



The UPCA Integrated Graduate Program

The UPCA Integrated Graduate Program (IGP) upholds and promotes the College of Architecture's Standards of excellence, integrity and distinction. The general objective of the UPCA IGP is to promote the development and application of excellence in the designed and built environment through teaching, research, and extension. Successful pursuit of the objective is founded on the collective philosophy of the UPCA IGP Community. Student membership in the program is a privilege conditioned on academic and ethical standards. All students share in the responsibility to maintain an environment conducive to intellectual freedom and the pursuit of knowledge.

The UPCA IGP implements and administers the following graduate degree programs:

1. Graduate Diploma in Landscape Studies (GDipLS)
2. Master of Tropical Landscape Architecture (MTLA)
3. Master of Arts in Architecture Studies (MAAS)
4. Master of Architecture (MArch)
5. Doctor of Philosophy in the Designed and Built Environment (PhDDBE)

Applicant Data

For use by UPCA only. Do not mark.

Application Number

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Program Applied For

Please shade appropriate choice.

- | | |
|--------|--|
| PhDDBE | Doctor of Philosophy in the Designed and Built Environment |
| MAAS | Master of Arts in Architecture Studies |
| MArch | Master of Architecture |
| MTLA | Master of Tropical Landscape Architecture |
| GDipLS | Graduate Diploma in Landscape Studies |

Application Requirements to the UPCA IGP

I. General Requirements

- A. The minimum requirements for admission into the UPCA IGP are the following:
 1. high intellectual capacity;
 2. language proficiency; and
 3. submission/satisfaction of other program-specific requirements.
- B. Foreign student applicants shall conform to other requirements for study in the Philippines based on University rules.

II. Application Requirements

- A. Each applicant shall submit the following for the UPCA to evaluate compliance with requirements:
 1. IGP Application Packet (IGP Form B1, B2, and B3)
 2. Transcript of Records (for undergraduate and graduate degree, if applicable)
 - a. One (1) original; and
 - b. One (1) photocopy
 3. Certificate of General Weighted Average (GWA) or approved equivalent;
 4. Photocopy of Degree Diploma/s as proof of completion of degree requirements
 5. Proof of English and/or Filipino proficiency
 - a. Required for those whose native language is not English or Filipino and those who graduated from institutions where the medium of instruction is not English or Filipino
- b. For English Proficiency, score of:
 - i. at least 500 in the paper-based TOEFL or
 - ii. at least 173 in the computer-based TOEFL or at least 61 in the internet-based (iBT) TOEFL or
 - iii. at least 61 in the internet-based (iBT) TOEFL or
 - iv. at least 5.5 in the IELTS or
 - v. a certification from a duly authorized unit of the University
6. Academic Recommendations Forms (bit.ly/IGPOnlineRecommendationForm)
 - a. from two (2) former professors or experts in the field in which the student is applying for;
7. Four (4) passport-size (35 x 45 mm) pictures (one attached to Application Packet);
8. Curriculum Vitae;
9. PSA/NSO Birth certificate (if married, include PSA/NSO Marriage Certificate);
 - a. One (1) original; and
 - b. One (1) photocopy
10. For Foreign Applicants:
 - a. One (1) certified true copy of their official passport with the certification undertaken by the applicant's embassy;
11. Payment of the IGP application fee and proof of payment of IGP application fee

III. Program-Specific Requirement

- A. Graduate Diploma in Landscape

Studies (GDipLS)

1. Bachelor's degree from a recognized institution of higher learning;
- B. Master of Tropical Landscape Architecture Program (MTLA)
 1. Bachelor of Landscape Architecture degree from a recognized institution of higher learning or GDipLS Diploma or equivalent from a recognized institution of higher learning for non-BLA Degree Graduates;
 2. an encoded essay on research interests and research plans (IGP Form B5).
- C. Master of Arts in Architecture Studies (MAAS)
 1. an undergraduate degree from a recognized institution of higher learning;
 2. an encoded essay on research interests and research plans (IGP Form B5).
- D. Master of Architecture (MArch)
 1. BS Architecture or B Architecture degree from a recognized institution of higher learning;
 2. an encoded essay on research interests and research plans (IGP Form B5).
- E. Doctor of Philosophy in the Designed and Built Environment (PhDDBE)
 1. Master's degree from a recognized institution of higher learning;
 2. an encoded essay on two (2) research interests and their research plans (IGP Form B5).

Instructions for applying to the UPCA IGP

Thank you for your interest in the UPCA Integrated Graduate Program. Please read the following instructions to facilitate the orderly processing of your application.

I. Application Packet

A. The Application Packet contains the following editable documents, which are available online at <http://upca.upd.edu.ph/igp-admissions.html>. Ensure that you have gone through all the information on the packet before accomplishing any field.

IGP Forms:

- ◇ B1.1, B2.1 - Application Guidelines
- ◇ B2.2, B3.1, B3.2 - Personal Information Sheet
- ◇ B1.2 - Privacy Notice for Applicants

B. For the Applicant Name, input 1 letter per box. Separate each name with 1 blank box and ensure each name is on 1 line only.

C. Attach one of the four passport-size (35 x 45 mm) pictures in the space provided. Label the photos with the applicant's full name at the reverse side with permanent waterproof ink.

D. For the contact information, ensure that you can be reached through these channels. Indicate the contact detail with the country code and use the spacing format in the label.

II. Academic and Work References

A. Use the Online Recommendation Form (bit.ly/IGPOnlineRecommendationForm) for all references gathered. Ensure that this form is filled out in your absence and that the recommender has read and understood the instructions as well as the privacy notice indicated in the form.

B. The applicant is responsible in

ensuring that their recommender submits the recommendation form on time. The recommendation should only be unsealed by the Graduate Program Director or their authorized representative.

III. Academic Information

A. Indicate all earned degrees and certificates that are relevant to your application. Include information covering your highest educational attainment up to your secondary education.

B. Indicate relevant honors, awards, or grants received. Provide attainment details such as the year awarded/effective and the awarding institution.

C. Provide the details of published or presented research works and indicate whether you are the sole author or co-author. Also indicate publication or presentation details and prepare to present proof when needed by the committee.

D. Attach additional separate sheets (IGP Form B2X or B3X) if necessary.

IV. Work Experience

A. Provide details of your endeavors, such as employment, research, creative work, that may be relevant to your academic pursuits in the UPCA.

B. Indicate notable events, activities, projects and involvements. Provide details such as the name of the project, its nature and your responsibilities.

C. Attach additional separate sheets if necessary. You may use the template provided.

V. Essay on Academic Interests

A. Provide ONE encoded essay of at most two (2) A4 pages, single-spaced.

B. Essay shall cover the following:

1. Field of Study that you are interested in pursuing
2. Tentative title of research for this selected topic
3. Description of your Theoretical Framework and General Methodology
 - What are the theoretical and research issues related to your research question?
 - What activities are necessary to complete your project?
 - Will you need to collaborate with other researchers or organizations?
 - Are there ethical considerations that need to be reviewed?
4. What is the current state of your research topic in the country?
5. In what ways will your research create valuable and useful knowledge?
6. Have your previous endeavors contributed to your interest and knowledge of the research topic and methodologies?
7. What are your plans after obtaining your chosen degree? How does this particular research figure in your plans?

VI. Packaging and Submission

A. Upon admission, submit the documentary requirements in a legal-sized brown envelope. Take careful note of the deadline for submission.

B. Upon submission, claim your application acknowledgement sheet from the receiving official. This will include your Applicant Code, which will be your reference number for the current IGP Application Process.

Declaration

I hereby apply for admission to the

Program

of the U.P. College of Architecture intending to begin in _____ (1st/2nd) semester, AY _____ - _____

and declare that all the information submitted on this application packet and in attached documents are correct and complete.

I certify that the academic recommendation forms supporting this application have been duly

accomplished and sealed in my absence, and are submitted by real 3rd Party Recommenders who I have briefed regarding the recommendation process.

I have read the IGP Application Guidelines and Privacy Notice for Applicants.

I understand that it is necessary for the University of the Philippines, the College of Architecture, and the Integrated Graduate Program administration to process my personal information to decide on my admission.

I grant my consent to and recognize

the authority of the aforementioned bodies to process my personal information pursuant to the above-mentioned Privacy Notice and other applicable laws.

I agree, when admitted, to conform to the rules and regulations of the University of the Philippines, the College of Architecture, and the Integrated Graduate Program.

Signature

Date



Personal Data

Surname

Given Name

Middle Name

Date of Birth (dd/mm/yyyy)

Place of Birth

Citizenship

Civil Status

Occupation

Residential Address

Work Address

How did you first learn about the UPCA Integrated Graduate Program?

Website

UPCA Website

Facebook

Facebook Page/Groups

Print

Posters and Flyers

Work

Work Relationships

Acad

Academic Relationships

Visit

Visit to UPCA

Other

Picture

35 x 45 mm Photo

For hardcopy submission:
Please write your FULL NAME at the reverse side of the photo in permanent ink.
Glue to attach the photo to form.
DO NOT STAPLE photo to form.

Mobile Number (+xx xxx xxx xxxx)

Home Landline (+xx xxxxx xxxxx)

Work Number (+xx xxxxx xxxxx)

Email Address

Academic Information

Please include details from highest educational attainment to secondary education. See instructions in IGP Application Guidelines.

Degrees and Certificates

Institution	Location (City/Town,Country)	Year/s Attended	Degree/Certificate Received (indicate major field)

Scholastic Honors, Awards, and Grants Received

Title	Attainment Details (Year/s, Institution)

Academic Information

Please include research work and papers written.

Research Endeavors

Title	Publishing/Presentation Details (Year, Location, Book)

Work Experience

Please include relevant endeavors in Teaching and Research. See Instructions in IGP Application Guidelines.

Employer	Position	Nature of Work	Date of Service	Work Description

Notable Project/Involvement

Please include noteworthy events, activities, and projects you are/were involved in.

Name of Project/Involvement	Nature of Project/Involvement	Details (Date, Location, Client/Owner)	Responsibilities

Academic and Work References

Please annex accomplished and sealed IGP Form B4 Academic Recommendation Form for these references. See Instructions in IGP Application Guidelines.

Name	Address

Academic Interest

Identify the direction of your research endeavour by constructing a working title.

Short Title/Topic of Intended Field of Study/Research Focus in the UPCA IGP

Research Theme Interest

Choose which Research Theme you prefer to fall under based on your Intended Field of Study. Final Research Theme will be determined by the IGP Committee. GDipLS and MTLA applicants **must** choose Environmental Landscapes (EL) as their main Research Theme.

Please rank from 1 (first choice) to 5 (last choice) in the boxes provided.

Environmental Landscapes

Urban Design

History, Theory, and Criticism

Building Science

Tropical Design

For GDipLS Applicants

Graduating from the GDipLS program allows you to pursue the MTLA program. Do you intend to take MTLA after finishing the GDipLS program?

General Timeline for the IGP Application Process

November	February	March	April	May	June	July	August
Application Period		Announcement of Shortlisted Applicants	Deadline of Submission of Video Essays	Applicants' Interview	Announcement of Accepted Applicants	University Admissions	

Privacy Notice for Applicants to the UPCA IGP

UNIVERSITY OF THE PHILIPPINES DILIMAN COLLEGE OF ARCHITECTURE (UPCA) PRIVACY NOTICE FOR APPLICANTS TO THE INTEGRATED GRADUATE PROGRAM

To exercise and safeguard academic freedom and uphold your right to quality education, the University of the Philippines Diliman College of Architecture needs to process your personal and sensitive information — that is, information that identifies you as an individual. UPCA is committed to comply with the Philippine Data Privacy Act of 2012 (DPA) in order to protect your right to data privacy.

This notice explains in general terms the purpose and legal basis for the processing of the personal information that UPCA collects from IGP applicants like you, the measures in place to protect your data privacy, and the rights that you may exercise in relation to such information.

The term UPCA/College/us refers to the University of the Philippines Diliman College of Architecture and constituent offices.

The term you/your refers to IGP applicants and, in the case of minors, where the context so indicates, their parents or guardians who also sign the IGP forms.

PERSONAL INFORMATION COLLECTED FROM IGP APPLICANTS, THE PURPOSE AND LEGAL BASIS FOR COLLECTING THE INFORMATION

The UPCA Integrated Graduate Program Implementation Group, which is in charge of administering the IGP Application Process, collects your personal information through paper-based processing systems. In case you visit the UPCA Campus your image may be captured by UPCA's CCTV cameras.

When you apply for admission to UPCA through the IGP Application Process you provide us through the forms you submit and sign (and in the case of minors, that your parents/guardians also sign), among others, your name, date and place of birth, citizenship, your photograph, other personal information that we use, along with other documents you provide us - such as information contained in educational records - to be able to verify your identity in the course of determining your eligibility to enroll in UPCA.

You also provide information regarding the highest educational attainment. UPCA processes such information along with your permanent address and other information, e.g. grades, as the selection of qualifiers also considers geographic factors. We also ask if you are a member of an Indigenous People's group and/or if you have any physical disability or condition that will make it difficult for you to take a regular test. Such processing is pursuant to Section 9 of RA 9500 which requires UP to take affirmative steps to enhance the access of disadvantaged students to the University's programs and services.

In order for the UPCA to exercise its right to academic freedom and to uphold academic standards under it the UP Charter, it processes the educational records you provide us as well as your Interview Evaluation, along with other information as mentioned in this application packet, in order to determine whether you are qualified to enroll in the University.

Contact information is processed by UPCA in order to be able to communicate effectively with you and to enable us to contact your family or other people you identify in the case of an emergency.

The University may compile statistics and conduct research on your personal information subject to the provisions of the DPA and applicable research ethics guidelines in order to carry out its mandate as part of the National University. As mentioned in the consent form, your personal information will be kept secure.

We require you to attest that the information that you provide us is true and correct as we also use the information in order to prevent the commission of fraud. Such processing is necessary for compliance with our legal obligation as a degree-granting unit of a publicly funded University and to uphold our legitimate interest as an educational institution as well as that of

taxpayers.

CCTVs and other security measures which may involve the processing of your personal information are intended to protect your vitally important interests, for public order and safety, and pursuant to the University and the public's legitimate interests.

The UPCA will post the IGP Application Process results, that is the name and course of those who qualified for admission through the IGP Application Process in order to enable qualifiers to confirm their slots on time and make the necessary arrangements for their enrollment. Online posting of results is done pursuant to the provisions of RA 9500 which requires UPCA to provide democratic access to disadvantaged groups and in order to observe the principle of transparency in the admissions process.

You shall be required to present a valid school identification card or government-issued identification card when you request for documents containing your personal information, for the UPCA to see to it that we protect your privacy and identity fraud is prevented.

UP does not process your personal information to carry out any wholly automated decision making that affects you.

When consent is the appropriate or relevant basis for collecting your personal information, the college will obtain such consent in written, electronic, or recorded form at the appropriate time.

We retain your information that is processed for determining your eligibility to be admitted through the IGP Application Process for a maximum period of two (2) years and thereafter securely dispose of the same. This disposal is conducted according to the provisions of the National Archives Act of 2007 (RA 9470) and the procedures of the National Archives of the Philippines.

NONDISCLOSURE OF YOUR PERSONAL INFORMATION TO THIRD PARTIES EXCEPT UPON YOUR CONSENT OR AS REQUIRED OR PERMITTED BY LAW

As a general rule, UPCA will only disclose your personal and sensitive personal information to third parties with your consent. The University will disclose or share such information only when required or allowed by applicable laws.

Examples of applicable laws that may require UPCA to disclose your information pursuant to law include the Implementing Rules and Regulations and Implementing Guidelines for the Universal Access to Quality Tertiary Education Act of 2017 (RA 10931) and the UNIFAST Act (RA 10687). Please note that under the UNIFAST Act, among others, the UNIFAST Board is authorized under Section 15 to

Promulgate the minimum guidelines, rules, and regulations for determining qualified Beneficiaries of student financial assistance for Tertiary Education;

Provide general guidelines for the drawing up of contracts with the student Beneficiaries specifying the rights and obligations of the parties that may include a service clause or such other stipulations of cost recovery the Board may deem in the best interest of the public and consistent with, or responsive to, national, social, economic, and human resources development plans, subject to Section 12;

Monitor, assess, and make impact evaluation of StuFAPs and projects, with the end in view of determining whether these programs shall be adopted, continued, or terminated;

Under the DPA, personal information may be processed e.g. disclosed, for instance, when it is necessary in order for UPCA to comply with a legal obligation; to protect your vitally important interests including life and health; necessary to respond to national emergency, public order and safety; necessary to fulfill the functions of public authority or for the pursuant to the legitimate interests of the College or a third party except where such interests are overridden by your fundamental rights.

Sensitive personal information (e.g. confidential educational records, age/birthdate, civil status, health) on the other hand may be processed, e.g. disclosed, when such is allowed by laws and regulations, such regulatory enactments provide for the protection of such information and the consent of the data subject is not required for such law or regulation, e.g. under the Education Act of 1982, parents have the right to access the educational records of children who are under their

parental responsibility; such is needed to protect the life and health of the data subject or another person and the data subject is unable to legally or physically express consent, in the case of medical treatment, needed for the protection of lawful rights and interests of natural or legal persons in court proceedings, for the establishment, exercise or defense of legal claims or where provided to government or public authority.

HOW UP PROTECTS YOUR PERSONAL INFORMATION

Even prior to the effectivity of the DPA, UP put in place physical, organizational, and technical measures to protect your right to privacy, and is committed to reviewing and improving them, so as to be able to comply, among others, with its obligations under the applicable provisions of the Education Act of 1982 which require us to keep your educational records confidential. You may wish for instance to read UP's Acceptable Use Policy for IT Resources (AUP).

From time to time, UPCA posts information on relevant sites and sends emails that explain how you can secure and maintain the confidentiality of your personal information. Rest assured that UPCA personnel are allowed to process your personal information only when such processing is part of their official duties. The UPCA Integrated Graduate Program Implementation Group only discloses personal information needed by other offices such as the University Registrars of the UP Constituent Universities in order to perform their functions of verifying your identity for admissions purposes in the event your application the IGP is successful.

We encourage you to visit the UPCA site from time to time to see any updates regarding the Privacy Notice for applicants to the IGP, and other announcements relevant to the processing of your personal information. We shall alert you regarding changes to this Policy through this site and/or through written notices e.g. email or SMS.

ACCESS TO YOUR PERSONAL INFORMATION

In case you request documents, such as Interview Evaluations, through a representative, in order to protect your privacy, as stated above, UPCA requires you to provide a letter of authorization stating the name of your authorized representative, the purpose(s) for which the requested document(s) will be used and your valid school identification card or government-issued ID (GIID) as well as the valid GIID of your authorized representative.

UPDATES TO THE PRIVACY NOTICE FOR APPLICANTS TO THE UPCA IGP

The UPCA continuously reviews and revises its privacy policies in order to protect the privacy of the UPCA Community and those that transact with the college. Updates to the policy may occur in the middle of the revision of IGP Forms and without notice to the public. For the most updated policy, please ensure to check the UPCA website: upca.upd.edu.ph.

QUERIES REGARDING DATA PRIVACY

If you have any Data Privacy queries or concerns regarding your UPCA IGP Application or suggestions regarding this privacy notice you may contact the UPCA Integrated Graduate Program through the following:

Via post

Integrated Graduate Program, College of Architecture
P.O. Box 53 University of the Philippines,
Diliman, Quezon City,
1101 Metro Manila,
Philippines

Landline

UP VOIP (632) 8981-8500
loc. 3134 Dean / 3135 Col.Sec. / 3136 Staff / 3139 Lib

Email

upca.igp.upd@up.edu.ph