

# MMSU Personnel Scholarship Guidelines and Policies

(Revision approved by the MMSU Administrative Council in August 2019 and approved by the MMSU Board of Regents on December 12, 2019)

## Article I TITLE AND RATIONALE

- Section 1. **Title.** This document shall be known and cited as MMSU Personnel Scholarship Guidelines and Policies.
- Section 2. **Coverage.** These shall govern all scholarships and fellowships whether fully or partly funded by the University or by other institutions and shall be applicable to all University personnel: whether teaching or non-teaching, rank and file or officials, adhering to equal opportunity principles.
- Section 3. **Rationale.** The University shall establish a comprehensive personnel development plan through the University Personnel Development (UPD) program in order to produce highly competent professionals. For this purpose, all personnel development programs shall be in consonance with the goals of the University and for the interest and improvement of public service.

## Article II DEFINITION OF TERMS AND GENERAL PROVISIONS

- Section 1. **Definition of Terms.** As used in these guidelines, the following terms shall have the following meanings:
- a. *University* – the Mariano Marcos State University (MMSU)
  - b. *President* – the MMSU President
  - c. *Unit* – a college, office, directorate or center of MMSU.
  - d. *University personnel* – any MMSU rank and file employee/staff or official occupying a regular plantilla item, which may either be permanent or temporary.
  - e. *Study privilege* – a privilege authorized to any University personnel including contractual faculty who have served the University for at least two (2) consecutive years, with a very satisfactory performance in the last four (4) evaluation periods, to avail of the free tuition and other school fees at MMSU to pursue graduate program relevant to their field of specialization.
  - f. *Scholarship* – a study or training grant, either full or partial, sponsored by the University and awarded to any University personnel.
  - g. *Full scholarship* – a full study or training grant awarded to any qualified University personnel who wishes to enroll in any HEI defined in Section 4 to pursue higher degree or attend training relevant to their baccalaureate and functions in the University.
  - h. *MMSU-funded Partial Scholarship (PS)* – a study grant awarded by MMSU to any qualified University personnel that include either of the following categories:
    - h.1. PS1 - MMSU funded weekend classes. The grantee is entitled to free tuition and other school fees, weekly economy transportation allowance, semestral book allowance, thesis support, reduced load for faculty and flexi time for non-teaching, and official time during Fridays or a preferred day of the week.
    - h.2. PS2 - Comprehensive degree program. The grantee is entitled to free tuition and other school fees, two-way economy transportation allowance every semester break and summer sessions, semestral book allowance, and thesis support.
    - h.3. PS3 - Open University System without fellowship. The grantee is entitled to free tuition and other school fees, economy transportation allowance every academic sessions, semestral book allowance, thesis support, official time

during academic sessions, and reduced load for faculty or flexi time for

- h.4. PS4 - Personally funded weekend classes. The grantee is entitled to thesis support, reduced load and official time during Fridays only or a preferred day of the week. Scholars enrolling at MMSU shall be granted free study privilege.
- h.5. PS5 - Thesis/Dissertation support. The grantee is entitled to thesis/dissertation support only.
- h.6. PS6 - Flexi-time. The grantee is entitled to flexi-time (e.g. 40-hour work from Monday to Thursday).

To support the professional development of non-plantilla faculty, PS5 and PS6 may be availed by contractual faculty who have served the University for at least two (2) consecutive years, with a very satisfactory performance in the last four (4) evaluation periods.

- i. *Full fellowship* – a study, training or exchange program grant sponsored by agencies other than MMSU where the latter shall provide only salary and other benefits, and official time during the entire duration of the fellowship.
- j. *Partial fellowship* – a partial study grant sponsored by agencies other than MMSU where the latter shall provide only salary and other benefits, reduced load and official time either during academic sessions or during Fridays only.
- k. *Delinquent scholar/fellow* – any scholar/fellow who violated any of the terms and conditions in the scholarship/fellowship contract which resulted to non-completion of the program within the prescribed scholarship/fellowship period.
- l. *Official time* – refers to the authorized time given to University personnel in attending classes or any related activities towards the completion of his program, which could either be full or partial official time. Full time when the grantee takes full time study leave and partial if he is only entitled to a designated days/time of the week which shall in no case exceed two (2) days a week.
- m. *Reduced load* – refers to a reduction in the normal teaching load equivalent to a maximum of nine (9) units per semester only i.e. 9-unit and 6-unit reduced load for those pursuing doctorate and master's degrees, respectively.
- n. *Training* – staff development in the local, national or international level with a duration of at least 30 days.
- o. *Exchange Program* – an opportunity to work, teach or conduct research for a year or less in a national or international partner institution of the University.
- p. *University Personnel Development (UPD)* – The UPD implement career and personnel development, and scholarship programs in the University, in accordance with existing civil service policies and standards and ensuring observance of equal opportunity principles.

Section 2. **All scholarships and fellowships undertaken with public interest.** All development programs are pursued and awarded primarily for and in the interest of public service. The main consideration is to improve the staff's technical know-how and performance through manpower development. Therefore, any qualified University personnel may be granted and awarded scholarships and fellowships primarily for the interest of public service and secondarily, for their professional and personal development.

Section 3. **Encouraging qualified University personnel to go on scholarship and fellowship.** As a matter of policy, the University shall encourage qualified University personnel to go on scholarship and fellowship within their respective fields of specialization or relevant to their positions and designations, subject, however, to the availability of funds and upon approval by the President.

Section 4. **Attendance to University scholarships.** As a general rule, all necessary expenses incurred by the awardee in his attendance in any development program, shall be borne by the University, subject to the availability of funds as well as to accounting and auditing rules and regulations.

Scholars/fellows of the University shall enroll in any of the following:

- a) HEIs which are included in the Top 1000 universities of the world;
- b) Centers of Excellence for the program of the scholar/fellow/grantee; and
- c) Member-institution of a national consortium offering scholarships/fellowships.

Exception shall be in cases where the scholarship/fellowship granting agency specifies the HEI where the scholar/fellow/grantee will study.

Section 5A. **Preference due to budgetary constraints.** Due to budgetary constraints and subject to other provisions of these guidelines on scholarship or fellowship and the needs of the University, preference shall be given to the most ranking employee who needs most the development program related to his/her position and designation, the extent of the impact of the program to the University and other qualification requirements defined in Article III. In case two or more employees concerned are relatively equal in terms of the need, the extent of their program's impact and the qualification requirements defined in Article III, preference shall be given to the personnel who has attended the least number of development programs.

Section 5B. **Preference not applicable to competitive or personally solicited scholarship or fellowship.** The rule on preference mentioned in the immediately preceding section shall not be applicable to competitive or personally solicited scholarship or fellowship subject to the provisions of Article III.

Section 6. **Official time granted to personally funded schooling.** If for some budgetary constraints, any qualified employee is willing to attend a development program at his own expense, he/she shall be allowed to attend on official time; provided that his/her duties and functions can be taken care of during said program, without additional expense on the part of the University, except for units with limited number of faculty/staff. Provided further that the field that shall be enrolled shall be endorsed by the Head of the Unit, and duly authorized by the President through the UPD.

Section 7. **Withdrawal, suspension, or termination of scholarships and fellowships.** Scholarships and fellowships granted and awarded may be withdrawn, suspended, or terminated with due process when any of the provisions of the scholarship contract is violated by the awardee.

Section 8. **Voluntary nature of scholarships and fellowships.** Scholarships and fellowships, being covered by contracts, shall be voluntary. No employee shall be sanctioned for refusing to accept a scholarship or fellowship.

Section 9. **Delinquent scholar/fellow.** After due process, any delinquent scholar/fellow shall be disqualified for any future scholarship or fellowship and shall be required to pay the MMSU counterpart incurred during the scholarship term as stipulated in the contract.

Section 10. **Non - sponsorship of full scholarship abroad.** Due to the expensive nature of scholarships abroad, the University shall not fully sponsor foreign scholarship. Instead, it will partly support those who have acquired fellowship abroad. The University will pay the salary of the scholar and may provide, subject to availability of funds, benefits for official foreign travel based on existing policies and laws, if such benefits are not provided for by the sponsoring agency.

To support internationalization of faculty and staff, fellows abroad may be awarded financial support equivalent to the amount provided to full scholarship recipients, subject to availability of funds.

Section 11. **Repayment/Return Service.** Scholar/fellow shall render return service to MMSU immediately after finishing the program subject to Article IX Sections 3 or 4. Active service being rendered by the fellow/scholar who have standing return service from previous scholarship but granted another partial scholarship/fellowship as defined in either of the items in Article II Section 1 letter H, shall be counted as his return service to his/her previous scholarship/fellowship obligation. His/her return service obligation to the present

scholarship, however, shall be computed accordingly as defined in Article IX Section 4. Return service for such shall commence only after finishing his/her partial scholarship/fellowship.

Section 12. **Pregnancy within the duration of the scholarship/fellowship.** The contract of scholarship/fellowship provides for the non-pregnancy clause within the duration of the scholarship/fellowship.

However, in case the scholar/fellow gets pregnant, she may request for a deferment of her scholarship for the approval of the President subject to the provisions in Article VIII, Section 2. If approved, the period of pregnancy shall not be included in the scholarship duration and in no way shall be a reason for the scholar/fellow not to finish his/her degree within the prescribed period.

Section 13. **Equal Opportunity.** All scholarships, fellowships, trainings, exchange programs and other similar learning and development programs shall be applicable to all University personnel without discrimination to age, gender and sex, civil status, disability, religious beliefs and political affiliation.

### **Article III QUALIFICATION REQUIREMENTS**

Section 1. **Scholarship/fellowship awarded to qualified University personnel.** A University personnel can apply for scholarship/fellowship subject to the provisions in Articles III and IV.

Section 2. **Age limit.** Without prejudice to the provision of Section 13 of the preceding Article, no University personnel shall be awarded full scholarship if he/she has reached his 46th birthday at the time of the awarding of such scholarship, except in highly meritorious cases when the interest of the service so requires, provided the employee is not more than 50 years old. However, any University personnel who finished the academic requirements of a thesis or dissertation proposal, totally on his/her own or through a previous UPD program, may be entitled to a partial scholarship (Article II Section H) provided further that, he/she is not more than 50 years old at the time of the award, must be enrolled in HEI described in Article II Section IV, and the field must be in line with his/her specialization.

Section 3. **Service and performance requirements.** No University personnel can avail of a scholarship/fellowship unless he has served the University for at least two (2) consecutive years with a very satisfactory performance in the last four (4) evaluation periods before the award is given, except in meritorious cases such as in the case of highly competitive fellowship. In no case however, that any University personnel can avail of fellowship unless he/she has served the University for at least one year.

Section 4. **Required Service for Previous Scholarship/Fellowship.** Before a faculty can qualify for another scholarship/fellowship, he/she must have completed at least one-thirds (1/3) of the required repayment service for previous scholarships or fellowships. Unpaid services shall be added to the succeeding repayment services.

Section 5. **Requirement of Good Moral Character and Dedication to the University.** A scholar/fellow must have good moral character and reputation. Moreover, only those who have shown dedication to the University may be awarded a scholarship or a fellowship grant.

Section 6. **Medical requirements.** An employee shall be certified physically and mentally fit by an accredited government Physician before he/she can be considered for scholarship/fellowship.

**Article IV**  
**DOCUMENTS FOR SCREENINGSCHOLARSHIP/  
FELLOWSHIP APPLICANTS**

- Section 1. **Inclusion in staff development plan of the Unit.** Any scholarship or fellowship should be in accordance with the staff development program submitted by the unit, provided that such application shall not cause the number of scholars to exceed ten percent (10%) of the total number of faculty or staff of the Unit during that semester. This provision is required in order to avoid impairment of the services of the Unit. However, the hierarchical consideration in the staff development plan and the 10% provision may be waived in cases of competitive fellowship.
- Section 2. **Letter of request for scholarship, fellowship.** Any University personnel who wishes to apply for a scholarship or fellowship shall write a letter of request addressed to the President through the UPD before the bi-annual application deadline set by the UPD, for full and partial scholarship; at least three (3) months before the intended study leave commences, for full fellowship and those attending training/exchange abroad; and at least two (2) months, for partial fellowship, except for meritorious cases. The request shall be endorsed by the Unit Head upon the recommendation of the Unit Scholarship Committee which shall be composed of the College Secretary as Chair and Department Chairs as members of the Committee for the Colleges while Head of the Unit and selected senior staff for the other Units of the University. Merits of their recommendation shall be based on the following attached documents:
- a) Application Form (UPD Form 1);
  - b) Manpower development program of the Unit;
  - c) Notice of admission to the degree or training/exchange program applied for;
  - d) Proposed plan of study with timeline;
  - e) Notice of scholarship award, for fellowship applicants;
  - f) Curriculum, schedule of fees and an estimate of total fees, for scholarship applicants; and,
  - g) Waiver of responsibilities by the applicant and corresponding acceptance by the other members in the Unit.
- Section 3. **Letter of request of faculty/staff for extension.** Any University personnel who wishes to apply extension to complete his/her program shall write a letter or request addressed to the President through the UPD at least two (2) months before the intended extension commences. The request shall be endorsed by the Unit Head upon the recommendation of the Unit Scholarship Committee (USC). Merits of their recommendation shall be based on the following attached documents:
- a) Progress Report (UPD Form 2)
  - b) Certified true copy of grades from the start to the latest semester he/she is enrolled;
  - c) Revised Study Plan duly signed by adviser or graduate program coordinator;
  - d) Gantt chart of thesis/dissertation activities signed by adviser, for those on thesis/dissertation stage;
  - e) Required documents by granting agency, for those on fellowship; and,
  - f) Other relevant documents to support request.
- Section 4. **Evaluation and endorsement of the UPD Thesis/Dissertation Evaluation Committee.** The endorsement of the approved copy of the thesis or dissertation proposal by the UPD Thesis/Dissertation Advisory Committee shall be required for those who would like to avail of a thesis or dissertation support. The same shall be a requirement for the release of thesis/dissertation support.
- Section 5. **Accomplishment of a clearance from accountabilities.** Any University personnel whose request for scholarship or fellowship has been approved shall accomplish the college and University clearances prior to the study leave. Failure to do so shall cause the suspension of scholarship entitlements and other benefits.

Section 6. **Scholarship, fellowship or extension contract.** Upon approval of the request for a scholarship, fellowship or extension, a scholar/fellow shall sign a scholarship, fellowship or extension contract.

## **Article V UPD Working and Advisory Committees**

Section 1. **Composition and Appointments of the UPD Working and Advisory Committee.** The UPD working and advisory committees shall be composed of three (3) working and one (1) review and advisory committee. The working committees shall include:

- 1) UPD-Scholarship Committee (UPD-SC);
- 2) UPD-Learning Needs Committee (UPD-LNC);
- 3) UPD-Linkages Committee (UPD-LC);

The review and advisory committee shall be named Thesis/Dissertation Review and Advisory Board (UPD-TDAB). The Chairs and the members of the committees shall be designated by the President.

Section 2. **UPD-SC.** The SC shall be composed of the UPD who shall serve as the Chair, and members representing the teaching staff, non-teaching staff, legal office and finance office. The committee shall:

- a) Review, strengthen, and strictly implement the University policies and guidelines on scholarship, fellowship and training programs;
- b) Act as the University review board with recommendatory powers on the qualifications and other requirements of the incoming applicants for scholarship, training or fellowship, as submitted and endorsed by the concerned Head of the Unit;
- c) Review, evaluate and endorse scholarship/fellowship applications;
- d) Establish and implement a scheme in monitoring on-going scholars to ensure strict compliance on their development plan;
- e) Review, evaluate and recommend requests of on-going scholars for extension and other matters related to their scholarship privileges;
- f) Make a semestral review on the academic progress and problems of scholars, fellows, and trainees; and
- g) Recommend the termination or extension of scholarship or fellowship contract.

Section 3. **UPD-LNC.** The UPD-LNC shall be composed of the UPD who shall serve as the Chair, core members representing the faculty, general administrative and support staff, auxiliary, research and extension staff, and Ad Hoc members from the different Units. They shall perform the following functions:

- a) Ensure the learning and development programs support the University's strategic goals and objectives;
- b) Evaluate the learning and development needs of MMSU employees;
- c) Identify needs-based interventions to enhance competencies and potentials of MMSU employees; and
- d) Formulate measures to assess effectiveness of learning and development;

Section 5. **UPD-LC.** The UPD-LC shall be composed of the External Linkages and Partnerships (ELP) Directorate who shall serve as the Chair and members representing the UPD, faculty, general administrative and support staff, auxiliary, research and extension staff. They shall perform the following functions:

- a) correspond and coordinate with experts, resource speakers, grant-giving bodies and external service providers - private or government from both national and international entities, and
- b) explore, evaluate and recommend international and local scholarship/fellowship opportunities offered by granting agencies and partner institutions.

Section 6. **UPD-TDAB.** The UPD-TDAB shall be composed of the Vice President for Research, Extension and Business Affairs, Director for Research, Research Coordinator of the College or Head of the Unit. They shall serve as the review and advisory board on the research proposals of MMSU full time and partial scholars to ensure that their thesis/dissertation is in line with their line of study and in line with the University R & D agenda. They may also assist externally funded scholars in formulating research problems, if solicited.

## **Article VI SCHOLARSHIP OR FELLOWSHIP PERIOD**

Section 1. **Period to complete a full-time scholarship/fellowship.** A full scholar in the Philippines or abroad shall complete his/her scholarship/fellowship within two (2) years for a master's degree, and three (3) years for a doctorate degree, or as prescribed by the scholarship grant, for fellows.

Section 2. **Period to complete a partial scholarship.** A partial scholar in the Philippines or abroad shall complete his/her scholarship within the prescribed number of years depending on the type of partial scholarship as described in Article II but in no case shall exceed three (3) years for master's degree and four (4) years for doctorate, or as prescribed by the scholarship grant, for fellows.

Section 3. **Extension of scholarship or fellowship.** When the fellowship or scholarship whether full or partial cannot be finished within the required number of years as prescribed in the immediately preceding two sections due to justifiable reason(s), beyond the control and without the fault of the scholar or fellow, the period of the scholarship or fellowship may be extended for a maximum of one (1) year for each program, immediately after the expiration of the regular scholarship/fellowship period. Such extension of the contract maybe allowed on official time and shall be subjected to the evaluation and recommendation of the UPD-SC on the following basis, otherwise he/she shall use his/her accumulated leave credits and/or leave without pay.

- a) Academic records of the scholar;
- b) Revised Study Plan duly signed by adviser or graduate program coordinator;
- c) Gantt chart of thesis/dissertation activities signed by adviser, for those on thesis/dissertation stage;
- d) Compliance with the provisions in the scholarship contract.

Section 4. **Non-teaching employee who pursues a bachelor's degree.** For a member of the non-teaching staff who wishes to avail of a scholarship or fellowship grant to finish a bachelor's degree, the maximum period shall be within the normal length of time prescribed for the degree, subject to the provisions of Article III.

## **Article VII SCHOLARSHIP/FELLOWSHIP ENTITLEMENTS**

Section 1. **Salaries of scholars/fellows.** University officials and employees on scholarship/fellowship shall receive their salaries and other entitlements for the duration of their scholarship/fellowship unless otherwise not provided by law. The scholar or fellow may designate a person with a special power of attorney to withdraw his/her salary during the scholarship/fellowship period.

Section 2. **Monthly stipend.** A full scholar, pursuing his/her graduate studies in MMSU recognized HEIs shall receive a monthly stipend amounting to ten thousand pesos (P10,000.00). The scholar may designate a person with a special power of attorney to withdraw his/her monthly stipend during the scholarship/fellowship period.

- Section 3. **Payment of tuition and other school fees.** The University shall pay for the tuition and other school fees of a full-time or part time scholar as defined in the appropriate sections in Article II, section 1. Payment of tuition and other school fees may be from institution to institution or by the scholar who chooses to pay his/her bill from his/her personal money and ask the University for reimbursement later upon presentation of official receipts.
- Section 4. **Book allowance.** A book allowance of five thousand pesos (P5,000.00) per regular semester and two thousand five hundred pesos (P2,500) per summer time shall be given to full-time or partial scholars pursuing either doctorate or master's degree. Book allowances are given upon submission of enrolment forms for the first semester on the first year of the grant, while progress report of the preceding semester in addition to enrolment forms for the current semester shall be required in the succeeding semesters.
- Section 5A. **Thesis or dissertation grant.** A thesis/dissertation assistance amounting to forty thousand pesos (P40,000.00) for the doctorate degree and thirty thousand (P30,000.00) for the masters' degree shall be given to a scholar or fellow upon the recommendation of the UPD as endorsed by the TDAB in coordination with the University Finance Office. Payment, shall be given in two releases as follows:  
\* 90% upon approval of the proposal, and  
\* 10% upon submission of the manuscript in hard and soft (CD) copies
- Section 5B. **Inadequate thesis/dissertation support.** If approved thesis or dissertation budget is more than the University support, the scholar or fellow may resort to external assistance, subject to the prior approval of the President through the UPD.
- Section 6. **Two-way travel expenses.** The University shall pay the full-time scholar the travel expenses to and from the place of study before and after the scholarship period. Partial scholars defined in Article II, Section 1, shall be given two-way travel expenses every study session/period.
- Section 7. **Other benefits for a full-time scholar/fellow.** A full-time fellow pursuing a degree in the Philippines shall receive all other benefits provided for by MMSU in accordance with the law. A fellow who goes abroad shall be given benefits for official foreign travel subject to availability of funds and based on existing policies and laws, if such benefits are not provided for by the sponsoring agency.
- Section 8. **Accumulation of leave credits.** Any non-teaching University personnel who is awarded with full scholarship/fellowship shall earn leave credits. as prescribed by law. Faculty members are entitled to the 70 days proportional Teacher's Leave pay.
- Section 9. **Source of Funding.** All scholarship and fellowship entitlements shall be drawn from Fund 101.

### **Article VIII OBLIGATIONS OF THE SCHOLAR/FELLOW DURING THE SCHOLARSHIP/FELLOWSHIP PERIOD**

- Section 1. **Concentration on the approved program of study.** A scholar or fellow pursuing graduate studies shall devote full time to the program of study indicated in the letter of admission of the Graduate School. If a need for change in the program arises, there must be a request letter addressed to the President through the UPD. The letter should be recommended for approval by the Department Chair and endorsed by the Unit Head where the scholar/fellow comes from.
- Section 2. **Deferment of scholarship/fellowship.** A scholar or fellow may request the President through the UPD for a deferment of the scholarship/fellowship for a maximum of one year under any of the following conditions:



- a) Sickness which necessitates a long period of rest or recuperation. In such case, the grantee may go on a sick leave subject to pertinent Civil Service rules on leaves, otherwise such period of rest or recuperation shall be counted in determining the period within which to complete the scholarship/fellowship;
- b) Lack of subject offerings to be taken in which case, the grantee should inform the UPD and report back to work at the University; and
- c) Pregnancy, however, only one request of deferment within the period of scholarship/fellowship is allowed.

*The request should be recommended for approval by the Department Chair and endorsed by the Unit Head where the scholar/fellow comes from. Whichever is applicable, a medical certificate or certificate from the University Registrar where the scholar is enrolled shall be attached to the request letter.*

- Section 3. **Leave of absence from institution enrolled in.** When the request for a deferment of scholarship or fellowship is approved, the scholar or fellow shall request for a leave of absence (LOA) from the institution in which he is enrolled. A copy of the approved LOA shall be submitted to the UPD office promptly.
- Section 4. **Full-time efforts towards completion of degree.** A scholar or fellow pursuing a degree shall exert all efforts towards the completion of the degree being pursued within the maximum duration of the scholarship/fellowship as defined in Article VI, Sections 1 to 3. Further, the scholar or fellow shall not engage in any work for pay except for fellows on graduate assistantship or when he gives public addresses or lectures relative to his program that demand substantial time for preparation and travel.
- Section 5. **Acceptance of other scholarship/fellowship.** A scholar may accept other forms of scholarship or fellowship. However, his/her original scholarship automatically ceases, and the slot is given to another qualified faculty/staff member. Furthermore, a scholar or fellow pursuing a degree may accept additional thesis/dissertation assistance subject to the recommendation of the UPD as endorsed by the TDAB. While this does not affect the original scholarship/fellowship, the scholar/fellow should provide the UPD all documents related to the assistantship.
- Section 6. **Weighted average.** A scholar or fellow pursuing a degree shall maintain a weighted average of at least 2.0 or its equivalent for master's program and 1.75 for doctorate program or whichever is required in the Institution where the scholar is enrolled. If a scholar/fellow cannot meet the required weighted average, he/she may be given one semester to improve his/her grade. Otherwise, his/her scholarship/fellowship may be recommended for termination.
- Section 7. **Regular load.** For entitlement to the usual privileges and benefits as provided in Article VII, a scholar or fellow pursuing graduate studies shall carry a regular academic load of minimum of 9 units and maximum of 12 units each semester and not less than 3 units during summer while completing the course work phase of the program, except in the last term where less number of units may be allowed.
- Section 8. **Residency.** A scholar/fellow pursuing a degree may be allowed to enroll residency in any of the semesters within the scholarship duration for the sole purpose of preparing comprehensive examination or any related requirements for the degree but in no case shall exceed one (1) semester.
- Section 9. **Submission of requirements.** A scholar/fellow pursuing a degree must submit to the UPD the following pertinent papers, whichever is applicable:
- a) Progress Report (UPD Form 2), not later than two weeks after the end of the term.
  - b) For grantees with temporary appointment, latest appointment not later than two weeks after the date of receipt;

- c) Enrolment verification or copy of registration receipt not later than two weeks after registration;
- d) Certified true copy of grades, not later than two weeks after the end of the term;
- e) Approved plan of study not later than the first semester of regular admission;
- f) Result of the comprehensive examinations, oral/written, not later than two weeks after the examination results has been released;
- g) Approval of the thesis/dissertation proposal and copy of the outline not later than two (2) weeks after approval by the Advisory Committee; and
- h) Result of the thesis/dissertation defense not later than two (2) weeks after the examination.

Section 10. **Mailing dates.** All papers shall be considered submitted on the mailing dates.

Section 11. **Withholding of stipends and salaries.** If a scholar or a fellow fail to comply with the provisions of the immediately preceding sections, his/her stipend and other scholarship entitlements, as well as his/her salary will be withheld until compliance with the provisions are made.

### **Article IX OBLIGATIONS OF SCHOLARS/FELLOWS AFTER SCHOLARSHIP/FELLOWSHIP**

Section 1. **Resumption to duty.** The scholar/fellow shall inform the President through the UPD in writing the date of resumption of duty at the University after completion of the requirements for which the scholarship/fellowship was awarded or the expiration of the contract period, whichever occurs first. A scholar/fellow sent abroad shall report within two weeks after the end of the scholarship/fellowship.

Section 2. **Submission of documents to the UPD.** A scholar/fellow shall submit to the UPD not more than one month after resumption of duty pertinent documents such as (whichever is applicable):

- a) Certified true copy of grades by the school's Registrar' Office;
- b) Written certification of completion of the degree by the school's Registrar's Office;
- c) One copy of completed and duly signed thesis/dissertation with soft copy (CD);
- d) Re-entry plan.
- e) Copy of a published or publication ready article from the thesis/dissertation/research.

Photocopy of Diploma or Certificate of Training (certified true copy from the Record's Officer); and Certified true copy of the Transcript of Records/Certificate of Training and Diploma shall be submitted to the UPD and Personnel Office not more than 6 months upon resumption to duty.

Section 3. **Service Repayment for full scholar/fellow.** Full scholar should render three (3) years of service and fellow two (2) years of service to the University for every year of scholarship/fellowship or a fraction thereof of the scholarship/fellowship (i.e. 1:3 for scholar and 1:2 for fellow). Any scholarship/fellowship with duration of six months or more in a school year shall be considered one year period. Service shall be construed as active service at MMSU. In case of conflict in service repayment with sponsoring agency for outside grants, the MMSU policy shall prevail.

Section 4. **Service Repayment for partial scholar/fellow.** Depending on the type of partial scholarship/fellowship, the scholar/fellow shall render MMSU the following service obligations for every year of scholarship/fellowship or a fraction thereof of the scholarship/fellowship. Service shall be construed as active service at MMSU. Active service rendered while on partial scholarship shall not be considered as return service.

- a) PS1 - MMSU funded weekend classes. The grantee shall render MMSU two (2) year return service.

- b) PS2 - Comprehensive degree program. The grantee shall render MMSU two (2) year return service.
- c) PS3 - Open University System without fellowship. The grantee shall render MMSU two (2) year return service.
- f) PS4 - Personally funded weekend classes. The grantee shall render MMSU half (0.5) year return service.
- g) Partial fellowship - The grantee shall render MMSU half (0.5) year return service.

Section 5. **Schedule/commencement of service repayment.** Service repayment shall commence after the scholar/fellow has finished the degree/training/exchange program and upon resumption to official duty. However, in cases where the scholar has not finished the degree within the specified duration, for justifiable reasons, the computation of return service and additional obligation to MMSU shall prevail:

- 1) If the scholar/fellow is left with thesis/dissertation for justifiable reasons and reports back to office with full active service, the term rendered shall be considered and counted as fraction of his or her return service.
- 2) If the scholar/fellow is in full active service and uses his or her leave credits or leave without pay when attending to some courses or thesis/dissertation works, the term rendered shall be considered and counted as fraction of his or her return service.
- 3) If the scholar/fellow resumes the completion of his or her degree through any of the types of partial scholars, his or her services in that particular semester (if applicable) shall not be considered fraction of his or her return service but shall be added to his or her standing return service obligation to the University.
- 4) If the scholar/fellow resumes the completion of his or her degree using his or her leave credits or leave without pay, his or her services in that particular semester shall not be considered fraction of his or her return service.

Section 6. **Service to other agencies.** A scholar's/fellow's service to other government agencies after scholarship or fellowship shall not be allowed within the service repayment period and shall not in any case be considered in the computation of return service to MMSU.

Section 7. **Reimbursement of scholarship/fellowship value.** A scholar/fellow shall reimburse the University the total scholarship/fellowship value, including his/her salary and other entitlements, plus interest computed at the current rate in the following cases:

- a) Willful abandonment of scholarship, leave of absence without approval or dropping of courses without the approval of the President;
- b) Failure to render service repayment.
- c) Gross misconduct which puts the University in bad light;
- d) Other justifiable reasons presented by the MMSU; and
- e) Failure to finish the degree program within the allowable period as defined in Article VI, Sections 1-3.

For a scholar or fellow who has rendered partial repayment service, the equivalent of the unpaid service including interest shall be paid. Payment shall be made in full or on installment basis. The amount shall be determined by the University Accounting Office, and implemented by the Administrative Office.

Reimbursement shall commence one (1) year after the breach of contract, unless the degree is completed within one year after the breach.

Section 8. **Re-entry Plan.** Each scholar/fellow shall submit a realistic re-entry plan or proposal where his or her newly acquired expertise or specialization may be applied in his or her college and/or the University. The results of his/her study shall also be disseminated.

**Article X**  
**SCHOLARSHIP OR FELLOWSHIP CONTRACTS**

- Section 1. **Scholarship/fellowship contract.** All scholars/fellows for a duration of 30 days or more, either local or foreign, full or partial shall be covered by a scholarship or fellowship contract. The contract shall be duly signed by the grantee and the President together with other four (4) signatories. The two (2) sureties shall be permanent employees whose salary grade is equal or higher than the scholar/fellow. The two (2) witnesses shall be the Head of the Unit of the grantee and the Director of UPD.
- Section 2. **Special and additional provisions on the scholarship/fellowship/extension contract.** In addition to the general terms and conditions of the scholarship, fellowship, or extension contract, the University may add special terms and conditions and these shall be valid and binding on the grantee or awardee as long as the terms and conditions are not illegal or against moral and good customs of the Philippines.
- Section 3. **Amendment of any terms of scholarship/fellowship/extension contract.** After the scholarship/fellowship/extension contract shall have been signed by the parties, no amendment of any of the terms of the contract shall be made except upon prior consent of all parties in the contract; provided that the University may opt to withdraw, suspend, or terminate any scholarship or fellowship contract as provided under Article II, Section 7.
- Section 4. **Condition of scholarship or fellowship contract found illegal.** If a term or condition of a scholarship contract is found illegal by the regular courts, only the particular term or condition found illegal shall be deleted but it shall not affect the other terms or conditions nor shall the entire scholarship or fellowship contract be considered void.
- Section 5. **Interpretations of the provisions of scholarship or fellowship contract.** If a term or a provision of the scholarship or fellowship contract is subject to two or more interpretations, the interpretation for the validity of the contract shall be preferred. Moreover, the contract shall be interpreted in favor of the University.
- Section 6. **General law on contracts applicable.** The general law on contracts shall be supplementary in the interpretation of the scholarship or fellowship contract.

**Article XI**  
**INCENTIVES FOR RETURNING SCHOLARS**

- Section 1. **Permanency.** Any scholar/fellow who holds a temporary status in the University and who finishes a relevant graduate degree shall be given a permanent status, upon submission of the requirements as provided in Article IX, Section 2 and completion of the requirements specified by law.
- Section 2. **Promotion.** Any scholar/fellow, either local or foreign who finishes a graduate degree shall be automatically promoted upon submission of the requirements to the UPD, subject to availability of funds and plantilla item, and existing civil service policies. One salary grade increment shall be awarded for a master's degree and two salary grade increment for a doctorate degree.

For a master's scholar/fellow who completed the degree beyond the prescribed number of years as defined in Article VI, the one salary grade increment shall be awarded upon submission of the requirements to the UPD and completion of a proposed research.

For a doctorate scholar/fellow who completed the degree beyond the prescribed number of years as defined in Article VI, the one salary grade increment shall be awarded upon submission of the requirements to the UPD. The other increment shall be awarded upon completion of a proposed research.

- Section 3. **Recognition and Awarding Program.** Incentives and awards described in the previous sections shall be awarded during the MMSU Foundation Program in time for the awarding ceremony for deserving MMSU faculty and staff and officials.
- Section 4. **Publication Award.** Any scholar/fellow, either local or foreign, who publishes a paper (not thesis/dissertation) in any reputable refereed local or international journal, shall be awarded a cash gift and a Certificate of Commendation from the University subject to BOR Resolution Nos. 1224, s. 2012 and 1457, s. 2016.

## **Article XII EFFECTIVITY**

These guidelines and policies shall take effect immediately upon approval by the MMSU Board of Regents.

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Revised by the University Personnel Development-Scholarship Committee (UPD-SC).

**Dr. Saturnina F. Nisperos**  
Chair & Chief, UPDP

Members

**Dr. Oscar M. Agpaoa**  
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