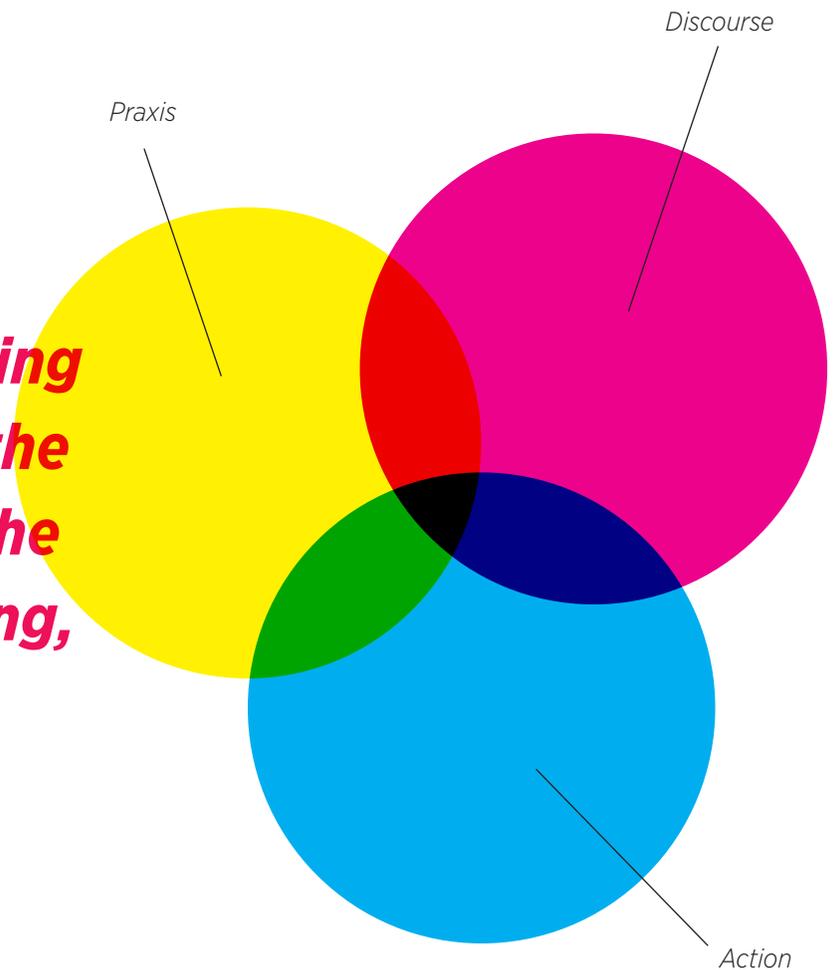




***The Doctor of Social
Development***
Student Guide

The Doctor of Social Development (DSD) Program emphasizes praxis-oriented learning and theorizing from the ground as bases for the enrichment of teaching, scholarship, research and practice in social development.



It transcends disciplinary boundaries by taking the individual, the family, the community, organizations and the larger society as the focal points for the analysis of development issues, and as the fulcrum for programs and interventions aimed at the attainment of total human development. It seeks to integrate transdisciplinary perspectives, methods and approaches from the various physical, biological and social sciences, management sciences, the arts and the humanities, in order to better comprehend the holistic yet diverse nature of the development phenomena.

The doctorate program covers three major areas of studies: social development direct practice, social development planning and administration; and social development studies. The program is concerned with the analysis, reflection, formulation and implementation of participatory processes in development strategies and responses, to promote human rights and attain social justice, gender equality, and people's empowerment. It will address identify, create and replicate approaches and methods that enhance the capacities of vulnerable sectors to be active agents in development: including poor women, children and the youth, the elderly and the disabled, indigenous people and gender minorities, other disadvantaged or marginalized groups.

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The DSD Program aims to develop advanced competency among professionals, practitioners and academics in Social Development. The program hopes to produce top calibre graduates in social development who are:

-
- 1** Social Development practitioners in the field of organizing, advocacy, and social mobilization who will be equipped with the conceptual and methodological tools to synthesize their experiences, thus enabling them to theorize from below and contribute to the body of knowledge in social development.

 - 2** Social Development policy makers and administrators in humanitarian organizations, from government, non-governmental and international organizational settings, who would attain competencies in conceptualizing, formulating, and evaluating social policies and programs, thus contributing to more relevant, effective and efficient services for the poor and the marginalized sectors.

 - 3** Social Development educators in both formal and non-formal setting in the fields of social work, community development, women and development, and other related fields, thus enhancing the development of the disciplines and becoming partners in the promotion of academic excellence in the field of social development.

 - 4** Social Development researchers, particularly in applied, participatory, action-oriented and feminist research, enabling them to venture into the emerging discourses, to critique and identify potential sources of new ideas, at the same time working for changes in the lives of people and communities.

 - 5** Other Social Development professionals, to be trained in identifying and integrating social factors, community-based approaches, gender and human rights dimensions in development initiatives, thus ensuring the social soundness of programs and projects and the protection of people and communities from the adverse consequences of development.

Program Requirements

Admission

- Must have at least **two years of practice in social development** (direct practice, development scholarship, teaching, social development administration);
- Must have a **master's degree** with a general weighted average of at least 1.75 for the courses in the master's degree;
- Must submit a **program of studies**, including a concept paper, on the area of research the student is interested in;
- Must have **favorable recommendations** from two previous professors or supervisors;
- Must pass an **interview** to be held by the DSD Admissions Committee. Foreign applicants may be interviewed through web conferencing.
- Must submit a **written answer** to a particular essay question for applicants.

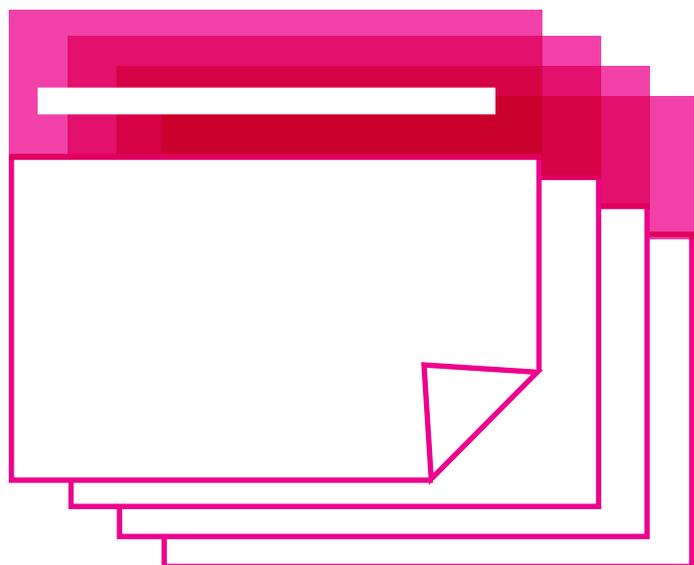
Retention

- Must pass at least **60%** of enrolled subjects per semester;
- Must get an average of at least **1.75** for all courses;
- Must pass the **qualifying examination** to merit admission into the Doctor of Social Development program after completing 12 core units.

Completion

- Completion of **all the course requirements** for the DSD degree, including passing the comprehensive examination;
- Approval and submission of the **dissertation**. (see **Appendix B: Guidelines for Dissertation**)

Prospective applicants must submit all their admission requirements at least one month before the start of classes for that semester.



Visit <http://upd.edu.ph> to view the UP Diliman Yearly Academic Calendar.

DSD Curriculum

		No. of Units	
		CSWCD graduates	Non-CSWCD graduates
Foundation Course			
<u>Soc. Sci 201</u>	Statistics for the Social Sciences	3	same
Major Courses			
<u>SD 301</u>	Social Development: History and Perspectives <i>History of social development and overview of the current social development trends, issues, concerns and practice.</i>	3	same
<u>SD 302</u>	Theories and Constructs in Social Developments <i>Analysis of contending development theories and constructs, focusing on their implications to the social development process and their applicability to specific national, regional and global contexts.</i>	3	same
<u>SD 303</u>	Social Development Strategies <i>Analysis of social development strategies. Prerequisites: SD301 and 302.</i>	3	same
<u>SD 304</u>	Social Development Policy Analysis and Advocacy <i>Analysis of social development policies, methods and processes for policy development and advocacy. Prerequisites: SD 301 and SD 302.</i>	3	same
<u>SD 398</u>	Social Development Research I <i>Theoretical perspectives and comparative analysis of social development researches. Prerequisites: SD 301 and SD 302.</i>	3	same
Qualified Electives			
Graduate Courses in CSWCD (SW, CD, WD) and/or SD seminar courses. See Appendix A: Qualified Electives for a complete list.		6	12
Cognates			
Graduate level courses from other related disciplines outside of CSWCD. See page 8, Academic Concerns .		9	12
QUALIFYING EXAMINATION			
COMPREHENSIVE EXAMINATION			
Dissertation			
<u>SD 400</u>	Dissertation	12	12
Total Units		48	57

Academic Concerns

Advising

Based on the research outline submitted as part of DSD admission requirements, a **faculty adviser** will be assigned to each doctoral student to provide guidance in their course work. Advisers will be selected among the DSD faculty of CSWCD.

Qualifying Exam

Students must take the qualifying exam after completing **four (4) core courses (12 units)** - namely: SD301, SD302, SD303 and SD304. They need to pass this exam to be formally accepted to the program and continue the course.

Comprehensive Exam

After passing all the required courses, students should pass the comprehensive exam before they can enrol in SD 400 for their dissertation (see **Appendix B: Guidelines for Dissertation Writing**).

Crediting of Courses and Max. Residence

Doctoral students who decide to shift to other graduate programs can have their courses credited but must fulfil all the requirements of the graduate program to which he/she is shifting. The **maximum residence rule** for students of the University shall be adopted for the DSD program.

Elective (6-12 units)

Qualified electives are **SD seminar courses** and **graduate courses in SW, CD, and WD to be taken at CSWCD**. Courses already taken during the master's degree program cannot be credited as CSWCD electives.

The courses are meant to enhance the perspectives and skills of the students in their area of interest. For those who are graduates of MSW, MCD and MAWD at CSWCD, only **six (6) units** of electives shall be required since they have taken major courses at CSWCD. For non-graduates of CSWCD, they are required to take **twelve (12) units** of electives. (See **Appendix A: Qualified Electives**.)

Cognates

The cognates are related courses outside of the CSWCD, preferably at 300 level, that can further enhance the chosen area of study/ program of studies of the student from the perspectives of other disciplines. The nine units can be taken from any of the three areas of study within the following disciplines:

1. Social Development Direct Practice

Cognate courses that can enhance perspectives and skills in direct practice of social development: Agricultural Extension, Public Health, Family Life and Child Development, Community Nutrition, Education, Human Kinetics, Political Science, Sociology, Psychology, Anthropology, Geography and Demography, Art Studies and Humanities, among others.

2. Social Development Planning and Administration

Cognate course that can enhance perspectives and skills in planning and administration in social development: Public Administration, Public Health, Urban and Regional Planning, Economics, Business Administration, Education, Labor and Industrial Relations, Demography and Statistics, among others.

3. Social Development Studies

Cognate courses that can provide students with the tools to enhance their understanding of social development perspectives, issues and realities: Psychology, Sociology, Economics, Anthropology, History, Geography, Political Science, Education, Demography, Linguistics, Development Studies, Philippine Studies, Asian Studies, Islamic Studies, Agriculture, environmental Management, Arts and Humanities, among others.

List of Qualified Electives

Note: All subjects listed below are 3-unit courses.

Subjects marked as **Pr** are courses in the area of Social Development Practice.

Subjects marked as **PAd** are courses in the area of Social Development Planning and Administration.

Subjects marked as **Std** are courses in the area of Social Development Studies.

COMMUNITY DEVELOPMENT

Course Code	Course Name and Description	Prerequisites
Pr <u>CD 222</u>	Community Mobilization and Advocacy <i>Participatory, gender-responsive and rights-based approaches, strategies and practices for community mobilization and advocacy.</i>	CD 201, CD 221
Std <u>CD 225</u>	Community Organizing and Social Movements <i>Perspectives and approaches in the application of community organizing to social movements for community and social change.</i>	CD 201, CD 221
Pr <u>CD 226</u>	Rebuilding Displaced Communities <i>Perspectives, processes and issues in rebuilding displaced communities affected by development projects, conflicts, sociopolitical seclusion, and discrimination.</i>	CD 201, CD 221
Pr <u>CD 227</u>	Community Conflict Resolution and Peace-Building Strategies for Community Development <i>Theory and practice in community conflicts resolution and peace building with focus on the dimensions of class, gender, identity, and resource-use competition.</i>	CD 201, CD 221
PAd <u>CD 231</u>	Community Development Planning <i>Participatory and gender-responsive community development planning, perspectives, processes, and techniques.</i>	None
PAd <u>CD 232</u>	Development and Management of CD Programs and Projects <i>Participatory approaches to the development and management of sustainable and gender-responsive programs and projects for community development.</i>	None
PAd <u>CD 233</u>	Participatory, Mentoring and Evaluation in a Community Development <i>Concepts, principles, processes, and tools in participatory, monitoring, and evaluation of community development programs and projects.</i>	None
PAd <u>CD 234</u>	Community-based Resource Management <i>Concepts, principles, processes, trends, and issues in community-based resource management.</i>	None
PAd <u>CD 236</u>	Community Enterprise and Cooperatives Development <i>Perspectives, approaches, tools, trends, and issues in the development and management of community enterprises and cooperatives.</i>	CD 231/COI

List of Qualified Electives

Note: All subjects listed below are 3-unit courses.

AREA: SOCIAL DEVELOPMENT PRACTICE

Course Code	Course Name and Description	Prerequisites
<u>SW 220</u>	Generalist Social Work Practice <i>Basic processes and methods of generalist social work practice in the Philippines.</i>	None
<u>SW 225</u>	Social Work Practice Models <i>Integrative, culturally sensitive, and transformative social work practice models.</i>	None
<u>SW 226</u>	Social Work Interventions <i>Methods and processes of selected social work interventions.</i>	SW 201, SW 210, SW 225, SW 290
<u>SW 235</u>	Social Work Education and Training <i>Perspectives and skills in popular, participatory and gender-responsive education for social transformation.</i>	SW 201, SW 210, SW 225 SW 290
<u>SW 251</u>	Social Work and the Law <i>Legislations, legal programs, and processes related to social work practice.</i>	COI
<u>SW 286</u>	Field Instruction 2: Integrative Social Work Practice <i>Application of different interventive models in a social and development field setting.</i>	SW 215, SW 226, SW 235, SW 287
<u>SW 287</u>	Field Instruction 3: Innovative Interventions in Social Work Practice <i>Critique of existing models and developments of innovative and integrative models in Philippine social work practice.</i>	SW 286
<u>CD 222</u>	Community Mobilization and Advocacy <i>Participatory, gender-responsive and rights-based approaches, strategies and practices for community mobilization and advocacy.</i>	CD 201, CD 221
<u>CD 226</u>	Rebuilding Displaced Communities <i>Perspectives, processes and issues in rebuilding displaced communities affected by development projects, conflicts, sociopolitical seclusion, and discrimination.</i>	CD 201, CD 221
<u>CD 227</u>	Community Conflict Resolution and Peace-Building Strategies for Community Development <i>Theory and practice in community conflicts resolution and peace building with focus on the dimensions of class, gender, identity, and resource-use competition.</i>	CD 201, CD 221
<u>CD 235</u>	Community-Based Disaster Risk Management (CBDRM) <i>Perspectives and practice in disaster risk prevention, mitigation, preparedness, response and rehabilitation through community based approach.</i>	None

AREA: SOCIAL DEVELOPMENT PRACTICE (CONTINUED)

Course Code	Course Name and Description	Prerequisites
<u>CD 271</u>	Seminar in Community Development Practice	None
<u>CD 280</u>	Field Instruction	None
<u>WD 221</u>	Feminist Perspectives and Strategies in Organizing <i>Presentation and critique of local and international experiences in women's organizing, linking the feminist perspectives learned in other WD core courses to the strategies and processes involved in organizing women.</i>	None

AREA: SOCIAL DEVELOPMENT PLANNING AND ADMINISTRATION

Course Code	Course Name and Description	Prerequisites
<u>SW 210</u>	Social Work Administration <i>Perspectives and approaches in the management and operation of groups, people's organizations, social welfare and development agencies.</i>	None
<u>SW 211</u>	Social Welfare Policy Analysis and Development <i>Approaches and techniques for policy analysis and formulation in social welfare and social development settings.</i>	SW 201, SW 210, SW 225, SW 290
<u>SW 215</u>	Social Policy Welfare Advocacy <i>Approaches to and processes in social welfare policy advocacy.</i>	SW 211
<u>SW 253</u>	Supervision in Social Services <i>Supervisory principles, approaches, and techniques in the supervision of professional staff, paraprofessionals, and volunteers.</i>	COI
<u>CD 231</u>	Community Development Planning <i>Participatory and gender-responsive community development planning, perspectives, processes, and techniques.</i>	None
<u>CD 232</u>	Development and Management of CD Programs and Projects <i>Participatory approaches to the development and management of sustainable and gender-responsive programs and projects for community development.</i>	None
<u>CD 241</u>	Community Leadership and Organizational Development <i>Theory, practice, and perspectives in community leadership and participatory organizational development within the context of community development.</i>	CD 201/COI
<u>CD 233</u>	Participatory, Mentoring and Evaluation in a Community Development <i>Concepts, principles, processes, and tools in participatory, monitoring, and evaluation of community development programs and projects.</i>	None

AREA: SOCIAL DEVELOPMENT PLANNING AND ADMINISTRATION (CONTINUED)

Course Code	Course Name and Description	Prerequisites
<u>CD 234</u>	Community-based Resource Management <i>Concepts, principles, processes, trends, and issues in community-based resource management.</i>	None
<u>CD 236</u>	Community Enterprise and Cooperatives Development <i>Perspectives, approaches, tools, trends, and issues in the development and management of community enterprises and cooperatives.</i>	CD 231/COI
<u>CD 242</u>	Community Development Training <i>Perspectives and practice in planning, conducting, and evaluating participatory training for community groups, development practitioners and professionals.</i>	CD 241/COI
<u>CD 243</u>	Managing Conflicts in Community-Based and Social Development Organizations <i>Perspectives and practice in the management and resolution of interpersonal and group conflicts in community-based and service-oriented organizations.</i>	CD 241/COI
<u>SD 312</u>	Seminar in Financing for Social Development <i>Evaluation of different strategies for financing social development initiatives, a requirement for sustainability.</i>	SD 304

AREA: SOCIAL DEVELOPMENT STUDIES

Course Code	Course Name and Description	Prerequisites
<u>SW 201</u>	Social Work Perspectives <i>Mainstream and emerging frameworks in social work practice, with emphasis on Philippine realities.</i>	None
<u>SW 254</u>	Seminar in Contemporary Social Work	None
<u>SW 255</u>	Social Work and Migration <i>Labor migration, its social implications, and appropriate social welfare responses at the individual, community, and policy levels.</i>	None
<u>SW 256</u>	Women, Gender, and Social Work <i>Gender-sensitive perspectives, approaches, and methodologies in Philippines social work practice with particular emphasis on issues related to women.</i>	None
<u>CD 201</u>	Social Structures and Processes in Philippine Communities <i>Analysis of the development of Philippine communities from a historical, socio-economic, political and gender perspective, with emphasis on the problems and prospects of community development.</i>	None

AREA: SOCIAL DEVELOPMENT STUDIES (CONTINUED)

Course Code	Course Name and Description	Prerequisites
<u>CD 225</u>	Community Organizing and Social Movements <i>Perspectives and approaches in the application of community organizing to social movements for community and social change.</i>	CD 201, CD 221
<u>CD 237</u>	National and International Policies, Legislation, and Covenants in Community Development <i>Survey of selected national and international development policies, legislation, and covenants and implications to community development.</i>	CD 201, CD 221
<u>CD 291</u>	Community Development Research I <i>Fundamentals of social research (qualitative and quantitative) as applied to community development.</i>	None
<u>WD 201</u>	Women, Gender and Development: History and Perspectives <i>A historical overview of women's issues and of gender relations in the context of development, serving as an introduction to women, gender and development studies.</i>	None
<u>WD 210</u>	Feminist Theories and Movements <i>An examination of main currents of feminist thought and movements.</i>	None
<u>WD 227</u>	Gender and Sexuality <i>Introduction to the study of gender and sexuality as a core area of women, gender, and development studies, emphasizing the centrality of its investigation and reconstruction to feminist theorizing and politics.</i>	None
<u>WD 230</u>	Women, Gender and Work <i>An examination of concepts of work from an interdisciplinary perspective, the situation of women and men at work globally, regionally, and nationally in the light of globalization.</i>	None
<u>WD 270</u>	Special Topics I	None
<u>WD 271</u>	Special Topics II	None
<u>WD 291</u>	Women, Gender, and Development Research <i>Theoretical and methodological perspectives and issues in doing feminist developmental research.</i>	None
<u>WD 292</u>	Feminist Research Perspectives and Methods <i>A more in-depth study of qualitative and quantitative methods which have been used in women, gender, and development studies.</i>	None
<u>SD 311</u>	Seminar in Contemporary and Emerging Trends in Social Development	SD 303
<u>SD 313</u>	Special Topics	SD 303

APPENDIX B: DSD CURRICULUM

Full-time Student • CSWCD Graduate (Total Units: 48)

1st Year	FIRST SEMESTER TOTAL: 12 UNITS	SECOND SEMESTER TOTAL: 12 UNITS	SUMMER
	SD 301 SD 301 Soc Sci 201 CSWCD Elective	SD 303 SD 304 CSWCD Elective Cognate	Qualifying Exam
2nd Year	FIRST SEMESTER TOTAL: 9 UNITS	SECOND SEMESTER TOTAL: 3 UNITS	SUMMER
	SD 398 Cognate Cognate	SD 399	Comprehensive Exam
3rd Year	FIRST SEMESTER TOTAL: 12 UNITS	SECOND SEMESTER	SUMMER
	Dissertation	Residency	

Part-time Student • CSWCD Graduate (Total Units: 48)

1st Year	FIRST SEMESTER TOTAL: 6 UNITS	SECOND SEMESTER TOTAL: 6 UNITS	SUMMER
	SD 301 SD 302	SD 303 SD 304	Qualifying Exam
2nd Year	FIRST SEMESTER TOTAL: 6 UNITS	SECOND SEMESTER TOTAL: 6 UNITS	SUMMER
	SD 398 Soc Sci 201	SD 399 CSWCD Elective	
3rd Year	FIRST SEMESTER TOTAL: 12 UNITS	SECOND SEMESTER TOTAL: 6 UNITS	SUMMER
	CSWCD Elective Cognate	Cognate Cognate	Comprehensive Exam
4th Year	FIRST SEMESTER TOTAL: 12 UNITS	SECOND SEMESTER TOTAL: 6 UNITS	SUMMER
	Dissertation	Residency	

Full-time Student • Non-CSWCD Graduate (Total Units: 57)

**1st
Year**

FIRST SEMESTER

TOTAL: 12 UNITS

SD 301 SD 301
Soc Sci 201 CSWCD Elective

SECOND SEMESTER

TOTAL: 12 UNITS

SD 303 SD 304
CSWCD Elective CSWCD Elective

SUMMER

Qualifying Exam

**2nd
Year**

FIRST SEMESTER

TOTAL: 12 UNITS

SD 398 Cognate
CSWCD Elective Cognate

SECOND SEMESTER

TOTAL: 9 UNITS

SD 399 Cognate
Cognate

SUMMER

Comprehensive Exam

**3rd
Year**

FIRST SEMESTER

TOTAL: 12 UNITS

Dissertation

SECOND SEMESTER

Residency

SUMMER

Part-time Student • Non-CSWCD Graduate (Total Units: 57)

**1st
Year**

FIRST SEMESTER

TOTAL: 6 UNITS

SD 301 SD 302

SECOND SEMESTER

TOTAL: 6 UNITS

SD 303 SD 304

SUMMER

Qualifying Exam

**2nd
Year**

FIRST SEMESTER

TOTAL: 6 UNITS

SD 398 Soc Sci 201

SECOND SEMESTER

TOTAL: 6 UNITS

SD 399 CSWCD Elective

SUMMER

**3rd
Year**

FIRST SEMESTER

TOTAL: 6 UNITS

CSWCD Elective CSWCD Elective

SECOND SEMESTER

TOTAL: 6 UNITS

CSWCD Elective Cognate

SUMMER

**4th
Year**

FIRST SEMESTER

TOTAL: 6 UNITS

Cognate Cognate

SECOND SEMESTER

TOTAL: 3 UNITS

Cognate

SUMMER

Comprehensive Exam

**5th
Year**

FIRST SEMESTER

TOTAL: 12 UNITS

Dissertation

SECOND SEMESTER

Residency

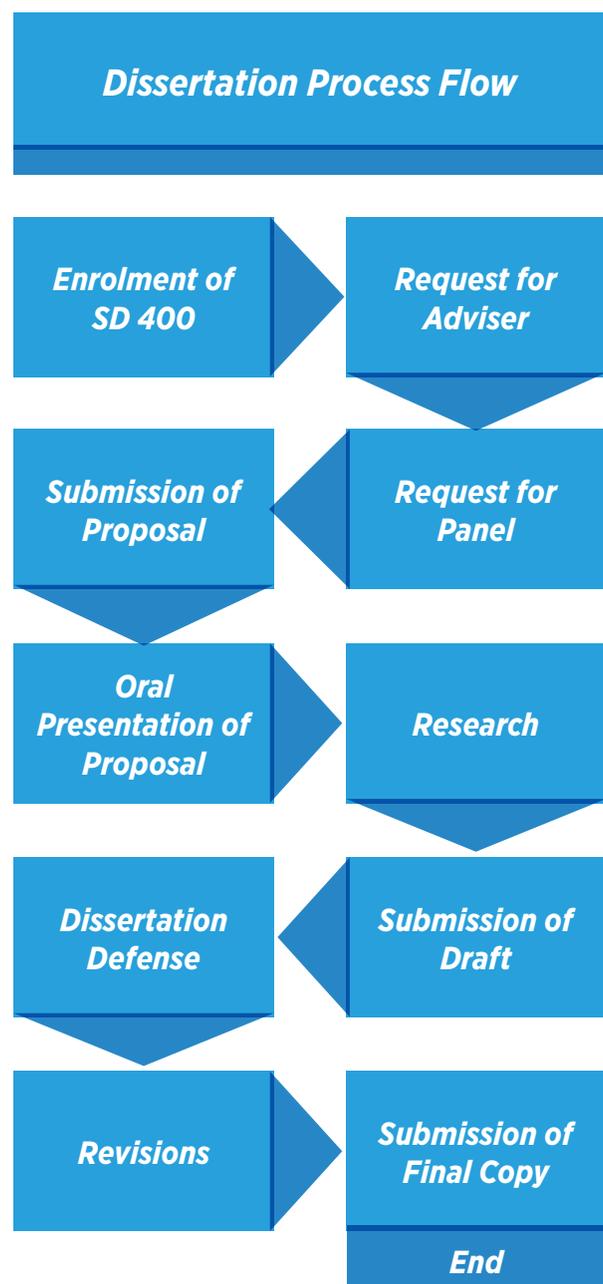
SUMMER

Residency

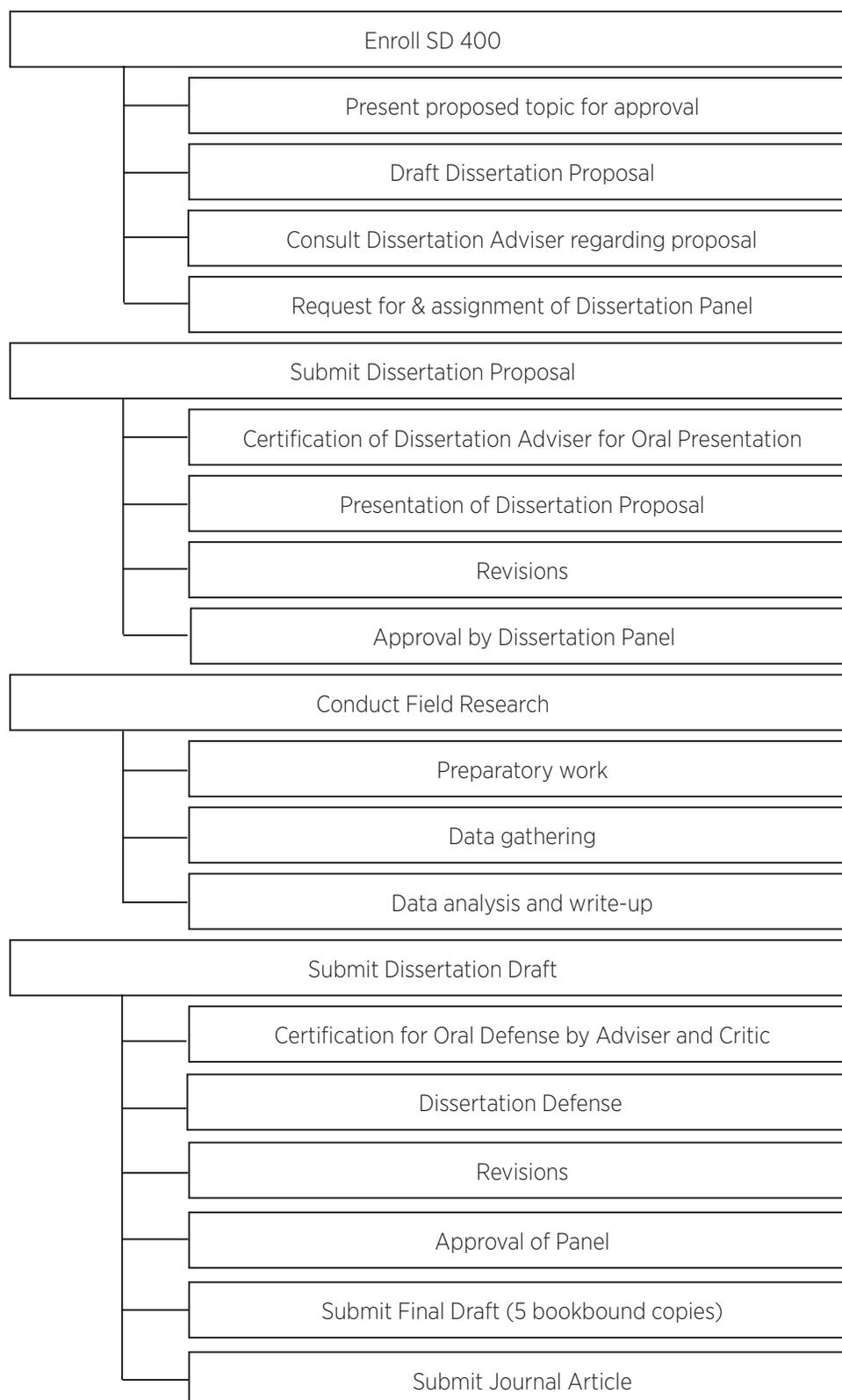
Guidelines for Dissertation Writing

The Doctoral Thesis must:

- *Embody an original and significant research work;*
- *Show the student's capacity to make critical evaluation of previous work done in his/her chosen research topic;*
- *Demonstrate his/her ability to use appropriate qualitative and/or quantitative research methods;*
- *Demonstrate his/her ability to present research findings in a clear, systematic and scholarly manner; and*
- *Contribute to the current body of knowledge in Social Development.*



Dissertation Process Flow (Detailed)



Rules related to enrollment of SD 400:

- The student must complete **all the required academic courses**, including INCs and pass the comprehensive exam before he/she can enroll in SD 400.
- A student has to enroll a total of **twelve (12) units** of SD 400 to complete the unit requirements of the DSD Program. The first six (6) units (SD 400 A) is allotted for proposal development. Upon approval of the proposal, the student can enroll in the last six (6) units (SD 400 B) to finish the dissertation.
- If the student cannot complete the dissertation during the period enrolled in, he/she may register for **residency** for the succeeding two (2) semesters. After which, the student may re-enroll SD 400 A to get the proposal approved or move to SD 400 B to complete the dissertation.
- The time limit for the completion of doctoral degree requirements is **seven (7) years**. In exceptionally meritorious cases, appeal for extension beyond the regular period may be granted by appropriate bodies.

Dissertation Adviser

- At the start of the DSD Program, all students must submit their respective **Research Outlines**. Request for dissertation adviser can be made by submitting the request form to the Program Director through the SRO after enrolling in SD 400. The form must specify **at least two (2)** suggested names for Dissertation Adviser in the order of priority.
- The form is processed by the Program Director in consultation with the DSD Program Committee and the concerned CSWCD DSD Faculty.
- The Dissertation Adviser shall be responsible for:

Advising the student in the preparation of the proposal;

Guiding and monitoring the progress of the dissertation;

Reporting the status of the dissertation to the DSD Program; and

Endorsing the dissertation for oral defense.

- In case the assigned adviser is unable to continue his/her functions, the student may submit to the Program Director a written request for a **new adviser** containing the reason(s) for the request. The adviser may also request to be relieved of his/her duties for justifiable reasons, provided he/she continues to advise the student until such time that a replacement has been appointed.

Dissertation Panel

- Upon consultation between the Adviser and the student, the Adviser recommends to the Program Director/ DSD Program Committee the possible members of the Dissertation Panel.
- The Dissertation Panel includes the Adviser, two Readers, and two other panel members. All members of the panel must be **doctoral degree holders**, except in highly meritorious cases as approved by the Dean. **Representatives from specific sectors or institutions** involved to the dissertation topic can also be included in the dissertation panel. A maximum of 2 out of 5 may come from external organizations.
- During the dissertation proposal presentation and oral defense, the dissertation panel is chaired by a panel member other than the Adviser and Reader/Critic.
- The **functions** of the Dissertation Panel are: to approve the dissertation proposal and to approve the completed dissertation.
- The main function of the **Reader/Critic** is to evaluate and endorse the draft dissertation for oral defense.

Submission of Proposal

- After a series of consultations between the adviser and student, the draft dissertation proposal shall be presented to the adviser. If the adviser finds the draft satisfactory, he/she signs the **Certification for Dissertation Proposal Presentation** and requests for the Dissertation Panel meeting.

Oral Presentation of the Dissertation Proposal

- The adviser sends a copy of the dissertation proposal to each panel member at least two weeks before the scheduled dissertation presentation.
- During the dissertation presentation, the panel has several options:

Conditionally approve the proposal with revisions;

Approve the proposal without revisions; or

Disapprove the proposal; and/or

Suggest other actions related to the dissertation proposal.

- Upon approval of the proposal by the panel, the adviser formally communicates to the DSD Program Committee the results of the dissertation proposal presentation.
- A copy of the approved final proposal shall be attached to the student's folder containing all the documents/forms related to the dissertation.

Actual Research

Based on the approved proposal, the student conducts the research. The Adviser supervises and monitors the progress of the dissertation through regular consultations with the student.

Stages of Research

- Preparatory work
- Data gathering
- Data analysis and write-up

Format of the Title Page

-Title-
-Author-
Partial Fulfilment...
CSWCD, UP
-Date-

Dissertation Format and Outline

Citations/References must use the **APA format** (author, date).
Main text must use Arial or Times Roman font 12, double space.

Items marked with an asterisk (*) indicate those required in the Final Copy of the Dissertation only.

- 1 Title Page
- * 2 Acceptance Page signed by Dean and Adviser
- * 3 Endorsement letter by Adviser (recommending approval)
- * 4 Dissertation Approval Sheet signed by Dissertation Panel
- * 5 Curriculum Vitae of student
- * 6 Acknowledgement page
- * 7 Dedication (optional)
- 8 Abstract (1 or 2 pages: research problem, objectives, methodology & findings)
- 9 Table of Contents

10 Research Content

- Chapter 1:** Background of the study
Statement of the problem
Research objectives
- Chapter 2:** Review of Literature & Conceptual Framework
- Chapter 3:** Research Methodology
- Chapter 4:** Presentation of Data
- Chapter 5:** Analysis of Findings
- Chapter 6:** Conclusions & Recommendations

- 11 References
- 12 Appendices
- 13 Photos (if any)

Dissertation Defense

- Upon completion of the draft dissertation, the adviser evaluates the draft if it is ready for the oral defense before submitting a copy to the Readers.
- If the dissertation is deemed satisfactory by the Readers, they shall **endorse** the dissertation for oral defense.
- The doctoral defense must be held in the College, endorsed by the appropriate bodies, and authorized by the Dean. The oral defense is open to the public. The time and place of the oral defense shall be announced **at least (2) two weeks** before the schedule.
- The dissertation manuscript must be received by the panel members **at least two (2) weeks** before the oral defense.
- All members of the Dissertation Panel must be present during the oral defense. If any member of the panel is not available, the defense shall be **re-scheduled**. For justifiable reasons, however, a member of the panel can instead send his/her written comments before or immediately after the oral defense. The Chair of the panel shall integrate these comments to the panel decision.
- The Dissertation Panel shall be chaired by one of its members other than the Adviser and Critic.
- The dissertation defense is a **public oral examination**. Observers may be present from the start of the defense. They can be allowed to comment or ask questions related to the points raised by the panel only after the panel has signified that they have no other questions.
- The evaluation and rating of the student's dissertation, however, shall be done by the panel in a closed-door meeting held immediately after the dissertation defense.
- The decision of the panel, duly signed by all members, shall be submitted to the DSD Program Committee, including the specific suggestions for **revisions** of the dissertation as presented.
- The result of the oral defense must be reported by the panel to the Dean, through channels, within the **first working day** after the examination.

Ratings

There shall be 3 possible ratings for the defense: Pass, Provisional Pass, and Fail.

Pass

The student's dissertation is **approved**.

Provisional Pass

Minor revisions shall be required.

The dissertation panel must agree on the recommended revisions, which shall be specified in writing and attached to the dissertation approval form. A second rating sheet shall be signed only after the student incorporates the necessary revisions.

(continued next page)

- Based on the suggestions made during the dissertation defense, the student shall make the necessary changes under the close supervision of the adviser/ mentor.
- The panel has several options:

To have the adviser check and approve the said revisions and allow the student to proceed to the submission of bound copies;

Aside from the adviser, to have the readers and any other member of the panel evaluate whether or not the student complied with the suggested revisions. If the Readers find the revised draft satisfactory, they shall endorse the approval of the dissertation.

- The student must submit **five (5) bookbound copies** of the approved dissertation within the required period.
 - The chapter titles and content may vary depending on the research scope and results. The sequence, however, must approximate the suggested outline described in **page B5**.
 - After the student has complied with the dissertation requirements, he/she summarizes the major research results for **wider dissemination**.
 - The student shall present the dissertation results in a **Research Forum** conducted by CSWCD and/or other institutions.
 - The student shall also submit a research article based on his/her dissertation to the **Philippine Journal of Social Development** published by CSWCD.
- The revised dissertation shall be **presented again** to the panel for approval.

Ratings (continued)

Fail

Substantial revisions are required by at least two (2) of five (5) panel members.

Any panel member who gives a “fail” rating must specify the reason(s) in writing, a copy of which shall be attached to the report of the panel.

Any student who fails the dissertation defense may submit himself/herself to a **second defense within one (1) academic year** after the first defense. Failure to pass the second defense disqualifies the student from his/her current doctoral program. Moreover, a “fail” rating in the second defense shall disqualify the student from being admitted into other programs offered by the College.