

COLLEGE OF EDUCATION SCHOLARSHIP COMMITTEE
Policies for the Thesis and Dissertation Grant

A. Beneficiaries

1. MA and PhD students who have successfully defended their thesis/dissertation outline
2. MA and PhD students who have a GWA of 1.75 or better
3. MA and PhD students who have been in their respective programs for not more than 8 years.

B. Benefits

1. For MAEd applicants: 15,000Php for a successful completion of the thesis and publishing in a duly recognized/refereed journal or presentation in a publicly announced international, national, or regional conference.
2. For PhD applicants: 20,000Php for a successful completion of the dissertation and publishing in a duly recognized/refereed journal or presentation in a publicly announced international, national, or regional conference.

C. Terms and conditions

Duties of the Grantee

1. The grantee is expected to acknowledge the assistance given by the Scholarship Committee of the College of Education in the completion of the thesis/dissertation. The written acknowledgement shall appear in the acknowledgement page of the thesis/dissertation.
2. When the thesis/dissertation or any part of the paper is published, s/he is expected to append a written acknowledgement of the assistance given by the Scholarship Committee of the College of Education at the end of the abstract of the paper.
3. When the paper is presented in a conference, s/he is expected to append a written acknowledgement of the assistance of the Scholarship Committee of the College of Education at the end of the abstract of paper and at the end of the presentation.

Disbursement of funds

1. Upon approval of the application, the first tranche of the grant will be disbursed (5,000 Php for MAEd grantees and 7,500 Php for the PhD grantees).
2. After passing his/her oral defense, the second tranche of the grant will be disbursed (5,000 Php for MAEd grantees and 7,500 Php for the PhD grantees; see section on requirements for details).
3. Upon publication of the paper in a duly recognized/refereed journal or presentation in a publicly announced conference, the last tranche of the grant will be disbursed

(5,000Php for both MAEd and PhD grantees; see section on requirements for details).

Timeline

4. MAEd students are given one year to complete their thesis (from the date of contract signing) and another year to publish in a duly recognized/refereed journal or present in a publicly announced conference (from the date of submission of bound copies).
5. PhD students are given two years to complete their dissertation (from the date of contract signing) and another year to publish in a duly recognized/refereed journal or present in a publicly announced conference (from the date of submission of bound copies).
6. Should the grantee fail to finish within the given time, he/she may submit a letter of appeal to the committee which will deliberate on case-to-case bases.
7. Should the student apply for a leave of absence (LOA) or be on absence without leave (AWOL), continuation or discontinuation of the grant will be subject to the approval of the committee. The student is therefore expected to submit a letter of explanation to the committee during or upon returning from LOA or AWOL.

Penalties

8. Should the grantee be **approved** for extension, a 1-year grace period will be given him/her. The grantee is expected to submit the unbound copies of the thesis/dissertation within this grace period. Upon submission of the bound copies, the second tranche of the grant will be disbursed. Another year will be given him/her to publish in a duly recognized/refereed journal or present in a publicly announced conference. Upon publication of the paper in a duly recognized/refereed journal or presentation in a publicly announced conference, the last tranche will be disbursed.
9. Should the grantee be **disapproved** for extension, he/she will be notified through a letter from the committee. Accordingly, he/she will be asked to return the first tranche amount which he/she received during the approval of the application. Return of the money should be completed within a year after the notice was given. Non-compliance shall have its bearing on the student's college clearance.
10. Should the grantee fail his/her oral defense, he/she will be asked to return the first tranche amount which he/she received during the approval of the application. Return of the money should be completed within a year after the notice was given. Non-compliance shall have its bearing on the student's college clearance.
11. Should the grantee fail to publish or present the paper within a year from date of submission of bound copies, the last tranche of the grant will be forfeited.

D. Requirements

For disbursement of funds (2nd tranche)

1. Duly signed approval sheet of the orals
2. Certification of submission of unbound copies (from Nenita Felomino)
3. All requirements must be submitted to Melchor Fernandez of OSEC

For disbursement of funds (3rd tranche)

1. For published article, submit a hard copy or an e-copy of the journal where the article was published.
2. For paper presentations, submit a copy of the certificate acknowledging the grantee as speaker, a copy of the program where the abstract of the paper appears, a photo of the grantee as speaker in the conference.
3. All requirements must be submitted to Melchor Fernandez of OSEC