Corporate Executive Masters in Business Administration (ceMBA)

I. POLICY STATEMENT

The UPHSD Graduate School is an interdisciplinary institute that provides leadership in the transformation and development of change agents and managers of resources through peer-exchange and executive mentoring in a diverse and highly competitive knowledge-based environment.

II. POLICY STRATEGIES

To fulfill this end, it shall:

A. Provide a research-based and industry-focused graduate program that opens opportunities for corporate executives and leaders in various industries and business settings to utilize the University and the student population in sharing and exchanging exemplary leadership values and practices in a business setting;

B. Present a curricula in a blended format using the internet as one tool for submitting deliverables without losing face-to-face interaction in the classroom with professors and peers;

C. Utilize a blended on-line computer-based learning process and classroom discussion using individual study modules for problem-solving, caselettes, group discussions and feedback mechanism of projects toward inclusive collaboration.

III. ADMISSION REQUIREMENTS AND PROCEDURE

Local or Domestic Applicants

A. Applicants for admission to the ceMBA must possess:

1. a Bachelor’s Degree from a CHED recognized college or university

   1.a. bridging units in accounting for those who have not taken basic accounting in the undergraduate or in their second degrees;

   1.b. bridging units in economics for those who have not taken basic economics;

   1.c. bridging units in computer for those who have not taken basic computer course.

2. an acceptable background assessed of the student’s qualifications—his undergraduate performance, extensive work experience and personal references—by the Graduate School Academic Council;
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3. the following credentials in three sets for a) admission office, b) for the Graduate School, c) for the Registrar:

3.a. official transcript of records bearing REMARKS: Copy for the University of Perpetual Help System Dalta. If still unavailable, secure a letter-request from the Registrar’s Office of UPDSD to the effect that transcripts be sent to the University.

3.b. a letter to the Dean of the Graduate School describing educational and professional goals. Indicate the ceMBA specialization that you would like to focus on e.g., Maritime Education, Organization Development, Public-Private Management, etc. This will be evaluated as part of your diagnostic exercise;

3.c. a resume’ or curriculum vitae of work experience;

3.d. a letter of recommendation or Certificate of Good Moral Character from persons or Authority or immediate supervisor, if currently employed;

3.e. one Original copy and another photocopy of your Certification of Employment;

3.f. a permit to study, if employed;

3.g. copy of related and latest seminars attended;

3.h. copy of Board Examination results, if any;

3.i. copy of PRC license/Integrated Bar of the Philippines ID.

3.j. long brown envelop to safe keep the documents

4. Fill up an Application for Admission

5. Present personally, send by email or by fax, copy of a deposit slip or Official Receipt indicating payment of entrance examination.

6. Submit above stated credentials to:

The Secretary
Graduate School Office
3/F University Health Tower
University of Perpetual Help System Dalta
Alabang-Zapote Road, Pamplona 3
Las Piñas City
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B. Next Steps—

1. The Dean of the Graduate School will verify the submitted documents;

2. Applicant may be asked for an interview either by SKYPE or teleconference. He may want to proceed to the UPHSD campus to have an ocular inspection of the area.

3. The Admission Committee shall approve the entry of a student into the ceMBA;

4. The applicant will receive a notice of the status of his application through email, SMS, or voice message from the Office of the Dean

5. Registration may commence after the applicant has received a notice of admission from the Dean

C. Appeal for Reconsideration

Applicants denied admission may be considered for temporary admission in the UPHSD by meeting one of the following conditions:

1. A teaching or service credential that will support his “corporate involvement”

2. Certificates of attendance in seminars and workshops relevant to his chosen field of specialization;

3. Certificates of work accomplishments in the private or government service

4. Post-baccalaureate evidence of competence to tackle the rigorous requirements of a graduate study program by having completed at least 12 units of coursework from a CHED duly recognized college or university.

Any applicant admitted under a temporary status must maintain a general average of 1.5 with no grade lower than 1.75 to be able to pursue the ceMBA program.

Foreign or International Applicants

All International students who are seeking admission to UPHSD must fulfill the requirements needed from a local student. In addition to these, a foreign student must:
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- Demonstrate proficiency in English. This is determined by the Department of International Studies of the UPHSD. Applicants who do not meet this requirement may seek conditional admission to the UPHSD by enrolling in supplemental courses to gain English proficiency.

- Proof of English Proficiency such as TOEFL/IELTS;

- Fill up an Application Form specifically for foreign students

- Pay a non-refundable application fee

- Official transcript of records. UPHSD reserves the right to require transcripts sent directly from the former institution. The baccalaureate degree transcript is required even if an applicant has earned a master’s degree prior to applying to UPHSD. These transcripts must be translated into English, and authenticated by an authorized official

- An affidavit of financial support and a bank statement;

- A copy of a valid passport.

- Submit above stated credentials to:

   **The Office of International and External Affairs**
   University of Perpetual Help System Dalta
   Alabang-Zapote Road, Pamplona 3
   Las Piñas City, 1740 Philippines

   Next Steps—
   - After the Office of International and External Affairs has received all admission documents, the academic committee of the Graduate School reviews the applicant’s credentials. The applicant will then be notified of the status of his application by email.

   - Registration in UPHSD may commence after the applicant receives the written notice
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ADDITIONAL INFORMATION

Students enrolled in the regular MBA programs are admitted during the regular start of the semester in June. On the other hand, ceMBA applicants can enroll at any time during the school year but must be aware of the sequence of subjects.

Subjects in ceMBA are taken straight for 1 Month. Due to the busy schedules of selected niches, continuously attending classes for 5 months may not be feasible. Thus, ceMBA is designed to address this particular need. Each subject in the ceMBA will be taken continuously for 1 month (and only that subject). With this arrangement, it gives the student the flexibility to temporarily take a leave of absence from his/her studies in the university due to other engagements and resume his/her studies once he/she is available again.

**Example:** For the semester student may enroll Organizational Accounting, Financial Management, Marketing Management, Operations Management and Human Resource Management to be taken in the months of June, July, August, September and October respectively. If the student has a very important engagement during September and can only return on October, the student can defer his taking of Operations Management and take this subject at some other time. Here, the student is able to finish the other 4 subjects – which is not possible if all the subjects are taken evenly throughout the semester.

In addition, classes will have the following format: week 1 will be lecture, weeks 2 and 3 will be consultations and week 4 will be presentation. During weeks 2 and 3, the student will have the option to meet the professors face to face or do the consultation online since the learning will be based on the students’ chosen topic for the thesis. Week 4 can be used to validate the research done and can already be designed to fit the required thesis format.