UNIVERSITY OF SANTO TOMAS
FACULTY OF ARTS AND LETTER
DEPARTMENT OF PHILOSOPHY

and

THE GRADUATE SCHOOL
PHILOSOPHY CLUSTER

RESEARCH MANUAL

Contents

Introduction

Research is the most serious evidence of a philosophical exercise as it best demonstrates philosophical truths through critique and argumentation. Presuming that deeper thinking leads to further meaning, it is with the critical nature of philosophical research where the scholar contributes to the expansion of philosophical knowledge and truths. Such findings are expected to be articulated in arguments that are cogent in content and logical form. "Research goes beyond the regular classroom experience as it trains the students to become more independent scholars and collegial collaborators in bigger academic and more socially-relevant projects. As such, research fosters a concerted effort between the student and the faculty adviser where learning becomes more creative, dynamic and dialogical."[1] Research also ushers the philosophy student to a matured scholarly and academic exchange. Data gathering compels the researcher to be exposed to the academic community of one's research interest, and so consequently orients the scholarly novice to the recent debates the field. By analysis and interpretation of the general stature of philosophical discussions, the researcher is empowered to discern and choose an area to settle and advance in the growing discourse. Eventually, the scholar's active participation in the mainstream debates by publishing research clearly indicates advancement in one's academic professional life. Maidan and Teitge concur and specifically assert that training in research should begin as early as in the undergraduate level:

> "There are numerous benefits for undergraduate students who get involved in research. Research experience allows the undergraduate students to better understand published works, learn to balance collaborative and individual work, determine an area of interest and

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[1] Fleurdeliz A. Albela, *General Implementing Guidelines for Undergraduate Research (Thesis Writing)*, UST Faculty of Arts and Letters, 2015. To be cited henceforth as *AB Thesis Manual*.

jump start their career as researchers. Through exposure to research as undergraduates, many students discover their passion for research and continue on to graduate studies and faculty positions."[2]

Students who choose the non-academic career shall nevertheless learn these useful skills that extend outside the academic work, all obtained from doing philosophical research:

Data Management. Experience in the library and archival work is a good backgrounder for careers that involve profiling. Data-gathering in philosophical research requires tedious bibliographical work where sources are sifted and sorted according to credibility of content, analysis, interpretation and scholarship.

Critical Thinking. Generally, this pertains to the ability to make objective analysis and reasonable judgement our of a set of information. Critical thinking is developed through evaluation of sources such as data, facts, observable phenomenon and research findings.[3] The in-depth reading required from philosophical research allows the improvement of critical thinking skills (analysis, communication, open-mindedness, problem solving and creativity) which also translate into critical writing.

Project Management. Philosophical research requires the construction of a clear research design, which shows a comprehensible and logical flow of the essay. The basis of comprehensibility, most of the time, is the chosen topic's

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[2] Christopher R. Madan and Braden D. Teitge, "The Benefits of Undergraduate Research: The Student's Perspective", *The Mentor: Innovative Scholarship on Academic Advising* (Online), Vol. 15 (May 1, 2013). DOI: 10.26209/MJ1561274.

[3] Alyson Doyle, "Critical Thinking Definition, Skills and Examples", *The Balance Careers* (February 2019), https://www.thebalancecareers.com/critical-thinking-definition-with-examples-2063745

proper attunement to the chosen theoretical framework, philosophy or context. Solid training in research gears a professional towards broader projects that are made possible through clear goals and methods.

In his book *How to Write a Thesis,* Umberto Eco mentions that while, "writing a thesis requires a student to organize ideas and data, to work methodically, and to build an 'object' that in principle will serve others," what one gets best from thesis writing is the very research experience.[4] The experience of the first effort is the first good memory that will keep a writer astute and knowledgeable. This allows one to be prepared for the other professional responsibilities in the future.

Research Culture in the UST Department of Philosophy

The Department of Philosophy of the University of Santo Tomas deeply embeds research in all its pursuits, much so that it is what fundamentally embraces every aspect of the Department's Mission-Vision: "… an academic community impassioned by philosophical curiosity, the dissemination of knowledge, compassion and spirituality." Research is consistently present in the scientific and pedagogic activities of the Department, thereby promoting a culture of research in the true spirit of *studia humanitatis*. Faculty profile shows a roster with all of its members steeped in philosophical research, and self-motivated to pursue their individual projects. As per the specializations and publications of each faculty member, the Department has identified the following areas of research strength:

- Filipino Philosophy

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[4] Umberto Eco, *How to Write a Thesis*, 50.

- Oriental Thought and East-West Comparative Philosophy
- Aristotelian-Thomistic Philosophy and Scholasticism
- Continental European Philosophy
- Anglo-American Philosophy

The pedagogical goals of the Department progress from the Undergraduate to the Graduate levels towards further concentration in research productivity. As early in college, every program and course outcomes in all offered philosophy subjects are determined to be achievable through research, as clearly stated in the description of each Program Outcomes:

Bachelor of Arts in Philosophy PILO: Faculty of Arts and Letters

Demonstrates critical thinking and ethical consciousness. The teaching of "General Education Courses" will introduce philosophy students to the basic philosophical branches and sub-branches, to develop their critical reasoning skills, and make them cognizant of socio-politico-ethical issues relevant to human beings and society.

Evaluates and articulates various philosophical positions and theories. The teaching of "Professional Courses" to philosophy students will familiarize them with philosophical issues, from the most rudimentary to the most complex, gleaned from the various traditions in the global history of philosophy (East and West). Through this, students will be firmly grounded in the various complex philosophical debates which, in turn, become the foundation of comparison, criticism, and defense of these philosophical theories.

Contributes to the development of philosophical discourse. It is the ultimate aim of the AB in Philosophy program to instill the value of philosophical research among the students. With a comprehensive mastery of various philosophical theories, students are guided by mentors to explore and foster key areas of strength of the Department (Filipino Philosophy, Oriental Thought and East-West Comparative Philosophy, Aristotelian-Thomistic Philosophy and Scholasticism, Continental European Philosophy, and Anglo-American Philosophy). Philosophy students are exposed to more complex philosophical issues and new philosophical trends via "Seminar Courses." Moreover, as a final requirement of the program, students contribute to the exploration and fostering of these key areas of strength by conducting and submitting their own research through "Research Courses." This training will then prepare the students for graduate studies in philosophy.

Applies critical competencies in other professional areas and industries. In addition to intensive training in key areas of strength of the Department and in philosophical research, it is an important aim of the AB in Philosophy program to prepare its students for other professions, such as religious, legal, and government, inter alia.

Master of Arts in Philosophy PILO: UST Graduate School

As a discipline that seeks the truth, and is a guide for life, the program aims to analyze the different aspects of reality, to see their intentions, and to combine them into a systematic whole. The study of Philosophy involves not only the objects under investigation, but also the subject who investigates not only the thought but also the thinker. More importantly, the study teaches the students to think analytically and critically to enable them to provide deeper insights into the nature of man, of things, and of values to live by.

The M.A. major in Philosophy program is unique in the entire Philippines because it is the only graduate philosophy program that incorporates Guided Philosophical Research (GPR-MA) as a requirement. The GPR was introduced in order to integrate graduate students of Philosophy into the academic culture of the Department of Philosophy. Graduate students must be considered as contributors to the academic culture of the Department of Philosophy. As such, the participation of graduate students in the various activities of the Department is beneficial to the personal academic growth of the graduate students. It is also an opportunity for graduate students to become familiar with the research and teaching strengths of the members of the Department. Such integration will foster not only a closer interaction with the faculty and other students, but also a broader awareness of what is going on outside the Department of Philosophy. The Department serves as a liaison between the graduate students and the outside world. They will be informed of national and international conferences, scholarship programs, and research fellowship programs--among other things. Ultimately, the GPR is designed to guide graduate students in Philosophy to cope up with the challenges during the initial stages of their thesis/dissertation proposal writing.

- Demonstration of advanced knowledge in any of the areas of teaching and research strengths of the UST Department of Philosophy: Filipino Philosophy, Oriental Thought and East-West Comparative Philosophy, Aristotelian-Thomistic Philosophy and Scholasticism, Continental Philosophy, and Anglo-American Philosophy.
- Identification of the complex issues and debates involved in the above teaching and research areas and the ability to explain, transmit, and critique these issues. The evaluation of these issues involves challenging their ethical import within the spheres of personal and inter-

personal life, profession, religion, education, politics, and society.

- Recognition of intellectual and cultural diversity through exposure to various ideas gleaned from emerging philosophical trends that invoke important issues related to social injustice, gender/sexuality, inequality, political oppression, inter alia.
- Demonstration of proficiency in research through the production of a systematic body of work (a thesis of around 30,000 to 50,000 words) representative of his/her chosen field of mastery from among the research strengths of the UST Department of Philosophy.

Doctor of Philosophy in Philosophy PILO: UST Graduate School

As a discipline that seeks the truth, and is a guide for life, the program aims to analyze the different aspects of reality, to see their intentions, and to combine them into a systematic whole. The study of Philosophy involves not only the objects under investigation, but also the subject who investigates not only the thought, but also the thinker. More importantly, the study teaches the students to think analytically and critically to enable them to provide deeper insights into the nature of man, of things, and of values to live by.

The Ph.D. major in Philosophy program is unique in the entire Philippines because it is the only graduate philosophy program that incorporates Guided Philosophical Research (GPR-PhD 1 to GPR-PhD 3) as a requirement. The GPR was introduced in order to integrate graduate students of Philosophy into the academic culture of the Department of Philosophy. Graduate students must be considered as contributors to the academic culture of the Department of Philosophy. As such, the participation of graduate students in the various activities of the Department is beneficial to the

personal academic growth of the graduate students. It is also an opportunity for graduate students to become familiar with the research and teaching strengths of the members of the Department. Such integration will foster not only a closer interaction with the faculty and other students, but also a broader awareness of what is going on outside the Department of Philosophy. The Department serves as a liaison between the graduate students and the outside world. They will be informed of national and international conferences, scholarship programs, and research fellowship programs--among other things. Ultimately, the GPR is designed to guide graduate students in Philosophy to cope with the challenges during the initial stages of their thesis/dissertation proposal writing.

- Demonstration of expert knowledge in any of the areas of teaching and research strengths of the UST Department of Philosophy: Filipino Philosophy, Oriental Thought and East-West Comparative Philosophy, Aristotelian-Thomistic Philosophy and Scholasticism, Continental Philosophy, and Anglo-American Philosophy.
- Identification of the complex issues and debates involved in the above teaching and research areas and the ability to explain, transmit, and critique these issues. The evaluation of these issues involves challenging their ethical import within the spheres of personal and inter-personal life, profession, religion, education, politics, and society.
- Recognition of intellectual and cultural diversity through exposure to various ideas gleaned from emerging philosophical trends that invoke important issues related to social injustice, gender/sexuality, inequality, political oppression, inter alia.
- Demonstration of proficiency in research through the production of a systematic body of work (a dissertation

of around 80,000 to 100,000 words) representative of his/her chosen field of mastery from among the research strengths of the UST Department of Philosophy.

Our Task

It is in such blazing zeal for and impassioned commitment to research that the Department presents this research manual. This material aims to guide the philosophy students in writing their philosophical papers. Nevertheless, the novice should be warned that the manual reflects how the Department of Philosophy refuses to impose specific methods and techniques in writing the research content, since philosophical methods cannot be dictated by a single direction as philosophical subjects (i.e., themes) oftentimes go beyond its very scope. This means to say that philosophy acknowledges a creative space where the thinker can entertain and play with different contexts which consequently lead to other (sometimes, even unexpected) inferences at it would come from many novel interpretations. Therefore, this Manual shall provide:

- existing policies on roles and responsibilities of personalities involved in research/thesis writing.
- the conduct of research (i.e., thesis writing) subjects within the programs of the Department of Philosophy
- the style guide of the Department of Philosophy in aid of the faculty research office's upkeep
- the fundamental elements needed in philosophical papers and theses, as required by their rubrics.
- basic and practical rhetorical techniques for more concrete and practical assistance
- existing rubrics in the evaluation of paper requirements

Below are the general implementing guidelines for research, as applicable across all the philosophy programs under the UST Department of Philosophy. This research manual is drafted while having in mind the goals set by the respective intended learning outcomes of the degree programs as well as

the variances in research management between the Faculty of Arts and Letters and the UST Graduate School. With this manual, the Department hopes to set provisional parameters to assist the students in doing research, the faculty in their mentoring task and the pertinent research offices in implementing research management that is appropriate to the needs of the program and discipline.

PART ONE: EXISTING POLICIES ON RESEARCH

These are provisions citing the roles of the persons involved in research work, the general procedures in writing a thesis in philosophy, and the rubrics currently used for evaluation. These are assumed as applicable to both undergraduate and graduate students, until the Faculty of Arts and Letters and UST Graduate School implement more specific policies.

I. Personnel and their Specific Roles in Research (both for undergraduate and graduate students)

1. Program Thesis Coordinator

The Program Thesis Coordinator is the general implementing officer of the policies on thesis-writing in the Department. The coordinator serves as the main facilitator of and the student's general evaluator in the subject. In the graduate level, this position should be taken by the Program Lead. The Program Thesis Coordinator must have a good reputation in philosophical research and publication, be designated by the Department Chair and approved by the Dean through teaching load, and so perform these academic duties:

  a. serve for one full academic year, unless relieved and duly replaced by the Department Chair for acceptable reasons.
  b. serve as the Department's liaison to the Faculty of Arts and Letters in resolving matters connected to undergraduate research and disseminate all the news and information pertinent to undergraduate research as received and/or released by the Dean's Office.
  c. facilitate the Department's paper trail pertinent to undergraduate research.
  d. keep a record of the Department/academic program's thesis database.
  e. prepare and, if required, revise the necessary forms, document templates, and memos pertinent to thesis writing for approval of the Department Chair.

f. monitor the progress of the students in thesis writing and provide assistance especially in terms of the review of citation style and official templates.

g. designate an adviser and the panel of readers/examiners for every student enrolled in thesis writing and defense through official appointment letters. Part of this responsibility is to remove/replace advisers who are not performing their duties, to recommend external panelists for the approval of the Department Chair. In such, ideally the coordinator is not assigned undergraduate advisees to avoid conflict in the event that grievances are raised.

h. officially endorse the video presentations (for asynchronous colloquium) and thesis manuscripts (for defense) to the faculty members and/or offices concerned.

i. supervise the collection and collation of forms pertinent to Intellectual Property as required by the Office of the Vice Rector for Research and Innovation.

j. prepare the Department's Book of Abstracts for colloquium and defense.

k. facilitate the Department's Thesis Colloquium/Defense in cooperation with the AB Faculty's thesis colloquium coordinator. Part of this is to designate the schedule and plot the specific colloquium defense proceedings of the Department. Facilitation may also take part of participation as part of the panel of readers/examiners.

l. facilitate the computation of grades given by the thesis adviser and the panel of readers for colloquium and final defense.

m. prepare the honorarium request for advisers and panelists for colloquium and final defense.

n. facilitate the deliberation once a fundamental defect has been found in the final manuscript and recommends cases to the committee of grievance (See Part III: Appeals and Grievances)

o. encode the official grade for the thesis subjects.

2. Thesis Adviser

The thesis adviser is the researcher's immediate mentor in the whole conduct of thesis writing. The adviser must

a. be a faculty member of the University of Santo Tomas, designated by the program thesis coordinator, on the basis of one's research interests and expertise.

N.B. – In the absence of a faculty member who is an expert on the chosen topic, the Department may appoint a non-teaching adviser who has already published on the topic.

b. be designated upon one's consent by signing an appointment letter (Form 1b).

c. serve as the direct mentor of the student from thesis writing until defense.

d. approve research instruments to be used for data-gathering.

e. commit oneself to direct consultations (official meetings) which must be documented through the official progress report form.

f. evaluate the proposal, final draft, and/or the output of any thesis-writing stage, as required by the Department/academic program.

g. endorse the originality of the final draft.

h. approve the final draft for defense.

i. participate in the deliberation once a fundamental defect is found in the final draft.

j. serve as the representative of the student in any pre-defense deliberation.

k. sign the official grading sheet to finally approve the thesis manuscript.

3. Reader/Panelist

The Reader/Panelist is the official evaluator and examiner in the conduct of thesis writing and must:

a. be a faculty member of the University of Santo Tomas or an outsider-scholar recognized by the Department,

designated by the program thesis coordinator, on the basis of one's research interests and expertise.

b. be part of the panel during the thesis colloquium/defense, as appointed by the Department's thesis program coordinator or the GS Office of Graduate Research.

c. read and evaluate the final draft according to the rubrics provided by the Department/academic program.

d. strictly ensure that no fundamental defect is present in the final draft prior to the thesis colloquium/defense. One should immediately inform the program thesis coordinator about such incident in a specifically given time between the submission of the final draft and the thesis colloquium/defense.

e. participate in the deliberation once a fundamental defect is found in the final draft.

f. be present during the thesis colloquium/defense and serve as an oral examiner.

g. introduce inputs that will improve the draft and guide the research work to its successful completion.

h. vote on whether the researcher shall pass and give a numerical grade for a particular component in the grading rubrics.

i. act, during the defense, either as
- Chair – moderates the proceedings, facilitates the post-defense deliberation, and informs the researcher of the final grade thereafter. The Chair may be given a higher scoring component.
- Member – participates in the proceedings as a reviewer, examiner, and evaluator.

j. sign the official grading sheet upon checking that revisions have been made to finally approve the thesis manuscript.

4. Department Chair

The Department chair oversees the general conduct of the Department's research programs. For student research, the chair must:

a. appoint the program thesis coordinator through teaching load.
b. maintain a complete collection of the soft-copy versions of all the approved theses in the Department/academic program.
c. approve recommended external thesis readers/examiners.
d. reserves the right to sign or withhold one's signature pending the recommending approval to the Dean of the Faculty of Art and Letters.
e. ideally not be assigned undergraduate advisees to avoid conflict.

5. Department Thesis Committee

The Department thesis committee is composed of select members of the Department to decide on issues pertinent to thesis writing. The committee must:

a. be composed of the current program thesis coordinator, previous program thesis coordinators, the Department's research committee head, and the Department chair:
b. function as the arbiter concerning several issues pertinent to thesis writing.
c. decide on the proper action for the issue raised.

II. Chronological Conduct of the Thesis-Writing Subjects

Undergraduate Program (through the Faculty of Arts and Letters)

A. Pre-requisite

Prior to enrolment of any thesis writing subject, a student is required to pass Methods of Philosophical Research (PHL 32013) that is regularly offered on the first term of the third year of the program. This subject

- orients and engages the students to more specific research practices in philosophy.
- teaches the students the various components of a research proposal, i.e., the thesis statement, the problem,

significance, methodology, scope, research design, review of related literature, and working bibliography.

- introduces the students to the Department's citation style.
- prepares the students to write a scholarly article and if possible, to thesis proposal writing. As the final requirement, the students must submit the rough draft of the thesis proposal.
- provides the students with a nominated adviser through form 01a to be eventually confirmed in their proposal writing stage with form 01b.
- is handled by a faculty member who shall be entirely responsible for the instruction and evaluation of students.

B. Thesis Writing Proper
Thesis writing is divided into:

i. PHL 32019 Thesis 1: Proposal Writing
the submission of a thesis proposal, which states the study's problem/thrust, significance, methodology, research design, review of related literature and working bibliography written in narrative form. This initial stage of research seeks for the approval of the Department through the program thesis coordinator and culminates upon the official designation/confirmation of the thesis adviser.

ii. PHL 32025 Thesis 2: Colloquium
the execution of the proposed study through data gathering and interpretation as guided by the program thesis coordinator and thesis adviser. The term culminates with a presentation of the partial findings/content in the thesis colloquium subject to the comments of the panel of readers/examiners.

iii. PHL 32031 Thesis 3: Oral Defense
public presentation of final research and the evaluation thereof under the scrutiny of the panel of readers/examiners.

C. Addenda for More Efficient Research Management
- No Research Methodology subject can be enrolled with any thesis subject in a single semester.
- Two thesis subjects cannot be enrolled in a single semester.

Graduate Level (through the Graduate School)
A. General Institutional Prerequisites (MA and PhD)
Prior to thesis writing, a graduate student in philosophy is expected to have
- taken all the pre-requisite subjects required by the Graduate School:
- taken the number of units of Core and Major Subjects required by the graduate Program.
- taken and passed the Written Comprehensive Examination (WCE) or sign a waiver to take the comprehensive examination alongside proposal writing.

B. Guided Philosophical Research (GPR)
Other than the institutional requirements of the Graduate School. The Department requires the graduate students in philosophy to engage in the general research work and academic culture of the Department. Graduate students are then required to participate in select activities of the Department as paper presenters, session moderators or conference organizers. This is purposed to give graduate students better opportunities to advance their research interest and cope with the challenges of thesis or dissertation proposal writing. The Department of Philosophy officially describes GPR as follows:

The GPR for the MA in Philosophy program is a 3-unit guided research program, to be completed in one semester, wherein attendance and presentation in the monthly Work-in-Progress (WIP) seminars of the Department of Philosophy will be required. The student's research will be guided by an

appointed GPR mentor who is a member of the Department of Philosophy.

The GPR for the PhD in Philosophy program is a three-stage guided research program designed to help PhD students in philosophy write their dissertation proposals. The program goes through three distinct, yet interrelated, stages (3 units each), each with corresponding requirements for completion: 1) WIP attendance and presentation (3 units), 2) conference paper presentation (3 units), 3) publication (3 units). The student's research will be guided by an appointed GPR mentor who is a member of the Department of Philosophy.

Specific conditions for enrolment

For MA Philosophy students:
An MA in Philosophy student should have finished 12 units of specialization courses (4 subjects) or will enroll one's fourth specialization course in conjunction with the GPR. After consultation with the Philosophy Program Lead/Department Chair, a GPR mentor will be formally appointed by the Dean's Office as recommended by the Philosophy Program lead/Department Chair. The GPR mentor could eventually become the official Thesis Adviser of the student. The GPR may be enrolled with other courses.

For PhD Philosophy Students:
A PhD in Philosophy student should have finished 18 units of specialization courses (6 courses) or will enroll the sixth specialization course in conjunction with the GPR. After consultation with the Philosophy Program Lead/Chair of the Department of Philosophy, a GPR mentor will be formally appointed by the Dean's Office as recommended by the Philosophy Program Lead/Chair of the Department of Philosophy. The GPR mentor could eventually become the official Thesis Adviser of the student. Each stage of the GPR-PhD must be enrolled individually. A PhD student may

choose to follow any of the enrolment options, depending on one's schedule and financial capacity. GPR may be enrolled with other courses.

GPR requirements

For GPR-MA:
- Compulsory attendance in all Work-in-Progress Seminar sessions sponsored by the Department of Philosophy
- Tentative Thesis Proposal to be presented in one of the Work-in-Progress seminars.
- The paper should be duly approved by both the thesis adviser and Program Lead. Assessment is based on a certificate of presentation signed by the WIP coordinator and submission of the full paper presented.
- Submittable:
  a) GPR Form 1
  b) GPR Form 2
  c) 3 thought-pieces

"Thought-pieces" are essays with not more than 1,000 words each should be based on the three sessions attended by the student. These should be marked and graded by the Thesis Adviser and certified by the Program Lead

N.B.: In lieu of presenting in the WIP, the MA student may opt to present one's paper in a local or international conference. If the student opts to do so, the following thus is submitted instead:
a) GPR Form 3
b) Full paper presented
c) Certificate/Proof of presentation if the paper was presented in a conference.

For GPR-PhD:
Stage 1: GPR-PhD (3 units) – WIP Attendance and Presentation

- Compulsory attendance in all Work-in-Progress Seminar sessions sponsored by the Department of Philosophy
- Tentative dissertation proposal to be presented in one of the Work-in-Progress seminars

The paper should be duly approved by both the thesis adviser and Program Lead. Assessment is based on a certificate of presentation signed by the WIP coordinator and submission of the full paper presented.

- Submittable:
  a) GPR Form 1
  b) GPR Form 2
  c) 3 marked Thought Pieces of no more than 1,000 words each based on the three sessions attended to be assessed by the Thesis Adviser and certified by the Program Lead

Stage 2: GPR-PhD (3 units) – Conference Paper Presentation
- The Ph.D. student will present a paper in a public philosophical forum outside UST, either locally or internationally. The paper should be duly approved by both the dissertation adviser and Program Lead
- Submittable:
  a) GPR Form 3
  b) Full paper presented
  c) Certificate or Proof of presentation in WIP/Conference

Stage 3: GPR-PhD (3 units) - Publication
- Publication in either a local or international journal of philosophy or the humanities.
- The same publication may be submitted as partial fulfillment for Dissertation Writing III.
- Submittable:
  a) GPR Form 1
  b) GPR Form 4
  c) Certificate of acceptance from journal editor
  d) Letter of endorsement from dissertation adviser

   e)   Copy of full paper

NB: Application for research fellowships abroad is strongly encouraged. In the event that the PhD student has successfully secured a research fellowship in a foreign institution, the fellowship could be credited for GPR-PhD1 and GPR-PhD2 (6 units). A full report of the research experience of the PhD student should be submitted to the Program Lead upon completion of the fellowship.

C. Thesis (MA) or Dissertation (PhD) Writing

Master's Thesis or Dissertation Writing is aptly guided by the policies of the UST Office of Graduate Research. Generally, thesis or dissertation writing is divided into three to four stages:

Thesis/Dissertation Writing 1: Proposal Writing (3 units)

This stage requires submission of a research proposal which states the study's problem, significance, methodology and design, review of related literature and working bibliography. This seeks for the approval of the Thesis Adviser and Panelists appointed by the OGR upon the endorsement of the Program Lead/Department Chair. For MA candidates, the Board of Examiners will consist of three panelists; for PhD candidates, it will consist of five panelists. PhD candidates are required to undergo an Oral Proposal Defense under the mechanics set by the OGR.

Thesis/Dissertation Writing 2: Research Colloquium (3 units)

This stage calls for the public presentation of the partial results of the thesis/dissertation in the Graduate Research Colloquium. The conduct of the colloquium is set by the OGR, and this colloquium also requires the presence of the Board of Examiners/Panelists who shall evaluate the progress of the research work according to rubrics provided by the OGR.

NB: In lieu of presentation in the Graduate Research Colloquium, a candidate may opt to present a paper pertinent to one's thesis/dissertation in a national or international conference. In such case, one is required to submit a notice of acceptance and/or certificate of presentation from the conference organizers.

Thesis Writing 3 (for MA Philosophy): Thesis Defense (3 units)

This activity requires the public presentation of research and the evaluation thereof under the scrutiny of the appointed panelists. The defense and manuscript are separately evaluated according to rubrics provided by the OGR. This stage ends with the announcement of the results of the defense (i.e., if the candidate passed/failed) which indicates if the candidate succeeded or failed to obtain his Master's degree.

Dissertation Writing 3 (for PhD Philosophy): Research Publication (3 units)

This requires for the publication of a chapter of the dissertation in a reputable journal in philosophy or humanities. Subject to the policies of OGR, the candidate is required to submit a copy of the letter of acceptance for publication of the submitted article from the journal's editor.

Dissertation Writing 4: Dissertation Defense (3 units)

This stage consists of the public presentation of the dissertation and its evaluation under the scrutiny of the appointed panelists. The defense and manuscript are separately evaluated according to rubrics provided by the OGR. This ends with the announcement of the results of the defense (i.e., if the candidate passed/failed) which indicates if

the candidate succeeded or failed to obtain his Doctoral degree.

PART TWO: EXISTING STYLE GUIDE AND MECHANICS IN THE CONDUCT OF PHILOSOPHICAL RESEARCH

Unless modified by specific policies of AB and OGR, the following rules and procedure apply to the thesis requirements of the programs under the Department of Philosophy:

I. Official Style Guide
- Font: Times New Roman
- Size: 12 points
- Margins: 1.6 inches Top; 1.2 inches Bottom; 1.9 inches Left; 1.1 inch Right
- Double-spaced
- Alignment: Justified (including notes)
- Direct quotations: indented and blocked, 10 points, single-spaced
- Footnotes/Endnotes (if applicable): uniform font, 10 points single-spaced
- Chicago Manual of Style 16th edition
- Turnitin similarity threshold:
  AB – not more than 20 percent
  GS – not more than 10 percent

II. Thesis Proposal
The student must submit a thesis proposal subject to the approval of the Department and the respective research offices of AB and the Graduate School. The Department acknowledges the validity of keeping the rudimentary parts a research proposal in the Humanities, such as:
- Background of the Study
- Statement of the Problem
- Significance of the Study
- Scope and Limitation
- Review of Related Literature
- Research Method and Design.

For the sake of brevity, the Department strongly encourages the creation of a research proposal in a straightforward narrative in which the above items are expressed harmoniously in paragraphs that will:

- State the problem of the study (GOAL1)
- Comprehensively prove the relevance of the problem in the network of debates (the most recent, if possible) (GOAL2)
- Explain in simple words the detailed approach to the problem, thereby showing the working outline of the project (GOAL3)
- Provide a comprehensive but realistic working bibliography (GOAL 4)

The thesis proposal must be written with only two parts: The Introduction and the Review of Related Literature. The Introduction will encompass all the tradition sections stated above but must be written in a narrative form to allow a logical transition from concept to concept. For an efficient guide to write in a narrative form, it may be helpful to consider how the traditional parts may be aligned to achieve the above goals:

GOAL 1: Title → Main Problem → Research Method

GOAL 2: Background of the Study → Significance of the Study → Review of Related Literature → Bibliography

GOAL 3: Title → Main Problem and Subproblems → Research Method and Design → Scope and Limitations

GOAL 4: Review of Related Literature → Working Bibliography

This though does not mean that the parts stand independent of each other. These connections are presented for it to be easier for the student to combine all the traditional parts to form a logical structure to the proposal.

Notes on submission:

- For AB: The final manuscript of the proposal must be submitted at a designated time set by the program thesis coordinator for due evaluation by the thesis adviser.
- For GS: The final manuscript of the proposal must be submitted according to the deadline set by the Office of Graduate Research.
- For online submissions due to restrictions (e.g., prompted by the lockdowns due to COVID-19), the final manuscript must be submitted as PDF.

The manuscript must follow the Department style guide on the official thesis paper template on a letter-sized page layout (see AB/GS Templates) and should take note of the following:

- Contents:
  - Title (See Official Template)
  - Thesis abstract (of 150-250 words with three to five keywords)
  - A photocopy of the duly acknowledged (signed) Form 01b: Appointment of Advisership with conforme
  - A printout of the Turnitin Certificate issued by the Program Thesis Coordinator or OGR indicating the threshold percentage.
  - Table of contents for the thesis proposal
  - Proposed table of contents of the whole thesis (for AB)
  - Introduction
  - RRL
  - Bibliography
  - Appendix (when necessary)
  - CV (1-3 pages)
- Binding (AB and GS Templates for Cover and Spine format)
  - GS-MA - Hardbound with Navy Blue cover
  - GS-PhD – Hardbound with Red cover

III. Thesis Writing Proper

At this stage, the student should establish direct and frequent correspondence with the appointed thesis adviser through thesis consultations. There must be a minimum of six (6) direct consultations (i.e., meetings) with the adviser in between the signing of the conforme and the submission of the final manuscript. College research offices shall provide official forms to document the consultations. In AB, a thesis card is issued by the Dean's office, where consultation dates, reminders and comments must be properly filled up and signed. During online consultations, all correspondences should be copy furnished to the thesis coordinators. In the Graduate School, OGR also provides a Progress Sheet upon the candidate's request.

The program thesis coordinator or OGR shall relinquish the supervision and evaluation of the drafts to the thesis adviser in order to concentrate on the clerical concerns being called for by the upcoming thesis colloquium/defense. On this point, any submission forwarded to the program thesis coordinator or OGR must be signed approved by the Thesis Adviser.

Once the appointment has already been accepted for thesis advising (which is done during TW1), the thesis adviser cannot drop an advisee in the middle of the semester. If necessity calls for the adviser's replacement, it should be approved by the Department through the consent of the program thesis coordinator or the Graduate Program Lead. In times of conflict, the OGR remains as the official intermediary between the adviser and the advisee for the graduate level while the thesis coordinator serves as the initial intermediary, and, should sufficient merit be found, would in turn recommend this to the thesis committee for proper evaluation and action

IV. Thesis Colloquium

The objectives of the thesis colloquium are as follows:

- to provide the proponents a venue to solicit helpful comments from experts in their field of study, which will enable them to further refine or improve their research work;
- to provide the proponents an opportunity to disseminate among the members of the academic community significant information and preliminary findings relative to their studies;
- to provide the researchers a platform for "home court experience" in presenting their research outputs, preparatory to their joining local, national, and international conferences and other competitive research events;
- to further build the critiquing capability of the academic staff tapped as members of the examination committee;
- to contribute critiqued research outputs towards building up the University's research productivity; and
- to generate a pool of publishable research outputs

The following should be submitted for the Thesis colloquium:
For AB
- Form 04: Thesis progress evaluation form (c/o adviser)
- Form 05: Endorsement for Colloquium
- Video recording (for online colloquium)
- Current manuscript

The following should be strictly followed in preparing the working manuscript on a letter-sized bond paper following the Department style guide for the AB thesis colloquium:
- Contents:
  - Title page (see AB official template)
  - Abstract
  - Table of contents
  - Main content
  - Bibliography
  - Appendix (optional)

- o CV (1-3 pages)
- Binding: Ringbound with clear cover

Notes on submission (for AB):
The Department designates the submission date on or before the general deadline set by the Dean's Office. Submission in bulk through the Class President is most preferred. All submissions must be given to the program thesis coordinator who in turn will be in charge of the distribution of drafts and or video presentations to the reviewers/examiners. Failure to submit the adviser's endorsement and other pertinent materials on the deadline forfeits the student of a slot in the schedule of colloquium. For online submissions due to restrictions (e.g., prompted by the COVID-19 pandemic), the manuscript must be submitted as PDF accompanied by a Word document for convenience of comments to be given by the panelists.

Unless otherwise stated (as in the case of online submissions prompted by the COVID-19 pandemic), for abstracts to be included in the Faculty Book of Abstracts, the student should submit the thesis abstract on or before the designated date during the preliminary exam week of the term. The following should be strictly observed:
Style Guide
- Word Count: 150-250 words
- Font: Arial
- Size: 12 points
- Margins: 1.5 inches left; 1 inch on other sides
- Single-Spaced
- Alignment: Justified
Contents
- Title
- Name of the Proponents (Students)
- Adviser
- Thesis Abstract (of 150-250 words)
- Three to seven (3-7) keywords

- Brief bionote

File Format and Mode of Submission

- MS Word Document, one file per SECTION
- **Must be compiled per academic program in a properly-labeled CD**, to be submitted to the AB Dean's Office c/o PROGRAM THESIS COORDINATOR.
- CD Envelope should be addressed as follows:

  **TO: <<DEPARTMENT>> THESIS COORDINATOR
  RE: THESIS ABSTRACTS
  <<ACADEMIC PROGRAM>> <<YEAR>>**

Example:

TO: DEPARTMENT OF PHILOSOPHY THESIS COORDINATOR RE: THESIS ABSTRACTS 4PHILOSOPHY 2016

The Thesis Colloquium/Defense Chair/Coordinator shall collect the abstracts from the Dean's Office for editing and compilation of the Faculty Book of Abstracts.

For GS, candidates enrolled in TW/DW2 (Colloquium) should comply with the submission requirements and deadline of the OGR.

- FO 05: Endorsement of Adviser for Colloquium
- Video recording (for online colloquium as per instruction from the OGR)

Some notes for the thesis colloquium:

The presentation should at least include the following: the title, the main and subproblems, the research objectives (problems/subproblems), a review of related literature, the rationale, and relevance of the study evident through the conceptual/theoretical framework. This should be delivered for a maximum of 20 minutes. To supplement the oral presentation, a slide show presentation is required as visual

aid. The presentation should not exceed 10 slides, excluding the slide bearing the thesis title. Back-up slides bearing data may be prepared as the panelists may require additional information on the study during the open forum. After each presentation, a 20-minute moderated open forum follows to allow time for clarifications and suggestions from the panel members.

The colloquium may be conducted in parallel sessions further subdivided into themes. A panel of two members and a moderator will be assigned for each session. This may take form of a synchronous sessions throughout or, as prompted by necessity (as in the case during the COVID-19 pandemic) an asynchronous presentation and a synchronous session for the comments and questions. For tge online colloquium, it is suggested to have the presentations recorded in video format rather than a VOPPT for ease of viewing. The synchronous 20-minute session should be scheduled either with both panelist present or divided into two sessions with around 10-15 minutes each for the panelists to be able to raise their comments and questions

During the thesis colloquium, students must strictly observe the following rules:

- Arrive at the venue ten minutes ahead of the scheduled colloquium. A ten-minute delay from the schedule will move the proponent to the last available slot of the day. For online colloquium, students must log in at least five (5) minutes before their scheduled presentation.
- Wear an appropriate business attire. Otherwise, wear type A uniform (for AB).
- Bring their own laptops or tablets to ensure the projection of the presentation. (This may be settled collectively as block sections may designate an official laptop to hold and project all the presentations.)
- Create, as a class/block, respective mechanisms for logistical concerns (presentation, food, etc.)

- Prepare a presentation of 10 slides at most that will last a maximum of 20 minutes.

During the thesis colloquium, the reviewers/examiners must strictly observe the following rules:
- Arrive at the venue five minutes ahead of the scheduled defense.
- Wear an appropriate attire (especially for online sessions).
- Strictly enforce the allotted time for revision that should not exceed the faculty-wide deadline of the submission of the final manuscript.

During the thesis colloquium, the thesis adviser may be invited to attend:
- If present, they are given five minutes to respond to the recommendations/questions of the reviewer/examiner.
- The thesis adviser cannot grade the advisee during the proceedings.
- The thesis adviser cannot change the grade of the advisee during or after the proceedings.

ON GRADING (For AB):
The grade should be given within the day of research colloquium during the allotted time for deliberation for successful presentation.
- Grading for re-colloquium
  o Only one colloquium may be scheduled within a semester.
  o The grades of the first and second colloquia are averaged.
  o A student cannot fail the colloquium twice lest they get a failing grade for TW2.
- Conditions for an incomplete grade (INC) for thesis colloquium
  o If the student has a manuscript but was not able to present the progress during the colloquium on the basis of non-approval from the adviser.

- o If the student is able to present the progress but receives a failing grade in the colloquium.

Post-thesis colloquium:
- Concerning the comments provided by the panelists, the student must submit the edited manuscript by the deadline set by the coordinator along with a summary of revisions (Form 11: Summary of revisions) which presents in detail how the manuscript has been edited according to the panelists' comments.
- The program thesis coordinator facilitates a post-colloquium evaluation for an assessment of the proceedings and for improvement for the following colloquium.

V. Thesis Defense

The following should be strictly followed in preparing the final manuscript on a letter-sized bond paper following the Department style guide for thesis defense:
- Contents:
  - o Title page (see AB/GS Official Template)
  - o Abstract
  - o Certificate of Approval for Defense (Form 09: Approval for Defense/FO 04: Adviser's Recommendation for Oral Defense)
  - o Turnitin certificate (Form 12: Certificate of Originality/GS – OGR Certificate)
  - o English editor certificate (only for GS; FO 06: English Editing Certificate)
  - o Form 14: Filipino editor certificate (only when the manuscript is written in Filipino)
  - o Table of contents
  - o Main content
  - o Bibliography
  - o Appendix (optional)
  - o CV (1-3 pages)
- Binding:

- o AB – Ringbound with clear cover
  - o GS-MA – Softbound with blue cover
  - o GS-PhD – Softbound with red cover
- Number of copies to be submitted:
  - o AB – two (2) for examiners
  - o GS – four (4) for adviser and examiners

Notes on submission (for AB):

- The Department designates the submission date on or before the general deadline set by the Dean's Office. Submission in bulk through the Class President is most preferred.
- The student must submit an accomplished University IP/Research Registry Form issued by the Office of the Vice Rector for Research and Innovation.
- For the inclusion to the Faculty Book of Abstracts for defense, The student should submit the thesis abstract on or before the designated date during the preliminary exam week of the second term. File format and mode of submission:
  - o MS Word Document, one file per SECTION
  - o Further specifications may be provided by the program thesis coordinator
  - o **Must be compiled per academic program in a properly labeled CD** to be submitted to the AB Dean's office c/o program thesis coordinator.
  - o CD envelope should be addressed as follows:

**TO: <<DEPARTMENT>> THESIS COORDINATOR
RE: THESIS ABSTRACTS
<<ACADEMIC PROGRAM>> <<YEAR>>**

Example:

TO: DEPARTMENT OF PHILOSOPHY THESIS COORDINATOR RE: THESIS ABSTRACTS 4PHILOSOPHY 2016

- o The program thesis coordinator shall collect the abstracts for the Dean's Office for editing and compilation of the Faculty Book of Abstracts.
- The program thesis coordinator will be in charge of the distribution of drafts to the reviewers/examiners.
- Failure to submit the final draft on the deadline forfeits the student of a slot in the schedule of defense.
- The thesis card must be signed and graded by the adviser for approval. It should be submitted with the final manuscript to the program thesis coordinator.
- For online submissions due to restrictions (e.g., prompted by the lockdowns due to COVID-19), final manuscript must be submitted as PDF accompanied by a Word document for convenience of comments to be given by the panelists.

Pre-defense deliberation:
The following must be strictly observed in the deliberation of manuscript with fundamental defects prior to the defense (such as, but not limited to plagiarism, insufficient data, weak conclusion, etc.):

- Examiners (panelists) must inform the program thesis coordinator about any fundamental defect that renders a manuscript unqualified for presentation/defense. This must be done AT LEAST FIVE DAYS BEFORE THE SCHEDULED DEFENSE for the purpose of deliberation among the examiner, the program thesis coordinator, and the Department chair.
- Authors must be properly informed of the deliberation to give AT LEAST THREE DAYS BEFORE THE SCHEDULED DEFENSE for revision.
- Authors must submit the revised draft to the program thesis coordinator AT LEAST ONE DAY BEFORE THE SCHEDULED DEFENSE.
- Authors may decide to waive the defense and have an incomplete grade (INC) to seek further assistance in revision.

- A resubmitted draft that remains plagiarized renders the author/s an automatic failing grade and a major sanction as per UST Code of Conduct's provisions on Academic Dishonesty.

During the thesis defense, students must strictly observe the following rules:

- Arrive at the venue ten minutes ahead of the scheduled defense. A ten-minute delay from the schedule will move the proponent to the last available slot of the day. For online defense, students must log in at least five (5) minutes before their scheduled presentation.
- Wear an appropriate business attire. Otherwise, wear type A uniform (for AB).
- Bring their own laptops or tablets to ensure the projection of the presentation. (This may be settled collectively as block sections may designate an official laptop to hold and project all the presentations.)
- Create, as a class/block, respective mechanisms for logistical concerns (presentation, food, etc.)
- Prepare a presentation of 10 slides at most that will last a maximum of 20 minutes.

During the thesis defense, the reviewers/examiners must strictly observe the following rules:

- Arrive at the venue five minutes ahead of the scheduled defense.
- Wear an appropriate attire (especially for online sessions).
- Avoid rescheduling of defense BEYOND the faculty-scheduled research colloquium/defense period.
- Strictly enforce the allotted time for revision that should not exceed the faculty-wide deadline of the submission of the final manuscript.

During the thesis defense, the thesis adviser may be invited to attend:

- If present, they are given five minutes to respond to the recommendations/questions of the reviewer/examiner.

- The thesis adviser cannot grade the advisee during the proceedings.
- The thesis adviser cannot change the grade of the advisee during or after the proceedings.

ON GRADING (for AB):
- The grade should be given within the day of research defense during the allotted time for deliberation for successful defense.
- Conditions for an incomplete grade (INC) for thesis defense
  - If the student has a final manuscript **approved** by the adviser but was not able to defend.
  - If the student defended the final manuscript but did not/was not able to comply with the revisions asked by the panelist/s.
- Motion for re-defense following the defense renders the proponent a failing grade.

Immediate Post-defense:
- Concerning the comments provided by the panelists, the student must submit the edited manuscript by the deadline set by the coordinator along with a summary of revisions (Form 11: Summary of revisions) which presents in detail how the manuscript has been edited according to the panelists' comments.
- Concerning any online requests for signatures: all requests for signatures must be done through the program thesis coordinator to avoid the distribution of an e-copy of any person's signature. The program thesis coordinator is to secure the signature when the panelists have approved the manuscript.

VI. Post-Defense
Post-defense is the preparation of the final manuscript after having addressed the comments of the panelists concerning what has been presented during the thesis defense. The

Department/OGR should designate the submission date on or before the general deadline set by the Dean's Office. For AB, submission in bulk through the class president is most preferred. Failure to comply with the abovementioned mechanics merits a grade of incomplete (INC), and thus forfeits the immediate completion of the subject and the degree. The program thesis coordinator facilitates a post-defense evaluation for an assessment of the proceedings and for improvement for the following defense.

The final (approved) manuscript is to be prepared using the official thesis paper template on a letter-sized page layout (see AB/GS Templates) following the Department style guide following these guidelines:
- Contents:
  - Title (see AB/GS official template)
  - Thesis abstract (150-250 words with three to five key words)
  - Form 13: Approval Sheet (to be issued by the Department, signed by the Adviser, Examiner, Department Chair and Dean; see Official Template; to be printed in AB/Department/academic program letterhead)
  - Form 12: Certificate of Originality
  - Personal Notes (acknowledgment, dedication, notes on style; when necessary)
  - Table of Contents
  - Main content
  - Bibliography
  - Appendix (when necessary)
  - CV
- Binding (AB/GS templates for cover and spine format)
  - AB and GS-MA – Hardbound with Navy Blue cover
  - GS-PhD – Hardbound with Red cover
- Submittable:
  - AB – one (1) hardcopy and softcopy for the Dean's Office.

o   GS – two (2) hardcopies

For AB soft copy: the graduating class must collate soft copies of their theses in an encased and properly labeled CD. Each student must have a folder and the following files must be in a folder named after the student's LAST NAME.

THESIS – SURNAME.pdf (thesis manuscript)
ABSTRACT – SURNAME.pdf (only the abstract)

This will be submitted in a CD labeled with its case as follows:

> UNIVERSITY OF SANTO TOMAS
> FACULTY OF ARTS AND LETTERS
> **<<NAME OF DEPARTMENT>>**
> **BATCH <<YEAR>>**
> **COMPILATION OF THE UNDERGRADUATE THESES**
> <<SECTION>> (if applicable)

The class must forward two (2) copies of the CD to the Department, through the program thesis coordinator, for filing and exhibit purposes.

PART THREE: APPEALS AND GRIEVANCES

Consistent with university policies found in the official handbook (PPS 1027: CODE OF CONDUCT and PPS 1028: CODE OF DISCIPLINE: OFFENSES and PENALTIES), this research manual of the Department of Philosophy reiterates the existing guidelines and provides due consideration to the nature of thesis writing.

I. Grade appeal

For any appeals concerning the grades received be it in the proposal, colloquium, or actual defense, these must first be directed to the thesis writing coordinator who in turn will recommend it to the Department's thesis committee. A written letter of complaint should be formally sent to the coordinator signed by the student. After an initial evaluation, the coordinator will endorse the appeal to the thesis committee for deliberation and proper action.

Should a new grade be given, the student's total grade would be computed according to an 80-20 scheme: 80% for the new evaluation while 20% for the initial evaluation. Although, the initial evaluation can be completely overwritten upon due deliberation by the thesis committee provided that the case is grave in nature.

If the student still wishes to raise the issue, the case may still be raised to the Dean's office however the student should write then an updated incident report to include the actions taken concerning the case on the departmental level, which would be submitted to the Dean's office alongside a letter of explanation written by Department's thesis committee recounting how the case was handled.

II. Plagiarism

(From the GS handbook) Plagiarism is the willful claim of the words and ideas of another without attribution and is a serious

academic offense in the University across Faculties and Colleges. Plagiarism may take the form of substantial paraphrasing or changing the patterns of the text without adequate documentation, entire plagiarism involving a verbatim copying of another's work without documentation, submitting a purchased or prewritten paper, or simply translating texts to another language without proper documentation. For substantial, entire, and translated plagiarism, the minimum penalty for the first offense is a grade of zero for the thesis writing currently enrolled and a redirection of the case to the Student Welfare and Development Board for disciplinary measures provided by the University's policies.

III. Harassment

Mindful of the close collaboration of the faculty member and student through consultations throughout the student's thesis writing progress, the Department adheres to its Safe Spaces Act, promoting safe spaces for academic flourishing, and does not condone any form of harassment especially done by faculty members which may be committed in the following places

- within or outside the campus;
- at the school or training or education-related functions;
- in the course of work assignments or course assignments outside the campus;
- during work-related, training-related or education-related conferences, seminars, studies or sessions
- during work-related, training-related or education-related travel

Harassment may take various forms and is not limited to psychological, financial, or sexual abuses, concerning the latter, these may include but are not limited to public displays of affection which are condemned by the university within school premises. However, for purpose for thesis writing, should such acts or gestures that are sexually suggestive or

romantic in nature develop between or among adviser and advisee, they would be considered harassment when done without consent.

The Safe Space Act of the Republic of the Philippines defines gender-based harassment as:

- An act or series of acts involving any unwelcome sexual advances, requests or demand for sexual favors or any act of sexual nature, whether done verbally, physically or through the use of technology such as text messaging or electronic mail or through any other forms of information and communication systems, that has or could have a detrimental effect on the conditions of an individual's employment or education, job performance or opportunities;
- A conduct of sexual nature and other conduct-based on sex affecting the dignity of a person, which is unwelcome, unreasonable, and offensive to the recipient, whether done verbally, physically or through the use of technology such as text messaging or electronic mail or through any other forms of information and communication systems;
- A conduct that is unwelcome and pervasive and creates an intimidating, hostile or humiliating environment for the recipient: Provided, That the crime of gender-based sexual harassment may also be committed between peers and those committed to a superior officer by a subordinate, or to a teacher by a student, or to a trainer by a trainee; and
- Utilizing information and communication system which refers to a system for generating, sending, receiving, storing, or otherwise processing electronic data messages or electronic documents and includes the computer system or other similar devices by or in which data are recorded or stored and any procedure related to the recording or storage of electronic data messages or electronic documents.

- PPS 1028, I.C.2 includes, but not limits, such acts to "intimate kissing, necking, cuddling another or allowing another to cuddle one's self, sitting on another's lap or allowing another to sit on one's lap, resting the head on the lap/breasts or allowing another to rest on one's lap/breasts, and other behaviors/actions similar to the foregoing." Such actions can also include:
  - Catcalling which refers to unwanted remarks directed towards a person, commonly done in the form of wolf-whistling and misogynistic, transphobic, homophobic, and sexist slurs;
  - Cyberstalking which is a form of stalking that is committed through an electronic medium in which online communication takes place
  - Gender-based online sexual harassment which refers to an online conduct targeted at a particular person that causes or likely to cause another mental, emotional or psychological distress, and fear of personal safety, sexual harassment acts including unwanted sexual remarks and comments, threats, uploading or sharing of one's photos without consent, video and audio recordings, cyberstalking and online identity theft;
  - Homophobic remarks or slurs which are any statements in whatever form or however delivered, which are indicative of fear, hatred or aversion towards persons who are perceived to be or actually identify as lesbian, gay, bisexual, queer, pansexual and such other persons of diverse sexual orientation, gender identity or expression, or towards any person perceived to or actually have experiences samesex attraction.
  - Misogynistic remarks or slurs which are any statements in whatever form or however delivered, they are indicative of the feeling of hating women or the belief that men are inherently better than women

- o Sexist remarks or slurs which are statements in whatever form or however delivered, that are indicative of prejudice, stereotyping or discrimination on the basis of sex, typically against women
- o Transphobic remarks or slurs which are any statements in whatever form or however delivered, that are indicative of fear, hatred or aversion towards persons whose gender identity/ and or expression do not conform with their sex assigned at birth
- o Stalking which refers to conduct directed at a person involving the repeated visual or physical proximity, non-consensual communication, or a combination thereof that cause or will likely cause a person to fear for one's own safety or the safety of others, or to suffer emotional distress.
- o Persistently telling sexually oriented or what are commonly called "green" jokes to any employee or student;
- o Taunting the employee or student with constant talk of sex or sexual innuendoes;
- o Displaying offensive pictures or publications;
- o Asking an employee or student intimidating questions on his/her sexual activities/preferences;
- o Making offensive hand or body gestures;
- o Making/sending obscene and/or offensive messages through phone calls, the cellular phone, internet, and other telecommunication devices, or through written and/or verbal communications, to an employee or student during and outside working hours;
- o Any form of body contact which is commonly known in the vernacular as "chancing" such as caressing or touching in a manner that is usual only between persons with intimate family or romantic relationship;
- o Unnecessarily brushing up against the body;

- o Pinching of buttocks;
- o Knowingly touching an employee or student in his/her sensitive/parts;
- o Threat of a sexual nature, actual sexual assault, or attempted, frustrated or consummated rape;
- o Other acts of similar nature.

IV. Procedures on Disciplinary Actions

- Any concerns must immediately be raised to the program thesis coordinator or, if the program thesis coordinator is the accused, to the Department chair. A written report must be provided for evidence in the event that a case will be launched. After an initial investigation, an administrative case will be directed through the Department Chair to the Office of Faculty Evaluation and Development and/or Dean's office.

- If the adviser is the accused, the adviser will be relieved of handling the student and the student will be reassigned to another adviser. If the program thesis coordinator is the accused, after the initial investigation the Department Chair will appoint another coordinator to finish the school year if the case is pushed through. However, if it is not, the coordinator will remain in office until the end of the school year.

- For gender-based harassment, if the perpetrator is a student, the complaint shall be filed with the Student Welfare & Development Committee (SWDC) or the Office for Student Affairs (OSA), the head and majority members of which must be women. In case the present head and majority members of the SWDC or OSA are not women, the Dean/Director/Principal or the Director of the OSA, as the case may be, shall designate a temporary lady head or member of the SWDC or OSA panel to investigate the case. The rules and procedures stated in the Student Handbook shall be applicable.

- If the perpetrator is an employee, faculty member or official of UST, a Committee on Decorum and Investigation (CODI) is hereby constituted

APPENDIX: FORMS AND EVALUATION RUBRICS

       The research manuscript is graded separately from the oral examination, with rubrics coming from the Department and/or the faculty research office (i.e., OGR). The following are the pertinent forms and the existing criteria for grading each of the major research requirements of the philosophy programs

Undergraduate Philosophy Program (AB Philosophy)
PHL32018: Thesis Writing I: Thesis Proposal
       Form 01a: Nomination of Advisership with conforme
       Form 01b: Appointment of Advisership with conforme
       Form 02: Proposal Evaluation Form
       Form 03: Working Schedule for Thesis Writing

PHL32024: Thesis Writing II: Thesis Colloquium
       Form 04: Thesis progress evaluation form
       Form 05: Endorsement for Colloquium
       Form 06a: Research colloquium evaluation form
       Form 06b: Research colloquium evaluation form for prerecorded presentation

PHL32030: Thesis Writing III: Thesis Defense
       Form 07: Thesis adviser grading sheet
       Form 08: Certificate of Approval for Defense (AB FORM 2A)
       Form 09: Thesis Panel Grading Sheet
       Form 10: Final Grading Sheet
       Form 11: Summary of revisions
       Form 12: Certificate of Originality (AB FORM 3: Turnitin certificate)
       Form 13: Approval Sheet (AB FORM 2B)
       Form 14: Filipino Editing Certificate

Graduate Programs (MA and PhD Philosophy)

(c/o Office of Graduate Research)

Thesis/Dissertation Proposal

       FO 01: Checklist for Proposal Submission

       FO 03: Research Proposal Endorsement

       FO 06: English Editing Certificate

       FO 21: Application Form for Adviser MA/MS

       FO 22: Application Form for Adviser PhD

       FO 29: Progress Report

       FO 11: Proposal Review Form (Form 3)

Colloquium:

       FO 05: Endorsement of Adviser for Colloquium

       FO 08: Abstract Template for Research Colloquium

       FO 12: Research Colloquium Oral Presentation (Form 8)

       FO 12: Modified (Research Colloquium) for VOPPT

Thesis/Dissertation Final Defense

       FO 02: Checklist for Oral Defense

       FO 04: Adviser's Recommendation for Oral Defense

       FO 06: English Editing Certificate

       FO 07: Certificate of Originality

       FO 13: Thesis/Dissertation Manuscript Grading Scheme (Form 4)

       **FO 14: Independent Research Paper Review Form (Form 5)

SOURCES

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