

MARINE SCIENCE INSTITUTE
University of the Philippines
Diliman, Quezon City

M.S. MARINE SCIENCE PROGRAM

I. GUIDELINES

1. OBJECTIVES OF THE PROGRAM

The program leading to the degree of Master of Science in Marine Science aims to provide: (1) basic understanding of the nature of biological and physical processes in the ocean. 2) rigorous training formulating and carrying out independent research.

2. ADMINISTRATION OF THE PROGRAM

The program shall be administered by the Graduate Committee of the Marine Science Institute. The Committee shall be composed of all regular faculty members with a doctorate degree and shall be chaired by the Institute Director.

3. ADMISSION INTO THE PROGRAM

3.1. **Academic Requirements** – Admission into the Program shall require: (a) a high degree of intellectual capacity and aptitude for research and advanced studies, and (b) a bachelor's degree from a recognized institution of higher learning; (c) a weighted average of at least 2.25 or its equivalent in the natural sciences and mathematics; [In exceptional cases this requirement can be waived. The basis for reconsideration includes research experience, publications, highly favorable recommendations from respected people in the field and/or former professors] (d) a year of physics, mathematics-through calculus, chemistry-through organic chemistry, and general biology.

3.2. **Formal requirements** – The student shall submit the following not later than six weeks before the registration period.

3.2.1. A letter of application;

3.2.2. Curriculum vitae;

3.2.3. Two duly accomplished application forms;

3.2.4. The original and duplicate copy of the undergraduate and graduate official transcript of records.

3.2.5. Duly accomplished recommendation forms from two former professors and/or supervisors with graduate degrees;

3.2.6. Payment of application fees (non-refundable).

3.2.7. For foreign applicants, whose native language and medium of instruction are not English, certification of English Proficiency (Test of English as a Foreign Language, TOEFL average score of 500);

3.2.8. Satisfaction of additional University requirements such as a health clearance and other special admission requirements that may be imposed by a Graduate Committee.

Completed applications shall be submitted to the Graduate Office of the College of Science. The Institute's Graduate Committee, evaluates applications and endorses acceptance to the Dean.

4. GENERAL REQUIREMENTS FOR THE M.S. DEGREE

To qualify for the M.S. Marine Science Degree, the following conditions need to be satisfied:

4.1. Completion of an approved Program of Study (cf. 5.2).

4.2. Maintenance of a Cumulative Weighted Average Grade (CWAG) of not lower than 2.0 for the duration of the study (cf. 7.2)

4.3. Completion of graduate seminar course (cf. 8) and the yearly presentation/report of research progress requirement.

4.4. Completion and successful public defense of a Master's Thesis (cf.10)

4.5. Submission of at least 6 bound, certified copies of the approved Master's Thesis (cf. 12.2).

- 4.6 To qualify for a major, the student must take 12 units of electives in either the biological or physical sciences and have his or her thesis in the corresponding discipline.

The thesis proposal and defense can only be scheduled from the first day of the semester until a month before the end of classes. Whenever possible, it should be held on a Wednesday, when there are no classes.

5. THE PROGRAM ADVISER AND PROGRAM OF STUDY

5.1 The Program Adviser

Each student admitted into the M.S. Program shall be assigned a Program Adviser to be designated by the Graduate Committee. The Program Adviser shall advise, guide and evaluate the student until the latter obtains a Thesis Adviser.

5.2 The Program of Study

5.2.1 The student shall prepare a Program of Study within the first semester of enrollment, based on consultation with the Program Adviser and subject to the approval of the Graduate Committee.

5.2.2 A copy of the approved Program of Study shall be kept in the files of the Assistant to the Deputy Director for Instruction (DDI) and the Graduate Office, College of Science.

5.2.3 The approved Program of Study shall be a prerequisite for further enrollment. Any revision in this Program shall have to be authorized by the Program Committee and the same shall be communicated at once to the Graduate Office through proper channels.

5.2.4 The normal load of formal graduate courses shall be 9 to 12 units per semester.

6. COURSE REQUIREMENTS AND TRANSFER OF CREDITS

6.1 Course Requirements

Every student shall be required to complete at least 24 units of formal graduate courses. All students are required to take 912 units of core courses as specified for each area of specialization in the curriculum.

6.2 Transfer of Credits from Another University

Subject to the recommendation of the Graduate Committee and the approval of the Dean, graduate courses taken by a student in another university may be credited towards his or her M.S. course requirements provided that (a) these courses were taken within the last five years prior to his or her admission to the M.S. program, (b) these courses have been validated through appropriate means by the Graduate Committee of the Institute, Department or Program concerned, and (c) the total number of graduate credits which may be transferred shall not exceed three-eighths of the total number of units in the student's M.S. course requirements.

However, condition (b) shall not apply if the course were taken in an institution with which the University of the Philippines has a special academic arrangement and if these courses were taken after the student had been admitted into the M.S. program.

6.3 Transfer of Credits from Another Program

Subject to the recommendation of the Graduate Committee and the approval of the Dean, graduate courses taken by the student under another program of the University of the Philippines may be transferred for credit to his or her M.S. course requirements, provided that (a) these courses were taken within the last five years before the student's admission or transfer to M.S. program and (b) these courses have not been credited to an undergraduate or graduate degree previously obtained by the student.

7. GRADE REQUIREMENT

7.1 Grading System

The following numerical grades shall be used in graduate courses: 1.0 (Excellent), 1.25, 1.5, 1.75, 2.0, 2.25, 2.5, 2.75, 3.0, 4.0 (Conditional

Failure), 5.0 (Failed) and INC (Incomplete). In certain special courses, however, the following non-numerical grades may be given: "P" (Passed), "R" (Repeat), "S" (Satisfactory), or "U" (Unsatisfactory).

7.2 Cumulative Weighted Average Grade (CWAG)

A Cumulative Weighted Average of 2.0 or better shall be maintained by the student for the duration of his or her study to remain in good standing. The student's CWAG shall be computed after taking at least 9 units, and after every additional 6 units, until and upon completion of the required units in the Program of Study. This shall be reported by the Graduate Committee to the Graduate Office.

7.3 Incomplete Grades

A student shall not be allowed to register if he/she has two or more standing grades of "Incomplete".

7.4 Failure to Satisfy the Grade Requirement and Disqualification

A student who fails to satisfy the M.S. grade requirement at the end of each evaluation period (see 7.2) shall be placed on probation. The Graduate Committee may decide, on justifiable grounds and upon the recommendation of the student's Program Adviser, to put him or her under probation until completion of another 6 units. Failure to obtain the minimum CWAG after the probation period shall automatically disqualify the student from the M.S. program.

8. SEMINAR REQUIREMENT

Every student in the M.S. program shall complete one unit of graduate seminar in addition to the formal course requirements.

9. THE MASTER'S THESIS

9.1 Master's Thesis

9.1.a. Standards for the Master's Thesis

Each student in the program shall be required to submit a master's thesis, which must demonstrate the candidate's ability to undertake scientific investigation and must embody the results of a publishable work in the proposed field of study.

9.1.b. Format of the Master's Thesis

The master's thesis must be written in whole or in part, as a publishable manuscript complying with "Instruction to Authors" of a chosen journal covered in Current Contents.

9.2 The Thesis Committee

After a student finds a suitable Thesis Adviser from the available graduate faculty of the Institute the Graduate Committee shall form a Thesis Committee which shall be composed of the Adviser and a Thesis Reader who shall belong to an external institution. A Thesis Co-Adviser from the Institute or an external unit or institution may also be appointed, if necessary. The members of the Thesis Committee shall be formally appointed by the Dean upon the recommendation of the Graduate Committee concerned.

9.3 The Thesis Proposal

The student must first prepare a written thesis proposal with the advice of his or her Thesis Committee. Upon completion, the proposal shall be submitted to the Thesis Committee and upon their recommendation a proposal defense shall be scheduled. The thesis proposal defense shall be a public oral presentation designed to evaluate both merit of the proposed research and the suggested methodologies to conduct the study. Upon approval of the proposal by the Thesis Committee, the student may proceed to carry out his or her thesis research. A certified copy of the approved thesis proposal must be submitted by the Graduate Committee to the Graduate Office.

10. DEFENSE OF THE MASTER'S THESIS

10.1 The Master's Examination Panel

Upon completion of the master's thesis and its endorsement by the Thesis Committee to the Graduate committee, the latter shall recommend to the Dean the formal appointment of two Thesis Examiners

The two Thesis Examiners together with the Thesis Adviser and Thesis Reader (plus the Thesis Co-Adviser, if any) shall constitute the Master's Examination Panel which shall be chaired by the Thesis Reader or one of the Thesis Examiners as designated by the Thesis Adviser.

10.2 Conduct of the Master's Examination

The Master's Examination, in which the student must defend his or her thesis before the duly constituted Master's Examination Panel, shall be held within the College at any mutually convenient time upon the recommendation of the Panel, the endorsement of the Graduate Committee, and approval of the Dean. The examination shall be administered by the Panel.

The Master's Examination shall not be held until and unless (a) the student has already satisfied the course and seminar requirement endorsed for defense by thesis adviser and reader; (b) the thesis manuscript has been received by each member of the Master's Examination Panel at least one month before the examination schedule; (c) at least three out of four, or four out of five members of the Master's Examination Panel are present, and (d) the examination is authorized by the Dean.

The schedule and place of the examination shall be officially announced by the Dean and publicized throughout the College by the Graduate Committee at least two weeks prior to the date of the examination. Any change from the publicized schedule shall require the approval of the Master's Examination Panel, the Graduate Committee, and the Dean.

The Master's Examination shall be a public, oral, examination lasting no less than two hours and no longer than four hours. Questions may be asked by anybody in the audience but the evaluating and rating of the student's thesis defense shall be reserved to the Master's

Examination Panel in a closed-door meeting to be held immediately after the defense.

10.3 Rating of the Master's Examination

The results of the Master's Examination may be given any of the following ratings: "Passed", if the defense is deemed acceptable; "Provisionally Passed", if the defense is deemed acceptable subject to certain minor revisions in form or content; or "Failed", if the defense is unacceptable.

The overall rating of the thesis by the Thesis Examination Committee during the defense shall be based on the scheme provided in the Manual of Graduate Program Protocols.

10.4 Passing or Failing of the Master's Examination

If the student gets a rating of "Provisionally Passed", he/she must comply with the conditions imposed by the Committee within six (6) months after the defense.

If the student fails the defense, he/she must re-defend his/her Thesis not earlier than six (6) months but not later than eighteen (18) months after the first defense. A student shall be disqualified from the program if he/she fails to redefend within the required period or when he/she gets a rating of "Failed" in the second examination.

The result of the defense shall be submitted by the DDI's office to the Graduate Office within the first working day after the defense.

11. RESIDENCE REQUIREMENTS

11.1. One Year Residence Before Graduation

The student must be officially enrolled in the College for at least one academic year before the conferment of his or her degree.

11.2. Maximum Residence Rule

The time limit or "maximum residence period" for the completion of all M.S. degree requirements is 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 M.S. Program and shall include all leaves of absence.

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11.3. Extensions of Residence

In exceptionally meritorious cases, extension of the residence period beyond the maximum may be granted by the Dean upon the recommendation of the Graduate Committee. The extension shall not exceed one calendar year at a time but in no case totaling more than five (5) years. However, the student shall be required to complete additional units of graduate courses in his/her discipline during the extension period at the rate of 3 units for every two years of extension or fraction thereof.

11.4. Non-Compliance with Maximum Residence Rule

A student who fails to complete all the requirements for the degree within the maximum residence period and any approved extension thereof shall be disqualified from the program.

12. REQUIREMENTS FOR GRADUATION

12.1 Application for Graduation

After completion of all the requirements for the program, the student must submit an application for graduation, accompanied by a recommendation from the Graduate Committee.

12.2 Submission of Bound Thesis

The applicant for graduation must submit to the Graduate Office 6 bound copies of the approved master's thesis as a prerequisite for graduation. The bound copies must contain (a) the official approval of the Master's Examination Panel, (b) the Official Endorsement by the Director of MSI, and (c) the official acceptance of the thesis by the Dean.

12.3 Conferment of the Ph.D. Degree

The student shall be conferred the M.S. degree upon recommendation of the Faculty of the College, endorsed by the University Council, and approved by the Board of Regents.

MARINE SCIENCE 399. RESEARCH

Conceptualization, conduct of actual research and preparation of scientific manuscript on a research problem

Prerequisite : Consent of Instructor

Credit : 3 units