



Office of the President

13 January 2023

ADMINISTRATIVE ORDER

No. **37** series of 2023

**TO: All Vice Presidents
All Academic deans and Directors
All Chiefs/Heads of Offices
All Faculty Members
All Graduate Students
Bicol University**

SUBJECT: Implementing Guidelines on the Revised Policy on Graduate School Courses Offered on Cost Recovery and the Honorarium Rates of Faculty Members

I. RATIONALE

In response to the requests of graduate students especially those who took leave of absence or for whatever reasons are not able to follow through their course track but are due to graduate based on their plan of course work, this administrative order is hereby issued to provide the implementing guidelines on the revised policy on graduate school courses offered on cost recovery. It likewise includes the revision on the honorarium rates of faculty members who will be appointed to handle graduate courses on cost recovery.

II. LEGAL BASIS

BOR Resolution No. 814 series of 2022 (A resolution approving the revision of the BU Graduate School policy on courses offered on cost recovery and the honorarium rates of faculty members)

III. IMPLEMENTING GUIDELINES

To ensure smooth and orderly implementation of the policy on holding classes on cost recovery, the following guidelines shall be observed:

- (1) The following students can request for the opening of classes on cost recovery basis:
 - (a) Students who need to take one last course leading to complete academic requirements (CAR) to qualify for the comprehensive examination scheduled in the succeeding term/semester;
 - (b) Students who are on scholarship grants and must complete the coursework within a specified time frame, of which waiting for the following term/semester would impede their compliance to the terms of the scholarship grant.
- (2) The student requesting for cost recovery must do so in writing, addressed to the BUGS Dean, endorsed by the program adviser, the department chair, the college dean and the BUGS secretary. Attached to the letter are the following: (a) Plan of Course Work, (b) Request for Cost Recovery form, and (c) Certification of Grades from the registrar. These documents will guide the concerned authority to evaluate the merit of the request. If the request is favorably endorsed, the department chair will recommend a faculty member who can teach and suggest a schedule, subject to the approval of the Dean of the Graduate School.
- (3) The appointment of the faculty member assigned to teach in a graduate course offered on cost recovery shall be based on the qualifications of graduate faculty members

stated in the existing policies, rules and procedures for graduate studies in Bicol University. The same criteria will apply to part time or adjunct faculty members invited to teach courses on cost recovery. The faculty member's teaching appointment will form part of the workload of the faculty member and shall be reflected in the appointment to teach and summary report.

- (4) Once the requirement in the criteria to teach in the graduate school is met, the following shall be considered:
 - (a) Faculty member with one teaching overload in the graduate school can be assigned only one subject on cost recovery;
 - (b) Faculty member with no overload in the graduate school can be assigned a maximum of one overload on cost recovery;
 - (c) Faculty member assigned to teach must have current involvement in research; and
 - (d) The faculty member assigned must be a subject matter expert.
- (5) The subject offered on cost recovery shall be considered part of the regular load of the student.
- (6) The fee for cost recovery to be paid by the student is over and above the regular tuition and miscellaneous fees. The fee must be paid in full to the BUGS cashier upon enrolment. The fee referred here is the honorarium of the faculty member assigned to teach the subject.
- (7) Diligent supervision shall be exercised by the officials concerned to ensure that the student/s are given adequate instructional provision in the form of class observation, visitation and submission of documentary evidence of activities undertaken.
- (8) If the subject or course requested is currently offered in the regular schedule, that subject or course cannot be offered on cost-recovery basis.
- (9) The honorarium rate of faculty member assigned to teach a graduate course/subject on cost recovery both for master's and doctoral degrees shall be based on the academic rank of the faculty member. In case a part-timer is assigned, the rate shall be based on the approved policies for compensation of part-timers.

IV. SAVING CLAUSE

Matters not covered by the foregoing provisions shall be referred to the University President for resolution and appropriate action.

V. REPEALING CLAUSE

Any provision of existing Administrative Orders and other office issuances which are inconsistent with the provisions of this policy are hereby repealed or modified accordingly.

VI. EFFECTIVITY

This Administrative Order shall take effect on the 2nd semester of SY 2022-2023 until revoked by a subsequent issuance from this Office.

Please be guided accordingly.


ARNULFO M. MASCARIÑAS
SUC President IV

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VPs
Deans/Directors
Heads/Chiefs of Offices
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