

LYCEUM OF THE PHILIPPINES UNIVERSITY  
THE CLARO M. RECTO ACADEMY OF  
ADVANCE STUDIES GRADUATE SCHOOL

CLARO M. RECTO  
ACADEMY OF ADVANCED STUDIES



**STUDENT HANDBOOK**

## **PREFACE**

The importance of rules, regulations, and procedures cannot be taken for granted. These provide a framework within which concerned parties perform important functions, responsibilities are observed, and accountabilities defined and fulfilled. It provides for the entry of monitoring and evaluation, the processes necessary for attaining and sustaining standards of quality performance.

It is along this line of reasoning that “Handbooks” or “Manuals” are written out. Graduate students, upon enrolment, agree to and accept certain obligations and, therefore, are expected to be disciplined enough to fulfill their obligations, responsibilities, and accountabilities. Satisfactory performance makes them eligible for the award of the coveted degree of either for the Master’s or Doctoral degree program.

This Handbook defines the University and the Graduate School as institutions of higher learning, the programs offered, the standards adhered to, and the requirements demanded for a student to be a bonafide member of the Unit. Sample sheets and pages are set out as models of the student to consider in the writing of the final formal report called the Thesis or the Dissertation/Case or Feasibility Study.

This Handbook does not claim to be wholly complete in its coverage and presentation. It is the hope that the contents here, in fact, can lead the student to look out for other for other models while keeping in mind the rule of this Graduate School.

Acknowledgement must be made for the work done by the Graduate School Staff and most of all to Management for their support in the endeavors of the Graduate School.

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# **STATEMENT OF EDUCATIONAL PHILOSOPHY, VISION, MISSION, CORE VALUES AND HISTORY OF THE LYCEUM OF THE PHILIPPINES UNIVERSITY AND THE CLARO M. RECTO ACADEMY OF ADVANCED STUDIES (CMR-AAS)**

## **EDUCATIONAL PHILOSOPHY**

Lyceum of the Philippines University (LPU), an institution of higher learning, inspired by the ideas of Philippine President Jose P. Laurel, is committed to the advancement of his philosophy and values: “Veritas et Fortitudo” (truth and fortitude) and “Pro Deo et Patria” (for God and Country).

## **VISION**

An internationally accredited university dedicated to innovation and excellence in the service of God and country.

## **MISSION**

Lyceum of the Philippines University (LPU), espousing the ideals of Jose P. Laurel, is committed to the following mission:

1. Advance and preserve knowledge by undertaking research and disseminating and utilizing the results. - RESEARCH
2. Provide necessary knowledge and skills to meet entrepreneurial development and the managerial requirements of the industry-INSTRUCTION
3. Provide equitable access to learning through relevant, innovative, industry-based and environment-conscious programs and services in the context of nationalism and internationalism. - INSTRUCTION and QUALITY SERVICES
4. Establish local and international linkages that will be the source of learning and growth of the members of the academic community. - INSTRUCTION and INSTITUTIONAL DEVELOPMENT
5. Support a sustainable community extension program and be a catalyst for social transformation and custodian of Filipino culture and heritage. COMMUNITY EXTENSION

6. Build a community of God-centered, nationalistic, environment-conscious and globally competitive professionals with wholesome values and attitudes-  
PROFESSIONALISM AND VALUES.

## CORE VALUES

**L** - Love of God

**J** - Justice

**P** - Professional Integrity      **N** - Nationalism

**P** - Perseverance

**U** - Unity

**L** - Leadership

## HISTORY OF LYCEUM OF THE PHILIPPINES UNIVERSITY

The Lyceum of the Philippines University acknowledges the legacy of its founder, Dr. Jose P. Laurel, lawyer, legislator, constitutionalist, jurist, writer, scholar, statesman, philosopher, and above all, an educator.

Teaching was his great love, and concern for education his abiding passion. A graduate of the University of the Philippines College of Law, the *Escuela de Derecho*, Yale University and the University of Sto. Tomas, his credentials as an educator were unassailable. Dr. Laurel wrote extensively on education, and in spite of his many commitments, managed to teach in several schools in Manila.

During the dark days of the nation's history, while carrying the burden of wartime leadership, he introduced educational policies that emphasized and upheld the national character. After World War II, as senator, he authored the law creating the National Education Board and with Senator Claro M. Recto, sponsored the Rizal Law.

The idea for a school came to him in the early 1920's while he was at Yale. It was only three decades later when, with close friends, he was able to fulfill his dream of founding an institution that would become a center of learning in the Philippines and in the Far East. On July 7, 1952, Lyceum opened its doors to its first students.

Laurel's admiration for the great seats of learning and his appreciation for classical thought inspired him to name it Lyceum, after *Lykeio*, the grove in ancient Athens where Aristotle searched for truth and wisdom. The school's motto, *Veritas et Fortitudo* – courage and unyielding resolution in the quest for truth – reflects Dr. Laurel's belief in the value of learning and his enduring devotion to the pursuit of academic excellence.

## **THE VISION AND MISSION OF CMR-AAS**

### **VISION**

An internationally recognized center for professional advancement and knowledge generation towards shaping sustainable communities.

### **MISSION**

1. Optimize human and material resources advancing life-long learning for sustained development;
2. Promote innovation in knowledge generation, transfer and use in the 4<sup>th</sup> Industrial Revolution (4IR) era;
3. Enable communities in working out solutions to complex issues within the context of a learning environment.



## **HISTORY OF CMR-AAS**

The Graduate School was formally opened in the School Year of 1953-1954 with course offerings leading to Masters Degrees in Law, Political Science, and History, with Dr. Jose P. Laurel as the first Dean. Dr. Benico Catapusan succeeded Dr. Laurel in 1960 as Director of the Graduate School.

The Graduate School was re-named the Claro M. Recto Academy of Advanced Studies in 1962, in honor of the late Senator Claro M. Recto.

The start of the School Year 1967-1968 saw the CMR-AAS offering additional subjects in Advanced Marketing and Statistics, Law, Education, and English.

The CMR-AAS expanded its facilities and academic staff in 1971 to keep up with an increase in student enrollment and started new program offerings in the Master of Arts in Filipino and the Master in Business Administration.

The Master of Arts in Public Administration was added to its program of offerings in 1973. Success in the Manila campus encouraged Management to set up the Graduate School in the Lyceum of Batangas in the same year.

A doctoral program, Ph.D. in Fiscal Studies, was introduced in 1992. The second doctoral program, Ph.D. in Public policies and Management, was approved by the Department of Education, Culture and Sports in 1993.

The Claro M. Recto Academy of Advanced Studies was granted the PACUCOA Level III Formal Accredited Status for MBA and MPA programs April 2014-2018.

The CMR-AAS continues to vigorously conform to the Mission and Vision of Lyceum.

## THE GRADUATE PROGRAMS

### A. Masteral Degree

- Master of Arts in Education  
(Educational Management)
- Master of Arts in Education  
(Guidance and Counseling)
- Master of Arts in Education  
(Teaching Arts)
- Master of Arts in Education  
(Cultural Education)
- Master of Arts in Education  
(Indigenous Education)
- Master in Indigenous Studies
- Master of Arts in Foreign Service
- Master of Arts in Communication
- Master in International Hospitality Management
- Master in International Tourism Management
- Master in Business Administration  
(Thesis Program)
  - Specialization: People Management
  - Capital Markets
  - Public Relations

- Master in Business Administration  
(Non-Thesis Program)
- Master in Public Administration  
(Thesis Program)  
Specialization: Taxation
- Master in Public Administration  
(Non-Thesis Program)
- Master in Customs Administration and Supply Chain
- Master in Information Technology
- Master in International Tourism Management

## **B. Doctoral Degree**

- Ph.D. in Public Policy and Management
- Ph.D. in Fiscal Management
- Ph.D. in Business Management
- Ph.D. in International Hospitality Management
- Ph.D. in International Tourism Management

## C. Program Descriptions

1. ***Master of Arts in Education (Educational Management)***: The program prepares students to assume Managerial positions in the school system. The principles and techniques of all aspects of school management in a globalized environment are studied comprehensively.
2. ***Master of Arts in Education (Guidance and Counseling)***: The program presents the principles, tools, and techniques of guidance under varying and changing school environment and clients with the end view of producing counselors who are attuned and sensitive to the needs of students within globalizing and internationalizing environment.
3. ***Master of Arts in Education (Teaching Arts)***: The program is designed to bridge the gap between theory and practice, helping students develop instructional skills appropriate for a broad range of ages and abilities. The program reflects a professional art school's commitment to mastery of art content.
4. ***Master of Arts in Education (Cultural Education)***: The program encourages students to explore education as a deeply social, cultural, political, and moral activity. Coursework introduces students to research, theory, and conceptual frameworks that underlie a broad range of educational practices in and out of school, providing opportunities to explore how education, broadly conceived, is shaped by the dynamic and changing structures of society, culture, and political economy in the contemporary world.
5. ***Master of Arts in Education (Indigenous)***: The program is designed to enable students to acquire deeper understanding of indigenous thought, indigenous pedagogy in the teaching- learning environment. Students of this program will be honed in approaches that will strengthen their cultural competence in dealing with indigenous communities and issues that affect the latter's wellbeing. Indigenous communities will serve as learning arenas with indigenous elders as resource persons from which learning materials will be drawn. Impetus will also be given to the teaching of the mother tongue being a tool for transmitting culture. Students will endeavor to address this growing need to make classroom education more engaging, meaningful and relevant to all learners.

6. ***Master in Indigenous Studies:*** The program is centered on the foundations of critical thought on indigenous knowledge, systems and practices and their ramifications. The pursuit of social justice for indigenous communities often times beset by discrimination, aggressive developments that have led to their marginalization find prominence in the program. MIS also focuses strongly on discourses that led to the recolonization of indigenous peoples. Discourses on social inclusivity as an Sustainable Development Goal (SDG) provision will be obtained through mastery of cultural competence drawn from “hands on” participatory research done with indigenous peoples in their own settings.
7. ***MA in Foreign Service:*** The program is designed to enhance the knowledge, skills, and attitudes of students intending to work in International Relations, particularly in the areas of government, international organizations, business, and the academe.
8. ***MA in Communication:*** The program will develop students' professional and intellectual skills to enable them to be appropriately prepared for a career in public relations, corporate communication, the media or consultancy related to the creative industries. Its purpose is also to develop students' skills and independent learning ability to enable them to extend their personal development.
9. ***Master in International Hospitality Management:*** The program provides background every graduate student will need in today's rapidly changing global marketplace. It prepares students to plan, develop, market and manage hospitality sector businesses and interrelated business organizations in local and international arena. It gives students a solid foundation for understanding and managing cultural diversity in the workplace, and underscores the importance of protocol in international interactions.
10. ***Master in International Tourism Management:*** The program will train professionals and managers who lead projects in the tourism sector to become more efficient in making decisions within dynamic, global sector and to take advantage of the impact of new technologies.
11. ***Master in Business Administration:*** The program is intended for the development of a generalist business manager, with the expertise in the functional areas of Finance, Marketing, Production, and Human Resources.

12. **Master in Public Administration:** The program presents principles and techniques, personnel administration, and fiscal planning involved in the management of public organizations/agencies are studied and discussed, with emphasis on problem solving towards the provision of quality public service, sensitive expertise, and compassionate corrupt-free leadership in government.
13. **Master in Customs Administration and Supply Chain:** The program aims to qualify individuals from a variety of backgrounds, including Customs and other public sector agencies and businesses involved in cross border trade, to apply advanced knowledge and skills in a range of professional Customs Administration contexts. The program integrates technical skills with specialized customs administration theory and practice, and serves as a pathway to further learning.
14. **Master in Information Technology:** This course is designed to provide students with appropriate practical understanding, skills and knowledge for managing IT use, change and development. The primary aim is to allow IT professionals the opportunity for professional upgrading or an extension of their qualifications and experience.
15. **Ph.D. in Public Policy and Management:** The program is designed to hone the leader in the study of the science and art of government of nations and their different components: the process and procedures of governance; skills and techniques of research as basis for the formulation and implementation of public policy; and the many other issues arising in public management. Issues peculiar to Philippine Public Policies and Management shall serve as the starting point for student-teacher interactions.
16. **Ph.D. in Fiscal Management:** The program provides specialized training and preparation for those either are already in government service or are just planning to join. The course program covers, deficit financing, and all other accountabilities and responsibilities related to maximal efficiency and affectivity of the management of public finances for the greater good.
17. **Ph.D. in Business Management:** The program is to enable working professionals with already an advanced degree to develop themselves in deeper and more concentrated areas of management theory so as to become knowledgeable in the literature and practice of management, to enhance comprehension of human behavior in organizations, to build an understanding

of industrial organization and organization theory, to build an understanding of organization strategy and firm performance and develop knowledge and skills in research methodologies.

18. ***Ph.D. in International Hospitality Management*** The program supports students in developing a broad range of professional, technical and transferable skills required by the industry. Students will gain the theoretical background, skills and experiences to become a successful leader in the hospitality industry.

19. ***Ph.D. in International Tourism Management*** The program will help students to understand and critically evaluate ideas at the cutting edge of tourism research alongside research skills that will enable you to predict and evaluate the changing business environment within a tourism context.

## ADMISSION REQUIREMENTS AND ENROLMENT PROCEDURES

### Masteral Degree

#### Graduate School Admission Procedure

1. Interview with the Dean of the Graduate School
2. Take Graduate School Admission Examination (GSAE)

Note:

- Those who passed and got a remark of “Recommended” on the Admission Examination, proceed to # 3
- Those who got a remark of “Recommended for further evaluation” – subject to second interview with the Dean
- Those who got a remark of “Not Recommended” would not be allowed or qualified to enroll.

3. Applicant who passed the Graduate School Admission Examination (GSAE) - proceed at the Registrar's office to fill out the LPU GS Admission Form (Computerized Admission Form)
4. The student registers the subjects advised by the Dean or a designated enrolment adviser.
5. Settle the assessed tuition fee at the Cashier's office

Should the applicant be allowed by the Registrar's Office to enroll with incomplete required documents, the missing documents must be submitted within the following trimestral. If not submitted, the applicant is not allowed to enroll the succeeding trimestral and subject/s taken previously will not be officially credited.

Enrolled applicants will be notified as to the date and time of classes.

### **Doctoral Degree**

1. Applicants for admission to the Ph.D. programs must have a Master Degree or in any discipline from a recognized higher educational institution.
2. All applicants must report to the Registrar's Office with their credentials supporting their claim to masteral degree for verification.
3. If credentials are accepted at the Registrar's Office, an interview with the Dean or a panel is conducted at a scheduled date.
4. The student registers the subjects advised by the Dean or a designated enrolment adviser.
5. Settle the assessed tuition fee at the Cashier's office

### **Admission of Transferees**

1. Credit shall be given for subjects taken in the previous school within the last three (3) years from the date of application to Lyceum for those which are in the Lyceum curriculum, specially:
  - 1.1. Basic subjects: Methods of Research, Statistics and Foundation subjects or total of nine (9) units
  - 1.2. Any two (2) 3 –unit subjects for Cognate or a total of 6 units



**Admission Requirements for Change/Conversion of Status from Temporary Visitor to Foreign Student Visa** (under Section 9 (f) of the PIA of 1940, as amended)

1. Written endorsement from the school for the conversion of applicant's status to student on the school's official stationary signed by the school's Registrar and stamped with the school's official dry seal;
2. Original copy of Notice of Acceptance (NOA) containing a clear impression of the school's official dry seal;
3. Original copy of the Certificate of Eligibility for Admission (CEA) issued by the Commission on Higher Education (CHED) for Medicine and Dentistry students;
4. Proof of adequate financial support to cover expenses for the student's accommodation and subsistence, as well as school dues and other incidental expenses;
5. Scholastic records duly authenticated by the Philippine Foreign Service Post located in the student's country of origin or legal residence;
6. Police Clearance Certificate issued by the National Police Authorities in the student's country of origin or residence duly authenticated by the Philippine Foreign Service Post having consular jurisdiction over the place for a student who resided in the Philippines for less than 59 days.

However, for students who resided in the Philippines for more than 59 days at the time he applies for the said change/conversion of his admission status to that of a student, he shall also be required to submit the National Bureau of Investigation (NBI) clearance.

7. Quarantine Medical Clearance Certificate by the national Quarantine Office;
8. Copy of the student's Personal History Statement signed by the student with a 2x2 in photograph recently taken;
9. Photocopy of the photo, data and stamp of the latest arrival pages of the passport of the student. The passport itself shall be presented to this Office for verification.

## **Of a Second Degree**

1. Students who already have a graduate degree and would like to work for a degree in another field, are welcome to the CMR-AAS, provided that:
  - 1.1. Only basic subjects, per CHED ruling, can be credited again for the second degree program applied for.
  - 1.2. All major and cognate subjects already credited for the first degree cannot be credited for the second degree under consideration and, therefore, must be duly enrolled for.

## **Leave of Absence**

1. Any graduate student may file for a leave of absence from the graduate school, stating therein his reason, the projected length of his leave, and his projected return.
2. If the graduate student has completed and earned at least fifty (50) per cent of his/her academic units before going on leave, he/she may be allowed to return within two (2) years after his/her last attendance or filling of leave of absence, whichever is earlier, and continue his/her graduate studies.
3. Completion of less than 50% of academic units when filing for a leave of absence from the graduate school, requires the student to return within one (1) year after approval of leave, to be allowed to continue from where he/she has taken off.
4. If the candidate has completed his/her academic requirements and passed the Comprehensive Examination, the candidate is given three (3) years to return and continue to work for his/her degree, counting from the date of leave of absence or last attendance at classes or requirements, whichever is later. The candidate is, however, required to enroll for six (6) units in subjects per tri-semester, as advised by the Dean, to fulfill residence requirements, until completion of the other requirements.

## **Readmission**

All students who have not registered for at least one trimester will need to apply for re-admission at least two (2) weeks prior to the semester in which they expect to enroll.

### **On an Additional Major for the Same Masteral Degree Taken at the CMR-AAS**

1. Students who desire to have an additional major in the same masteral program are allowed to take the subjects for the second major and be recognized for it in his/her Transcript of Records and Diploma.
2. No additional degree is granted.

### **Enrolment Procedures (Returning Student)**

- Process the re-admission form
- Present re-admission (for returnee) at the Graduate School office for enrollment
- Present re-admission (for returnee) at the Cashier's Office for payment of tuition fees

### **Scholarship and Other Benefits**

Baccalaureate Honor Graduates are entitled to entrance free tuition for first semester in the CMR-AAS, continuation or renewal of succeeding semester pending maintenance of grades per Lyceum scholarship policy.

Thirty percent (30%) discount on tuition per unit cost for Alumni and Government Employees

## INSTRUCTION POLICIES

### A. Academic Load

All full-time student may enroll nine (9) units as a maximum load in a trimester.

#### Class Attendance

A graduate school student is allowed a maximum of ten (10) course hours of absence for a three-unit course without being dropped. The student is held responsible for the lectures and assignments given during his/her absence.

Graduate students are expected to be independent learners. As such, alternative mode of delivery maybe considered whenever applicable, to achieve the object of the course program. Alternative modes maybe in the form of learning contract, e-learning, among others – provided that such modes are acceptable to both the professor and the students.

### B. Basic Requirements of an Academic Course

A graduate student enrolled in a chosen program must comply with the following requirements:

1. Term paper/s, reaction papers, project papers, case analyses, research critiques, etc. as required in the course syllabus.
2. Selected readings prescribed by the professor and reports on negotiated topics.
3. Final Examination

### C. Credit for Course Taken in Other Institutions

A course taken in other recognized institutions may be credited, subject to the following conditions:

1. The student presents and submits his/her official transcript of records reflecting the course(s) to be credited.
2. The course(s) taken in other school is/are equivalent to the course(s) in the graduate programs of CMR-AAS (as evidenced by the pertinent course

descriptions and/or course syllabi from both schools / no grade lower than 1.50).

3. A validation test may be required to determine the student's performance or mastery level in particular subjects taken in other schools.

#### **D. Residence Requirements**

##### **1. Minimum Residency**

The residence requirements for graduation for the master's and doctoral degrees excluding units for thesis and dissertation, shall be at least two (2) consecutive trimesters or the equivalent of twelve (12) units for the master's degree and eighteen (18) for the doctorate degree (MEC Order. 7, s. 1982)

In case a student intends to stop for two (2) consecutive trimesters, he/she files formal leave of absence with the Graduate School Office.

##### **2. Maximum Residency**

The residency requirements for masteral degree is a maximum of five (5) years and seven (7) years for the doctoral degree.

#### **E. Examination and Grading System**

The Graduate School Office shall make a formal announcement of the examination dates ahead of the schedule to allow time for student to pay his/her school fees.

##### **1. Special Examinations**

Special examinations are granted for meritorious reasons or circumstances beyond the control of the student.

## 2. Grading System

The performance of graduate students in all academic requirements, are evaluated and graded according to the following system:

Numerical Grade	Percentage Equivalent	Masteral Cut-off/ Description	Doctoral Cut-off/ Description
1.00	97 to 100%	Outstanding	Outstanding
1.25	94 to 96%	Highly Satisfactory	Very Satisfactory
1.50	91 to 93%	Very Satisfactory	Satisfactory
1.75	88 to 90%	Satisfactory	Passing
Below 1.75			No Credit
2.00	85 to 87%	Passing	
Below 2.00		No Credit	

INC – Incomplete due to lack of a paper requirement or the FINAL examination

This INC grade can be given only IF the student is passing in all other requirements.

Any student who receives a grade of Incomplete (INC) for any subject, must complete the same within a grace period of one (1) year, from close of the trimester during which the INC grade was incurred.

Inability to complete the requirements during the grace period shall automatically convert the incomplete grade (INC) into Failure.

## F. Retention Policy

A student who obtains a failing grade in two (2) subjects per trimester is ineligible for re-enrollment in the program.

## **TIME FRAME FOR GRADUATE SCHOOL WORK**

### **A. Masteral Degree**

1. A masteral degree requires forty-five (45) / forty-two (42) units. Ideally a full-time student is expected to finish the academic units in five (5) trimesters and thesis writing in two (2) trimesters. But at the longest, a master's degree student should be able to complete his/her studies within five (5) years.

### **B. Doctoral Degree**

2. A doctoral degree requires sixty (60) / fifty one (51) units. Ideally, a full-time doctoral student is expected to finish the academic units in six (6) trimesters and the dissertation writing in two (2) trimesters at the very least. But at the longest, a doctoral degree student should be able to complete his/her studies within seven (7) years.

### **C. Comprehensive Examinations**

1. A graduate student who passed the comprehensive examination is eligible to enroll in Thesis Writing/Dissertation Writing and Case Analysis.
2. The Comprehensive Examination is a set of examinations, formulated by assigned faculty members, intended to measure the grasp by the graduate student of the knowledge expected of him by the program he/she is enrolled in.
3. The Comprehensive Examination for Thesis and Doctoral program is composed of examination questions formulated by assigned faculty members from three categories of subjects taken: (1) Basic Subjects; (3) Major Subjects; and, (2) Cognates.
4. A graduate student is allowed to be scheduled for the Comprehensive Examination, if he/she has taken and passed the requirements of at least 95%

of all academic units required by the program enrolled for which are satisfactorily fulfilled, on certification by the graduate school College Secretary and endorsed by the Registrar.

5. A passing grade in the Comprehensive Examination of at least 2.0 for a masteral candidate and 1.75 for a doctoral one, makes the student concerned eligible to enroll for his/her Thesis/Dissertation, Case Analysis subject.
6. A student with a failing grade for the first time in the Cognate or Basic component of the Comprehensive Examination may be allowed to re-take the examination for the failed component(s) only.
7. Failure in the Cognate or Basic component(s) of the comprehensive examination, a second time around, will require the student to re-enroll in the subjects concerned.
8. The student shall be allowed to re-take the Comprehensive Examination en toto after passing his/her refresher course(s).
9. A failing grade in both the Basics and the Cognates and the Major subjects components will automatically fail the student in the whole Comprehensive Examination. This requires the student to take the whole Comprehensive Examination for the second time.
10. Failure in this second re-take of the comprehensive examination disqualifies such student for the degree he/she is aspiring for.
11. A failed graduate student in his/her comprehensive examination put each student on a "Terminal" status which means the student shall be allowed to continue to take on subjects only for professional development and not for degree credit.
12. A disqualified graduate student from candidacy for the degree caused by repeated failures in the Comprehensive Examination may be given, upon request, a Certificate of Completion for subjects taken as reflected in his/her Transcript of Records (TOR).



## PROCEDURES FOR THE COMPLIANCE WITH THE REQUIREMENTS FOR GRADUATE DEGREES

### A. The Thesis/Dissertation

1. The Dissertation is required for all the Ph.D. programs (12 units).
2. The Thesis is required for all the Masteral degree with thesis programs (6 units).

### B. Dissertation and Thesis Writing

#### *Procedures in Writing and Defending a Thesis/Dissertation*

This research study must be an original contribution to the existing body of knowledge in the student's field of specialization.

The following steps and procedures must be followed by students.

1. After passing the comprehensive examination, a student who is enrolled in the masteral or doctoral programs will have three or five years, respectively, to write his thesis/dissertation. After the time limit, a student shall be required to take additional courses of six to twelve (6 to 12) units to be determined and approved by the Dean.
2. Only graduate students who passed the Comprehensive Examination and the Seminar on Thesis/Dissertation Writing (3 units) shall be eligible to enroll for the Thesis/Dissertation (6/12 units) subject.
3. The topic for the Thesis or Dissertation which was approved in Methods of Research shall be submitted to the Dean for review. This shall be the approved topic for the Seminar on Thesis/Dissertation Writing.

An application Form for Approval of Thesis/Dissertation/Case Topic has to be submitted to the Graduate School office at the start of the Seminar Classes for reference by the Professor handling the class.

4. In case of the absence of a topic, the student has to submit and defend to the Seminar Professor and to the Dean at least three (3) topics from which one (1) is chosen as the study.
5. The student must submit his/her thesis/dissertation proposal (Chapters 1 to 3) to the Professor of the Writing Seminar for approval.
6. After completion of Seminar on Thesis Writing, the student will enroll the last academic requirement, Thesis Writing.

The student secures an Application Form for Advisership, identifying the proposed Adviser who must sign acceptance of the responsibility. The Dean, based on the signed Advisership Form, appoints the adviser. An adviser from outside the University may be designated in the absence of one with the necessary expertise from among the faculty ranks of Lyceum.

7. The adviser shall guide the student through the successful completion of data gathering and write-up of findings up to the conclusion of the study. Regular reports of such progress shall be given to the Dean until the student can be scheduled for the pre-oral defense and final oral defense of his/her thesis/dissertation, upon recommendation of the appointed adviser. (Note: contract of understanding with the adviser ends after the lapse of one (1) school year or three (3) semesters. The student may request for renewal or reappointment.
8. After the subsequent approval of the proposal, the student completes the research, writes the thesis/dissertation, submits it for evaluation and approval to the adviser, gets it edited, and prepares the copy in accordance with universally accepted standards and the guidelines for the format and presentation of thesis and dissertation set by the Lyceum Graduate School.
9. Be submitted to the Graduate School office two (2) weeks before the date of pre-oral examination, for distribution to the panel of examiners.
10. The first three chapters of the approved topic shall be defended before a panel of examiners appointed by the GS Dean. The student is then given suggestions/recommendations for the proposal's improvement.
11. The GS Dean shall officially designate the members of the panel of examiners for the pre-oral examination in accordance with the rules set by CHED.

12. The panel members are asked to submit to the GS Dean their written evaluations, inclusive of recommendations for the improvement of the draft the week after the pre-oral examination or as agreed upon by the panel of examiners.
13. The candidate is allowed a week after the pre-oral examination to read the comments and recommendations by the panel of examiners and write objections, if any, and submit them to the GS Dean, with endorsement from the adviser.
14. Evaluations and agreement by the panel, which includes the GS Dean, shall be incorporated by the candidate into the draft for the manuscript, after endorsement by the adviser and approval by the GS Dean.
15. The Graduate School Office will set the schedule for Final Oral Examination or as agreed upon by the panel of examiners.
16. Time line for submission of the final copy of the thesis/dissertation shall be agreed upon by the student and adviser, for approval by the GS Dean.
17. The student submits the final copy of thesis/dissertation to the Graduate School office for signature by the panel of examiners and by the Dean. Three (3) copies for thesis and for dissertation.

### C. Non-Thesis Program

#### *Procedures in Comprehensive and Oral Examination For Non-Thesis Program (Case Analysis)*

1. Students enrolled in the Non-Thesis Program should pass all academic requirements.
2. After completion of all academic requirements, a student enrolls in comprehensive examination (Case Analysis).
3. After passing the comprehensive examination (Case Analysis), the student will enroll Oral Defense Case Analysis, and will be scheduled for an oral defense before a Panel of Examiners.
4. The GS Dean appoints a panel of examiners.
5. The student submits three copies of his case study one (1) week before the Oral Defense.

### D. Process of Oral Examination (Thesis/Dissertation Program)

1. Stage One: The Preliminary-Oral Examination (or Pre-Oral Examination)  
Evaluation of the Thesis/Dissertation  
**(Non-Thesis Program not included in the pre-oral examination).**

The GS Dean appoints the member of the examiners for the thesis/dissertation preliminary examination, and schedules date for preliminary examination.

The candidate shall submit to the GS Dean three (3) copies for masteral candidates and five (5) copies for doctoral candidates of the draft thesis/dissertation, two (2) weeks before the Preliminary Examination date, to allow time for the Dean to officially transmit a copy to each of the Panel members.

Each Examiner must independently and without consultation, decide whether the thesis/ dissertation meet the scholarly standards for the discipline and degree in form and content.

This evaluation is recorded on the Master's/Doctorate Evaluation form.

A thesis/dissertation that requires only minor revisions may be judged acceptable. Minor revisions include typographical or grammatical errors; errors in calculation, labels for tables, nomenclature, and bibliographic form; and the need for minor clarifications of content.

A thesis/dissertation that requires major revisions in form and or content before it can meet requisite scholarly standards must be judged unacceptable. Major revisions include, for example, faulty conceptualization, inappropriate or faulty use of research methodology, misinterpretation or misuse of data, neglect of relevant material, illogical argument, unfounded conclusions, seriously flawed writing and presentation, and failure to engage the scholarly context. The need for the rewriting of substantial portions of the thesis to make it acceptable cannot be construed as "minor." As a rule of thumb, revisions requiring more than two weeks to complete cannot be construed as "minor."

The Graduate Program must receive the completed forms from all the Examiners before the date scheduled for the candidate's final Thesis/Dissertation Examination.

#### **If the Thesis/Dissertation Content and Form is Judged Acceptable**

If majority of the Examiners judge the thesis/dissertation content and form acceptable, the candidate student incorporates the suggestions/recommendations of the examiners and prepares the oral defense copies. This means that the candidate student will be allowed to proceed to Stage Two: The Thesis/Dissertation Oral Examination.

#### **If the Thesis/Dissertation Content and Form is Judged Unacceptable**

If majority of Examiners judge the thesis/dissertation to be unacceptable in both content and form, there is a need to review the case and decides to allow the candidate to prepare a revised version of the thesis/dissertation for examination and, if so, the time limit for doing so.

- The examiners agree that the candidate should be given the opportunity to revise the thesis/dissertation to bring it to the acceptable scholarly standard for oral examination. The Chair of the committee provides the Adviser and

student written notification of the decision and the changes suggested by the committee.

- If the re-submitted thesis/dissertation is found acceptable, the candidate proceeds to Stage Two: The Thesis/Dissertation Oral Examination.

## 2. Stage Two: Main Oral Examination

The Chair presides over the Thesis/Dissertation Oral Examination

- a. To open proceedings, the Chair introduces all present.
- b. The Chair then asks the candidate, adviser, and visitors to leave the room so that the Examiners can decide on the following points:
  - the order in which Examiners are to question the candidate;
  - the number of rounds of questioning desired;
  - the time limit for each of the Examiners' questioning periods (typically 15-20 minutes in the first round and 5-10 minutes in the second round);
- c. The Chair gives to each examiner a "Thesis/Dissertation, Case/Feasibility Oral Examination Evaluation Form" (to be completed when the questioning of the candidate is over and the candidate has left the room).
- d. The Chair invites the candidate and visitors back into the room.

## **E. Criteria in the Evaluation of the Manuscript and the Oral Presentation**

1. The Written Manuscript (Substance) 60%
  - 1.1 Originality and Relevance of the Research Topic
  - 1.2 Depth of Analysis
  - 1.3 Viability
  - 1.4 Logic of Conclusion(s) of Recommendations Offered
  - 1.5 Neat and Correct Form
  - 1.6 Order of the Written Report Itself
2. Presentation and Defense (40)
  - 2.1 Mastery in the Manipulation of the Research Findings.
  - 2.2 Clarity in the Presentation of the Findings, Conclusions and Recommendations
  - 2.3 Articulate Responses to the Examiners' Inquiries
  - 2.4 Correct Demeanor and Dress Code for the Occasion

## **F. The Oral Examination Panel**

1. Defense Panel shall be composed of:

*For the Masteral thesis –*

- a. The LPU Graduate School Dean who shall serve as Chair
- b. The Director of Research and Innovation Center
- c. One (1) Faculty member from the discipline in the Graduate School

*For the Case/Feasibility defense –*

- a. The LPU Graduate School Dean who shall serve as Chair
- b. Two (2) Faculty member from the discipline in the Graduate School

*For the Doctoral dissertation –*

- a. The LPU Graduate School Dean who shall serve as Chair
- b. The Director of Research and Innovation Center
- c. One (1) Faculty member from the discipline in the Graduate School
- d. One (1) qualified Faculty member in the discipline from other units of Lyceum
- e. One (1) qualified professional from outside LPU



## **RESPONSIBILITIES OF ADVISER AND ADVISEE, CHAIR AND MEMBER OF PANEL OF EXAMINERS**

### **A. Responsibilities of the Adviser**

#### *Upon the Approval of Thesis/Dissertation*

1. Assumes the responsibility of guiding and assisting the advisee in writing the complete proposal.
2. Sees that the advisee is self-propelled and knows the direction of his/her work.

#### *Upon the Approval of the Complete Proposal*

1. Assumes full responsibility of guiding and assisting the advisee in the data gathering, analysis of data, interpretation of findings, and writing the thesis/dissertation/case or feasibility study following the universal standard format.
2. If capable, assists the advisee on the statistical analysis of data, or refers advisee to a statistician or other consultants for directions/verification/qualification of data.
3. Follows up the advisee's progress of work, check on the content, substance, and form of report.

## **B. Responsibilities of the Advisee**

### *Upon Approval of Complete Thesis/Dissertation*

1. Gathers and analyzes data, interprets findings.
2. Consults statisticians or other authorities, if necessary, for directions/verification/qualification of data.
3. Consults regularly his/her adviser (or as often as needed) and accommodates suggestions/recommendations of adviser and other consultants.

## **C. Responsibilities of Chair: (Dean of Graduate Studies)**

1. Determines when a quorum exists
2. Opens and closes the examination proceedings
3. Sets the order of questioners and the length of their question periods
4. Monitors the length and conduct of the candidate's presentation
5. Intervenes if questioning becomes inappropriate
6. Deals with behavior that interferes with the proper conduct of the examination
7. Moderates in-camera discussion on the merits of the thesis, the candidate's oral presentation and responses to questions, and other relevant matters
8. Calls for a vote and recommendation

## **D. Responsibilities of Member of the Panel of Examiners**

1. Attend the Thesis/Dissertation Examination and participate in the questioning of the candidate, evaluating the thesis and the candidate's responses at the oral defense
2. Cast a vote in the final determination of the acceptability of the thesis and oral defense Regulation(s):
3. Must not have had significant involvement in the development of the thesis nor interest in the outcome

4. Determine if the thesis/dissertation and the candidate meet recognized scholarly standards for the degree
5. Appraise the thesis/dissertation for content - its underlying assumptions, methodology, findings, and scholarly significance of the findings
6. Appraise the thesis/dissertation for form - its organization, presentation of graphs, tables, and illustrative materials, and its use of accepted conventions for addressing the scholarly literature
7. Evaluate the candidate's skill and knowledge in responding to questions and defending the thesis
8. Ensure authenticity of authorship

The Graduate Program distributes to the examiners a package consisting of:

- A formal invitation to examine the thesis/dissertation and the candidate
- The Thesis/Dissertation
- Pertinent excerpts from the Thesis/Dissertation Regulation Guide
- Thesis/Dissertation Evaluation Form

#### **E. Responsibilities of the Panel of Examiners during the Oral Examination**

1. The Chair explains to the candidate the sequence of events (e.g. two rounds of questioning, order of questioning).
2. The Examiners question the candidate in the agreed-upon order, with the Chair holding them to the agreed-upon time limit.
3. When the questioning has finished, the Chair asks the candidate and adviser to leave the room.
4. The Chair and the Panel of Examiners discuss the thesis/dissertation/case/feasibility study and the oral defense.
5. The Chair instructs the Examiners once again about the difference between minor revision and major revision and reminds Examiners that a thesis/dissertation/case/feasibility study cannot be judged acceptable if a majority of the Examiners require what he/she, as Chair, has indicated are major revisions. (See Stage One: The Preliminary Evaluation of the Thesis)

6. The Examiners vote on the acceptability of the thesis/dissertation/case/feasibility study and the oral defense by completing their Thesis/Dissertation/Case/Feasibility Study Oral Examination Evaluation Form." This form is confidential, only to be seen and recorded by the Chair.

7. The Examiners must decide whether the thesis/dissertation form and content and oral defense were acceptable or unacceptable. They must find the thesis/dissertation:

- acceptable as it stands, or
- acceptable with minor revisions, or
- unacceptable.

If the Examiner judges that major revision is necessary, then he/she must find the thesis/dissertation unacceptable.

For the oral defense, the Examiners must determine if the candidate's responses to questions and general level of scholarly knowledge meets the standard for the Master's/Doctorate degree and is consistent with the contents of the thesis.

8. The Chair collects the completed forms and tallies the results.

9. The Chair announces the results of the vote on the acceptability of the content and form of the thesis/dissertation and of the oral defense and asks if further discussion is needed. The Chair pronounces the Thesis/Dissertation Examination Board's decision.

10. If the thesis/dissertation content and form, and the oral defense are acceptable, the candidate passes the Thesis/Dissertation Examination. The Examiners' approval may be conditional on the candidate successfully completing minor revisions to the thesis/dissertation content or thesis/dissertation form.

#### **F. Responsibilities of the Candidate Student after the Oral Examination:**

1. The candidate student is allowed a week to read and write objections, if there is any, such must be submitted to the Dean, with endorsement from his/her Adviser.
2. Evaluations and Agreements shall be incorporated by the Candidate student into the draft thesis/dissertation for the final manuscript, after endorsement by the Adviser and approval by the Dean.
3. Submits to the Graduate School Office the final copy and the certification of the adviser that the research is ready for production into final bound copies.

4. Have the final copies bound according to the format and physical make-up prescribed by the University, and submits to the Graduate School Office.

PANEL OF EXAMINERS  
FOR DEFENSE OF THESIS AND DISSERTATION  
CASE AND FEASIBILITY STUDY  
C.M. RECTO ACADEMY OF ADVANCED STUDIES

Chair : The Graduate School Dean  
Lyceum of the Philippines University

Members : Expertise/Specialization

Dr. Conrado E. Iñigo Jr. Doctor of Philosophy Major in Business Management  
Master in Business Administration  
VPAA, LPU

Dr. Jose Ma. Gonzales Doctor of Philosophy in Management  
Master of Arts in Science in Management  
Dean, LPU Graduate School

Dr. Victor B. Endriga Ph.D. in Fiscal Management  
Master in Public Administration  
Dean Emeritus, LPU Graduate School

Dr. Victorina H. Zosa Doctor of Philosophy in Economics  
Master of Arts in Economics  
Executive Director, RIC

Dr. Ma. Victoria M. Ac-Ac Doctor of Education  
Master in Business Administration  
Dean, LPU College of Business Administration

Dr. Marilyn L. Ngales Ph.D. in Development Education  
M.A. in Education, Major in English  
Director, LPU COSEL

Dr. Lilibeth Aragon	Doctor of Business Administration Master in Business Administration Dean, LPU College of International Tourism and Hospitality Management
Dr. Isabel Sebullen	Ph.D in Public Policy and Management Master in Business Administration Faculty, LPU Graduate School
Dr. Gloria Baken Wong-Siy	Doctor of Public Administration Master of Arts in Industrial Education Faculty, LPU Graduate School
Dr, Marjorie R. Rola	Ph.D. in Public Administration M.A. in Public Administration Industrial Relations Chief, Philippine Ports Authority
Dr. Jose Arnold M. Tan	Doctor of Philosophy (Major in Public Management) Master of Arts (Major in Public Management) OIC-Deputy Executive Director for Operations Bureau of Local Government Finance

## **POLICIES ON ACADEMIC INTEGRITY DEADLINES AND PENALTY CONDITIONS, AND GENERAL POLICY**

### **A. Academic Integrity**

The Claro M. Recto Academy of Advanced Studies expects all students to adhere to the accepted norms of intellectual honesty in their academic work. Any form of cheating, plagiarism, dishonesty, or collusion in another individual's dishonesty is a fundamental violation of these norms.

Cheating is the use or attempted use of unauthorized aids in any exam or other academic exercise submitted for evaluation. This includes:

- data falsification
- fabrication of data
- deceitful alteration of collected data included in a report
- copying from another student's work
- unauthorized cooperation in doing assignments or during an examination
- use of purchased essays, term papers, or preparatory research for such papers
- submission of the same written work in more than one course without prior written approval from the instructor(s) involved
- dishonesty in requests for either extensions or papers or make-up examinations.

*Plagiarism* is the deliberate act of taking the words, ideas, data, illustrative material, or statements of someone else, without full and proper acknowledgment, and presenting them as one's own.

*Collusion* is assisting or attempting to assist another student in an act of academic dishonesty.

Students ought to already know how to work cooperatively in a community of scholars and fruitfully utilize the work of others without violating the norms of intellectual honesty. Students have a responsibility to know the parameters of collaboration and the proper forms for quoting, attributing, summarizing, and paraphrasing. If a student has any questions or doubts about the parameters of

cooperative intellectual activity, they should consult their academic advisor, the coordinator of their Ph.D. / MA program, or the Office of Graduate Student Services.

Faculty members who detect any form of academic dishonesty have the responsibility to take appropriate action. The faculty member also has the responsibility to report the incident and penalty to the Dean. Such reports will remain in students' files until they graduate.

***Sanction:***

- Lyceum of the Philippines University, CMR-AAS prohibits student from engaging in dishonest academic behavior in class. A student who engaged in such behavior will be given a grade of “5.0”.
- Plagiarism will be given a failing grade.
- Three cases of Plagiarism may result in expulsion from the Graduate School.

**B. Deadlines and Penalty Conditions**

Degrees are conferred two times a school year: mid – year in January and end of the year in August.

**All submission deadlines will be strictly enforced. There are no exceptions.**

Students should undertake their Oral Defense in time to make all the changes and corrections in their manuscript.

It is the students' responsibility to make sure that all paperwork and signatures are complete and in order before they submit the manuscript to the Graduate School.

A student's graduation date will be advanced to another term if:

- The manuscript requires more than two reviews for a given trimester;
- The student fails to make all his/her corrections in the time allotted;
- The student fails to make all his/her corrections by the conferral date;
- The student's paperwork is incomplete and/or lacking original and authorized signatures.

**C. General Policy**

In the absence of specific Lyceum policies for issues that arise out of the regular processes and procedures followed in the CMR-AAS, rules and regulations promulgated and issued by the CHED shall prevail.



Lyceum reserves the right to implement new policy pronouncements from CHED and from Management as it affects the graduate school.

LYCEUM OF THE PHILIPPINES UNIVERSITY  
CLARO M. RECTO ACADEMY OF  
ADVANCED STUDIES  
Graduate School

Form CMR-AAS:01

**APPLICATION TO TAKE THE COMPREHENSIVE EXAMINATION**

NAME: \_\_\_\_\_ Date: \_\_\_\_\_

UNITS EARNED TO DATE: \_\_\_\_\_BASICS \_\_\_\_\_MAJOR \_\_\_\_\_COGNATES

\_\_\_\_\_  
(PROGRAM)

Evaluation by the Registrar's office

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ACTION BY THE DEAN: _____ APPROVED	_____
	Signature and Date
_____ DISAPPROVED	_____
	Signature and Date

LYCEUM OF THE PHILIPPINES UNIVERSITY  
CLARO M. RECTO ACADEMY OF ADVANCED STUDIES  
Graduate School

Form CMR-AAS:02

**APPLICATION FOR APPROVAL OF THESIS/DISSERTATION TITLE  
CASE/FEASIBILITY TOPIC**

NAME: \_\_\_\_\_ Date: \_\_\_\_\_

Proposed Topic:

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UNITS EARNED TO DATE: \_\_\_\_\_ BASICS \_\_\_\_\_ MAJOR \_\_\_\_\_ COGNATES

\_\_\_\_\_  
(PROGRAM)

Evaluation by the Registrar's office

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ACTION BY THE DEAN: \_\_\_\_\_ APPROVED

\_\_\_\_\_ DISAPPROVED

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

LYCEUM OF THE PHILIPPINES UNIVERSITY  
CLARO M. RECTO ACADEMY OF ADVANCED STUDIES  
Graduate School

Form CMR-AAS:03

**APPLICATION FOR ADVISERSHIP**

NAME: \_\_\_\_\_ Date: \_\_\_\_\_

UNITS EARNED TO DATE: \_\_\_\_\_BASICS \_\_\_\_\_MAJOR \_\_\_\_\_COGNATES

\_\_\_\_\_  
(PROGRAM)

Evaluation by the Registrar's office

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ACTION BY THE DEAN: \_\_\_\_\_ APPROVED

\_\_\_\_\_ DISAPPROVED

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

## **SUGGESTED CHAPTERS AND PARTS OF THESIS/DISSERTATION**

Title Page  
Abstract  
Acknowledgement  
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List of Tables  
List of Figures

### **CHAPTER**

#### **1 – THE PROBLEM AND ITS BACKGROUND**

Introduction  
Background of the Study  
Statement of the Problem  
Objectives of the Study  
Hypothesis  
Significance of the Study  
Scope and limitations of the Study  
Definition of Terms  
Acronyms

#### **2 – REVIEW OF RELATED LITERATURE AND STUDIES**

(Topical Presentation) APA Style  
Synthesis  
Conceptual Framework or Theoretical Framework  
Framework of the Study

#### **3 – METHODS OF THE STUDY or METHODOLOGY**

Research Design  
Participants of the Study  
Instrumentation  
    Instrument used  
    Validation of Instrument  
Data Gathering Method  
Statistical Treatment of Data

#### **4 – PRESENTATION, ANALYSIS AND INTERPRETATION OF DATA**

## 5 – SUMMARY CONCLUSIONS AND RECOMMENDATIONS

Summary of Findings  
Conclusions  
Recommendations

## REFERENCES

## APPENDICES

Communication Letters  
Survey Questionnaire  
Curriculum Vitae

## **FORMAT (margin)**

1.5 left margin  
1.0 right margin  
1.0 top margin  
Title Font- 14 (Inverted Pyramid)  
Body Text- 12  
Double space (except table)  
1 Tab every space  
Times New Roman (font 12)

## **SAMPLE TITLE PAGE FOR DISSERTATION**

*(Top Margin 5 spaces)*

### **THE PHILLIPPINE BUDGET SYSTEM: AN ANALYSIS OF THE POWER AND CONTROL OF CONGRESS**

*(6 spaces)*

A Dissertation  
Presented to the  
Faculty of the Graduate School  
Claro M. Recto Academy of Advanced Studies  
Lyceum of the Philippines University  
Intramuros, Manila

*(6 spaces)*

In Partial Fulfillment of the Requirements  
for the Degree of  
Ph.D. in Fiscal Management  
*(7 spaces)*

By  
*(3 spaces)*

Janrick Jeremy I. Uy  
*(Single space)*  
(date)

# **SAMPLE TITLE PAGE FOR A MASTERAL THESIS**

*(Top Margin 5 spaces)*

## **COMPARATIVE INCOME TAX SYSTEMS OF ASEAN COUNTRIES AND HONGKONG**

*(6 spaces)*

A Thesis  
Presented to the  
Faculty of the Graduate School  
Claro M. Recto Academy of Advanced Studies  
Lyceum of the Philippines University  
Intramuros, Manila

*(6 spaces)*

In Partial Fulfillment of the Requirements  
for the Degree of  
Master in Public Administration

*(7 spaces)*

By  
*(3 spaces)*

Ervin Ernest I. Uy  
*(Single space)*  
(date)

LYCEUM OF THE PHILIPPINES UNIVERSITY  
THE CLARO M. RECTO ACADEMY OF ADVANCED STUDIES  
Graduate School

**CERTIFICATE OF APPROVAL**

This thesis entitled "TAXATION OF INCOMES FROM INVESTMENT IN SELECTED FINANCIAL INSTRUMENTS IN THE PHILIPPINES AND A MEASUREMENT OF ITS ECONOMIC EFFICIENCY", prepared and submitted by **MS. VERONICA I. UY**, in partial fulfillment of the requirements for the degree of Master in Public Administration, has been reviewed and recommended for an oral defense.

**DR. ISABEL D. SEBULLEN**

Adviser

Faculty, Claro M. Recto Academy of Advanced Studies  
Lyceum of the Philippines University

Accepted following a successful Oral Defense, on April \_\_, 200\_\_.

**PANEL OF EXAMINERS**

**DR. JOSE MA. GONZALES**

Dean, Graduate School  
Lyceum of the Philippines University  
Chairperson

**DR. VICTORINA H. ZOSA**

Executive Director  
Research Center  
Lyceum of the Philippines University  
Member

**DR. MA. VICTORIA AC-AC**

Dean  
College of Business Administration  
Lyceum of the Philippines University  
Member

Accepted and approved in partial fulfillment of the requirements for the Master in Business Administration.

**DR. JOSE MA GONZALES**

Dean, Graduate School



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## SAMPLE COPY OF CURRICULUM VITAE

VERONICA I. UY  
1003 Intramuros, Manila  
Tel No. 456-7890 Office Tel. Number: 123-4567  
E-mail add.: [nicevines@yahoo.com](mailto:nicevines@yahoo.com)

### Personal Data

Gender : Female  
Civil Status : Single  
Date of Birth : September 8, 1989  
Place of Birth : Manila

### EDUCATIONAL BACKGROUND

Post Graduate : Master of Arts in Education (2001-2003)  
Claro M. Recto Academy of Advanced Studies  
Lyceum of the Philippines, Intramuros, Manila

Tertiary : Bachelor of Science in Psychology (1996-2000)  
JPL Partial Scholar & Dean's Lister  
Lyceum of the Philippines, Intramuros, Manila

### WORK EXPERIENCES

Lyceum of the Philippines: HR Assistant for Recruitment  
Human Resource Department and Job Placement  
Executive Office, Intramuros, Manila  
June 1, 2004 - present

HR Staff  
MERALCO Call Center: Customer Assistant Representative  
Ortigas, Pasig City  
September 16, 2000-May 31, 2004

Bureau of Immigration & Deportation : Practicum Trainee  
Intramuros, Manila  
January - March 2000

St. Joseph's College :OJT/Internship Center for Psycho-Spiritual  
November 1999- January 2000  
Enrichment & Social Services, Quezon City

## **Awit ng Lyceum**

Lyceum ng Pilipinas,  
Tanglaw ng puso't diwa,  
Pamana mo'y bubuhayin,  
Ningning mo'y di magmamamaliw,

Landas ka ng karunungan,  
Mithi mo'y katotohanan,  
Sagisag mo'y dakila,  
Lyceum na mahal,

Lyceum ng Pilipinas,  
Tibay at pananalig,  
Timbulan ka ng pag-asa,  
Liwanag na walang maliw

Damdamin mo'y makabayan,  
Pugad ka ng kagitingan,  
Diwa mo'y dakila,  
(Lyceum na minamahal)