



Archaeological Studies Program


Lakandula St corner Emilio Jacinto St.
University of the Philippines, Diliman
Quezon City, Philippines 1101



Memorandum No. ASP GBT 2018-8

9 June 2018

To: UP-ASP PhD Students

From: 
Grace Barretto-Tesoro, Ph.D.
Officer-in-charge

Subject: Amending the 28 February 2016 Guidelines for the PhD Comprehensive Exam

Amended Guidelines for the PhD Comprehensive Exam (Minutes of the 40th ASP Faculty Meeting, 16 May 2018)

1. The Comprehensive Exam Committee is composed of the adviser, who serves as chair, and two internal members.
2. The adviser informs the Committee members of the schedule of the comprehensive exam.
3. The student should submit to the Committee a paper on the review of literature on the dissertation topic or specialization two to four weeks prior to the exam. The paper should be analytical in nature.
4. The oral examination is a closed-door activity.
5. The Committee will grade the examination as pass or retake.
 - a. If the grade is to retake, the student will resubmit a revised paper and undergo another oral examination within one academic year after the previous exam. The student can retake the comprehensive exam twice. If still unsuccessful on the third try, the student will be penalized with an additional 3-unit coursework.
 - b. If the grade is pass, the student is encouraged to appropriately revise the paper for submission to a journal. The student will then be allowed to enroll in Archaeo 400A (see Memorandum No. ASP GBT 2018-2).