The Institute of Graduate & Professional Studies (IGPS) is UDM's academic unit for its various advanced program of studies headed by the Dean and assisted by its various program chairs and the Academic and Office Coordinator.

Admission to a graduate program in IGPS is decided upon by the Dean and the Program Chair concerned based on the results of evaluation and the applicant's suitability to take the intended program of studies.

I. Program Offering
- Master of Arts in Education (MAEd) major in Educational Administration
- Master in Business Administration (MBA)
- Master in Public Management and Governance (MPMG)
- Master of Science in Criminal Justice (MSCJ) with specialization in Criminology
- Doctor of Philosophy (PhD) major in Educational Policy and Administration

II. Academic Requirements

Educational Background and Related Work Experience	
Program	**Bachelor's Degree and Related Work Experience**
MAED	• Bachelor of Science in Education (BSEd); and/or • Licensure Exam for Teachers with teaching experience in Educational • At least two (2) years of work experience in teaching
MBA	• Business-related degree from a reputable college/university • At least two (2) years of work experience
MPMG	• Public Administration-related degree from a reputable college/university • At least two (2) years of work experience
MSCJ	• Bachelor of Science in Criminology (BSCrim) • At least one (1) year of work experience • Preferably passer of Licensure Exam for Criminology
PhD	• Master of Arts in Education (MAED)

III. Subject Offering, Scheduling

The IGPS follows a 14-week trimester calendar beginning every August of each school year. Classes are held on schedules with one (1) weekday and one (1) weekend pairing as follows:

Wednesdays, 6:00-9:00 p.m.	and	Saturdays, 7:30 a.m.-2:00 p.m.
Thursdays, 6:00-9:00 p.m.	and	Sundays, 2:30-9:00 p.m.

IV. Applicable Fees

Applicable fees shall be as follows:
- o Admission Test – P550.00 for Master's Degree Program and P660.00 for Doctoral Degree Program;
- o Tuition fee – P800.00/unit; and
- o Miscellaneous fee.

V. Pre-Admission Requirements and Procedures
1. Submission of the photocopy of Transcript of Records (TOR) for initial evaluation and Admission Test.
2. Applicant shall be given Orde of Payment for the Admission Test to be paid at the UDM Cash Office to serve as test permit.
3. Applicant takes the UDM-IGPSAT on the scheduled date, time and venue where the applicant must pass the UDM Institute of Graduate & Professional Studies Admission Test (UDM-IGPSAT) to be considered qualified for the intended program of studies.
4. The IGPSAT Committee evaluates the administered test and notifies applicant of the results. Notification shall be made through email or text (SMS) or any applicable communication channel.

VI. Graduate Program Admission Procedures
Upon completion of the Pre-Admission Requirements, the student applicant in the program shall be complete the following steps:

Steps	Description
1	IGPSAT passer reports to IGPS Office for interview by the Dean/AOC and/or the concerned Program Chair for final admission.
2	Applicant presents relevant entry credentials to the IGPS Office for final Admission. This shall include: a. Original Transcript of Records (TOR) with remark "Copy for UDM". b. Authenticated photocopy of Diploma. c. Sealed recommendation letter from current/immediate previous employer (immediate supervisor or School Principal/Director for MAED) addressed to IGPS Dean. d. One (1) passport size picture attached to the application form e. Certificate of Employment (from current or immediate previous employer) f. Honorable Dismissal from the last school attended (request letter may be secured from the Registrar's Office.
3	Qualified applicant obtains and fill out the following forms: a. Student Permanent Record; and b. Registration Card for the initial subjects to be enrolled.

For inquiry, please personally visit the IGPS office or email at:
- o igps@udm.edu.ph; or at
- o info.udm.igps@gmail.com

Public service through quality education.