



PSBA

GRADUATE SCHOOL OF BUSINESS

STUDENT HANDBOOK

PHILIPPINE SCHOOL OF BUSINESS ADMINISTRATION

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An Official Publication of the
Philippine School of Business Administration-Manila

JUNE 2016



**GRADUATE SCHOOL OF BUSINESS
Student Handbook**

June 2016

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PREFACE

TO ALL STUDENTS OF PSBA

We feel justifiably proud that you have chosen Philippine School of Business Administration (PSBA) as the venue for your preparation for a career in business. We extend to you our hearty welcome to the PSBA community.

PSBA has made a commitment for the education of your whole person - your intellect, emotions, values and ethics. To this end, we give strong emphasis on quality of instruction and scholarship; and while giving primary attention to the goals of academic excellence, we also recognize and encourage the role of extra-curricular activities in your physical, social and spiritual growth. We have a variety of services and programs aimed at assisting you to achieve your educational and personal goals.

Toward the school's noble aim, we must emphasize to you that at least an equal share of the responsibility for your education rests upon you; as a matter of fact, the gravity of your education for a profession should reside in you. You must realize that your main purpose in coming to the Graduate School of Business (GSB) is **TO STUDY AND LEARN AND PREPARE YOURSELVES FOR YOUR PARTICULAR GOALS IN LIFE**. All your other activities should be considered only as secondary or supportive to this principal objective. Thus, you should look at GSB life as a total experience toward the development of your full potential as individuals. Likewise, you should realize that graduate education offers you the opportunity to lay down the sound foundation for a rewarding life and successful professional career.

PSBA was founded by men of Christian faith and is dedicated to Christian principles. While we impose no sectarian requirements, we invite and encourage you to discover and cultivate religious realities vital to your effective growth and development. We also adhere to the policy of non-discrimination in admission of students with respect to sex, race, religion, and ethnic origin. As a matter of fact, we are interested in a student body characterized by diverse ethnic, economic and geographical backgrounds.

In this Handbook, you will find useful information about PSBA and the rules and regulations, policies, procedures and other requirements that will provide direction to your activities as student and will promote mutuality of relationship between you, the faculty and the school administration.

Enrollment in PSBA is contractual in nature; and upon admission to the school, you are deemed to recognize and to have agreed to abide by the rules and regulations and requirements set forth herein, particularly those pertaining to the use of facilities, payment of fees, and conduct and discipline as well as those promulgated by the Commission on Higher Education (CHED). Furthermore, you are deemed to have agreed that you may be required to withdraw from this school, after due process, for reasons considered sufficiently serious by the school administration.

Aside from the provisions in this Handbook, additional rules and regulations, policies, procedures, and other requirements will be given wide dissemination through announcements in the classrooms by faculty members, bulletin boards, and other channels.

You, as student, are held responsible for all the information contained in this Handbook. Failure to read and understand the rules and regulations, policies and requirements herein will not excuse you from observance thereof.

We hope that under our guidance and tutelage, you will attain your maximum potentials for successful career in business and for a better life. We also hope you will develop during your study here, strong friendly ties which will last your lifetime.

Jose F. Peralta
President
Manila
June, 2016

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GSB ADMINISTRATIVE OFFICERS, ACADEMICIANS AND STAFF

President, CEO, CAO, and Dean GSB

Dr. Jose F. Peralta, *CPA, BBA, MBA, DBA*

Executive Vice President & Treasurer

Mr. Antonio M. Magtalas, *CPA, BBA, MBA*

Associate Dean and Director R&D and DRM Unit

Tabassam Raza, *BSCE, MAURP, DBA,
Ph.D., P.E.*

THE PSBA STORY: From Review Center to Business School

Like anything great and successful, PSBA started with something small and humble. The business school that has carved its own enviable niche in the field of education began as a review center for certified public accountants. Founded in October 1963 it was called Philippine Accounting and Taxation Training Services, Inc. (PATTTS). It was built with a remarkably solid foundation and basic qualities of a premiere educational institution.

The founders were men of vision and mission, men who recognized the important role of business specialists in a developing nation. They devoted the best years of their lives and excelled in university administration and teaching, held executive capacities in the industrial scenario while others made their mark on government services. As the zealous founders had envisioned, the school was deeply committed to the development of aspiring individuals who will be faced with the human resource requirements of a thriving economy and play an important role on the steady path of the country's future.

The review school opened in January 1964 with 1,200 reviewees for the CPA board examination. Perhaps because of the sizable number of enrollees — 1,300 in its second year to a whopping 2,000 on its third year - who wanted to try a different kind of reviewees class, it easily became the biggest CPA Review School in the Philippines. At that time PATTTS was competing against the biggest institutions all of which were also offering review classes to their accounting graduates. The height of success came after the results of the CPA examination. Barely a year in the education scene, three (3) PATTTS reviewers landed on the top ten of that 1964 board examination. Thereafter, PATTTS reviewees were constantly included in the list of CPA board top placers and successful examinees, a development and achievement that firmly established its reputation.

The Birth of a Business School (PSBA)

After only three (3) years of operation because of the consistent A-1 performance of student reviewees in the CPA board exams and the encouraging number of students enrolling at PATTTS, it moved on and was incorporated into a full-fledged school in 1966. Renamed as Philippine School of Business Administration (PSBA), the institution offered Bachelor of Science in Business Administration (BSBA) degree program with four major disciplines such as Accounting, Banking and Finance, Management, and Marketing. Since then, PSBA has continuously conducted instructional programs specializing or exclusively in business education. It is a member of the Philippine Association of Colleges and Universities and Philippine Association of Collegiate Schools of Business. Today, this school is regarded as one of the reputable institutions of higher learning in the country.

The Graduate Programs: Master in Business Administration and Doctor in Business Administration

To help meet the country's management requirements for more advanced and sophisticated industrial and commercial life and governmental responsibilities as well, PSBA started to offer Master in Business Administration (MBA) program in 1979. In the school year of 1993-1994, DECS authorized the offering of Doctor in Business Administration (DBA)

course which aims to develop professional competence through a comprehensive understanding and application of management functions and strategies and to cope with changes in the dynamic business environment.

PSBA GOES GLOBAL

Perhaps what sets PSBA apart from other schools of similar level is its commitment, not only to the education of Filipinos but of other nationalities as well. In the desire to share its educational philosophy and mission with the neighboring countries in the ASEAN region, PSBA went into a cooperative venture with business schools in Indonesia and Pakistan.

GS FAME Institute of Business in Jakarta, Indonesia

The PSBA's affiliate school in Jakarta, Indonesia is known as GS FAME Institute of Business that stands for Gunung Sewu Foundation for Accounting, Management and Economics. The institution started its operation in school year 1986-87 offering both the Bachelor of Science in Business Administration and Master's in Business Administration degree courses. It operates under a special permit from the Commission on Higher Education (CHED). Today, the school maintains two campuses: GS FAME Hayam Wuruk and GS FAME Kelepa Gading. It is with pride to mention that the relationship of twenty one (21) years between GS FAME and PSBA holds solid and cordial up to the present.

College of Business Administration in Lahore Pakistan

The College of Business Administration of Lahore in Pakistan operates independently of PSBA and confers degrees in its own name. Following the arrangement with GS FAME, PSBA provides academic assistance in the form of curriculum revision, preparation of course syllabi, evaluating student records for admission and graduation, and most important supplies the qualified faculty members from the Philippines as requested. It is unfortunate, however, that this Pakistan affiliate school has already stopped operating years back due to the country's political turmoil.

The PSBA-Manila Alumni Association (The Pride of our School)

The fifty-five years existence of PSBA has produced countless men and women who are now at the helm of their professions, business leaders in various industries, government agencies, and successful entrepreneurs. They, in a sense have carried on their PSBA breeding through superior performance and relevant contributions to their fields of endeavors, specializations, and spheres of influence. These PSBAnians are actually builders of a stronger foundation for the present students who are the future players in business and industry.

Despite its numerous achievements, PSBA has maintained a low profile even as its commitment to offer quality business education has remained total and enduring. PSBA is here to stay and will persist in its mission to develop men and women our business world and our Philippines need most; men and women who not only have the competence but also have the character not only have the brain but also have the heart.

AIMS AND PURPOSES OF PSBA

PSBA was conceived in the spirit of service to the citizen whose formal education in business she has to provide, and to society and the Nation as a whole whose support she must have in order for her to grow.

PSBA as an institution of higher learning assumes the responsibility to educate the men and women so that they will become good citizens who will practice in their everyday life the true meaning of Christian living; and who will be able to co-exist in peace, friendship and dignity with their fellow human beings.

PSBA commits to provide the students with education which will develop in them analytical thinking, self-expression, moral and social responsibility, and the skill in discovering the truth.

PSBA aims to give the students the knowledge for effective action; to develop in them the capability to solve problems and reach decisions in sound and well-organized manner; and to assume responsibility for their decisions.

PSBA commits to equip the students with the basic essential knowledge for the specific careers for which they are preparing themselves. These aims and purposes are PSBA's response to the needs of our country to prepare the citizen for their vital roles in our society.

PSBA VISION

PSBA envision itself to be globally recognized as the **RIGHT SCHOOL FOR A COMPLETE BUSINESS EDUCATION.**

PSBA MISSION

PSBA assumes the responsibility to educate the youth so that they will become good citizens who will practice in their everyday life the true meaning of Christian living and who will be able to co-exist in peace, friendship and dignity with their human beings.

MISSION OF THE GRADUATE SCHOOL OF BUSINESS (GSB)

To enable men and women to achieve their role of leadership in their community and field of study by implying outcome-based education and state-of-the-art technology that is: bringing the real world to the classroom through simulation; share local and global citizen values to provide value-laden and holistic education; provide programs for specialization and thereby improve the quality of life of people.

PSBA CORE VALUES

Our Work Should Serve Society

Our work should make a difference in the quality of business education in the country. To this end, we should try to discover what is most important to do, and focus our resources for the greatest, most enduring benefits. In doing this, we should continually remind ourselves of the inherent worth of all people, and make it our responsibility to be attentive to the unique needs of everybody in our School. To make a difference in the world and turn ideas into action, we must be pioneers in our field, contributors of knowledge, problem solvers, explorers of ideas, and risk-takers.

Our Mission Deserves Our Best

Our service should be meaningful, vigorous, resourceful, courteous and reliable. In pursuit of our mission, we should be a healthy, creative organization with the needed financial and inner resources to produce our best work. We should abide by the highest professional standards and look beyond the letters of professional guidelines for their spirit. This includes being forthright and candid with everyone and truthfully representing our capabilities to all.

Our Organization Should be a Good Place to Work in

To demand the best of ourselves and to attract, stimulate and keep the best people, we must develop an environment that will support innovation, experimentation and calculated risk-taking. As an organization, we should prize the creative participation of each member of our staff; welcome open exchange of ideas and foster the practice of careful listening. We have a duty to actively encourage the personal well-being and professional development of every person who works here. We should, therefore, maximize the authority and responsibility of each person so that he can continue to make an even greater contribution. Our policies should be implemented sensitively and consistently.

We Should do Our Work With Due Regard To One Another

We recognize the inter-dependence of everyone who works in PSBA; therefore we should treat one another with respect, candor, kindness, and a sense of the importance of teamwork. We should foster the spirit of service within the staff for better service to PSBA and its clientele.

PSBA is what we make it — nothing else.

PSBA'S EDUCATIONAL PROGRAM

PSBA is a privately owned institution of higher learning which reflects the response of the educational system to the demand for development of aspiring young men and women to meet the manpower requirements of our economy as a developing nation. It has, therefore, committed itself to provide the youth with an education which will equip the students with the basic essential knowledge for specific careers in business, as well as develop in them critical thinking, self-expression, moral and social responsibility, and the skill in discovering the truth.

In realization of the rapid social and technological changes taking place in the world of business, PSBA has been re-designing its courses to make them more analytical and interdisciplinary to fit its graduates better to take their places as productive members of society and as citizens able to assume their full rights and discharge the obligations of free citizens.

As the first part of GSB curriculum, the PSBA's educational program in which the students will complete a broad foundation of courses. Basic business core, which aims to develop understanding about the fundamental principles and theories towards advanced business, to provide the criteria for assessment of values in different kinds of society.

The second part of the curriculum centers on a major business core to provide the students with a broad understanding of the environment of business to give them an insight into particular business areas e.g. Financial Management, Human Resources Development Management, Marketing Management, Management Information System and our economy and its relation to the other aspects of our society. This portion also provides the students with a fundamental grasp of the tools and techniques for analysis and control of the various functions in the business world.

The third portion of the curriculum emphasizes building on existing works in learning and teaching and develop the practice in relation to a particular subject, or set of cognate subjects. The students have a choice to select the cognate and select one of the fields of specialization such as Managerial Economics, Problems in Personnel Management, etc. Further these subjects permit the students to pursue such intellectual interests as may be aroused in them by their studies. The educational experience of students in PSBA will be difficult and rigorous, but the strong emphasis on quality of academic program and scholarship will assure them of adequate preparation for their vital roles in our society.

COURSE OFFERINGS

Graduate Programs

Master in Business Administration (MBA)

Doctor in Business Administration (DBA)

MBA ADMISSION REQUIREMENTS

For New Students

For the admission into the master's program, only those students who graduated from the baccalaureate degree program with at least an average rating of 85%, or B, or 2 in the entire course shall be considered eligible. However, by way of exception, students with a lower general average than the prescribed admission qualification may initially be admitted to the non-degree program and after satisfactory compliance with prescribed admission criteria may formally be admitted to the degree program upon recommendation of the ad hoc committee and approval of the Dean/Associate Dean.

1. Application for admission to the graduate program
2. Original Transcript of Records
3. Two character recommendations
4. Two (2) recent pictures (passport size)
5. Certificate of employment (if employed)
6. Copy of marriage contract if Transcript of Records is still in maiden name
7. Pass Entrance Examination
8. Personal interview

DBA ADMISSION REQUIREMENTS

For New Students

For admission into doctoral program, only those students who are holders of master's degree and whose grade average in the master's program is at least 1.75 should be considered eligible. In exceptional cases, an undergraduate can be admitted straight into the doctoral program. By way of exception, students with a lower general average than the prescribed admission qualification may initially be admitted to the Doctoral program on a probationary basis for one semester after demonstrating the capacity to undertake doctoral studies, they may formally be admitted to the doctoral program upon the recommendation of an Ad hoc committee and approval of Dean/Associate Dean.

Following are the requirements for admission in the DBA program:

1. The applicant must be a holder of the Master's degree preferably, a Master in Business Administration (MBA) (Thesis Program). However, the students who completed "Research Methodology" and "Project Research and Development" subjects as part of MBA program (Non-Thesis) can also be accepted upon the approval of the Dean/Associate Dean.
2. The students with Master's degree other than MBA and MBA without Research Methodology and Project Research and Development subjects are required to complete at least nine (9) and six (6) additional units of COGNATES subjects in the DBA respectively. The additional units shall be prescribed by the Dean/Associate Dean of the Graduate School of Business (GSB).
3. Must have occupied at least 2 years of executive/managerial position in a business organization or a government organization.
4. Must be proficient in writing management reports, analysis and recommendations.
5. Must be proficient in English, both oral and written.
6. Must pass the DBA entrance examination.
7. Must be of good moral character.
8. Must pass the interview by the Admission Committee/ Dean/Associate Dean.
9. The final decision rests with the Dean/Associate Dean of GSB.

For Transferees

1. Honorable Dismissal from last school attended
2. Scholastic Records or Transcript of Records (for evaluation purposes)
3. Certificate of Good Moral Character
4. If Alien, ACR or Study Permit
5. Two (2) latest ID pictures, (2x2)
6. Must not have any failing grades in previous schools

According to the CHED memo (CMO) 19 series of 1998 Article X, Section 40.2 – Graduate students are discouraged to transfer from one graduate school to another. However, in exceptional cases where a transfer is unavoidable, all the academic units earned by the student from the school last attended, excluding thesis or dissertation units, may be accepted by the school to which he/she seeks transfer, subject to the following conditions:

1. The subjects taken in the school last attended are substantially the same in content in the graduate curriculum of the school he is seeking transfer to;
2. The residence requirement shall have been complied with; and
3. Approval of the Dean/Associate Dean upon the recommendation of the Admissions Committee

Article X, Section 40.3 - After completion of all the academic requirements, a candidate for graduation to any graduate degree program shall be given a maximum period of three (3) years for the master's degree (thesis option) and five (5) years for the doctoral degree within which to finish the requirement of thesis or dissertation, provided that the maximum period to complete the masteral and doctoral degree programs do not exceed five (5) years and seven (7) years, respectively.

In highly meritorious cases, upon recommendation of the Dean/Associate Dean, credits earned for subjects taken beyond a maximum period prescribed herein may be validated for the purpose of allowing a student to graduate from his/her program.

It has to be noted that all the Graduate School of Business students are required to enroll for residency on the following conditions:

1. Not enrolling in any subject.
2. Done with enrolling in dissertation/thesis but not yet done with oral defense.
3. Intending to take comprehensive examination but not enrolled in any subject.

In case the students do not want to enroll for residency, they need to file a leave of absence to avoid readmission and to fulfill the residency requirements for DBA/MBA programs as required by the Commission on Higher Education (CHED) MEMORANDUM ORDER (CMO) No. 19, Series of 1998, Article X, Section 40.3 as stated above.

For Cross Enrollees

- a. Cross-enrollment Permit issued by the Registrar of the school where the student is/was duly enrolled.
- b. Two (2) latest ID picture (2x2)

For Foreign Students in MBA and DBA

For foreign students, the Dean/Associate Dean should interview the student to evaluate his/her English proficiency. After having the satisfactory level of English proficiency, the student has to comply with the following requirements:

1. Letter of acceptance from school for the coming semester/students Registration Card/Enrollment Form.
2. Certified True Copy of Transcript of Records and copy of baccalaureate degree diploma, authenticated by the Philippine Embassy / Consulate from the country of student or from the Department of Foreign Affairs in the Philippines.
3. Evaluation of the Academic records and upon recommendation of *ad hoc* committee and approval of Dean/Associate Dean.
4. Students who wish to change school and course, Clearance from previous school;
5. Picture (3) 2 x 2
6. Photocopy of Passport
7. Photocopy of ACR and CRTS (Please bring the original)
8. Others (Please see the Registrar)

ENROLLMENT PROCEDURE

New Students and Transferees

1. Secure the Graduate Entrance Examination Result from the Guidance Office.
2. Submit the GEE Result and the original copy of the prescribed admission requirements at the Graduate School office.
3. Secure your Registration Form from the accounting office.
4. Fill out the Registration Form and give it to the Graduate School Office.
5. Present the Registration Form to the Enrolment Adviser for approval.
6. Proceed to the Accounting Department for assessment of fees.
7. Pay the fees at the Cashier's window.
8. Proceed to the GSB office to secure your class cards.

For Old Students

Old students are required to present Certificate of Clearance from the Library, Medical and Dental Clinic and the Accounting Department for the issuance of Registration Form.

After satisfying the above requirements, the procedures indicated below should be followed:

1. Present the GRADED CLASS CARDS to the Enrollment Adviser.
2. Accomplish the Trial Registration Form, (Student prepares his/her schedule).
3. Fill out the Registration Form and submit it to the Enrollment Adviser for approval.
4. Proceed to the Accounting Department for assessment of fees.
5. Pay the fees at the Cashier's window.
6. Secure class cards.

The student is now officially enrolled. Submit the class cards to the instructor on the first day of classes.

Students are advised to read the bulletin boards for announcements regarding changes in classroom assignments, schedules and other similar information.

AVAILABLE SCHOLARSHIP

President scholarship - As stipulated in corporate by-laws.

Academic Scholars - Those who obtain high average rating during each semester of the school year, subject to evaluation and recommendation of *ad hoc* committee and approval of the Dean/Associate Dean

All government-mandated scholarships at graduate study level.

MBA GRADUATION REQUIREMENTS

To complete the MBA courses (Thesis/Non-Thesis) and be awarded the degree of Master in Business Administration, a candidate must satisfactorily meet the following requirements:

1. Completion of at least forty-two units of academic subjects for the non-thesis program or 39 academic units plus 6 units of thesis writing for the thesis program, with a general average of 2.0 or 85% . The program is subject to oral defense.
2. Passing written Comprehensive Examination covering the whole course.

3. Completion of all the academic subjects in the curriculum within five (5) years reckoned from the date of first enrolment in the MBA Program.
4. Baccalaureate degree holders of non-business/commerce course may, after evaluation of the transcript of records, be required to complete at least six (6) additional units of cognate subjects in the MBA Program.

DBA GRADUATION REQUIREMENTS

To complete the course and be awarded the degree of Doctor in Business Administration (DBA), a candidate must satisfactorily meet the following requirements:

1. Completion of at least forty-eight (48) units of academic subjects, with the general average of at least 1.75 or 88%, consisting of :
 - a. Nine (9) units of basic courses,
 - b. Thirty (30) units of major courses, and
 - c. Nine (9) units of cognates
2. Passing written Comprehensive Examination covering the whole course.
3. The students should enroll in dissertation writing in the semester when oral defense takes place.
4. Completion of all academic subjects in the curriculum within seven (7) years from date of first enrollment in the DBA program.

POLICIES ON SCHOOL FEES REFUND

Payment of tuition fees on installment basis allowed only for convenience and accommodation of students; however; it should not be understood that the fees are on a month-to-month basis. If a student should withdraw his/her registration after one month from the start of classes for a term (semester), he/she shall be responsible for the settlement of all unpaid balance of fees for the entire semester; however; when he/she drops out within a one-month period from the start of classes for a term (semester), the following adjustment of fees shall be followed:

Semester

For a student who pays his fees in full upon enrollment

1. If he/she drops before the start of classes, the entire amount of the tuition fees only shall be refunded. All miscellaneous fees paid are not refundable.
2. If he/she withdraws within two (2) weeks from the start of classes, 80% of the tuition fees only shall be refunded.

3. If he/she withdraws after two (2) weeks, but not later than one month from the start of classes, 50% of the tuition fees only shall be refunded.
4. If he withdraws after one (1) month from the start of classes, no refund shall be allowed.

For a student who pays tuition fees on installment basis

1. If he/she drops before the start of classes, the entire amount paid for tuition fees only shall be refunded. All miscellaneous fees paid are not refundable.
2. If he/she withdraws within two (2) weeks from the start of classes, he shall be charged 20% of the tuition fees for the entire semester plus all miscellaneous fees.
3. If he/she withdraws after two (2) weeks but not later than one month from the start of classes, he/she shall be charged 50% of the tuition fees for the entire semester, plus all miscellaneous fees.
4. If he/she withdraws after one month from the start of classes he/she shall be liable for the total charges, tuition and miscellaneous fees for the entire semester.

Summer Term

For a student who pays tuition fees upon enrollment

1. If he/she drops before the start of classes and returns his class cards, the entire amount of the tuition fees and only shall be refunded. All miscellaneous fees paid are not refundable.
2. If he/she withdraws within three (3) days from start of classes, 80% of tuition fees only shall be refunded.
3. If he/she withdraws after one (1) week from the start of classes, No Refund shall be allowed.

For a student who pays tuition fees on installment basis

1. If he/she drops before the start of classes and returns his class cards, the entire amount paid for tuition fees only shall be refunded. All miscellaneous fees paid are not refundable.
2. If he/she withdraws within three (3) days from the start of classes, he shall be charged 20% of the tuition fees for entire semester, plus all miscellaneous fees.
3. If he/she withdraws after three (3) days not later than six days from the start of classes, he shall be charged 50% of the tuition fees for the entire semester plus all miscellaneous fees.

RELATIONSHIP BETWEEN PSBA AND STUDENTS

General Statement

In order to provide an atmosphere conducive to effective instruction, PSBA declares that in its relationship with students and parents, faculty and employees, and the general public, it will uphold all applicable laws of the land, including its own rules and regulations and established standards of behavior to serve as guidelines for students in their effort to achieve their educational and personal goals.

The School recognizes and accepts the adult status of each student, with all the rights pertaining thereto; and therefore considers each student responsible for his/her own actions.

The School also holds that privileges are inseparable from responsibilities. Thus, at the time of admission, each student is deemed to have agreed to observe and maintain accepted standards of citizenship; and therefore, any conduct not in accordance with responsible and/or lawful behavior may be considered as cause for the School to take appropriate administrative, disciplinary, or legal action.

Commission on Higher Education CHED Rules/Regulations

The CHED Manual of Regulation for Private Schools provides three (3) categories of disciplinary administrative sanctions for serious offenses or violation of rules and regulations which may be applied upon erring students, as follows:

Suspension. Suspension is a penalty in which the school is allowed to deny or deprive an erring student of attendance in classes for a period not exceeding twenty (20%) percent of the prescribed class days for the school year of term.

The decision of the School on every case involving the penalty of suspension which exceeds twenty (20%) percent of the prescribed school days for a school year or term shall be forwarded to the Regional Office concerned within ten days from the termination of the investigation of each case for its information.

Preventive Suspension. A student under investigation in a case involving the penalty of expulsion may be preventively suspended from entering the school premises if the evidence of guilt is strong and the school head is morally convinced that the continued stay of the student during the period of the investigation constitutes a distraction to the normal operations of the school or poses a risk or danger to the life of persons and property in the school.

Exclusion. Exclusion is a penalty in which the school is allowed to exclude or drop the name of the erring student from the school rolls for being undesirable. A summary investigation shall be conducted, and no prior approval by the CHED is required in the imposition of the penalty.

The decision of the school on every case involving the penalty of exclusion from the rolls, together with all the pertinent papers therefore, shall be filed in the school for a period of

one year in order to afford CHED the opportunity to review the case in the event an appeal is taken by the party concerned,

Expulsion. Expulsion is an extreme penalty on an erring student consisting of this exclusion from admission to any public or private school in the Philippines and which requires the prior approval of CHED. The penalty may be imposed for acts or offenses constituting gross misconduct, dishonesty, hazing, carrying deadly weapons, immorality, selling and/or possession of prohibited drugs such as marijuana, drug dependency, drunkenness, hooliganism, vandalism, and other serious school offenses such as assaulting a student or school personnel, instigating or leading illegal strikes or similar concerted activities resulting in the stoppage of classes, preventing or threatening any student or school personnel from entering the school premises or attending classes or discharging their duties, forging or tampering with school records or school forms, and securing or using someone else's ID, forged school records, forms and documents.

The decision of the school on every case involving the penalty of expulsion, together with the supporting papers shall be forwarded to the Regional Office concerned within ten days from termination of the investigation of each case.

Section 78 of the 1992 Manual of Regulations of Regulations for Private Schools: Authority to Promulgate Disciplinary Rules

Every private school shall have the right to promulgate reasonable norms, rules and regulations it may deem necessary and consistent with the provisions of this Manual for the maintenance of good school discipline and class attendance. Such rules and regulations shall be effective as of the date of promulgation and notification to students in an appropriate school issuance or publication.

COURSE CREDITS AND GRADING SYSTEM

Course Credits

Study Load — The maximum study load a student can normally carry in GSB is 12 units per semester, and 6 units in a summer term.

Students are not allowed to carry an overload of subjects. However, in the case of a graduating student or in other special cases, a written request from the student is required subject to the recommendation of an ad hoc committee and approval of the Dean/Associate Dean. A student may carry an overload of not more than 3 units beyond the normal maximum load.

Note: NO OVERLOAD without prior approval of the Dean/Associate Dean.

GRADES AND GRADING SYSTEM

Grades are symbols which provide records of a student's participation in the relevant study experiences; and the quality of a student's performance in achieving the course goals is evaluated and recorded in the form of grades.

Grading is the sole responsibility of faculty members; however, it must be based on policies and procedures prescribed by the School Administration.

Bases of Computation

For the purpose of standardizing the grading system in our Graduate School of Business, the following bases shall be observed in computing the Final Grades of students effective, SY 2010 – 2011.

Midterm and/or Final Exam	25%
Case Presentation/assignment /term paper/ research paper	25%
Class participation (recitations, discussion, etc)	30%
Quizzes	10%
Personal evaluation of faculty (attendance, student's attitudes, language proficiency (English), oral and written.	10%
TOTAL	100%

Decimal Point Grades – Numerical and Narrative Equivalents

The Grading System for the DBA and MBA Programs in the Graduate School of Business is as indicated below. The Decimal Point Grades are entered in the report of Grades for both mid-term and/or final grades. The percentage equivalents, are, however, used in computing the Decimal Point Grades.

Description	Decimal Points	Percentage Equivalent
Excellent	1.00	98-100
Very Good	1.25	95-97
Good	1.50	92-94
Satisfactory	1.75	89-91
Fair	2.00	85-88
Failure	below 2.00	

Report of Grades shall be submitted within three (3) days after the final examination.

Faculty members shall keep records of student grades, by school term (semester/Summer) including the bases of computation for at least one (1) semester for ready reference in case of any complaints.

If GSB student receives an INC (“Incomplete”) for non-compliance with some requirements of the course in a graduate program, he/she should not be given any credit for it unless he satisfactorily removes the incomplete grade within one term from the date it was obtained. The incomplete grade not removed within one tri semester shall be automatically dropped and no credit shall be given.

Further, a scholarship grantee who will not complete the incomplete grade within the prescribed period shall automatically lose his/her scholarship grant.

AWARDS

The following are the qualifying criteria for the selection of graduating students who will receive academic awards:

Qualifying Grade

A student must not have a grade lower than 1.50 in all subjects taken (basic, major field and cognates) in MBA and in DBA. In case, the MBA student’s college degree is non-business course, additional cognate subjects shall be included in the computation of average academic grades.

A student must have taken a comprehensive examination with an average grade of not lower than 1.5 in MBA and 1.25 in DBA.

A student with a grade “INCOMPLETE”; “dropped”; “WITHDRAWN”; which is later completed is disqualified.

General Average of all academic subjects must not be lower than 1.15.

In the case of a transferee student, a maximum of 2 core subjects taken from another academic institution with the highest grade credited by the school shall be included in the computation of academic grades.

General weighted average shall be computed to receive the following honors:

WITH HIGHEST DISTINCTION	1.00-1.05
SF Dela Cruz Medal	

WITH HIGH DISTINCTION 1.06-1.10
 Academic Excellence Award

WITH DISTINCTION 1.11-1.15
 High Scholastic Achievement Award

Computed as follows:

Weight in Percentage

	DBA	MBA
Academic Grades	50	70
Oral Defense with no major revision	25	
Comprehensive examination (not lower than 1.50 in MBA and 1.25 in DBA)	10	15
Professional Status and Contribution	10	
Interview	5	15
TOTAL	100	100

Residency

A student with an irregular residency status in PSBA under both MBA and DBA Programs and or has lapsed the prescriptive period of four (4) years from the date of first enrollment is disqualified from receiving an academic award.

Interview

Interview of the nominees shall be conducted at least two weeks prior to the schedule of the graduation rites. However, an interview maybe allowed beyond the prescribed period subject to the approval of the Dean or his/her designated representative.

The interview of the nominees will be conducted by a panel composed of at least three(3) GSB faculty members.

Panel members shall accomplish the interview assessment form and shall deliberate on the results of the interview thereafter.

A nominee who fails to appear on the pre-scheduled interview session with or without any due notice to the GSB office shall automatically get a grade of 2.00 for the interview portion. However, the nominee maybe allowed to make an appeal for reconsideration if the reason for non-appearance is valid and warranted but shall be subject to the approval of the Dean or his designated representative and subject to the availability of the screening panel.

Protests

A nominee may file a written petition to review the results of the screening process within three (3) working days from the date of receipt of the memo of the selection result. Protests filed beyond the period stipulated herein will be void.

The petition will be reviewed by the screening panel and the Dean or his designated representative for proper course of action.

The decision of the screening panel is final and executory.

Credit for the course taken outside of PSBA

CLASS ATTENDANCE

1. Students are expected to attend their classes regularly because classroom work is one of the necessary and important means of learning and attaining the objectives of the institution.
2. When a student is absent from classes, it is his/her responsibility to inform his/her instructors of the reason/s for his/her absence and to arrange to make up missed assignments and class works insofar as possible.
3. Under regulations of CHED "a student who incurs absences of more than twenty (20%) percent of the prescribed number of class periods during a school term (semester/summer term) should be given a failing grade for the course or subject. However, the school may adopt an attendance policy to govern absences of its students who belong to the upper half of their respective classes."
4. Twenty (20%) percent of the total class hours for a 3-unit class (subject) is equivalent to 10. Thus, any student who absents himself/herself from a 3-unit subject for more than 10 hours may be subject to the above stated regulation of CHED.

SPECIAL STUDENT

A "special student" or an "audit student" is one who is enrolled in a certain class only for the purpose of gaining or increasing his/her knowledge of the subject matter of the class, without any intention of having the subject credited toward a formal degree program.

An "auditor" enrolls for the class; however, his/her registration card and class card are marked **SPECIAL STUDENT ONLY**. He/she pays the corresponding tuition fee for the subject; he/she is not given examinations by the instructor unless he wishes to take the examinations to determine for himself/herself his/her progress in the class. At the end of the semester/summer term, he/she may, upon his/her request, be issued a certificate of participation in the class, provided he/she has attended at least (80%) percent of the class hours during the semester/summer term.

TERMINATION OF STUDIES AND TRANSCRIPT OF RECORDS

1. Studies in PSBA may be terminated by any of the following causes:

- a. Issuance of Honorable Dismissal and Transfer Credentials on application of the student. If a student is still a minor, his/her application for Honorable Dismissal must be with consent of his/her legal guardian.
 - b. Expulsion, an action which is initiated by the School Administration for commission by the student of a major offense as specified in this Handbook.
2. A student applying for Honorable Dismissal must clear himself/herself of property, financial and other obligations with the School.
3. Official Transcript of Record may not be hand-carried, but will be sent directly by the PSBA Registrar to the School where the student wishes his credits transferred.
4. Unofficial transcript (those not intended for transfer to another school) may, however be hand-carried upon request of the student, but such transcripts shall be marked **NOT VALID FOR TRANSFER TO ANOTHER SCHOOL**.
5. Students who want copies of their transcript of records of their incomplete records (before graduation) for evaluation purposes, may secure them upon application at the Registrar's Office and payment of the corresponding fee at the Treasurer's Office.

GENERAL BEHAVIOR

1. Students should wear their prescribed validated school identification cards upon entry and while inside the school premises.
2. Students should, at all times, be neat, clean and appropriately dressed. (no sleeveless, spaghetti straps, hanging blouses, plunging necklines, mini/micro-mini skirts, sandos, shorts, slippers, and sandals) when inside the school premises.
3. Students should always be courteous and respectful and should refrain from using foul languages and committing acts which are disrespectful, vulgar or indecent; or which in any manner, may cause or have the tendency of causing disturbance of other students, faculty members, employees, or officials of the school.
4. Students should not make unnecessary noise that will cause disturbance to others, particularly to classes; and should refrain from loitering in the corridors during class hours.
5. Students should strictly observe rules and regulations in case of emergency (such as earthquakes, fire, etc.); and should refrain from acts that may create or cause panic (see guidelines in case of emergency)
6. Students are not allowed to enter the room and use it for personal purposes (whether its closed or open)
7. Students shall not vandalize or damage any property of the school.

8. Students should not engage in any form of gambling, lottery or in any other form of game of chance where there is monetary or material considerations involved while inside the school premises.
9. Students should not commit any form of littering and loitering that will cause harm to others and to the school.

The following are considered minor and major offenses and their corresponding disciplinary actions:

MINOR OFFENSE	DISCIPLINARY ACTION
Not wearing the prescribed dress, ID, altering the official design, cross-dressing (is a ground for non-entry in the gate)	1 st offense- warning 2 nd offense-reprimand 3 rd offense or intentional repetition of the offense - Suspension (3 days)
Littering, writing, posting, unsanitary acts in walls of building, comfort rooms, whiteboards, classrooms; eating inside the rooms or restricted areas like library	1 st offense- warning 2 nd offense-reprimand 3 rd offense or intentional repetition of the offense — Suspension (3 days)
Smoking inside the campus	1 st offense- warning 2 nd offense-reprimand 3 rd offense or intentional repetition of the offense — Suspension (3 days)
Male students entering comfort rooms for females and vice-versa; or transgenders	1 st offense- warning 2 nd offense-reprimand 3 rd offense or intentional repetition of the offense — Suspension (3 days)
Public display of intimate affection inside the school campus	1 st offense- warning 2 nd offense-reprimand 3 rd offense or intentional repetition of the offense — Suspension (3 days)
Shouting, whistling, loud and boisterous conversation, or making too much noise that disturb the peace in the campus	1 st offense- warning 2 nd offense-reprimand 3 rd offense or intentional repetition of the offense — Suspension (3 days)
Unauthorized or improper use of library, classroom, chapel, canteen, gymnasium or other school facilities	1 st offense- warning 2 nd offense-reprimand 3 rd offense or intentional repetition of the offense — Suspension (3 days)
Use of school equipment, venues or facilities without securing proper permit	1 st offense- warning 2 nd offense-reprimand 3 rd offense or intentional repetition of the offense — Suspension (3 days)
Loitering in corridors and common areas	1 st offense- warning

	2 nd offense-reprimand 3 rd offense or intentional repetition of the offense — Suspension (3 days)
Charging of cellphones, laptop, MP4 or other electronic gadgets	1 st offense- warning 2 nd offense-reprimand 3 rd offense or intentional repetition of the offense — Suspension (3 days)
Creating noise or destructing peace while the mass is on going	1 st offense- warning 2 nd offense-reprimand 3 rd offense or intentional repetition of the offense — Suspension (3 days)
MAJOR OFFENSE	DISCIPLINARY ACTION
Cheating during examinations, quiz or test (including written reports required for submission) or other gross acts of dishonesty	DISMISSAL OR EXPULSION FROM THE SCHOOL
Transferring , lending, borrowing, using ID, Registration Card, library card not your own	DISMISSAL OR EXPULSION FROM THE SCHOOL
Public display of intimate affection inside the school campus	DISMISSAL OR EXPULSION FROM THE SCHOOL
Vandalism or destruction of school property	DISMISSAL OR EXPULSION FROM THE SCHOOL
Carrying or possession of firearms, deadly weapons (lead pipes, ice picks, knuckle bearings, or blades more than 2-1/2 inches long) and explosives (fire crackers, pyrotechnics) that would cause harm or inflict injury within the school premises	DISMISSAL OR EXPULSION FROM THE SCHOOL
Deliberate disruption of academic functions or school activities which tends to create disorder, tumult, breach of peace or serious disturbance, or creating within the school premises such disorder, tumult, breach of peace, or serious disturbance not necessarily connected with any academic functions or school activities	DISMISSAL OR EXPULSION FROM THE SCHOOL
Brawls, mauling, assaulting any person, that clearly provoke violence on or outside the school functions	DISMISSAL OR EXPULSION FROM THE SCHOOL
Inflicting physical injuries upon another within the campus	DISMISSAL OR EXPULSION FROM THE SCHOOL
Unauthorized possession of and/or drinking alcoholic beverages, or prohibited drugs within the school premises; or entering or	DISMISSAL OR EXPULSION FROM THE SCHOOL

being in the school premises in the state of intoxication	
Gross acts of disrespect, in words or in deeds, which tend to put any member of the school community in ridicule and contempt	DISMISSAL OR EXPULSION FROM THE SCHOOL
Direct assault upon the person of any member of the school administration, personnel staff, faculty, including the security officers and janitors or any persons vested with authority	DISMISSAL OR EXPULSION FROM THE SCHOOL
Threatening another with infliction upon his person, honor or property, or any acts amounting to crime, delict or wrong	DISMISSAL OR EXPULSION FROM THE SCHOOL
Acts of lewdness	DISMISSAL OR EXPULSION FROM THE SCHOOL
Habitual disregard or willful violation of established school policies and regulations	DISMISSAL OR EXPULSION FROM THE SCHOOL
Forging or falsifying and or tampering with academic or official records or documents; or intentionally making false statement/s of any material fact; or practicing or attempting to practice any deception or fraud in connection with his admission or registration from the school	DISMISSAL OR EXPULSION FROM THE SCHOOL
Gambling in any form within the school premises	DISMISSAL OR EXPULSION FROM THE SCHOOL
Active participation in an authorized assembly	DISMISSAL OR EXPULSION FROM THE SCHOOL
Conviction of a crime or offense before any court involving moral turpitude, against persons or property other than through reckless imprudence	DISMISSAL OR EXPULSION FROM THE SCHOOL
Hazing or initiation	DISMISSAL OR EXPULSION FROM THE SCHOOL

Rules on Wearing of School Attire for GSB Students

There is no particular uniform for GSB students. They are required to be in the appropriate attires such as semi-formal. Business attire is appreciated on entering the school premises and in attending classes. Wearing t-shirts, shorts and slipper is discouraged for graduate school students.

LIBRARY DEPARTMENT

Borrowing and Returning Books; Fines & Lost Books

1. Borrowing book is on "First come, first serve" basis. Students may borrow a maximum of two (2) books at a time in the Reserved Section and another two (2) books in the Circulation Section for library use. Reserved books can be used for a maximum of two (2) hours only, and can be renewed if not in demand, while Circulation books can be used on unlimited hours.
2. Only one (1) book for overnight use is allowed. This starts at 3:00 P.M., and should be returned the following school day not later than 10:30 A.M. Failure to do so would mean a fine of Php 5.00 for the first hour, and Php 1.00 for the succeeding hour; or a fraction thereof. Two (2) Circulation books can be borrowed for two days home use. Fiction books are part of the Circulation Section. These books can be taken home for one week. Failure to return on due date would mean a fine of Php 15.00 per day.
3. One week before the final examination, no book can be borrowed for overnight use.
4. General references, rare titles of Filipiniana books, titles with only one (1) copy, periodicals, theses, and dissertations and the like, cannot be borrowed for home use. These are for photocopying only, except theses and dissertations good for thirty (30) minutes only.
5. Borrowed books must be returned in the same condition; otherwise the borrower will pay for the damage.
6. Borrowed lost book should be reported immediately to the Library personnel, so the usual fines will not be charged. Replacement of the latest edition is required, of the same title, or if no longer available in the market, a title is recommended by the Chief Librarian.
7. Lost library card should be reported immediately to the Library personnel. Duplicate library card can be secured. Lost library card when found is no longer valid.

UPDATED GUIDELINES FOR THESIS AND DISSERTATION WRITING

A. TO THE GRADUATE STUDENT

A thesis or a dissertation is the product of substantial effort. Its content and style will reflect on you, the Faculty Adviser, and the Graduate School. By adhering to the generally accepted standards in thesis or dissertation writing, you will be presenting your work with a quality and excellence acceptable nationally and globally.

B. NATURE OF THESIS AND DISSERTATION

1. A thesis or a dissertation is a proposition a candidate has to be defended orally before a Panel of Examiners.
2. Both thesis and dissertation may use the same research methods, tools and designs.
3. A dissertation is more prestigious and superior than a thesis due to the originality of its objective, extent of research and wider area of coverage.
4. A dissertation delves into a more in-depth study rather than on assessment or evaluation limited study areas.
5. A thesis is considered less original since no new theory is offered. It is only:
 - a. theory verifying and may show how a theoretical framework is effective in a particular problem area and simply evaluates, estimates and assesses a particular issue;
 - b. thus, by its very nature, at the end of the study, the candidate recommends further research studies for future dissertation research.

C. PROCEDURE

1. Thesis and Dissertation Proposal
 - a. The Student Candidate shall submit in writing to the Dean, Graduate School of Business, Thesis or dissertation proposal using GSB template for writing proposal (Form GSB T/D-P-01) with appropriate title during the School term he/she is enrolled.
 - b. A Dissertation Committee of five or Thesis Committee of three appointed by the Dean, shall evaluate and submit recommendation to the Dean on the acceptance of the proposal for study.
 - c. The Dean shall notify in writing the Student Candidate regarding the approval of his/her proposal.
2. Appointment of Adviser
 - a. The Student-Candidate shall choose and submit to the Dean the name of his/her recommended Adviser, who must be holder of a DOCTOR IN BUSINESS ADMINISTRATION (DBA) or Ph.D in Commerce degree.
 - b. However, by way of exception, faculty member holding doctor degree in other business related field may be chosen as Adviser depending upon the thrust of the dissertation/thesis.
 - c. If the adviser chosen by the Student-Candidate is acceptable, the Dean shall issue corresponding appointment for him/her.
3. Writing the Dissertation – A Reminder:

- a. The dissertation, being a scholarly work, shall be done by the student candidate himself/herself.
- b. Much can be done by the Adviser by way of guidance and recommendation to make the study a scholarly work. However, the Student-Candidate shall not allow the adviser to work on the dissertation for him/her.

4. Writing Chapters I, II, and III

- a. The standard GSB, PSBA format shall be used in writing Chapters, I, II and III.
- b. Each student should present preliminary version of his work in dissertation/thesis seminar or Graduate School Research Colloquium offered/arranged by the GSB during the School term he/she is enrolled before submission to the Dean.
- c. Upon completion of the first three chapters, submit seven (7) copies in case of dissertation or five (5) copies in case of thesis, unbound to the Dean together with favorable recommendation of the Adviser and the readiness of the Student-Candidate for Pre-Oral Defense after three (3) weeks of the date of submission.

5. Pre-Oral Defense

- a. The Chairman and members of the Panel should be chosen on the basis of their expertise and the area of specialization by the Dean.
- b. The date of Pre-Oral Defense should be set by the GSB office after confirmation of the availability of Chairman, Adviser and members of the Panel during the School term the Candidate is enrolled.
- c. For dissertation five (5) Panel Members appointed by the Dean shall be given one (1) copy each of Chapters I, II and III for review at least one week before the date set for Pre-Oral Defense.
- d. For thesis three (3) Panel Members appointed by the Dean shall be given one (1) copy each of Chapters I, II and III for review at least one week before the date set for Pre-Oral Defense.
- e. Two of Panel/Members may come from outside the college/institution concerned and must be a scholarly authority in the area of student's dissertation or thesis.
- f. One of the Panel Members shall be authorized by the Dean as Chairman of the Panel for dissertation or thesis.
- g. During the oral defense, the Dean/Associate Dean shall introduce the members of the panel. The adviser shall introduce the candidate

and shall give brief details of the prior degrees, experience and other relevant information about the candidate.

- h. The adviser shall be present during the Pre-Oral Defense to assist the Student-Candidate to incorporate in the first three chapters the recommendation of the Panel of Examiners.
- i. During the defense, all members of the dissertation or thesis panel must be present and must render a judgment on the candidate's performance. Should any member of the panel be unable to attend, the absent member is required to write a detailed letter containing all comments and questions that would normally be raised at the defense. The chairman of the panel will provide the detailed letter containing all comments and questions to candidate to incorporate in his first three chapters.
- j. All the comments and questions raised by the panel of Examiners during Pre-Oral defense should be submitted in writing to the Dean (Form GSB T/D-CQ-02) within two weeks after Pre-Oral Defense.

6. Final Oral Defense

- a. Upon completion of the five chapters, submit seven (7) copies in case of dissertation or five (5) copies in case of thesis, unbound to the Dean together with adviser's favorable recommendation in writing, on the readiness of the Student Candidate for the Final Oral Defense after three weeks of submission. And shall certify that all recommendations of the Panel of Examiners during the Pre-Oral Defense have been incorporated in thesis/dissertation (Form GSB T/D-CQ-03).
- b. The date of Final Oral Defense should be set by the GSB office after confirmation of the availability of Chairman, Adviser and members of the Panel during the School term the Student Candidate is enrolled.
- c. Recommendations by the Panel of the Examiners in the Final Oral Defense covering the entire thesis/dissertation (Chapters I to V) shall be incorporated in the final thesis/dissertation.
- d. During the defense, all members of the thesis or dissertation panel must be present and must render a judgment on the candidate's performance. Should any member of the panel be unable to attend, the absent member is required to write a detailed letter containing all comments and questions that would normally be raised at the defense. The chairman of the panel will present these questions and rule on candidate's response, and sign the grading sheet in the absence of panel member's name.

- e. The final rating should be announced by the Dean/Associate Dean immediately after the Final Oral Defense
- f. All the comments and questions raised by the panel of Examiners during Final Oral Defense should be submitted in writing to the Dean (Form GSB T/D-CQ-02) within one week after Final Oral Defense.

7. Revised Thesis and Dissertation After Oral Defense

- a. The adviser shall certify in writing, that all revisions recommended by the Panel of Examiners during the Final Oral Defense have been duly incorporated in the final copies of the dissertation (Form GSB T/D-CQ-03).
- b. Six (6) copies and one (1) electronic copy of the final dissertation, duly signed by all the five (5) members of the Panel Examiners, shall be submitted to the Dean for signature and eventual submission to the Commission on Higher Education (CHED) for issuance of Special Order (S.O.) for graduation.
- c. Six (6) copies and one (1) electronic copy of the final thesis, duly signed by all the three (3) members of the Panel Examiners, shall be submitted to the Dean for signature and eventual submission to the Commission on Higher Education (CHED) for issuance of Special Order (S.O.) for graduation.
- d. Distribution of copies of the dissertation/thesis to concerned offices/parties shall be undertaken by the Graduate School Office.

Recommended Approval:

APPROVED:

TABASSAM RAZA, DBA, P.E.
Associate Dean GSB
Graduate School of Business

JOSE F. PERALTA,
President and Dean GSB
Graduate School of Business

For implementation, effective Second Semester, 2015-2016.

RESEARCH CENTER

The Research Center has taken first seat in marketing School through conducting and presenting intensive researches in local and international symposiums, workshops, and seminars. Indeed, it has increased the School research visibility.

- 1. PSBA yearly research agenda is as follow:
 - a. Publication of GSB Research Journal.

- b. Publication of Research Symposium Proceedings. It is done by PSBA Research Center in coordination with its Disaster Risk Management (DRM) Unit.
- c. Publication of Research Colloquium Proceedings.
- d. Presentation and Publication in International research events, journals and proceedings

All the faculty members and students from graduate and undergraduate schools are encouraged to send their entries in recognized local and international events. Considering the research budget the GSB facilitates financial support for maximum of 8 local and 5 international entries per year. The funds are dedicated as per event upon the acceptance and official invitation from the event organizers. The approval of the funds are upon the discretion of the School President and is on first-come-first serve basis.

MEDICAL AND DENTAL SERVICES

Medical

1. The School provides medical and other related health services, free consultation and treatment to the students, faculty members and employees of the school.
2. Attends to all emergencies such as injuries and sudden illness until the students are transferred to the hospital where most intensive and extensive form of treatment can be given.
3. Disseminates information on school safety to minimize incidence of vehicular, sports and other related accidents in the school premises.

Dental

1. The School conducts dental examinations to new students to determine their basic dental problems, needs and fitness for enrollment.
2. Renders free dental consultation and treatment to students, teaching and non- teaching personnel.

THE JUDICIARY COMMITTEE

All students of PSBA are expected to exhibit a high degree of maturity and personal integrity. While the School recognizes that the choice to be true to the spirit rests on each individual student, a structure of controls and judiciary procedures have been established in the School through the creation of the PSBA Judiciary Committee, which will also enable PSBA to comply with the administrative requirement of the due process clause of the Manual of Regulations for Private Schools, as promulgated by the Commission on Higher Education (CHED).

The Judiciary Committee shall adjudicate all charges brought against any student or group of students; any faculty member or group of faculty members; or any employee or group of employees of the School for violation of the rules/regulations/standards of the School and/or CHED, and/or any laws of the Land within the jurisdictional area of the School.

“Adjudication” as used herein, shall be taken to mean “to determine the facts, to decide whether any rules/regulations/standards of the School and/or CHED, and/or of any laws of the Land have been broken or violated; and if so, to recommend to the President, through the Dean of Studies in cases where the respondents are student or faculty members, and directly to the President where the respondents are employees, the sanctions to be imposed.

Specific Cases Falling under the Jurisdiction of this Committee

1. All charges of violation of rules/regulations/standards of the School and/or CHED, and/or of the laws of the Land.
 - a. brought against any student or group of students by the School Administration or any of its officers, by any faculty member, or by another student; and
 - b. brought against any faculty member or group of faculty members, by the School Administration or any of its officers, by another faculty member, or by any student.
2. All charges of unprofessional conduct against any employee of the School filed by the School Administration or any of its officers, by any student, another employee, or any faculty member.
3. Disputes between a student and a faculty member about academic practices and evaluation.
4. Any other charges against any member or group of members of the School community which the President may endorse to this Committee.

Coursing of Charges

1. Only cases which the School Dean endorses shall be taken cognizance of by this Committee
2. Any charge against a student or faculty member shall be filed with the Dean of Studies who shall endorse such charge, if he deems it serious enough as to result in imposition of sanction, to the President.
3. The School Dean shall either render decision on the case himself or endorse it to the Judiciary Committee.
4. Any charge against an employee shall be filed directly with the President who shall either render decision on the case himself or endorse it to the Judiciary Committee.
5. Any charge against any of the Administrative Officers of the School shall not come within the jurisdiction of this Committee, but shall be referred by the President to a Special Investigating Committee (ad hoc in nature).

Rights of Respondents

1. Any respondent in a case for adjudication by the Judiciary Committee shall have the following rights:
2. To be informed of the charge/s against him/her;
3. To be allowed to answer the charge/s against him/her within a period not less than seventy-two (72) hours;
4. A formal investigation to be conducted after due notice to the parties; and
5. To put up his/her own defense and present evidence in support thereof, if any; and to avail of the assistance of counsel. Non-appearance of the parties or any of them, after due notice, shall be construed as a waiver of his/their right to present evidence in support of his/their defense, if any; and the Committee shall thence proceed with the investigation *ex parte*.

Composition of the Committee

This Committee shall be composed of three (3) members, as follows: a Chairman and two (2) Members, one of whom shall at the same time, be the Secretary of the Committee. They shall be appointed by the President of the School from among faculty members and/or the Administrative staff of the School.

GENERAL POLICIES

Freedom of Choice of Religious Belief

Although PSBA community is composed mostly of persons who profess the Catholic religion, PSBA itself is a non-sectarian institution and, therefore, gives no special favor or aid to any particular sector system of religion.

The School does not allow the use of its facilities by groups for theological debates or attacks/criticism against each other. However, Bible studies/readings and other related activities may be conducted in places in the School other than the Chapel, but only upon application of the sponsoring group/s and prior approval thereof by the Administration.

Student's Status and Academic Standing

A student is under obligation to show his/her academic inventory to his/her parents/guardians so that they would be fully informed of his status and academic standing in the School. Ignorance on the part of the parents/guardians of a student's status and academic standing should not be blamed on the School. The School, however, is always ready to give the desired information to parents/guardians about academic standing and status of a student upon formal request for such information.

Respect for School Authorities

All students are required to obey and show courtesy to all officials of the School, to the security guards and maintenance personnel.

Respect for Women

Making unfavorable remarks at women (female students and other females in the School) is considered unethical for any male person.

Areas marked "For Women/Ladies Only" (such as, Ladies Room) are off-limits to males.

Relation Between Sexes

Healthy interactions with opposite sexes are encouraged; however, acts and gestures between opposite sexes which are normally deemed offensive to other members of the School community and to society in general are not tolerated in the School premises.

Use of Name of PSBA

Students are prohibited from using the name of, and representing the School, whether individually or in groups, in off-campus conferences, seminars, contests or competitions, lectures, group discussions, rallies, assemblies, etc. without written permission or authorization of the President of the School or his duly authorized representative. However, participation of any student in any activity outside the School in their personal capacity is not contemplated in this prohibition.

Hazing/initiation

Hazing or initiation of any kind is strictly prohibited. Such acts are deemed to be major offenses and are subject to disciplinary sanctions.

Excursions

Excursions and any other forms of outings or social nature undertaken in the name of any particular class/es or group/s in PSBA, or in the Name of PSBA itself, are strictly prohibited.

Extension-of-Class Activities

Educational field trips are allowed only when they are relevant extensions of classroom activities, and on condition that the faculty member/s in charge of the class/es which will go on such trips (1) secure/s the written approval of the Dean of Studies; and (2) accompany/ies the class/es and commits to exercise the "diligence of a good father of a family" in looking after the safety of the students during the trips.

Adult Status of Each Student

PSBA acknowledges and actively upholds the adult status of each student with all the rights pertaining thereto; and in accordance with such status, considers each student responsible for his/her own acts.

Agreement-Pledge

Every matriculating student agrees to the following:

That in consideration of his/her admission in PSBA, he/she agrees to recognize, abide by and comply with all the rules and regulations, policies and requirements set forth in this Handbook, and in bulletins, prospectuses and other official documents of the School, particularly those pertaining to the use of facilities, payment of fees, and conduct and discipline.

That, he/she recognizes that it is the absolute prerogative of PSBA to admit him/her or not; and that any willful and deliberate disregard by him/her of elementary rules of good behavior, decency and morality, shall be deemed sufficient cause for his/her discharge from the School.

That, he/she pledges loyalty to PSBA and strict adherence to all the laws of the Land.

THE STUDENT AFFAIRS OFFICE

The Student Affairs Office is a service department in the sense that it serves and promotes the welfare and interest of students. It operates within the context of the Mission and Vision of Philippine School of Business Administration- Manila by enforcing and implementing all policies, rules and regulations of the school with respect to student organizations, programs, and activities.

THE STUDENT AFFAIRS DIRECTOR

The Student Affairs Director is appointed by the President and reports through the Dean of the school, and directs the non-academic aspects of student life. The functions among others, include:

1. Promotes student welfare by maintaining discipline, order and responsibility among students and encouraging self-initiative, leadership and creativity.
2. Submits annual performance report, financial statements, progress and development of all school activities of all student organizations to the Dean of the school
3. Serves as liaison between the administration and students, and between the faculty and students on all matters that concern non-academic activities/needs of the students.
4. Keeps the academic heads, the faculty, the staff, and the student body well informed on the various aspects ,of student life in particular their activities.
5. Recommends to the Dean the approval of faculty advisers as proposed by the officers of the organizations concerned.

6. Prepares a one (1) year calendar of student activities/programs and coordinate closely the schedule with the Dean, department heads, faculty, and officers of various school organizations.
7. Recommends official recognition or disallowance of student organizations. The SAD could also approve/disapprove of any student organizational activity. Disapproval on any activity may be effected, upon consultation with the organization concerned, if such activity violates any institutional policy or such is prudently deemed or adjudged as contrary to the school's mission, philosophy and thrusts.
8. Maintains channels of communication through regular meetings, consultations, and others;
9. All other related functions as deemed proper and appropriately assigned by the Dean and/or the President.

GSB STUDENT AND COMMUNITY SERVICES

The Graduate School has an expertise in business continuity and contingency planning. The graduate School is involved in such activities with the Barangay officials. Further, PSBA-GSB is very active in Earthquake/ Disaster Risk Management awareness advocacies through arranging seminars and workshops even by outreach programs with different barangays and through the orientation of freshmen. GSB-PSBA further promotes its students' abilities to share their knowledge through reaching out a less fortunate individuals and communities through Sampaloc Barangay assistance. PSBA-GSB believes that students without such an orientation cannot hope to obtain a set of values. Further, the Graduate School of Business (GSB) students are actively participating in the Rotary club activities toward humanitarian capacity building and assisting less fortune communities toward improving their quality of life and becoming an asset to nation building.

SCHOOL FACILITIES AND SOURCES OF INFORMATION

Graduate School of Business, Philippine School of Business Administration is situated at 826 R. Papa Street, Sampaloc, Manila 1008
 Telephone 7351348.
 Website: www.psba.edu
 E-mail: tabassamr@psba.edu

Registrar and Guidance and Counseling Office	Ground Floor of the Building
Clinic	Ground Floor of the Building
Canteen	Ground Floor of the Building
Chapel	Ground Floor of the Building
School Bookstore	Ground Floor of the Building
Alumni Office	Ground Floor
Dean's office Graduate School of Business Office	Mezzanine
Research Center	Mezzanine
Graduate School Lounge	Mezzanine
Graduate School Library	4th Floor

Information and Communication Office	Mezzanine
Accounting	Mezzanine
Cashier Office	Mezzanine
Treasurer's Office	Mezzanine
Graduate School Classrooms	Second Floor
Faculty Lounge	Second Floor
Vice President for Finance	Mezzanine

GSB Facilities

Classrooms: All the graduate classes are held in the graduate school classrooms situated at the second floor of the building. All graduate school classrooms are fully air-conditioned. Classes are mostly held on Saturdays from 8:00 A.M. TO 9: P.M.

Library: PSBA-GSB has among the most comprehensive library facilities equipped with digital library system. The Graduate School library is located on the fourth floor of the building. It contains a conducive lounge for graduate students. An ample reading area is available for both graduate and undergraduate students although there is a specific area for graduate students. A digital library have his latest reference journals and can be access to open source international e-library of United Nation and OCED. Additional reading room area is available in the additional reading area specified for graduate school students at mezzanine hall.

Information and Communication Technology. The computer room is located on the first floor and is fully operational with internet access. Further, GSB lounge is equipped with computers with internet and digital library system and assigned to the students enrolled in their dissertation units. The school server is situated in the Research center and maintained by School Senior System Analyst. In addition the GSB students can access to their class handouts and assignments through the School website and PSBA e-learning system developed recently and at present is at its beta stage. Further, all the GSB classrooms are provided with internet access for students and faculty members to use that facility during lecturing and class discussion.

Sports Facilities: PSBA has a covered basketball court situated at the 6th floor of the school where range of athletic facilities and activities, such as events for basketball, volleyball and table tennis can be held. Interested students should contact the Athletics Office for more information.

Parking: PSBA-GSB has ample parking area outside the school assigned by the city government with tenant. Further, many pay parking area are available within the walking distance from the school.

Security: PSBA has recently upgraded its security arrangements. A digital ID security system is installed at the entrance with security personnel present at all time that strictly check ID and bags to ensure that only students, faculty, PSBA employees and guests with guest ID's are allowed inside the campus.

Further, the GSB is also issuing some periodic memorandum for students and faculty members regarding the matters that are not discussed in this student handbook. It is advised to see the bulletin boards in the School from time to time.

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