

THE DOCTOR OF PHILOSOPHY 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. Masteral degree
4. 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
5. Curriculum vitae
6. Student's academic plans, research interests and proposed dissertation topic
7. 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. COURSEWORK

For Ph.D. students with an MA in Sociology:

Thirty six (36) units of graduate work* consisting of:

- at least six (6) units in sociological theory
- at least six (6) units in research methodology
- six (6) units in various areas of Sociology
- at most six (6) units of graduate courses in other disciplines
- twelve (12) units of dissertation

For Ph.D. students without an MA in Sociology:

Sixty three (63) units of graduate work*, consisting of:

- at least twelve (12) units in sociological theory
- at least twelve (12) units in research methodology
- eighteen (18) units in various areas of Sociology
- at most six (6) units of graduate courses in other disciplines
- three (3) units of Social Science 201 (Statistics for Social Sciences) or its equivalent
- twelve (12) units of dissertation

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

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.

Social Science 201 (or its equivalent) is a prerequisite to Methods course/s.

*New curriculum

C. TRANSFER OF CREDIT²

A. No units in the undergraduate courses may be credited to graduate programs.

B. Transfer of Credits from Another University

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

- (1) these courses were taken within the last five (5) years prior to admission;
- (2) these were validated through appropriate means by the College/unit Committee 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 units in the student's doctoral course requirements.

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 a part of the student's approved Program of Study.

C. Transfer of Credits from Another Program within the University.

Subject to the recommendation of the appropriate bodies and the approval by the Dean/Director, graduate courses taken by the student under another program of the University of the Philippines may be transferred for credit to his/her new doctoral program provided that

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

D. Processing of Transfer of Credits

Transfer of credits shall be done within the first semester of the student's admission into the program. The course/s credited shall be specified in the student's record by the Graduate Committee/head of the College/unit concerned and the College Graduate Office/Committee. A copy of the approval shall be sent to the University Registrar.

D. RETENTION IN THE Ph.D. PROGRAM

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

1. Students 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. Students must maintain a GWA of "1.75" or better for **ALL** courses.

² General Rules for Graduate Programs in UP Diliman, Section 3.4, p. 12, University of the Philippines, Diliman, Issued 1999. BOR Approved 09 September 1998 by Corazon M. Raymundo, Vice-Chancellor for Academic Affairs.

2. A student must not accumulate more than three (3) uncompleted incompletes (INCs) in any given semester.
3. A student who does not meet the above requirements shall be disqualified from the program.

E. COMPREHENSIVE EXAMINATION

Upon completion of course work, students must apply to the Department Chairperson to take the comprehensive examinations. The student is also required to submit a certified True Copy of Grades.

Students shall take a comprehensive examination in Sociological Theory, Methods and a Special Field. Special Field shall be within any of the following areas of Sociology: social organization, social change, social psychology, social disorganization, demography, and human ecology, subject to the approval of the Graduate Committee of the Department.

A committee appointed by the Department Chairperson shall prepare, administer and evaluate the results of these examinations.

The committee's evaluation of the student's examination (High Pass, Pass or Fail) shall be forwarded to the Chairperson within a month after the examination.

Should a student fail the first Comprehensive Examination, he/she is entitled to a second examination within one (1) year after the first examination.

F. DISSERTATION³

Upon passing the comprehensive examinations, the student must write the Department Chairperson of his/her intention to start the dissertation and to request for a dissertation adviser. A brief summary of the proposed topic and timetable must be included. The student must enroll for twelve (12) units of dissertation research. The dissertation proposal shall be defended before the Dissertation Committee which was formed upon the recommendation of the dissertation adviser. Thereafter, the student may begin with the dissertation.

A. Membership of the Dissertation Committee

Upon advancement to candidacy, the student shall be assigned a Dissertation Committee composed of the Adviser and two (2) Readers. In special cases requiring joint advising, the Dissertation Committee may consist of an Adviser, a Co-Adviser, and a Reader.

The Dissertation Committee shall consist of full-time regular faculty members with doctoral degrees, except in meritorious cases, upon the recommendation of the appropriate bodies. The Adviser and/or Co-Adviser shall belong to the College/unit where the student is enrolled. The Co-Adviser and one of the Readers may belong to an outside unit/College/University. A Professorial Lecturer or Professor Emeritus may serve as Co-Adviser upon approval by the Dean/Director, through channels. For an Interdisciplinary Graduate Program, majority of the Committee members must come from the University.

The Dissertation Committee members shall be appointed by the Dean/Director, through channels.

³ General Rules for Graduate Programs in UP Diliman, Section 3.8, p. 18, University of the Philippines, Diliman, Issued 1999. BOR Approved 09 September 1998 by Corazon M. Raymundo, Vice-Chancellor for Academic Affairs.

B. The Dissertation Adviser and Co-Adviser

The Adviser/Co-Adviser shall be appointed by the Dean/Director, in consultation with the student, soon after the student passes the Comprehensive Examination. The Adviser/Co-adviser is chosen on the basis of the former's expertise in the student's research topic. The Adviser must come from the unit where the student is enrolled. In cases of joint advising, the Co-Adviser may come from outside the unit.

The Adviser shall be responsible for

- (1) advising the student in the preparation of the dissertation proposal;
- (2) guiding and monitoring his/her dissertation research;
- (3) submitting a yearly evaluation report to the appropriate Graduate Office/Committee; and
- (4) endorsing his/her doctoral dissertation for defense.

C. The Dissertation Reader

These are the functions of the Reader:

- (1) evaluate the dissertation for defense; and
- (2) endorse the dissertation for oral defense.

D. Change of Adviser/Reader

If the Adviser/Reader goes on leave for more than one semester, the Dean/Director shall appoint a new Adviser/Reader, upon the recommendation of the appropriate bodies.

A student who wishes to change an Adviser/Reader shall write the Dean/Director, through channels.

The Adviser may request to be relieved of his/her duties for justifiable reasons.

E. Number of Dissertation Advisees

The number of dissertation advisees (inclusive of thesis and dissertation students) shall be left to the discretion of the College Graduate Faculty Council.

F. The Dissertation Proposal

The student shall submit a written dissertation proposal to the Dissertation Adviser/Committee. The proposal shall be defended orally before the Dissertation Committee members. A certified copy of the approved dissertation proposal and a form endorsing it duly signed by the Dissertation Committee shall be submitted by the Dissertation Committee to the Dean/Director, through channels upon approval of the dissertation proposal, the student proceeds to undertake the dissertation research.

G. ORAL EXAMINATION

1. Upon the endorsement of the Dissertation Adviser and the critic/reader, an oral examination is scheduled.

2. The oral examination shall be conducted by a panel of examiners recommended by the Dissertation adviser and will be opened to the public. All members of the panel must be provided a copy of the dissertation at least two (2) weeks before the defense.
3. A Ph.D. student shall be given a grade of high pass, pass or fail by the oral examination committee. Should the student fail the oral exam, he/she is entitled to a second and final oral examination.

H. RESIDENCE RULES⁴

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 doctoral degree.

B. Regular Period for Completion

The time limit for the completion of all doctoral requirements shall be six (6) years for a student who enters the doctoral program with a Master's degree or its equivalent in the same discipline and eight (8) years for one who enters the doctoral program with a Bachelor's degree or a Master's degree in an unrelated discipline.

The counting of the period of residence shall start from the student's first enrollment in a graduate course after admission into the doctoral 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 a student prior to his/her admission to the program and credited to his/her course requirements, then the allowed period of completion will be reduced by a number of semesters equivalent to one semester for every nine (9) units of courses credited to his/her program.

C. Extension of Residence/MRR

In meritorious cases, extensions of residence beyond the above regular period of completion may be approved by the Dean/Director 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 his/her discipline or area during the extension period 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 doctoral program.

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

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

⁴ General Rules for Graduate Programs in UP Diliman, Section 3.10, p. 23, University of the Philippines, Diliman, Issued 1999. BOR Approved 09 September 1998 by Corazon M. Raymundo, Vice-Chancellor for Academic Affairs.

I. GRADUATION⁵

A. Application for Graduation

After the student passes the oral defense, he/she shall be qualified to apply for graduation to the University Registrar through the College/unit Graduate Office/Committee.

B. Submission of Bound Copies

The applicant for graduation must submit to the College/unit Graduate Office/Committee five (5) bound copies of the approved doctoral dissertation as a prerequisite for graduation. The bound copies must conform to the standard format of the College/unit and contain the official approval of the dissertation by the members of the Oral Defense Panel, the College/unit Graduate Office/Committee and the official acceptance of the dissertation by the Dean/Director.

C. Submission of at Least One Pre-Print Paper

The applicant for graduation must submit to the College/unit Graduate Office/Committee at least one (1) Pre-Print Paper on the approved doctoral dissertation, where applicable, as another prerequisite for graduation.

D. Conferment of the Doctoral Degree

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

⁵ General Rules for Graduate Programs in UP Diliman, Section 3.10, p. 23, University of the Philippines, Diliman, Issued 1999. BOR Approved 09 September 1998 by Corazon M. Raymundo, Vice-Chancellor for Academic Affairs.