



UNIVERSITY OF THE PHILIPPINES MANILA
National Graduate Office for the Health Sciences
3/F Joaquin Gonzales Bldg., Padre Faura corner Ma Orosa Street, Ermita 100 Manila
Tel: (632) 8523 1498 or (632) 8523 1495 • Telefax: (632) 8526 5870
Email: ngohs@post.upm.edu.ph • Website: www.ngohs.upm.edu.ph



Date : **February 17, 2020**

Memo To : **Deans
Associate Deans on Academic Affairs
College Secretaries
Graduate Program Coordinators**

From : 
ARNOLD V. HALLARE, Dr. rer nat
NGOHS Director

Endorsed by : 
NYMIA P. SIMBULAN, DrPH
Vice Chancellor for Academic Affairs

Re : **Strict Implementation of the Maximum Residency Rule (MRR)**

For the past several years, the National Graduate Office for the Health Sciences (NGOHS) have been receiving numerous requests for MRR extension from our graduate students every semester. Parallel to this is the observation that no significant progress in the status of their graduate studies is being accomplished for every MRR extension granted to them. While it is true that based on records, most of our students are part-timers (ca. 78%), this shall not serve as an excuse for them to go beyond the allowable years for MRR extension.

In this regards, the Graduate Management Team of the University together with the Vice Chancellor for Academic Affairs are calling for strict implementation of the MRR extension policy effective AY 2020-2021.

According to the UP Manila Code of Graduate Studies Chap 3. Sec 13:

Art 2. A maximum residency of 7, 5, and 2 calendar years, including leave of absence (LOA) from the start of the graduate work, i.e., upon admission to the program, shall be allowed for the fulfillment of all requirements for the PhD degree, Master's degree, and diploma program, respectively.

Art. 4. A student may request for an extension in case the MRR is exceeded. An extension of no more than 2 semesters shall be granted at a time, but in no case shall total more than 5 years. Students on MRR extension shall be required to complete additional units of graduate courses in their discipline during the extension period at the rate of 3 units for every 2 years of extension or a fraction thereof. A progress report after 1 semester shall be submitted to the NGOHS through proper channels.

Based from the above-policy, An MA/MS student has a maximum residency of 5 years to complete the MA/MS requirements and up to additional 5 years of MRR extension for a total of 10 years. Therefore, students who are on their 11th year in the MA/MS program will no longer be allowed to enroll. Similarly, a PhD/DrPH student has a maximum residency of 7 years to complete the PhD/DrPH requirements and up to additional 5 years of MRR extension for a total of 12 years. Therefore, students who are on their 13th year in the PhD/DrPH program will no longer be allowed to enroll.



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To operationalize the strict compliance of the MRR policy, the NGOHS will utilize a marking system to monitor applicants for MRR extension.

For Masters/MS/MA students:

- **WARNING** will be stamped on the MRR extension application of the Masters/MS/MA student on his/her 6th - 8th year
- **FINAL WARNING** will be stamped on the application form on the 9th year
- **LAST & FINAL APPROVAL** of application will be given on the 10th year for Masters/MS/MA students
- **NOT ALLOWED TO ENROLL** – on the 11th year

For PhD/DrPH students:

- **WARNING** will be stamped on the MRR extension application of the PhD/DrPH student on his/her 8th -10th year
- **FINAL WARNING** will be stamped on the 11th year
- **LAST & FINAL APPROVAL** of application will be given on the 12th year for PhD/DrPH students
- **NOT ALLOWED TO ENROLL** – on the 13th year

Correspondingly, changes have been made on the MRR extension application form [See attached document] to reflect this marking system and to assist advisers monitor the status of their graduate students. We will greatly appreciate it if this is disseminated to all graduate faculty advisers in your College.

Thank you very much!