

The National Graduate Office for the Health Sciences announces the offering of the UPM-NGOHS GRADUATE ASSISTANTSHIP PROGRAM (GAP)

WHAT THE GAP IS ALL ABOUT

The Graduate Assistantship Program shall be of two types.

1. Graduate Teaching and Research Assistantship
2. Graduate Thesis/Dissertation Assistance Program

GRADUATE TEACHING AND RESEARCH ASSISTANTSHIP

The Graduate Assistantship Program is designed to provide support to graduate students while serving in a professional role. The University's intention is to make the assistantship a valuable and integral part of the student's graduate education. The duties include:

1. Teaching Assistantship.

The teaching assistant is expected to participate directly in the teaching of an undergraduate course (teacher aides or tutors) or be assigned to specific teaching-related activities (e.g., assistance in preparation of teaching materials; proctoring tests). This will be a learning experience that will help the student prepare for a professional career.

2. Research Assistantship.

The research assistant is expected to participate in research under the supervision of a University faculty (e.g., library search; data encoding). On the other hand, the assistant will be given an opportunity to learn hands-on research designing, data gathering, data analysis or related activities. Specific

duties will be discussed with the faculty concerned. In no way that the graduate assistantship be used for private or personal projects of the faculty.

WHO CAN APPLY

In selection of applicants, the following criteria will be used:

- Must be a Filipino citizen
- Must be a bona fide student of the University of the Philippines Manila enrolled in any graduate program.
- New graduate students can apply only in the second semester of the Academic Year. They must have a GWA of 2.0 or better (for master's students); 1.75 (for doctoral students) in the semester prior to application.
- Must not be on Maximum Residency Status (i.e., for masters students, should not be, at the most, in his/her fifth year of enrollment to the University and for doctoral, should not be, at the most, in his/her seventh year of enrollment)

WHAT ARE THE WORK HOURS AND BENEFITS

Graduate assistantship provides a stipend of P50.00 per hour. The work hours will be guided by the student's academic load per semester.

Academic load per semester

Equal or greater than 15 units
10 units to 14 units

Maximum Work Hours

40 hours
60 hours

WHAT ARE THE MECHANICS OF THE PROGRAM

APPLICATION PROCEDURE

1. Obtain an Application Form (*Application Form A*) from the NGOHS and submit it together with a photocopy (present original copy upon submission) of UP Form 5 during the semester of application for assistantship. For those who will renew, a True Copy of Grades must be submitted.

2. Submit the above to the NGOHS during enrollment time but not later than 2 weeks after the enrolment period of each semester.

EVALUATION

The NGOHS will evaluate and process the application forms. The graduate student can commence work only upon approval of the application form/ appointment paper.

TERMINATION

The appointment of the graduate assistant can be terminated for the following reasons:

1. Resignation by the student to continue with the assistantship
2. Failure to perform assigned duties adequately

* Resignation may be done through a letter addressed to the head of the office/unit where the student is assigned, copy furnished the NGOHS.



GRADUATE THESIS/DISSERTATION ASSISTANCE PROGRAM

This program provides a one-time assistance to masters or doctoral students in their thesis/dissertation stage. The NGOHS will grant an aid based on the thesis/dissertation priority needs of students as expressed in his/her application but not exceeding the amount of Fifteen Thousand Pesos (P15,000) for master's thesis and Thirty Thousand (P30,000) for doctoral dissertation.

WHO CAN APPLY

In the selection of recipients for the thesis/dissertation assistance grants, the following criteria shall be used:

- Must be a Filipino citizen
- Must be enrolled in a masters program (with thesis requirement) or a doctoral program offered by any of the degree-granting units of UP Manila.
- Must have a thesis/dissertation proposal approved by his adviser and members of his panel.
- Must not be on Maximum Residency Status (i.e., for masters students, should not be, at the most, in his/her fifth year of enrollments to the University and for doctoral, should not be, at the most, in his/her seventh year of enrollment).

WHAT ARE THE MECHANICS OF THE PROGRAM

APPLICATION PROCEDURE

1. Secure an Application Form (*Application Form B*) from the NGOHS and submit it together with the following documents

- a. Photocopy of the Applicant's UP Form 5 during the semester of application for the scholarship

- b. Photocopy of the UPM-NGOHS Form No 1 (Thesis/Dissertation Result) certifying the approval of the proposal
- c. 1-page abstract describing the approved proposal (title, research problems and methodology)
- d. Proposed time table to complete the study
- e. Estimate of expenses that will be incurred to complete the thesis/dissertation

2. Submit all documents to the NGOHS on or before the second week of August for the first batch of applicants and on or before the second week of January for the second batch of applicants

EVALUATION OF APPLICATION

1. The decision of the Scholarship Committee is final and irrevocable.
2. Results of the application will be announced two (2) weeks after the deadline of the application period

RESPONSIBILITY CLAUSE

UP Manila will have the right to publish the thesis or dissertation according to reasonable terms and conditions that may be agreed upon by the graduate student and UP Manila.

Application forms may be obtained and returned to:

THE DIRECTOR
NATIONAL GRADUATE OFFICE
FOR THE HEALTH SCIENCES
3rd Floor Old NEDA Building
Padre Faura cor Orosa Streets
Ermita 1000 Manila Philippines

Tel nos: 523-1495, 526-5870
Telefax: 523-1498
Web: www.upm.edu.ph/gradoffice
E-mail: upm_ngohs@yahoo.com

The
UNIVERSITY OF THE PHILIPPINES
MANILA
NATIONAL GRADUATE OFFICE
FOR THE HEALTH SCIENCES
announces the offering of

GRADUATE ASSISTANTSHIP PROGRAM

**Graduate Teaching
and Research Assistantship**

**Graduate Thesis/Dissertation
Assistance Program**