

**Graduate Programs
College of Accountancy and Commerce
Saint Louis University**

ADMISSION REQUIREMENTS

Doctoral Degree

Stage 1: Basic Admission Requirements

- The applicant must at least have a Master’s degree in related fields with an overall grade of **90%** (or equivalent) from an institution of recognized standing.
- The following **credentials** are to be submitted with the application form:
 - Transcript of Records of undergraduate and graduate work, original and two (2) photocopies.
 - Accomplished Reference Report Form from one (1) employer/ immediate supervisor.
 - Recent 2” x 2” Photo (4 copies)
 - For working students, an official permit from their employer/supervisor indicating the maximum number of units they are allowed to enroll.All pertinent documents (e.g. transcript of records, number in the registry of graduation) should be handed *before* formal admittance.
- Must have a **minimum of two years relevant work experience** in academic or career-related field

Stage 2: Pass Entrance Exam

Communication Skills Test – An essay that basically test the applicant’s written skills.

Stage 3: Interview

- All applicants must be personally interviewed by the Graduate Program Co-ordinator and/or the College Dean.

Transferees

Units earned by a transferee from a non-recognized school shall not be credited. Units earned from an institution of recognized standing may be credited, but **only up to a maximum of nine (9) units for doctoral degree**, and without prejudice to other stipulations that the University may deem necessary. Depending upon the circumstances, transferees may have to repeat in SLU some of the courses they have already taken in the said institution(s) and/or take additional courses in SLU.

COURSE REQUIREMENTS:

Basic Courses	12 units
Major Field of Concentration	30 units
Cognate / Elective Courses	6 units
Foreign Languages	(6 units)

Dissertation 12 units

TOTAL 60 units

COURSE SEQUENCING:

The following suggested sequence takes into consideration the goal of completing the program within three (3) years:

	First Semester	Second Semester	Summer
YEAR 1	3 basic courses 1 major course	3 major courses 1 cognate course	1 major courses 1 foreign language
	First Trimester	Second Trimester	Third Trimester
YEAR 2	1 basic course 2 major courses	1 major course 1 cognate course	2 major courses 1 foreign language
Comprehensive Examination			
YEAR 3	Dissertation I	Dissertation II	

CURRICULUM FOR THE DOCTOR OF PHILOSOPHY IN MANAGEMENT (PH D MGMT)

Basic Courses:

- PhMGMT 101 *Philosophy of Man*
- PhMGMT 102 *Management Research and Statistics*
- PhMGMT 103 *Ethics for Managers*
- PhMGMT 104 *Philosophy of Management*

Field of Concentration:

From any combination of the following:

- PhMGMT 201 *Leadership and Management*
- PhMGMT 202 *Strategic Planning, Monitoring, and Evaluation*
- PhMGMT 203 *Executive Development*
- PhMGMT 204 *Managerial Decision Making*
- PhMGMT 205 *Current Thrusts in Business, Government, and Education*
- PhMGMT 206 *Labor and Social Legislation*
- PhMGMT 207 *Management Information and Communication Technology*
- PhMGMT 208 *Corporate Finance*
- PhMGMT 209 *Organizational Development*
- PhMGMT 210 *Production and Operations Management*
- PhMGMT 211 *Management Science/Operations Research*
- PhMGMT 212 *Risk Management*
- PhMGMT 213 *Investment Analysis and Portfolio Management*
- PhMGMT 214 *International Management*

Cognate/Elective Courses:

From any combination of the following:

- PhMGMT 301 *Management of Cooperatives*
- PhMGMT 302 *Computer Applications in Management Research*
- PhMGMT 303 *International Managerial Economics*
- PhMGMT 304 *Multinational Marketing Management*

Two Foreign Languages:

For Filipino- and English-speakers: Bahasa Malaysia, Bahasa Indonesia French, German, Japanese, Mandarin, or Spanish (depending upon the circumstances) – may be waived, given proof of at least a passive sufficiency
An additional six (6) units of Filipino is required for non-speakers thereof

Final Requirements for Completion:

- *Comprehensive Examination*
- PhMGMT 401 *Dissertation I*
- PhMGMT 402 *Dissertation II*

ENROLLMENT PROCEDURE

(For FIRST TIME ENROLLEES – Freshmen, Transferees, Degree Holders, Foreign Students, Cross- enrollees)

1. Process Pre-Admission at Graduate Program Coordinator’s Office (5th Floor, Diego Silang Bldg.)

- ◆ Secure and fill-up the “Application for Admission to the Graduate Program (Form 1)”
- ◆ Submit the following:
 - Official Transcript of Records / Certified True Copy of OTR (*for verification purposes*)
 - Photocopy of OTR
 - Computation of General Average (at least 80% or equivalent) [*For SLU graduates, you can have your general average be computed at the MIS Office*]
- ◆ Take Communication Skills Test (Form 2)
- ◆ Secure GPC’s Pre-evaluation of Student Applicant (Form 3)
- ◆ Secure Reference Report (Form 6)
- ◆ Secure Permit to Enroll in the Graduate Program

- (Form 7) GP-A for SLU Employees
 - (Form 8) GP-B for non-SLU Employees
2. Process Admission at Student Affairs Office (S312)
 - ◆ Secure and Process “Permit to Enroll”
 3. Proceed to Registrar’s Office
 - ◆ Window 6
 - Submit the following:
 - = Official Transcript of Records / Certified True Copy of OTR
 - = Honorable Dismissal / Transfer Credentials
 - = duly approved and endorsed “Permit to Enroll”
 - ◆ Computer Section
 - Encoding of Biodata
 4. Proceed to Graduate Program Coordinator’s Office (5th Floor, Diego Silang Bldg.)
 - ◆ Submit the following:
 - Form duly signed by the Registrar’s Office
 - Reference Report
 - Permit to Enroll in the Graduate Program duly signed and/or approved by Head of Office
(Form GP-A or Form GP-B, whichever is applicable)
 - ◆ Fill-up the following forms
 - Student Data Form (Form 9) (attach 2x2 ID picture)
 - Evaluation Form (Orange Form)
 5. Encoding and printing of enrolled courses. Secure Computer Printout.
 6. Proceed to Accounting Office for payment of fees

NOTE: Foreign Students to report to the Registrar’s Office before proceeding to the Accounting Office

7. Proceed to Image Innovations (3rd . Floor, Diego Silang Bldg. beside Student Affairs Office) for perpetual ID processing.
8. During start of classes proceed to Main Library (5th. Floor Library Bldg.) for registration of ID.

(For OLD STUDENTS who stopped for one year or more)

1. Process Pre-Admission at the Graduate Program Coordinator’s Office (5th Floor, Diego Silang Bldg.)
 - ◆ Secure Permit to Enroll in the Graduate Program

- Form GP-A for SLU Employees
 - Form GP-B for non-SLU Employees
2. Proceed to Registrar's Office
 - ◆ Secure "Form A"
 3. Process Re-admission at Student Affairs Office (S312)
 - ◆ Secure and Process "Permit to Enroll"
 4. Proceed to Registrar's Office
 - ◆ Window 6
 - Submit Credentials
 - ◆ Computer Section
 - Encoding of Biodata
 5. Proceed to Graduate Program Coordinator's Office (5th Floor, Diego Silang Bldg.)
 - ◆ Submit the following:
 - Copy of FINAL GRADE (Pink Form) of last term attended
 - Permit to Enroll in the Graduate Program duly signed and/or approved by Head of Office
(Form GP-A or Form GP-B, whichever is applicable)
 - ◆ Fill-up the following forms
 - Student Data Form (attach 2x2 ID picture)
 - Evaluation Form (Orange Form)
 - ◆ Secure Application for Comprehensive Examination (form 10a for those who are in their last term for academic subjects)
 5. Encoding and printing of enrolled courses. Secure Computer Printout.
 6. Proceed to Accounting Office for payment of fees

NOTE: Foreign Students to report to the Registrar's Office before proceeding to the Accounting Office

7. Proceed to Main Library (5th. Floor Library Bldg.) for registration of ID.

(For ALL OTHER STUDENTS)

1. Process Pre-enrollment at Graduate Program Coordinator's Office (5th Floor, Diego Silang Bldg.)

◆ Secure FINAL GRADES

- Students with FAILED or DROPPED grades, consult the Graduate Program Coordinator and/or Dean of the College
- Students with INC or NFE grades, see your respective Professors. Obtain completion of grades before processing your enrollment for the current semester

◆ Secure Permit to Enroll in the Graduate Program

- Form GP-A for SLU Employees
- Form GP-B for non-SLU Employees

2. Process Enrollment at Graduate Program Coordinator's Office (5th Floor, Diego Silang Bldg.)

◆ Submit the following:

- Copy of FINAL GRADE (Pink Form) of last term attended
- Copy of duly approved COMPLETION GRADE SHEET FOR INC/NFE MARKS, if applicable
- Permit to Enroll in the Graduate Program duly signed and/or approved by Head of Office
(Form GP-A or Form GP-B, whichever is applicable)

◆ Fill-up the following forms

- Student Data Form (attach 2x2 ID picture)
- Evaluation Form (Orange Form)

◆ Secure Application for Comprehensive Examination (Form 10a for those who are in their last term for academic subjects)

3. Encoding and printing of enrolled courses. Secure Computer Printout.

4. Proceed to Accounting Office for payment of fees

NOTE: Foreign Students to report to the Registrar's Office before proceeding to the Accounting Office

5. Proceed to Main Library (5th. Floor Library Bldg.) for registration of ID.

GUIDELINES DURING ACADEMIC STUDIES

Orientation Program

The Graduate Program of CAC conducts its orientation program at the beginning of the first semester of every school year. This is conducted to provide a background of the graduate program; to explain the policies and guidelines, and other matters regarding the expectations of graduate students from the CAC Graduate Programs. The Orientation Program is spearheaded by the College Dean.

Programming of Subjects and Scheduling

As much as possible, subjects in the graduate programs shall be scheduled on a rotational basis, with more flexible arrangements on Saturdays and special provisions during the summer period. **Classes with less than five (5) students shall be dissolved**, unless excepted on merit by the College Dean, upon the recommendation of the Graduate Program Co-ordinator.

Retention Policies and Grading System

Retention policies strictly apply from initial enrolment onwards, up to thesis or dissertation defense. Hence, there is no need for a fixed probationary or qualification period. All graduate students are on probation at every stage of the program.

The following rating equivalence is recommended:

97-99	1	A+
95-96	1.25	A
93-94	1.5	A-
91-92	1.75	B+
89-90	2	B
87-88	2.5	B-
85-86	3	C
Below 85	5	F

As much as possible, a uniform transmutation system shall be applied in all Colleges. Normally, the passing grade of 85 in the graduate level requires more than 50% of the total raw score. However, considering the nature of the program and the level of difficulty of the subject, modifications may be made by the faculty upon consultation with the GPC and the approval of the College Dean.

The following transmutation formulae are affirmed –

A = Student's Raw Score; B = Total Raw Score

Weight	Passing Level = 50% = 85	Passing Level = 60% = 85
50%	$[(A/B) \times 15] + 35$	$[(A/B) \times 18.75] + 31.25$
40%	$[(A/B) \times 12] + 28$	$[(A/B) \times 15] + 25$
60%	$[(A/B) \times 18] + 42$	$[(A/B) \times 22.5] + 37.5$
1/3	$[(A/B) \times 10] + 23.33$	$[(A/B) \times 12.5] + 20.83$
2/3	$[(A/B) \times 20] + 46.67$	$[(A/B) \times 25] + 41.67$

Lowest possible Grade = 70; Highest possible grade = 99
 (an average periodic grade that is lower than 70 will be rounded off to 70; an overall grade of 100 will be rounded off to 99)

Upon consultation with the GPC and approval by the College Dean, each faculty may decide on the respective weights to be given to class standing, periodic examinations, etc. At the beginning of the term, the said grading system shall be explained to the students.

A student should maintain a final grade of 85 or higher for all subjects. A student who fails or gets a mark of **D or UD in any subject shall be disqualified from completing the program.**

To proceed to thesis/dissertation writing, **a total average grade of at least 90** in the academic subjects, comprehensives and/or public lecture included, is required.

The **passing grade is 85**. A final grade of 83 or 84 cannot be given. A NC (“no credit”) mark may not be given to a student who fails. This policy applies to all Colleges without exception.

A student who does not complete the requirements of the course (INC, “incomplete”) or is unable to take a final examination (NFE, “no final examination”) shall be given a final grade

- of NC if the mid-term grade is passing
- the same as the mid-term grade but not exceeding a grade of 80 if the mid-term grade is failing.

In accomplishing the final grading sheet, the faculty shall follow the preceding paragraph, but shall indicate, in the “Remarks” column, INC or NFE, where such marks are applicable. This shall serve as the College Dean’s reference, in consultation with the GPC and with the faculty concerned, for allowing the removal of an INC or an NFE mark for a meritorious case.

For a meritorious case, a student is given only **one (1) month** from the date of release of final grades **to remove any INC or NFE mark**. A NC mark or a failing mark due to NFE or INC that is not removed within the allowed period shall become permanently noted as “Failed” in the “Remarks” column.

Other marks that can be given in the graduate programs are:

- **NYS (“not yet submitted”)** – given to a student enrolled in thesis/dissertation writing;
- **NG (“no grade”)** – given to a student enrolled as an auditor

- **WP (“withdrawal with permission”)** – given to a student who withdraws enrolment from the course or a subject for a valid reason and with the explicit permission of the College Dean; redeeming points – e/g, gravity of the case, previous performance in the program – have to be considered especially when granting a WP late in the term;
- **D (“dropped”)** – given to a student who incurs absences beyond the allowed limit for the term; and
- **UD (“unofficially dropped”)** – given to a student who is officially enrolled but neither submitted his/her classcard(s) nor attended classes.

In computing the final average grade, the mark NC shall be given a grade equivalent of 80.

A NC mark shall disqualify a candidate from academic scholarship and/or graduation with honours.

Attendance

Regular class attendance is expected of every student.

The following limitations and procedures on absences shall apply:

Frequency of Classes	Maximum	Submission by Faculty of Classcard To the Student Affairs Office
Regular term, once a week	Four (4)	After the second, fourth and fifth absence
Regular term, twice a week	Seven (7)	After the third, fifth, seventh and eighth absence
Regular term, thrice a week	Eleven (11)	After the fifth, eight, eleventh, and twelfth absence
Summer	Three (3)	After every absence
Intensive courses	Not more than twenty percent (20%) of the allotted period	

Duration of Studies and Leave of Absence

Masteral studies to be completed within **six consecutive SYs** inclusive of summer terms:

Three (3) years for academic requirements; three (3) years for thesis writing.

Doctoral studies to be completed within **ten consecutive SYs** inclusive of summer terms:

Five (5) years for academic requirements; five (5) years for dissertation writing.

Any length of time “saved” during academic studies may not be “credited” as an extension of the period for thesis/dissertation writing. If a student, for any reason whatsoever, has to stop his/her academic studies or thesis/dissertation writing for at least one term, he/she should present a **request for a leave of absence** (Form 11) for the said duration to the GPC, who may endorse the same for the approval of the College Dean. No

student may avail of any of the services of the University unless enrolled. This includes library privileges as well as the services of the GPC and the adviser.

If a student fails to complete his/her academic studies within the allotted period, leave(s) of absence included, the following sanctions shall be automatically imposed:

- One year extension or fraction thereofsix (6) units update of academic courses;
- More than one year to two yearstwelve (12) units update;
- More than two years to three yearstwenty-four (24) units update;
- More than three years all units forfeited

If a student fails to complete his/her thesis/dissertation writing within the allotted period, leave(s) of absence included, the same sanctions shall be automatically imposed.

Discipline

Unless otherwise modified herein, all disciplinary provisions in the *SLU Student Handbook* apply as well as to students in the graduate level. The highest penalties (non-readmission or expulsion) shall be imposed in cases of cheating, plagiarism, and ghostwriting.

Periodic Examinations

Periodic examinations (Mid-term, Final) should preferably be written. Oral examinations may only be given upon formal application by the faculty, endorsement by the GPC, and approval of the College Dean. "Take-home" periodic examinations are not allowed.

GUIDELINES ON COMPREHENSIVE EXAMINATION (WRITTEN)

1. At the beginning of the student's final term for academic subjects, he/she shall file an Application for Comprehensive Examination (Form 10a) Application forms are available at the College Dean's Office or at the Graduate Program Coordinator's Office.
2. After approval of application, the graduate program coordinator upon consultation with the dean chooses THREE (3) SUBJECTS to be taken by the graduate student.
3. The graduate program coordinator informs the graduate student of the subjects to be taken within a reasonable period of time after the approval of the application and likewise informs the respective faculty (if still available) who taught the subjects chosen to prepare the questions.

4. The graduate faculty will be given one week to prepare said questions and will likewise have the responsibility to check the said questions for his/her subject within a reasonable time after the scheduled comprehensive examination.

NOTE: The average grade in the written comprehensive examination constitutes twenty-five percent (25%) of the student's grade for all academic subjects. A failing grade in academic subjects would mean the termination of the student's graduate studies.

GUIDELINES FOR DISSERTATION WRITERS

1. A student enrolling in Dissertation I must have
 - a) finished all the academic requirements of their respective programs,
 - b) delivered the public lecture and passed or taken the comprehensive exams and passed
2. Student submits a research topic in his/her field of specialization, which will be evaluated by the GPC
3. Approved topic will be discussed with the student, after which, an adviser will be assigned.
4. Student goes to the prospective adviser for the acceptance of advisorship. (Adviser signs the acceptance slip)
5. Upon acceptance by the adviser, student consults and works with the adviser in preparing the research proposal.
6. The proposal should contain the first two chapters and a partial list of references.
7. The proposal, which is properly endorsed by the adviser, will then be given to the reading panel of three members. The student personally delivers the manuscripts to the panel members and gets the acceptance slips, which he/she submits to the GSO.
8. The panel will be given at least seven (7) working days to read the proposal. Thus, a proposal evaluation meeting will be scheduled 7 days after the distribution of the proposal.
9. A student in Dissertation I is expected to defend his/her proposal within the semester he/she is enrolled in Dissertation I. However, the minimum requirement to pass Dissertation I is the approval of a research topic and the acceptance of an adviser as stated in the memorandum of the VP for Academic Affairs dated July 25, 2001. (Refer#33 p. 11 of the Graduate Programs Policies, Guidelines and Curricula 1998 handbook)
10. Incorporation of suggestions and corrections done during the proposal meeting is a prerequisite to the final approval of the proposal.
11. The student may gather data only after the approval of his/her proposal.
12. Only after the thesis/dissertation topic is approved by the adviser, GPC, and College Dean may the student enroll in Dissertation II. He/She shall remain enrolled therein at every term (regular semesters and summer periods), up to and including the final defense. Any major interruption of dissertation writing, should be covered by a written request for a leave of absence (form 11) for a specific duration, endorsed by the adviser, noted by the GPC, and approved by the College Dean.

GUIDELINES FOR DISSERTATION EVALUATION

A. PREPARATION:

1. Prepare one copy of the manuscript to be carefully examined and duly endorsed by the adviser for reading.
2. Submit one copy to the GPO for distribution approval.
3. For Dissertation: Eight (8) copies: 1 for advisee
1 for adviser
1 for GPC
5 for reading committee
4. Copies of the manuscript and the notice of evaluation meeting will be personally distributed by the advisee, after which, the advisee submits the return slip to the GPO.
5. The Reading Committee will be **given 1 week (7 days)** to prepare for a pre-defense evaluation meeting.

B. PRE-DEFENSE EVALUATION:

1. Clarification questions may be asked on Chapters I and II. As much as possible no major changes shall be made, since an “airtight” evaluation on these chapters were supposed to have been done during the evaluation of the proposal.
2. The Reading Committee has to see to it that all the specific problems are properly dealt with in Chapters III and IV.
3. Corrections and suggestions should be accurately and properly noted by the advisee, adviser, and the GPC, and included in the manuscript for the oral defense.
4. If changes are minor and the paper is defensible, a schedule for the oral defense is set. If major changes are to be made, the Reading Committee shall be given sufficient time to go over the corrections. The Committee has to decide whether another evaluation meeting will be necessary or not. If not, then the date of the oral defense will be set.

C. ORAL DEFENSE

1. Questions should deal on Chapters III and IV. However, Chapters I and II may be used as references to clarify questions and answers on Chapters III and IV. Analysis, implications, insights, interpretations should be geared towards fields of specialization.
2. Comments and suggestions on the technical aspects of the manuscripts, such as format, typographical errors or grammar, should be written down and given to the candidate.
3. Comments/corrections/suggestions given during the oral defense should be noted down by both the adviser and the GPC, which will be summarized and given to the Reading Committee for final evaluation of the manuscript.
4. Suggestions made during the oral defense are final. No additional changes in the content nor incorporations should be required after the defense.

D. FINAL REQUIREMENTS

1. The panel members will be given **1 week (7 days) upon receipt**, to go over the corrections of the final draft before the student prepares the final copies of the manuscripts.

2. The student will show one copy of the final corrected draft to the GPC before making several copies, together with a certification that the manuscript was edited by a qualified editor, and duly endorsed by the adviser.
3. Include the name of the Dean of the College of Accountancy and Commerce in the approval sheet.
4. Submit three (3) bound final copies of the thesis (dissertation) to the GPO;
 - 1 – Graduate Program Office
 - 1 – Saint Louis University Library
 - 1 – City Library

a copy of an abstract of Dissertation with Curriculum Vitae (hard bound) and soft copy (microsoft word) of the abstract with Curriculum Vitae in CD of the dissertation.

5. Final copies are **due 150 days after the oral defense.**

If after 150 days, final copies are not submitted, a grace period of one (1) year is given to a student to submit final manuscript.

6. Date of Graduation and Joining of the Commencement Exercises

Date of graduation reckons with the submission of the final manuscript and not on the date of the oral defense.

Zero Balance Policy. Candidate has to submit the final bound copies before joining the graduation.

FORMS

Form 1 – Application for Admission to the Graduate Program

Form 2 –Communication Skills Test

Form 3 – Program Coordinator’s Pre-Evaluation of Student Applicant

Form 4 – GPEE-form for Payment of Testing

Form 5 – GPEE-form for Taking the Tests

Form 6 – Reference Report

Form 7 – Form GP-A

Form 8 – Form GP –B

Form 9 – Student Data Form

Form 10a – Application for Comprehensive Examination

Form 11 – Letter of Leave of Absence

Form 12 – Parts of the Research

Form 13 – Evaluation Sheet