



**Graduate Programs**  
**Student Handbook**  
**2022-2023**

University of St. La Salle  
Bacolod City



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# 1

## INSTITUTIONAL PROFILE

### 1.1 MISSION-VISION STATEMENT OF THE LASALLIAN FAMILY IN THE PHILIPPINES

#### Preamble

Deeply moved, as St. John Baptist de La Salle was, by the plight of the poor and youth at risk, we, the members of the Lasallian schools in the Philippines, commit ourselves to the Lasallian Mission of providing a human and Christian education to the young, especially in schools, with the service of the poor as priority, in order to evangelize and catechize, to promote peace and justice, accomplishing these together as shared mission. We draw strength from the many Lasallians committed to incarnating our charism in our country today to serve the needs of the Filipino youth, especially those at risk.

#### Declaration

Inflamed by the Holy Spirit, God's own fire, we declare our commitment to the following:

- We shall work together as a national network of Lasallian schools in the Philippines for the efficient and effective implementation of the Lasallian Mission, following the directives of the De La Salle Brothers and the Philippine Lasallian Family as set by the General Chapter, the District Chapter and the Philippine Lasallian Family Convocation;
- We shall ensure the integrity of the Lasallian Mission by setting directions and standards applicable to the Philippine Lasallian schools and by monitoring their implementation;
- We shall promote the Lasallian Mission by fostering synergy, collaboration and sharing among the Lasallian schools; and
- We shall uphold the Lasallian values of faith, zeal in service and communion in mission.

#### Prayer

In all these, we, together and by association, dedicate our life and work to God, who alone guarantees the fulfillment of our Lasallian dream.

## 1.2 INSTITUTIONAL MISSION STATEMENT

True to our Catholic tradition and inspired by St. John Baptist de La Salle, University of St. La Salle forms persons of integrity and excellence, committed to the shared mission of caring for peoples and the Earth.

## 1.3 MISSION STATEMENT – GRADUATE PROGRAMS

The Graduate Programs of the University of St. La Salle provide educational experiences directed towards the formation of socially responsible Christians, critical thinkers and effective communicators.

These programs are designed to extend professionals with experiences that:

- develop higher learning skills and competence responsive to the requisites of the global market and workplace;
- promote leadership in their spheres of influence and involvement;
- nurture appreciation and expertise in research; and
- provide a deeper understanding of local and global realities enabling them to commit to personal and collective action for social innovation and transformation.

These experiences are reflective of the Lasallian values of the Spirit of Faith, the Zeal for Service and Communion in Mission.

## 1.4 OUR ROOTS

### One Man and a Dream

Our story starts with one man and a dream, over three centuries ago.

The man — John Baptiste de la Salle — was born to a wealthy family in Rheims, France on April 30, 1651. The dream was to provide education for the poor, for John Baptiste de la Salle believed that education gave hope and opportunity for men to lead better lives of dignity and freedom, lives which all men deserve as children of God.

De la Salle was a man of refined manners, a cultured mind, and great practical ability, in whom personal prosperity was balanced with kindness and affability. He lived in times, not unlike our own, where society is characterized by a great disparity between the rich and the poor, and where the few who are rich control the lives of the many who are poor, helpless, hopeless, and powerless.

Convinced that he could serve God more devotedly and concentrate on his mission more dedicatedly as a religious, de la Salle consecrated himself to God and finally became a priest at the age of 27.

Disturbed by the disparity he saw and felt around him, and firmly believing that all men and women ought to live lives more fitting for them as children of God, de la Salle devoted himself to the education of the poor, starting with recruiting young men who were out of work, training them to become good Christian teachers right in his own home, and later on transferring to other sites when his family and friends refused to accept his recruits into their homes.

Despite the strong objections and criticism from his family and friends, he pursued his mission with relentless perseverance and determination and unflinching faith and zeal, leading him to found the Brothers of the Christian Schools in 1684, when he was only 33 years old. Through this congregation of young men dedicated to serving God through the education of the poor and the Christian formation of the youth, De La Salle led the way in establishing charity schools and teacher training institutes.

Today, after over 300 years, the La Salle Brothers serve the youth in schools, colleges, universities and other apostolates in 80 countries throughout the world.

### **The Brothers in the Philippines**

The Brothers came to the Philippines in 1911, when they were invited by the Archbishop of Manila to set up a Catholic school for the children of the upper classes in the country's capital. The Archbishop was concerned then about the growing number of American Protestant schools in the country and he sought the help of the Brothers to stem the tide of this growing influence among the children of the country's leading families.

Although the Brothers found themselves in a situation where they were providing education for the children of the elite, they endeavored to remain true to their mission by inculcating in their students a deep concern for the plight of their less privileged countrymen. It was hoped that their Lasallian education would encourage them to utilize and develop their talents and resources in serving their nation, as they were bound to succeed their fathers in taking the helm of Philippine economic, political, and cultural life.

As the Brothers in the Philippines grew in number, and as their successes allowed, they gradually established more La Salle schools in the country, schools more directly serving the needs of the poor and underprivileged through education.

## 1.5 BRIEF HISTORY OF THE UNIVERSITY

In 1946, an opportunity for the Brothers to set up a second La Salle school in the country came when then Bacolod City Mayor Alfredo Montelibano, Sr., offered them a ten-hectare lot where the University stands today.

In 1952, La Salle-Bacolod was established through the guidance and efforts of its three Founding Brothers: Bro. Felix Masson, Bro. Hugh Wester and Bro. Dennis Ruhland, the first Director of the school.

La Salle-Bacolod opened with 175 male students from Prep to Grade 5, under seven faculty members. The school building was unimpressive, built amidst sprawling muddy ground and bordered by cane fields of adjoining lands.

The following decade saw the expansion of La Salle from Grade School to College. This was made possible through pledges, donations, and fund drives actively supported by parents, alumni, and benefactors.

In 1966, La Salle College opened its doors to the first batch of female college students whose influence on campus life grew as more and more ladies enrolled in what used to be an exclusive school for boys. In 1987, the Integrated School started to admit female students as well.

As a Catholic institution of learning offering to both men and women an educational program designed to develop their talents and abilities towards becoming truly contributing members of society, the University of St. La Salle is committed to a curriculum that emphasizes person-development as an integrated and wholistic process of spiritual, social, intellectual and physical growth.

In 1984, the College of Nursing and the College of Engineering were opened, in addition to the Colleges of Arts and Sciences, Business and Accountancy, Education and the Graduate School.

The institution was elevated to University Status on July 5, 1988.

In AY 1993-1994, the College of Law was opened, and the College of Medicine in 2002.

The Colleges of Arts and Sciences, Business and Accountancy and Education have obtained

PAASCU Level 3 accreditation and the College of Engineering Level 1.

In 2000, the following programs were designated as CHED Centers of Development: Business and Accountancy, Chemical Engineering, Electronics and Communication Engineering, and Computer Engineering.

By 2001, the University was conferred the Autonomous Status by the Commission on Higher Education, one of among 30 institutions in the country granted with this prestigious and esteemed recognition.



In 2002, as an expression of its Golden Jubilee theme “Keeping Faith,” the University enshrined the statue of St. John Baptist de La Salle, the Patron Saint of Teachers, at the San Sebastian Cathedral.

Since then, the University and its stakeholders have collectively earned various recognitions and awards. Among these are -- Levels 1 to Level 3 accreditation of various programs granted by the Philippine Accrediting Association of Schools, Colleges & Universities (PAASCU), the designation of Centers of Development in a number of academic programs by the Commission on Higher Education (CHED) and remarkable ranking and top-notchers in several licensure examinations.

In 2008, USLS was among the first higher education institutions (HEIs) to earn its Institutional Quality Assurance and Monitoring Evaluation (IQUAME) rating of A(t), recognizing it as a premier teaching institution.

In 2009, the following programs were again recognized by CHED as Centers of Development (COD) from 2009 to 2012 and was extended until May 31, 2014: Accountancy, Chemical Engineering, and Computer Engineering. The College of Education was also recognized by CHED as COD in Teacher Education for the period April 2016 to December 2018.

The Autonomous Status of the University was renewed by CHED on April 1, 2016 and is valid for a period of three years.

In AY 2016-2017, USLS was recognized by CHED as one of the Delivering Higher Education Institutions (DHEI) for ten (10) graduate programs as well as one of the Sending Higher Education Institutions (SHEI) for graduate degree programs during the K to 12 Transition period.

In January 2018, the College of Business and Accountancy was re-named Yu An Log College of Business and Accountancy, as an expression of gratitude to the Yu family for its benevolence and to honor the life and legacy of Yu An Log whose generous spirit and genuine compassion are manifested in his support for various academic institutions and scholarships. The naming rights provided additional funds in support of the college’s scholarship grants, faculty development program, professorial chairs, lecture series, and facilities improvement.

Over the years, several other academic programs were opened to respond to the needs of the province and the region.

<b>Year</b>	<b>Programs</b>	<b>Year</b>	<b>Programs</b>
2001	Master in Environmental Engineering	2012	MAEd Special Education MAEd Social Studies
2002	Master in Information Technology		BS Electrical Engineering BS Food Technology
2003	BS Materials Engineering		BEEd Early Childhood Education
2004	PhD Applied Linguistics PhD Mathematics Education	2014	MA Psychology MA Religious Studies
2005	PhD Development Studies PhD Religious Studies MS Guidance & Counseling (from MS Psychology, Guidance & Counseling)	2015	BS Tourism Management
		2016	MBA Human Resource Management
2006	MA Conflict and Reconciliation Studies ME Electronics & Communications Engineering	2018	BS Biology with specializations in Ecology Medical Biology Microbiology
2007	MEd Special Education		BS Accounting Information System
2008	PhD in Nursing		BS Management Accounting
2009	BS Entrepreneurship		Bachelor of Special Needs Education with specialization in Early Childhood Education
2011	Juris Doctor (J.D.)		Bachelor of Physical Education
2012	PhD Educational Leadership (from PhD Educational Management) MAEd Educational Leadership MAEd Chemistry MAEd English Language MAEd Early Childhood Education MAEd Marriage and Family MAEd Mathematics		BS Entertainment and Multimedia Computing with specialization in Digital Animation

Responding to the challenges of national and international realities and to the directives of the Philippine Lasallian Family in 2009, the tertiary level of the University of St. La Salle defined its commitment to provide educational experiences which develop its Expected Lasallian Graduate Attributes (ELGA) --- socially responsible Christians, critical thinkers, and effective communicators.

Through the years, USLS has continuously embarked on significant initiatives, among them --- the verticalization of all Graduate Programs, the development of Faculty Research capabilities through the Center for Research and Engagement (CRE), the creation of the Center for Support of Higher Education and Lifelong Learning (CSHELL), setting up the Program

Advisory Councils (PAC), the strengthening of its career development program through the Career Development Center, the adoption of Christian Service – Learning Program (CSLP) in identified courses, the enhancement of its Culture and Arts Program through the Artists’ Hub, the sports program campaign -- Play Hard, Study Harder, the Student Development Agenda and the Lasallian Leadership Formation Programs, the creation of Project STAY for academically – challenged students, and the provision of support for student wellbeing through the Study WithOut Teaching (SWOT).

### **The Graduate School**

The La Salle Graduate School started in 1966 with the offering of the Master in Business Administration (MBA) program designed to assist the community prepare graduates to assume managerial positions in the business world.

Years later, a master’s program in Educational Management was offered to train educational administrators and strengthen school management the city and the province.

In due time, the Graduate Scholl offered other masters and doctorate degrees in various fields of specialization, including the Project Flagships to Reach Educational Excellence (FREE) program in partnership with the Department of Education and the Eduardo Cojuangco Foundation, the Master of Arts in Conflict and Reconciliation Studies in cooperation with PAX Christi International, and the Master in Education in Marriage and Family in consortium with the Pope John Paul II Institute, the seat of the Philippine campus of the Pontifical John Paul II Institute of Studies on Marriage and Family based at the Lateran University in Rome.

The Graduate School also works toward the fulfillment of the needs of the individual student by providing modules prepared by mentors for home learning for some senior executives and managers who may not always have the time to attend classes. For some executives and managers, open learning coupled with modular classes on a one-on-one basis are provided. These approaches to graduate education are novel ways to further management skills and techniques for graduate students who are willing to improve themselves while actively engaged in their work positions.

In AY 2010-2011, as part of verticalization, the Graduate School was dissolved as an administrative unit. All graduate programs were integrated into the respective colleges where they belong.

Today, the University continues to make its presence distinctly felt as it consistently produces leaders and key actors in the fields of business enterprise and industry, banking and finance, education and healthcare, information technology and environment, and most notably, in government service.

## Keeping the Dream Alive

Known for its academic excellence, social research dynamism, and active community service, the University has produced leaders in the field of business and industry, arts and culture, sports and education, various professions, and public service. In a series of events and gatherings, the institution has honored its outstanding alumni and alumnae in these fields.

As it was then, the University of St. La Salle, fired by its Founder's vision, continues to develop Christian men and women who are committed to excellence, competent in their professions and actively involved in the service of their fellowmen towards a more peaceful, just, and humane Filipino society.

### 1.6 PRINCIPLES OF LASALLIAN EDUCATION IN THE PHILIPPINES

St. John Baptist de La Salle and his companions discerned God's call to service in the human and spiritual distress of the poor and abandoned children. As a concrete response to this divine call, they associated together to conduct schools that would make the benefits of quality human and Christian education accessible to the poor. By giving visible and effective expression to the creative and redemptive love of God for young people, such schools became "signs of God's kingdom and instruments of salvation."

Today, the mission of human and Christian education is a wide-ranging collaborative effort entrusted to men and women of diverse backgrounds and gifts, who, in creative fidelity to de la Salle's vision, commit themselves to making the benefits of a transformative human and Christian education available to all, most especially to the poor. Each member of the Lasallian family lives out this commitment through association with a Lasallian educational project according to his or her particular role and area of competence. By our efforts to ensure the vitality, relevance, and effectiveness of the educational project, all who participate in and support such work act as partners in the educational process.

**As inheritors of de La Salle's legacy and collaborators in the Lasallian mission, we are convinced that:**

- Lasallian education is a mission and ministry at the service of God, the church, and society, and directed towards integral human and Christian development and liberation.
- Lasallian education is imbued with a spirit of faith, which enables persons to interpret,
- judge and evaluate realities in the light of the gospel, to unite one's actions and intentions with God's, and to rely on god's providence in acting and discerning God's will.

- Lasallian education is marked by zeal: the whole-hearted giving of oneself to the service of others, in gratuity and generosity, in creativity and fortitude, in compassion and commitment.
- Lasallian education is exercised as communion in mission marked by a fraternal spirit which enables all sectors of the school community and all those who support its work to collaborate in educating towards a world that is more humane, more just and more fraternal, a world where no one is excluded from the banquet of life.
- Lasallian education forms disciples and citizens, prophets, and professionals, who bring the transforming power of the Gospel to bear on culture and on every human endeavor in order to realize God's kingdom of truth, justice, love and peace.

**Guided by these principles, we believe that...**

**Lasallian schools are educational communities where all sectors. . .**

- participate in the church's mission and are committed to easing the plight of the vulnerable and marginalized sectors of Philippine society;
- are committed to assuring the integral human and Christian development of learners in all their uniqueness and diversity;
- are co-responsible for creating a culture and climate conducive to genuine learning and character formation;
- are stakeholders who work in association with one another in a strong spirit of fraternal solidarity; and
- are committed to continuous renewal and transformation in collaboration with others to accomplish their common mission.

**Lasallian learners are unique and gifted individuals who...**

- strive to integrate Gospel perspectives and values in the conduct of their daily lives;
- are committed to excellence in order to be of greater service to God and country;
- take progressive responsibility for their own learning and development;

- express concern and compassion for the plight of the vulnerable and marginalized sectors of society and respond to their needs; and
- work together creatively, constructively, and enthusiastically to support the Lasallian mission.

Lasallian educators are service-oriented professionals who. . .

- are genuinely committed to the integral human and Christian development of diverse types of learners through personal witness and service;
- are attentive to learners in their uniqueness and seek to build appropriate relationships that promote total human formation;
- are committed to life-long personal and professional improvement and service;
- work together creatively, constructively and enthusiastically both to realize the Lasallian mission and to assure the effectiveness and vitality of the institutions to which they belong; and
- serve as resources for the renewal of the church and for the integral development of society.

Lasallian educational experiences are dynamic processes that...

- challenge learners to realize their full potential by promoting critical and creative thinking, self-knowledge and self-mastery;
- bring Christian perspectives and values to bear on human knowledge and culture;
- encourage synergy, collaboration and dialogue in an environment that is fraternal, hospitable and laden with mutual respect;
- impel learners to translate their knowledge into actual practice for the betterment of society; and
- prepare learners for responsible participation in the world of work, the family, the community, the wider society and the local church.

Guided by these principles and together in faith and zeal, we aspire to create educational works of quality that will be “signs of God’s kingdom and instruments of salvation” for the various individuals and groups who seek to realize the fullness of their dignity and humanity through education.

# 2

## ACADEMIC PROGRAMS

### 2.1 Arts and Sciences Graduate Programs

Doctor of Philosophy	Applied Linguistics Development Studies Religious Studies Psychology
Master in	Public Management Public Management Major in National Security and Law Enforcement
Master of Arts	Conflict and Reconciliation Studies Guidance and Counseling Psychology Religious Studies

### 2.2 Business and Accountancy Graduate Programs

Doctor of Philosophy	Business Management
Master in	Business Administration Human Resource Management

### 2.3 Education Graduate Programs

Doctor of Philosophy	Educational Leadership Mathematics Education
Master of Arts in Education	Educational Leadership Chemistry Early Childhood Education English Language General Science Marriage and Family Mathematics Social Studies Special Education
Master in Education	Chemistry English Language Early Childhood Education

Filipino  
 General Science  
 Music, Arts, Physical Education  
 & Health (MAPEH)  
 Mathematics  
 Natural Science  
 Reading, Language and Literature  
 Special Education  
 Social Studies  
 Technology and Home Economics  
 (THE)  
 Values Education  
 Youth Ministry

#### **2.4 Engineering and Technology Graduate Programs**

Master in	Environmental Engineering Environmental Management Information Technology
Master in Engineering	Electronics and Communications Engineering

#### **2.5 Nursing Graduate Programs**

Doctor of Philosophy	Nursing
Master in	Nursing major in Medical-Surgical and Mental Health- Psychiatric Nursing (Non- Thesis Program) Nursing Medical-Surgical and Mental Health- Psychiatric Nursing (Thesis Program)



# 3

## INSTITUTIONAL, HIGHER EDUCATION UNIT AND CENTRAL ADMINISTRATION OFFICERS

### 3.1 INSTITUTIONAL OFFICERS

President and Chancellor	Br. Joaquin Severino S. Martinez FSC, DMin
Vice Chancellor for Academic Affairs	Annabelle C. Balor, EdD
Vice Chancellor for Administration	Stephanie S. Calamba, PhD
Vice Chancellor for Mission and Development	Br. Normandy C. Dujunco FSC, DTheol
Assistant Vice Chancellor for Academic Affairs	Ricver P. Ureta, PhD
Research and Engagement	Romeo G. Teruel, PhD
Finance	Charo Mae. M. Cordova, CPA, MBA

#### **Officers under the President and Chancellor's Office**

Compliance	Winston K. Angcon, CPA
Network Services	Richard G. Hebrona, ECE
Technical Services	Mary Third G. Erpelua
Risk Compliance & Audit/Internal	Mary Cory A. Obed, CPA
Quality Assurance/Risk Management	Jose Maria D. Rosales, MEIE
Office Strategic Planning	Tiffany C. Khia, MM
Data Privacy Officer	Anna Luz M. Maturan, JD

### 3.2 HIGHER EDUCATION UNIT OFFICERS

#### **Deans of College and Graduate School**

Arts and Sciences	Rowena V. Bañes, PhD
Yu An Log Business and Accountancy	Jacqueline A. Felix, PhD
Education	Sheila T. Uy, PhD
Engineering and Technology	Loreto B. Damasco Jr., PhD
Nursing	Toni-An Lachica, PhD

**Dean of Graduate School** Janice A. Bolen, PhD

#### **Deans of Professional Schools**

Law	Rosanne Juliana R. Gonzaga, LLM
Medicine	Radela Yvonne R. Cortes, MD

**Dean of Student Affairs** Rowela A. Chiu, DPA

## **Department Chairpersons**

### **Arts and Sciences**

Communication	Jade Snow C. Dionzon, DCom
Interdisciplinary Studies	Joseph Dexter G. Gerasmia, PhD
Languages	Ma. Lilibeth F. Sedonio, PhD
Mathematics	Geraldine Y. Abella, PhD
Natural Sciences	La Vera U. Sombito, MEd
PESAR	Gloria T. De Oca, MAEd
Psychology	Abigail Rose Mary R. Capay, PhD
Religious Studies & Philosophy	Ronie O. Lizada, PhD
Social & Political Sciences	Marife P. Varela, MA

### **Yu An Log Business and Accountancy**

Accountancy	Leah May M. Santiago, PhD
Accounting Information System	Christine L. Nifras, MBA
Agribusiness Management	Bea Emma F. Bachinela, MPA
Business Economics	Diana May A. Peña, MBA
Entrepreneurship	Jacqueline A. Felix, PhD
Hospitality Management	John Michael A. Montelibano, MBA
Management Accounting	Christine L. Nifras, MBA
Marketing Management	Rowena Ginafe V. Graciano, MBA
Operations Management	Annabelle A. Alova, MBA
Tourism Management	Ostein Earn G. Gemotea, MBA

### **Education**

Elementary Education	Ma. Xenia Y. Guanzon, PhD
Secondary Education	June Carl S. Seran, MEd

### **Engineering and Technology**

Chemical Engineering	Rendell C. Barcimo, MEnE
Computer Engineering	Jeffrey H. Fuentes, MIT
Electronics Engineering	Marie Fe U. Novia, MECE
Electrical Engineering	Mirose D. Francisco, ME
Food Technology	Rendell C. Barcimo, MEnE
Materials Engineering	Arvee G. Olvido, MEnE
Computer Science	Jim Jonathan C. Decripito, PhD
Entertainment & Multimedia Computing	Rics L. Rojas, MIT
Information Technology	Rics L. Rojas, MIT

### **Nursing**

Clinical Coordinator	Ivy G. Ebemni, MN
Level 2 Chairperson	Leslie E. Young, PhD
Level 3 Chairperson	Myrvi P. Vergara, MN

### **Graduate School Academic Coordinators**

Arts and Sciences Programs	Jose Sebastian M. Cuadra, MEd
Business Programs	Maribeth R. Pillo, PhD

Education Programs  
Engineering and Technology  
Programs  
Nursing Programs

Cynthia S. Dy, EdD  
Anthony Gallego, PhD  
Jocelyn May Flor A.  
Cadena, PhD

**College of Medicine Department Chairs and Other Officers**

DC, Basic Sciences	Christina I. Eusebio, MD
DC, Clinical Sciences	Frederic Ivan L. Ting, MD
DC, Anatomy	Cynthia F. Manalili, MD
Clinical Coordinator	Luz F. Altarejow, MD
College Secretary	Armi Grace L. Velayo, MD

**Center for Research and Engagement Directors**

Publication and Engagement Social Research Ethics Review Office	Lota Largavista, PhD Dante Gustilo, MBA
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**Continuing Education**

Head & Language Learning Program Director	Leizel A. Del Sol
Institute for Culinary Arts Director	Richard A. Ynayan

**Academic and Student Support Services Officers**

University Registrar	Paolo V. Valladarez, MBA
Head, Learning Resource Center	Ma. Girlie E. De Guzman, MS
Head, Career Development Center	Sheila A. Javier, PhD
Head, NSTP Cluster Coordinators	Dexter Ian M. Tabujara, MBA
Head, The Artists' Hub	Ma. Lourdes Josefa "Tanya" P. Lopez

**Directors**

Admissions & Scholarship Administration	Diahnne Debbie D. Salud, MBA
Guidance and Evaluation Center	Marijoy O. Gaduyon, PhD

**Coordinators**

Engineering Laboratories	Felix R. Querubin
Sciences Laboratories	Lilian M. Planella, Med
Hospitality	
Job Placement Officer	Sheila A. Javier, MS
Psychometrician	Liberty L. Ochavo, MS
Discipline Officer	Kirk Adrian A. Koudroglou, LIB
Assistant Discipline Officers	Galo Gessber Rosales Alvie T. Briones Carmela A. Cervales Gloria S. Gelanga

	Michael F. Lobaton
	Argielyn A. Esmane
Administrative Assistant for Student Activities	Ann Gladys N. Ponteras, MA
Administrative Assistant for Student Formation	Kenny L. Andaya
Internal Campus Sports Moderator	Ma. Teresa J. Jalasco, MA

### 3.3 CENTRAL ADMINISTRATION

#### ADMINISTRATION

##### Directors

Ancillary Services/ Facilities Management Services	Revie M. Salvio
Campus Development	Ronaldo D. Uy, MT
ITS Administration & Technical Support Services	Ernesto J. Ybanez, MIT
ITS Software Services	Lorenzo Eduardo Gasambelo
ITS Network & Communication Services	Richard Danje G. Hebrona, ECE
Health Services	Luis S. Arroyo, MD
Human Resource & Devt. Service	Jose Teody G. Cabantug, DM
Procurement Services Office	Maryiole Therese G. Dequinto
University Comptroller	Vienna S. Gonzaga, CPA

##### Supervisors

Ancillary Services - Bookstore Finance Head	Vicky Jean Valiente, CPA
University Press	Ma. Regina Y. Villamor
Facilities and Management	
Balay Kalinungan	Joann Marie M. Espina
Ecopark	Daniel Dennis S. Garcia
Granada Agribusiness Farm	Rodel Clavite
ICafe	Richard A. Ynayan
Finance	
System Administrator	Katherine Ballescas
Cash Management Head	Marichu S. Yulo
Disbursing Supervisor	Jhucyl L. Diaz
Student Accounts Supervisor	Jasmin G. Gura, CPA
Campus Development	
Campus Internal Security	Henry D. Daniel
Custodial & Grounds	Loida C. Ferraris
Electrical & Technical Works	Helen G. Aghon, REE
Environment & Pollution Control Officer	Alan G. Malayang
Property Custodian	Micheline J. Eraldo
Repair & Maintenance	Jimmy O. Ordillo
Transportation	Rodrigo V. Melgar
Building Inspector and Civil Works	John Michael Paderog

Human Resource  
 Payroll Supervisor  
 Evaluation Supervisor  
 IT Services - Technical  
 Services  
 School Physicians  
  
 School Dentists  
  
 School Nurses

Christine M. Miranda  
 Mary Ann D. Singhid, MIT

Mary Third Rose A. Erpelua  
 Radela Yvonne R. Cortes, MD  
 Marilu B. Libo-on, MD  
 Sonia Theresa E. Avelino, DDM  
 Marie Rita E. Araneta, DDM  
 Jerald P. Abrot, RN  
 Jane P. Jarabas, RN  
 Richmond Blaine G. Ombion, RN  
 Harlan A. Po, RN  
 Jenalyn D. San Jose, RN  
 Maria Ana G. Zuloaga, RN

### 3.4 MISSION AND DEVELOPMENT

#### Directors

Center for Alumni Relations  
 Institute for Lasallian Animation  
 & Formation  
 BALAYAN-Social Development  
 Office  
 Center for Lasallian Ministries  
 Center for Marketing &  
 Communications  
 Center for Varsity Sports

Br. Jose Peter Vincent H. Fernandez FSC, MA

Honorato Sergio G. Villanueva

Andre F. Tagamolila  
 Renee Magdalene P. Ledesma, MA

Hector J. Gloria Jr., MPS  
 Joseph Christian H. Fernandez, MEM

#### Brother Animators

Bahay Pag-asa Youth Center

Br. Daniel J. Fenton FSC, MS

University Chaplain

Rev. Fr. Jerryvel A. Celestial, MA

Institutional Program Officer/  
 Center for Linkages &  
 International Affairs  
 Coordinator

Sheilla M. Trajera, PhD

#### Coordinators

Center for Advancement  
 College Alumni  
 College Varsity Sports  
 Communications Management  
 Creative Multimedia  
 Lasallian Vocations Ministry

James Bernard D. Mascuñana  
 Renalyn F. Carmona  
 Harley C. Hojilla  
 Jaypee L. Madronado  
 Julius Ceasar L. De La Peña  
 Br. Irwin Anthony A. Climaco, FSC

# 4

## COLLEGE COUNCILS, BOARDS AND COMMITTEES

### 4.1. Academic Program Quality Assurance Committee (APQAC)

The Committee brings together the College Deans, Department Chairs, heads of offices, and sectoral representatives of the College. Chaired by the Vice Chancellor for Academic Affairs (VCAA), the Committee recommends policies concerning academic and co-curricular programs for the approval of the President.

It is composed of the VCAA, Assistant Vice Chancellor for Academic Affairs (AVCAA), Assistant Vice Chancellor for Research and Engagement (AVCRE), Deans, Dean of Student Affairs (OSA), Department Chairs, Quality Assurance Officer. Invited members are University Registrar, Heads of Learning Resource Center (LRC), Center for Support of Higher Education and Lifelong Learning (CSHELL), The Artists' Hub, and the Career Development Center, Directors of Guidance and Evaluation Center (GEC), and Admission and Scholarships Administration Office (ASAO) and representatives of the Faculty Associations, Parents'-Teachers' Council (PTC), Alumni Relations Office and University Student Government (USG).

Other offices and sectoral heads may be invited to attend the meeting in some instances.

### 4.2. Academic Personnel Board (APB)

Chaired by the VCAA, this board is composed of the AVCAA, Deans and the Faculty Associations representative(s). It acts as the advisory body to the President on matters pertaining to hiring, assignment of or promotion in rank, appointment to term positions, merit increases, availment of faculty development grants, awards and professorial chairs and the rehiring, termination and conferment of permanency on probationary faculty.

### 4.3. Academic Standards Committee (ASC)

The Academic Standards Committee reviews and submits to the VCAA policy recommendations relative to admission, retention, probation, dismissal, shifting and readmission cases. It monitors the implementation of the Admission and Retention Policies of the University through the required semestral report submitted by the Deans.

The Committee is chaired by the AVCAA and is composed of the Deans of Colleges, the ASAO Director, the Registrar and the Project STAY Coordinator, and the Department Chairs concerned, upon invitation.

Concerns related to admission and retention policies at the college level may be resolved by the College Council.

#### **4.4. HEU Learning Council (HLC)**

Chaired by the VCAA, and composed of the AVCAA, the College Deans, and the Dean of Student Affairs, the Council acts as a clearing house for all matters which concern the College Unit including those discussed by the APQAC. The Council presents to the Operations Council academic matters and policy changes that need approval and implementation.

#### **4.5. College Councils**

Each college has a Council chaired by its Dean and composed of the Department Chairpersons. Faculty and student representatives may be invited.

It is the primary venue for the discussion of academic concerns such as academic policies, program revision, new offerings, admission and retention policies, instructional strategies, and other academic matters pertinent to each college. It is also the venue where non-academic concerns pertinent to each College are discussed.

#### **4.6. Committee on Travel and Tours (CTT)**

The Committee is chaired by the appointee of the VCAA and is composed of the Faculty Association representatives, Student Government representative, and the Business Office representative.

The Committee is in charge of accepting and evaluating requests for educational/exposure trips, administering the collection of waivers and other pertinent documents, and submitting reports on all scheduled tours to CHED.

#### **4.7. Culture and the Arts Program Committee (CAPC)**

The Artists' Hub's Culture and the Arts Program Committee formulates the university's policies, plans and programs for the institutional cultural organizations. It ensures that the productions are in consonance with the mission-vision of the institution and provides direction and support for all performances, seminars and exhibits.

The Committee is headed by The Artists' Hub Head and is composed of the AVCAA, the DSA, the Institutional Artistic Directors, IMI Director, and a student representative designated by the Student Government. Consultants may be invited to attend committee meetings.

#### **4.8. Discipline Board**

The Discipline Board handles cases filed against a student, student group or organizations for alleged violation of college rules and regulations. Subject to due process, the Board shall have the power to recommend to the President disciplinary sanctions against the erring respondent.

The Board shall be composed of the Discipline Officer, representatives from Administration, the Faculty Association, the University Student Government (USG), Parents-Teachers' Council (PTC), Guidance and Evaluation Center (GEC), and Alumni Association recommended by the Alumni Relations Office. The Board chooses one of its members to act as Chair.

#### **4.9. Grievance Board**

The Grievance Board is a special independent body that investigates, arbitrates and recommends judgment in all cases involving complaints filed by any person against any faculty member, administrator, university officer or any member of the non-teaching staff. After due notice and hearing, the Board shall, through a majority vote of all its members, recommend to the President disciplinary sanctions against the erring faculty member, officer or staff.

The Grievance Board is chaired by the Vice-Chancellor for Administration and is composed of the Vice-Chancellor concerned, the Human Resource Development Services Director, and two representatives of the pertinent association, the employee's immediate supervisor and the Legal Counsel.

In instances where the inhibition of a particular member of the Grievance Board is necessary, the Chairman of the Personnel Management Council shall designate an appropriate representative who is acceptable to all parties concerned.

#### **4.10. Instructional Quality Improvement Committee (IQIC)**

The Committee is composed of the College Deans and Department Chairs, chaired by the AVCAA with the guidance of the VCAA. The Committee plans and implements support mechanisms for the continuous improvement of teaching and learning in Higher Education such as: conduct of formative feedbacking from Course Experience Survey (CES), revision of teaching based on students' feedback and supervisors' mentoring, su-



pervised teaching demonstration, peer review of teaching and support for teaching and learning sessions.

#### **4.11. Intellectual Property Rights Committee (IPRC)**

Guided by the USLS-IPR Code or IP Policies, this committee ensures the acceptance of the intellectual property system as part of the research and development processes in the university and serves as the institutional clearing house looking into all issues and concerns pertaining to intellectual property rights (IPR). Specifically, this committee is responsible for increasing the level of awareness of the USLS community by strengthening local institutional capacity through provision of trainings, seminars and workshops on the different forms of IP protection, patent searching, patent drafting, patent prosecution, and other related services.

#### **4.12. Library Committee**

The Library Committee is an advisory group that assesses library needs in relation to the needs of the academic programs and students' learning requirements. It assists the Librarian in the formulation of Library policies and procedures, and in the development of Library resources in accordance with identified priority needs of the academic programs.

The committee is composed of the Head of the Learning Resource Center and college and graduate programs representatives designated by the VCAA as recommended by their respective Deans. It is chaired by a Dean appointed by the VCAA.

##### **Criteria for Selection**

The selection of faculty and student representatives is based on the following:

- faculty status/student's status in the University
- extensive library utilization
- active library involvement

##### **Terms of Office**

Terms of office for Committee Chair and faculty representative is three (3) years, while the membership of student representative is on a yearly basis. The Committee is chaired by the Dean who is appointed by the VCAA.

#### **4.13. Office for Student Affairs (OSA) Board**

The OSA Board is an advisory body to the Dean of Student Affairs (DSA). It assists the DSA in formulating policies and programs pertaining to student welfare, planning activities and services, and evaluating these programs.

Chaired by the DSA, the Board is composed of the Guidance and Evaluation Center Director, Balayan Social Development Office representative, University Student Government President, Administrative Assistant for Student Activities, Administrative Assistant for Student Formation, Internal Campus Sports Coordinator, Discipline Officer, Culture and Arts Program Committee Chairperson, Officer for Job Placement and a representative from the Parents'-Teachers' Council.

#### **4.14. Program Advisory Council (PAC)**

The Program Advisory Council ensures that programs are current and relevant to industry, business and society. The Council identifies current and future industry trends and shifts in the skills and knowledge graduates need to meet employer requirements. They advise on the need for new programs and participate in their development and quality assurance. The Program Advisory Council members are key liaisons among the university, industry and the community. It is composed of the department chair, faculty, industry partners, alumni, parents and students.

#### **4.15. Student Development Committee (SDC)**

The Student Development Committee coordinates the non-academic formation efforts and activities of the college. It serves as a forum whereby implementation of programs and policies geared towards better student formation are discussed and conceptualized.

Chaired by the Dean of Student Affairs, the Student Development Committee is composed of Directors of the Guidance and Evaluation Center, Balayan, the Center for Lasallian Ministries, the chairperson of the Religious Studies Department, a Faculty Representative, Balayan Student Formator, a representative from the Alumni and the University Student Government President.

#### **4.16. Parents-Teachers Council (PTC)**

The Parents-Teachers Council functions as an advisory body to the college administration to establish better communication and effective cooperation between the home and the school. It is composed of parents and faculty representatives elected during the annual Parents General Assembly.

#### **4.17. Social Research Ethics Committee (SREC)**

To realize the responsibility of the University to ensure the quality and integrity of research undertaken by its faculty, students and staff, the USLS Social Research Ethics Committee has the mandate to ensure that all researches conducted by members of the Lasallian community are compliant with ethical standards of the University. The committee operates in coordination with the Social Research Ethics Review Office (SRERO) that formulates ethical review mechanisms for the conduct of social research, implements ethics review procedures and checklists for different social research categories submitted by the university researchers and provides technical and administrative assistance to all committee members who conduct review of research proposals seeking ethical clearance.

#### **4.18. University Research Board (URB)**

Chaired by the AVCRE, the URB is composed of the VCAA, AVCAA, Deans, SRERO Director, Publications and Engagement Director, College Research Coordinators, and Senior Faculty Researchers.

The Board recommends policies and procedures governing the University Research Program, evaluates research proposals under the Faculty Research Program and Professorial Chair Program, recommends research fund allocation, and serves as a governing body to the AVCRE.

# 5

## SUPPORT SERVICES AND FACILITIES

### 5.1. INSTITUTIONAL SUPPORT SERVICES

#### **Balayan - Social Development Center (SDC)**

Balayan-SDC works with stakeholders within and outside the University in translating the University's vision-mission and commitment to social transformation. It takes the lead role in the social awareness and formation of the academic community especially the students and provides opportunities for community engagements, issue advocacy and social mobilizations. It organizes community partners and work in solidarity with like-minded organizations and institutions towards community development, empowerment and sustainability.

#### **Center for Advancement (ADV)**

The Center for Advancement (ADV) directs and administers the conceptualization, design, communication, implementation, monitoring, evaluation and recommendation of institutional resource generation activities, and projects.

The ADV shall generate material, financial and human resources toward the establishment of Endowments, Annual Grants, Project Grants, Scholarship Subsidy and Aid Programs, Earned Gifts and Naming Rights in view of the Lasallian Mission of providing a human and Christian education accessible, especially to the young and poor. The resources generated by ADV shall provide essential resources to enable the University to operate and to accomplish its shared Lasallian educational mission.

#### **Center for Alumni Relations (CARE)**

The Center for Alumni Relations envisions a connected, dynamic and vibrant alumni constituency that is highly supportive of the educational pursuit and mission of the University of St. La Salle.

The CARE is tasked to nurture and animate the Lasallian spirit among our alumni, through programs and activities that encourage involvement and concern for their Alma Mater.

### **Center for Lasallian Ministries (CELAM)**

The Center for Lasallian Ministries designs, coordinates, and implements the Lasallian formation programs for students in senior high school, college and postgraduate levels. It aims to deepen the community's spiritual formation through daily masses, confessions and other liturgical and paraliturgical services. Moreover, it facilitates retreats and recollections which provide a better understanding and appreciation of the spirituality of St. La Salle and enable the community to reflect on their relationship with themselves, with others and with God.

### **Center for Linkages and International Affairs (CLIA)**

The Center for Linkages and International Affairs envisions an excellent and dynamic relationship with local, regional, national and international partners and other stakeholders in support of the educational mission thrusts of the University of St. La Salle particularly in the areas of faculty and staff development, student formation, outreach and community development, research, resource generation and various linkages.

Its main objectives are to:

- pursue, build and nurture linkages and partnerships here and abroad;
- promote international education and exchanges
- provide support services to external partners and guests; and
- develop new programs that will support the various efforts of the University vis-à-vis its relationship with external partners and other stakeholders.

Its programs and services include the Foreign Language Institute and the English for Global Communications (EGC) Program, Study Abroad Program (inbound and outbound), Group Study Exchange, faculty and student international mobility, intercultural activities, educational trips, international volunteering, resource generation support, and guest relations.

### **Center for Marketing and Communications (CMC)**

The Center for Marketing and Communications (CMC) ideates, creates, implements, manages, recommends, and evaluates the design and conduct of all institutional online and offline messages and media administration in relation to marketing and communications, including but not limited to advertising, promotion, public relations, and publicity activities, multi-media imaging and branding initiatives, online, website and social media presence, digital, print, audio, tactile, olfactory, and other sensory materials, institutional appearances, donor, and sponsorship presentations, among others.

University Marketing and Communications Design has three components, namely: form, function, and administration. Ideating Form is the creative process involved in the fashioning of ideas, words, and crafting of messages. Building Function is form developed into messaging materials that are appropriate to the conveyed message and audience. Sustainable Administration is the messaging management systems and processes employed to ensure that both the form and function of every message reflects the Lasallian charism faith, service, and communion. The official University Style Guide as reference provides the details.

### **Center for Research and Engagement**

The Center for Research and Engagement (CRE) is the research arm of the university whose main purpose is to administer and supervise all institutional research requests, internally-funded researches under the Faculty and Administrators Research Program, and university-based externally-funded research projects as well as other research-related activities. It also provides research technical assistance to both internal and external clients.

Under the CRE are the Publication and Engagement Office, the Social Research Ethics Review Office and the Intellectual Property Rights Committee. The Publication and Engagement Office facilitates the timely publication of research outputs and dissemination of research recommendations to all stakeholders and links the university with private and public institutions and agencies for possible fund sourcing through research collaboration. To ensure ethical soundness, the Social Science Ethics Review Office ascertains that all researches are compliant with ethical principles and standards of the university. On the other hand, Intellectual Property Rights Committee looks into issues and concerns pertaining to Intellectual Property Rights in order to protect the IP creators of the university.

With the end view of promoting quality education, socio-economic development, and scientific and technological advancement, the CRE is mandated to create and nurture a culture of research in the university through a research environment befitting and relevant to all members of the La Sallian community

### **Compliance Office**

The roles and responsibilities of the Compliance office are defined by the Board of Trustees' Risk, Compliance, and Audit (RCA) Committee as part of its oversight role.

Compliance office ensures that the University is compliance to all applicable laws and regulations, internal rules, policies and procedures. The

compliance office plays an essential role in helping preserve the integrity and reputation of the University. The Compliance office maintains its independence by being free from any operational and management functions.

### **Health Services Center**

The Center attends to the health needs of the academic community. It is headed by a Medical Director and assisted by physicians, registered nurses and dentists.

### **Institute for Lasallian Animation and Formation (ILAF)**

The Institute is responsible for the ideation, design, creation, implementation, collaboration, management, evaluation and recommendation of the Institutional Lasallian Formation for Mission Program.

The Institute provides leadership in the human formation and formation for the educational service to the poor to 1) ensure the vitality of the Lasallian ministries, 2) to inspire lay partners to make their work a gospel ministry, and 3) to enable them to successfully carry out the mission entrusted to them.

### **Lasallian Vocations Ministry Office (LVMO)**

The LVMO provides students, professionals and/or alumni with opportunities for discernment and reflection on their calling to become priests and religious brothers and sisters.

It assists in the University's efforts of creating an awareness of the Lasallian heritage of faith, service and community.

The LVMO animates the St. Brother Miguel Academy (SBMA), serves as an apostolate of the Aspirants and Contacts which exposes them to the Lasallian ministry of education. In recent years, it has opened its doors to students who simply wants to do volunteer work.

### **Museo De La Salle Bacolod**

The Museo De La Salle is a school-based museum in Bacolod City. In addition to its main collection of religious artifacts, the museum also features special exhibits that enable faculty, students and the Negrense community to deepen their appreciation of the Filipino cultural heritage. The Museum houses the international textile collection donated by Ms. Mara Montelibano.

## **Quality Assurance Management Office**

The Quality Assurance Management Office provides staff support to the Office of the President. The office is responsible for making significant contributions to the development, monitoring, review, management and implementation of the quality assurance policies and procedures and associated administrative systems and to contribute to special institutional projects and quality assurance related activities.

## **Strategic Planning Office**

With the growing interconnected operations of USLS, there is a need to establish a more integrated approach in Strategy planning and implementation for the University.

The Strategic Planning Office was created on November 2015, with initially one officer who will take charge of institutional strategic planning processes.

The Strategic Planning Office provides staff support to the Office of the President. It handles the overall design and execution of the Strategy Management processes; serves as the process custodian of the integrated planning, monitoring and reporting system.

The office is also responsible for interfacing with and coordinating all other strategy related systems and activities to promote synergy and excellence towards the accomplishment of the USLS Vision and Mission.

## **The Artists' Hub**

The Ricardo Sr. and Olivia Yanson Hall houses the Artists' Hub's rehearsal studios and other facilities for the Culture and Arts Program of the University of St. La Salle.

## **USLS Bookstore**

The Bookstore, which was established in the 80's, is fully operated by the University of St. La Salle - Bacolod. The Bookstore supports the Institutional Mission founded by St. John Baptist de La Salle. It caters to the textbooks, uniforms, school and office supplies and Lasallian items' needs of the Integrated School, Senior High School, College and the Lasallian community.

## **University Chaplain's Office**

The University Chaplaincy Office oversees and facilitates the spiritual and moral formation of the Lasallian community through the celebration of



sacraments and the conduct of liturgical services, devotional practices, pastoral counseling and other religious activities. It is under the Office of the Vice Chancellor for Mission and Development and closely coordinates with the Institute for Lasallian Animation and Formation, Centers for Lasallian Ministries for the College Unit and Integrated School, the Religious Studies Department, Guidance Office, Vocations Office, Balayan-Social Development Office and the Office for Student Affairs. The University Chaplain celebrates masses on campus as scheduled, to wit:

- Weekday Masses are held at the Main Chapel at 7:00am (Monday to Friday), 11:30am (class days only), and 1:30pm at the IS Chapel (MWF). The Anticipated Mass is at 5.30pm (every Saturday).
- Regular confessions, spiritual direction and counseling may be availed on regular schedules or by appointment through the University Chaplaincy Office.

### **University Press (UPress)**

The UPress provide various printing services to the Lasallian community like diplomas, certificates, invitations, thesis binding, high resolution paper prints, large tarpaulin printings, posters, souvenir programs, magazines and newsletters for various offices. It is supervised by the Director of Ancillary Services.

## **5.2. HIGHER EDUCATION UNIT SUPPORT SERVICES**

### **Admissions and Scholarships Administration Office (ASAO)**

The ASAO primarily focuses on the recruitment, screening and admission of students to the university, and supervises the screening and admission of applicants for scholarship and financial assistance.

### **Center for Support for Higher Education and Lifelong Learning (CSHELL)**

The CSHELL caters to the primary need of the professional development and career advancement of its own stakeholders in the three areas in higher education: teaching and learning, research, and engagements. The center will also provide access to the demands of continuing professional development (CPD) trainings for licensing, certificate and diploma programs, life skills learning, language learning, and art institutes for development. CSHELL also supervises the Center for LifeSkills, the Institute for Culinary Arts De La Salle and the Language Learning Program.

## **Center for LifeSkills**

Center for LifeSkills is a registered training center of the Technical Education and Skills Development Authority (TESDA) through the Unified TVET Program Registration Accreditation System (UTPRAS) following the modules under the Competency Standard defined in the Training Regulation (TR) of TESDA. The center provides opportunities to Out of School Youth (OSY), unemployed, and underemployed to avail scholarship for continuous education and lifelong learning through vocational and technical skills training to enable them to find gainful employment here and abroad.

## **Institute for Culinary Arts De La Salle (ICA)**

The Institute for Culinary Arts De La Salle is committed to promote quality education responsive to global realities. ICA is envisioned to be the leader in culinary education in the region by bringing in Ilonggo cuisine to the international foodscape.

Anchored on Catholic Faith and the desire to graduate men and women imbued with Christian values, and committed to work for societal transformation, ICA specifically aims to:

- provide students with integrated and hands-on training in culinary arts by fusing fundamental techniques with state-of-the-art equipment;
- hone the culinary skills of the students through the direct supervision of internationally-trained chef instructors;
- train students on the fundamentals of classic and contemporary cuisine with the integration of Philippine flavors and approaches;
- train students who are versatile in various world class hotels, professional settings, cruise ships, resorts, restaurants, catering business and bakeshop management.
- 

## **Language Learning Program**

The Language Learning Program (LLP) is built on four main methodological and pedagogical pillars that are fully integrated with each other in all the courses.

Pillar 1 involves Guided Discovery Learning which is a way to develop the language acquisition skills of the learners by using a more natural process in learning a language. It benefits the cognitive, linguistic and social aspects of the learner.

Pillar 2 focuses on Grammar Progression which includes learning the rules of grammar in a spiral progression that allows the learner to revisit the rules as the need arises. It also involves the functional use of English and grammar.

Pillar 3 gives importance to the Individual Learning Plan, a mechanism to motivate adult learners into self-direction. Activities will be provided to allow the learners to explore their skills and to analyze their experiences.

Pillar 4 emphasizes the need to have an international standard when it comes to teaching and learning English. The LLP sees the need to adapt the Common European Framework of Reference (CEFR) and Teaching English to Speakers of Other Languages (TESOL) design. Hence, the program will offer authentic activities and assessments that will further the language acquisition of the learners.

### **Don Alfredo Montelibano, Sr., AFSC Memorial Learning Resource Center (LRC)**

The Learning Resource Center is a pro-active learning hub of the institution that provides excellent educational resources, state-of-the-art technologies and innovative services in support for the lifelong learning, instruction and research of the university and the academic community.

### **Guidance and Evaluation Center (GEC)**

As a support and formation service center, the Guidance and Evaluation Center (GEC) contributes to the fulfillment of the University's mission of providing holistic formation to the youth and fostering a culture of openness and dialogue between and among sectors in the campus.

GEC offers services and programs that help its clientele recognize their potentials and skills in order to make and attain realistic life goals; become mature, responsible and self-motivated members of the community; and integrate their university life experiences towards strengthening their Christian commitment to service.

### **Institute of the Moving Image (IMI)**

IMI is a continuing education and lifelong learning arts platform. Its objective is to reinforce the current academic and non-academic programs of the University thru Arts Education utilizing different strategies in experiential learning, discourse, and research.

#### **The following are the different IMI Programs:**

- **The IMI Continuing Education** is a program that collaborates with the different departments of the University (LICEO, Communications and Inter Disciplinary Studies departments, etc) by offering courses that are credited as electives and taught by practitioners. The program also features workshops intended for individuals who want to take courses in Cinema, Theatre, and other forms of art.

- The **IMI Residency Program** is for local and international artists who want enhance their artistic practice by production, exhibition, interaction and collaboration. The residency is also open to art scholars who want to do research on specific local art subjects.
- The **Visayan Moving Image Archive**, is a work in progress digital archive that will hold soft copies of past and current art works, films, photographs, videos, documentaries, news clips, and related data for research purposes. The Archive hopes to expand its reach by partnerships with local and international archives.
- The **IMI Volunteers**, is a program that is focused on promoting community involvement that is open to Senior High School and College Students, Alumni, Staff, Faculty, and individuals. The volunteers operate as an informal club that organizes film screenings, forums, and exhibitions.

### **Instructional Media Center (IMC)**

The IMC is an academic support unit that facilitates audio-visual related requests and services for the institution as well as ID printing and production. It assists faculty in the selection, programming, and actual production of audio-visual aids for classroom instruction.

### **Registrar's Office**

The Office of the Registrar is the repository of records of students' academic performance. The Registrar ensures compliance with academic requirements mandated by the Commission on Higher Education (CHED), facilitates the registration or transfer of students, and certifies the eligibility of candidates for graduation and honors.

### **University Language Resource Center**

The University Language Resource Center offers tutorial and remedial classes in English and Filipino to students who are advised to enroll in these services. The center also provides instructional materials to assist both the faculty in the Languages departments and the students who need assistance in either English or Filipino language.

## **5.3. LABORATORIES**

### **Acoustic Laboratory (Animo Radio)**

The acoustic laboratory is dedicated for quality audio and video re-production. It is well equipped with good acoustic environment, amplifiers, microphone and first-rate audio recording, audio editing and multitrack

recording software. It also serves as the University's in campus radio station known as Animo Radio.

### **Agribusiness Farm**

The farm is located at the 55-hectare USLS Granada campus that serves as a venue for the practical application of the theories and principles taught in the classroom, as well as a testing area for new technologies to determine their adaptability to local conditions. It also hosts student and external research activities in agricultural production management and systems, and serves as a venue for in-house practicum requirements of Agribusiness students.

### **Associate for Computer Engineering Technology (ACET) Workshop**

The ACET workshop is set up for subjects like Computer Networking and Assembly, Computer Systems and different hardware related topics. It is well-equipped with PCs, tool kits and computer peripherals, networking equipment and well-designed working tables.

### **Yu An Log College of Business and Accountancy Business Incubation Room**

The Business Incubation Room located at the second floor of the University Bookstore provides a venue for Entrepreneurship students, mentors and external partners. It is situated near the university's entrance to ensure easy access to Entrepreneurship students' possible clients. This was established to provide venue for fledgling startups of the university's student-entrepreneurs. This room is primarily used by Entrepreneurship students enrolled in Product Management and Business Implementation. This allows students to develop hands-on entrepreneurial skills

### **Chemical Engineering Laboratory (ChEL)**

The ChEL serves as a venue for training Chemical Engineering students in practical applications of principles and theories of Unit Operations. It houses the pilot plant for alcohol distillation from molasses and also includes equipment for Flow of Fluids, Flow of Heat, Evaporation, Filtration, Sedimentation, Drying, Screening and Size Reduction, Cyclone Separation, Chemical Kinetics and Process Control.

### **Chemical Engineering Research Laboratory (ChERL)**

The ChERL is a specialized laboratory for Chemical and Materials Engineering students as well as faculty conducting researches. It is well equipped with up-to-date equipment such as oxygen bomb calorimeter, rotary evaporator, fat extraction set-up, Brookfield viscometer and spec-

trophotometer. It also houses the Water Analysis Laboratory which offers physical and chemical water testing for faculty and students' researches and other external clients.

### **Computer Science Laboratories**

The College Unit has Computer Science Laboratories which are equipped with computers and printers to ensure extensive hands-on training for maximum learning. Aside from being used for both basic and professional computer courses, the laboratories are also utilized for special training modules.

### **ECOPARK**

The USLS Granada Ecological Park or "ECOPARK" is a ten-hectare park within the 55-hectare Granada campus.

It serves to provide a venue and structure for ecological resource and learning, nature appreciation, biodiversity conservation and environmental studies for students, teachers, researchers, policy makers and the general public. It further serves as a research and field laboratory for herbal medicine, organic farming, indigenous plant propagation and wildlife protection.

### **Electronics and Communications Engineering Laboratory (ECEL)**

The ECE Laboratory serves the needs of the Electronics Engineering, Electrical Engineering, and the Computer Engineering programs. It is well-equipped with facilities and equipment for students to perform laboratory exercises in Circuits, Electronics, Energy Conversion, Industrial Electronics, and Communications.

### **Psychology Laboratory**

The Psychology Laboratory offers a venue for students to acquire knowledge and skills on the five basic designs of the experimental method through experiential learning. It is equipped with various instruments such as a biofeedback monitor, a genetic traits test, a reaction time kit, human handedness test, T mazes and tracing mirrors and computer software programs used in experiments that cover a wide array of topics.

### **Geomatics Laboratory (GIS Lab)**

The Geomatics Laboratory, under the auspices of the College of Engineering and Technology, was acquired through the GEOTECH CENSOPHIL project of the University of St. La Salle with the European Union Asia IT&C programme. Primarily, it is a venue for capacity building of the Engineer-

ing faculty and students through the integration of Geomatics technology into relevant courses. It seeks to increase use of geomatics methodologies by other sectors of the university through research and outreach programs. It also provides access to GIS practitioners of the government, non-government and private partners of the university.

### **Health Science Laboratories**

The Health Science Laboratories serve the needs of the College of Medicine and have three separate fully equipped laboratories, namely: Bio-Chemistry and Pharmacology, Physiology and Pathology, and Anatomy. These laboratories assist faculty and students in their laboratory experiment and activities.

### **Hospitality and Tourism Management Laboratories**

The HM Culinary Laboratory has four air-conditioned hot and cold kitchens equipped with state of the art facilities and a bar room where students are trained in quantitative food preparation, table-skirting, table setting, serving, catering and banquet services and bartending.

The Salon De La Salle is composed of a front desk, hotel lobby, travel and tours office, two function rooms, prep room, bar counter, three hotel rooms, and a linen room. The hotel rooms serve as a practice area for hospitality management courses.

The Central Stock Room holds the ingredients for all HM classes. It contains both perishable and non-perishable ingredients.

### **Materials Engineering Laboratory**

The Materials Engineering Laboratory is equipped with apparatus and instruments needed for determination of physical, mechanical and metallurgical properties of materials. It has specialized equipment for characterization of materials such as Universal Testing Machine, Differential Scanning Calorimeter, microscope equipped with camera, and high temperature muffle furnace.

### **Media Laboratory**

The Laboratory provides various multi-media production equipment for the use of students enrolled in AB Communication, as well as for the production of institutional audio – visual documentary and promotional materials. The facility includes a technician's office, a studio and two editing rooms complete with audio – visual equipment needed for recordings and for editing purposes.

### **Microprocessor and Digital Laboratory (MDL)**

The MDL is furnished with equipment for design and implementation of digital and microprocessor systems. It is well equipped with DELL OptiPlex 780 series PCs, Intel Xeon Quad Computer Servers and has internet access. Hands on exposure to various programming and computer applications Software such as C++,Linux, AutoCAD, MatLab and the likes are available in this laboratory.

### **Nursing Arts Laboratories**

The Nursing Arts Laboratories provide simulated hospital set-up complete with basic facilities that will enable students to develop skills in the performance of basic nursing procedures. It has an amphitheater equipped with LCD projectors and TV-VCR sets where student nurses can review procedures and treatments.

### **Nutrition Laboratory**

The Nutrition Laboratory is an air-conditioned facility equipped with tools and equipment where students can apply knowledge and skills learned in basic nutrition, including planning, preparing and serving nutritious and therapeutic diets.

### **Science Laboratories**

The Science Laboratories serve the basic science requirements of all curricula. These laboratories are fully stocked and equipped for laboratory instruction and experiments in Biology, Chemistry, Physics and General Science.

### **Speech Laboratory**

The Speech Laboratory is equipped with facilities that assist students in improving their proficiency in oral communication, particularly in public speaking.

### **Wireless Communications Laboratory (SMART Lab)**

The Wireless Communications Laboratory, donated by SMART Communications for the use of Electronics Engineering students, is composed of a GSM active cell-site, TACS Radio Base Station, and analog and digital communication equipment currently used in the telecommunication industry.



## **USLS Botanical Garden**

The USLS Eco-Botanical Garden is a garden space for procuring specimens, performing experiments, and for maintaining documented collections of living plants for the purposes of research, conservation, display and education.

### **5.4. FACILITIES**

#### **5.4.1 Auditoria**

##### **Cody Auditoria**

Formerly known as Multimedia Rooms C17 and C16, the mini-auditoria are situated adjacent to each other. Each room can accommodate a class of 50 persons and if both auditoria are combined it can house 100 persons for a relatively bigger functions.

##### **Mutien Marie – Rheims (MM Auditorium A)**

Located at the 4th floor of Mutien Marie Hall, this 381-seater auditorium is ideal for conferences, seminars and meetings. It is fully air-conditioned and equipped with multimedia system.

##### **Mutien Marie – Rouen (MM Auditorium A)**

Just across Mutien Marie Rheims, this 217-seater auditorium is also ideal for conferences, seminars and meetings.

##### **Room 10**

This fully air-conditioned 90-seater room is an ideal venue for lectures, thesis presentations, conferences and seminars for small groups. It is located adjacent to the Museo Negrense De la Salle beside the Coliseum.

#### **5.4.2 Balay Kalinungan Complex**

##### **Adoration Chapel**

The Chapel has a seating capacity of 60 and is ideal for liturgical services for small groups.

##### **Balay Kalinungan 1**

BK 1 functions as a spiritual formation center for the students, faculty, staff as well as external clients of the University. It has two

air-conditioned dormitories for retreatants/occupants. It also has a dining hall, a conference room, the Chapel of the Resurrection with a seating capacity of 120, Lanai Hall and a Basement Hall. It is ideal for conferences, retreats, meetings or seminars.

## **Balay Kalinungan 2**

BK 2 has 32 air-conditioned private double rooms with individual restrooms. It also has a chapel, conference room, a dining hall and, a kitchenette.

## **Hermitage**

Situated across BK 1, this two-room retreat house is ideal for family or group retreats. Just like the Parmenie, it has a private restroom, a living and a dining room.

## **Parmenie**

This is a six-room retreat house that is ideal for families and/or groups. Each of the rooms is equipped with a private restroom, living and a dining rooms, and a kitchenette. It is located beside the Santuario De la Salle.

## **Santuario De la Salle**

Situated at the back of BK1, this hall can accommodate 1,000 persons. It is ideal for conferences, seminars, retreats and receptions.

### **5.4.3 Chapels**

#### **Adoration Chapel**

The Chapel has a seating capacity of 60 and is ideal for liturgical services for small groups.

#### **Chapel of the Resurrection**

The Chapel is located at Balay Kalinungan 1 with a seating capacity of 120 persons.

#### **Doña Corazon Locsin Montelibano Chapel**

Built in 1966 and designed by National Artist Leandro Locsin, the Doña Corazon Locsin Montelibano Chapel is the central place for worship of the Lasallian community, where regular masses are held during school days and Saturdays.

## **High School Chapel**

This chapel is located at the Integrated School.

### **5.4.4 Conference Rooms**

#### **Ledesma Board Room**

Located at the 2nd floor of the Administration Building, between the HRDS Office and the University Alumni Relations Office, this room is ideal for small group meetings.

#### **Lopue Conference Room**

Located at the Wester Hall, this room can accommodate 30 persons and is equipped with multimedia facilities.

#### **Office for Student Affairs Conference Room**

Situated at the ground floor of the Coliseum, this room can accommodate 15 persons.

#### **University Board Room**

Situated at the Administration Building, this room can accommodate 20 persons.

#### **Coliseum**

This facility has a seating capacity of 8,000 (1,200 floor seating, 800 loge area, 6,000 upper bleachers area). It is ideal for University-wide assemblies, conventions, conferences, performances, concerts, and indoor sports events.

#### **Gallaga Theater**

This 200-seater theater is ideal for stage productions and cultural performances and is located at the Integrated School.

### **5.4.5 Gardens**

#### **Handumanan**

The grove displays a circular walk path and garden behind the University Chapel.

### **Mater Dei Grove**

Located near Donato Hall, this 500-seat amphitheater is ideal for musical and theatrical performances and outdoor events.

### **Paseo De La Salle**

This garden is a quiet place between Cody and Solomon Hall.

### **Plaza**

A Wi-Fi zone area, the Plaza provides waiting and study areas for students. It is situated between Cody and Wester Halls.

## **5.4.6 Food Courts**

### **ECafé**

The ECafé is a two-storey café and restaurant located near Gate 1 that serves a menu of rice meals, pasta, sandwiches, iced beverages, coffee, and frappes. Its 2nd floor is also equipped with an air-conditioned function room for small gatherings.

### **iCafé**

Situated at the ground floor of the Institute for Culinary Arts (ICA) Hall, this Wi-Fi zone café provides food and beverage services to the Lasallian community.

### **Stinger's Food Court**

Located at the right side of the University Coliseum, private concessionaires serve the Lasallian community a variety of affordable food choices in this fully air-conditioned facility.

### **University Cafeteria**

Located at the ground floor of Benilde Hall, the cafeteria serves food and beverages catered by private concessionaires

### **Museo De La Salle**

The Museo De La Salle is a school-based museum in Bacolod City. In addition to its main collection of religious artifacts, the museum also features special exhibits that enable faculty, students and the Negrense community to deepen their appreciation of the Filipino cultural heritage. The Museum houses the international textile collection donated by Ms. Mara Montelibano.

#### **5.4.7 Salon De La Salle**

##### **Salon De La Salle – Rheims**

This hotel suite serves as a laboratory for Hospitality and Tourism Management students. Situated at the 2nd floor of the Institute for Culinary Arts Hall, guests of the University may be billeted here.

##### **Salon De La Salle – Rouen**

This standard hotel room is adjacent to Salon De La Salle – Rheims.

#### **5.4.8 Br. Roly R. Dizon FSC Sports Complex**

Aside from the Coliseum which also serves as a venue for indoor sports events, the University has the following sports facilities:

- Beach Volleyball Court
- College Covered Court
- Football Field
- Physical Fitness Gym
- Rubberized Track Oval
- Swimming Pool
- Shower Rooms
- University Grandstand

#### **5.4.9 The Forum**

The Forum provides a multi-purpose space for students who wish to study, conduct meetings, take their meals, or congregate for special activities. The three covered areas include mixed-use facilities for gatherings or assemblies.

# 6

## ACADEMIC POLICIES AND GUIDELINES

### 6.1 ADMISSION

Admission to the University of St. La Salle is a privilege. The University, therefore, reserves the right to refuse admission to applicants or to require the withdrawal of students when it deems their presence among the student body is inimical to the objectives of the University or to the observance of its regulations.

In general, only students who can profit from graduate work and are able to successfully pursue the prescribed requirements for graduation of the program applied for shall be admitted.

#### **Academic Advising Program**

The Academic Advising Program facilitates the learning-teaching partnership between the faculty and the student.

Upon admission, the Dean gives the students information about the program of study, such as core/basic courses, major and cognate courses, etc. They are then assigned to a Volunteer Faculty Adviser whose primary function is to provide them with direction or guidance in the selection of possible thesis/dissertation topics. However, for the initial implementation of the Academic Advising Program, only those who do not meet the cut-off score in the admission test are given advisers.

The program is designed to help students in integrating their chosen topic into their coursework, specifically in their paper requirements. It is the objective of this program to enable the students to have an early start in their final program requirement (thesis/ dissertation/project paper). However, as to the choice of thesis/dissertation /project paper adviser, the students may choose a faculty to work with and this may not be necessarily his/her assigned faculty adviser.

#### **Requirements for Admission**

##### **I. For Entering Master's/Doctorate Student**

A student seeking admission to the graduate program must comply with the following:

1. Accomplished Admission Application Form
2. Two letters of recommendation from the employer/from professor
3. 1 pc. (2x2) ID picture

4. Transcript of Record
5. Honorable Dismissal/Transfer Credential
6. Entrance Examination
7. Interview
8. Compliance of admission requirements in specific programs
9. Sign an undertaking to finish the bridging course in a year.

- **Arts and Sciences Programs**

A student seeking admission to the master's program must hold a bachelor's degree or other related fields from an accredited college or university.

An applicant with insufficient background will be required to take prerequisite courses of up to 12 units of related courses in the program he/she is applying for and 6 units in the field of specialization.

An applicant for Master in Public Management must have at least 6 months of working exposure in any public/government agency.

An applicant seeking admission to the doctorate program must hold a Master's degree from an accredited college or university.

An applicant with a non-thesis master's will have to enroll in six (6) units in thesis as a bridging course.

- **Yu An Log Business Programs**

A student seeking admission to the master's program must hold a degree in business, management or other related fields from an accredited college or university.

An applicant must have a sufficient background in accounting and with at least 1 year of working exposure in any business enterprise.

If an applicant is not a business degree holder, he/she is required to take the Accounting for Non-Accountants refresher course.

An applicant seeking admission to the doctorate program must hold a Master's degree in business, management or other related fields from an accredited college or university.

An applicant with a non-thesis master's will have to enroll in six (6) units in thesis as a bridging course.

- **Education Programs**

A student seeking admission to the master's program must hold a bachelor's degree in Education from accredited college or university. If the master's degree program enrolled is not aligned to the bachelor's

degree the applicant must take a 6-unit pre-requisite course aligned to the program. If an applicant is a non-education graduate, he or she is required to take 12 units of professional education courses and 6 unit-aligned specialization courses.

An applicant seeking admission to the doctorate program must hold a Master's degree aligned to the program being enrolled from an accredited college or university. If the master's degree is not aligned, he/she is required to take 9 units aligned specialization courses.

An applicant with a non-thesis master's will have to enroll in six (6) units in thesis as a bridging course.

- **Engineering Programs**

A student seeking admission to the master's program must hold a degree in engineering or information technology with 12 units of professional courses and 6 units in the field of specialization, or other related fields from an accredited college or university.

- **Nursing Programs**

A student seeking admission to the master's program must hold a degree in Bachelor of Science in Nursing (BSN) from an accredited college or university.

An applicant seeking admission to the doctorate program must hold a Master's degree in Nursing from an accredited college or university.

An applicant with a non-thesis master's degree will have to enroll in six (6) units in a thesis as a bridging course.

These qualifications shall be determined through academic credentials, graduate-level tests, two (2) recommendations from the school and/or workplace, and an interview.

All tests have an essay component to evaluate proficiency in written English. It is through the interview that communication skills and commitment to complete the program are assessed.

## **II. For Transferees**

1. Accomplished Admission Application Form
2. Two letters of recommendation from the employer/from the professor
3. 1 pc. (2x2) ID picture



4. Transcript of Record
5. Honorable Dismissal/Transfer Credential
6. Entrance Examination
7. Interview
8. Compliance with admission requirements in the specific program
  - Maximum credit of 25 % of subjects taken during the last five (5) years prior to the student's admission/transfer that are substantially the same in content
  - These units have not been credited to a degree previously obtained by the student
  - upon recommendation of the Admission Committee
  - within the residence requirement

### **III. For Returnees**

1. Clearance from Business Office
2. Interview (reason for delay, residency requirements)
3. Evaluation of subject/grade requirements
4. Advise Slip from Dean

### **Special Students (For Audit only)**

Special students may be admitted subject to all admission requirements provided they obtain the permission of the Dean and submit a signed agreement waiving the right to receive and demand credit for work done.

### **Foreign Students**

A student by virtue of citizenship is considered a foreign student. An additional annual foreign fee is charged; however, missionaries and religious, children of Overseas Filipino workers, special exchange students, and students on audit are exempted from this fee.

## **Students Pre-Admission and Admission Procedure and Requirements**

### ***Pre-enrolment Steps***

Send a letter of intent to [heu.admission@usls.edu.ph](mailto:heu.admission@usls.edu.ph) indicating the program you want to enroll in and attached a copy of the Transcript of Records.

\*Please wait for our notification within 3-5 working days, before you can proceed in taking the Entrance Examination.

Step 1: Create an AIMS account through:

<https://aims.usls.edu.ph/aims/applicants> then click APPLY HERE (red button).

Step 2: Pay the following Fee (non-refundable):

A. Entrance Exam Fee:

Graduate School - P400

B. Admission Fee - P300

### **PAYMENT CENTERS:**

USLS Cashier

MLhuillier - Please fill up Name of student, Student Application Number and purpose of payment

SM/Savemore - Account number should be 6030100 and on the Account Name kindly indicate the Student Name

For MLhuillier and Savemore payees:

Upload all receipts in your AIMS account. The Guidance & Evaluation Center (GEC) will be providing you the exam schedule and link through email.

Entrance Exam Results will be given to the respective Professional School Offices. Please wait for the confirmation for the schedule of Interview (College of Medicine and Graduate School Applicants). Once done with the Interview you can now proceed to admission. For new entering foreign students, submit the following requirements to the ASAO Director:

### **Admission**

Upload Admission Requirements in your Online Account

- Transcript of Records (TOR)
- Transfer Credentials/Honorable Dismissal
- College Diploma
- NSO or PSA Birth Certificate
- Admission Fee Receipt (P 300)
- Entrance Exam Receipt
- Signed Undertaking Form
- Graduate School Applicants - get downloadable form in the website: <https://usls.edu.ph/overviews/Graduate-School>
- Recommendation Form from the Dean & Faculty where the student graduated (College of Medicine Applicant) or Employer &

Faculty/Dean where the student graduated (Graduate School Applicant) – get downloadable form in the website:  
<https://usls.edu.ph/overviews/Graduate-School>

- ID Photo - Upload a recent photo (not over 5mb) to be used for your student ID. Remember to LOOK PROFESSIONAL and have a white background. Avoid wearing eyeglasses and showing off any piercing.

TAKE NOTE: this form should be scanned and emailed by the recommender to the following email below or directly send to different professional school offices, sealed through a white long envelope.  
Graduate School - [gsm.admission@usls.edu.ph](mailto:gsm.admission@usls.edu.ph)

### **Additional Requirements for Graduate School Applicants:**

Curriculum Vitae

Handwritten Essay:

College of Law- essay questions will be released by May 2023.

Graduate School- Essay Questionnaire - get downloadable form in the website: <https://usls.edu.ph/overviews/Graduate-School>

### **Additional Authenticated Requirements of Students Coming from Abroad:**

1. Grade Interpretation or Equivalence
2. Course Syllabus or Subject Description
3. Recommendation Form in Narratives
4. Foreign Passport and/or Philippine Passport
5. Medical Insurance

## **3.1 REGISTRATION**

### **Enrolment Procedures**

1. **Academic Evaluation/Electronic Advising** – please see your respective Academic Coordinators.
2. **Payment** – please proceed to the Cashiers at the Business Office
3. **Validation** – please validate your enrolment in your AIMS account
4. **ID Issuance/Renewal:**
  - for continuing students, please secure the sticker from the AVRC staff
  - for new students, please proceed to the Audio Visual Resource Center

## **Academic Load**

The normal load of a part-time graduate student is six (6) to nine (9) units per semester, and twelve (12) units for a full-time student.

## **Residency Enrollment**

Students who have finished all their coursework and are just working on their thesis/dissertation after a semester of enrollment for thesis/dissertation writing may enroll for residence.

Similarly, students who are not enrolled in any subject but who want to complete an INC, will take the comprehensive exam, or waiting for their research publication must also enroll for residence. Registration for residence should be done within the semester.

It is important to note that a student who does not intend to enroll for a specific semester for a valid reason (medical reasons), but still has remaining units to enroll, is not allowed to enroll in Residency, but should file for a Leave of Absence (LOA).

## **Transfer from One Master's Program to Another**

Any student in the master's program may be allowed to transfer to another master's option, subject to the approval of the Dean, upon the recommendation of the Academic Coordinator, and endorsed by the Associate Dean.

## **Special Classes/Undersized Classes**

Special classes may be requested and offered provided that it is requested by the Academic Coordinator through the Dean and addressed to Vice Chancellor for Academic Affairs (VCAA).

The computation of fees for these courses follows the same formula as the undergraduate courses (which include the rate of the faculty per load x 5 months plus the 13th month and administrative expenses divided by the number of students enrolled. This is in addition to the regular tuition fees).

This class follows the Blended Learning Mode which is composed of 32 contact hours plus independent study.

An undersized class shall be treated as a special class. The Graduate School Dean is reminded to ensure that each new batch reaches the minimum number of enrollees to provide an allowance for attrition in enrollment.

## **Change of Subject**

Changing one subject for another is allowed during the first week of

classes under the following conditions:

1. if the subject originally enrolled in is dissolved
2. if the student has a conflict in schedules
3. if the student fails in the prerequisite subject

### **Adding of Subject/s**

Adding subjects is allowed during the first week of classes upon the written approval of the Associate Dean.

#### **Procedure:**

1. Un-tag enrolment form in Business Office
2. Secure Advice Slip from Graduate School Office
3. Go through the enrolment procedure

### **Withdrawal of Subject**

The student may withdraw subjects until the second week from the start of classes regardless of whether or not classes have been attended.

However, ten percent (10%) of the total amount due for the term if within the first week of classes, and twenty percent (20%) if within the second week will be charged. The student retains the right to withdraw all subjects at any time of the semester thereafter but will pay the full enrolment fees for the semester.

The following are the guidelines for filing for withdrawal of subject/s:

1. The student will write a letter and seek approval from the Dean.
2. Once approved, the student shall accomplish the Withdrawal Form and settle all financial obligations.
3. Accomplished Withdrawal Form copy shall be provided to the Registrar, Accounting Office and one for the student's copy.

### **Submission of Grades**

A Professor is required to submit his/her grades within one year after the course was enrolled by the students.

### **Changes in Grades**

Error in the entry of grades may be corrected after the professor concerned explains in writing to the Dean his/her reason for the change and secures approval. Change in grades must be done before the Registrar's submission of grades to the Commission on Higher Education (CHED).

## **Cross Enrollment**

Coursework taken at other institutions by a regularly enrolled student is not credited unless the student has secured in advance written permission from the Dean. This written permission shall be the basis of a cross-enrollment permit to be issued by the Registrar. It is the responsibility of the student to secure a transcript of credit for an officially cross-enrolled course for inclusion in his academic record at the University of St. La Salle.

Normally, cross-enrollment is not allowed unless the student is graduating and the course is not offered during the semester in which he is supposed to graduate. A student is not allowed to cross-enroll in major elective courses and major professional courses.

*Procedure:*

1. Secure approval from Dean
2. Once approval has been secured, present to the Registrar for issuance of the cross-enrolment permit
3. After completion of the course, submit the grade to the Registrar for inclusion in his academic record

## **3.2 SCHOLARSHIP AND FINANCIAL ASSISTANCE PROGRAM**

### **Rationale**

Although the University does not extend institutional scholarships at the master's and doctorate levels, it is a degree-granting partner institution of funding organizations such as government agencies, Local Government Units (LGUs), alumni associations, non-government organizations (NGOs), private schools, industrial firms, business establishments foundations and individual benefactors.

## **3.3 FEES AND EXPENSES**

### **Tuition and Fees**

The basic fees of the Graduate Programs of the University of St. La Salle are posted in appropriate bulletin boards at the start of each semester.

Tuition fees are charged per unit and are subject to annual increases.

### **Refund of Fees**

A student may seek a refund if he/she withdraws during the first two weeks of classes in case pertinent tuition and other fees have been paid in

full or for any length longer than one month. However, he/she is charged ten percent (10%) of the total amount due for the term if he/she withdraws within the first week of classes, and twenty percent (20%), if within the second week of classes, regardless of whether or not classes have been attended.

The student may be charged all school fees in full if withdrawal is made at any time after the second week of classes. However, if withdrawal is due to a justifiable reason, the student shall be charged pertinent fees only up to and including the last month of attendance.

Full refund shall be made to students for any courses discontinued by the school.

The school may withhold the issuance of transfer credentials to students until they have fully settled all financial obligations with the school.

### **Financial Delinquencies**

The Graduate School reserves the right to withhold reports of grades, transcripts of records and diplomas of students who have not fully paid their accounts with the school. Students with financial delinquencies at the close of the semester will not be permitted to register in the succeeding semester unless previous accounts are settled.

#### **Policies and Guidelines:**

- Business Office will release the statement of accounts two (2) weeks before the term exam to give parents/students ample time to prepare for payments.
- Three (3) days before the exams, the Business Office will entertain request for Promissory Notes. Promissory Notes could be executed for 50% of what is due for the term.
- Non-payment of the balance as indicated in the Promissory Note will incur surcharges as follows:

1st week after the deadline	-	P 100
2nd week after the deadline	-	P 200
3rd week after the deadline	-	P 300
Beyond the 3rd week	-	P 100 per week but not to exceed P500 a month

- Failure to pay the balance indicated in the promissory note will automatically disqualify the student for succeeding promissory note.
- All faculty/proctors are expected to diligently check the exam permits during term exams. Students without Exam Permit should be sent back to the Business Office for payment arrangements.
- With the implementation of the above guidelines, the Business Office can strictly monitor the payments made on the due dates as indicated in the promissory notes.

## 3.4 ATTENDANCE

### Limits on Absences

Students are expected to attend classes regularly. Attendance is counted from the first regular class meeting regardless of the time of registration.

The maximum number of absences allowed a student is 20% of the total number of class hours for the whole semester. A student may be excused due to the following:

- death in the family
- illness
- a graduate program activity endorsed by the Dean

In case of illness, the student is required to present a medical certificate from the USLS clinic or personal doctor. Excuses are for time missed only. All work covered in class during the absence of the student shall be made up to the satisfaction of the professor within a reasonable time from the date of the absence.

When unexcused absence of a student reaches more than 20% of the stipulated number of hours of recitation, lecture, laboratory, or any other scheduled work in one course, he/she shall automatically be dropped from the course by the professor and the student shall be given a grade of DRP with a 5.0 grade.

### Approved Absence

A student who participates in any school-sponsored activity or represents the University in an official capacity is granted Approved Absence upon the approval of the Dean.

An approved absence is noted on the student's attendance record but is not counted against the allowed number of absences in the subject. The privilege, however, does not relieve him of the responsibility of making up any work missed.

### Leave of Absence

A student who does not intend to enroll in a semester may apply for a leave of absence (LOA). A student on leave of absence does not sever his/her ties with the University.

A request for a leave of absence shall be made in writing to the Dean. The request should state the reason for the leave and should specify the period. The leave may be approved for a period of one (1) year but may be renewed for at most another year. LOA must be done on or before the deadline.



A student may file an LOA if the student withdraws after two weeks that the classes have already elapsed. The student will be subject to a withdrawal fee from the Cashier's office.

A student who withdraws from a college without formal leave of absence [considered "absent without leave" status or AWOL] shall have his/her registration privileges curtailed or entirely withdrawn.

The following are the guidelines for filing for a leave of absence:

1) The Dean, Associate Dean, or the duly authorized representative, shall inform the University Registrar indicating the reasons for the leave and the amount of money refunded to the student if any;

2) for a leave of absence to be availed of by the student himself/herself, during the second half of the semester, the class standing of the courses enrolled will be W (withdrawn) indicating that the student officially withdraws his/her enrollment. No refund of tuition and fees will be provided.

3) no leave of absence shall be granted during the semester within two (2) weeks before the last day of classes.

A student returning from a leave of absence (LOA) or absence without leave (AWOL) shall declare his/her intention to enroll by writing to the University Registrar through the Graduate School Dean. The latter then endorses it to the University Registrar.

### 3.5 ACADEMIC PERFORMANCE

#### Grading System

MASTER'S			DOCTORATE		
Grade	Point Equivalent	Description	Grade	Point Equivalent	Description
1.0	98-100	Excellent	1.0	99 - 100	Excellent
1.25	95-97	Superior	1.25	96 - 98	Superior
1.50	92-94	Very Good	1.50	93 - 95	Very Good
1.75	89-91	Good	1.75	90 - 92	Passing
2.00	85-88	Passing	2.00		Passed but no credit
3.00		Passed but no credit	5.00		Failed
5.00		Failed			
W		Withdrawn	W		Withdrawn
D		Dropped	D		Dropped
INC		Incomplete	INC		Incomplete

## Retention Policy

To remain in good standing, a master's student must maintain a weighted average of 2.0 or better; while a doctorate student must maintain a weighted average of 1.75 or better at the end of each academic year until the completion of his/her program of study.

A grade of 3.0 for master's and 2.0 for doctorate are passing grades but these do not merit any graduate credit. If the student gets 5.0, he is automatically dropped from the program.

Failure in any subject will mean no re-admission to the program.

### Incomplete Grades

A grade of INC may be given if the student's class standing throughout the semester is passing, but:

- the student fails to take the final examination; or
- the student fails to complete other requirements for the subject due to illness or other valid reasons.

In case the class standing is not passing and the student fails to take the final examination without just or valid reasons, a grade of 5.0 is given.

Removal of the "INC" must be done within the prescribed time of one (1) academic year by meeting all the requirements for the course, after which the student shall be given a final grade based on his/her overall performance.

The student has to submit to the Graduate School Office the accomplished **Incomplete Grade Removal Form** within the set deadline. (email: [gsm@usls.edu.ph](mailto:gsm@usls.edu.ph)).

A student who fails to comply with the deficiencies and/or requirements of course after a year will automatically get a 3.0 (master's) or 2.0 (doctorate) and has to take the subject again.

Any student who incurs INC in all subjects will be dropped from the rolls of the Graduate School.

## 3.6 MAXIMUM RESIDENCE

### Master's Program

Candidacy to the degree must be attained within three (3) academic years from the date of admission and all requirements must be completed within five (5) academic years.

If a student cannot comply with the MRR (extends beyond 5 years), he/she is allowed a maximum of two (2)-year extension but is required to enroll in a graded 6-unit refresher courses related to the area of specialization.

A master's program must be finished within a maximum of seven (7) academic years including Leave of Absence (LOA).

A student who cannot finish within seven (7) years is required to re-enroll all the courses taken and comply with requirements to earn new credits.

### **Doctorate Program**

Candidacy to the degree must be attained within five (5) academic years from the date of admission and all requirements including the Dissertation must be completed within seven (7) academic years.

If a student cannot comply with the maximum residence (extends beyond 7 years), he/she is allowed a maximum of two (2) years extension but is required to enroll in a graded 6-unit refresher course related to the specialization.

A doctoral program must be finished within a maximum of nine (9) academic years including Leave of Absence (LOA).

A student who cannot finish within nine (9) years is required to re-enroll all the courses taken and earn credit units.

## **3.7 SEMESTRAL AWARDS**

### **President's List**

A graduate student (with at least 6 units load) who obtains at the end of the semester, a grade of 1.0 for all subjects qualifies for this award.

### **Dean's List**

A graduate student (with at least 6 units load) who obtains at the end of the semester, an absolute minimum weighted average of 1.25 without a grade lower than 1.25 for the doctorate, and 1.5 for the master's, qualifies for this award.

## **3.8 ACADEMIC AWARDS**

Students who excel in their academic performance throughout the master's or doctorate program without having repeated any subject, have no grades of INC, D, or W, and passed the Comprehensive Examination with no re-take are given special recognition by the USLS Graduate School upon graduation.

*With Highest Academic Honor*

- a GPA of 1.1 or better
- no grade lower than 1.25
- moral and academic integrity

*With High Academic Honor*

- a GPA of 1.25 or better
- no grade lower than 1.25 for doctoral and 1.5 for master
- moral and academic integrity

These awards are given over and above the outstanding and best thesis/ dissertation award.

### **3.9 COMPREHENSIVE EXAMINATIONS**

The comprehensive examinations shall cover all basic/core courses, fields of concentration, and electives or cognates. It shall be given for two (2) days for a master's and three (3) days for a doctorate with two days intervals between examinations or consecutively as arranged. The examination shall last for a maximum of eight (8) hours per day.

#### **Scope**

*For Master's*

First Day - Basic Courses and Electives/Cognates

Second Day - Major Courses

*For Doctorate*

First Day - Basic Courses and Electives/Cognates

Second Day - Major Courses

Third Day - Major Courses

#### **Eligibility**

Master's students who have passed all academic requirements and who have been evaluated by their respective Graduate School Academic Coordinators may file their application to take the comprehensive exams.

Students of the non-thesis track should have completed the requirements of the integrating courses to include, but not limited to, feasibility study, project study, case study, or applied research in their major field for MBA and action research or practicum in their major field for Education.

Doctorate students who have passed all academic requirements and have been evaluated by their respective College Deans may likewise file their application.

#### **Application Procedures**

The Academic Coordinator will do an initial evaluation of the academic courses of the student and will then be advised to enroll in Residency in Comprehensive Examination. The student will then proceed with the Application for the examination which should be filed with the Graduate Program

Secretary at least two (2) weeks before the scheduled examination. A prospective examinee who intends to withdraw his/her application should inform the Graduate Program in writing explaining the reason for his/her withdrawal at least three (3) working days before the examination.

An examination fee of P1,100 for master's and P2,500 for doctorate students shall be charged and paid to the Business Office. The official receipt attached to the application for the comprehensive examination must be presented to the secretary before taking the exam.

The comprehensive exam fee will be forfeited if the prospective examinee fails to appear during examination dates, or fails to inform the Graduate Program Services Office through a written note that he/ she will not be able to take the exam. The student who failed to take the Comprehensive Exam on the scheduled dates within the semester

### **Scoring**

Students must get a minimum score of 7.00 points in all courses to pass the comprehensive exam.

If a student gets a score of 7.00 points or higher (70% or higher) in the courses taken, the student is considered "Passed" in the exam. However, if a student gets lower than 7.00 points (lower than 70%), the student is allowed to have the first retake exam in the courses which he/she failed within the residency in comprehensive examination enrollment. The student is allowed to take 2 retakes within the semester of enrollment.

If the student fails in the second retake of exam, he/she will be required to take a refresher course on the failed course/s the following semester. The student then is allowed to take the comprehensive exam for the third and last time the following residency in comprehensive exam enrollment. Failure in the comprehensive examination for the fourth time will mean disqualification from the program.

### **Advancement to Candidacy**

A student who passes the comprehensive examination will confer with the Dean for a thesis/dissertation adviser. The student shall be considered as having been advanced to candidacy for the degree.

## **3.10 PROJECT PAPER, THESIS & DISSERTATION**

### **Standards for Project Paper/Thesis/Dissertation**

The project paper/thesis/dissertation shall:

- embody an original, independent, significant, and scientific research or creative work;
- show the student's capacity to make a critical evaluation of

- previous work done in his chosen research topic; and
- demonstrate his ability to conduct the proposed research present
- research findings in a clear, systematic, and scholarly manner.

Thesis/Project Paper writing must be finished within two (2) years from the time of the title defense/proposal defense. For the thesis, the student is given one (1) year from the title defense to submit and defend a proposal. If the approved title is still applicable in the present times, the same concept paper is allowed to be presented for re-defense. Otherwise, the student is required to change his/her research title/topic and go through the process of title defense over again.

Dissertation writing must be finished within three (3) years from the time of the title defense. The student is given one (1) year from the title defense to submit and defend a proposal. If the concept paper is still applicable in the present times, the same concept paper is allowed to be presented for re-defense. Otherwise, the student is required to change the title/topic and go through the process of title defense over again.

### **Project Paper/Thesis/Dissertation Adviser**

The assignment of a Project Paper/Thesis/Dissertation Adviser may be done while the student is still taking academic courses. The Dean shall then appoint an adviser who shall be chosen on the basis of his expertise in the student's research topic following the Graduate School Research Protocols.

The choice for the adviser shall consider the following:

- The adviser shall be a faculty of the Graduate School and a holder of a doctoral degree aligned with the discipline, and has at least one publication in a refereed journal and/or produced publicly recognized creative and/or technology outputs guided by CMO 15 s. 2019;
- The adviser's selection has to give primary importance to the student's choice with the approval of the program adviser and the dean;
- The adviser's specialization should be aligned with the degree program of the advisee;
- Faculty from other universities in some circumstances can be invited to serve as adviser provided that the faculty is an adjunct faculty of the Graduate School;
- If the faculty is designated as adviser prior to the effectivity of the retirement, he/she has the option to continue to serve until the final defense
- In the exigency of service, the faculty can have more than five advisees but with the approval of the Dean.

The Research Adviser shall be responsible for:

- Help the student in the proper conduct (through regular and close monitoring) of research work according to the set timetable (as stipulated in Form 3.2) to ensure the integrity and high-quality output.
- Review/check submitted proposals, questionnaires, and other chapters/aspects of the research paper.
- Provide not only technical expertise but moral guidance as well to the student while working on the research project.
- Conduct mock defense prior to the oral defense, when necessary.
- Attend the defense of the Advisee.
- Attend orientation/s set by the Graduate School.
- Adhere to the Graduate School Research Protocols.
- Bound only to advising and shall not be selected as editor of the student, or to any other appointments related to the conduct of the study.

The student may express preference for an adviser but the Dean, Associate Dean and Research Coordinator make the final decision based on the degree, expertise, research work, number of advisees (maximum of five (5) per semester), and total workload of the faculty member. In some cases (more advisees but less number of faculty in the program), a faculty member can be assigned more than five (5) advisees.

### **Guidelines for Thesis/Dissertation Preparation and Defense**

Guidelines for thesis/dissertation preparation and defense are as follows:

#### **Application for Title Defense**

1. Student accomplishes Form 1 - Application for Title Defense.

2. Student emails Form 1 and 3 concept papers to the Academic Coordinator (AC). Instead of asking the AC to sign Form 1, the student:

*Requests the AC to endorse the application for the title defense to the GS research coordinator (gsresearch@usls.edu.ph), by affixing his/her (AC) e-signature. The academic coordinator also recommends a set of panel members.*

*Note: This must be done at least 2 weeks before the scheduled defense.*

3. The Academic Coordinator endorses Form 1 and the 3 concept

papers of the student to the research coordinator (gsresearch@usls.edu.ph), CC Ms. Lyra (m.magbanua@usls.edu.ph)

4. The Research Coordinator (RC) then nominates the panel members as per recommendation of the AC, after the deliberation with the GS Research Committee.

*Project Paper : 1 Panel Chair\* & 2 members\* (1-Content Specialist\*, 1 Method Specialist)*

*Thesis: 1-Panel Chair \* & 3 members (1-Content Specialist\*, 1-Method Specialist\* & 1-External Panel\*\*)*

*Dissertation: 1-Panel Chair\* & 4 members (2-Content Specialist\*, 1-Method Specialist\* & 1-External Panel\*\*)*

*\*University-affiliated*

*\*\*Will participate from Proposal Defense onwards*

5. The Graduate School Office coordinates with the panel members with regard to the proposed schedule of the title defense.

6. Once finalized, the Research Coordinator informs the nominated panel members and the student of the date and time of the title defense. The 3 concept papers and Form 2 - Report of Title Defense are sent to the panel members.

7. The panel chair prepares and emails the online details of defense (i.e., meeting ID and password for Zoom or link of the meeting for Google Meet) to the panel members and the student before the scheduled defense. The panel chair also hosts the defense.

### **During the Title Defense**

1. The members of the panel deliberate in the chosen platform/venue the three submitted titles without the presence of the student.

2. After the deliberation, the panel chair admits the student in the meeting room.

3. The student takes note of the comments and suggestions of the panel during the defense.

4. The panel chair may record the defense with the consent of everyone in the meeting room and furnish the student the link of the recorded video.

### **After the Title Defense**

1. The panel members decide on the title to be pursued based on the deliberation which must be reflected in Form 2 - Report of Title Defense. Each panel member accomplishes Form 2 indicating the results of the defense and other necessary information.



2. The panel chair emails the accomplished Form 2 to the RC (gsresearch@usls.edu.ph) and to the student within the first working day after the defense.
3. In the case that the proposed titles were disapproved by the panel members, the student has to present a new set of three (3) titles and follow the same protocol for the title defense. This decision must be reflected in Form 2 - Report of Title Defense.
4. The student facilitates the settlement of the title defense fees by asking the members of the panel regarding their preferred mode of payment. The student then emails the screenshot/image of the fund transfer confirmations or deposit slips made to the GS Office (gsresearch@usls.edu.ph) within the first working day after the defense.

## **Application for the Designation of Research Adviser**

### **Request for Research Adviser**

1. The student shall accomplish Form 3 - Application for Designation of Research Adviser. The research adviser must be affiliated with the University and the degree program must be aligned with the student's program.

*\*Note: The research adviser must have a PhD degree (CHED CMO 15 s 2019).*

2. The student then emails Form 3 - Application for Designation of Research to the Academic Coordinator. Then the AC writes an email/letter addressed to GS research coordinator (gsresearch@usls.edu.ph) "noting the application for research adviser.

*Note: The e-signature of the Dean is not required at this point.*

3. The research coordinator emails Form 3 to the Dean for deliberation and appropriate action. Once the research adviser has been decided, the research coordinator, the associate Dean, and the GS Dean affix their e-signatures.
4. The research coordinator then emails Form 3.1 - Appointment for Research Adviser to the student and the appointed adviser.
5. Lastly, the Student/Adviser emails back the Accomplished Form 3.1 to the research coordinator (gsresearch@usls.edu.ph).

### **Thesis/Dissertation Advising Contract**

1. Once a Research Adviser has been appointed, the Advisee and the Research Adviser must accomplish Form 3.2 - Research Timetable and Form 3.3 - Thesis/Dissertation Advising Contract.

2. The student shall email Form 3.2 and Form 3.3 - Thesis/Dissertation Advising Contract to the GS Research Coordinator within 5 days of the receipt of Form 3.1.

### **Change of Title of the Study**

1. Should the student decide to change the title of her/his study, s/he must email Form 3.4 - Request for Change of Title of the Study and the new concept paper to the research adviser.
2. The research adviser then endorses the request to the members of the panel for deliberation. A copy of the email is to be sent also to the research coordinator (email add: gsresearch@usls.edu.ph)
3. The members of the panel deliberate among themselves whether to approve or disapprove the request. (Note: Schedule of the online meeting will be decided among themselves.)
4. The panel chair then emails the student, the research adviser, and the research coordinator as per the decision of the members of the panel regarding the request for the change of title.

*\*Note: The student is allowed to have only one (1) request of change in the title of the study which must be done prior to proposal defense application.*

### **Request for the Change of Research Adviser**

1. Should the student decide to change his research adviser due to justifiable reason/s, then s/he shall accomplish Form 3.1.1 - Request for Change of Research Adviser
2. The current adviser and the new adviser must agree to this request and must reflect their signatures in Form 3.1.1.
3. The student then emails Form 3.1.1 to the Research Coordinator.
4. This request is subject for deliberation among the Research Coordinator, Associate Dean, and the Dean.
5. Once approved, a new Form 3.1 - Appointment for Research Adviser will be prepared by the Research Coordinator to be given to the student and the new adviser.

*Note: The student is allowed to have only one (1) request for the change of the research adviser and it must be done prior to the proposal defense*

## **Proposal Defense**

## **Application for Proposal Defense**

1. Prior to the proposal defense, the student must have consulted with a Statistician (for quantitative studies) with the accomplished Form 4.1 - Statistical Consultation Form by the Statistician.

*Note: Form 4.1 is not required for Qualitative studies.*

2. The student informs his/her research adviser via email with the attached proposal paper and Form 4.1 - Statistical Consultation Form
3. The research adviser reviews the manuscript and accomplishes Form 4 - Endorsement for Proposal/Final Defense with his/her e-signature affixed once the student's paper is already compliant to the research paper guidelines set by the Graduate School Office.

*\*Note: This must be done at least 2 weeks before the date of defense.*

*Should the student decide to have a co-author, the student should submit Form 4.2 - Co-authorship Information for Publication indicating the pre-identified co-author/s and their expected contributions in the course of the study to the revision of the manuscript for publication.*

4. The research adviser recommends their preferred external panel whose expertise is also aligned with the student. The recommendation is subject to the approval of the GS office.
5. The student and the research adviser agree with the panel members as to the date and time of the proposal defense. The agreed schedule must be indicated in Form 4. The Advisee/Adviser provides the panel members the copy of the manuscript together with Form 4.1.
6. The panel members are given two weeks to review/critique the paper prior to the scheduled proposal defense.
7. The research adviser then emails Form 4 - Endorsement for Proposal Defense with the student's proposal paper and Form 4.1 to the research coordinator (gsresearch@usls.edu.ph).
8. The research coordinator then emails the student's manuscript, Form 4.1 - Statistical Consultation Form, and Form 5 - Comments Sheet for Proposal Defense to the designated panel members.
9. The panel chair prepares the online login details and facilitates the dissemination of the online login details to the student, adviser, and other members of the panel.

### **During the Proposal Defense**

1. The panel chair hosts and facilitates the proposal defense.
2. The panel members deliberate the paper in the “online meeting room” without the presence of the student and the research adviser. After the deliberation, the panel chair admits the student and the adviser in the meeting room.
3. Prior to the presentation of the student, the panel chair facilitates the discussion as to whether the student has a study grant and has a plan to have a co-author.

*\*Note: Co-authorship or Study Grants agreement is subject to the institutional guidelines of the Center for Research and Engagement*

*For co-authorship, the student must have the major part and contribute at least 80% during the conduct of the study. The student and co-author/s must adhere to the contribution of work stipulated in Form 4.2 - Co- authorship Information for Publication*

4. The research adviser records the comments and suggestions of the panel during the proposal defense.
5. After the presentation and the question-answer part, the panel chair requests the adviser and the student to temporarily leave the “meeting room” while they deliberate the proposal defense.
6. Then, the panel chair instructs the student and the adviser to go back to the “online meeting room” for the announcement of the results.
7. In the case that major revisions are recommended by the panel members, the student is advised to do a re-defense and follow the same protocol for proposal defense. This decision must be reflected in Form 5 - Comments Sheet for Proposal Defense.

### **After the Proposal Defense**

1. Each panel member accomplishes Form 5 - Comments Sheet for Proposal Defense and emails it to the panel chair for consolidation. The panel chair then emails the consolidated Form 5 to the student, the adviser, and the research coordinator (gsresearch@usls.edu.ph) within the first working day after the defense.
2. The adviser discusses with the student the consolidated comments and suggestions of the panel members.
3. The student emails the revised manuscript and the consolidated Form 5 to the research adviser. Then, after the perusal of the research adviser, the research adviser endorses the paper by sending the revised

manuscript and Form 5 to the panel members for their approval and for the release of Form 5.1 - Technical Review Certificate.

4. The panel chair facilitates the accomplishment of Form 5.1 and emails it to the student, research adviser, and CC the research coordinator (gsresearch@usls.edu.ph).
5. The student accomplishes Form 5.2 - Application for Ethics Review, and emails it together with the revised manuscript, and Form 5.1 to the RERC (rj.desusa@usls.edu.ph).

*\*Note: The application for Ethics Review shall be done within one (1) month after the proposal defense. This is to ensure that sufficient time is allotted for review and revisions when necessary.*

6. The student coordinates with the research adviser and settles the payment to the preferred method of the panel members. The student then emails the screenshot/image of the fund transfer confirmations or deposit slips to the GS Office (email add: gsresearch@usls.edu.ph) within the first working day after the defense.
7. The student must polish the paper further by addressing the comments and suggestions of the panel members in preparation for the Final Defense.

### **Closed-Door Final Defense - Without Public Defense (For students admitted before August 2020)**

#### **Application for Closed Door Final Defense**

1. The student informs and sends an email to his/her research adviser with the attached revised manuscript to indicate that s/he is ready for the closed-door final defense.
2. The research adviser reviews the manuscript prior to the endorsement. The adviser then accomplishes Form 4 - Endorsement for Proposal/Final Defense, with his/her affixed e-signature.
3. The student and the research adviser make arrangements with the panel members as to the target date of the closed-door final defense. Once they agree on the schedule, the research adviser then emails Form 4 - Endorsement for Proposal/Final Defense, Ethics Clearance, and the manuscript to the research coordinator (gsresearch@usls.edu.ph).

*\*Note: This must be done at least 2 weeks before the date of defense.*

*The panel members must not agree with the proposed schedule without the revised manuscript. Hence, the student must ensure that before setting up the date, the manuscript must have been given already to the panel members*

4. The panel members are given two weeks to review/critique the paper prior to the scheduled final defense.

#### The 14-Day Rule

The submission of the thesis/dissertation drafts to all members of the panel, is covered by the 14-Day Rule which states that:

*“At least fourteen (14) days, inclusive of weekends, from the date the panel members of the oral defense received their copies of the thesis/dissertation to the date of the oral defense.”*

*\*Note: The rule will ensure that all the oral defense members of the panel will have sufficient time to study the thesis/dissertation manuscript before the oral defense.*

5. The same set of members of the panel participate in the closed-door final defense.
6. The research coordinator emails Form 6 - Comments Sheet for Final Defense and Form 7 - Evaluation Sheet for Final Defense to the panel members.

#### **During the Closed-Door Final Defense**

1. The panel chair reserves the room through the GS office and hosts the closed-door final defense. The panel chair emails the venue to the panel members and the student before the scheduled defense.
2. The panel members discuss the manuscript without the presence of the student and the research adviser. Once the panel members are done with their discussion, the panel chair admits the student and the adviser in the meeting room. Then, the student presents the thesis/dissertation.
3. The research adviser records the comments and suggestions of the panel members during the defense.
4. After the student's presentation and the question-answer, the panel chair requests the student and the adviser to temporarily leave the room. Then, the panel members deliberate the final defense.
5. Once done with the decision, the panel chair instructs the student and adviser to go back to the room and informs them of the decision of the panel members.

Final decisions are categorized as follows: pass, pass with minor revisions

and provisional pass with major revisions (subject for re-defense).

- If the student incurs a Provisional pass with a major revisions rating (subject for re-defense) and is recommended by the panel members for a re-defense, the student follows the same protocol for final defense afterward.

*\*Note: The same amount of fees is applied for re-defense.*

- If the student incurs a Provisional pass with major revisions rating (subject for re-defense) but the panel members do not recommend a re-defense, the student complies with the corrections/suggestions by the panel members. Once the revised manuscript is given to the panel members for approval, the 14-Day Rule shall be applied.

- The research adviser then accomplishes Form 8 - Settlement of Provisional Thesis/Dissertation Approval and emails it to the GS office ([gsresearch@usls.edu.ph](mailto:gsresearch@usls.edu.ph)). However, if the student failed to meet the recommendations set by all the panel members at a given time, then the student is advised to do a re-defense following the same protocol for the final defense.

*Note:*

*Provisional pass with major revisions (subject for re-defense) must be reflected in the Form 6 - Comments Sheet for Final Defense and in agreement with the score reflected in the Form 7 - Evaluation Sheet for Final Defense.*

*[Thesis: score is Below 85; Dissertation: score is Below 90]*

### **After the Closed-Door Final Defense**

1. Each panel member accomplishes Form 6 - Comments Sheet for Final Defense and emails it to the panel chair within the first working day after the defense. The panel members also accomplish Form 7 - Evaluation Sheet for Final Defense and emails it to the research coordinator ([gsresearch@usls.edu.ph](mailto:gsresearch@usls.edu.ph)), within the first working day after the defense.
2. The panel chair emails Form 6 - Comments Sheet for Final Defense of all panel members, together with the consolidated comments and suggestions to the research coordinator ([gsresearch@usls.edu.ph](mailto:gsresearch@usls.edu.ph)), research adviser, and the student, also within the first working day after the defense.
3. The adviser discusses with the student the consolidated comments and suggestions of the panel members. The student polishes the paper further by addressing the comments and suggestions of the panel members.

4. The student coordinates with the research adviser regarding the preferred method of payment of the panel members. The student then emails the screenshot/image of the fund transfer confirmations or deposit slips made to the GS Office (gsresearch@usls.edu.ph) within the first working day after the defense.
5. After the student revised his/her paper, s/he emails the manuscript to the panel members and elicits their approval prior to Turnitin scanning and Editing.

*Note: The 14-Day Rule is applied when students seek the approval of the panel members for the final manuscript. Afterward, the panel members send an email to the student confirming their initial approval of the final manuscript.*

6. Then, the final draft undergoes Turnitin scanning (follow the protocol for Turnitin scanning request). A similarity index rating (SIR) of not more than 15% is required. Once passed the required SIR, the student then sends his/her paper to the Editor with the Turnitin certificate. The 14-Day Rule is applied. The student chooses from the pool of editors affiliated with the university to ensure that the USLS - IRF is employed. The student applies the corrections and presents the revised paper to the editor. The editor gives Form 9-Editor Certification once corrections have been carried out.
7. The student then sends the soft copy of the final manuscript to the GS Office (gsresearch@usls.edu.ph), and copy furnished RERO committee (rj.desusa@usls.edu.ph) with the attached documents: a screenshot of the emails from the panel members certifying their approval of the student's manuscript, Ethical clearance, Turnitin certificate and the Editor's certification within the period set by the office. This is to inform the office that the manuscript is ready for the hard-bound reproduction of copies.
8. The GS Office coordinates with the panel members and advisers for the accomplishment of Form 10 - Approval Sheet.
9. The student submits the bound copies and CD with the signed approval sheets as part of the completion of the requirements for the acquisition of the diploma, TOR, and other related documents.

*Note:*

*Students enrolled before August 2020, will not be required to do Public Final Defense. Instead, after the Closed-door final defense, the student should present his/her thesis/dissertation at a research conference (Graduate School Research Conference or external research conference). If it is presented at an external research conference, the Certificate of Presentation/Proof of Presentation must be submitted to the Graduate*



*School Office. Submission of Certificate of Presentation/Proof of Presentation may be done after hard-bound copies and CD have been submitted. Only graduating students are to present at the Graduate School Research Conference and join the graduation ceremony.*

## **Closed-Door Final Defense - (For students admitted on August 2020 and onwards)**

### **Application for Closed-Door Final Defense**

1. The student informs and sends an email to his/her research adviser with the attached revised manuscript to indicate that s/he is ready for the closed-door final defense.
2. The research adviser reviews the manuscript prior to the endorsement. The adviser then accomplishes Form 4 - Endorsement for Proposal/Final Defense, with his/her affixed e-signature.
3. The student and the research adviser make arrangements with the panel members as to the target date of the closed-door final defense. Once they agree on the schedule, the research adviser then emails Form 4 - Endorsement for Proposal/Final Defense, Ethics Clearance, and the manuscript to the research coordinator (gsresearch@usls.edu.ph).

*\*Note: This must be done at least 2 weeks before the date of defense.*

*The panel members must not agree with the proposed schedule without the revised manuscript. Hence, the student must ensure that before setting up the date, the manuscript must have been given already to the panel members*

4. The panel members are given two weeks to review/critique the paper prior to the scheduled final defense.

### **The 14-Day Rule**

The submission of the thesis/dissertation drafts to all members of the panel is covered by the 14-Day Rule which states that:

*“At least fourteen (14) days, inclusive of weekends, from the date the panel members of the oral defense received their copies of the thesis/dissertation to the date of the oral defense.”*

*\*Note: The rule will ensure that all the oral defense members of the panel will have sufficient time to study the thesis/dissertation manuscript before*

*the oral defense.*

5. The same set of members of the panel participate in the closed-door final defense.
6. The research coordinator emails Form 6 - Comments Sheet for Final Defense and Form 7 - Evaluation Sheet for Final Defense to the panel members.

### **Closed-Door Final Defense - (For students admitted on August 2020 and onwards)**

#### **During the Closed-Door Final Defense**

1. The panel chair reserves the room through the GS office and hosts the closed-door final defense. The panel chair emails the venue to the panel members and the student before the scheduled defense.
2. The panel members discuss the manuscript without the presence of the student and the research adviser. Once the panel members are done with their discussion, the panel chair admits the student and the adviser into the meeting room. Then, the student presents the thesis/dissertation.
3. The research adviser records the comments and suggestions of the panel members during the defense.
4. After the student's presentation and the question-answer, the panel chair requests the student and the adviser to temporarily leave the room. Then, the panel members deliberate the final defense.
5. Once done with the decision, the panel chair instructs the student and adviser to go back to the room and informs them of the decision of the panel members.

Final decisions are categorized as follows: pass, pass with minor revisions, and provisional pass with major revisions (subject to re-defense).

- If the student incurs a Provisional pass with a major revisions rating (subject for re-defense) and is recommended by the panel members for a re-defense, the student follows the same protocol for the final defense afterward.

*\*Note: The same amount of fees is applied for re-defense.*

- If the student incurs a Provisional pass with a major revisions rating (subject for re-defense) but the panel members do not recommend a re-defense, the student complies with the corrections/suggestions by the panel members. Once the revised manuscript is given to the panel members for

approval, the 14-Day Rule shall be applied.

- The research adviser then accomplishes Form 8 - Settlement of Provisional Thesis/Dissertation Approval and emails it to the GS office (gsresearch@usls.edu.ph). However, if the student failed to meet the recommendations set by all the panel members at a given time, then the student is advised to do a re-defense following the same protocol for the final defense.

*Note:*

*Provisional pass with major revisions (subject to re-defense) must be reflected in Form 6 - Comments Sheet for Final Defense and in agreement with the score reflected in Form 7 - Evaluation Sheet for Final Defense.*

*[Thesis: score is Below 85; Dissertation: score is Below 90]*

### **After the Closed-Door Final Defense**

1. Each panel member accomplishes Form 6 - Comments Sheet for Final Defense and emails it to the panel chair within the first working day after the defense. The panel members also accomplish Form 7 - Evaluation Sheet for Final Defense and emails it to the research coordinator (gsresearch@usls.edu.ph), within the first working day after the defense.
2. The panel chair emails Form 6 - Comments Sheet for Final Defense of all panel members, together with the consolidated comments and suggestions to the research coordinator (gsresearch@usls.edu.ph), research adviser, and the student, also within the first working day after the defense.
3. The adviser discusses with the student the consolidated comments and suggestions of the panel members. The student polishes the paper further by addressing the comments and suggestions of the panel members.
4. The student coordinates with the research adviser regarding the preferred method of payment of the panel members. The student then emails the screenshot/image of the fund transfer confirmations or deposit slips made to the GS Office (gsresearch@usls.edu.ph) within the first working day after the defense.
5. The student is given two (2) to four (4) weeks to prepare and apply for their Public Final defense.

6. The student decides with his/her research adviser the target schedule for the Public Final Defense, and makes the necessary arrangement with the members of the panel. Then, the research adviser emails Form 4.3 - Endorsement for Public Defense to the research coordinator (gsresearch@usls.edu.ph)

*\*Note: Application for Public Defense must be done 5 days before the preferred schedule for GS posting purposes.*

7. Once the proposed schedule for the Public Defense is approved, the research coordinator sends the copy of the Public announcement to the adviser, student, panel members, and sends the same copy (cc) to the Associate Dean and GS Dean. Then, the public announcement shall be posted in the GS official FB page.

*Note:*

*Students enrolled before August 2020, will not be required to do Public Final Defense. Instead, after the Closed-door final defense, the student should present his/her thesis/dissertation at a research conference (Graduate School Research Conference or external research conference). If it is presented at an external research conference, the Certificate of Presentation/Proof of Presentation must be submitted to the Graduate School Office. Submission of Certificate of Presentation/Proof of Presentation may be done after hard-bound copies and CD have been submitted. Only graduating students are to present at the Graduate School Research Conference and join the graduation ceremony.*

## **Public Final Defense**

1. The student sends the revised manuscript for public defense and accomplished Form 6 - Comment Sheet for Final Defense to the research adviser. Then, the research adviser reviews and checks whether the student's paper is already compliant with the suggestions of the panel members during the Closed-door Final Defense.

*\*Note: Form 6 must clearly stipulate the "Action Taken" by the Student to address the comments of the panel members, and must indicate the specific "Page number" where the improvements are incorporated.*

2. The student/adviser sends the revised manuscript and the accomplished Form 6 to the panel members. Then, the research adviser/student negotiates with the panel members as to the convenient schedule for Public Defense. Once the student, the research adviser, and the panel members agree on the date and time, the research adviser sends Form 4.3 - Endorsement for Public Defense to the research coordinator.

*\*Note: Form 4.3 Endorsement for Final Defense must be fully accomplished with the affixed e-signature of the panel members and the date*

*the panel received the revised manuscript.*

*This must be done at least 2 weeks before the date of defense.*

3. The research adviser then emails the revised manuscript and accomplished Form 4.3 to the research coordinator for endorsement.
4. The Research Coordinator prepares the announcement and posts it on the Graduate School Official Facebook Page (<https://www.facebook.com/uslsgradschool>).
5. A pre-registration link is embedded in the poster announcement. This will allow the interested public to register prior to the public defense and for campus entry as well.
6. The Research Coordinator facilitates the pre-registration link and coordinates with Ms. Lyra for the processing of Campus Entry.
7. The panel chair facilitates the public final defense.

### **During the Public Final Defense**

1. The panel chair facilitates the Public Final Defense.

*Note: Panel members must ensure that they have the copy of the Form 6 during the public final defense and check the compliance of the students to their suggestions and comments.*

2. To ensure that the public defense runs smoothly, the panel chair gives a brief orientation emphasizing the flow of the defense. The student is given 30 minutes to present his/her thesis/dissertation, followed by another 30 minutes for the question and answer. The panel chair facilitates the question and answers. The audience is given a chance to ask some questions to the student.
3. The research adviser records the comments and suggestions of the panel during the public defense.
4. Once the presentation and Q&A are done, the panel chair announces the results and informs the audience that the public defense has concluded. Then, the panel chair advises the audience to leave the room.
5. Should there be some comments not addressed by the student, the panel may emphasize the following to the student and the research adviser after all the audience has left the room.

## After the Public Final Defense

1. After the student revised his/her paper, s/he emails the manuscript to the panel members and elicits their approval prior to Turnitin scanning and Editing.
2. The 14-Day Rule is applied when students seek the approval of the panel members for the final manuscript. Afterward, the panel members send an email to the student confirming their initial approval of the final manuscript.
3. Then, the final draft undergoes Turnitin scanning (follow the protocol for Turnitin scanning request). A similarity index rating (SIR) of not more than 15% is required. Once passed the required SIR, the student then sends his/her paper to the Editor with the Turnitin certificate. The 14-Day Rule is applied. The student chooses from the pool of editors affiliated with the university to ensure that the USLS - IRF is employed. The student applies the corrections and presents the revised paper to the editor. The editor gives Form 9-Editor Certification once corrections have been carried out.
4. The student then sends the soft copy of the final manuscript to the GS Office (gsresearch@usls.edu.ph), and copy furnished RERO committee (rj.desusa@usls.edu.ph) with the attached documents: a screenshot of the emails from the panel members certifying their approval of the student's manuscript, Ethical clearance, Turnitin certificate and the Editor's certification within the period set by the office. This is to inform the office that the manuscript is ready for the hard-bound reproduction of copies.
5. The GS Office coordinates with the panel members and advisers for the accomplishment of Form 10 - Approval Sheet.
6. The student submits the bound copies and CD with the signed approval sheets as part of the completion of the requirements for the acquisition of the diploma, TOR, and other related documents.

### *Note:*

*The student is required to present his/her thesis/dissertation at a research conference (Graduate School Research Conference or external research conference). If it is presented at an external research conference, the Certificate of Presentation/Proof of Presentation must be submitted to the Graduate School Office. Submission of Certificate of Presentation/Proof of Presentation may be done after hard-bound copies and CD have been submitted. Only graduating students are to present at the Graduate School Research Conference and join the graduation ceremony.*

## Publication Procedures

*\*Note: If the student had pre-identified his/co-author/s during the proposal, they shall accomplish Form 11 - Formal Invitation to Co-Author Journal Article.*

1. The student chooses a journal from the approved list provided by the Publication and Engagement Office (PEO). Once a journal has been chosen, the student accomplishes Form 12 - Publication Information Form (specifically Scopus, ISI, and Web of Science for PhD, while MA students may choose from peer reviewed journals only).

*\*Note: Refer to the list of journals as per PEO.*

*The student may submit his/her research output for publication provided that s/he indicates in Form 12 the name of the professor and the course that required the said research output.*

2. The student then emails the manuscript to be published, Ethical Clearance (if applicable), Form 11 (if applicable), and Form 12 to the GS Research Coordinator to be reviewed by the Research Committee. The Research Committee is composed of the GS Research Coordinator, Academic Coordinator, Associate Dean, and the external expert.
3. After the screening, the members of the research committee sign Form 12 and the research coordinator endorses the documents to the GS Dean.
4. Once approved by the Dean, the RC emails Form 12 to the student. The student then proceeds to the submission of the manuscript to the chosen journal.
5. For the last and final step, the student shall accomplish Form 13 and provide a copy of the journal and/or the certificate of publication to the GS Research Coordinator (gsresearch@usls.edu.ph) as evidence that the manuscript has been accepted/published.

**NOTE: The student can only be declared a graduate and join the Graduation Ceremony once Form 13 and a copy of the journal and/or the certificate of publication has been submitted. A student cannot join the Graduation Ceremony if no evidence of publication has been submitted.**

*Note: The journal published must include authorship affiliation in the following sample format:*

Janice A. Bolen<sup>1,3</sup> and Joval N. Martinez<sup>1,2</sup>

<sup>1</sup>Graduate School, University of St. La Salle, Bacolod City, Philippines

<sup>2</sup> College of Arts and Sciences, University of St. La Salle, Bacolod City, Philippines

<sup>3</sup> Bacolod City National High School, Bacolod City, Philippines

## Best Thesis/Dissertation

Awards are given to best theses and dissertations in order to give recognition to outstanding research/projects to encourage quality research in the Graduate Programs.

### Criteria for the Selection of Outstanding Thesis/Dissertation

Format/ Content	15 points
Analysis/ Discussion	40 points
Findings/ Actions Plan/ Program	15 points
Originality/ Novelty/ Contribution to New Knowledge/ Applicability of Research	<u>30 points</u> 100 points

Evaluation of the above criteria will be based on the following:

*Content/format* will take into consideration the following:

- identification of a strong theoretical/conceptual framework within which the problem is developed
- conceptualization of the study: nature and sources of data
- conforms with standard format

*Analysis/Discussion* will be the Presentation, Analysis and Interpretation of Data and will take into consideration the following:

- method and approach in the treatment of data
- analysis and interpretation of data
- integration of related literature, discussion and implications
- clarity of thought and expression
- accuracy of language
- correctness and integrity of form

*Findings/Action Plan/Program* will take into consideration the following:

- synthesis and integration of result
- quality of execution: the degree to which the objectives of the study are achieved; depth, thoroughness and accuracy of execution



*Originality/Novelty, Contribution to New Knowledge and Applicability of Research* will take into consideration the following

- significant contribution to the development or refinement of knowledge or improvement of current practices
- originality
- practicability in the discipline to which it applies, or the extent to which the study reflects and/or responds to practical problems

A cut-off score of **96 points** is set to qualify for **outstanding** Project paper/ Thesis/Dissertation.

The chairman of the committee/or Dean submits the Project Paper/ Thesis/ Dissertation to the committee for deliberation. An approval by the majority is required.

The chairman of the committee/or Dean submits the Project Paper/ Thesis/ Dissertation to the committee for deliberation. An approval by the majority is required.

### **3.11 GRADUATION REQUIREMENTS**

A student will only be considered a graduate of the University after completing all the requirements listed below. A student will not be allowed to go up the stage if requirements are not met.

- Officially enrolled during the semester of application for graduation
- completion of all the prescribed subjects for the degree
- passing the comprehensive examination
- successful oral defense of project paper/thesis/dissertation
- compliance of required project paper/thesis/dissertation revisions
- submission of 1 bounded approved copy of project paper/ thesis/dissertation and 1 CD. The bound copies must conform to the standard format of the university and contain the official approval by the members of the defense panel and the official acceptance of the project paper/ thesis/dissertation by the Dean
- payment of all financial obligations to the University
- presentation of thesis/dissertation in a public seminar series
- publication of at least 1 research paper while enrolled in the program in a Scopus-indexed, Web of Science and ISI journals

# 7

## STUDENT LIFE AND DISCIPLINE

In line with the Graduate Program Mission Statement, the Graduate Program provides the forum where the students share and learn from their experiences with the guidance of the faculty. Student activities are geared towards collaboration, dialogue, empowerment and community service as a means to attain and sustain change.

The University has the right to maintain good school discipline within the school campus as well as outside the school premises when students are engaged in activities authorized by the University.

The Graduate Program discipline program is grounded on the following principles:

- character formation is, first and foremost, the responsibility of the student himself/ herself
- faculty members are vested with the authority to instill discipline among the studentry and to promote order and harmony on campus
- the University Administration guarantees adherence to duly-promulgated disciplinary policies and procedures, anchored on due process and equity

The Graduate Program Deans, as the representative of the University Administration, is charged with the responsibility of investigating any and all forms of complaints concerning the behavior and conduct of Graduate students, including the convening of the Discipline Advisory Board whenever deemed appropriate.

The Graduate Program Discipline Advisory Board shall be composed of the Deans, three Guidance Counselors and a faculty representative who shall evaluate and decide on cases pertaining to any violation of university policies which may be referred to it by the Dean.

The Discipline Advisory Board shall elect from among them a Chairperson, who shall preside at its meetings and ensure the presence of a lawyer acting in behalf of the University. When acting as a body, the Discipline Advisory Board decides by a majority vote of its members. The Chair shall vote only in case of a tie.

It sets up mechanisms for the investigation of the case and ensures that all concerned are accorded due process. It then submits its findings and recommends sanctions in accordance with University policies.

## **7.1 ORIENTATION**

An orientation is given to new students in the first month of classes to orient them on the Mission Statement, Institutional Officers, Program, important policies and student discipline. This is an opportunity where the President-Chancellor or Institutional Officers welcomes them to the University. The Student Council Officers are introduced and their activities are presented to the Student Body.

Assembly is held per semester, where awards are given to both honor students.

## **7.2 STUDENT ACTIVITIES**

### **Lecture Series**

In order to enhance the formal delivery of subject content, seminars-workshops, forums and lectures are given. Resource speakers provide the expertise and current information on various topics. Alumni are tapped as resource speakers.

### **Acquaintance Party**

Student Council Officers prepare a party to welcome new students. A program of songs, dances and games add color and fun to the activity.

### **University Week**

This is an Institutional celebration where the different colleges and professional units present a variety of activities such as cultural presentation, debates, fora, fair, dances and others. Graduate School Student Council Officers involve the student body in these activities as well.

### **Christmas Party**

An opportunity for social interaction like the Christmas Party is a yearly activity. Together as one unit, the students and faculty of the Graduate School come together for fun and fellowship.

### **Sportsfest**

One of the most eagerly awaited and prepared for activity is the Sportsfest. Different programs compete with one another in various parlor games and exhibition games where faculty and students team-up, are well-attended especially in basketball and volleyball. A picnic follows where everyone shares their family dish or dessert.

## **Alumni Seminar**

Graduating students are required to attend the Alumni seminar given by the Alumni Director to orient them to their role as Alumni and present the benefits they may avail and the responsibility expected of them.

## **Leadership Training**

For students who want to develop and enrich their leadership skills, participation in the Student Council is strongly encouraged. Students from the different programs are nominated by their peers to represent their program and officers of the Student Council are selected from these representatives. The Dean and Faculty Adviser provide opportunities for leadership training on the various activities sponsored by the Student Council and through participation in school committees.

## **7.3 COMMUNITY OUTREACH**

To give back to the community, the Graduate School student body is involved in Student Council sponsored community outreach activities like tree planting, medical mission and advocacy. It is actively involved in the Institute of Negros Development and Institute of Environmental Governance.

## **7.4 SPIRITUAL LIFE**

Spiritual development is provided through the regular masses held in the chapel and yearly recollection for graduating students facilitated by the Center for La Sallian Ministries (CELAM).

The University is home to the Pope John Paul II Institute which advocates strong family ties and the preservation of marriage as an institution. This partnership with the Graduate Program has continued to develop a stronger relationship between the school and diocese.

Classes, meetings and any other endeavor begin and end with a prayer. Religion is viewed not as a separate component of life but as a dynamic way of life.

With this view, Lasallian members are encouraged to make their Christianity show forth and permeate every aspect of their lives with the ideal of making life the ultimate prayer itself.

## **7.5 GUIDELINES ON FUND-RASING ACTIVITY**

If fund-raising is necessary to defray expenses, the following guidelines should be followed:

1. If the fund-raising activity is related to academic field trips or is in way related to the academic course, the endorsement of the College Dean must be obtained.

2. In all cases, a formal letter shall be submitted with the fund-raising activity stating the purpose, the date and the venue.
3. In all cases, a financial report shall be submitted not later than two weeks after the said activity.
4. In any case, the Dean or Student Council Faculty Adviser may suspend or rescind any approval already given if holding of such may jeopardize the interest of the University or may be detrimental to the common good.

## **7.6 VEHICLE PARKING AND STICKER PASS**

1. All stickers shall be replaced on the UPPER RIGHT SIDE corner of the windshield.
2. Only authorized personnel from the Campus Internal Security Office are allowed to issue and place such sticker on the vehicle's windshield.
3. Stickers must be renewed upon expiration.
4. A sticker may be removed/confiscated by the University authorities for the following reasons:
  - a. Parking on a NO PARKING zone
  - b. Blocking the driveway, emergency exits, and other vehicles
  - c. Double Parking
  - d. Parking on prohibited areas (please refer to No. 11)
  - e. Reckless driving in the campus
5. Car stickers are for entry only and parking is on first come first serve basis at designated places.
6. NO STICKER, NO ENTRY policy is always strictly implemented unless waved by school authorities during some in campus events.
7. The University through its personnel, reserves the right to inspect vehicles and ask for identification from its occupants. Passengers aboard vehicles with stickers shall be subject to University procedures and policy on gate entry and control. Those who cannot present proper identification shall be refused entry. Students who do not have IDs and do not conform to the dress code may be refused entry.
8. All cars/vehicles are subject to follow and comply with the Campus Internal Security Office procedures related to security and safely related matters.
9. Disposal/sale of vehicles with unexpired stickers should be reported immediately to Campus Internal Security Office for proper documentation.
10. All hired regular drivers should apply for a Season ID Card from the

Campus Internal Security Office and surrender the same card upon termination by the employee.

11. College students and Alumni are strictly prohibited from parking at the back of the University Coliseum, furthermore, college students are likewise prohibited to park at the administration parking area at all times.
12. Re-application for lost or defected car sticker will require a duly notarized affidavit.
13. The University will not be liable for whatever loses for personal items in vehicles while inside the campus.
14. Students/owners/drivers must follow proper parking procedures and guidelines, traffic rules imposed by the campus authorities while inside the University compound.
15. Due to the limited parking space at the back of the Coliseum and at the administration parking area, an administrator/faculty/staff may be issued only one car sticker.
16. There will be NO re-issuance of Car Sticker during the duration of suspension.
17. No running engines when parked or waiting.
18. Occupants of parked vehicles required to roll down their window while in the car.

<b>VIOLATIONS:</b>		<b>SANCTIONS:</b>
a.)	Parking on a "No Parking" zone	Automatic Cancellation for 1 semester
b.)	Blocking the Driveway/ Emergency Exit	Automatic Cancellation for 1 semester
c.)	Parking on Prohibited areas	Automatic Cancellation for 1 semester
d.)	Double Parking	
e.)	Wrong Parking	
f.)	Violation of the Parking Sign	
g.)	Reckless Driving	

## **7.7 PROCEDURES FOR FILING AND INVESTIGATING COMPLAINTS**

### **Filing a Complaint**

The aggrieved party submits a letter of complaint, in three copies, to the Dean, containing the following information:

1. name, course, year and ID number of the student
2. name, course, year, or position of the person complained against
3. date, time and place of the incident
4. detailed narration of the circumstances
5. signature of the complainant
6. signed testimonies of witnesses, if any

### **Summons**

Upon receipt of the complaint, the Dean summons the subject of the complaint, provides him/her a copy of the complaint, and directs him/ her to answer the complaint or explain his/her side in writing within a period of three schooldays.

### **Dialogue**

Upon receipt of the respondent's answer, the Dean summons both parties for a dialogue intended to clarify issues and arrive at an amicable settlement of the case, without prejudice to any disciplinary sanctions that may be imposed.

The Dean may summon witnesses when deemed necessary.

Failure of the respondent to participate in the dialogue without due notification or valid cause shall be construed as waiver of his right to be heard, and the Dean may impose appropriate sanctions.

### **Formal Hearing**

If the case cannot be settled during the dialogue, the Dean convenes the Discipline Advisory Board, which shall investigate the case.

The Discipline Advisory Board shall submit its findings and recommend appropriate sanctions to the Dean.

The following procedures will apply:

- both parties will be notified in writing of the date, time and venue of the hearing at least two days before the hearing
- the hearing shall be recorded
- both parties may be accompanied by their respective legal counsels and present their witnesses
- failure of the complainant to appear at the hearing without prior notice or valid cause shall be tantamount to lack of interest to pursue the case
- failure of the respondent to appear at the hearing without prior notification or valid cause is tantamount to a waiver of his right to be heard, in which case the Board shall proceed with its investigation and render its judgment of the case

## **Appeal**

An appeal may be filed within three days from receipt of the Discipline Advisory Board's decision, and submitted to the Vice Chancellor for Academic Affairs.

Legitimate grounds for filing an appeal may be any of the following:

- lack of due process
- grave abuse of discretion
- relevant evidence was not appreciated
- discovery of new material evidence

The Vice Chancellor for Academic Affairs may affirm or modify the recommendation of the Dean or the Discipline Advisory Board, or if warranted, convene a Review Board composed of one administrator, a faculty member, a student representative, an alumnus, and a legal counsel to review the case.

## **7.8 CATEGORIES OF ADMINISTRATIVE PENALTIES**

### **Suspension**

*Suspension* is a penalty in which the University is allowed to deny or deprive an erring student attendance in classes for a period not exceeding 20% of the prescribed class days for a semester or summer term.

*Preventive Suspension* may be imposed when the presence of the respondent on campus during the investigation of the case constitutes a distraction to the normal operations of the University, or poses risk or danger to the life of persons and property within the University.



## **Exclusion or Dismissal**

Exclusion or dismissal is a penalty in which the University is allowed to exclude or dismiss an erring student from its rolls for being undesirable, and transfer credentials are immediately issued.

## **Expulsion**

Expulsion is an extreme penalty consisting of an erring student's exclusion from admission to any public or private school in the Philippines, and which requires the approval of the Chairman of the Commission on Higher Education.

## **Reprimand or Warning**

A reprimand is a written or oral reproach addressed to an erring student.

## **Restitution**

Restitution is a reimbursement or payment for damage, destruction, or misappropriation of any school property, or property of any member of the school community. This supplements other principal sanctions.

## **Retribution**

This sanction requires recompense for misbehavior, which may be in form of service or community work related to the offense committed. This may be imposed alone or in addition to other sanctions.

## **Disciplinary Probation**

Disciplinary Probation disqualifies a student from elective or appointive positions in any student organization during the period of probation, and renders him/her ineligible to represent the University in any external function or activity. Another infraction of any school policy within the probation period makes the student liable for dismissal after due process. This supplements other sanctions.

## **7.9 OFFENSES SUBJECT TO DISCIPLINARY SANCTIONS**

Offenses are classified into three categories according to gravity and/or penalty.

### **Category A Offenses that Warrant Dismissal**

1. conviction in court of a criminal offense
2. gross immorality or scandalous acts which cause dishonor to the University
3. possession, distribution or use of prohibited drugs or substances within university premises
4. unauthorized possession or carrying of deadly weapons within the campus
5. threatening and/or assaulting any member of the University within the University premises
6. theft
7. forging or falsifying and/or tampering with academic or official records or documents
8. instigating, leading or participating in unlawful activities
9. possession, distribution, or use of exam leakages
10. cheating and plagiarism
11. unauthorized exploding of firecrackers on campus
12. inflicting or attempting to inflict physical injury upon another person within the University premises
13. hazing and other similar acts

### **Category B Offenses that Warrant Suspension**

1. unauthorized use, possession, or storage of any weapon on University premises or at university-sponsored activities
2. intentionally initiating or causing to be initiated any false report, warning or threat to/at university-sponsored activities
3. reckless conduct leading to interference of normal University-sponsored activities, including but not limited to: studying, teaching, research, programs, competitions, concerts, meetings, fora and other related events
4. willful violation of any of the terms of any disciplinary sanctions imposed in accordance with this Student Handbook
5. intentional, reckless or malicious acts which lead to damage to property and equipment
6. engaging in disorderly conduct, public intoxication, or lewd, indecent, or obscene behavior in university premises or at University-sponsored activities
7. fighting on campus or at official off campus activities
8. gross acts of disrespect, which tend to put any member of University to ridicule or contempt
9. using someone else's ID or allowing another to use one's ID

10. possession or distribution of pornographic materials
11. gambling inside the campus
12. unauthorized possession and/or drinking of alcoholic beverages within the University premises, or at official off campus activities
13. coming on campus under the influence of liquor
14. unauthorized collection or exaction of money, or other instruments used as equivalents of money
15. giving or offering false testimony during a school investigation
16. computer security violations
  - accessing a university computer or computer network without authority or beyond authorized access
  - altering information (e.g., changing the password of someone else's account and changing files beyond one's authorized access, etc.) and/or damaging or destroying information
  - introducing false information or using someone else's account and sending offensive mail
  - preventing authorized use of information
  - preventing normal operation of computers or computer networks of the University

**Category C Offenses that Warrant the Minimum Penalty of Reprimand or Community Work, or the Maximum Penalty of Suspension**

1. proselytizing
2. conduct unbecoming of a Lasallian
3. disruptive behavior in class or on campus premises
4. loitering in the corridors during class periods
5. violating "off-limits" areas
6. violation of the dress code policy
7. unauthorized eating in classroom or audio-visual rooms
8. public display of affection that includes the following, but are not limited to: kissing in public, lying on the lap of another person, embracing in public
9. utterance of obscene and vulgar language
10. unauthorized removal of official notices and posted materials
11. failure to respond administrative summons without valid reason
12. using cellular phones during class or exams
13. violation of the ID policy
14. violation of the no smoking policy
15. charging cell phones on campus

**7.10 ACADEMIC AND INTELLECTUAL DISHONESTY**

The University expressly prohibits any form of intellectual dishonesty, most common of which are cheating and plagiarism.

Specifically prohibited are the following acts of dishonesty:

1. use or performance of another person's work or intellectual property such as submitting and claiming as one's own, either in part or in whole, studies, papers, researches or any other work that someone else has authored or created
2. submitting and claiming as one's own any work which owes any part of its content or substance to another person who is the author or creator of the work
3. cheating during examinations which may be in the form of copying from another person's answers, lifting from unauthorized materials, giving information to another student, or colluding or attempting to collude with other students during an examination, having somebody else take one's examination or taking it for another person, and using unauthorized notes or texts during an exam
4. acquiring or possessing or attempting to acquire or to possess an examination before it is given
5. use and submission of false, altered, or contrived data or documentation with the intent to mislead or disinform or otherwise benefit from such act
6. submission of work that has already submitted in the same or similar form as part of any other academic requirement in the Graduate School
7. falsification of transcripts, grades, or other official records; tampering with, or misrepresenting or attempting to falsify, tamper with, or misrepresent, one's own transcript or other official administrative document, or that of another student or any material relevant to a student's academic performance

The penalty for the offenses under Academic and Intellectual Dishonesty will range from a minimum of total loss of credit for the assignment or examination in question, suspension of not less than five school days, disciplinary probation for the rest of the student's stay in the University and a maximum penalty of dismissal from the University.

The penalty will be determined through an individual review of each case by the Discipline Advisory Board.

## **7.11 DRESS CODE**

Men and women are expected to wear appropriate attire.

The following are considered INAPPROPRIATE ATTIRE:

- Shorts, halters, spaghetti strapped dress, plunging necklines, micro-mini skirts, see-through dress, slippers.
- Cross-dressing is not allowed.

## **7.12 ID POLICY**

### **The NO ID, NO Entry Policy is observed on campus.**

All students are required to wear their IDs at all times while on campus. These are non-transferable and should be worn around the neck with the ID photo facing front.

Students without an ID card shall not be admitted in class unless they present a temporary ID slip from the Graduate School Office (GSO).

Students who claim that they have lost their ID cards should submit to the GSO an affidavit of loss and apply for a new ID.

The following requirements must be complied with:

1. Affidavit of loss
2. Processing fee (non-refundable)
  - First retake P 100
  - Second retake P 150
  - Third retake P 200
3. For mutilated ID, affidavit of loss is not required, only payment of P50.

## **7.13 ANTI-LITTERING AND ANTI-VANDALISM**

All members of the Lasallian community are expected to keep the campus free of litter. They are also expected to properly use all equipment and facilities.

Incidents of littering and vandalism should be reported to the Graduate Program Services Office for appropriate action.

## **7.14 ANTI-PROSELYTIZING**

The University is a Catholic institution that welcomes a truly ecumenical spirit which recognizes and respects the religious beliefs of non-Catholic members of the community. However, it will not compromise on any action or issue that in any way detracts from, or contradicts, its mission and identity. In this context, proselytizing, which is understood as any act done on campus or even off campus during an officially sanctioned activity, by non-Catholic members of the University to convert, recruit, or dissuade Catholics from the dogma or practices of the Catholic faith will be considered a violation of this policy.

## **7.15 SMOKE-FREE CAMPUS**

The University is a NO SMOKING CAMPUS. Violations will be dealt with accordingly.

## **7.16 ENGLISH POLICY**

English is the official medium of instruction and office communications in the University. All members of the academic community are expected to use English at all times.

## **7.18 CAMPUS-BASED ECOLOGICAL SOLID WASTE MANAGEMENT**

### **PROGRAM**

As part of the University's Environment Advocacy, a Solid Waste

Management Program is adopted by the different units to ensure that proper segregation and disposal of any and all waste is met within the University's premises.

## **7.17 ANTI-SEXUAL HARASSMENT POLICY**

### **Committee on Decorum**

#### Composition

- Chair Vice Chancellor
- Co-Chair (Appointed, preferably a lawyer)
- Secretary Personnel Officer
- Legal Adviser (no voting power)
- Unit Head or Representative
- Representative from: Faculty/Staff, Parents Teachers Council
- Student Government Alumni Association

The Existing Grievance Board may be constituted as the Committee for purposes of conducting investigations, hearings and disposition of sexual harassment cases.

### **Powers and Functions**

- The Committee conducts meetings and consultations with sectors of the academic community.
- The Committee promulgates rules and guidelines as may be necessary for the implementation of R.A. 7877.

- The Committee undertakes activities in information dissemination, consciousness-raising and better understanding and appreciation by the academic community of the issues relating to sexual harassment.
- The Committee has the power to receive and hear complaints on alleged
- sexual harassment violations.
- Should there be a prima facie case, the Committee shall conduct proper investigation, hearing and disposition of sexual harassment cases.
- The Committee shall issue subpoenas and other necessary writs and processes for the effective, efficient, objective, impartial and expedient disposition of the cases.
- The Committee shall exercise such other powers necessary to effectuate the Anti-Sexual Harassment Act.
- The Committee shall endorse its findings and recommendations to the Office of the President for final disposition.

### **Jurisdiction**

The Committee shall have jurisdiction over all (a) employees, whether regular or probationary; (b) faculty, whether fulltime or parttime; (c) all other employees who have subsisting and executory employment contracts with the University of St. La Salle, verbal or in writing or in any other basis; and (d) students.

### **Types of Offenses**

#### **Forms of Prohibited Acts**

- Physical assault of a sexual nature, such as, but not limited to:
- rape, sexual battery, molestation, or attempts to commit these assaults: intentional physical conduct which is sexual in nature, such as touching, pinching, patting, grabbing, brushing against the victim's body, or poking the victim's body.
- Unwanted sexual advances, propositions or other sexual comments, such as, but not limited to:
  - sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experiences directed at or made in the presence of the complainant who indicates or has indicated in any way that such conduct in his/her presence is unwelcome;
  - preferential treatment or promise of preferential treatment to the complainant in exchange of sexual favors;
  - subjecting or threat of subjecting the complainant to unwelcome sexual attention or conduct or intentionally making the

performance of the complainant's task more difficult because of the complainant's sex.

- Reasons for sexual harassment complaints such as but not limited to:
  - disciplining, changing work assignment of, providing inaccurate work information to or refusing to cooperate or discuss work or school related matters with the complainant because she/he has complained about or resisted harassment, discrimination or retaliation; intention- ally pressuring, falsely denying, lying about or otherwise covering up or attempting to cover up conduct such as that described in any item above enumerated.

### **Other Considerations**

The above is not construed as an all-inclusive list of prohibited acts under these policies and guidelines.

- Sexual harassment is unlawful and hurts all members of the academic community. Sexually-oriented acts
- or sex-based conduct have no legitimate purpose in an educational institution. Accordingly, anyone who engages in such conduct, should be and will be made to bear the full responsibility for such unlawful conduct.

### **Procedures**

#### **Complaint**

A formal charge in writing and under oath shall be filed with the Chair of the Committee by the aggrieved party or by any member of the community having direct knowledge of the commission of the act complained of, or by the University itself. In the event that the University is the complainant, the victim shall be considered as the principal witness.

The complaint shall contain the following:

- The name and other personal information of the person(s) against whom the complaint is filed.
- The narration of the pertinent facts and other circumstances of the case.
- The complaint shall be signed and sworn to by the complainant.

The respondent shall be notified by the Committee in writing of the complaint filed against him/her with the copy of the complaint attached within three (3) days after receipt of the complaint. Preliminary hearing may be conducted during this period.

#### **Answer**

- The respondent is required to answer the complaint in writing and also



under oath, within three (3) days from receipt of the notice and the copy of the complaint.

- Unwarranted failure of the respondent to file the answer within the prescribed period shall be deemed an admission of the principal act complained of.
- During the preliminary hearing, the Committee may determine a prima facie case not later than three (3) working days from receipt of the complaint and all other documents and shall schedule the case for formal hearing after receipt of the answer.

### **Notice of Hearing**

Upon receipt of the answer or should the respondent fail to file an answer, the case shall be scheduled for hearing within five (5) working days and the corresponding notice of hearing shall be issued to the parties. If the parties are students, the parents or guardians shall also be informed of the hearing.

The issuance of the notice of hearing is mandatory.

### **Hearing**

The hearing shall be governed by the following procedures:

- In sexual harassment cases, the appearance of counsel shall be allowed. However, it shall be the responsibility of the parties to see to it that their lawyers have the time to attend to the case, adhere strictly to the rules and not cause unnecessary delay of the proceedings. In any event, the Chair of the Committee shall exercise complete control of the proceedings at all stages. He/ she shall use every and all reasonable means to ascertain the facts in each case speedily and objectively, without prejudice of due process, justice and fair play.
- • Should the complainant unreasonably fail to appear on the scheduled initial hearing despite notice, the case shall be dismissed. On the other hand, should the respondent unreasonably fail to appear for the initial hearing, after due notice and without sufficient cause, this shall be placed on record and the hearing shall proceed *exparte* without prejudice to the respondent's appearance in subsequent hearings.
- Both testimonial and documentary evidences shall be limited to the allegations contained in the written complaint or answer. Amendments to the complaint/ answer after submission may not be allowed without leave of the Committee.
- Witnesses shall testify under oath.
- The Chair may rule on the exclusion of other witnesses when a witness

for the same party testifies and shall be allowed re-entry only when their respective turns to testify come. The Chair shall likewise have the power to rule on the admissibility of evidence presented, or testimony given.

- The hearing shall be completely under the control of the Chair of the Committee. He/she shall conduct an examination of the complainant and his/her witnesses as well as those of the respondent and his/her witnesses. Other members of the Committee may also ask clarificatory questions.
- The parties may be presented by counsel but only for the purpose of seeing to it that due process is observed during the hearing. Counsel however, cannot ask questions, except to the Chair and only for clarification on the proceedings. Counsel's suggestions may not be followed by the Chair.
- A record of the entire proceeding shall be taken and filed as official records of the case. The proceedings may likewise be tape recorded by the Committee and shall be immediately filed with the Chair, who shall take custody of all the records of the proceedings.

### **Decision**

- The duty of the Committee shall be to find and establish facts which shall be the basis of a recommendation/ decision to be submitted to the Office of the Chancellor.
- A majority of the vote of the Committee shall be sufficient to pass a judgment in a case. But if the recommended penalty is dismissal, a unanimous vote shall be required. It shall be the duty of every member of the Committee to cast his vote. No abstention shall be allowed. But a Committee member may voluntarily inhibit himself/ herself from being a member of the Committee at the start of the investigation of a particular case in the interest of fair play.
- The Committee shall render a decision within five (5) working days from the date of the last hearing, which shall be in writing, stating the reasons or grounds therefore. Copies of such decision shall be furnished to all parties of the case and shall be endorsed to the office of the University Chancellor for approval. A copy of the complaint together with a copy of the decision shall be filed and shall form part of the record of the respondent, unless otherwise decided by the Committee.
- Any party not satisfied with the decision rendered by the Committee may file a motion for reconsideration with the President stating the grounds thereof, within five (5) working days from receipt of such decision. Only one motion for reconsideration will be allowed and entertained. The decision of the Committee shall become final and executory if neither party avails of the remedy within the prescribed period and after approval by the Office of the University Chancellor.
- The decision of the Committee is recommendatory in nature and needs the approval of the Office of the University Chancellor for final disposition and implementation.

- The penalties for proven sexual harassment violations are:
- Severe reprimand
- Suspension without pay, with prejudice to subsequent promotion, reclassification or permanency for at least two (2) years
- Dismissal from the University upon clearance from the Department of Labor and Employment
- Any proven physical assault or even threat of physical assault suffered as a retaliation of the filing of a case on sexual harassment, shall result in suspension or dismissal from employment depending upon the nature and severity of retaliation acts.

### **Request for Reconsideration**

- The decision of the Committee may be appealed to the Office of the President within five (5) working days from receipt thereof.
- The University Chancellor may affirm, or modify the recommendation of the Committee.
- Upon the lapse of the period for reconsideration, the decision shall become final and executory.
- As far as practicable, the Chancellor shall decide the appeal within five (5) working days from receipt of the notice of appeal.

### **Resort of Courts**

- All complainants, respondents and witnesses, upon the submission to the jurisdiction of the Committee, are expected to respect the proceedings and wait for the final resolution of the case before resorting to the courts.
- In recognition of the primary jurisdiction of the University over them, the complainants, respondents and witnesses shall be bound to respect and abide by the procedures and policies of the Committee, and shall, thus, refrain from hampering, interrupting or frustrating, willfully or otherwise, said proceedings or any incidents thereof, by obtaining any appropriate writ or process from the courts.
- Nothing in these guidelines shall be interpreted, construed or deemed to diminish the rights of the parties under the law.

### **Malicious Prosecution**

- While the University is totally committed to the safeguarding of the rights of all members of the academic community against sexual harassment, it is likewise the policy of the University to protect the same members from any malicious accusation and prosecution involving unsubstantiated acts of sexual harassment which may, however, be in fact, baseless and even non-existent.

- While recognizing that sexual harassment involves the use of power and ascendancy by the superior against a subordinate, it must be conceded that the threat to accuse and prosecute another of acts involving alleged sexual harassment, is also an instrument to wield power over another.
- To deter malicious, vindictive, or baseless accusation and prosecution by one against another invoking alleged acts of sexual harassment, the University shall:
  1. require that all pleadings filed be under oath and duly notarized;
  2. endeavor to place the complainant, respondent and witnesses under oath whenever asked to testify during the hearings; and
  3. observe the demeanor of the complaint, respondent and witnesses as indicators of their own credibility as well as the credibility of their claims and testimonies.

# 8

## GRADUATE SCHOOL STUDENT COUNCIL

### 8.1

### 8.2 CONSTITUTION AND BY-LAWS

#### ARTICLE I

#### GENERAL PROVISIONS

##### Section 1. NAME AND DOMICILE

This body shall be known as the University of St. La Salle Graduate School Student Council. The seat of government shall be the main campus of the University of St. La Salle, Bacolod City.

##### Section 2. OBJECTIVES AND PURPOSES

1. To be of service to the school in the pursuit of its worthy objectives as embodied in the school's mission statement.

The University of St. La Salle, as part of international institute of Roman Catholic religious educators who work with their dedicated lay associates, is committed to the service of humanity, especially the economically deprived, through education. The education being offered at the University of St. La Salle is founded on Christian principles and molded by a desire to help individuals live their lives to the fullest of their human dignity and within the totality of their human potential. Whether the rich or the economically deprived are educated, the University of St. La Salle commits itself to the same end— the Christian foundation of youth in the building of a society which strengthens the moral fiber of the nation and which preserves all that is good in Philippine culture.

2. To instill in its members intellectual, moral, and spiritual values as a solid foundation in the fulfillment of commitments in the community and the country. More specifically, to:
  - foster and maintain high ideals of integrity, learning, professional competence, public service and conduct among its members;
  - safeguard the academic interests and freedom of its members and cultivate among them a spirit of cordiality and fraternity; and
  - provide a forum for academic discussion, improvement of the mind, and development of the ability to articulate ideas clearly and effectively.

## **ARTICLE II MEMBERSHIP**

### Section 1. MEMBERSHIP

All students of the University of St. La Salle Graduate School and other official extension schools are automatically members of the Council.

## **ARTICLE III STUDENT COUNCIL**

### Section 1. OFFICERS

The government of the Council shall be vested in the duly elected representatives of the respective programs of the Graduate School.

The duly elected officers shall thereafter elect among themselves the President and other such officers as they may deem proper and necessary.

Such representatives shall be composed of the following:

MBA Two (2) 1<sup>st</sup> Year

Two (2) 2<sup>nd</sup> Year

MEd 3

MN 3 Doctoral 1

The President and the Vice President shall act as Chairperson and Vice Chairperson, respectively.

In case of any permanent vacancy, except that of President, which shall be filled up by the Vice President, the officers shall elect a successor to serve the unexpired portion of the term. In case of a temporary vacancy that affects the quorum of the council, the remaining officers of the council shall elect a temporary replacement.

Any officer may be removed for cause, including three (3) consecutive absences from regular meetings without justifiable excuse. A resolution may be adopted by the majority of the remaining officers of the council at a regular meeting for this purpose. Within ten (10) days from receipt of the resolution, the aggrieved party may appeal to the officers who shall render a final decision.

### Section 2. COUNCIL OFFICERS MEETING

The Council Officers shall hold regular monthly meetings at such time and place prescribed. Special meetings may be called by the President or upon written request of two officers. All written notices of meetings shall be duly relayed by the Secretary to the officers at least one (1) week prior to the fixed date of the meeting.

A simple majority of the officers shall constitute a quorum for the transaction of the business of the Council and every resolution duly approved by the officers assembled in such meeting shall be valid.

## **ARTICLE IV**

### **ELECTIONS**

#### **Section 1. QUALIFICATIONS OF OFFICERS**

The representatives to the Graduate School Student Council must have the following qualifications:

1. six (6 units) to her/his favor; and
2. at least one (1) year work experience.

#### **Section 2. ELECTION OF REPRESENTATIVES**

The representatives shall be elected by the members of the Graduate School Student body in secret balloting or viva voce among themselves or in any other manner they may deem appropriate.

#### **Section 3. DUTIES OF OFFICERS**

##### *President*

The President shall be the Chief Executive Officer of the Student Council and, as such, shall exercise general supervision over all its activities, represent it in official functions, and preside over all its meetings, as well as those of the Student Council Officers. He/she shall countersign all checks, sign all documents pertaining to the Association and shall perform such other duties as the Council may authorize. He/she shall render an annual report to the members of the Student Council, to be presented during the general assembly.

##### *Vice President*

The Vice President shall have such powers and perform such duties as the Council may from time to time prescribe. In cases of absence or disability of the President, the Vice President shall exercise the powers and discharge the duties of the President.

##### *Secretary*

As Secretary, he/she shall be responsible for all records of the Council, documents, and other pertinent papers related to its operation and activities, and shall also perform such other duties incidental to his/ her office and those which may be prescribed by the Council or the President.

##### *Treasurer*

As Treasurer, he/she shall function as the financial officer of the Student Council. He/she shall collect contributions, receive and deposit the funds of the Student Council in a bank or any banking

institution and may withdraw the same as the officers of the Council may direct.

He/she shall sign all checks and such other documents and/ or papers for disbursements of funds of the Student Council, countersigned by the President. He/she shall be ready to submit the book for audit anytime the Council or members so desire. The itemized accountability report of funds signed by the Auditor shall be presented at each Council Officers Meeting and General Assembly. He/she shall perform such other duties with respect to the finances of the Student Council as may be prescribed.

#### *Business Manager*

He/she shall be responsible for all the business aspects of activities decided upon by the officers. He/she shall keep the officers informed on the status of the activities or projects undertaken by the Student Council.

#### *Public Relations Officer*

He/she shall be responsible for the preparation and dissemination of any news item and activities of the Student Council. He/she shall perform other duties as may be prescribed by the Council or the President.

#### *Auditor*

He/she shall audit/certify as to the correctness of all the financial transactions of the Student Council as well as its adherence to the rules and regulations as set forth in the By-Laws.

## **ARTICLE V**

### **STUDENT COUNCIL MEETINGS**

#### Section 1. GENERAL ASSEMBLY

The annual general assembly shall coincide with the Orientation Program conducted by the school at the start of the first semester.

The special general assembly may be called at any convenient time and date upon the call of the President with fifteen (15) days notice.

The order of business during the annual general meeting shall be as follows:

1. Roll Call
2. Consideration and approval of the minutes of the last general assembly meeting
3. Consideration and approval of the consolidated report of the Student Council Officers including audited Statement of Financial Condition and Operations
4. Unfinished business



5. New business
6. Election of the Student Council Officers
7. Adjournment

**ARTICLE VI**  
**AMENDMENT**

The general membership may, by a majority vote, amend, alter, or modify the Constitution and By-Laws in whole or in part at the general or special assembly called for the purpose.

