

THE MASTER OF ARTS IN SOCIOLOGY PROGRAM¹
Department of Sociology
College of Social Sciences and Philosophy
University of the Philippines, Diliman, Quezon City

A. ADMISSION REQUIREMENTS

Applicants are evaluated on the basis of the following:

1. Official transcript of records of Bachelor's degree or its equivalent
2. Recommendation from three former professors and/or recognized authority in Sociology or other Social Sciences
3. Official report of the Test of English as a Foreign Language (TOEFL) examination score for students who come from schools where the medium of instruction is not English
4. Personal interview, when necessary

The deadline for submission of applications is May 15 for the first semester and October 30 for the second semester.

B. COURSE WORK

The M.A. Sociology Program requires the completion of thirty three (33)* units of graduate work consisting of:

- eighteen (18) units of Sociology courses
- six (6) units of graduate level courses which may be taken in one or two cognate fields
- three (3) units of Social Science 201 (Statistics for the Social Sciences) or its equivalent
- six (6) units of thesis

Students without Sociology background are advised to take a graduate introductory theory course, Sociology 202* (Development of Sociological Thought) prior to enrollment in higher Sociological Theory courses.

Soc Sci 201 (or its equivalent) is a prerequisite to Methods courses.

*New curriculum

C. TRANSFER OF CREDIT²

- a. Transfer of Credits from Another University

Subject to the recommendation of the appropriate bodies and the approval of the Dean, graduate courses taken by a student in another university may be credited towards the masteral program provided that:

- (1) these courses were taken within the last five (5) years prior to admission into the MA program;
- (2) these were validated through appropriate means by the College or Graduate Office/Committee concerned; and
- (3) the total number of credits transferred shall not exceed three-eighths (3/8) of the total number of required units in the program excluding thesis, or a total of 9 units.

¹ Approved and adopted by the Graduate Faculty in a Special Meeting held on 10 October 2000

² General Rules for Graduate Programs in UP Diliman, Section 4.4, p. 29, University of the Philippines, Diliman, Issued 1999. BOR Approved 09 September 1998 by Corazon M. Raymundo, Vice-Chancellor for Academic Affairs.

However, condition (2) shall not apply if the courses were taken in an institution with which the University of the Philippines has a special academic arrangement and if these courses are part of the student's approved Program of Study.

b. Transfer of Credits from Another Program within the University

Subject to the recommendation of the appropriate bodies and the approval by the Dean graduate courses taken by the student under another program of the University of the Philippines may be transferred for credit to the new Master's program provided that:

- (1) these courses were taken during the last five (5) years prior to the student's admission or transfer to the Master's program;
- (2) these units have not been credited to a degree previously obtained by the student; and
- (3) these courses are relevant to the new program.

c. Processing of Transfer of Credits

Transfer of credits shall be done within the first semester of the student's admission into the program. The credited course(s) shall be specified in the student's record by the Graduate Office of the College. A copy of the approval shall be sent to the Office of the University Registrar, through channels.

D. RETENTION IN THE M.A. PROGRAM

Evaluation of the student's academic status shall be done at the end of each semester.

1. A student must have a general weighted average (GWA) of "1.75" or better for the first nine (9) units earned (i.e. with a grade) of graduate Sociology courses to remain in the program. A student must maintain a GWA of "2.00" or better for **ALL** courses.
2. A student must not accumulate more than three (3) uncompleted Incompletes (INCs) in any given semester.
3. A student who fails to satisfy the GWA requirement of "2.0" at the end of the academic year shall be disqualified from the Master's program unless the Dean decides to waive the disqualification on justifiable grounds and, upon the recommendation of the student's Program Adviser/Committee, through channels.

E. ASSIGNMENT OF THESIS ADVISER:

Upon completion of course work, the student must write the Department Chair of his/her intention to start thesis work and to request for an adviser. A brief summary of the proposed topic and timetable must be included in this letter of request. The Thesis Adviser is formally appointed by the Dean upon recommendation of the Chair of the department.

F. ORAL EXAMINATIONS³

a. Thesis Proposal and defense of thesis proposal:

The student shall submit a written thesis proposal to the Thesis Adviser who will then request the Dean through channels to constitute a Thesis Committee. The proposal shall be defended orally before the Thesis Committee. The Thesis Adviser shall submit to the Dean, through channels, a certified copy of the approved thesis proposal and a form endorsing it duly signed by the Thesis Committee. Thereafter the student proceeds to undertake the thesis research.

³ General Rules for Graduate Programs in UP Diliman, Section 4.7, p. 34, Issued 1999.
BOR Approved 09 September 1998 by Corazon M. Raymundo, Vice-Chancellor for Academic Affairs.

b. Oral Defense Panel⁴

After the student's completed thesis draft has been approved by the Thesis Committee members, they shall endorse it for oral defense to the Dean, through channels.

The Oral Defense Panel shall consist of three (3) to five (5) full-time faculty members who are Master's degree holders except in meritorious cases. Members of this committee consist of the Adviser, Co-Adviser, if any, and a Reader/Critic. They shall be appointed by the Dean upon the recommendation of the appropriate bodies. A maximum of two (2) out of five (5) or one (1) out of three (3) members of the Master's Oral Defense Panel may come from an academic institution or qualified agency outside the College/unit or University.

The Master's Oral Defense Panel shall be chaired by one of the panel members other than the Adviser or Co-Adviser.

c. Administration of the Oral Defense

The oral defense must be held in the College at a time recommended by the Panel and authorized by the Dean, through channels.

The time and place of the oral defense shall be officially announced by the Graduate Office at least two (2) weeks before the scheduled date. The schedule may be changed only upon the recommendation of the Oral Defense Panel, through channels, and the formal authorization of the Dean.

The oral defense may be held only under the following conditions:

1. the thesis manuscript has been received by each member of the Oral Defense Panel at least two (2) weeks before the scheduled examination; and
2. all members of the Oral Defense Panel are present. If there is a foreign co-adviser or panel member who is unable to attend, he/she shall be required to send his/her comments to the Chair of the Panel who shall integrate this in the final report. If any other member of the Panel is absent, the oral defense shall be rescheduled.

The oral defense shall be open to the public. However, the evaluation and rating of the student shall be done by the Panel in a closed-door meeting to be held immediately after the oral defense. The duration of the thesis defense be left to the discretion of the Panel.

d. Rating

There shall be three (3) ratings for the defense: "Pass," "Provisional Pass," or "Fail." "Fail" means substantial revisions are required by at least two of the five or one of the three Panel members. Any member who fails the student must specify the reason(s) in writing, a copy of which shall be attached to the report of the Panel.

"Provisional Pass" means minor revisions are required. All members of the Panel must agree on the recommended revisions, which must be specified in writing and attached to the final report. A second rating sheet shall be signed only after the student has incorporated the revisions and the Panel has certified that the revisions have been made.

The result of the oral defense must be reported by the Panel to the Dean, through channels, within the first working day after the defense.

⁴ General Rules for Graduate Programs in UP Diliman, Section 3.9 p. 20, Issued 1999.
BOR Approved 09 September 1998 by Corazon M. Raymundo, Vice-Chancellor for Academic Affairs.

e. Passing or Failing the Master's Defense

If the student passes the defense, he/she is considered eligible to apply for graduation from the program.

If the student fails the defense, he/she may take a second thesis defense within one academic year after the first defense. Failure to pass the second oral defense or to retake it within the prescribed period disqualifies the student from the current Master's program and from being admitted into other Master's programs offered by the department.

G. RESIDENCE RULES⁵

a. One-Year Residence Before Graduation

The student must be officially enrolled in residence at least one (1) academic year prior to the conferment of the Master's degree.

b. Regular Period for Completion

The time limit for the completion of all Master's degree requirements shall be five (5) years.

The counting of the period of residence shall start from the student's first enrollment in a graduate course after admission into the Master's program and shall include all leaves of absence from the program. The regular period for completion for a graduate student transferring from another university shall be reduced by one (1) semester.

If there are courses taken by the student prior to admission to the program and credited to the course requirements of that program, then the allowed period of completion will be reduced by one semester which is equivalent to nine (9) units of courses credited from the previous program.

c. Extension of Residence

In meritorious cases, extensions of residence beyond the above regular period of completion may be approved by the Dean upon the recommendation of the appropriate bodies. This extension shall be for a period not exceeding one (1) calendar year at a time. In no case shall the extensions exceed more than five (5) years. The student granted an extension shall take additional units of graduate courses in the discipline or area at a rate of three (3) units for every two (2) years of extension or a fraction thereof.

d. Non-Compliance with Maximum Residence Rules (MRR)

Any student who fails to complete all requirements of the degree within the regular period and any approved extension thereof shall be disqualified from the Master's program.

e. Leave of Absence (LOA)/Absence Without Leave (AWOL)

A student who goes on leave of absence (LOA) or absence without leave (AWOL) from the program shall seek readmission from the Dean, through channels.

⁵ General Rules for Graduate Programs in UP Diliman, Section 4.9, p. 38, Issued 1999.
BOR Approved 09 September 1998 by Corazon M. Raymundo, Vice-Chancellor for Academic Affairs.

H. GRADUATION⁶

a. Application for Graduation

A student who passes the Master's thesis defense shall be qualified to apply for graduation to the University Registrar through the College Graduate Office.

b. Submission of Bound Copies

The applicant for graduation must submit to the College Graduate Office five (5) bound copies of the approved Master's thesis as a prerequisite for graduation. The bound copies must conform to the standard format of the college and contain the official approval of the thesis by the members of the Oral Defense Panel, the College Graduate Office and the official acceptance of the thesis by the Dean.

c. Conferment of the Master's Degree

After the graduation of the student shall have been recommended by the College Faculty Assembly, endorsed by the University Council, and approved by the Board of Regents, he/she shall be officially conferred the Master's degree.

⁶ General Rules for Graduate Programs in UP Diliman, Section 4.11, p. 40, Issued 1999.
BOR Approved 09 September 1998 by Corazon M. Raymundo, Vice-Chancellor for Academic Affairs.