



Published 2018

STUDENT HANDBOOK

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University of the Philippines Los Baños
Graduate School
A.Y. 2018-2019

Congratulations on your admission to UP Los Baños!

Welcome to the University of the Philippines Los Baños!

Thank you for making UPLB your choice for pursuing your graduate studies. For the next few years while making UPLB your home, challenges will always occur. We hope that this guidebook will help make your educational experience a manageable, enjoyable and successful one!

This student handbook contains information about the enrollment process, academic policies, rules and regulations, university services, as well as assistance on living in the campus and other things you need to know as a new graduate student.

In case you cannot find the information that you need here, you can visit the UPLB Graduate School website at www.gs.uplb.edu.ph or send an e-mail to gs.uplb@up.edu.ph.

To this end, it is your responsibility to read and understand the contents of this handbook. We hope that this handbook will prove useful to your journey as a graduate student.

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How To Get To UPLB

Various transportation modes can be used to get to the UPLB campus. The following guide provides directions for the major points of origin.

From the Airport

For students coming in from the various airports serving Manila, travel to the campus may usually take two hours in good traffic conditions.

Upon arrival at the various Ninoy Aquino International Airport terminals, you can find stations for airport taxis, Grab rides, and metered taxis outside the arrival terminals. You may take a taxi cab to the bus stations in Buendia in Pasay City. **Once at the bus station, look for buses going to “Sta.Cruz” (read Santa Cruz) and tell the bus conductor that you will go to “College, Los Baños”.**

You will be dropped at the Caltex gasoline station, fronting the Olivarez Plaza. **From there, take a jeepney with a sign showing “UPLB”. Note that there are two jeepney routes to UPLB, which you may see posted as a sign in the windshield of the jeepney: “Kanan” jeepneys turn right at the UPLB gate while “Kaliwa” jeepneys turn left at the UPLB gate.**

From the Batangas Port

For students coming in from the port in Batangas City, look for the bus terminal once you arrive at the port. You can then take a bus bound for Manila via the **STAR Expressway. Tell the bus conductor that you are going to “Turbina” (in Calamba City).** Once at Turbina, take a jeepney to the Calamba Central Station. At the station, look for jeepneys going to “UPLB” or “UPLB Gate”. Jeepneys that go to “UPLB” will enter the campus, either going to the right (“Kanan”) or the left (“Kaliwa”), while jeepneys to “UPLB Gate” do not enter the campus.

Another alternative at the port is to look for passenger vans that serve commuters from the port to the Calamba Central Station. Once at the station, follow the instructions as given above.

From Northern Luzon

For students coming from the northern provinces or the western area of the National Capital Region (NCR), make your way to the bus stations at Cubao Crossing. When choosing a bus to Cubao, ensure that you choose a bus going to **“Cubao Crossing (Ibabaw)”**. **Once at the bus station, look for buses going to “Sta. Cruz” (read Santa Cruz), telling the bus conductor that you are going to “College, Los Baños”.**

You will be dropped at the Caltex gasoline station, fronting the Olivarez Plaza. **From there, take a jeepney with a sign showing “UPLB”. Note that there are two jeepney routes to UPLB, which you may see posted as a sign in the windshield of the jeepney: “Kanan” jeepneys turn right upon entering the UPLB gate while “Kaliwa” jeepneys turn left at the UPLB gate.**

For students coming from the northern area of the NCR, you may choose to follow the instructions for students coming from the western area of the NCR. Otherwise, you may ride the Light Rail Transit (LRT) from any station and leave the train at the Gil Puyat (Buendia) station. Look for the bus stations along the road when you exit the LRT station. Once at the bus station, look for buses going to **“Sta.Cruz” (read Santa Cruz) and tell the bus conductor that you will go to “College, Los Baños”**. Follow the instructions given above regarding jeepneys.

From Southern Luzon

For students coming in from the southern parts of Luzon, particularly the Bicol region, you may take any bus that will pass by San Pablo City in Laguna. **Tell the bus conductor that you are going to “SM City San Pablo”**. Once at SM City San Pablo, take a tricycle to “Sambat”, where you can then take a jeepney to “Calamba”.

Tell the driver that you are going to “College” or “Junction” (sometimes pronounced as Johnson). Ask the driver to let you down at the **“Los Baños Crossing”**. You will know that you are at the Los Baños Crossing when you see a Mercury Drugstore and a Jollibee restaurant fronting each other at the junction. From there, you can then take a jeepney to the campus by crossing the street at the junction and walking to the loading area of jeepneys, on the same side of the road as the Mercury Drugstore.

The UPLB Graduate School

Graduate instruction at UPLB, then supervised by a committee, was established as early as 1913 when the University was still the UP College of Agriculture (UPCA). With the transformation of UPCA into UPLB and the granting of full autonomy to the latter, graduate instruction expanded, requiring the establishment of the UPLB Graduate School on December 21, 1972 by the UP Board of Regents. Today, the Graduate School continues to attract graduate students from all over the country and abroad to graduate programs in its traditional areas of expertise and in emerging fields or disciplines.

The UPLB Graduate School (GS) aims to develop critical inquiry and independent research towards the advancement of knowledge and the development of professional leadership among graduate students. It delivers graduate instruction through a 500-**strong graduate faculty from UPLB's nine colleges and one school. In addition, it has** forged partnerships with various universities abroad such as the Curtin University (AU), Kasetsart University (TH), Kyoto University (JP), Universitas Gadjah Mada (IN), University of Liverpool (UK), University of California Davis (USA), and University Putra Malaysia (MA), among others.

Over the years, the UPLB GS has pursued the 4Is, which reinforce the University's aspirations and initiatives:

Innovation in graduate programs such as the institutionalization of the first Master in Veterinary Epidemiology in Asia in response to the need to investigate and study veterinary epidemiology, disease modelling, and zoonotic disease surveillance in this increasingly globalized world.

Interdisciplinary collaboration as exemplified by the institutionalization of a problem-oriented, interdisciplinary, tri-campus Professional Masters in Tropical Marine Ecosystems Management (PM-TMEM) and the expansion of the specializations under the PhD Development Studies program.

Internationalization of graduate education has become a dominant theme in engaging its graduate students, faculty members, and researchers with top universities and research institutions abroad by enhancing joint research and collaborative academic programs. This is exemplified, for instance, in the establishment of the Nagoya University Philippine Satellite Campus hosted by the UPLB GS and the Dual PhD by Research program with the University of Reading in the United Kingdom.

Inclusive development is advocated by the UPLB GS through its offering of off-campus graduate programs and scholarships that make graduate education accessible to all. In line with its commitment to offer accessible quality academic programs, the UPLB GS has embarked on conducting innovative off-campus graduate programs: the Master in Management at the Department of Budget and Management in Manila; the MS in Entomology in TADECO, Panabo City, Davao del Norte; the PhD Development Studies in UP Mindanao, Davao City; the MS Mathematics in UP Cebu; the MS Development Management and Governance in Cabuyao City; and the tri-campus PM-TMEM jointly offered with UP Diliman Marine Science Institute and UP Visayas.

Graduate School Admission

At this point, you have received the Letter of Admission from the UPLB GS. Please note that the admission process is not yet complete until you have acknowledged your admission by sending back a duly accomplished GS Form No. 3B (Acceptance/Deferment Card) to the UPLB GS. In case you cannot enroll in the semester for which admission was offered, submit GS Form 3B to have your admission deferred for a period not exceeding one year. Deferment fee of PHP200 for Filipino citizen or USD15 for foreign nationals will be charged.

Perhaps you have noticed that when you got your admission letter, you are assigned either as Regular or Probationary. Regular admission is offered to applicants whose academic records and supporting documents indicate that they qualified to undertake graduate study in their chosen field. On the other hand, Provisional admission is offered to applicants whose academic records and supporting documents indicate deficiencies but show promise of success in graduate study. Applicants must meet the specific admission requirements (including any English proficiency) before their provisional status can be changed to regular. An applicant who fails to meet the terms of provisional admission is disqualified from the intended program of study.

Enrollment Procedures

To be officially enrolled, you should be able to complete the registration process during the designated period in our academic calendar. You may visit the UPLB Graduate School website (www.gs.uplb.edu.ph) for information on the updated enrollment schedule and the registration documents that you need to complete.

REGISTRATION PROCEDURE FOR NEW GRADUATE STUDENTS

1. During your scheduled medical examination date, bring the following to the Office of the University Registrar (OUR): a) Notice of Admission, and b) completed Student Directory. Note that a psychological wellness procedure will be conducted in line with your medical examination.
2. The OUR will give you: 1) Certification of Submission of Student Directory and Student Number, and 2) Medical Permit.
3. Go to the University Health Service (UHS), present your Medical Permit, and undergo Medical Examination. You may be required to come back for your Examination Result and Medical Certificate.
4. While waiting for your Medical Certificate, go to The Graduate School. Present your Certification of Submission of Student Directory and Student Number and have your information encoded in the Student Academic Information System (SAIS). You will be given a SAIS ID.

Note: Complete your Recommended Courses Form and Consent of Instructor forms while you are in campus. International Students must pay the Study Permit at the Office of Student Affairs (OSA). You may do this process any time after Step 2 and before proceeding to Step 6.

5. Go to the UHS at your scheduled date and time to claim your Medical Certificate.
6. Go to the UPLB GS and submit your Medical Certificate, Signed Recommended Courses Form, and Consent of Instructor (if necessary). You will be given your UP Mail and SAIS Credentials.
7. Follow the relevant steps in the registration procedure (as outlined for continuing students on the next page).

REGISTRATION PROCEDURE FOR CONTINUING GRADUATE STUDENTS

1. Settle all pre-enrolment requirements (COIs, Study Permit, Accountability, GS Requirements, Waivers, etc.), if any (see additional steps), and enroll at SAIS: <http://sais.up.edu.ph/>. You may view tutorial videos at: <http://itdc01.up.edu.ph/sais-video-tutorials/>.
2. Settle your fees and get the Official Registration Form (Form 5).
 - a. Payment Option 1. To settle matriculation fees, set an appointment online using the Payment Appointment System (PAS) (<https://pas.uplb.edu.ph/>) before proceeding to the **Cashier's Office or the other satellite payment centers. Get an appointment to pay your fees.** Pay Fees on your appointment date and time and obtain Form 5.
 - b. Payment Option 2. If payment is to be made through the bank, proceed to any Landbank branch and fill in the necessary details in the deposit slip (Account Name: UPLB; Account Number: 1892222009). Be sure to complete two deposit slips. Obtain one copy of the validated deposit slip and submit to Window 11 of the Office of the University Registrar (OUR) for posting. Be reminded that a student is deemed NOT OFFICIALLY REGISTERED unless the deposit slip has been submitted to the OUR. Get Form 5.
 - c. If you are a scholar, proceed to the GS for tagging (for DOST or CHED scholars) or the Office of the University Registrar (for other scholarships). Get Form 5.

Additional Step if courses require Consent of Instructor (COI):

1. Get or download the COI form at <https://uplbgraduateschool.org/img/NEW-COI-FORM.pdf>. To see if a course requires the COI, you may check the prerequisites of courses at <https://www.uplbgraduateschool.org/img/GRADUATE%20%20PROGRAMS%20%20AND%20%20COURSES.pdf>. COI forms should be signed by the instructor handling the course to be taken. COI is a prerequisite only, completing the COI form does not mean that you have been registered in the class (see Additional Step if courses are already closed).
2. Submit the signed COI at the Graduate School. Wait 24 hours and enroll for the course in SAIS.

Additional Step if courses are already closed:

1. Get a Modified Form 5a at the GS. Complete the form and go to the faculty-in-charge of the course. Have it signed to signify that s/he accepts you to the class. The faculty-in-charge has the right to refuse to accept you if the class is already full.
2. Submit the signed form at the GS. Check if you have been enrolled in the class in SAIS after 24 hours.

A. General Rules and Regulations

1. Guidance/Advisory Committee

During your first semester of enrollment, you will be assigned a temporary adviser. They may be the department chair of your program or the unit dean. Talk to them as soon as possible! They will be able to help you form your Guidance/Advisory **Committee based on your research interest and academic plan. Note that master's students have a Guidance Committee while PhD students have an Advisory Committee.**

Your Guidance/Advisory Committee is your main source of academic support in UPLB. Nominate your committee chair, co-chair (optional), and members from your major and minor/cognate fields during your first year of enrollment. They will guide you in writing your plan of study, advise you in your thesis/dissertation/ field study, and endorse all your requests/letters to the UPLB GS. The composition of the committee is as follows:

Field	Master's Program	Doctoral Program
Major Field	1 Chair; 1 Co-chair for thesis programs (optional); 1 or 2 Members	1 Chair; 1 Co-chair (optional); 2 or 3 Members
Minor/Cognate Field	1 Member	1 or 2 Members
Total	3 or 4 Members	4 or 5 Members

When you are ready to nominate your committee, fill out the necessary forms. The Masters Guidance Committee Nomination and Plan of Study e-form can be accessed at <https://www.uplbgraduateschool.org/generatenogc-and-pos-filt> while the e-form for the PhD Advisory Committee Nomination is at <https://www.uplbgraduateschool.org/generatenac.phd>. All other requirements and updated instructions are also found on these e-forms.

2. Academic Requirements

As a graduate student, you must complete all academic requirements specified in your degree program. In general, these include: completion of the coursework units; passing the general, comprehensive, and/or final examinations; submission of the thesis/dissertation and other specific requirements.

a. Plan of Study

During the first semester of enrollment, consult your Guidance/Advisory Committee regarding the list of courses to include in your Plan of Study. Once approved, your Plan of Study shall become the official program for the degree and must be completely satisfied.

Degree Program	Coursework	Seminar	Thesis
Master's (without Thesis)	30-36 units	0-1 unit	0
Master's (with Thesis)	Minimum of 30 units with: at least 15 units in major field; at least 9 units in minor field	1-2 units	6 units
Regular PhD	Minimum of 36 units with: at least 15 units in major field; at least 9 units in cognate field	1-2 units	12 units
PhD by Research		3 units	12 units

Changes in the official program for the degree must be approved by the UPLB GS Dean, upon recommendation of the unit head in consultation with your Guidance/Advisory Committee. Application for revision in the plan of coursework should be made before courses to be deleted/added/replaced are registered.

To accomplish the Plan of Study and to be informed of all other requirements and updated instructions, access the form at <https://www.uplbgraduateschool.org/generatenogc-and-pos-filt>.

b. Qualifying Examination (for PhD students only)

This is required only for Regular PhD students during their first semester of enrollment. This serves as the basis for evaluating the student's ability to pursue doctoral study and for determining a suitable program of coursework.

If you are a Regular PhD student, you must receive not more than one negative vote from your Advisory Committee to pass the examination. If you fail the exam, no re-examination shall be allowed, except on the unanimous approval of your Advisory Committee. If you fail the re-examination, you shall be permanently disqualified from earning the degree.

To apply for the examination and to be informed of all other requirements and updated instructions, access the e-form at <https://www.uplbgraduateschool.org/generateapp4exam>.

c. General / Comprehensive Examination

Upon completion of coursework, MA and MS students may apply for the General Examination while Regular PhD students may apply for the Comprehensive Examination. The General/Comprehensive Examination is conducted to determine your appreciation of the courses that you have taken, where your Guidance/Advisory Committee will ask questions related to these courses, preferably looking at your ability to integrate all of the courses.

Degree Program	Examination	Requirements
MA or MS	Typically, an Oral General Examination; some programs may also require a Written General Examination	All academic course requirements completed with a GWA of 2.0 or better; Photocopy of Form 5; Application form submitted not later than one month before the exam date
Regular PhD	Written and Oral Comprehensive Examination	

To pass the examination, a unanimous vote of the Guidance/Advisory Committee is required. If in case you fail the exam, you may be given one re-examination upon unanimous approval of the committee, not earlier than one month but not later than one year after the first examination. Failing the re-examination will disqualify you from earning the degree or any other graduate degree in the university.

To apply for the examination and to be informed of all other requirements and updated instructions, access the e-form at <https://www.uplbgraduateschool.org/generateapp4exam>.

d. Final Examination

For Non-Thesis students, the Final Examination shall test your competence in integrating knowledge in your major and minor fields. This shall be in oral format, only to be supplemented with a written examination if recommended by the Committee.

MS, MA, and PhD students may apply for the Final Examination when they have completed their thesis/dissertation in a form acceptable to his/her adviser. This shall be in oral format. Your Guidance/Advisory Committee will test your ability to defend your thesis/dissertation and provide suggestions on how you can further improve the work.

To pass this examination, you must receive not more than one negative vote from your Committee. If you fail, you may apply for a re-examination, which should take place not earlier than one month but not later than one year after the first examination, upon unanimous approval of your Guidance/Advisory Committee.

To apply for the examination and to be informed of all other requirements and updated instructions, access the e-form at <https://www.uplbgraduateschool.org/generateapp4exam>.

e. Thesis/Dissertation (for MA, MS, and PhD students)

You may enroll in the Thesis/Dissertation course after earning 12 units of coursework. However, you are highly encouraged to begin the groundwork for your thesis/dissertation even while doing coursework, to finish the program on time or earlier. Consult your adviser as early as possible and discuss your initial research plan.

Here are the mechanics for enrolling thesis/dissertation units:

Degree Program	Total No. of Thesis/Dissertation Units	No. of Units to be Enrolled per Semester
MA or MS	6	2 units per semester for 3 semesters (2-2-2) or 3 units per semester for 2 semesters (3-3)
PhD	12	3 units per semester for 4 semesters (3-3-3-3) or 4 units per semester for 3 semesters (4-4-4)

A numerical grade will only be given for the thesis/dissertation course once you have submitted the manuscript of the thesis/dissertation. For all prior **enrolments in the thesis/dissertation course, you should obtain a grade of "S"**, otherwise you have to re-enroll the number of units for which you were given a grade of "U".

If you registered and were given grades of "S" for the total required number of thesis/dissertation units for your degree program (6 for MA/MS and 12 for PhD) but were still unable to finish the manuscript, you should continue registering extension units (1 unit per term) until you are able to submit the copies of the approved manuscript. Extension units for the thesis/dissertation course may be registered only up to a maximum of six terms (6 semesters, or 4 semesters and 2 midyears), assuming that you have not reached your Maximum Residency (see Section 6. Extension of Residency).

After registering the maximum allowable extension units, if you are still unable to **submit the approved manuscript, you shall be given a grade of "U" for the thesis/dissertation course.** You must then re-enroll the total number of required thesis/dissertation course units (6 for MA/MS and 12 for PhD programs). If you estimate that you will not be able to submit the manuscript in the term for which you start re-enrolling the thesis/dissertation units (when you may re-enroll the full total number of units), the same policies regarding the number of units to enroll per term followed for the first enrollment will apply.

Thesis/Dissertation Outline

The approved thesis/dissertation outline must be submitted to the UPLB GS, together with the Approval of Thesis/Dissertation Outline Form. Note that you will not be allowed to enroll further thesis/dissertation units unless you have an approved outline after the first enrolment of the thesis/dissertation course.

If you plan to conduct your research outside UPLB, you will need to complete and submit the Application for Graduate Work in Absentia Form. While doing graduate work in absentia, you must register thesis/dissertation units for your work to be recognized. Remember to regularly update your adviser of your progress.

To have your Outline approved and to be informed of all other requirements and updated instructions, access the e-form at <https://uplbgraduateschool.org/generateappofthesisoutline>.

External Review

After passing the Final Examination (thesis/dissertation defense), the manuscript will be reviewed by an External Examiner, appointed by the Dean of the UPLB GS. The External Examiner may or may not be appointed from among the three nominees recommended by your Guidance/Advisory Committee.

It is expected that you will get comments from the External Examiner a week before the last day of submission of grades. Revise the draft as prescribed by the Examiner, in consultation with your Guidance/Advisory Committee. Be guided also by the Pointers in Format Preparation for Thesis/Dissertation Manuscripts posted at the UPLB GS website.

Final Manuscript Requirements

Once you have revised your thesis/dissertation according to the comments and suggestions of the External Examiner and your Guidance/Advisory Committee, submit a copy to the UPLB GS for final review. Upon approval, submit three copies for the signature of the Dean.

The three signed unbound copies should be submitted to the UPLB GS and an electronic copy in PDF format must be uploaded to the GS website not later than the following deadlines:

- a) For Midyear and First Semester Graduates – the day before the first day of regular registration for the succeeding semester.
- b) For Second Semester Graduates – the day before the Graduate Academic Advisory Council meeting.

f. Article Requirement (for MA, MS, and PhD students)

Congratulations! You have made it this far!

As your final requirement, you are to prepare an article based on your thesis/dissertation. MA or MS students are required to submit one article in publishable form, Regular PhD students are required to submit two articles, and PhD by Research students are required to submit three articles. The format should be based on the format of a journal to which you may intend to submit the article in the future. We encourage you to get your journal article published since this is the ultimate objective of research. In addition, previous graduates who have had their articles published have had more favorable experiences in line with tenure, promotions, and other employment opportunities, over those who did not publish.

g. Other Specific Requirements

If you are a Master of Agriculture (MAGR) or a Master of Communication Arts (MACA) student, you are required to do an internship in your professional area of specialization, under the supervision of your Guidance Committee. In addition, you will need to conduct a seminar in each of the major and minor fields.

If you are a Master of Professional Studies (MPS) student, you are required to do only an internship.

For the Master of Management (MM) and the Master in Public Affairs (MPA) programs, you are required to conduct a field study.

3. Grading System

Students are graded at the end of the semester in accordance with the UPLB Grading System:

1	-	Excellent
1.5	-	Very Good
2	-	Good
2.5	-	Satisfactory
3	-	Passed
4	-	Conditional Failure
5	-	Failed
Inc	-	Incomplete
Drp	-	Dropped

Grades of 1.25, 1.75, 2.25, and 2.75 may also be given.

For courses not requiring numerical grades, the following ratings may be given:

S	-	Satisfactory
U	-	Unsatisfactory

Note that all academic requirements (that is, all courses taken toward the degree) must be completed with a weighted average of 2.0 or better.

4. Class Attendance

You are expected to attend classes regularly and all scheduled class activities. If you miss a class, download and accomplish the Excuse for Absence Form. Present this to the faculty-in-charge of the course not later than the second meeting following your return to class. If you are absent due to an illness, you need to obtain a medical certificate from the UPLB Health Service, which will be attached to your Excuse for Absence form.

Be aware of the UPLB rules on absenteeism (<https://uplbosa.org/page-handbook>). It is always helpful to attend the first lecture of the course when course requirements and class policies are usually described by the faculty-in-charge.

5. Student Progress Tracking Report

To properly monitor the progress you are making in your studies, you will be required to submit a Student Progress Tracking Report at regular intervals throughout your program. These reports will indicate whether or not your studies are proceeding according to the timeline you had set with your adviser when you started the program and the reasons why they are or not proceeding as planned (see Appendix A for sample format of form).

These reports are to be completed with your adviser, for submission to the Chair of the Graduate Program Management Committee (GPMC) of your department/institute. The suggested timeline for submission of the reports as well as the **suggested content of each periodic report are as shown in Appendix B (for master's students) and Appendix C (for PhD students)** of this Handbook.

6. Leave of Absence

If you intend to take a leave of absence from your studies, you need to secure the Leave of Absence (LOA) Form. The letter of request must state the reason for which the leave is being requested and your leave must not exceed one year. Total leave time in the degree program must not exceed two years.

If you withdraw from UPLB without filing an application for LOA, you shall be on Absence without Official Leave (AWOL) status. A student on AWOL status for more than two years will be automatically terminated from the program. This status can be lifted only upon approval of the Dean, following a written request by the student and payment of the AWOL fee.

7. Extension of Residency

For master's degrees, a minimum of two semesters and one midyear term of residence is required. The period of residence does not include the period that the student is on approved leave of absence. Not more than five years of actual residence from the start of graduate work shall be allowed for the fulfillment of all **requirements for the master's degree.**

Meanwhile, a minimum of four semesters and two midyear terms of residence is required for the PhD degree. The period of residence does not include the period that the student is on approved leave of absence. Not more than seven years of actual residence from the start of graduate work shall be allowed for the fulfillment of all requirements for the PhD degree.

A student who is not able to complete the requirements for the degree within the time limit may apply for extension of residency, provided the student has satisfied all the following conditions:

- a. has completed all coursework requirements based on the approved plan of coursework with a general weighted average (GWA) of 2.0 or better;
- b. has already passed the general examination (where required); and
- c. has the recommendation for approval of his/her Guidance/Advisory Committee.

Students must apply for extension at least one month before reaching maximum residency. Upon approval, a formal notice of extension will be sent to the student and his/her Guidance/Advisory Committee. Prescription of additional courses is **optional and is dependent on the collective decision of the student's Guidance/Advisory Committee.**

A second and last year of extension may be granted to a student if he/she has already successfully defended the thesis and is in the process of finalizing the manuscript. In cases of force majeure such as typhoons and major calamities, the UPLB GS will determine if the student may be allowed an additional (or third) extension to complete his/her program, upon the recommendation of the Guidance/Advisory Committee.

8. Re-admission

a. Requirements

In order to be eligible for re-admission, you must have a GWA of "2.00" or better in all advanced undergraduate and graduate courses taken under the program that you are pursuing.

b. Crediting of Courses

Courses that have been previously taken at UPLB may be credited to a current degree program by passing a written validating examination. Note that only existing courses or courses that cover substantially the same subject matter as existing courses may be validated. A course can no longer be credited towards a degree if you have taken the course more than seven years prior to the time of your Final Examination schedule.

c. Validating Examination

Validating examinations shall be taken during the first year of residence. The permit to take the exam shall be issued by the UPLB Graduate School while the schedule of the exam shall be determined by the unit offering the course.

d. Residence Requirement and Time Limit for Re-Admitted Students

Re-admitted master's students shall be allowed not more than five years of actual residence from the start of graduate work to fulfill the course requirements. Meanwhile, re-admitted PhD students shall be allowed not more than seven years of actual residence from the start of graduate work.

9. Conduct and Discipline

UPLB considers the safety and security of its constituents to be of paramount importance. We hope you will also share the same commitment by complying with the University policies and procedures.

Article 455 of the UP System Code states that a "student shall at all times observe the laws of the land and the rules and regulations of the University." A student shall be subject to disciplinary action for any of the following acts:

- a. Any form of cheating in examinations or any act of dishonesty in relation to his studies;

b. Carrying within the University premises any firearm, knife with a blade longer than two and a half inches, or any other dangerous or deadly weapon; provided, that this shall not apply to one who shall possess the same in connection with his studies and who has a permit from the Dean or Director of his/her college or school;

c. Drinking alcoholic beverages within academic and administrative buildings, dormitories and the immediate premises thereof, except in places expressly allowed by the University, or drunken behavior within the University premises;

d. Unauthorized or illegal possession or use of prohibited drugs or chemicals, or other banned substances enumerated in the Dangerous Drug Act of 1972 (as amended), such as LSD, marijuana, heroin, shabu, or opiates and hallucinogenic drugs in any form within the University premises;

e. Gambling within the University premises;

f. Gross and deliberate discourtesy to any University official, faculty member, or person in authority;

g. Creating within the University premises disorder, tumult, breach of peace, or serious disturbance;

h. Making any false statement of any material fact, or practicing or attempting to practice any deception or fraud in connection with his/her admission or registration in or graduation from the University;

i. Practicing or attempting to practice any deception or fraud in connection with his/her application in any University funded or sponsored scholarship or grant;

j. Damaging or defacing University property;

k. Disgraceful or immoral conduct within the University premises;

l. Unlawful taking of University property; and

m. Any other form of misconduct.

For more information, you may download the UP Code at the UPLB GS website.

10. Policies on Intellectual Property

The Revised Intellectual Property Rights (IPR) Policy of the University of the Philippines System was approved by the Board of Regents on June 3, 2011. The UP IPR Policy has been formulated and is being implemented to promote and support the University's research function, provide an institutional mechanism for recognition of research output and protection of IPR resources to propel and sustain further research, and to establish a protocol for resolving competing interests among the various constituencies and markets.

The policy applies to all faculty members, researchers, students, staff, and visiting professors undertaking research and/or creative activities pursuant to any program, project, grant, or contract under the auspices of the University.

This policy covers all research and/or creative activities, tangible research properties, or outputs with or without patent or copyright protection, whether for commercial or non-commercial purpose, undertaken using any resource and including all technology transfer arrangements.

All types of intellectual property rights (IPRs) enumerated under the IP Code (RA 8293), namely, copyright and related rights, patents, trademarks and service marks, geographic indications, industrial designs, layout designs of integrated circuits, protection of undisclosed information, and even plant variety protection are also covered by these policies.

Additional information on the Revised IPR Policy of the UP System may be downloaded at the UPLB GS website.

11. Policies on Data Privacy

The University of the Philippines requires all students to submit a Data Privacy Consent Form prior to graduation from the university. The form requires the student to consent to the publication and/or provision of their name, degrees and honor(s) earned, and other information, to either the public or to select organizations connected to the University (see form at <https://uplbgraduateschool.org/img/resources/Data%20%20Privacy%20Consent%20Form.docx>).

Other student information may be provided to requesting parties, as required by Executive Order No. 2, Series of 2016, or the Freedom of Information (FOI) Order.

12. Clearance for Graduation

Clearance may be obtained by accomplishing U.P. Form 13a. You may only be recommended for graduation after you have processed your clearance.

13. Commencement Exercises

Candidates for graduation are encouraged to attend the Graduate School Hooding and Recognition Ceremonies. If you will not be able to attend the commencement exercises because of illness or other valid reasons, submit a request for Graduation in absentia to the Dean of the Graduate School.

14. Honorable Discharge

A graduate student who desires to sever connection with the University shall present a written petition to this effect to the Dean of the Graduate School. If the petition is granted, the student shall be given honorable dismissal. Without such petition and favorable action, no record of honorable dismissal shall be made.

Honorable dismissal is voluntary withdrawal from the University with the consent of the Graduate School. All indebtedness to the University must be settled before a statement of honorable dismissal will be issued.

15. Application for Transcript

Application for issuance of the transcript of records should be filed at the Office of the Registrar upon presentation of the clearance slip. To avoid unnecessary delay, you are encouraged to file your transcript request as early as possible.

B. Graduate Student Milestones

The following Graduate Student Milestones will enable you and your department to view at a glance your progress in completing the requirements of your graduate program. We have highlighted here the schedule and the requirements and form/s that you need to accomplish for each milestone.

1. Non-Thesis Master's Degree

Milestone	Schedule	Deadline	Requirements
1. Nominate the members of your Guidance Committee	First semester of enrollment	1 st semester: Oct 15 2 nd semester: Mar 15 Midyear: Jun 15	Regular admission status; Nomination of Guidance Committee and Plan of Study Form for Master's (Non-Thesis Program)
If you want to change any member of your Guidance Committee, accomplish the Change of Member/Adviser in Advisory/Guidance Committee Form.			
2. Accomplish your Plan of Study	First semester of enrollment	1 st semester: Oct 15 2 nd semester: Mar 15 Midyear: Jun 15	Nomination of Guidance Committee and Plan of Study Form for Master's (Non-Thesis Program)
If you want to revise your Plan of Study, accomplish the Revision of Plan of Study Form.			
3. Take the Final Examination	Upon completion of all courses; ideally fourth semester of enrollment	One month before the deadline for Submission of Grades*	Application for Final Examination Form; True copy of grades with GWA; Photocopy of Form 5

*depends on the Academic Calendar, updates are posted at the UPLB GS website.

2. Master of Arts (MA) and Master of Science (MS)

Milestone	Schedule	Deadline	Requirements
1. Nominate the members of your Guidance Committee	First semester of enrollment	1 st semester: Oct 15 2 nd semester: Mar 15 Midyear: Jun 15	Nomination of Guidance Committee and Plan of Study Form for Master's (Thesis Program)
If you want to change any member of your Guidance Committee, accomplish the Change of Member/Adviser in Advisory/Guidance Committee Form.			
2. Accomplish your Plan of Study	First semester of enrollment	1 st semester: Oct 15 2 nd semester: Mar 15 Midyear: Jun 15	Nomination of Guidance Committee and Plan of Study Form for Master's (Thesis Program)
If you want to revise your Plan of Study, accomplish the Revision of Plan of Study Form.			
3. Discuss your initial research plan with your thesis adviser	During the first year of enrollment		Capsule thesis proposal
4. Submit thesis outline	After earning 12 units, while enrolled in the first thesis units; ideally third semester of enrollment	1 st semester: Dec 15 2 nd semester: May 15 Midyear: Jul 15	Approval of Thesis/Dissertation Outline Form; Hard copy of thesis outline; Scientific name verification from UPLB MNH; Application for Graduate Work in Absentia Form (if applicable)

5. Take the General Examination	Upon completion of coursework with a GWA of 2.0 or better; ideally third semester of enrollment	1 st semester: Nov 15 2 nd semester: Apr 30 Midyear: Jul 8	Application for Examination Form for Master's ; True copy of grades with GWA; Photocopy of Form 5
6. Take the Final Examination	Upon completion of final thesis manuscript; ideally fourth semester of enrollment	One month before the deadline of Submission of Grades*	Application for Final Examination Form; True copy of grades with GWA; Photocopy of Form 5; Final draft of manuscript
7. Nominate three external examiners	Upon completion of final thesis manuscript; ideally fourth semester of enrollment	One week after Final Examination	External Examiner Nomination Form; Final draft of thesis manuscript
8. Submit final thesis manuscript	After external review; ideally fourth semester of enrollment	Last day of Submission of Grades*	Three printed copies and an electronic copy in PDF file and MS Word; Response to external reviewer, Acceptance Page, IPR Page
9. Submit journal article that is ready for publication in a refereed journal	After external review; ideally fourth semester of enrollment	Last day of Submission of Grades*	Certification of Publishable Quality

*depends on the Academic Calendar, updates are posted at the UPLB GS website.

3. Doctor of Philosophy (Regular Program)

Milestone	Schedule	Deadline	Requirements
1. Nominate the members of your Advisory Committee (with four or five members with the major field and cognate field represented)	First semester of enrollment	1 st semester: Oct 15 2 nd semester: Mar 15 Midyear: Jun 15	Nomination of Advisory Committee Form for PhD
If you want to change any member of your Guidance Committee, accomplish the Change of Member/Adviser in Advisory/Guidance Committee Form.			
2. Accomplish your Plan of Study	First semester of enrollment	1 st semester: Dec 15 2 nd semester: May 15 Midyear: Jul 7	Plan of Study Form for PhD
If you want to revise your Plan of Study, accomplish the Revision of Plan of Study Form.			
3. Take the Qualifying Examination	First semester of enrollment	1 st semester: Nov 15 2 nd semester: Apr 15 Midyear: Jun 30	Application for Examination Form for PhD
4. Submit dissertation outline	After earning 12 units, while enrolling the first dissertation units	1 st semester: Dec 15 2 nd semester: May 15 Midyear: Jul 7	Approval of Thesis/ Dissertation Outline Form; hard copy of dissertation outline
5. Take the Written Comprehensive Examination	Upon completion of coursework; ideally third or fourth semester of enrollment	Six weeks before the Oral Comprehensive Examination** (for the midyear term, consult the GS schedule)	Application for Examination Form for PhD; True copy of grades with GWA; Photocopy of Form 5

6. Take the Oral Comprehensive Examination	After passing the written comprehensive examination; ideally fourth of fifth semester of enrollment	1 st semester: Nov 15 2 nd semester: Apr 30 Midyear: Jul 8	Application for Examination Form for PhD; True copy of grades with GWA; Photocopy of Form 5
7. Take the Final Examination	After passing comprehensive examination and completion of dissertation final draft; ideally sixth semester of enrollment	One month before deadline for Submission of Grades*	Application for Final Examination Form; True copy of grades with GWA; Photocopy of Form 5; Final draft of manuscript
8. Nominate External Examiner in consultation with the Advisory Committee	Upon completion of dissertation manuscript; ideally sixth semester of enrollment	1 st semester: Nov 28 2 nd semester: May 10 Midyear: Jul 10	External Examiner Nomination Form; Final draft of dissertation manuscript
9. Submit final dissertation manuscript	After external review; ideally sixth semester of enrollment	Last day of Submission of Grades*	Three printed copies; PDF copy uploaded in the UPLB GS website; Response to External Reviewer Form, Acceptance Page, IPR Page
10. Submit two articles in publishable format that is ready	After external review; ideally sixth semester of enrollment	Last day of Submission of Grades*	Certification of Publishable Quality

*depends on the Academic Calendar, updates are posted at the UPLB GS website.

**if taken in the same term as the Oral Comprehensive Examination (OEC), otherwise follow deadline for OEC

4. Doctor of Philosophy by Research

Milestone	Schedule	Deadline	Requirements
1. Nominate the members of your Advisory Committee (with four or five members)	First semester of enrollment	1 st sem: Oct 15 2 nd sem: Mar 15 Midyear: Jun 15	Nomination of Advisory Committee Form for PhD
If you want to change any member of your Guidance Committee, accomplish the Change of Member/Adviser in Advisory/Guidance Committee Form.			
2. Discuss dissertation proposal with the Advisory Committee	First semester of enrollment		Dissertation proposal
3. Conduct three seminar presentations	At least one presentation per seminar course		At least two of the seminar topics to be presented must include results of the dissertation
4. Take the Final Examination	After passing both Comprehensive Examination and completion of dissertation final draft	One month before Submission of Grades*	Application for Final Examination Form; True copy of grades with GWA; Photocopy of Form 5; Final draft of manuscript
5. Nominate External Examiner in consultation with the Guidance Committee	Upon completion of dissertation manuscript; ideally sixth semester of enrollment	1 st sem: Nov 28 2 nd sem: May 10 Midyear: Jul 10	External Examiner Nomination Form; Final draft of dissertation manuscript

6. Submit final dissertation manuscript	After external review; ideally sixth semester of enrollment	Last day of Submission of Grades*	Three printed copies; PDF copy uploaded in the UPLB GS website; Response to External Reviewer Form, IPR Page, Acceptance Page
7. Submit three articles published or at least accepted for publication in a refereed journal	After external review; ideally sixth semester of enrollment	Last day of Submission of Grades*	Certification of Publishable Quality

*depends on the Academic Calendar, updates are posted at the UPLB GS website.

5. Straight PhD

A Master of Science (MS) student in UPLB who has completed at least 18 units of 200-level graduate courses and has earned a GWA of 1.25 or better for the first two consecutive semesters of residence may apply for a Straight PhD Program. If you wish to shift to this program, you need to take the Qualifying Examination and submit a certification of your GWA. After passing the Qualifying Examination, you will be recommended for admission to the program. Rules for the Regular PhD Program shall then apply.

Milestone	Schedule	Deadline	Requirements
1. Nominate the members of your Advisory Committee (with four or five members from the major and minor/cognate fields)	First semester of enrollment	1 st semester: Oct 15 2 nd semester: Mar 15 Midyear: Jun 15	Nomination of Advisory Committee Form for PhD
If you want to change any member of your Guidance Committee, accomplish the Change of Member/Adviser in Advisory/Guidance Committee Form.			

Milestone	Schedule	Deadline	Requirements
2. Accomplish your Plan of Study	First semester of enrollment	1 st semester: Oct 15 2 nd semester: Mar 15 Midyear: Jun 15	Plan of Study Form for PhD
If you want to revise your Plan of Study, accomplish the Revision of Plan of Study Form.			
3. Submit dissertation outline	After earning 12 units, while enrolling the first dissertation units		Approval of Thesis/ Dissertation Outline Form; hard copy of dissertation outline
4. Take the Written Comprehensive Examination	Upon completion of coursework; ideally third or fourth semester of enrollment	Six weeks before the Oral Comprehensive Examination** (for the midyear term, consult the GS schedule)	Application for Examination Form for PhD; True copy of grades with GWA; Photocopy of Form 5
5. Take the Oral Comprehensive Examination	After passing the written comprehensive examination; ideally fourth of fifth semester of enrollment	1 st semester: Nov 15 2 nd semester: Apr 30 Midyear: Jul 8	Application for Examination Form for PhD; True copy of grades with GWA; Photocopy of Form 5
6. Take the Final Examination	After passing both comprehensive examination and completion of dissertation final draft; ideally sixth semester of enrollment	One month before Submission of Grades*	Application for Final Examination Form; True copy of grades with GWA; Photocopy of Form 5; Final draft of manuscript

7. Nominate External Examiner in consultation with the Guidance Committee	Upon completion of dissertation manuscript; ideally sixth semester of enrollment	1 st semester: Nov 28 2 nd semester: May 10 Midyear: Jul 10	External Examiner Nomination Form; Final draft of dissertation manuscript
8. Submit final dissertation manuscript	After external review; ideally sixth semester of enrollment	Last day of Submission of Grades*	Three printed copies; PDF copy uploaded in the UPLB GS website; Response to External Reviewer Form, Acceptance Page, IPR Page
9. Submit two journal articles that is ready for publication in a refereed journal	After external review; ideally sixth semester of enrollment	Last day of Submission of Grades*	Certification of Publishable Quality

*depends on the Academic Calendar, updates are posted at the UPLB GS website.

**if taken in the same term as the Oral Comprehensive Examination (OEC), otherwise follow deadline for OEC

Mentoring Guidelines

The UPLB GS takes its mentoring program for graduate students very seriously. The mentoring program aims to facilitate your learning and timely completion of tasks as graduate students. In the program, you can expect your mentor to perform various tasks as teachers, advisers, consultants, collaborators, and inspirational guides. In addition, you can expect that your mentor will:

- Establish goals and timelines to help you finish your degree. Based on your personal goals, expectations, and aspirations, your mentor will help you identify courses and possible members of your Guidance/Advisory Committee. Your mentor will also guide you in establishing a timeline of milestones that will help you finish your degree on time.
- Provide open communication lines. You can discuss with your mentor the most effective and most preferred means of communication. Your mentor should respond promptly to your requests for consultations and responses to your queries should be given within a reasonable time frame.
- Assist in adjusting to the academic life. Your mentor may encourage you to engage in social activities and join organizations that share your interests and hobbies to help you cope with the demands of a new culture and new environment that comes with pursuing your graduate degree program.
- Provide timely, constructive feedback and guidance. Your mentor needs to set regular meetings with you to track your progress in accomplishing certain tasks and milestones in your graduate program. Your mentor will also need to give appropriate feedback on your submissions and provide guidance on how to proceed with the next tasks.
- Share knowledge on relevant policies and opportunities. Although specific information about your degree program, necessary requirements, policies, and opportunities are available from other sources, you may also directly discuss and clarify these concerns with your mentor.

On the other hand, as a student, you have the following responsibilities to your mentor:

- Accomplish goals and tasks within the specified timeframe.
- Communicate regularly using the agreed means of communication and provide regular updates on curricular and research progress.
- Be open and discuss difficulties and/or challenges being met related to the completion of your degree program.
- Accept feedback and constructive criticism towards outputs submitted and strive to improve your quality of work.
- Respect and understand that your mentor must also attend to his/her other responsibilities as a faculty member.

In return, you can gain the following benefits from the mentoring program:

- You can develop your skills in research, proposal writing, and conference presentation under the supervision of a mentor.
- Your mentor can provide guidance on how you can handle potential setbacks during your graduate study.
- Your introduction to the professional network of your faculty mentor may be of help in your future career.
- Your interaction with your mentor and your participation in academic and social activities that he/she coordinates can further engage you in your field of interest.
- Knowing that you have a mentor who can give advice, support, and encouragement as well as be a soundboard of your ideas can have a reassuring effect.

Complaints Procedure/Grievance

If you experience any problems or issues in your academic work, you may approach the UPLB GS College Secretary and Dean for consultation on how to address academic conflicts with faculty members or other students.

In addition, the University of the Philippines has an Anti-Sexual Harassment Code to address concerns related to either the physical or verbal harassment of its students (see <https://www.up.edu.ph/index.php/up-anti-sexual-harassment-code/>). For students who feel that they have experienced sexual harassment in any form, you may approach the Office against Sexual Harassment (OASH) under the UPLB Gender Center.

UPLB Gender Center
501-1844
gendercenter@uplb.edu.ph

Scholarship Grants/Research Grants/ Financial Assistance

UPLB has resources available to help you find scholarship grants and financial assistance to support your studies and research. You can find the specific information about available scholarships and financial support at the websites of the Office of Student Affairs (<https://uplbosa.org>) and the UPLB Graduate School (<https://uplbgraduateschool.org>). Additional scholarship opportunities may also be available at the colleges offering your graduate degree program, so you may check them out too.

In addition, you may also apply to the UP Graduate Mentoring and Apprenticeship Program (GMAP). Under the program, you can work closely with accomplished and experienced UP faculty members in various instructional activities and research work while at the same time receiving financial benefits. Under GMAP, you will be exempted from paying tuition fees and miscellaneous fees, plus you will be provided a stipend based on the number of service hours you provide (not more than 60 hours/month for master's students and 80 hours/month for PhD students for a fixed rate of PHP100/hour). If interested, you may download the application forms at the UPLB GS website. Together with the recommendation letters from your adviser, send the completed forms to UPLB GS by post or e-mail.

Student Welfare

A. Visa Processing Assistance

If you are an international student and need to apply for a student visa or renew an existing student visa, you may check the requirements, application procedures, cost, and list of authorized offices at the Bureau of Immigration website (<http://www.immigration.gov.ph/visa-requirements/non-immigrant-visa/student-visa>).

You may also inquire at the International Students Division (ISD) of the Office of Student Affairs (OSA) regarding your visa renewal or extension concerns. Aside from visa concerns, OSA-ISD also provides assistance in the issuance of study permits, tutorial services, and information services and organizes socio-cultural and educational activities for international students, among others.

International Students Division
Room 12 Student Union Building
osaisd.uplb@up.edu.ph
536-7255

B. Health Insurance

Health insurance is not required during admission/registration. However, it may be a requirement for students with scholarships, for which your sponsoring agency will inform you of the details of the providing health maintenance organization (HMO). For all other students, you are strongly advised to get health insurance during your stay in the University. You may consult with the Graduate School or the Office of Student Affairs for contact information regarding HMOs servicing the Los Baños area.

Office of Student Affairs (Director's Office)

536-2238
do@uplbosa.org

Please note that personal accident insurance, with a health insurance component, is a requirement for off-campus class-related activities such as field trips, field work, and research in absentia.

C. Health and Safety

The University provides health and medical services to its constituents via the University Health Service (UHS). Located at the Upper Campus, this secondary general hospital is open 24/7. Registered UPLB students, as well as faculty, staff, and their dependents, enjoy privileged rates for many UHS services. You may check the UHS facilities and services, including medical consultation and procedures, hospital accommodation, and special benefits, at the UHS website (<https://ovcca.uplb.edu.ph/uhs-services/>). To be able to take advantage of these privileged rates, present your validated UP ID, Registration Form (Form 5), or UHS ID.

University Health Service
<https://ovcca.uplb.edu.ph/uhs-services/>
Domingo M. Lantican Road, UP Los Banos
(049) 536-6238; (049) 536-2470; (049) 536-3247

Aside from the UHS, there are also hospitals and health clinics near the campus that provide health and medical services to the Los Banos community.

Los Baños Doctors Hospital and Medical Center
<http://www.lbdhmconline.com>
Lopez Ave., Batong Malake, Los Banos, Laguna
(049) 536-0100; (049) 536-4462; (049) 536-1825; (049) 501-4034

Healthserv Los Baños Medical Center
<https://www.healthserv.com.ph>
8817 National Highway, Batong Malake, Los Banos, Laguna
(049) 536-4858; (049) 536-7718

St. Jude Family Hospital
Lopez Ave., Batong Malake, Los Banos, Laguna
(049) 249-2654; (049) 536-1982

In addition, the University is committed to ensuring the safety and security of its constituents. In cases of emergency, you may contact the following:

University Police Force
upf@uplb.edu.ph
536-2243; 536-2803

Philippine National Police
Los Banos, Laguna
(049) 534-5631

24-Hour Municipal Hotline
Los Banos, Laguna
(049) 530-2818

IRRI Fire Brigade
Ext 2222 or 2278
09189234793

Bureau of Fire Protection
Los Banos, Laguna
536-7965

Batong Malake Fire Department
Los Banos, Laguna
536-4349

D. Counselling

As a graduate student, you may face many academic or personal challenges during your stay in the University. Aside from your mentors, professors, family, and close friends, there are many people to whom you can talk. There are many professionally trained counsellors who are available to discuss specific concerns with students. You may visit the University Health Service. If you encounter problems of any sort in the university, you may also consult any GS personnel.

In addition, the Office of Student Affairs (OSA) houses the Guidance and Counseling Division (GCD), which answers psychological, social, emotional, educational, or occupational needs of students. Different services are also offered such as counseling, testing, group encounters/guidance instruction program, as well as extension services.

Guidance and Counseling Division
Office of Student Affairs
Room 9 Student Union Building
osactd.uplb@up.edu.ph
536-7255

E. Learning Resources

Aside from the facilities and services offered in your department/institute, UPLB provides the following learning resources to support you during your stay at the University.

1. University Library

The UPLB Library provides materials and services to meet the instructional, research, and extension needs of the various constituents of the University. It has the most extensive collection of agricultural materials in the country, with strong emphasis on plant and animal sciences.

With its aim to decentralize library collections (that is, building and strengthening specialized collections relevant to their respective College curriculum and research), the University Library is composed of the following units:

- a) Main Library (for the College of Agriculture and Food Science, College of Arts and Sciences, and General Education courses)
- b) College of Development Communication (CDC) Library
- c) College of Economics and Management (CEM) Library
- d) College of Engineering and Agro-Industrial Technology (CEAT) Library
- e) College of Forestry and Natural Resources (CFNR) Library
- f) College of Human Ecology (CHE) Library
- g) College of Public Affairs and Development (CPAf) Library
- h) College of Veterinary Medicine/Animal Science Library (CVM-ADSC)
- i) National Institute of Molecular Biology and Biotechnology (BIOTECH) Library
- j) Postharvest Horticulture Training and Research Center (PHTRC) Library
- k) School of Environmental Science and Management (SESAM) Library
- l) UP Rural High School Library

UPLB Main Library
536-2326
universitylibrary.uplb@up.edu.ph

Also see the University of the Philippines Integrated Library System at <http://ilib.uplb.edu.ph>.

2. Learning Resource Center

The UPLB Learning Resource Center (LRC) is mandated to expand existing academic-related programs and activities for not only local undergraduate and graduate students but also international students, including but not limited to customized academic support systems. In addition, it functions to: institutionalize and sustain the UPLB Recruitment Program for the Best and the Brightest Students; provide support services to would-be or international/exchange students including, but not limited to customized language programs and thesis and journal writing; and, complement the Office for International Linkages (OIL) in facilitating exchange programs that would provide opportunities for students to engage in various programs offered by other competent and esteemed universities in the world.

Aside from these functions, LRC also manages the Agricultural and Rural Development Scholarship (ARDS) for poor but deserving students. Moreover, it conducts tutorial programs in partnership with student organizations, cultural and language training programs, and the bridge program for UPLB passers who need additional instruction in Math and English.

Learning Resource Center
G/F Student Union Building
lrc.uplb@up.edu.ph
536-2761

3. Interactive Learning Center

The Interactive Learning Center (UPLB-ILC) serves as a venue for e-learning among faculty and students in the university. ILC hubs, which serve as repositories for **faculty members' lecture materials and learning objects in multimedia forms (such as PowerPoint presentations, podcasts, and vodcasts)**, are located at the ILC Headquarters, **the Learning Commons of the University Library, the Women's Dormitory, the New Dormitory, and the Learning Resource Center.**

As part of its services, ILC also provides support in computer graphics design necessary for the production of interactive multimedia instructional materials. It can also provide the facilities, equipment, and hardware and software support for training and seminars at discounted rates.

Interactive Learning Center
<https://ilc.uplb.edu.ph>
3/F, CAS Annex 1
ilc.uplb@up.edu.ph
Tel/fax: (049) 536-8689

F. Campus WiFi

The UPLB WiFi is accessible in many areas inside the campus (SSID: UPLB wifi). Use your UPLB webmail account when logging in. For any problems or queries relating to internet connectivity and other computing concerns, you may contact the Information Technology Center (ITC).

Information and Technology Center
536 - 2886 | 501 - 4597
itc.uplb@up.edu.ph | itc@uplb.edu.ph

G. Accommodation

The University Housing Office manages ten student dormitories inside the campus. Graduate students are housed at the International House Residence Hall (IH), beside the UPLB GS. For more information about in-campus and off-campus housing and accommodations, you may visit the UHO website at <https://uho.uplb.edu.ph>.

UPLB Housing Office
536-4009
uho.uplb@up.edu.ph
VoIP: 1240 – 1241

H. Food Centers

UPLB is home to many restaurants, cafes, and food shops that cater to a wide variety of food choices and preferences. You can choose from Filipino, Korean, Japanese, Thai, Vietnamese, Italian, and Western restaurants and cafes just outside the campus. There are also several fast food chains offering set meals at more affordable prices. **Cafeterias, or more popularly known as “karenderya” or “turo-turo” in Filipino, also abound outside the campus and they offer home-cooked meals at a very cheap price. Eating at these places is generally safe, however, just make sure to drink purified/ bottled water instead of tap water.**

For a more detailed list and description of places to eat while studying in UPLB, you may check the following website: <https://uplb.edu.ph/campus-life/global-cuisine>.

If you are not fond of eating out, you may also opt to cook your own food. It is generally safe to purchase food supplies from the local public markets and major supermarkets **outside the campus and have them prepared in your dormitory's kitchen (if allowed).**

Fresh and dry goods are available at the public markets at a cheaper price while major supermarkets offer a wider selection at a slightly higher price. Specialty stores selling special ingredients for various Asian dishes are also available in online shops and in specialty stores outside the campus and in nearby Metro Manila.

I. Religious Centers and Schools for Dependent Children

With the diverse population of the Los Baños community, centers catering to different religious denominations can be found all around the town. The Diocesan Shrine of St. Therese of the Child Jesus as well as the Church Among the Palms can be found in the campus. In the campus vicinity, you can find other religious centers, including the: Church of Latter-Day Saints; Destiny Ministries International; Iglesia ni Cristo; Islamic Center Los Baños; Los Baños Adventist Church; Los Baños Evangelical Baptist Church; and, Los Baños Presbyterian Church.

For married students with children, there are several elementary, secondary, and integrated schools in and around the campus who accept transfer students. You may consult with the Graduate School or the Office of Student Affairs for contact information regarding accessible schools for your children.

J. Student Organizations

UPLB GS supports the activities of graduate students and graduate student organizations inside the campus. You may check the Office of Student Affairs website (<https://uplbosa.org/orgs>) for the complete list and contact information of recognized University- and College-based organizations. This list includes fraternities, sororities, academic, varsitarian, religious, and civic organizations, among others. There are also organizations affiliated with different scholarship grants such as the SEARCA Scholars Association and Department of Science and **Technology Scholars' Society.**

If you are an international student, you may contact the International Students Association (ISA). This organization conducts various projects and activities that promote the welfare and cooperation of foreign students in UPLB and promotes the benefits of internationalization in a University.

Student concerns may also be addressed to the UPLB Graduate School Student Council (GSSC). The council is committed to fostering dynamic engagements and building strong relationships as it caters to the academic, cultural, and social needs of UPLB graduate students.

Official Holidays

Month	Celebration	Month	Celebration
January 1	New Year's Day	July	
February 25	People Power Day	August 21 30	Ninoy Aquino Day National Heroes' Day
March		September	
April 9	Day of Valor	October 9	UPLB Loyalty Day and Alumni Homecoming
May 1	Labor Day	November 1 30	All Saints' Day Bonifacio Day
June 12 19	Independence Day Laguna Day	December 25 30	Christmas Day Rizal Day

Other important holidays that are observed on varying days within each year in-

Lunar New Year	Determined in accordance with the lunar calendar
Maundy Thursday Good Friday	Determined in accordance with the Catholic liturgical calendar
Eid'l Fitr Eid ul Adha	Determined in accordance with the Islamic calendar

Although not officially declared as holidays, the UPLB Foundation Day (March 6) and college anniversaries are celebrated every year.

Basic Conversations

Being new in the university and in the Philippines may pose several challenges, especially when trying to understand the local language. It is not difficult to communicate in the Philippines as the major part of the population can understand and converse in English. However, to introduce you to the Filipino language, here are some common phrases you may encounter during your stay in the university.

Filipino Phrase	English Translation	Filipino Phrase	English Translation
Magandang Umaga	Good morning	Paalam	Goodbye
Magandang Tanghali/Hapon	Good Afternoon	Ingat!	Take care!
Magandang Gabi	Good Evening	Anong pangalan mo?	What is your name?
Para/Sa tabi lang po	Please stop here (usually used when riding local transportation)	Ako si _____	My name is _____
Saan?	Where?	Kailan?	When?
Anong oras na?	What time is it?	Sandali lang/Saglit	Hold on/Wait
Salamat/Salamat po	Thank you	Walang anuman	You're welcome
Pasensiya na/Paumanhin	Sorry	Gusto ko ito	I like this
Aalis na ako	I am leaving	Kamusta?	How are you?
Oo/Opo	Yes	Hindi/Hindi po	No
Masarap	Delicious	Ayaw ko ito	I don't like this
Tama	That is right!	Mali	That is wrong!

UPLB Directory

Here is the list of Frequently Asked Numbers at UPLB. For the complete contact information of all UPLB offices, you may check the UPLB Directory at <http://directory.uplb.edu.ph>.

Office of the Chancellor
536-2567 | 536-2894
oc.uplb@up.edu.ph

Office of the Vice Chancellor
for Academic Affairs
536-2306
ovcaa.uplb@up.edu.ph

Office of the Vice Chancellor
for Administration
536-2331
ovca.uplb@up.edu.ph

Office of the Vice Chancellor
for Community Affairs
536-3358
ovcca.uplb@up.edu.ph

Office of the Vice Chancellor
for Planning and Development
536-3484 | 563-2748
ovcpd.uplb@up.edu.ph

Office of the Vice Chancellor
for Research and Extension
536-5326 | 536-2354
ovcre.uplb@up.edu.ph

Office of the University Registrar
536-2426

Office of International
Linkages
536-2239
oil.uplb@up.edu.ph

Office of Public Relations
536-2928
opr.uplb@up.edu.ph

UPLB Gender Center
501-1844
gendercenter@uplb.edu.ph

Office of Student Affairs
(Director's Office)
536-2238
do@uplbosa.org

Continuing Education Center
536-2286
cec@uplb.edu.ph

UPLB Colleges

CAFS
536-3546
cado.uplb@up.edu.ph

CAS
536-2402
cas@uplb.edu.ph

CDC
536-3356 | 536-2511 (loc 214)
cdc@uplb.edu.ph
docdc@uplb.edu.ph

CEM
536-4750
cem@uplb.edu.ph
docem@uplb.edu.ph

CEAT
536-0250 | 536-4728
ceat@uplb.edu.ph
doceat@uplb.edu.ph

CFNR
536-3206 | 536-2342
cfnrdo.uplb@up.edu.ph

CHE
536-2682
che_do.uplb@up.edu.ph

CPAf
536-4267
cpaf.uplb@up.edu.ph

CVM
536-2727
socvm@uplb.edu.ph

SESAM
536-3080 | 536-2836
sesam.uplb@up.edu.ph

UPLB GS
536-3414
gs.uplb@up.edu.ph

Leaving the University

It may seem a long way off but one day you will be leaving the University when you finish your degree. When that time comes, we hope that you will stay in touch. UPLB values all of its alumni and we hope that you keep in touch with us as part of our life-long connection and that you participate in the growing community of UPLB alumni.

Before you leave, please make sure to visit the website of the UPLB Office of Alumni Relations and update your alumni profile by filling in the Alumni Information Sheet. You can also keep yourself abreast of the events and happenings in your alma mater by subscribing to the UPLB Alumni Newsletter. Ensure that you also provide the GS with an active email address.

Office of Alumni Relations
oar.uplb@up.edu.ph
576-0104

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- University of the Philippines Los Baños University Library. Retrieved from <https://www.library.uplb.edu.ph>

Appendices

Appendix A. Student Progress Tracking Report Template



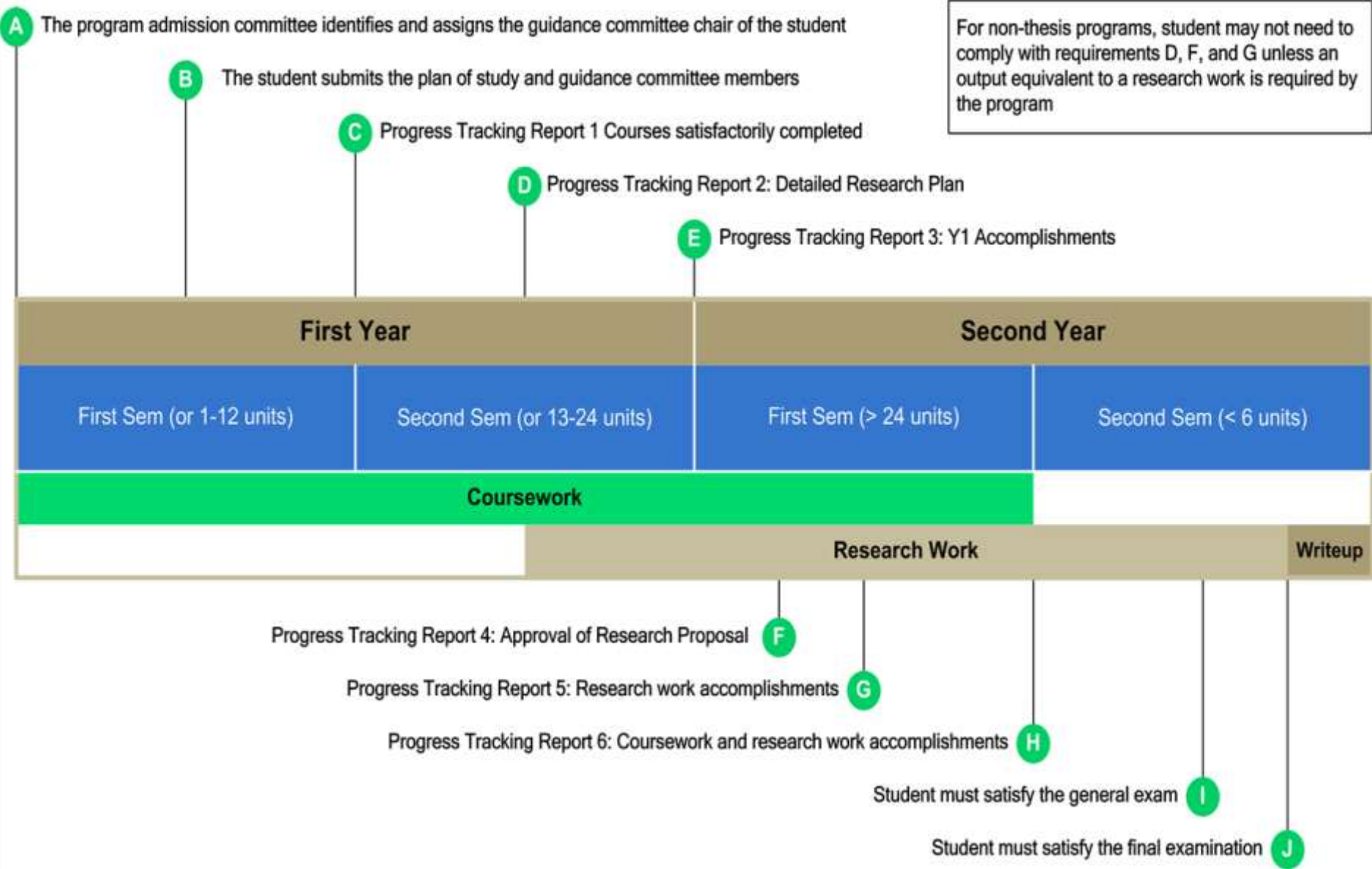
UPLB GRADUATE SCHOOL Graduate Student Progress Tracking Report

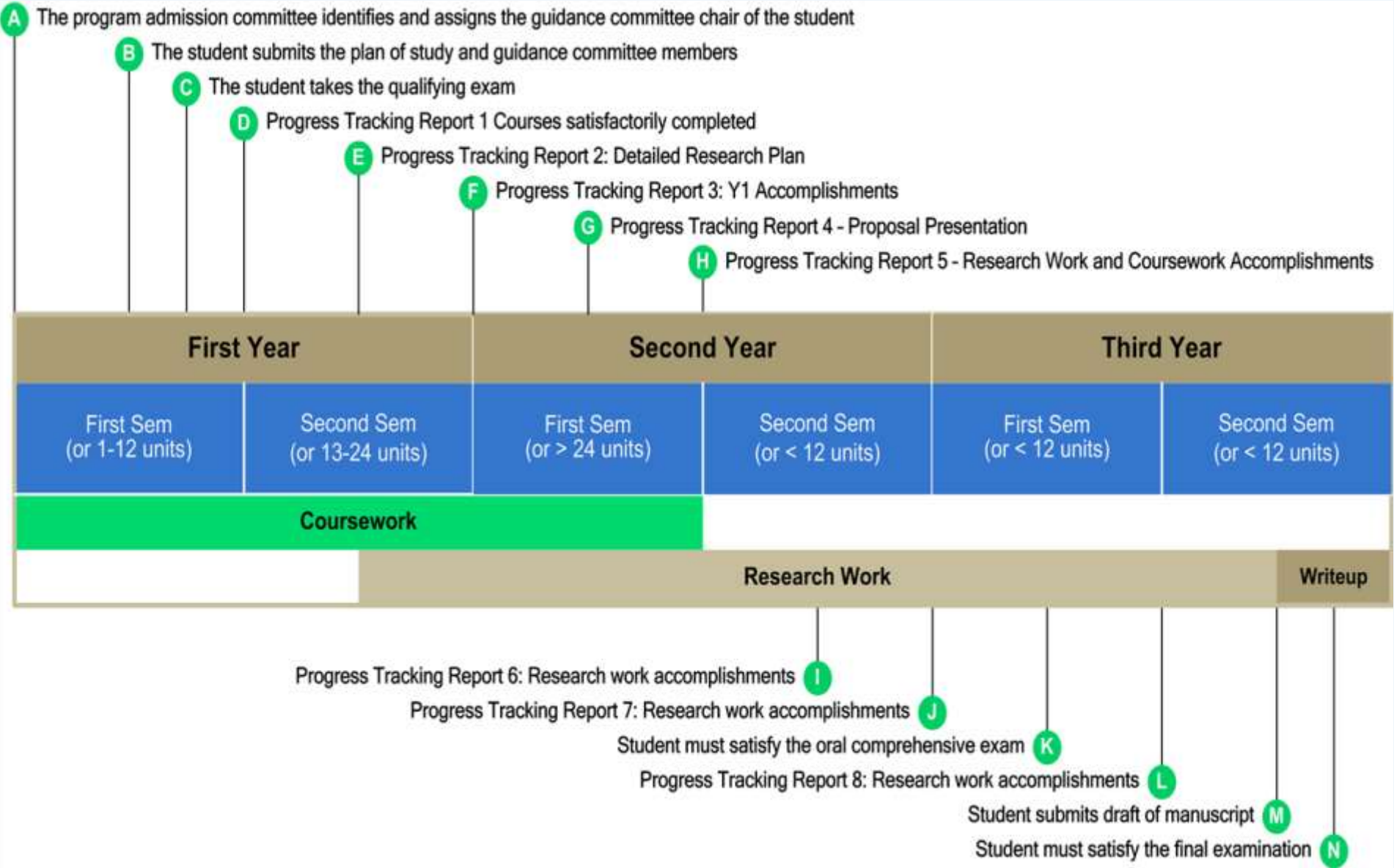
This progress tracking report must be completed in full by the student for submission to the Graduate Program Management Committee (GPMC) Chair of the unit delivering the student's program. Necessary supporting documents may be attached to this form (such as copies of the plan of study, approval forms, etc). The student and the GPMC Chair must retain copies of this form, which must be made available upon request.

Progress Report No	Date Submitted
Period Covered	
Commence Date	End Date
Committee Chair	

A. Student Information		
Student No	Name (Last, Given)	
Degree	Department/Division	Units Completed
B. Progress (Target objects set in the previous report should be on hand for review)		
C. Targets for the Next Period (courses to be taken, thesis presentation, data collection, etc.)		
D. Issues and Concerns (reasons for the delay in the completion of targets)		
Signature of Student		Signature of GPMC Chair

Appendix B. Timeline for Master's Students





Student Pledge

(Student's Copy)

In consideration of my admission to the University of the Philippines System and of the privileges of a student in this institution, I hereby promise and pledge to abide by and comply with all the rules and regulations laid down by competent authority in the University System and in the college or school in which I am enrolled.

Signature over Printed Name/Date signed

Noted by:

College Secretary, UPLB GS

* Refusal to take this pledge or violation of its terms shall be sufficient cause for summary dismissal or denial of admission.

* It is understood that anything that is not clear to the student will be clarified with the UPLB Graduate School.

Student Pledge

(School's Copy)

In consideration of my admission to the University of the Philippines System and of the privileges of a student in this institution, I hereby promise and pledge to abide by and comply with all the rules and regulations laid down by competent authority in the University System and in the college or school in which I am enrolled.

Signature over Printed Name/Date signed

Noted by:

College Secretary, UPLB GS

* Refusal to take this pledge or violation of its terms shall be sufficient cause for summary dismissal or denial of admission.

* It is understood that anything that is not clear to the student will be clarified with the UPLB Graduate School.

