

# **CEBU DOCTORS' UNIVERSITY**

Mandaue City, Cebu, Philippines



## **GRADUATE SCHOOL POLICY MANUAL**

2015

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## Cebu Doctors' University

### History

Cebu Doctors' College (CDC) was founded on May 17, 1975 and was registered with the Securities and Exchange Commission (SEC) on June 29, 1976. Cebu Doctors' College of Nursing (CDCN), then under the umbrella of Cebu Doctors' Hospital (CDH), was authorized to operate by the Department of Education, Culture and Sports (DECS) in 1973. A sister institution, Cebu Doctors' College of Medicine (CDCM), a non-stock, non-profit medical foundation, was next established on July 24, 1976. In line with the institution's objective to offer allied medical courses, six other colleges were subsequently opened: Cebu Doctors' College of Arts and Sciences (CDCAS) in 1975, Cebu Doctors' College of Dentistry (CDCD) in 1980, Cebu Doctors' College of Optometry (CDCO) in 1980, Cebu Doctors' College of Allied Medical Sciences (CDCAMS) in 1982, Cebu Doctors' College of Rehabilitative Sciences (CDCRS) in 1992, and Cebu Doctors' College of Pharmacy (CDCP) in 2004. Cebu Doctors' Graduate School opened in 1980.

On November 23, 2004, Cebu Doctors' College was granted University Status by the Commission on Higher Education (CHED), thus the name Cebu Doctors' University was adopted. On October 16, 2009, Cebu Doctors' University attained the CHED Institutional Quality Assurance through Monitoring and Evaluation (IQuAME) Category A (t). On May 27, 2010, CHED granted the Autonomous Status to Cebu Doctors' University.

Cebu Doctors' University (CDU) is an academic health-science oriented institution composed of a graduate school and eight colleges, namely:

- Cebu Doctors' University Graduate School (CDU-GS)
- Cebu Doctors' University College of Medicine (CDU-CM)
- Cebu Doctors' University College of Dentistry (CDU-CD)
- Cebu Doctors' University College of Optometry (CDU-CO)
- Cebu Doctors' University College of Nursing (CDU-CN)
- Cebu Doctors' University College of Allied Medical Sciences (CDU-CAMS)
- Cebu Doctors' University College of Rehabilitative Sciences (CDU-CRS)
- Cebu Doctors' University College of Pharmacy (CDU-CP)
- Cebu Doctors' University College of Arts and Science (CDU-CAS)

As of Academic Year 2012-2013, the following undergraduate and graduate programs are PAASCU accredited: Bachelor of Science in Nursing, Bachelor of Science in Medical Technology, and Bachelor of Science in Biology, Master of Arts in Educational Management, Master of Arts in Organization Development, and Doctor of Organization Development and Transformation



## Cebu Doctors' University

### Vision

Cebu Doctors' University envisions a dynamic, globally-acknowledged health and service-oriented educational institution

### Mission

Cebu Doctors' University is committed to produce competent, compassionate, dedicated socially-accountable, and God-centered professionals sensitive and responsive to local and global challenges

### Goals

- 1) Develop a holistic man capable of answering the needs of self, family, and society through education and service
- 2) Develop in the students critical analysis and decision-making capability through research and experiential teaching-learning processes
- 3) Instill in students a deep sense of responsibility, sensitive to the finer qualities of life and the preservation of the Filipino cultural heritage so they can be partners in the development of national goals and international understanding
- 4) Provide students with an academic atmosphere conducive to their intellectual, moral and cultural development necessary for their personal and professional growth



## Cebu Doctors' University Graduate School

### Institutional Mandate and Philosophy of Graduate Programs

In recognition of Cebu Doctors' University's more than forty years' experience in health sciences education and the faculty's vast reserve of talents and knowhow in healthcare services, the Graduate School (GS) opened more graduate programs in the health sciences in AY 2013-2014 so that the undergraduate courses have their corresponding masteral and doctoral programs.

The GS, in keeping with its aim of attaining global excellence will continue what it started in its Organization Development (OD) course offerings at the masteral level (AY 1992-1993) and at the doctoral level (AY 1997-1998). OD as a course teaches graduate students how to utilize transformational strategies for quality development by effecting a new vision and a shift from conventional mode towards an innovative and dynamic development pace to achieve their organizational goals through a learning process that combines face-to-face classroom instructions with modular and on-line studies.

### Graduate Programs as of Academic Year (AY) 2015-2016

Doctor of Philosophy in Organization Development  
Doctor of Philosophy in Organization Development, School Administration  
Doctor of Philosophy in Nursing Science  
Master of Science in Nursing  
Master of Arts in Organization Development  
Master of Arts major in Educational Management  
Master of Arts in Teaching Medical Related Subjects  
Master of Arts in Hospital Administration  
Master of Arts in Occupational Therapy  
Master of Arts in Psychology, 3 Majors  
Master of Science in Physical Therapy  
Master of Science in Dentistry, 4 Majors  
Master of Science in Medical Technology  
Master of Science in Pharmacy



Cebu Doctors' University  
Graduate School

**Vision:**

The Graduate School's two-pronged focus is to produce research-motivated scholars and professionals in the field of health sciences and organization transformation.

**Mission:**

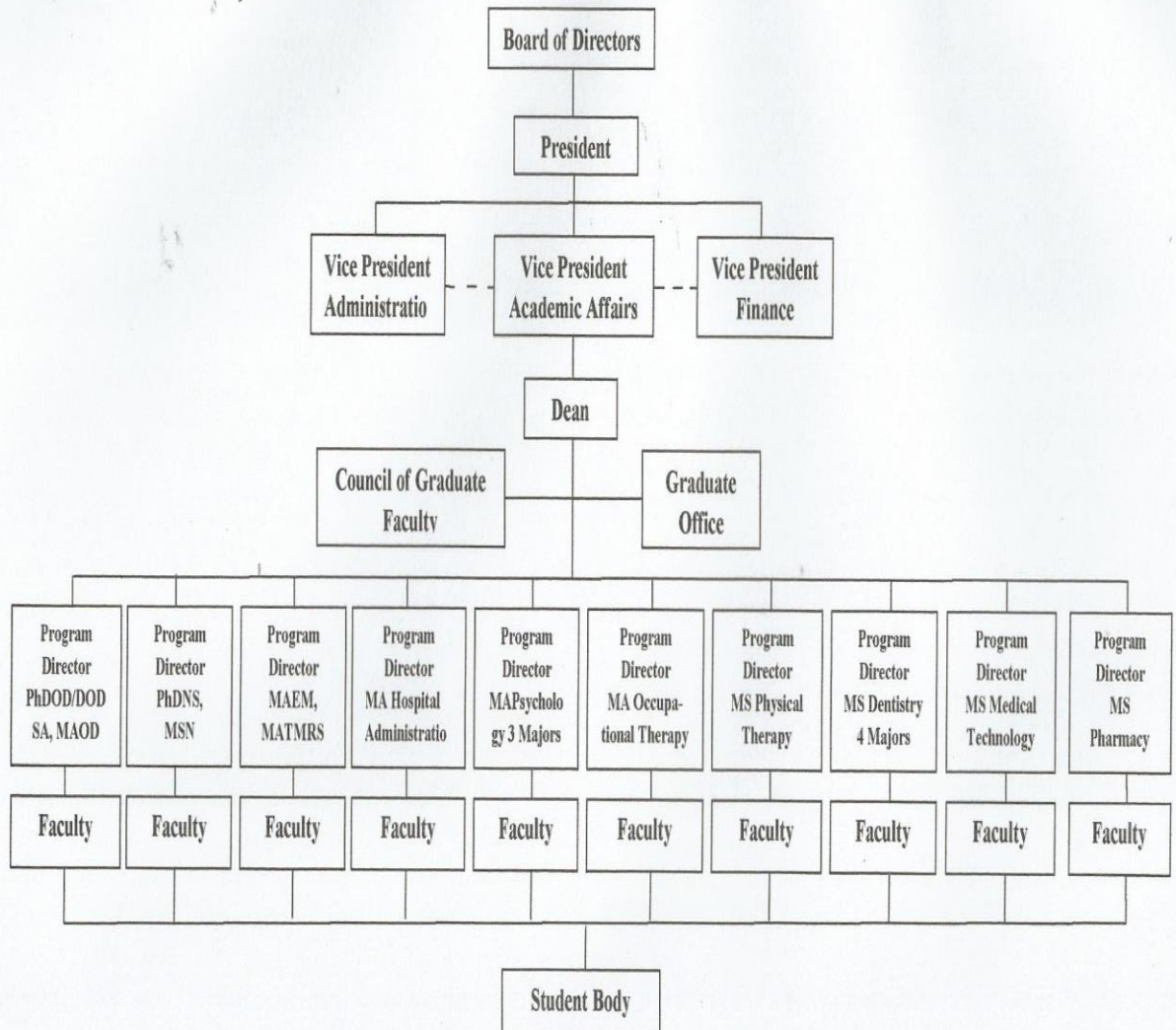
The Graduate School commits to the pursuit of producing scholarly papers and the provision of relevant clinical experience in the various disciplines of health sciences and quality organizational practices.

**Goals:**

1. Provide an avenue for the conduct of high level of studies and clinical experience in the health sciences and organization development
2. Strengthen individual and organizational research capabilities for better healthcare services
3. Develop humane, ethical, and service-oriented graduates
4. Sustain evidence-based planned change towards health science and organization transformation
5. Develop relevant organizational strategies for community outreach programs and transformation



Cebu Doctors' University  
Graduate School Organizational Chart





# Guidelines for Graduate Programs

## General Policies

### Academic Standards for Graduate Programs

All Graduate programs shall be measured in terms of high standard of academic excellence.

### Faculty Qualifications for Graduate Programs

Only doctoral degree holders can teach graduate courses and sit in thesis/dissertation committees or panel of examiners. Holders of masters degrees can not be members of doctoral panel of examiners.

### Student Qualification for Graduate Programs

Academic achievement is the primary basis for an applicant to be admitted in the graduate programs, which must be maintained throughout the entire coursework up to the successful oral defense of the thesis/dissertation.

## Administration of the Graduate Programs

### The Graduate School Dean

The Graduate School Dean is responsible for the implementation of policies, procedures, rules, regulations that pertain to the graduate programs. The Dean has the following duties and responsibilities:

- 1) to approve the admission or readmission of students into the graduate programs and the extension of their residency status beyond the maximum residency;
- 2) to approve the Thesis/Dissertation Committees and Panel of Examiners;
- 3) to authorize the scheduling or rescheduling Comprehensive Examination, Thesis/Dissertation;
- 4) to review with the assistance of the Program Directors curricular proposals, changes, and revisions before approval;
- 5) to secure permit from or inform (through the autonomous provision) CHED on new graduate programs,
- 6) to present to the Council of Graduate Faculty all unresolved concerns and other issues pertaining to graduate programs

### Council of Graduate Faculty

The policy making body with respect to graduate programs is the Council of Graduate Faculty (CGF) composed of all Program Directors and selected Faculty and presided by the Dean. The CGF have the following duties and responsibilities:

- 1) to adopt policies, standards, rules, regulations, guidelines including the use of forms that pertain to graduate programs;
- 2) to review and recommend to the Dean the curricular proposals, changes, and revisions;
- 3) to recommend candidates for graduation;
- 4) to decide on concerns and other issues that pertain to graduate programs

## Program Director

Graduate programs have ten (10) Program Directors (PD) who assist the Dean in the efficient administration of each program.as follows:1) PD-PhDOD, PhDODSA, and MAOD; 2) PD-PhD Nursing, and MS Nursing; 3) PD-MA Educational Management, and MA Teaching Medical Related Subjects; 4) PD, MA Hospital Administration; 5) PD-MA Psychology, 3 Majors; 6) PD-MA Occupational Therapy; 7) PD-MS Physical Therapy; 8) PD-MS Dentistry, 4 Majors; 9) PD-MS Medical Technology; and 10) PD-MS Pharmacy.

The Program Director has the following duties and responsibilities:

- 1) Heads the faculty under the program;
- 2) conducts review of the curriculum, checking all syllabi for competences, congruence and relevance, request updates from the faculty when needed;
- 3) prepares subject offerings for the semester/trimester, confers with the Dean for the faculty load assignment;
- 4) examines documents submitted by applicants who seek admission to the graduate programs, coordinates with the Registrar for the other requirements and for final evaluation;
- 5) keeps all necessary documents/papers on file;
- 6) answers inquiries on the assigned graduate program(s);
- 7) attends to the graduate program(s)/student needs/concerns;
- 8) inspects all grade sheets for completion at the end of every semester/trimester;
- 9) makes the schedules of the Comprehensive Examinations and submits them to the Dean for approval;
- 10) attends meetings and administrative gatherings of the Graduate School;
- 11) motivates faculty members to attend updates/seminars, conventions or activities for continuing education in line with the faculty's field of concentration

## The Graduate Office

The Graduate Office assists in processing applications for admission to the graduate programs, schedules classes, faculty assignments and loads approved by the respective Program Directors and the Dean, prepares faculty appointment for approval by the School Administration, prepares request for the honorarium for comprehensive examinations, thesis/dissertation committee members and panel of examiners, assists in all activities related to graduation, and performs all other functions for the efficient service in the Graduate Office

## Admission Procedures

### Filipinos

#### New Applicants/Students

The Masteral programs are open to holders of a bachelor's degree from an institution of good standing. Majoring in a field other than that specified in the bachelor's

degree will be allowed in the Master's program provided the students fulfil the twelve (12) units of undergraduate subjects for the chosen field of concentration. The PhD/Doctorate programs are open only to holders of a master's degree (with thesis)

In all graduate programs, the applicants must pass the Entrance Test and qualifying interview, and an academic background that is adequate or relevant.

Applicants must present the following documents to the Program Director:

- a. Duly accomplished Application Form (Form can be obtained from the Graduate Office)
- b. Official/Original Transcript of Records (TOR);
- c. Two (2) 1''x1'' colored photos; and
- d. Recommendation Letters from three (3) persons (from employer, school head, and professor)
- e. Birth Certificate (NSO)
- f. For programs requiring a thesis, a preliminary research plan (topic, problem, respondents, locale) that outlines the graduate study the applicants intend to pursue as a way of demonstrating intellectual vision and creative independent thinking. Each program has its own admission qualification.
- g..For those applying for PhD/Doctorate Program, an Abstract of the Master's thesis and a preliminary research plan(topic, problem, respondents, locale) that outlines the graduate study that applicants intend to pursue as a way of demonstrating intellectual vision and creative independent thinking

Applicants with deficiency in documents may be admitted on a temporary basis. Submission of all documents must be done within the next four (4) months of acceptance in the graduate program. All credentials submitted in support of the application for enrolment form part of the University records at the Registrar's Office.. The Program Director evaluates and decides on the application. When admission is declared on probation, the student's compliance to the requirements will be monitored by the Program Director as basis of retention in the program.

## Old Students

For old students, at the beginning of the semester/trimester, they must obtain from the Graduate Office what subjects are opened for enrolment. For walk-in old students, the class schedules are posted in the Graduate Office bulletin board. Before enrolment, old students must find out from the Graduate Office if their grades in the preceding semester/trimester were already encoded by the faculty.

Students can enrol in subjects with maximum of twelve (12) units per semester/trimester and nine (9) units during summer and have to pay the assessments and validate the ID

## Transferees

Transferees are required to bring a copy of their undergraduate and graduate Transcript of Records (TOR). Graduate credits earned from other Philippine schools will be evaluated and validated by the Program Director. Those earned from foreign schools must have the authentication of their credentials by the Philippine Department of Foreign Affairs (DFA).

Transferees must submit all the requirements similar to those of new applicants enumerated above.(under the new applicants/students) The Program Director evaluates and decides on the application.

## Resident Aliens

Requirements for resident aliens are the same for new students or transferees. In addition, submit two (2) photocopies of the Alien Certificate of Registration (ACR)/Immigrant Certificate of Registration (ICR)

## Foreign Students

Foreign nationals must submit research concept paper (topic, problem, respondents, locale) of their intended Masteral or PhD/Doctorate studies plus Master's thesis abstract for PhD/Doctorate applicants in addition to submitting/doing the following:

### 1.Application for Entrance Test

Complete all sections. Attach 2"x2" photos on the form. Give the filled-in Application Form to the Graduate Office before taking the admission tests administered by the Guidance and Counseling Center

### 2.Application Fee

Pay the non-refundable application fee to cover the processing of the Entrance Test.

### 3.Personal History Statement

Write an essay about your personal history which should include reasons why you want to pursue the graduate program you intend to enroll in

### 4.Photos

Submit ten (10) copies of your 2"x2" photos and ten (10) copies of 1" x 1" photos for Immigration registration and university enrolment .

### 5.Official Academic Records

Submit three (3) copies of your academic records. These records must be translated into English and authenticated by the Philippine Department of Foreign Affairs (DFA),

Embassy, or Consulate in your country of origin or legal residence (also known as Red Ribbon)

#### 6. Letters of Recommendation

Applicants presently in school should obtain letters of recommendation from the School Head or School Dean and a professor. Applicants who are not in school, but working fulltime in any type of legitimate enterprise may submit a letter from an employer.

#### 7. Police Clearance/NBI Clearance

Submit a police clearance from the national police authorities in your country. The police clearance form must be authenticated by the Philippine Embassy or Philippine Consulate. Philippine NBI Clearance must be secured/submitted to CDU Registrar too.

#### 8. Medical Health Certificate

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

#### 9. Affidavit of Support and Bank Statement

Submit a Bank Statement showing the appropriate amount of available funds to support the studies in CDU. Together with the bank statement is an Affidavit of Support issued by the sponsor (either a company you are currently employed, or a university where you are an officer or a member of the faculty or your parents). This certificate must be authenticated by the Philippine Embassy or Philippine Consulate

#### 10. Passport

Submit ten (10) copies of passport where photo, date and place of birth can be seen

#### 11. Study Visa

Comply with immigration requirements of the Philippines To be able to enroll in CDU, the foreign national must have a valid Philippine student visa

#### Tuition and Other Fees

The schedule of tuition and other fees may be paid either in full at the start of the semester or paid as down payment of forty per cent (40%) upon enrolment, another forty per cent (40%) before the mid-term exam and the remaining twenty per cent (20%) before the final exam.

## Academic Policies

### Residency Requirements

Per CHED CMO No.36, s1998, students in the Master Program must be enrolled in Cebu Doctors' University Graduate School (CDU-GS) during the last two (2) semesters prior to graduation, with a load of six (6) units per semester, excluding thesis requirements, if any. PhD/Doctorate students must be registered for at least four (4) semesters, with an equivalent load of 24 units.

All curricular requirements for a Master's degree must be completed within seven (7) years after the student's first enrolment in the program. Those for PhD/Doctorate programs must be completed within nine (9) years after the student's first enrolment in the program per CHED CMO No. 53, s2007.

Students who have not completed the degree within seven (7) years for Master's and nine (9) years for PhD/Doctorate programs must earn an additional twelve (12) academic units of course work for residency.

### Transfer Credit

The Graduate School shall accept a maximum of twelve (12) units for courses taken in other schools. Transfer credits shall be given only for courses that are equivalent to those required by CDU-GS for the degree program to which the transferee wishes to be admitted. Transfer credits can be given only once, upon admission to CDU-GS.

### Academic Load

Full-time degree students are expected to carry a maximum load of twelve (12) units per semester/trimester and nine (9) units during summer. An excess load of three (3) units in the last semester of course work may be taken upon the recommendation of the Program Director and the Dean.

### Cross-Enrolment

While cross-enrolment is discouraged, it may be allowed in highly exceptional cases. Cross-enrolment may be arranged with the Program Director and the Dean; however, no simultaneous enrolment in more than two (2) schools is allowed.

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

Permission for cross-enrolment is issued by the Registrar upon the recommendation of the Program Director and the Dean. Such recommendation is issued only if the applicant for cross-enrolment is a graduating student (in completion of academic requirements) at the time the request is made provided, however, that the courses is not offered by Graduate School or is in conflict with the student's other enrolled courses.

## Grades

Students can verify their grades a week after the deadline of the submission by the Faculty to the Program Director who in turn will submit it to the Graduate Office

Grade	Equivalent	Indication/Remark
1.0	95-100%	Excellent
1.1–1.5	90-94%	Very Good
1.6-1.9	86-89%	Good
2.0	85%	Passing Grade for PhD/Doctorate
2.5	80%	Passing Grade for Master's

## Faculty Evaluation

Before the end of the semester/trimester, faculty members in the different degree programs are evaluated by their students, their peers and the Dean. The results are tabulated and the faculty concerned is informed by the Dean of the result to point out the faculty's strength and weaknesses so that the faculty member can further strengthen the strength and eliminate the weaknesses

The three (3) types of Faculty Evaluation that assess performance in the Graduate School are: Student Evaluation of Faculty Efficiency (**Form A**, Annex A), Faculty Evaluation by Peer (**Form B**, Annex A), and Graduate Level Evaluation by the Dean (**Form C**, Annex A)

In the Student Evaluation of Faculty Efficiency, the following factors are rated by the students: a) Mastery of the Subject Matter; b) Communication Skill; c) Instructional Skill; d) Classroom Management; and Personal Characteristics

In the Faculty Evaluation by Peers, the following factors are rated by the peers of the faculty: a) Classroom Performance, and b) Out of Classroom Performance

In the Graduate Level Evaluation by the Dean, the following factors are rated by the Dean: a) Teacher, b) Teaching Procedure, c) Students, and d) General Observation

## Retention Policies

A minimum grade of 2.5 in all courses is required for students to qualify for a Master's degree. To qualify for a PhD/Doctorate degree, students must get a grade of 2.0 or higher in any course. Students who fail a core course are required to take the course

again. Those who get two failing grades in any course will be dropped from the roster of the Graduate Program.

## Change of Degree Program or Concentration

Students who wish to change their degree objective, area of concentration must submit a letter to their Program Director and the Dean. They should get a formal release from the current program and a formal acceptance into the new program. They will then be re-evaluated under the degree requirements as stated in the prospectus that is in place at the time the application is filed. Change of course can be obtained from the Registrar's Office.

## Attendance and Participation

Students are allowed a 20% class-hour cut or three (3) absences from a three-hour class during the semester and two (2) absences for the trimestral courses. Three instances of tardiness are equivalent to one absence. Beyond the allowed number of absences, students are considered to have failed from the course.

## Grade Petition

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

The student is required to submit a letter to the Program Director and attach all materials that support the petition. The Program Director, will forward the petition to the Dean for review while the recommendation of the Dean will be reviewed by the Vice President for Academic Affairs. A grade petition is filed within one year from the release of the grade.

## Leave of Absence

Students in good academic standing who did not enrol in the University for up to one academic year or two consecutive semesters/trimesters should file a Leave of Absence with the Program Director. The requirements for a Leave of Absence are:

- a) a student in good academic standing as evidenced by fulfilment of the minimum grade required 2.5 for the Master's programs and 2.0 for PhD/Doctorate programs) may file a Leave of Absence for a maximum of one academic year or two consecutive semesters/trimesters;
- b) a Leave of Absence may be requested during or at the close of a semester/trimester;
- c) the student's academic standing at the close of the previous semester/trimester will be used in the decision for leave requests made during a semester. The interrupted semester/trimester will be counted as a full semester of leave;
- d) Students who register at another school during their Leave of Absence are subject to the rules governing cross-enrolment. The same minimum grade requirements for the Master's and PhD/Doctorate programs from the other institutions attended must be



maintained in order to re-register at the Graduate School e) a student on Leave of Absence must apply for reinstatement before the start of the enrolment period of the semester/trimester to return to school; f) the Graduate School is not obligated to offer the same courses and curriculum when the student was originally admitted to the University.

### Academic Disqualification

Students who do not make satisfactory progress at the Graduate School are subject to academic disqualification from the University. Satisfactory academic progress is attained by earning a minimum grade of 2.5 for the Master's programs and 2.0 for PhD/Doctorate programs. Failure to earn the minimum grade for the same subject twice merits academic disqualification.

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

### Administrative Dismissal (Involuntary Withdrawal)

A student may be involuntarily withdrawn during or at the end of a semester/trimester for disciplinary reasons according to established procedures.

### Voluntary Withdrawal

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

### Academic Transcripts

Students may request for official transcript of their academic record by filling out a form at the Registrar's Office and getting the required clearance signatures. Students must pay the appropriate fee for this purpose.

The University will encumber and not release the academic transcripts of those students who are financially indebted to the University and/or who have not provided the required documents. Upon paying off the balance due or by providing the missing documents, the encumbrance will be removed and the transcripts released. All requested documents may be claimed after seven (7) working days.

### Student Discipline

The norms are intended to preserve CDU's standing as an excellent school for learning. Those who desire to preserve their status as a student and earn the CDU diploma must faithfully observe and follow the rules on conduct and behavior. Those who take the risk to defy the norms, imperil, by their own making, their standing as a student.

CDU has worked out a program designed to make the students finish the course on time, to impart the knowledge that will enable students to pass and obtain their diplomas

or top the respective disciplines' board examination (if required), and thereafter become good professional and responsible members of society.

Consistent failures resulting from non-attendance in classes and similar causes (other than poor intellect) is a manifestation of a student's lack of discipline, mediocre attitude towards education and learning. These are indicators of the student's inability to live up to the CDU standards.

Apart from disciplinary rules, academic discipline such as debarment, de-loading or academic probation are intended to weed out the undesirable students

## Comprehensive Examination

### Nature of the Examination

Comprehensive examinations are usually conducted at the beginning of the second semester/trimester. The student applicant can inquire from the Graduate Office the date of the comprehensive examination. These comprehensive examinations are designed to measure the understanding of the student and mastery of the integrated areas of learning covering core courses and courses in the field of concentration and cognates

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

Examinations are scheduled at every end of the semester/trimester. An Examination Committee, to be formed by the Program Director, prepares the questions for the Comprehensive Examination. Names of students who pass the examinations are posted at the Graduate School Bulletin Board after the last examination date.

### Application Guidelines

Upon completion of the required number of units as reflected in the course curriculum, the student applies to take comprehensive examination (**Form 1** Comprehensive Examination Application),

Apart from filing the application for comprehensive examination, the student must submit an updated concept paper for the special project/thesis/dissertation for evaluation. It should contain the following elements: research topic or area; the problematic situation; target respondents; and research locale (**Form 2** Thesis/Dissertation Concept Paper) .

The Program Director reviews the course curriculum, application and the concept paper. The student proceeds to the Finance Office for payment of comprehensive examination fees. The student then submits the form to the Program Director for additional processing.

## Theses and Dissertations

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

## Entire Coursework and the Link to Research

From the start of application in the graduate program, the applicant must already have an idea of which area to pursue. Thus, a concept paper is a requirement for application, and together with the result of the Entrance Test and the qualifying interview will be the basis used by the Program Director to accept the applicant to enrol in the graduate program. The interview proper will draw out from the applicant the area for further exploration

## The Research Topic

The research topic must come from the student and not from the adviser. At the outset, the student should already realize that there is a link between semestral/trimestral coursework and the thesis or dissertation to be undertaken after completing the coursework and passing the comprehensive examination.

## The Research Proposal

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

A research proposal is a tool for the student showing that the problem proposed for is significant to warrant the investigation, that the methods proposed is suitable and that the results likely to prove fruitful and will make an original contribution to the field. It also enables the student to demonstrate expertise and competency in a particular area or discipline and convinces the panel that the research is worth undertaking.

## Thesis/Dissertation Elements

Theses and dissertations contain the following elements: a) review of related literature that leads to the aims and objectives; b) detailed methodology which can be repeated by another person where tables, graphs and figures are accurate and concise and techniques used to evaluate results; c) precise conclusions that answer the objectives and when needed, a final discussion on the present results in relation to previous work, and future studies; d) clear, accurate, cogent, and concise and free of typographical, spelling, and language construction errors; and e) correct documentations and citations and the standard method of making a list of reference and sources citations are based on the needs of the different disciplines.

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

## Thesis/Dissertation Procedures using Appropriate Forms

To serve as guide to graduate students, the thesis/dissertation policies and procedures, citing the forms (**Forms 1 to 16**) to be used are enumerated below:

### 1 Methods of Research Course (when applicable)

1.1 Objective: Introduction/review of research concepts and exposure to research process

#### 1.2 Procedures:

1.2.1 The applicant will be screened against identified prerequisite skills for acceptance to thesis/dissertation; writing and research skills will be determined

1.2.2 If needed, a Bridge Program will be designed and the applicant will be advised to undergo the program

1.2.3 The Methods of Research Course will be offered based on the program of Study

### 2 Comprehensive Examination

2.1 Objective: Measurement of understanding and mastery to handle planned thesis/dissertation

#### 2.2 Procedures:

2.2.1 After completion of the course requirements, the graduate student will apply for comprehensive examination (**Form 1**) and submit a concept paper(**Form 2**) of the planned thesis/dissertation

2.2.2 A committee will be formed by the Program Director to design the examination based on the concept paper submitted by the examinee.

### 3. Proposal Committee/Panel Consultation

3.1 Objective: Writing the thesis/dissertation proposal

#### 3.2 Procedures:

3.2.1 After passing the comprehensive examination, the candidate will be assigned an Adviser (**Form 3**) based on the concept paper submitted

3.2.2 A contract will be signed between the adviser and advisee (**Form 4**)

3.2.3 A contract will be signed by the oral defense panel members (**Form 5**)

3.2.4 Upon the Adviser's advice, the candidate will apply for a Proposal Panel Consultation; Thesis/Dissertation Committee/Panel Members will be appointed by the Dean based on the Program Director's recommendation

### 4. Proposal Hearing

4.1 Objective: Approval of the thesis/dissertation proposal

#### 4.2 Procedures:

4.2.1 The researcher will gather comments and suggestions from the Committee Members to improve the proposal

4.2.2 Upon the Committee Members' and Adviser's approval, the candidate will apply for a Proposal Hearing (**Form 6**)

4.2.3 The Thesis/Dissertation Proposal Hearing Committee will be four (4) members composed of the Chairman (usually the Dean or a designated

- expert in the discipline), the Adviser and two (2) Members
- 4.2.4 Proposal Hearing will be scheduled and held; the candidate will be furnished with the documentation of the Proposal Hearing proceedings (**Form 7**)
  - 4.2.5 The Committee Members will be given an evaluation form of the thesis/dissertation proposal hearing (**Form 8**) and at the end of the proposal hearing all committee members will submit to the Chairman their Evaluation of Proposal Hearing and the candidate will be verbally informed by the Chairman of the result and if unanimously given passing grades by all four (4) Committee Members, will be issued a Certificate to proceed to data gathering and final analysis (**Form 9**). Otherwise the student must make the necessary corrections within one (1) week for a thesis or two (2) weeks for a dissertation.
5. Thesis/Dissertation Manuscript
    - 5.1 Objective: Approval of the thesis/dissertation manuscript
    - 5.2 Procedures:
      - 5.2.1 The candidate will consult the Adviser on the conduct of the study
      - 5.2.2 Upon the advice of the Adviser, the candidate will request for Committee Consultation and gather comments and suggestions from the Committee Members to improve the thesis/dissertation
  6. Oral Defense
    - 6.1 Objective: For the candidate to defend the thesis/dissertation to the Panel of Examiners
    - 6.2 Procedures
      - 6.2.1 Upon the Panel Members and Adviser's approval, the candidate will apply for Oral Defense (**Form 10**)
      - 6.2.2 The Thesis Panel of Examiners will be four (4) members composed of the Chairman (usually the Dean or a designated expert in the discipline), the Adviser, and two (2) members;
      - 6.2.3 The Dissertation Panel of Examiners will be five (5) members composed of the Chairman (usually the Dean or a designated expert in the discipline), the Adviser, and three (3) members;
      - 6.2.4 Apply for Panel Consultation (**Form 11**) to secure the advice of the panel members to further improve the thesis/dissertation
      - 6.2.5 Oral Defense will be scheduled and held; the candidate will be furnished with the documentation of the Oral Defense proceedings (**Form 12**)
      - 6.2.6 The Panel Members will be given an Evaluation form of the thesis/dissertation Oral Defense (**Form 13**) and at the end of the oral defense, all panel members will submit to the Chairman their Evaluation and the candidate will be verbally informed by the Chairman of the result and if unanimously given passing grades by all four (4) Thesis or all five (5) Dissertation Panel Members will be issued a Certificate of Approval for Final Printing by the Panel Members (**Form 14**).
      - 6.2.7 Approval Sheet of the thesis/dissertation will be signed by the Panel

Members and the Dean and this approval sheet will form part of the hardbound copies of the thesis/dissertation (**Form 15 for Thesis and Form 16 for Dissertation**)

7. Submit three (3) hardbound copies of the thesis/dissertation to the Graduate Office
  - 7.1 Objective: For the thesis/dissertation to be compiled by the Graduate School Library and Graduate Office
  - 7.2 Distribution of hardbound copies: one (1) for the Graduate School Library and two (2) For the Graduate Office to be used for reference by graduate students and faculty
8. Research Forum, Graduate School Journal and External Publication
  - 8.1 Objective: Share knowledge about various disciplines through Research Forum, Graduate School Journal to graduate students, faculty, alumni and including senior and graduating college students and CHED officials, and the community for external publication
9. Submit one (1) CD of thesis/dissertation (pdf/ word format) to CHED (CMO No. 44, s2007)
  - 9.1 Objective: For the thesis/dissertation to be compiled by the CHED Library to serve as knowledge repository and information center
  - 9.2 The thesis/dissertation CD in both PDF and MSWord format shall contain the following:
    - 9.2.1 Title Page, Approval Sheet, Abstract, Acknowledgment, and Table of Contents
    - 9.2.2 The full text of the thesis/dissertation
      - 9.2.2.1 Chapter 1 The Problem and its Setting
      - 9.2.2.2 Chapter 2 Presentation, Analysis and Presentation of Data
      - 9.2.2.3 Chapter 3 Summary, Findings, Conclusion, and Recommendations
      - 9.2.2.4 Bibliography

### Research Forum

Once every Academic Year, selected graduate students present the results of their studies in a Research Forum before graduate students, faculty, school administration and invited CHED officials. The main aim of this forum is to share knowledge about various disciplines and broaden the understanding of a specific field.

### Graduate School Journal

Once every Academic Year, selected outputs are also published in an internal publication or Graduate School Journal. The main aim of these journals is to share knowledge on various disciplines to graduate students, faculty, and alumni. These journals will be ISSN registered.

## External Publication

It is CDU's policy that students are the owners of the papers and books that they create and publish. Research students, therefore, have the legal liability for ensuring that copyright and intellectual property requirements are met.

It is also important that all authors listed on a publication shall have contributed in a significant way to the work. The principal author is responsible for the entire publication and should ensure that all other authors accept, in writing, responsibility either for the entire paper or for that part of it with which they have contributed. The Research Adviser for Thesis/Dissertation should not be included as one of the authors.

The format for external publication is different from academic thesis/dissertation and the author must reformat the article for external publication accordingly. The format of journal publication is as follows: Title; Author(s); Abstract; Chapter 1 Introduction (Background of the Study, Theoretical Support and Related Studies and The Problem); Chapter 2 Methodology (Research Design, Locale of the Study, Respondents of the Study, Instrumentation and Data Collection, and Data Analysis; Chapter 3 (Findings number 1, Findings number 2, Findings number 3, Conclusion, and Recommendation; References (APA format)

## Submission of Hardbound Theses/Dissertations

Submit three (3) hardbound copies of the Master's thesis and PhD/Doctorate dissertation to the Graduate Office for distribution to the Graduate School Library, one (1) copy and Graduate Office, two (2) copies (for use as reference by graduate students and faculty).

## Graduation and Diploma Distribution

In CDU, diploma distribution is part of the University Graduation Rites which usually follow after the hooding ceremonies, where Graduate School is the first one to present its graduates followed by the eight (8) Colleges. This annual graduation rite is done at the large CDU Auditorium which can accommodate 2,500 people. Graduating students from the Graduate School have to apply for and secure Graduating Student's Clearance (see Annex D for the form) Only those students without any encumbrances and no deficiency in documentary requirements are allowed to participate in the graduation rites.

The Transcript of Records (TOR) can be secured from the Registrar's Office after payment of the appropriate fees.

# ANNEX A

## FACULTY EVALUATION FORMS

- Form A – Student Evaluation of Faculty Efficiency
- Form B – Faculty Evaluation (by Peers)
- Form C - Graduate Level Evaluation (by the Dean)





### STUDENT EVALUATION OF FACULTY EFFICIENCY

NAME: \_\_\_\_\_ SUBJECT: \_\_\_\_\_ SECTION: \_\_\_\_\_

**Note to Student:** This is a survey of your opinion regarding the competence of our teaching faculty. Please rate your teachers honestly. Answer will be held confidential.

Direction: Please encircle the number corresponding to your choice. Do not leave any statement unanswered.

**Equivalence:**

5 – Always (Excellent)  
4 – Often (Very Good)  
3 – Sometimes (Good)  
2 – Rarely (Fair)  
1 – Never (Poor)

	EX	VG	G	F	P
<b>1. MASTERY OF THE SUBJECT MATTER</b>					
- shows updated knowledge	5	4	3	2	1
- organizes subject matter in logical sequence	5	4	3	2	1
- relates subject matter with past lessons/ relevant situations	5	4	3	2	1
- illustrates broad and deep knowledge of subject matter	5	4	3	2	1
<b>2. COMMUNICATION SKILL</b>					
- uses words which are easily understood	5	4	3	2	1
- possesses a pleasant, well-modulated voice with proper inflection	5	4	3	2	1
- demonstrates proper choice of words and pronounces them correctly	5	4	3	2	1
- constructs grammatically correct sentences		5	4	3	2
<b>3. INSTRUCTIONAL SKILL</b>					
- informs learners of objectives	5	4	3	2	1
- makes use of various instructional modes and media	5	4	3	2	1
- presents and delivers effectively the lessons	5	4	3	2	1
- manifests flexibility in handling the subject matter	5	4	3	2	1
<b>4. CLASSROOM MANAGEMENT</b>					
- creates an environment conducive to learning	5	4	3	2	1
- exercises full classroom control to maintain academic discipline	5	4	3	2	1
- motivates students active participation and discussion	5	4	3	2	1
- evaluates learning through varied tools and techniques based on principles of test and measurement	5	4	3	2	1
<b>5. PERSONAL CHARACTERISTICS</b>					
- starts and discusses classes on time	5	4	3	2	1
- shows open-mindedness and fairness in dealing with students	5	4	3	2	1
- participates actively in committee work and renders quality time activities as assigned	5	4	3	2	1
- practices proper behavior and good grooming	5	4	3	2	1

**ADDITIONAL COMMENTS:**

---



**FACULTY EVALUATION**  
(By Peers)

NAME OF FACULTY: \_\_\_\_\_ COURSES HANDLED: \_\_\_\_\_

DIRECTION:

Please rate the performance of your colleague using the scale:

5	Excellent	(Excellent Performance)
4	Very Good	(Very Satisfactory Performance)
3	Good	(Satisfactory Performance)
2	Fair	(Slightly Satisfactory Performance)
1	Poor	(Unsatisfactory Performance)

**PART I. CLASSROOM PERFORMANCE**

1. has good command of the language of instruction	5	4	3	2	1	NA
2. speaks in clear, distinct and well-modulated voice	5	4	3	2	1	NA
3. is refined in speech and manners	5	4	3	2	1	NA
4. demonstrates broad and thorough knowledge of subject matter	5	4	3	2	1	NA
5. presents subject matter clearly and systematically	5	4	3	2	1	NA
6. relates subject matter to previous lessons, current issues practical applications, other fields	5	4	3	2	1	NA
7. applies teaching methods/techniques that contribute to the learning of concepts and development of skills and values	5	4	3	2	1	NA
8. ask easily understood & thought-provoking questions	5	4	3	2	1	NA
9. provides opportunities for students to participate in class activities	5	4	3	2	1	NA
10. uses teaching aids suited to the student's ability	5	4	3	2	1	NA
11. observes promptness in reporting to class	5	4	3	2	1	NA
12. gives attention to classroom discipline	5	4	3	2	1	NA
13. welcomes suggestions, ideas, opinion and questions from students	5	4	3	2	1	NA
14. shows care for personal appearance and hygiene	5	4	3	2	1	NA
15. displays pleasant disposition	5	4	3	2	1	NA

AVERAGE RATING FOR PART I: \_\_\_\_\_

**PART II. OUT-OF-CLASSROOM PERFORMANCE**

1. attends faculty meetings	5	4	3	2	1	NA
2. participates in activities organized by the 2.1 Department	5	4	3	2	1	NA
2.2 College	5	4	3	2	1	NA
2.3 University	5	4	3	2	1	NA
3. shares his talent and time with colleagues	5	4	3	2	1	NA
4. accepts suggestions for improvement	5	4	3	2	1	NA
5. demonstrates positive attitudes toward teaching	5	4	3	2	1	NA
6. attends in-service training programs such as seminars, workshops, conferences, and the like	5	4	3	2	1	NA
7. endeavors to grow professionally through graduate studies and reading	5	4	3	2	1	NA
8. collaborates with peers	5	4	3	2	1	NA
9. shows willingness to undertake research and/or research related activities	5	4	3	2	1	NA
10. is involved in community outreach activities	5	4	3	2	1	NA

AVERAGE RAITING FOR PART II: \_\_\_\_\_

OVERALL AVERAGE RATING: \_\_\_\_\_

NAME OF EVALUATOR : (Optional) \_\_\_\_\_

DATE OF EVALUATOR : \_\_\_\_\_



**GRADUATE LEVEL EVALUATION**

Name of Teacher: \_\_\_\_\_

Time of Observation : \_\_\_\_\_

Subject of Instruction: \_\_\_\_\_

Size of Class : \_\_\_\_\_

**A. TEACHER**

1. Teaching Personality	5	4	3	2	1	NA
2. Composure	5	4	3	2	1	NA
3. Articulation	5	4	3	2	1	NA
4. Modulation of Voice	5	4	3	2	1	NA
5. Mastery of Medium of Instruction	5	4	3	2	1	NA
6. Mastery of Subject Matter	5	4	3	2	1	NA
7. Ability to answer questions	5	4	3	2	1	NA
8. Openness to student opinions	5	4	3	2	1	NA

**B. TEACHING PROCEDURE**

1. Organization of subject matter	5	4	3	2	1	NA
2. Ability to relate subject matter to other fields	5	4	3	2	1	NA
3. Ability to provoke critical thinking	5	4	3	2	1	NA
4. Ability to motivate	5	4	3	2	1	NA
5. Ability to manage class	5	4	3	2	1	NA
6. Question technique	5	4	3	2	1	NA
7. Use of teaching ideas	5	4	3	2	1	NA

**C. STUDENTS**

1. Class Attention	5	4	3	2	1	NA
2. Class Participation	5	4	3	2	1	NA

**D. GENERAL OBSERVATION**

1. Rapport between teachers and students	5	4	3	2	1	NA
2. Class Atmosphere	5	4	3	2	1	NA
3. Overall teacher impact	5	4	3	2	1	NA
4. General classroom condition	5	4	3	2	1	NA

AVERAGE : \_\_\_\_\_

OTHER COMMENTS : \_\_\_\_\_

RATING INTERPRETATION:

5	-	Excellence
4	-	Superior or Very Good
3	-	Good
2	-	Fair
1	-	Poor or unsatisfactory
NA	-	Not Applicable

\_\_\_\_\_  
Dean, Graduate School

## ANNEX B

### GUIDES IN WRITING THESES/DISSERTATIONS

#### Guides in Writing Theses/Dissertations

- For Proposal Hearing

- For Oral Defense

- Abstract

#### Ethics in Research

- The Universal Moral Principles

- Principles of Ethics in Research

- Plagiarism

#### Roles and Functions in Writing Theses/Dissertations

- Thesis/Dissertation Writer

- Adviser

- Oral Defense Panel Member

#### Writing Theses and Dissertations

- Timeline

- Selection of an Oral Defense Panel Member

- Documentation of Proposal Hearing and Oral Defense

- Oral Defense Proceedings

- Unsatisfactory Theses and Dissertations

- Concerns and Other Issues

# Guides in Writing Theses and Dissertations

## For Proposal Hearing

An adviser will be assigned to the student to give guidance on the preparation of the study for proposal hearing purposes. The student have to consult the adviser on the writing of a study proposal and make the preparation for the oral presentation. The research proposal contains two (2) complete chapters: Chapter 1- Introduction and Problem, Chapter 2 - Review of Related Literature, and Methodology and a Reference List and Annexes, if any. The candidate, with the adviser's approval, can consult with the panel to improve the study proposal. At the proper time, the panel members and adviser will confirm the readiness of the candidate for a Proposal Hearing, which will be the basis for the schedule the proposal presentation and defense before the panel. .

## For Oral Defense

The entire study must be done and written by the candidate with the guidance of an Adviser and inputs through comments and suggestions from the consultation done with the panel. A study can be considered ready for presentation and oral defense if it is acceptable in both scholarship and style, and it can be defended by the candidate to the panel of examiners. At the end of the Oral Defense, the panel will deliberate on presentation and the defense by the candidate of the study made. The thesis/dissertation must have the approval of all the members of the Oral Defense Panel of Examiners..

## Abstract

An abstract is a short summary of the contents of the thesis/dissertation generally written after the study has been conducted and the thesis/dissertation has been written. It should be informative and provide key information such as the background information, research problem/aim, methodology, results, and conclusions or implications.

The content outline of an informative abstract are: a) background information is a brief sentence that establishes the significance or context of the study, and thus, should be directly linked to the research problem. This key element is written in the present tense to indicate the current situation; b) research problem is the problem addressed by the research, the aim of the research, or the specific question or hypothesis relating to the study and is written in the past tense or present perfect tense (i.e., the past in relation to the present, such as "have been") to indicate something that was previously identified as an issue/question; c) the methodology used could be standard or modified and is written in the past tense, to indicate what was used to do the research; d) the key results summarized in an informative abstract often contains the most important information and results are also discussed in the past tense; e) the conclusions summarize one or two of the key implications of the study and are written in the present tense to indicate their current relevance

## Ethics in Research

Research being proposed and undertaken have to be checked against ethical considerations. The fundamental ethical principles in research of the University are drawn from the universal moral and scientific principles in the conduct of research. All theses/dissertations involving human subjects must have clearance from the University Institutional Ethics Review Committee (IERC). Theses/dissertations involving animal subjects must have clearance from the University Institutional Animal Care and Use Committee (IACUC). These clearances must be appended in the hardbound theses/dissertations.

## The Universal Moral Principles

Respect for individual persons which promote life, dignity and rights, is the overarching maxim of morality, that informs all other ethical principles. To promote human well-being, these fundamental, time-honored principles protecting basic human rights are considered in the conduct of research. The other equally important modes of morality are: a) autonomy (informed consent requirement); b) beneficence (protection from undue risk); c) due care and accountability; d) justice (fairness and entitlement); e) care (safeguarding interest and welfare of participants); f) integrity (compliance with agreement on research design, deadlines, etc) .

## Principles of Ethics in Research

The primordial aims of ethics in research are: a) promotion of human welfare; b) use of liberal and progressive philosophy that recognizes intellectual freedom; c) adherence to rigorous and honest work; d) commitment to empowering the community to respond to the challenges of the times; e) conduct of research and presentation of recommendations in a manner that manifests concern for knowledge integration; f) observance of gender-responsiveness and culture sensitivity; and g) commitment to the integrity of creation.

## Plagiarism

CDU wants to ensure that the studies conducted by its students are not plagiarized. It has acquired a software that is used to detect plagiarized words, sentences, phrases and paragraphs.. The test of plagiarism at different points are initially done before the proposal hearing, then after the revision based on the inputs of comments and suggestions from the panel prior to the oral defense and finally after the oral defense prior to the final printing.

.

## Roles and Functions in Writing Theses and Dissertations

To guide the candidate in fulfilling the thesis/dissertation requirement, the role and function of the adviser and the panel members are enumerated below:

## Thesis/Dissertation Writer

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

## Adviser

1. The adviser should have knowledge of the student's subject area and the proposed theoretical approach. If the student's work goes significantly outside the adviser's field of specialization, the adviser and the Program Director should be responsible for putting the student in touch with a specialist either inside or outside the institution.
2. Regular sessions between the student and the mentor should be held at least once a month. It is usually advisable to arrange for the time of the next meeting at the end of each session.
3. The adviser should read and critically comment on the student's work as it is produced.
4. The adviser should ensure that the student is made aware, if either progress or standard of work is unsatisfactory, and should arrange any necessary supportive action.
5. The adviser should advise the student on courses that may complement the student's field of research. He/she should arrange where possible, and where the student is eligible to attend lectures/seminars run by the institution, which would be helpful to the student.
6. The adviser should make clear to the student the institution's regulation concerning the preparation for the research, thesis writing, and oral defense.
7. The adviser should ascertain that no misconduct in research is committed. Misconduct does not include honest errors or honest differences in interpretation or judgment of data.
8. The adviser endorses to the Program Director the candidate's proposal or thesis/dissertation when it is completed and ready for consultation, and then, for defense.
9. The adviser sits in the oral defense and documents/takes note of the suggestions and/or recommendations of the panel.
10. The adviser gives a grade to the candidate and signs the grade sheet at the end of the semester/trimester confirming the evaluation given by the panel members.

## Oral Defense Panel Member

1. The panel member reads the drafts, proposal, and thesis/dissertation thoroughly, noting areas in which clarification can be made
2. The panel member evaluates the proposal and thesis/dissertation according to the criteria for evaluation of theses and dissertations . Greatest significance should be given to the quality of the research done, and, where relevant, to the integrity of the methodology used and the candidate's ability to evaluate his/her own research critically in the context of relevant literature.
3. The panel member sits with the candidate to give her/his initial comments and recommendations on the drafts of the proposal and the first manuscript. He/she attends the proposal hearing and oral defense of the thesis/dissertation.
4. With a view to helping the candidate improve her work, the panel member is generally asked to make comments on the following during the oral defense:
  - a. The candidate shows appropriate familiarity with, and understanding of, the relevant literature
  - b. The thesis/dissertation clearly sets out a research aim, hypothesis or initial intention
  - c. The thesis/dissertation provides a study of the topic appropriate for master's or PhD/doctorate level;
  - d. The research methodologies are appropriate and adequate for the subject matter and are properly applied;
  - e. The research findings are suitably analyzed, set out, and accompanied by adequate expositions;
  - f. The quality of the language expression, and general presentation of the thesis/dissertation is satisfactory;
  - g. The thesis/dissertation as a whole makes an appropriate contribution to the knowledge of the subject with which it deals and shows that the candidate understands the relationship between the content of the thesis/dissertation and the wider context of knowledge to which it belongs
  - h. There are any parts of the thesis which, in the opinion of the panel members, are worthy of being the basis of publication.
5. The panel member discusses her/his findings with the rest of the panel, but gives an individual grade to the candidate.
6. The panel member signs appropriate forms (e.g., documentation of the oral defense, evaluation sheet, and approval form).
7. The panel member reviews the final document, whether proposal or thesis/dissertation, to ascertain that the candidate has made the recommended revisions on the work.



# Writing Theses and Dissertations

## Timeline

After passing the Comprehensive Examination, the student must be officially enrolled for Thesis/Dissertation during the semesters/trimesters that the thesis/dissertation will be written until it is completed, including the semester/trimester of the oral defense. The student should enrol and pay the appropriate fees at the beginning of the semester/trimester when ready to write the thesis/dissertation proposal.

If the student does not finish writing the thesis/dissertation proposal within the enrolled semester/trimester, then the student must enrol again for the same subject and pay the fees again.

A student is given three (3) years within which to complete the thesis/dissertation. The student have to consult the oral defense panel members individually and have each sign the Notification to Submit a Thesis/Dissertation for Proposal Hearing or Thesis/Dissertation for Oral Defense. Oral Defense fees must be settled before the schedule is set.

## Selection of an Adviser

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

Adviser from institutions other than Cebu Doctors' University must have similar qualifications as those required of the Cebu Doctors' University Graduate School adviser. The following documents are requested: curriculum vitae (including the name of the institution with which the proposed adviser is currently affiliated) and a copy of the diplomas.

## Selection of Oral Defense Panel Members

For Thesis, the four-person oral defense panel is composed of the Chairman (who is usually the Dean or a designated expert in the discipline, topic or methodology), the Adviser, and two (2) faculty members. At least two (2) of the panel members must come from CDU.

For Dissertation, the five-person oral defense panel is composed of the Chairman (who is usually the Dean or a designated expert in the discipline, topic or methodology), the Adviser, and three (3) faculty members. At least three (3) of the panel members must come from CDU.

If a designated expert in the discipline, topic or methodology is chosen, this person must be given an orientation by the Program Director before the Oral Defense. The appointment of all panel members has to be approved by the Dean.

## Documentation of Proposal Hearing and Oral Defense

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

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

## Oral Defense Proceedings

1. The student gives a presentation for 20-30 minutes before the oral defense panel.
2. The Chairman of the Panel facilitates the order of questioning and discussion. The panel members ask questions by rounds.
3. The oral defense proceedings may last two (2) hours or until the panel members are done with their questions.
4. The Panel members decide on the merit of the proposal or thesis/dissertation based on the guidelines and set criteria, and accepts or rejects the proposal or thesis/dissertation.
5. The Adviser records points and recommendations made by the members of the panel, particularly those pertinent to proposed revisions and clarifications. If the proposal or thesis/dissertation is rejected, the shortcomings are listed. The Adviser asks the members of the panel to affix their signatures to attest to the accuracy of the documentation.
6. The candidate complies with the recommended suggestions and revisions closely guided by the Adviser.
7. The revised proposal or thesis/dissertation should be submitted within seven (7) days for master's programs and fourteen (14) days for PhD/Doctorate programs. Copies of the revised proposal or thesis/dissertation will be provided to the panel members for review. Each member checks the revised proposal or thesis/dissertation for compliance with the recommended revisions then signs the Approval Sheet if satisfied. For the review, the panel members have three (3) weeks or 21 days.

## Unsatisfactory Theses and Dissertations

If at the proposal hearing stage the thesis/dissertation did not pass, it will be returned to the candidate for revision. At the discretion of the panel of examiners, the candidate may be offered one opportunity to revise and re-submit the thesis/dissertation.

# ANNEX C

## GRADUATE SCHOOL FORMS

- Form 1 Application for Comprehensive Examination
- Form 2 Thesis/Dissertation Concept Paper
- Form 3 Appointment - Thesis/Dissertation Adviser
- Form 4 Contract - Thesis/Dissertation Adviser-Advisee
- Form 5 Contract - Thesis/Dissertation Oral Defense Panel Members
- Form 6 Proposal Hearing Notification
- Form 7 Proposal Hearing Proceedings Documentation
- Form 8 Proposal Hearing Evaluation
- Form 9 Approval to Proceed to Data Gathering and Final Analysis
- Form 10 Oral Defense Notification
- Form 11 Panel Consultation Documentation
- Form 12 Oral Defense Proceedings Documentation
- Form 13 Oral Defense Evaluation
- Form 14 Approval for Final Printing of Thesis/Dissertation by Panel Members
- Form 15 Approval Sheet Masteral Thesis
- Form 16 Approval Sheet Doctoral Dissertation



Cebu Doctors' University  
Graduate School

**Form 1**

**Application for Comprehensive Examination**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Degree Program: \_\_\_\_\_ Cellphone: \_\_\_\_\_  
Concentration: \_\_\_\_\_ Email: \_\_\_\_\_

Number of graduate units completed  
Cebu Doctors' University \_\_\_\_\_  
Other Schools \_\_\_\_\_  
Total \_\_\_\_\_

Date of Examination \_\_\_\_\_

Records Verified:

\_\_\_\_\_  
Graduate Office Date

Recommended:

\_\_\_\_\_  
Program Director Date

Approved:

\_\_\_\_\_  
Dean, Graduate School Date



Cebu Doctors' University  
Graduate School

**Form 2**

Thesis/Dissertation Concept Paper

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

Name: \_\_\_\_\_

Cellphone: \_\_\_\_\_

Degree Program: \_\_\_\_\_

Email: \_\_\_\_\_

Concentration: \_\_\_\_\_

Part 1 (to be completed by the candidate)

Research Topic: \_\_\_\_\_

\_\_\_\_\_

Problematic situation: \_\_\_\_\_

\_\_\_\_\_

Target respondents: \_\_\_\_\_

\_\_\_\_\_

Area of coverage/research locale: \_\_\_\_\_

\_\_\_\_\_

Proposed Thesis/Dissertation Adviser: (CVs attached if needed)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Part 2 (to be completed by the Program Director)

I recommend approval of the research topic

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Part 3 (to be completed by the Dean, Graduate School)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



Cebu Doctors' University  
Graduate School

**Form 3**

**Appointment - Thesis/Dissertation Adviser**

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

Name: \_\_\_\_\_  
Cellphone: \_\_\_\_\_  
Degree Program: \_\_\_\_\_  
Email: \_\_\_\_\_  
Concentration: \_\_\_\_\_

**Part 1 (to be completed by the candidate)**

Attached to this form is a description (in 30-40 words) of my proposed research. I understand this will be used to select my thesis/dissertation adviser.

Signed: \_\_\_\_\_  
Date: \_\_\_\_\_

**Part 2 (to be completed by the Program Director)**

- a). I confirm that this candidate has completed the course requirements and passed the comprehensive examination on (date) \_\_\_\_\_
- b). I recommend the appointment of \_\_\_\_\_ (CV attached when needed) as thesis/dissertation adviser of this candidate.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Part 3 (to be completed by the Dean, Graduate School)**

This request is approved, and the recommended faculty will be appointed as thesis/dissertation adviser to this candidate

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



Cebu Doctors' University  
Graduate School

**Form 4**

**Contract - Thesis/Dissertation Adviser-Advisee**

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

We \_\_\_\_\_ (adviser),  
and \_\_\_\_\_ (advisee)

agree to enter into adviser-advisee relationship voluntarily and comply with the following terms:

The advisee agrees to:

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

The adviser agrees to:

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

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

Signed: \_\_\_\_\_ (Adviser) Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Advisee) Date: \_\_\_\_\_

Cc: panel members  
advisee



Cebu Doctors' University  
Graduate School

**Form 5**

**Contract - Thesis/Dissertation Oral Defense Panel Member(s)**

We agree to be members of the Oral Defense Panel

of \_\_\_\_\_ for the thesis/dissertation

entitled \_\_\_\_\_

We promise to comply with the following terms:

The member agrees to:

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

The chairman of the panel agrees to:

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

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

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

cc: panel members  
advisee





Cebu Doctors' University  
Graduate School

**Form 6**

**Proposal Hearing Notification**

Part 1 (to be completed by the candidate)

Name: \_\_\_\_\_

Title of Thesis/Dissertation: \_\_\_\_\_

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

Part 2 (to be signed by the Panel Members)

We attest to the readiness of this candidate for thesis/dissertation for proposal

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Part 3 (to be signed by the Adviser and the Program Director)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Part 4 (to be signed by the Dean, Graduate School)

This request is noted and the proposal will be scheduled for proposal hearing

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



Cebu Doctors' University  
Graduate School

**Form 7**

**Proposal Hearing Proceedings Documentation**

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

Venue: \_\_\_\_\_

Name: \_\_\_\_\_

Degree Program \_\_\_\_\_

Title of Thesis/Dissertation \_\_\_\_\_

Section	Comments and suggestions
Introduction and Problem	
Theoretical Framework	
Review of Related Literature	
Methodology	

Minutes taken by:

Name of minutes-taker \_\_\_\_\_ Date: \_\_\_\_\_

We attest to the truth of the above proceedings:

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member



Cebu Doctors' University  
Graduate School

**Form 8**

**Proposal Hearing Evaluation**

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Degree program: \_\_\_\_\_  
Title of Thesis/Dissertation: \_\_\_\_\_  
\_\_\_\_\_

**Part 1 Evaluation**

- \_\_\_\_\_ 1) Accepted without revision  
\_\_\_\_\_ 2) Accepted with the following revisions  
    a) \_\_\_\_\_  
    b) \_\_\_\_\_  
    c) \_\_\_\_\_  
\_\_\_\_\_ 3) Conditionally accepted upon fulfilment of the following revisions:  
    a) \_\_\_\_\_  
    b) \_\_\_\_\_  
    c) \_\_\_\_\_  
\_\_\_\_\_ 4) Not acceptable

**Part 2 Rating (give equal weight using grade/rating below)**

Thesis/Dissertation manuscript submitted - 50%

Mechanics	5%	_____
Organization	15%	_____
Quality of research content	30%	_____
Candidate's ability to defend the research	50%	_____
Total Equivalent		_____ Grade _____

Signed \_\_\_\_\_ Date \_\_\_\_\_

(Proposal hearing panel chairman/member/adviser)

Grade/Rating	Equivalent	Indication/Remark
1.0	95-100%	Excellent
1.1 – 1.5	90-94%	Very good
1.6 – 1.8	87-89%	Good
1.9 – 2.0	85-86%	Passing (PhD/Doctorate)
2.5	80%	Passing (Master)



Cebu Doctors' University  
Graduate School

**Form 9**

### Approval to Proceed to Data Gathering and Final Analysis

This is to certify that (name)\_\_\_\_\_ has defended to the  
panel during the proposal hearing the thesis/dissertation  
entitled \_\_\_\_\_  
\_\_\_\_\_ last (date) \_\_\_\_\_  
and has made the necessary revisions.

This certification is needed for the approval of the proposal hearing panel for the  
candidate to proceed to data gathering and final analysis of the study.

Name  
(Adviser)

Name	Chairman
Name	Member
Name	Member
Name	Member



Cebu Doctors' University  
Graduate School

**Form 10**

**Oral Defense Notification**

Part 1 (to be completed and signed by the candidate)

Name\_\_\_\_\_

Title of

Thesis/Dissertation\_\_\_\_\_

\_\_\_\_\_

After intensive consultation with the members of my panel, I am giving notice to all concerned that my thesis/dissertation is now ready for submission in partial fulfilment of the requirements for the degree \_\_\_\_\_

\_\_\_\_\_

Signed:\_\_\_\_\_

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

Part 2 (to be signed by the Panel Members)

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

Signed\_\_\_\_\_

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

Signed:\_\_\_\_\_

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

Signed:\_\_\_\_\_

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

Signed:\_\_\_\_\_

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

Part 3 (to be signed by the Adviser and the Program Director)

We confirm the candidate's readiness for oral defense

Signed:\_\_\_\_\_

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

Signed:\_\_\_\_\_

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

Part 4 (to be signed by the Dean. Graduate School)

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

Signed:\_\_\_\_\_

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



Cebu Doctors' University  
Graduate School

**Form 11**

**Panel Consultation Documentation**

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Degree Program \_\_\_\_\_  
Concentration \_\_\_\_\_  
Title of Thesis/Dissertation: \_\_\_\_\_  
\_\_\_\_\_

Section	Comments/Recommendation	Action Taken

Panel Member:

Candidate:

Signed \_\_\_\_\_

Signed: \_\_\_\_\_

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

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



Cebu Doctors' University  
Graduate School

**Form 12**

**Oral Defense Proceedings Documentation**

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

Venue: \_\_\_\_\_

Name: \_\_\_\_\_

Degree

Program: \_\_\_\_\_

Concentration: \_\_\_\_\_

Title of Thesis/Dissertation \_\_\_\_\_

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

Minutes taken by:

Name of minutes-taker \_\_\_\_\_

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

We attest to the truth of the above proceedings

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member



Cebu Doctors' University  
Graduate School

**Form 13**

**Oral Defense Evaluation**

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Degree  
program: \_\_\_\_\_  
Title of  
Thesis/Dissertation: \_\_\_\_\_  
\_\_\_\_\_

**Part 1 Evaluation**

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

**Part 2 Rating (give equal weight using grade/rating below)**

Thesis/Dissertation manuscript submitted - 50%

Mechanics 5% \_\_\_\_\_

Organization 15% \_\_\_\_\_

Quality of research content 30% \_\_\_\_\_

Candidate's ability to defend the research 50% \_\_\_\_\_

Total Equivalent \_\_\_\_\_ Grade \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

(Oral defense panel chairman/member/adviser)

Grade/Rating	Equivalent	Indication/Remark
1.0	95-100%	Excellent
1.1 – 1.5	90-94%	Very good
1.6 – 1.8	87-89%	Good
1.9 – 2.0	85-86%	Passing (PhD/Doctorate)
2.5	80%	Passing (Master)





Cebu Doctors' University  
Graduate School

**Form 14**

**Approval for Final Printing of  
Thesis/Dissertation by Panel Members**

This is to certify that (name)\_\_\_\_\_ has made the necessary  
revision on the final thesis/dissertation entitled\_\_\_\_\_The oral defense was conducted last  
(date)\_\_\_\_\_

This certification is needed for the approval of the oral defense panel of the final  
printing of his/her thesis/dissertation

Name  
(Adviser)

Name	Chairman
Name	Member
Name	Member
Name	Member



Cebu Doctors' University  
Graduate School  
Masteral Thesis Approval Sheet

**Form 15**

**APPROVAL SHEET**

This Thesis entitled

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submitted by \_\_\_\_\_ in partial fulfillment of the requirements for the  
degree of \_\_\_\_\_ has been  
examined and is recommended for acceptance for approval for ORAL EXAMINATION

**THESIS COMMITTEE**

\_\_\_\_\_  
Adviser

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

---

**PANEL OF EXAMINERS**

Approved by the Committee on Oral Examination with a grade of \_\_\_\_\_

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Adviser

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Accepted and approved in partial fulfillment of the requirements for the degree  
of \_\_\_\_\_

\_\_\_\_\_  
Date of Oral Examination

\_\_\_\_\_  
Dean, Graduate School



Cebu Doctors' University  
Graduate School  
Doctoral Dissertation Approval Sheet

**Form 16**

**APPROVAL SHEET**

This Dissertation entitled

\_\_\_\_\_

\_\_\_\_\_

submitted by \_\_\_\_\_ in partial fulfilment of the requirements for the  
degree of \_\_\_\_\_ has been  
examined and is recommended for acceptance for approval for ORAL EXAMINATION

**DISSERTATION COMMITTEE**

\_\_\_\_\_  
Adviser

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

**PANEL OF EXAMINERS**

Approved by the Committee on Oral Examination with a grade of \_\_\_\_\_

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Adviser

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Accepted and approved in partial fulfillment of the requirements for the degree  
of \_\_\_\_\_

\_\_\_\_\_  
Date of Oral Examination

\_\_\_\_\_  
Dean, Graduate School

## ANNEX D

### GRADUATING STUDENT'S CLEARANCE FORM



Cebu Doctors' University  
Graduate School  
Graduating Student's Clearance Form

## Application For Graduating Student's Clearance

ID No. \_\_\_\_\_ Name of Student \_\_\_\_\_  
(Last) (First) (Middle)

Degree and Concentration \_\_\_\_\_ non-transferable.  
Any misrepresentation of data shall be subject to disciplinary action and exclusion from the graduation list. Offenses, violations and liabilities after submission of clearance shall also lead to exclusion from the graduation list.

\_\_\_\_\_  
Signature of Student

This is to certify that the applicant is cleared of financial and property obligations.  
ADMINISTRATION

\_\_\_\_\_  
Library

\_\_\_\_\_  
CDU Dormitory

\_\_\_\_\_  
Student Affairs Office  
accounts)

\_\_\_\_\_  
CDUH Office(for hospital

\_\_\_\_\_  
CDU Cashier

\_\_\_\_\_  
Dean, Graduate School

\_\_\_\_\_  
CDU Accounting Office

\_\_\_\_\_  
Registrar's Office Records

\_\_\_\_\_  
Guidance Counselor

\_\_\_\_\_  
University Registrar

### ***FOR GRADUATING STUDENTS ONLY***

\_\_\_\_\_  
Yearbook

\_\_\_\_\_  
Alumni Affairs

**SUBMIT TO THE REGISTRAR'S OFFICE**

→ 1 piece 2X2 picture black and white  
(Graduation picture without cap)

→ CDU Official Receipt (photocopy)

→ Copy of Personal Information Sheet

# ANNEX E



Cebu Doctors' University

## Alma Mater Song

To CDU our Alma Mater  
We acclaim and love you dear  
For your pride, for your name  
We will try to bring you fame  
And we'll all work as a team

To you we pledge our loyalty  
When our schooldays become a memory  
We pray and wish you all prosperity  
And may your fame reach far and near

Oh, Alma Mater dear  
Hear our voices loud and clear  
With hearts on fire, we'll never tire  
To sing your praises high

We promise to bring you honor  
Even to the final hour  
We aim to reach a final destiny  
Through faith and hope and charity  
We aim to reach our final destiny  
Through faith and hope and charity

Adapted from Music and Lyrics by Dr. Cesar V. Flores

## ANNEX F

### MAP OF CEBU DOCTORS' UNIVERSITY

