
DEPARTMENTAL AWARDS PROCEDURES AND CRITERIA

GENERAL PROCEDURES

1. The Chair, together with a team of full time faculty, will be responsible for determining the list of students deserving of departmental awards.
2. The Chair secures a copy of the departmental guidelines from the Secretary.
3. The Chair secures a copy of the list of candidates for graduation with CGPA from the Office of the Vice Dean.
4. The Chair calls a meeting to decide, based on the criteria set out in the guidelines, the students deserving of departmental awards.
5. The team deliberates, decides and approves the list of students with departmental awards.
6. The Chair gives the approved list of students with departmental awards to Secretary for processing.
7. The Secretary verifies with the OUR if the students in the approved list are among the candidates for graduation. Those who are not graduating will have their awards deferred to the term of their respective graduation.
8. For Outstanding Thesis/Practicum, the Secretary fills out the OUR form and a PRS for the request of medals.
9. The Chair signs the OUR form and the PRS.
10. The Chair writes letters to the HR managers of auditing firms informing them of the departmental awards and its awardees and requests for medals.
11. The Secretary follows up the medals with the auditing firms, whenever possible, until the medals are delivered to the Decision Sciences and Innovation Department.
12. The Secretary prepares Certificates of Recognition for the awardees.
13. The Chair and Dean signs the Certificates of Recognition.