

COLLEGE OF HOME ECONOMICS  
University of the Philippines  
Diliman, Quezon City

*DEPARTMENT OF HOME ECONOMICS EDUCATION*

Doctor of Philosophy in Home Economics (Ph.D. HE)

REQUIREMENTS FOR ADMISSION

**1. General Policies**

- 1.1 Admission to the graduate programs (MHE and Ph.D. HE) of the Department of Home Economics Education shall require (1) an appropriate prerequisite degree from a recognized institution of higher learning; (2) intellectual capacity and aptitude for advanced studies and research; (3) language proficiency; and (4) satisfaction of additional requirements set by the Department, College and/or University, through channels.
- 1.2 The Departmental Graduate Committee composed of faculty members teaching HEED graduate courses shall be responsible for the policies and implementation of rules and guidelines pertaining to graduate admissions.
- 1.3 The counting of the period of residence shall start from the student's first enrollment in a graduate subject in the regular program of study after admission into the MHE or Ph.D. (HE) graduate program.

**2. Basic Requirements**

**2.1 Application Form**

A duly accomplished application form for graduate admission (CHE GForm 01) which provides some basic personal, professional and academic information should be submitted on or before the deadline set by the Department. The application form shall be accompanied with:

- 2.1.1 a formal letter addressed to the Dean of the College stating his/her purpose in pursuing a higher degree.
- 2.1.2 a short writing sample or essay written in English about the applicant's purpose in applying to the program; plans for graduate study; specific areas of interest; assessment of academic, mental, emotional preparedness for graduate study; and future prospects.

**2.2 Prerequisite Degree**

The MHE program requires a Bachelor's degree in home economics or related fields and the Ph.D. (HE) program requires a Bachelor's degree, or a Master's degree in home economics or related fields, or its equivalent. Each applicant must submit documentary evidence (diploma or official transcript of records) certifying that he/she has completed the degree/s from a recognized institution of higher learning.

An applicant whose background is considered inadequate shall be required to take up (without graduate credit) such additional courses that will make up for the deficiencies. Applicants with a Bachelor's and Master's degree not related to home economics will be required to take undergraduate or graduate courses as determined by the Departmental Graduate Committee.

### 2.3 General Weighted Average (GWA)

The GWA requirement for admission to the MHE and Ph.D. (HE) programs is 2.0 or better for non-UP graduates and 2.5 or better for UP graduates, on the highest degree attained. Each applicant is required to provide full documentary evidence (such as official transcript of records or OTR) of the courses he/she has taken for his/her undergraduate and /or graduate degree/s, with marks or grades.

If for any reason an applicant fails to meet the required GWA, the applicant is asked to do any or all of the following:

- 2.3.1 Exemplify a very high degree of accomplishment, substantiated with documentary evidence, in his/her desired field of study.
- 2.3.2 Pass a series of in-depth interviews to be conducted by the members of the Departmental Graduate Committee.
- 2.3.3 Complete at least 9 units of undergraduate work (without graduate credit) before he/she will be allowed to enlist in a graduate-level course.

### 2.4 Recommendation (please use standard reference form – CHE GForm 01)

Each applicant will be required to submit at least three (3) recommendations from individuals who have previously supervised the applicant: a professor, an employer/administrator or an expert in a field related to the area of study of the applicant. Each recommendation should incorporate:

- 2.4.1 The applicant's emotional maturity
- 2.4.2 The applicant's ability to pursue graduate work
- 2.4.3 The applicant's sense of commitment in pursuing graduate studies
- 2.4.4 Whenever applicable, the applicant's potential to create, innovate and/or produce cutting-edge work or ideas
- 2.4.5 Whenever applicable, the applicant's creative promise
- 2.4.6 Other qualifications that may contribute to good performance.

### 2.5 Language Proficiency

Proof of English and/or Filipino proficiency shall be required of students whose native language is not English or Filipino, except those who graduated from institutions where the medium of instruction is English or Filipino. For English proficiency, a score of at least 500 in the Test of English as a Foreign Language (TOEFL) shall be required. For Filipino proficiency, a certification shall be required from a duly authorized unit of the University.

The data from the interview, the short writing sample and the entrance exam may serve as bases for assessing language proficiency of applicants. The department may also recommend other measures to develop the language proficiency of applicants.

### 2.6 Interview

Applicants in the Philippines should appear for an interview to be conducted by a member of the Departmental Graduate Committee.

For applicants outside the Philippines or for those who are not living in areas geographically proximate to a UP constituent university, the applicant must undergo any of the following:

- an on line synchronous interaction
- a telephone interview
- a personal interview to be conducted by a duly accredited UP alumni or representative living in an area close to the applicant's place of origin.

### 2.7 Admission Examination

Applicants should pass an exam to be prepared, administered, and processed by the Departmental Graduate Committee. The admission exam is designed to assess the applicant's general aptitude for graduate studies.

Graduate Studies Admission Requirements  
Approved by the UC on its 82<sup>nd</sup> Meeting  
July 23, 2003

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