>
<td><strong>DR. EVELYN C. BAGAPORO</strong></td>
<td>Director, Office of Admissions</td>
</tr>
<tr>
<td><strong>DR. TERESITA T. RUNGDUIN</strong></td>
<td>Graduate Research Office</td>
</tr>
<tr>
<td><strong>PROF. MERRY RUTH M. GUTIERREZ</strong></td>
<td>Graduate Teacher Education Faculty</td>
</tr>
<tr>
<td><strong>DR. CARIDAD N. BARRAMEDA</strong></td>
<td>Graduate Teacher Education Faculty</td>
</tr>
<tr>
<td><strong>PROF. SHIRLEY N. CERBO</strong></td>
<td>Former Director, Office of Admissions</td>
</tr>
<tr>
<td><strong>DR. CONCEPCION Y. RAYMUNDO</strong></td>
<td>Language Editor</td>
</tr>
<tr>
<td><strong>PROF. MA. CONCEPCION Y. RAYMUNDO</strong></td>
<td>Faculty of Arts and Languages</td>
</tr>
<tr>
<td><strong>MS. MARIE CHIELA C. MALCAMPO</strong></td>
<td>Student Representative</td>
</tr>
<tr>
<td><strong>MR. DARRYL ROY T. MONTEBON</strong></td>
<td>Student Representative</td>
</tr>
<tr>
<td><strong>MS. BENILDA R. BUTRON</strong></td>
<td>Student Representative</td>
</tr>
<tr>
<td><strong>SISTER LEONILA CAMBANGAN</strong></td>
<td>Student Representative</td>
</tr>
<tr>
<td><strong>MR. MARK JOSEPH D. ZABALA</strong></td>
<td>Technical Assistant, Office of Student Affairs and Student Services</td>
</tr>
<tr>
<td><strong>MS. MA. CHARisma C. ONGLEO</strong></td>
<td>Administrative Staff, Office of Student Affairs and Student Services</td>
</tr>
<tr>
<td><strong>MS. ABEGAIL KAREN M. LEE</strong></td>
<td>Administrative Staff, Office of Student Affairs and Student Services</td>
</tr>
</tbody>
</table>

### Coordinator, Graduate Student Handbook Revision

**PROF. MERIMEE TAMBUS-SIENA**  
Faculty/ Counselor

### Co-Chair, Graduate Student Handbook Revision

**DR. ADONIS P. DAVID**  
Associate Dean, Graduate Teacher Education Faculty

### Chair, Graduate Student Handbook Revision

**DR. AURORA B. FULGENCIO**  
Dean, Office of Student Affairs and Student Services
APPENDIX G

PNU HYMN

O Alma Mater Ko!
Sa mga Guro'y Ina
Dala'y Ilaw, Sadyang Tanglaw
Lagi kang Patnubay
ng Bayan ko Kailanman
Luwalhati'y sumaiyo
O Alma Mater Ko!

Hail, Alma Mater! Hail!
Mother of Leaders of Men
Bringer of Light, Teacher of Right
Guardian of Human Ken
Our country o'er forevermore!
Mayest thou in glory reign
Hail, Alma Mater! Hail

Music: Antonio Buenaventura
Lyrics: I.V. Mallari
APPENDIX H

PNU MARCH

Ang kagalingan mo’y aming inaasam-asam
O Inang Pamantasan!
Gabay ng bayan, ilaw ng guro
Kami ay iyong tanglawan
Sa aming pagharap sa unos ng buhay,
Pahat na isipa’y iyong pinalawak
Wagas na damdami’y higit na pinarilag
Dugo’t pawis ititigis para sa iyo.

Makita ka lang maringal
Masamyo sa Pamantasasan
Sa ami’y nagkandili
Ang iyong pangalan lagging ipagbubunyi-
PNU, PNU, pagpalain ka nawa!
Sa puso ng madla.

Music: Lucio D. San Pedro
Lyrics: Venancio L. Mendiola
APPENDIX I

REFERENCES

Documents

BOR Resolution No. U2357, S. 2015: Revised Implementing Guidelines on the Authenticity/Similarity Test for Faculty and Graduate Student Research and Publication Materials

Student Handbook

Ateneo De Manila University Graduate Student Handbook
De La Salle University Graduate Student Handbook
PNU Undergraduate Student Handbook 2014 Edition
University of the Philippines Graduate Student Handbook

Web References


APPENDIX J

AFFIRMATION

This is to acknowledge that I received the Graduate Student Handbook.

I bind myself to read thoroughly, understand, abide by and faithfully observe all the rules and regulations contained herein.

Moreover, I understand that my failure to comply with any and all rules and regulations of the University may be used as a sufficient ground for disciplinary action.

CONFORME:

______________________________
Name and Signature of Student

______________________________
Degree and Specialization

______________________________
Contact Number

______________________________
Date