

## CONSTITUTION OF SPECIAL PROBLEM, THESIS, DISSERTATION, AND DOCTORAL COMMITTEE

### *Master's Thesis Committee*

Upon fulfilling the required units stipulated by the degree program as well as meeting additional requirements determined by the relevant academic unit, the formation of the student's thesis committee will be formally formed. The thesis adviser, a tenured and full-time faculty member who has published a minimum of three (3) articles in peer-reviewed journals, will serve as the committee's chair. The student is responsible for selecting at least two (2) other committee members in consultation with the thesis adviser, ensuring their proven publication records. One (1) committee member will assume the role of the external critic or examiner, and this person must come from outside the student's unit. The dean must approve any changes to the members of the thesis committee suggested by the thesis adviser.

### *Dissertation Committee*

Upon successfully passing the qualifying exam, the dissertation committee will be formally established. The committee must consist of a minimum of four (4) members, excluding the critic or external examiner. It is essential for the dissertation adviser and at least one committee member to be affiliated with the student's home unit. The dissertation adviser assumes the role of committee chairperson. The dissertation adviser is required to have senior authorship on at least five (5) articles published in peer-reviewed journals. The student and dissertation adviser jointly choose the members of the dissertation committee, who must all hold PhDs, with the Dean's approval. Modifications to the committee's composition necessitate approval from the dean based on the recommendation of the thesis adviser.

### *Special Problem Committee*

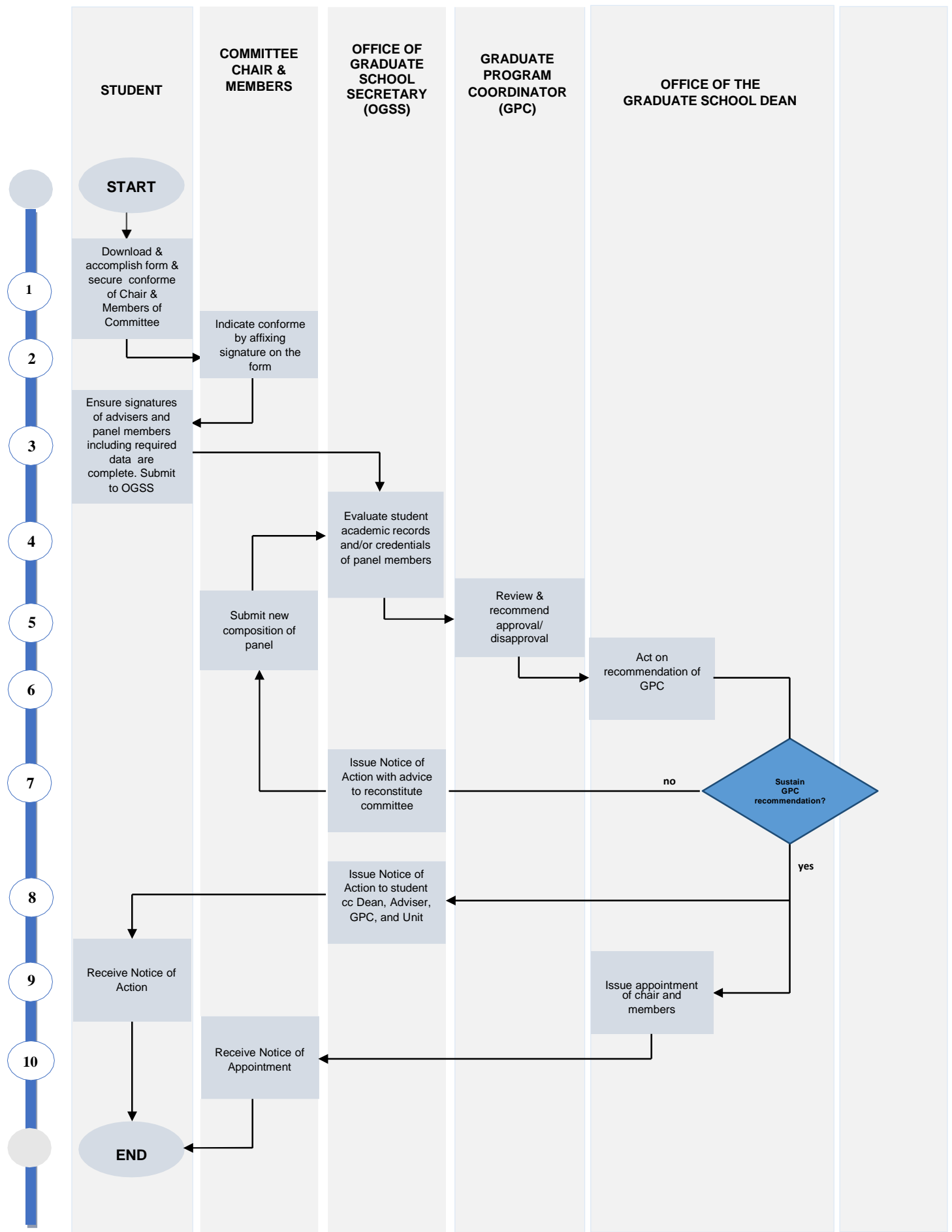
Upon fulfilling the required units specified by the degree program and meeting additional criteria determined by the relevant college or school, the student's Special Problem Committee will be formally established. The Special Problem Adviser, whose work has been published in peer-reviewed journals, will lead the committee. The student, in consultation with the Special Problem Adviser, is responsible for selecting a minimum of two (2) other committee members who possess a publication record. Furthermore, at least one committee member must be affiliated with the student's unit. Any modifications to the membership of the Special Problem Committee require the dean's approval based on the recommendation of the Special Problem Adviser.

### *Doctoral Committee*

Upon completion of all course requirements, a doctoral committee will be formed to oversee the student's qualifying exam, subject to approval by the Dean. The program adviser will serve as the committee chairperson, and the committee will comprise three additional members from the graduate faculty, regardless of their regular or non-regular status. It is acceptable for a committee member to be affiliated with a different college or school.

Please find attached the flowcharts and requisite forms for the establishment of the special problem, thesis, dissertation, and doctoral committees.

## Constitution of Special Problem, Thesis, Dissertation, & Doctoral Committee





UNIVERSITY OF THE PHILIPPINES VISAYAS

**GRADUATE SCHOOL**

General Luna St., 5000 Iloilo City, Philippines  
Email Address: [gs-secretary.upvisayas@up.edu.ph](mailto:gs-secretary.upvisayas@up.edu.ph)



**REQUEST FOR CONSTITUTION OF SPECIAL PROBLEM / THESIS /  
DISSERTATION / DOCTORAL COMMITTEE**

\_\_\_\_\_  
Date

**The Dean**

Graduate School  
UP Visayas, Iloilo City

Dear Sir/Madam:

I would like to request approval of the constitution of my (please check box):

☐

Special Problem Committee

☐

Dissertation Committee

☐

Thesis Committee

☐

Doctoral Committee

The tentative title of my Special Problem/Thesis/Dissertation is:

\_\_\_\_\_

The following have agreed to be a member of the Committee:

\_\_\_\_\_  
*Signature of Adviser over Printed Name*

\_\_\_\_\_  
*Signature of Member over Printed Name*

\_\_\_\_\_  
*Signature of Member over Printed Name*

\_\_\_\_\_  
*Signature of Member over Printed Name*

\_\_\_\_\_  
*Signature of Critic over Printed Name*  
(For Thesis/Dissertation Final Defense only)

Truly yours,

\_\_\_\_\_  
*Signature of Student over Printed Name*

Student Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Degree Program: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

**Recommendation: Approval / Disapproval**

**Recommendation: Approval / Disapproval**

\_\_\_\_\_  
Graduate Program Coordinator

\_\_\_\_\_  
Director/Chair

**ACTION: Approved/Disapproved**

\_\_\_\_\_  
Graduate School Dean