

## 34 Academic Information

Professor Emeritus may serve as Co-Adviser. 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, upon recommendation of the heads of the Institute, Department, or Interdisciplinary Program concerned and/or Graduate Office.

### 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 Candidacy 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 the student's dissertation research;
- 3) submitting a yearly evaluation report to the appropriate Graduate Office/Committee; and
- 4) indorsing the student's doctoral dissertation for defense.

### Dissertation Reader

The functions of the Reader are to:

- 1) evaluate the dissertation for defense and
- 2) indorse the dissertation for oral defense.

### Change of Adviser/Reader

If a faculty adviser/reader shall go on leave for more than one (1) 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, justifying the reason/s for the request.

On the other hand, an adviser may request to be relieved of advising duties for justifiable reasons.

The completion of a thesis or dissertation within a reasonable length of time is the joint responsibility of both student and adviser. Both make a commitment to work together to ensure that the output will be of acceptable merit and scholarship and that it is completed on a date agreed upon. A good working relationship between the two (2) parties is thus crucial to this effort. The following are adopted to help ensure the satisfactory progress and successful completion of this partnership:

- 1) the adviser and advisee, together, shall devise a work plan that shall determine the amount, direction, and pace of work involved for both parties. This may include a timetable (identifying the start and expected date of completion), schedule of consultations, mutually agreed upon deadlines for partial submissions of the work as well as the adviser's schedule for returning the drafts with comments and suggestions for revision;

- 2) while it is best to adhere to this timetable, particularly as deadlines are concerned, the work plan can be renegotiated by both parties in response to such circumstances as may arise in the course of work;

- 3) differences may arise between adviser and advisee. More often, these differences are easily dealt with and resolved to the satisfaction of both parties. However, there may be instances when these differences prove difficult to resolve and adversely affect both the relationship as well as the progress of work. In such an instance, upon the request of the adviser and/or advisee, the head of the graduate program of the department or unit and/or the Department Chair/Institute Director will sit with both parties to discuss the problem and try to effect a resolution;

- 4) one possible outcome of the mediation may be the decision to end the adviser-advisee relationship;

The adviser may opt to withdraw from the project; the student may opt for a change of adviser; or both may come to a mutual decision regarding the change. An instance in which a change of adviser may be necessary will be when the student opts for another research topic that is outside the current adviser's field of expertise.

- 5) The Department Chair/Institute Director will then inform the Dean of the situation and its resolution;

In other cases, the Dean may have to sit with the parties involved to discuss the situation and arrive at a satisfactory solution. The student will then write the Dean a formal letter requesting a change of adviser, which is noted by the adviser. As the Dean had previously been informed and/or been involved in the discussion, there is no need to detail the reasons involved in the letter.

- 6) the Dean then appoints a new adviser, following the usual procedure for appointment of an adviser;

- 7) the head of unit (Dean, Chair, or Head of Graduate Program) will sit with the previous and new adviser to jointly determine the sharing of honorarium, acknowledgement, and use of the former adviser's contributions. If appropriate, the previous adviser may be appointed co-adviser according to the usual rules on co-advising.

### Number of Dissertation Advisees

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

### 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 indorsing the proposal duly signed by the Dissertation Committee shall be submitted by the Dissertation Committee to the Dean/Director, through channels.