

UA&P

STUDENT HANDBOOK

2018 EDITION



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Academic and Institutional **CALENDAR**

SY 2018-2019

First Semester

Registration/Enrollment

On-Campus Enrollment for Incoming 1st Year Students	until July 14, 2018 (Sa)
Online Enlistment 5th Year Students	July 26, 2018 (Th)
4th Year Students	July 26, 2018 (Th)
3rd Year Students	July 27, 2018 (F)
2nd Year Students	July 30, 2018 (M)
Online Viewing & Printing Junior College Students	July 31, 2018 (M)
3rd Year Students under the 6YP	July 31, 2018 (M)
EM Students (2nd to 4th Year)	July 31, 2018 (M)
On-Campus Enrollment (year levels to be scheduled)	August 1-3, 2018 (W-F)
Freshman Orientation	August 1-3, 2018 (W-F)
Start of First Semester	August 6, 2018 (M)
University Opening Rites & Mass of the Holy Spirit	August 6, 2018 (M)
University Day (classes & work: A.M. only)	August 15, 2018 (W)
School of Economics Foundation Day	August 15, 2018 (W)
Ninoy Aquino Day (special non-working day)	August 21, 2018 (Tu)
Eid'l Adha (regular holiday)	August 21, 2018 (Tu)
National Heroes Day (regular holiday)	August 27, 2018 (M)
Freshman Incorporation Rites	August 31, 2018 (F)
School of Education and Human Development Foundation Day	September 15, 2018 (Sa)
Midterm Week	October 8-13, 2018 (M-Sa)
Last day for submission of midterm grades to REG	October 19, 2018 (F)
Equatorial Rites	October 26, 2018 (F)
Last day of October (classes & work: A.M. only)	October 31, 2018 (W)
All Saints Day (special non-working day)	November 1, 2018 (Th)
Special non-working day	November 2, 2018 (F)
Last day for withdrawal of subjects with permission	November 5, 2018 (M)
Last day for filing Leave of Absence (LOA)	November 5, 2018 (M)
Pre-Enlistment Survey for 2nd Semester SY2018-19	November 8-9, 2018 (Th-F)
School of Sciences and Engineering Foundation Day	November 15, 2018 (Th)
Last day for implementation of student activities	November 24, 2018 (Sa)
Anniversary of UA&P Installation	November 28, 2018 (W)
Bonifacio Day (regular holiday)	November 30, 2018 (F)
School of Management Foundation Day	December 6, 2018 (Th)
Last Day of Classes	December 7, 2018 (F)
Feast of the Immaculate Conception (special non-working day)	December 8, 2018 (Sa)
Last day for changing streams/shifting courses for 2nd Sem SY2018-19	December 14, 2018 (F)

Final Examinations

Start of First Semester Break/Christmas Break (for students)

University Christmas Celebration & Recognition of the Trailblazers
 Last day for submission of final grades to REG
 Special non-working day
 Christmas Day (regular holiday)
 UA&P non-working holiday
 Rizal Day (regular holiday)
 Special non-working day
 New Year's Day (regular holiday)
 UA&P non-working holiday

December 10-15, 2018 (M-Sa)

December 16, 2018 (Su)

December 17, 2018 (M)
 December 21, 2018 (F)
 December 24, 2018 (M)
 December 25, 2018 (Tu)
 December 26-29, 2018 (W-Sa)
 December 30, 2018 (Su)
 December 31, 2018 (M)
 January 1, 2019 (Tu)
 January 2, 2019 (W)

Second Semester

Registration/Enrollment

Online Enlistment	5th Year Students	January 7, 2019 (M)
	4th Year Students	January 7, 2019 (M)
	3rd Year Students	January 8, 2019 (Tu)
	2nd Year Students	January 9, 2019 (W)
Online Viewing & Printing	1st Year Students (AB/BS & 5YP)	January 10, 2019 (Th)
	Junior College Students	January 10, 2019 (Th)
	3rd Year Students under the 6YP	January 10, 2019 (Th)
	EM Students (all year levels)	January 10, 2019 (Th)
On-Campus Enrollment (year levels to be scheduled)		January 11-12, 2019 (F-Sa)

Start of Second Semester

Eucharistic Procession	January 31, 2019 (Th)
Chinese New Year (special non-working day)	February 5, 2019 (Tu)
Unitas Games	February 22, 2019 (F)
EDSA People Power Revolution Anniversary (special non-working day)	February 25, 2019 (M)
Midterm Week	March 18-23, 2019 (M-Sa)
College of Arts and Sciences Foundation Day	March 19, 2019 (Tu)
Last day for submission of midterm grades to REG	April 3, 2019 (W)
General Assembly for Graduating Students	April 3, 2019 (W)
Start of filing of application for Graduation	April 3, 2019 (W)
Araw ng Kagitingan (regular holiday)	April 9, 2019 (Tu)
Pre-Enlistment Survey for Midyear Term SY2018-19 & 1st Semester SY2019-20	April 10-11, 2019 (W-Th)
Last day for withdrawal of subjects with permission	April 12, 2019 (F)
Last day for filing Leave of Absence (LOA)	April 12, 2019 (F)
Holy Week Break (for students)	April 15-20, 2019 (M-Sa)
Holy Wednesday (work: A.M. only)	April 17, 2019 (W)
Maundy Thursday (regular holiday)	April 18, 2019 (Th)
Good Friday (regular holiday)	April 19, 2019 (F)
Holy Saturday (UA&P non-working holiday)	April 20, 2019 (Sa)
Career Fair	April 25-26, 2019 (Th-F)
University Student Government Elections	<i>date to be announced by CSA</i>
School of Communication Foundation Day	April 29, 2019 (M)

Last day for implementation of student activities
 Labor Day (public holiday)
 Last day for filing of application for Graduation
Last Day of Classes
Final Examinations
Start of Second Semester Break/Midyear Break
 Last day for submission of final grades to REG

April 30, 2019 (Tu)
 May 1, 2019 (W)
 May 3, 2019 (F)
May 15, 2019 (W)
May 16-22, 2019 (Th-W)
May 23, 2019 (Th)
 May 29, 2019 (W)

Midyear Term

Registration/Enrollment

Online Enlistment 3rd, 4th and 5th Year Students
 1st and 2nd Year Students
 Online Viewing & Printing EM Students (all year levels)
 On-Campus Enrollment (year levels to be scheduled)

Start of Midyear Term

Junior College Remediation Schedule
 Junior College Recognition Ceremony
 Independence Day (regular holiday)
 Eid'l Fitr (regular holiday)
 Last day for withdrawal of subjects with permission
 School of Law and Governance Foundation Day
 Charter Day (classes & work: A.M. only)
 Pasig Day (special non-working day for Pasig City)
 Last day for graduating students to clear their deficiencies
 and complete academic requirements for Graduation,
 including submission of thesis
 Deadline for submission of clearance by graduating students

Last Day of Classes

Final Examinations

Start of Midyear Term Break

Junior College Commencement Ceremony
 Last day for submission of final grades (numerical) to REG
 for graduating and non-graduating students
 Graduation Rehearsal 2019
 Freshman Orientation SY 2019-2020

Baccalaureate Mass 2019

University Graduation 2019

Start of Classes for SY 2019-2020

May 30, 2019 (Th)
 May 31, 2019 (F)
 May 31, 2019 (F)
 June 3-4, 2019 (M-Tu)
June 5, 2019 (W)
 June 5-28, 2019 (W-F)
 June 8, 2019 (Sa)
 June 12, 2019 (W)
date to be announced by the gov't
 June 21, 2019 (F)
 June 22, 2019 (Sa)
 June 26, 2019 (W)
 July 2, 2019 (Tu)

July 8, 2019 (M)
 July 10, 2019 (W)
July 13, 2019 (Sa)
July 15-16, 2019 (M-Tu)
July 17, 2019 (W)
 July 20, 2019 (Sa)

July 23, 2019 (Tu)
 July 27, 2019 (Sa)
 July 31 - August 2, 2019 (W-F)
August 2, 2019 (F)
August 3, 2019 (Sa)
August 5, 2019 (M)

MESSAGE

from the Vice President for Student and Alumni Affairs

Dear young Dragons,

Welcome aboard!

From the comforts of your high school life, you are off to a fresh start in the University. As you get yourself acquainted with college life in UA&P, allow me to share with you a vision of who you could aim to be: a trailblazer—a student who is an effective catalyst of change in society, embodying professional competence, moral uprightness, and a strong spirit of service. This vision, as ideal as it sounds, is not a challenge to a select few. It is in fact UA&P's vision for all of its students, whom the University considers as its most important stakeholders.



You as students are a critical element in achieving the University's lofty goals, primary of which is the integral formation of the human person. This means the personal development of each student in all aspects—human, social, cultural, intellectual, and spiritual—that make a person well-rounded and capable of effecting positive change in any environment in which he finds himself.

The University provides you with interventions and opportunities, within and beyond the four walls of the classroom, that aim to instill in you sound moral principles and values, as well as professional knowledge and skills that will help you become successful individuals in the future. With all your innovative ideas, unique personal qualities, attributes, as well as limitations, you can aim to be an authentic trailblazer.

With this goal in mind, we encourage you to make use of all the opportunities offered to you by the University to develop yourself holistically and be of service to the University and the rest of society. Be involved! Put your innovative ideas and your tremendous energy and passion into action! Blaze a trail!

Imelda P. Estillore
Vice President for Student and Alumni Affairs

About UA&P



The **University of Asia and the Pacific** (UA&P) is a private, not-for-profit institution of higher learning. It traces its beginnings to the Center for Research and Communication (CRC), which was established in 1967 as a private think tank that conducted research and offered graduate courses in economics and management. It gradually expanded its educational activities to other fields. In 1995, it was granted university status by the Commission on Higher Education. Since then, it has been known as the University of Asia and the Pacific.

UA&P, located in Ortigas Center, Pasig City, Metro Manila, currently has a population of approximately 2,000 undergraduate and graduate students. There are around 160 full-time faculty members and 100 part-time faculty members. So far, the University has produced about 6,000 alumni, including those who graduated from the Center for Research and Communication.

The University has long-term plans for a multi-campus system offering various fields of specialization and emphasizing professional competence founded on a strong liberal arts education. At present, it has the following academic units:

- **College of Arts and Sciences (CAS)**
- **School of Communication (SCM)**
- **School of Economics (SEC)**
- **School of Education and Human Development (SED)**
- **School of Law and Governance (SLG)**
- **School of Management (SMN)**
- **School of Sciences and Engineering (SSE)**

In its institutional programs and activities, UA&P puts due emphasis on the individual, the family, the community, and the world. Each unit of the University thus strives to be a center of excellence, particularly in three areas: **values formation**, **people development**, and **research and communication**. These are the hallmarks of UA&P as an educational institution.

UA&P marked its 50th anniversary during the school year 2017-2018. The Jubilee Year opened on August 15, 2017 and will close on August 15, 2018.

UA&P Milestones



- **1967** – Dr. Jesus P. Estanislao, Dr. Bernardo M. Villegas and a small group of young professionals began the spadework for the Center for Research and Communication (CRC), a private economic and business think tank that they hoped would one day become a full-blown university.
- **1968** – The group formally established the Center for Research and Communication (CRC), a think tank with core operations in research, communication, and training programs in industrial economics. It catered to private sector businesses by analyzing developments in the business economic environment and translating their implications on business strategy. CRC was officially inaugurated at its second site: 1607 Bocobo Street, Malate, Manila.
- **1969** – The Southeast Asian Science Foundation, Inc. (SEASFI) officially adopted CRC as an institutional project.
- **1970** – In a private meeting with Opus Dei founder Msgr. Josemaría Escrivá in Mexico, Dr. Estanislao and Dr. Villegas were tasked to expand CRC's academic horizons internationally.

CRC offered its first graduate program leading to a Master of Science degree in Industrial Economics.

- **1972** – The first batch of Master of Science in Industrial Economics (MSIE) students graduated.
- **1982** – CRC moved to Ortigas Center, Pasig, its formal and non-formal programs in economics already established.

- **1987** – Bishop Alvaro del Portillo, then prelate of Opus Dei, reminded CRC of the challenge of St. Josemaría Escrivá to consider putting up a university at the soonest time possible owing to its greater influence on society.

The Institute of Development Education (forerunner of the School of Education and Human Development) was established.

- **1989** – CRC’s College of Arts and Sciences (CRC-CAS) accepted its first batch of 158 undergraduate students.
- **1991** – The first Equatorial Rites were held.
- **1992** – The Sancta Maria Stella Orientis Oratory was inaugurated.
- **1993** – The first batch of CRC-CAS students graduated.

The School of Economics, School of Education (now named School of Education and Human Development), and Center for Management were established.

CRC submitted its application for university status to the Commission on Higher Education (CHED).

- **26 June 1995** – The Commission on Higher Education (CHED) approved CRC’s conversion into the University of Asia and the Pacific (UA&P).
- **15 August 1995** – UA&P was formally established by the Commission on Higher Education (CHED) and Securities and Exchange Commission (SEC).
- **1995** – UA&P put up a straight five-year master’s program (combined undergraduate and graduate program).
- **November 1995** – Dr. Jesus P. Estanislao was installed as UA&P’s first President.
- **1996** – UA&P held its first University Graduation Rites.

The School of Management was established.

- **1997** – The APEC Communications Building (ACB) was completed.
- **November 1997** – Mr. Mario D. Camacho was installed as the second President of the University.

- **1998** – The University’s Honorary Grand Chancellor, Bishop Javier Echevarria, visited UA&P.
- **November 2000** – Dr. Jose Maria G. Mariano was installed as the third President of the University.
- **2005** – The first Eucharistic Procession was held.
- **2006** – The School of Communication was established.
- **2008** – Bishop Javier Echevarria visited UA&P for the second time.
- **2009** – The School of Sciences and Engineering was established.
- **2013** – The School of Law and Governance was established.

UA&P became the first university in the Philippines to publish a sustainability report following the reporting framework of the Global Reporting Initiative (GRI).

- **2014** – The Parking and Sports Building (PSB) was completed.
- **June 2015** – Dr. Winston Conrad B. Padojinog was installed as the fourth President of the University.
- **2016** – UA&P put up a six-year integrated university program (combined junior college/senior high school, undergraduate and graduate program).

CHED designated the Teacher Education Program of UA&P as a Center of Development.

- **2017** – The Commission on Higher Education (CHED) officially granted Autonomous Status to UA&P.

EDUCATIONAL PRINCIPLES

of the University of Asia and the Pacific

The educational principles of the University of Asia and the Pacific are embodied in its **Credo**, **Mission Statement** and **Statement of Principles**.

The University Credo

1. We believe:

- that education is a lifelong process, and its focal point is and should always be the individual person;
- that the primary purpose of education is the integral formation of the human person, the fullest development of everything that is human in the individual;
- that it is an essential part of the mission of a school to help and complement the family in the exercise of its educational rights and duties;
- that a university must be ever attentive and responsive to the real needs of the community that sustains it to significantly contribute to human progress, and do everything it can to uplift the moral, cultural and material level of the country and the region in which it operates; and
- that a university fulfills its role best when it forms individuals who are professionally competent, creative and enterprising, zealous for the common good, and capable of making free and morally upright choices, and who can thus act as positive agents of change in service to society.

2. We, who form part of the University of Asia and the Pacific, therefore, dedicate and commit ourselves to:

- the highest standards of professional excellence in our academic, scientific and cultural endeavors;
- the inculcation of sound and time-tested human and social values and attitudes in people, beginning with those we work and live with and reaching out especially to those in most need of help in society;

- the creation within the University of an atmosphere of academic serenity conducive not only to disciplined and diligent study, high-level research, and the responsible use of scientific inquiry, but also to mutual respect, openness, understanding, and friendship, without discrimination of any kind; and
- above all, the arduous but most spiritually rewarding pursuit of wisdom, the synthesis of love of God and knowledge, faith and reason, culture and life.

Mission Statement

3. The University of Asia and the Pacific is an academic community where the pursuit and spread of truth are undertaken according to the highest intellectual and professional standards. It shall remain faithful to these foundational aims:

- To pursue and promote world-class research, an interdisciplinary synthesis of humanistic, professional, scientific, and technical knowledge, inspired by a Christian view of man and sense of life.
- To promote, in an atmosphere of freedom, the integral development of all members of the university community so that they may work with good will, competence, and team spirit.
- To form committed professionals and encourage them to serve with personal initiative and civic responsibility the community in which they work, thereby helping build just and harmonious social structures.
- To create and spread a culture that strengthens the dignity of the human person and the unity of the family, and that promotes understanding and cooperation among persons of all races, beliefs, and social conditions.

4. To achieve these aims, the University of Asia and the Pacific shall:

- Seek to reach a level of excellence in its research and teaching programs that will earn for the university a place among the most prestigious academic institutions in the Asia-Pacific region.
- Adopt advanced research and teaching techniques so as to become a source of innovative forms of learning, as well as contribute to a better balance between the cost and quality of research, communication, and education.
- Adapt its teaching programs, founded upon basic research and the study of the humanities, to the actual needs of a society undergoing progressive change and of a wide region promoting international cooperation.

- Seek, while working closely with other Philippine institutions, wider regional and international recognition so that it can be present in intellectual fora and policy dialogues.
- Strengthen and broaden the avenues for cooperation so that it can effectively contribute to social development and obtain from various sectors of society the necessary support to carry out its extension work.
- Organize itself in a manner conducive to internal efficiency and effective coordination, while keeping enough flexibility, so as to enable all members of the university community to contribute freely and responsibly to the fulfillment of their common tasks.
- Strive to attain, as a necessary condition for its autonomous development, a level of economic self-sufficiency that will allow the university to firmly establish itself as a center of academic excellence, to initiate projects, and to admit well-qualified students from underprivileged sectors of society.

Statement of Principles

Institutional Goals and Ideals

5. **The University of Asia and the Pacific (UA&P) seeks to promote the integral development of the members of the University community, undertake research for the common good of society, and contribute to the enrichment and spread of culture.**
6. **The UA&P shall always affirm its fidelity to:**
 - God, the Supreme Truth and Wisdom, Creator, Redeemer of the world, and Lord of history;
 - The Catholic Church, guardian of the deposit of Christian revelation, which contains the supreme truth about God, man, and all creation;
 - The truth, including the basic commitment to intellectual honesty, the pursuit and communication of which give professional, scientific, and cultural endeavors their focus, goal, and meaning;
 - Man as a spiritual, rational, and free being, to whose genuine welfare and development the University must contribute; and
 - The common good of the people, fully respecting the legitimate authorities and the laws of the state.

7. The UA&P seeks to remain faithful to the Magisterium of the Church because it regards such fidelity as a solid foundation of human wisdom. The University is open to all those who abide by the goals and ideals embodied in the Statement of Principles, regardless of their religious persuasion; they may become members of the University community, itself characterized by an atmosphere of freedom.

8. The UA&P entrusts its spiritual guidance to the Prelature of Opus Dei, so that:

- The spiritual legacy of Saint Josemaría Escrivá may continually inspire all the activities of the University;
- The members of the University community may be provided not only professional formation, but also, for the ones who freely want them, spiritual attention and opportunities to deepen their knowledge of the Catholic faith; and
- While fully respecting the freedom of the consciences of its constituents, the University may foster in them a firm love for the Church, the Pope, and the Magisterium, as well as a strong unity of life built upon the practice of human and Christian virtues.

9. The UA&P shall carry out:

- Research in diverse fields of human endeavor, in accord with scientific and moral norms and aimed at achieving a cultural synthesis that shows the coherence between faith and reason;
- Teaching programs that are founded on research and that lead to higher academic degrees;
- Communication programs that draw from the results of competent research and that enrich culture by harmonizing the diversity of knowledge with the unity of truth;
- Personal development programs that impart professional specialization and expertise, along with a general humanistic culture and an abiding commitment to serve society; and
- Extension programs, particularly in those fields related to the University's research and teaching activities, that broaden the opportunities of people, particularly the less privileged, to help themselves.

10. To fulfill its tasks, particularly those related to research and teaching, the UA&P demands:

- From its faculty and administrative personnel: the highest level of commitment and professional competence;
- From its students: diligence and the highest standards of excellence in their studies and work, as well as an operative interest in their integral personal formation; and
- From all: a great love for freedom, combined with a deep sense of responsibility and active cooperation for the common good of the University community and society.

11. The UA&P seeks to inculcate in people a firm conviction about work as:

- A proof of the primacy of man over material realities;
- A means of developing one's personality, especially a spirit of service to others, thus contributing to human progress; and
- An eminently human activity that brings people together and unites them.

12. The UA&P holds that genuine academic freedom and respect for diversity of opinions can be assured only if the inseparable principles of personal freedom and responsibility are fostered. Hence, the University considers these two principles indispensable in the search for excellence and truth, and makes them the basis of all its research, teaching, communication, and extension work.

13. The UA&P likewise believes that research and teaching require of its faculty a keen interest in the integral development of their students, to whom they will therefore give due attention. The University also expects its faculty to be exemplars of unity, solidarity, and teamwork, shown in deeds of service to one another, to the students, to the University community, and to society in general, thereby reinforcing their genuine authority as pillars of the University as an educational endeavor.

14. The UA&P promotes interdisciplinary programs conducted jointly by Schools, Centers, and Institutes in the University for the achievement of institutional aims. These programs are not isolated entities, but are parts of a whole.

15. The UA&P shall strive to be:

- A community of persons truly committed to the ideals and values articulated in its Credo;
- A place where persons of diverse backgrounds and persuasions work and study together in friendship and with mutual respect; and
- An institution always sensitive to social problems and open to opportunities to contribute to understanding and cooperation.

16. While taking care not to involve itself as an institution in political and other activities proper to other kinds of organizations, the UA&P encourages its constituents to:

- Develop the capacity for critical analysis and positive appraisal of social problems; and
- Freely form their own convictions and proposals for the solution of these problems within the ambit of legitimate pluralism.

17. In accord with existing laws and its statutes, the UA&P enjoys academic autonomy. It is free to select its professors, admit qualified students, and formulate and carry out its research and teaching programs within the bounds set by law and its charter.

18. The Administration of the UA&P is inspired by the principles of collegiality and participation. The President of the University is charged with highest executive responsibility but, in accord with its statutes, shares this responsibility with the different members of the University community through the channels of participation that have been established.

19. The moral unity of the University community requires of all its members adherence to the goals and ideals of the UA&P, manifested in their effective participation in the key tasks of research, teaching, communication, and extension. In particular, the faculty are called upon to distinguish themselves by their professional competence and upright personal conduct, their conscientious fulfillment of contractual obligations and respect for University authorities, and their availability for service to the University.

The University Hymn

Star of the Orient

We stand together,
Joyful we gather,
As we remember
Our alma mater.

Herald of the east light,
Beacon of the true life,
Star of the Orient,
Lead us to the light.
With your radiance in the sky,
Guide us through the night.

Kindled by your bright flame,
We will strive in your name.
Star of the Orient,
Shine forth your light!

Let our alma mater
Flourish forever!
Let our alma mater
Flourish forever!

When is the University Hymn sung?

- The University Hymn is sung at the end of UA&P academic and institutional events, such as the University Opening Rites, Incorporation Rites, Equatorial Rites and Graduation Rites.
- The Hymn may also be sung at the opening or closing of other University events. If placed at the beginning of the program, it immediately follows the Philippine National Anthem.
- A recording of the University Hymn sung by the UA&P Chorale may be obtained from the Center for Student Affairs – Office of Student Development.

Star of the Orient

WE STAND TO - GE - THER JOY - FUL WE GA - THER AS WE RE -

6

MEM - BER OUR AL - MA MA - TER HE - RALD OF THE EAST LIGHT

11

BEA - CON OF THE TRUE LIFE STAR OF THE O - RI - ENT LEAD US TO THE

16

LIGHT WITH YOUR RA - DIANCE IN THE SKY GUIDE US THROUGH THE NIGHT

21

KIN - DLED BY YOUR BRIGHT FLAME WE WILL STRIVE IN YOUR NAME

25

STAR OF THE O - RI - ENT SHINE FORTH YOUR LIGHT

29

LET OUR AL - MA MA - TER FLOU - RISH FOR - E - VER!

33

LET OUR AL - MA MA - TER FLOU - RISH FOR - E - VER!

The University Seal

The University of Asia and the Pacific seal consists of two elements: **(1) the Coat of Arms** and **(2) the Wordmark**. **Both elements are needed to present a consistent visual image of UA&P, and must not be used separately.**

Fig.1: UA&P Seal (Outline Form) - Proper Configuration



1. The Coat of Arms

Fig. 2: UA&P Coat of Arms



The UA&P Coat of Arms has four elements:

- **Star** – the star represents a guiding star because we cannot count on our own human efforts alone. It is also a representation of the Blessed Virgin Mary, Stella Orientis (Star of the Orient), to whom the oratory of UA&P is dedicated.
- **Galleon** – the galleon represents the University's aim to be a bridge of mutual understanding and cooperation between Asia and the rest of the world.
- **Sea** – the sea represents the Pacific Ocean, the body of water on whose rim lie the countries that belong to the Asia-Pacific region.
- **UNITAS** – the motto of UA&P is Unity: unity between faith and reason, unity between religion and life, as well as unity with each other. It reflects the commitment of everyone in UA&P toward the pursuit of wisdom, which necessarily entails a synthesis and, therefore, a unity of life.

Colors: The predominant colors of the Coat of Arms are red and gold, a color combination which is used extensively in many Asian cultures.

2. The Wordmark

Fig. 3.1: UA&P Wordmark



Fig. 3.2: UA&P Wordmark with Unit Name



The wordmark is the standardized graphic representation of the name of the University. The wordmark is in ITC Galliard Std font. There are two versions of the wordmark: (1) UA&P acronym on top of the University's full name, as in Fig. 3.1, and (2) full name of the University over the name of a unit, as in Fig. 3.2.

When can the UA&P Seal be used?

- Official correspondence of UA&P academic and administrative units
- Official correspondence and/or promotional materials for projects of the University Student Government and recognized student organizations (if necessary, on a case-to-case basis, and subject to the approval of the Corporate Communications Office and the Center for Student Affairs)

Some guidelines in using the UA&P Seal:

- Always use the complete version of the UA&P Seal (Coat of Arms + Wordmark).
- Use the proper version of the seal (i.e. when printing in full color, use the full color version; when printing in grayscale, use the outline version, etc.)
- Use a high-resolution copy of the seal. Avoid pixelation and degradation of image quality.
- Do not distort or alter the seal in any way.
- Do not rearrange the elements of the seal.
- Do not change the transparency of the seal, or use it a watermark behind text.
- Do not cover with text or stylize the seal (emboss, shadow, blur, etc).
- Place the seal on an uncluttered background.
- Respect the seal's protected space (approximately 1/2 the width of the Coat of Arms). No visually distracting object (photo, illustration or text) may violate the protected area. The purpose of the protected area is to ensure that the seal remains recognizable and legible.

Please refer to the UA&P Identity Manual for complete guidelines in using the UA&P Seal. If you have additional questions on the use of the UA&P Seal, you may consult the Corporate Communications Office (CCO) or the Center for Student Affairs (CSA).

We encourage everyone to be faithful to the guidelines in the UA&P Identity Manual in order to maintain the unity and consistency of the University's corporate image.

Prelature of Opus Dei

Opus Dei is a Personal Prelature of the Catholic Church that helps ordinary lay people seek holiness in and through their everyday activities, especially through their work.

A Personal Prelature is a jurisdictional entity within the Church's hierarchical structure, presided over by a prelate, answerable to the Sacred Congregation of Bishops, and to which laity and clergy can belong. It is established by the Holy See for specific pastoral or organizational purposes, and it is governed by statutes given it by the Holy See. The word personal indicates that it is defined by persons, whereas, for example, dioceses and parishes are defined by geographical areas.

Opus Dei was founded on October 2, 1928 by a 26-year old Catholic priest, Josemaría Escrivá (1902-1975). He was beatified by Pope John Paul II on May 17, 1992 and canonized by Pope John Paul II on October 6, 2002 in Rome. He was succeeded by Bishop Alvaro del Portillo (1914-1994). The present prelate of Opus Dei is Bishop Javier Echevarria.

Opus Dei contributes to the evangelizing mission of the Church by promoting among Christians of all social classes a life fully consistent with their faith, in the middle of the ordinary circumstances of their lives. It helps ordinary people live up to their Christian calling in their day-to-day affairs by giving them the spiritual support and formation they need to achieve this. It promotes an awareness of the universal call to holiness—the radical idea that every person is called by God to be a saint—especially holiness in and by means of one's ordinary work and daily routine. This is pursued through spiritual formation and pastoral care for those who wish to avail themselves of these services. Those who do avail of this pastoral attention are encouraged to put into practice the teachings of the Gospel, through exercising the Christian virtues and sanctifying their work.

Currently around 90,000 people from every continent belong to the prelature. Its headquarters, together with its prelatric church, are in Rome.

Opus Dei began its work in the Philippines in 1964.

The University of Asia and the Pacific entrusts its spiritual and doctrinal guidance to the Prelature of Opus Dei, so that:

- the spiritual legacy of St. Josemaría Escrivá may continually inspire all the activities of the University;
- the members of the University community may be provided not only with professional formation, but also, for the ones who freely want them, with spiritual attention and opportunities to deepen their knowledge of the Catholic faith; and
- while fully respecting the freedom of the consciences of its constituents, the University may foster in them a firm love for the Church, the Pope, and the Magisterium, as well as a strong unity of life built upon the practice of human and Christian virtues.

St. Josemaría Escrivá de Balaguer



Saint Josemaría was born on January 9, 1902, in Barbastro, Spain. He had four sisters: Carmen (1899-1957), plus three other younger sisters who died very young; and one brother: Santiago (1919-1994). His parents, José and Dolores, gave their children a deeply Christian education.

In 1915, Josemaría's father's textile business failed, so the family relocated to Logroño, where José found other work. It was in Logroño that Josemaría sensed his vocation for the first time. After seeing some bare footprints left in the snow by a monk who had walked that way a short time earlier, he felt that God also wanted something from him, though he did not know what. He thought that he could more easily discover what it was if he became a priest, so he began to prepare for the priesthood, first in Logroño and later in Zaragoza. He also studied for a law degree. His father died in 1924 and he was left as head of the family. Ordained on March 28, 1925, he began his ministry in a rural parish, and afterwards in Zaragoza.

In 1927, Fr. Josemaría moved to Madrid to work on his doctorate in law. There, on October 2, 1928, God showed him clearly the mission He had been hinting to him for several years; and he founded Opus Dei. From that day on, he worked with all his energies to develop the foundation that God asked of him, while he continued to fulfill the various priestly

responsibilities he had at that time. These brought him into daily contact with sickness and poverty in the hospitals and the poor districts of Madrid.

When the Spanish civil war broke out in 1936, Fr. Josemaría was in Madrid. The religious persecution forced him to take refuge in a variety of places. He exercised his priestly ministry in a clandestine fashion until he was finally able to leave the Spanish capital. After a harrowing escape across the Pyrenees, he took up residence in Burgos.

At the end of the war in 1939 he returned to Madrid. In the years that followed, he gave many retreats to lay people, priests, and members of religious orders. In the same year, 1939, he completed his doctorate in law.

He took up residence in Rome. There he obtained a doctorate in theology from the Lateran University, and was named consultor to two Vatican Congregations, honorary member of the Pontifical Academy of Theology, and prelate of honor to the Pope. He followed closely the preparations for the Second Vatican Council and its various sessions (1962-1965), keeping in touch with many of the council fathers. From Rome he frequently went to different countries in Europe, including Britain and Ireland, to spur on the growth of Opus Dei in those places. It was with the same objective that, between 1970 and 1975, he made long trips throughout Mexico, Spain, Portugal, South America, and Guatemala, holding catechetical gatherings which large numbers of men and women attended.

Monsignor Josemaría had repeatedly offered his life for the Church and for the Pope. Our Lord accepted his offering, and surrendered his soul to God in a saintly manner on June 26, 1975 in the room where he worked in Rome. His mortal remains rest in the Prelatic Church of our Lady of Peace in Rome.

Thousands of people, including one third of all the bishops in the world, requested that the Holy See open his cause for beatification and canonization. The cause for his canonization was introduced on February 19, 1981. The Founder of Opus Dei was beatified by His Holiness John Paul II on May 17, 1992 before a crowd of some 300,000 people in St. Peter's Square, Rome.

On December 20, 2001, the Vatican authenticated a second miracle attributed to Blessed Josemaría thus clearing the way for his canonization. Josemaría Escrivá was canonized by His Holiness John Paul II on October 6, 2002 at St. Peter's Square in Rome. The canonization was attended by around 3,000 Filipinos, which included UA&P student volunteers, faculty and staff, and their families.

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ACADEMIC LIFE

All programs of study at UA&P are grounded in the core curriculum of the College of Arts and Sciences (CAS). The liberal education of CAS prepares you for your specific specialization by giving you a well-rounded education that cultivates genuine intellectual discipline—a prerequisite to acquiring any specialized knowledge. The two-fold educational process that the University provides arises from the conviction that a college student who dives into a specialization without the solid grounding that a liberal education provides will be ill-prepared for the lifelong process of learning.

The course of study of your choice may either be: a) a four-year degree program, which entitles you to earn an AB (Bachelor of Arts) or BS (Bachelor of Science) undergraduate degree at the end of the course, b) a five-year master's program through which you will earn an undergraduate degree and an MA (Master of Arts) or an MS (Master of Science) degree at the end of five years, c) a six-year integrated program through which you will earn your senior high school diploma, undergraduate degree and an MA (Master of Arts) or an MS (Master of Science) degree at the end of six years, or d) a seven-year program through which you will earn an undergraduate degree and a Juris Doctor degree at the end of seven years.

For AB/BS program students, the CAS curriculum is a preparation for immersion in their major or specialized course after their sophomore year. For MA/MS program students, it is a preparation for their specific specializations in the graduate level (4th and 5th years). At the end of three years, students under the five-year programs will have completed all the academic requirements for a Bachelor of Arts major in Humanities degree. If they meet all the academic requirements of the graduate program of their choice, they will graduate with two degrees (a bachelor's degree and a master's degree) at the end of five years.

The policies governing academic practices and requirements are contained in this section of the Handbook. Other academic policies specific to the Juris Doctor program may be found on p. 149.

Understood well and approached with a healthy work ethic, these policies can serve as concrete signposts that show the way to a successful academic journey through the University.

ACADEMIC PROGRAMS

Qualifications and Standards for Admission

Students who qualify for admission to the University are automatically admitted into the program of their choice as indicated in their application to the University. If certain programs have additional requirements for admission (e.g. math grades/scores for admission to B.S. in Applied Math, B.S. in Industrial Engineering and B.S. in Information Technology; interview for B.S. in Entrepreneurial Management applicants, etc.), the applicant must pass these additional requirements as well.

Depending on their English scores in the admissions exam, international students who graduated from high schools where English was not the medium of instruction may be required to complete additional courses in English before they can take on a full load.

Changing Streams / Shifting Courses

- **Changing streams** shall be defined as transferring from the four-year AB/BS program to the five-year MA/MS program or vice-versa, within the same field of specialization.
- **Shifting courses** shall be defined as transferring from one program to another with a different field of specialization, whether it is being offered by the same school or a different one.

Students may be allowed to change streams or shift courses upon the approval of the two (2) program directors concerned, and following the procedures and guidelines set by the programs and the Registrar's Office:

- Application to change streams or shift courses may be done within the regular semesters or midyear term, but not during the enlistment/registration period. Students are advised to submit their requests at least one month before the start of the next semester or term.
- Grade qualifications for students who wish to change streams or shift courses may be set by the receiving program.
- The change of streams or shift to another course takes effect on the semester or term immediately following the approval of the request.
- Upon changing streams or shifting courses, the most recently approved curriculum of that program of study will apply.
- The Maximum Residency Rule of the University (see p. 54) applies to all cases of shifting courses/changing streams.
- If necessary, students who have changed streams or shifted courses may be allowed to take a maximum of twenty-six (26) units in a semester and nine (9) units during the midyear term.

Programs of Study

UA&P currently offers the following programs of study (as of SY 2018-2019):

4-Year AB/BS Programs

Undergraduate Programs

College of Arts and Sciences

- Bachelor of Arts in Humanities

School of Communication

- Bachelor of Arts in Integrated Marketing Communications
- Bachelor of Arts in Media and Entertainment Management

School of Economics

- Bachelor of Arts in Economics

School of Education and Human Development

- Bachelor in Early Childhood Education
- Bachelor of Science in Human Capital Development

School of Law and Governance

- Bachelor of Arts in Political Economy

School of Management

- Bachelor of Science in Accountancy
- Bachelor of Science in Business Administration major in Management
- Bachelor of Science in Business Administration major in Management with specialization in Business Analytics
- Bachelor of Science in Business Administration major in Business Economics*
(*Note: this program is a collaboration of the School of Management and the School of Economics)
- Bachelor of Science in Entrepreneurial Management

School of Sciences and Engineering

- Bachelor of Science in Information Technology
- Bachelor of Science in Industrial Engineering (5 years)
- Bachelor of Science in Applied Mathematics

5-Year MA/MS Programs

Combined Undergraduate and Graduate Programs

Graduates of the 5-Year MA/MS Programs earn two degrees, and hence will receive two diplomas upon graduation – one for their bachelor's degree (Bachelor of Arts major in Humanities) and one for their master's degree.

College of Arts and Sciences

- Master of Arts in Humanities

School of Communication

- Master of Arts in Communication major in Integrated Marketing Communications

School of Economics

- Master of Science in Industrial Economics

School of Law and Governance

- Master of Arts in Political Economy with specialization in International Relations and Development

School of Management

- Master of Science in Management

6-Year Integrated University Programs*Combined Senior High School, Undergraduate and Graduate Programs*

The 6-Year Integrated University Program offers Grade 10 graduates the opportunity to obtain their senior high school diploma, bachelor's degree (Bachelor of Arts major in Humanities) and master's degree in the span of six years.

College of Arts and Sciences

- Master of Arts in Humanities

School of Communication

- Master of Arts in Communication major in Integrated Marketing Communications

School of Economics

- Master of Science in Industrial Economics

School of Law and Governance

- Master of Arts in Political Economy with specialization in International Relations and Development

School of Management

- Master of Science in Management

7-Year Program*Combined Undergraduate and Juris Doctor Program*

Graduates of this program earn two degrees, and hence will receive two diplomas upon graduation – one for their bachelor's degree and one for their Juris Doctor degree.

School of Law and Governance

- Juris Doctor

Other Graduate Programs*Stand-alone Graduate Programs*

The University also offers the following stand-alone graduate programs, namely:

School of Economics

- Master in Applied Business Economics (2 years)
- Master in Business Economics (14 months)

School of Education and Human Development

- Master of Arts in Education major in Early Childhood Education (thesis track; 2 years)
- Master in Education major in Early Childhood Education (non-thesis track; 2 years)
- Master of Arts in Education major in Adolescent Development and Education (thesis track; 2 years)
- Master in Education major in Adolescent Development and Education (non-thesis track; 2 years)
- Master of Arts in Education major in Educational Leadership (thesis track; 2 years)

- Master in Education major in Educational Leadership (non-thesis track; 2 years)
- Master of Arts in Education major in Values Education (thesis track; 2 years)
- Master in Education major in Values Education (non-thesis track; 2 years)
- Master of Science in Human Capital and Organization Development (3 years)

School of Law and Governance

- Juris Doctor (4 years)
- Master of Arts in Political Economy with specialization in International Relations and Development (thesis track; 2 years)
- Master in Political Economy with specialization in International Relations and Development (non-thesis track; 2 years)

School of Management

- Master of Science in Management (2 years)
- Master in Applied Business Analytics (2 years)
- Master in Entrepreneurial Management major in Social Entrepreneurship and Innovation (15 months)

School of Sciences and Engineering

- Master in Information Technology (2 years)

REGISTRATION AND ENROLLMENT

All inquiries regarding registration and enrollment may be directed to the Registrar's Office (REG), at the 2nd floor of the CAS Building.

Registrar's Office (REG) Hours

<i>Mondays, Tuesdays, Thursdays & Fridays:</i>	8:30 a.m. - 5:30 p.m.
<i>Wednesdays:</i>	8:30 a.m. - 12:00 p.m.; 1:00 - 5:30 p.m.
<i>Saturdays:</i>	8:30 a.m. - 12:00 p.m.

Note: Any changes in these office hours will be posted at the entrance of the REG office.

General Guidelines

Registration is a preliminary step to enrollment and consists of enlisting the subjects you are required to take under your chosen program of study. Your registration in the University implicitly signifies your willingness to abide by all the rules and regulations of the University. The following are general guidelines on registration and enrollment:

1. **Notices and announcements.** Be sure to read all registration announcements and notices that are placed on the bulletin boards in various locations. Announcements are also posted on the Student Portal (<http://apps.uap.asia/student>). Specific registration procedures change from time to time in view of a continuing development program to streamline and improve procedures. Please follow all instructions and observe all deadlines.

2. **Online Enlistment.** Beginning SY 2003-2004, students can enlist their subjects online. To avoid overloading the system, there are schedules for online enlistment. Please visit the UA&P Student Portal (<http://apps.uap.asia/student>) for announcements and instructions.
3. **Pre-Enlistment.** All freshmen and junior college students are pre-enlisted by REG. All students under the Entrepreneurial Management program are also pre-enlisted. During the online enlistment period, these students do the following: view their schedule/pre-enlisted subjects online, print their Registration Certificate (RC) and present it on campus for enrollment and payment.

It is only during on-campus enrollment that pre-enlisted students will be allowed to add more subjects if they still lack units, or in some cases, advance some subjects after getting clearance from the proper academic adviser.

4. **Academic Advising.** Academic advising is part of the enrollment procedure and is needed especially in the following cases: when subjects to be added are advanced subjects, when subjects to be dropped are prerequisite subjects, when changing subjects that have been enlisted online, and when dropping pre-enlisted subjects. For CAS subjects, advising is done by the CAS academic adviser, while for specialization subjects, advising is done by the academic adviser of the program.
5. **Enrollment.** You are considered enrolled only after registration/enlistment and payment of tuition and other fees according to your chosen payment scheme. You should not attend a class unless you are enrolled in that class. If you do so, you will not be given any credits, even if you take the final examinations.
6. **Modular Subjects.** If you plan to take two modular subjects in one semester, the first of which is a prerequisite of the other, you must enlist in and pay for both subjects at the start of the semester. There is no mid-semester registration.

If you enrolled in two modular subjects in one semester, under the preceding paragraph, you will automatically be dropped from the second module if you fail the first module. The fees paid for the second module will be credited to your account.

If you intend to enroll in one modular subject that starts during the second half of the semester, you should enlist and pay for the said modular subject at the start of the semester.
7. **Enrollment for a Subject Necessary to Obtain Credits.** Only students who are officially enrolled are allowed to attend class and are given credits if they pass the course. Students whose names do not appear on the class list are presumed not to have enrolled for the class. Please consult the Registrar's Office if you enrolled in a subject, but your name does not appear on the class list issued to your professor.
8. **Load Adjustments.** Any deviations from the regular semestral academic load resulting from back subjects, missing prerequisites, overloading, underloading, cross-enrollment, and audited subjects must first be cleared with the Registrar before registration.

Identification Card (ID)

ID Validation

After enrollment, your ID will automatically be validated by the Registrar's Office. You cannot transact business with any University office without a validated ID, as this is the proof that you are currently enrolled.

Wearing of IDs

You must wear your ID at all times while within the University premises. Failure to do so constitutes a Type D disciplinary offense. You must also be ready to present it when requested to do so by a person of authority in the University. Please refer to the Policy on the Use of Student IDs on p. 107.

Lost IDs

A lost ID should be reported immediately to the Registrar's Office. To get a replacement, pay a processing fee at the Financial Management and Reporting Group (FMR) and bring a 1 in. x 1 in. photograph to the Registrar's Office. A notarized affidavit of loss is also required.

Student PIN / Online Viewing of Class Schedules & Grades

Each student is issued a Personal Identification Number (PIN) to access the following services:

- *Online Enlistment*
- *Online Viewing of Class Schedules*
- *Online Viewing of Grades*

Your class schedules and final grades may be viewed online at the UA&P Student Portal - <http://apps.uap.asia/student>.

If you have forgotten your PIN, you may get it from the Registrar's Office anytime during office hours. For security reasons, we do not release your PIN to anyone but you in person.

If you are a minor (below 18 years of age) or of majority age (18 years of age or above) but still wholly dependent on your parents for your educational expenses, your parents may also view your class schedule and final grades at the UA&P website. They will be provided a separate PIN for this purpose. However, if you are already of majority age and no longer dependent on your parents for support, your parents will only be allowed to view records and grades upon your written authorization for them to do so.

Documents Submitted Upon Enrollment

All documents pertaining to enrollment, including the high school report card (Form 138) and the high school official transcript of record (Form 137) shall become the property of the University. They will not be returned to you; neither is it possible to claim them if you wish to transfer to another school. Instead, the Registrar will provide you with the necessary transfer credentials after complete settlement of all your financial and property obligations to the University. Please see section on transfer credentials on p. 50.

Requests for Student's Records/Certifications

Requests for student records and certifications must be done in writing, indicating the reasons for the request. Verbal requests or those relayed through the telephone will not be entertained.

Change of Address or Other Personal Information

Please notify the Registrar's Office in writing about any change in mailing address, place of residence, civil status, or any other personal information, to keep your records updated.

Confidentiality of Students' Records & Personal Information

All personal information about the students (including class schedules) and all students' records are strictly confidential and will not be divulged or released to unauthorized persons.

Cross-Enrollment

Cross-enrollment is generally discouraged and shall be subject to institutional policies (Art. XIX, Sec. 93. Manual of Regulations for Private Higher Education, MORPHE 2008). You will be allowed to cross-enroll in other recognized university-level institutions on a case-to-case basis. Accreditation will be granted, provided that the course description of the course to be taken at the host school is similar to that of the University and all the conditions governing accreditation of subjects are met.

In addition, the following conditions must be met:

1. The subject is not offered by the University during the term; or, if offered, cannot be taken by the student because of schedule conflicts;
2. The student must comply with the rules governing overloading; and
3. A maximum of two subjects per semester is permitted for cross-enrollment.

To cross-enroll in subjects at another school, you must:

1. Obtain a cross-enrollment request form from the Registrar's Office and fill out the necessary information;
2. Attach a letter of request, countersigned by a parent or guardian, addressed to the Registrar;
3. Secure approval of the request from the corresponding academic official (e.g. Department Chair or Program Director);
4. Present all documents to the Registrar, who will determine if all academic conditions are met; and
5. Present the endorsement letter prepared by the University Registrar to the Registrar of the other university or college, for cross-enrollment in the indicated subject(s).

Any student who cross-enrolls in another school without prior authorization from the Registrar's Office will not be given any academic credits for the subject cross-enrolled.

Audit Students / Cross-Registrants from Other Schools

Audit students must register as such at the time of enrollment. A student enrolled as a regular student cannot change his status to an audit student at any time during the semester.

Audit students and cross-registrants are subject to the University's academic and disciplinary regulations.

The Registrar's Office, in consultation with the Program Directors may, from time to time, issue specific guidelines to implement the above policies.

FEES AND PAYMENTS

All inquiries regarding tuition and other fees may be directed to the Financial Management and Reporting Group (FMR), at the 2nd floor of the CAS Building.

Financial Management and Reporting Group (FMR) Office Hours

Weekdays: 8:30 a.m. - 5:30 p.m.

Saturdays: 9:00 a.m. - 12:00 p.m.

Note: Any changes in these office hours will be posted at the entrance of the FMR office.

Modes of Payment

Payments may be made in cash, or by deposit to UA&P's bank account, credit card, telegraphic transfer, demand draft or personal check.

It is presumed that personal check payments are backed with sufficient funds. If a check bounces, it must be replaced immediately with cash. Also, future check payments will no longer be accepted. The University has no existing ties with any of the pre-need companies; hence, the University does not accept payment through educational plan.

Students are considered enrolled only after payment of the required fees.

Payment Schemes

Students have the option to choose from three payment schemes:

- **Full payment**
- **Two-installment scheme** (with installment charge)
- **Three-installment scheme** (with installment charge)

If the student has opted to pay by installment and:

- His check payment bounces, the full amount becomes immediately due and demandable and must be paid in cash. Also, future check payments will no longer be accepted.
- He fails to pay on the due dates, any unpaid balance shall become immediately due and demandable. Full installment fees will also be charged.
- A 1% service fee will be charged for every month of delay.

Upon enrollment, the student and/or his parents/guardians bind themselves to pay the corresponding tuition and other school fees. In case of failure to pay at least two (2) installments of the due and demandable tuition and other school fees as scheduled, it is understood that the students and parents recognize, without reservation, the right/authority of the school to either:

1. Drop the student from the school roll;
2. Suspend the student from further attending classes and entering the school campus;
3. Withhold the records of the student; or
4. Pay the penalty clause, if any, without need of judicial intervention or permission.

The student shall be admitted only as soon as the tuition and other school fees are paid. The student shall be solely responsible for keeping up with the lessons and assignments missed during the school days that he was not allowed to enter and attend classes. This is without prejudice to the right and authority of the school to give special examinations when the circumstances so warrant.

Reimbursements

If a student has paid the pertinent tuition and other fees in full or for any period longer than one month but voluntarily and in writing withdraws from the University, transfers to another university, goes on Leave of Absence (LOA), or drops a subject he is enrolled in within two (2) weeks after the beginning of classes, he shall be entitled to a refund of tuition and/or other fees based on the following schedule, in accordance with the Commission on Higher Education's (CHED) Manual of Regulations for Private Higher Education 2008 (Art. XX, Sec. 100):

For regular semesters:

Within the first week of classes	75% refund
Within the second week	50% refund
After the second week	no refund

For the midyear term:

On the first and second day of classes	75% refund
On the third day of classes	20% refund
After the third day of classes	no refund

This schedule will be followed whether or not the student attended classes. Refunds will be processed only after the student has obtained the necessary clearance. Refunds due to overpayment, or overpayment resulting from a change in the student's academic load, are credited toward subsequent enrollments. However, refunds may be reimbursed upon submission of a letter from the student's parent/s or guardian.

Arrears

If a student has unsettled accounts or arrears from the previous semester, he may enroll for the following semester only after these accounts or arrears have been settled. Students with unsettled accounts are not allowed to enlist online.

SCHOLARSHIPS AND FINANCIAL ASSISTANCE

To help students finance their undergraduate education, the University of Asia and the Pacific offers merit scholarships and financial assistance on the basis of the results of their entrance exam, their high school academic performance and financial status.

All inquiries regarding scholarships and financial assistance may be directed to the Admissions Office, at the Ground Floor of the APEC Communications Building (ACB G/F).

Admissions Office (ADM) Hours

Weekdays: 8:30 a.m. - 12:00 p.m.; 1:00 p.m. - 5:30 p.m.

Saturdays: 8:30 a.m. - 12:00 p.m.

Note: Any changes in these office hours will be posted at the entrance of the ADM office.

Merit Scholarships

Merit scholarships are highly competitive study grants that may cover up to 100% of tuition fees. In addition, the top applicants of each batch may also be awarded a stipend, book allowance, and board and lodging allowance (for provincial applicants).

Who qualifies?	Grant
Valedictorians of select high schools	100% tuition fee grant
Applicants whose high school average is at least 90% and are highly qualified based on their College Entrance Exam Results	Grant depends on overall rank and the scholarship slots available

The scholarship may continue up to the graduate level of the University's five-year or six-year programs or to the MA or MS program of a corresponding AB or BS program. To keep the scholarship, you must:

1. Maintain a cumulative GWA no lower than 1.75, evaluated at the end of each school year;
2. Maintain a passing grade in each enrolled academic and non-academic subject;
3. Maintain a continuous regular full load for each semester prescribed by your program of study;
4. Hold a clean disciplinary record;
5. Not avail of a merit scholarship from any other source; and
6. Comply with all other requirements set forth in your Merit Scholarship Agreement.

Financial Assistance Grants

The University also gives financial assistance to Filipino students who meet certain criteria. The grant may cover up to 100% of tuition fees. It is renewable every year and is premised on continued financial need. Solely dependent on the availability of funds, it may continue up to the graduate level of any of the 5-year or 6-year programs.

To qualify for financial aid, an applicant must meet the following minimum conditions:

1. Financial need, as attested to by the family's finances;
2. Academic competence: a high school average of at least 85%;
3. Favorable recommendation from the principal/school head of the school where the applicant completed high school; and
4. Positive interview evaluation.

Solely dependent on the availability of funds, the financial assistance may continue up to the graduate level of the University's five-year or six-year programs or to the MA or MS program of a corresponding AB or BS program. However, the assistance is premised on continued financial

need. In addition you must:

1. Comply with the cumulative GWA requirement as stipulated in your Financial Assistance Agreement;
2. Maintain a passing grade in each enrolled academic and non-academic subject;
3. Maintain continuous full-time status;
4. Hold a clean disciplinary record;
5. Not avail of a study grant from any other source;
6. Maintain a satisfactory service record based on your performance evaluation from the unit to which you are assigned as a student assistant; and
7. Comply with all other requirements set forth in your Financial Assistance Agreement.

If you fail to fulfill any of these conditions, you forfeit any financial assistance grant from the University. However, you may apply for renewal up to a second time at the beginning of the school year if either the need is re-established or the requirements are met.

Student Assistantship

Financial assistance grantees must render some hours of student assistantship in a unit of the University to which they are assigned for one school year. The number of hours to be rendered depends on the percentage of the grant awarded to the student.

Student assistantship work shall be administered by the Center for Student Affairs – Office of Student Services in coordination with the other units of the University (for 1st to 3rd year students), and by the respective schools of the grantees (for 4th and 5th year students).

The relevant unit of the University shall give a report on each grantee's performance to the Scholarship Committee at the end of each school year. The level of financial assistance you are given may be modified based on your performance as a student assistant.

Application Procedures

1. Fill out a Merit Scholarship/Financial Assistance Form, which may be downloaded from the UA&P website (<http://www.uap.asia>) or obtained from the Financial Management and Reporting Group (FMR).
2. Submit the accomplished Merit Scholarship/Financial Assistance Form to the Admissions Office. The following documents must also be submitted:
 - A letter addressed to the Scholarship Committee stating why the applicant should be considered for the Merit Scholarship or the Financial Assistance program
 - A clear photocopy of the most recent Income Tax Return of each parent and sibling (who are employed or self-employed) and the Tax Withheld on Compensation Certificates
 - Certifications from the current employer of each employed parent and sibling on the annual gross income (breakdown); for those working on contractual basis, a copy of the employment contract stating the duration of the contract and compensation package
 - Note: The Financial Assistance grant is open only to students whose family's gross annual income is less than P800,000.00.
 - For those who are not filing income tax returns (whether they are unemployed or self-employed with a business earning not more than Php100,000.00 annually), a certificate of tax exemption (which can be obtained from the BIR district office)
 - Recommendation form (to be filled out by a teacher or counselor who knows the student and his/her family circumstances well)

Additional documents not on the list above may also be required (please refer to the application form). Please make sure to complete all the requirements in order to facilitate the processing of your Merit Scholarship/Financial Assistance application.

Renewal Procedures for Existing Grants

The renewal of existing merit scholarship and financial assistance grants is processed every school year before enrollment.

Merit Scholarship Grantees

1. The Scholarship Committee will evaluate your performance for the previous school year.
2. If your Merit Scholarship grant is renewed, you will receive a letter confirming the renewal.
3. Sign the enclosed Merit Scholarship Agreement, which signifies your willingness to abide by the conditions of the grant, and submit it to the Scholarship Committee, via the Admissions Office.

Financial Assistance Grantees

1. Fill out a Financial Assistance application form, which may be downloaded from the UA&P website (<http://www.uap.asia>) or obtained from the Financial Management and Reporting Group (FMR).
2. Submit the form and required documents to the Scholarship Committee, via the Admissions Office.
3. The Scholarship Committee will evaluate your performance for the previous school year (including your performance as a student assistant), as well as your current family circumstances.
4. If your Financial Assistance grant is renewed, you will receive a letter confirming the renewal.
5. Sign the enclosed Financial Assistance Agreement, which signifies your willingness to abide by the conditions of the grant, and submit it to the Scholarship Committee, via the Admissions Office.

Please consult the Admissions Office regarding the deadline for submission of documents for the renewal of existing merit scholarship and financial assistance grants.

New Applications from Currently Enrolled Students

Past applicants for merit scholarship who were not previously awarded any grant may re-apply before the beginning of any school year during their stay at UA&P. You may also apply for financial assistance before the beginning of any school year, even if you have been a previously paying student.

To qualify for financial aid, an applicant who is a current UA&P student must meet the following minimum conditions:

1. Financial need, as attested to by the family's finances;
2. GWA not lower than 2.25 (high school grades are no longer considered for current UA&P students); and
3. Positive interview evaluation

For currently enrolled students who would like to apply for merit scholarship or financial assistance,

please consult with the Admissions Office regarding the exact procedures and deadlines.

Finalization of the List of Scholars

The list of merit scholars and financial assistance grantees shall be finalized by the end of the midyear term. Once the list of scholars is drawn up, late applicants who may fulfill the minimum conditions shall no longer be considered.

THE ACADEMIC CODE

A. Academic Load

The school year is divided into two regular terms: the first and second semesters. The midyear term is normally intended for remedial work and some required specialization subjects.

A regular semester is eighteen weeks long, including final exams week. One unit of credit for a lecture course is equivalent to one hour of class or recitation each week. One unit of credit for a laboratory course is equivalent to two or three hours of laboratory work per week.

Regular Load. When you register in the University, it is understood that you are enrolling for the regular load of the entire semester according to the normal schedule stipulated in your chosen program of study. Generally, the approved program of study for the 4-year AB/BS programs consists of a normal load of 18 units of academic subjects per semester, while for the 5-year MA/MS programs, the regular load consists of 21 units of academic subjects per semester.

Minimum and Maximum Load. The minimum load of academic subjects per semester for students is 15 units, while the maximum load is 26 units (except for programs whose curricula as mandated by CHED require more than the allowable maximum load). For the midyear term, the maximum load is 9 units.

Underload. You may be allowed, for sufficient and valid reasons, to enroll in fewer units than the normal load during regular semesters, but in no case lower than the minimum load of 15 academic units.

Overload. You are ordinarily not allowed to go beyond the number of units stipulated per semester in your chosen program of study. However, seniors or graduating students may be permitted to overload in their last year in order to graduate with their class. Such overload requests are decided on a case-to-case basis.

Prerequisite Subjects. Some subjects are regarded as prerequisites for higher-level subjects. If you have not successfully completed a prerequisite subject, you will not be allowed to enroll for the corresponding subject(s) at the next level.

Advancing of Subjects. Students may be allowed to take subjects ahead of the normal schedule if they have successfully passed the prerequisite subject/s, as long as they comply with the rules on overloading, and subject to the availability of slots.

B. Academic and Non-Academic Subjects

Academic subjects are governed by the policies enumerated in the academic code. In particular, they are governed by the University policy on retention of students. Grades in academic subjects are included in the computation of the general weighted average (GWA) and the weighted average (WA) for retention. All the core curriculum subjects are considered academic except for Physical Education (PE), National Service Training Program (NSTP), and Asia Pacific Language subjects.

Physical Education (PE) subjects, though considered non-academic, are included in the computation of the GWA in compliance with the policy of the Commission on Higher Education (CHED). However, PE subjects are not included in the computation of the weighted average (WA) to determine retention in the University.

The **National Service Training Program (NSTP)** is a program mandated by law for tertiary-level students. It aims to enhance civic consciousness and defense preparedness in the youth by developing in them the ethics of service and patriotism while they undergo training in any of the following three program components:

- **Reserve Officers Training Course (ROTC)** is a program designed to provide military training to tertiary-level students in order to motivate, train, organize, and mobilize them for defense preparedness.
- **Literacy Training Service (LTS)** is a program designed to train students to become teachers of literacy and numerical skills to school children, out-of-school youth, and other segments of society in need of their services.
- **Civic Welfare Training Service (CWTS)** refers to programs or activities that contribute to the general welfare and the betterment of life for the members of the community or the enhancement of its facilities, especially those devoted to improving health, education, environment, entrepreneurship, safety, recreation, and morals of the citizenry. It is also aimed at articulating basic concepts of social responsibility, civic consciousness, and community development, and applying these development concepts in community-based fieldwork.

The pertinent provisions of the law and the Implementing Rules and Regulations of the NSTP adopted and issued on 10 April 2002 are as follows:

A. Incoming Freshmen for School Year 2002-2003 and succeeding years

1. All incoming freshman students, male and female, starting with school year 2002-2003, enrolled in any baccalaureate program, are required to complete one (1) of the three components mentioned above as a requisite for graduation.
2. The component chosen shall be undertaken for two (2) semesters and credited for three (3) units per semester, or a total of six (6) units.
3. Private colleges and universities are required to offer at least one of the three components mentioned above.
4. UA&P offers both the Literacy Training Service (LTS) and the Civic Welfare Training Service (CWTS).
5. UA&P does not offer the ROTC component. Students who choose this component will have to cross-enroll at other colleges and universities that offer it. Please follow the

proper procedures for cross-enrollment. You must have prior authorization from the Registrar's Office to cross-enroll; otherwise, you will not be given any credits for the ROTC component taken in any other school.

6. Students who have not completed six (6) units of any one component will not be allowed to graduate from the university.

B. Non-Filipino Students

Effective school year 2004-2005, per legal opinion from the Commission of Higher Education Legal Services dated April 26, 2004, non-Filipino students are exempted from the completion of NSTP. Students seeking exemption on the basis of citizenship have to submit documents proving their foreign citizenship and an updated Alien Certificate of Registration to the Registrar's Office.

NSTP at UA&P is handled by the **Center for Social Responsibility (CSR)**. CSR is the social extension-coordinating unit of the University that helps maximize the synergy between the faculty, students and partner institutions in uplifting the social and economic conditions of marginalized groups. Beyond the confines of the University, the Center focuses on the Sustainability Agenda in providing research and technical assistance to local and foreign corporations.

The subject **Introduction to People Development - Corporate Social Responsibility (IPD-CSR)** was formerly classified as a non-academic subject, but has been converted to an academic subject effective SY 2016-2017. As such, grades for IPD-CSR will now be included in the computation of the General Weighted Average (GWA), Weighted Average (WA) for the semester, and Weighted Average (WA) for Retention. This move reinforces the important role of IPD-CSR in the promotion of People Development as a University hallmark. Please note that students who have taken and passed IPD-CSR prior to SY 2016-2017 will not be affected by the new policy.

Foreign Language Courses / Asia Pacific Language Studies

Effective SY 2018-2019, foreign language courses, which used to be a requirement for graduation for the 5-year MA/MS programs, will now be offered at the discretion of each School. These subjects may be removed or retained as required subjects or electives in the respective curricula.

Foreign language courses may be validated if taken in UA&P-accredited institutions (e.g., Berlitz, Instituto Cervantes, Alliance Francaise) without the need for a validation exam.

Students who may have prior knowledge of a language that they are required to take or that they have opted to enroll in may take a diagnostic test in any of the UA&P-accredited institutions to determine their proficiency level and gain the corresponding credits, if applicable.

Please note that the above applies to the new curricula that will take effect in SY 2018-2019. Students from previous entry batches who are enrolled under the 5-year MA/MS programs are still required to pass a language proficiency test in an Asia Pacific language. The competency preparation program is placed under the supervision of the Asia Pacific Language Unit of the College of Arts and Sciences. The implementing guidelines for this program are as follows:

1. An Asia Pacific Language shall mean any language officially recognized and spoken in any of the APEC countries, with the exception of English and Philippine languages. For now, these languages may include Spanish, Chinese, Japanese and French.

2. If you have no background in the language you choose or even if you have a background but are not confident of passing the proficiency test, the Asia Pacific Language Unit offers classes in those languages starting the first semester of the second year until the second semester of the third year as long as there are at least 15 students who enroll in the class.
3. It is estimated that you will meet the proficiency standards by taking four 3-unit courses through four semesters of course work (Beginners 1, Beginners 2, Intermediate 1 and Intermediate 2) taken one after the other.
4. A student who takes and passes four 3-unit Asia Pacific Language classes in UA&P (or a total of 12 units) need not take a separate proficiency test. Passing the four 3-unit courses meets the requirement of the proficiency test.
5. The Unit shall define the proficiency standards for each language in consultation with competent language teaching institutes recognized by the respective APEC governments. In general, the proficiency standards for Chinese and Japanese shall be primarily in conversation (i.e. listening and speaking in general conversation). In other languages, proficiency standards shall be primarily in reading professional materials.
6. You may prepare for the test in any way you wish (e.g. private tutoring, taking classes in the University or outside of it, etc.). You may take a proficiency test in any language institution recognized by the Unit (i.e. Berlitz). The Unit will specify the level to be passed in the test given by the language institution.
7. Students in the 5-year MA/MS programs are strongly encouraged to take the Asia Pacific language courses during their second and third years as indicated in their respective curriculum, to avoid overloading of subjects in their fourth and fifth years. Please note that classes in the Asia Pacific Language courses may no longer be offered during midyear term in the coming school years.

Asia Pacific Language courses are considered non-academic subjects, and thus do not fall under the scope of the retention policy, nor are they included in the computation of your GWA or WA.

C. Attendance

In principle, you must be present in all of your classes. However, should circumstances prevent it, you are required at the very least to be present for at least 80 percent of the subject's total class hours during the semester; otherwise, you automatically fail the subject (failure due to absence).

You may refer to the following examples:

• 3-unit lecture course meeting for 1.5 hours twice a week for one semester	Allowable absences: 7
• 3-unit lecture course meeting for 3 hours once a week for one semester	Allowable absences: 4
• 3-unit lecture course meeting for 2 hours five times a week during midyear term	Allowable absences: 5
• 2-unit lecture course meeting for 2 hours twice a week for one quarter	Allowable absences: 3

Absences. Absences do not entitle you to make up for missed requirements. This is premised on the fact that when you freely decide to forego or “cut” a class, you consciously take the risk of missing out on work that might be given in your absence.

Absences Due to Sickness. Absences due to sickness are absences because of a serious sickness needing medical attention. A serious sickness must be diagnosed by a doctor; hence, an official medical certificate is needed, and not just a simple excuse letter from your parents or guardian.

Absences Due to Official Business. Absences due to official business are absences incurred because of one’s participation in UA&P institutional events and activities that normally appear in the official calendar of activities.

Absences due to sickness and official business shall be deducted from your balance of allowable absences, but entitle you to make up for work missed on the day(s) of absence (this includes papers, quizzes, and exams). Take note that incurring these types of absences will not increase your total number of allowable absences: that number will remain constant regardless of the type of absence incurred.

Absences will be more stringently assessed when these occur during midterm and final examinations. Policies regarding late submission of requirements due to either of these two types of absences are left to the discretion of the teacher.

Tardiness. The teacher has the discretion on whether to allow a late student to enter the class. The academic department and/or teacher concerned may decide equivalencies between tardiness and absence (e.g. three instances of tardiness as equivalent to one absence). If you are more than ten minutes late for class, you may be considered absent.

Whenever a teacher is not present at the beginning of a class, you are obliged to wait for at least fifteen minutes before leaving (for 1-hour and 1.5-hour classes). For 2-hour or 3-hour classes, you are obliged to wait at least thirty minutes before leaving.

D. Evaluation Tools and Examinations

The evaluation of a student is reached by a reasoned judgment made by the subject teacher on the student’s performance. Competence or grasp of knowledge or skills, or the lack thereof, is the sole basis for their marks. Effort and interest are not measures of academic performance (though they ordinarily occasion good performance).

Examinations. Exams are given throughout the semester. Midterm examinations are not a general practice, although many teachers give them. Final examinations are held during the last week of the term. Although greater weight is ordinarily given to the final examination mark, the percentage of this mark with respect to the final grade varies among the different academic departments.

Exemptions. Exemption from the final examinations is the prerogative of the teacher. The department and/or the teacher can, therefore, decide to grant or not to grant exemptions. Exemptions are allowed only for the final examinations, and only for students with a standing of 1.00 to 1.50 in the subject. Normally, announcements for exemptions are made no earlier than one (1) week before the scheduled examination date for the subject period.

E. Grading System

Marks and Mode Equivalents

Number Mode	Description	Letter Mode/Abbreviation
1.00	Excellent	A
1.25		
1.50	Superior	B+
1.75		
2.00	Very Good	B
2.25		
2.50	Good	C+
2.75		
3.00	Competent	C
3.50	Fail	F
3.50	Failure Due to Absence	FDA

Other Marks and Abbreviations

P	Pass (for some non-academic subjects)
F	Fail (for some non-academic subjects)
INC	Incomplete
WP	Withdrawal with Permission
AUD	Audited
CRD	Credited
R	Remediation (for Junior College only)

Increments of 0.25 in the grading system took effect in SY 1998-1999.

Percentage equivalents for a particular grade may vary from department to department, or may not be relevant at all because of the subject matter.

The transcript of record contains marks in the number mode only, and, whenever applicable, the abbreviations P/F (a pass/fail for some non-academic subjects), INC (incomplete), WP (withdrawal with permission), AUD (audited) and CRD (credited), as indicated in the grading system.

Passing and Failing Marks

For students enrolled under the AB/BS stream, the minimum passing mark is 3.00, while the failing mark is 3.50.

For students enrolled under the MA/MS stream (5-year programs or 6-year integrated programs), the minimum passing mark for undergraduate level subjects is 3.00, and the failing mark is 3.50. For graduate level subjects, the minimum passing mark is 2.50, and the failing mark is 3.00.

For prerequisite subjects, a passing mark implies that you are ready for the next subject level. A failing mark implies failure to reach the required competence level in the subject.

If a subject is a required subject (not an elective) for the student's chosen program of study, the student who fails it has to re-take and pass it. Students who fail an elective subject may either take

it again and pass it or choose another elective subject to complete the required number of units.

If you have exceeded the allowable number of absences for a class you officially enrolled in, you will be given a failing mark due to academic deficiency caused by your absences. This **Failure Due to Absence (FDA)** will be reflected in the transcript of record as a failing mark (3.50 for undergraduate subjects and 3.00 for graduate level subjects).

An **Incomplete (INC)** means that your class standing is passing but you have failed to submit an important requirement for justifiable reasons. For undergraduate subjects, you are given one semester to complete your lacking requirement, while for graduate level subjects, you are given one year.

To complete a requirement you must:

1. Submit the lacking requirement to your teacher.
2. Get a request slip for the completion form at the Registrar's Office.
3. Have the slip signed by your teacher.
4. Pay the processing fee at the FMR office.
5. Present the official receipt and signed slip at the Registrar's Office to claim the completion form.
6. Have the completion form signed by your teacher, who will take care of forwarding it to the Registrar's Office.

For undergraduate subjects (core curriculum subjects under CAS and AB/BS program subjects): failure to submit the lacking requirement within one semester automatically converts an Incomplete (INC) mark into a failing grade. For graduate level subjects, failure to submit the lacking requirement within one year automatically converts an Incomplete (INC) grade into a failing mark.

A **Withdrawal with Permission (WP)** means that you have made a decision not to continue taking the subject within the time specified in the academic calendar and after having filed the approved required forms with the Registrar's Office. If you stop attending classes without filing the approved forms, you will be given a failing mark due to absences at the end of the semester.

You may, with the permission of your teacher, and subsequently of the Vice Dean for Academic Affairs (for CAS subjects) or your Program Director (for specialization subjects), withdraw from any subject you have enrolled in, provided that the withdrawal is made within the period indicated in the University calendar, and provided further that such withdrawal does not result in an academic load lower than 15 units. Requests for permitted withdrawals are entertained only from students who have not exceeded the number of absences allowed by the University in the pertinent subjects. Until the request is officially granted, you must continue to attend classes of the subject from which you wish to withdraw. Otherwise, you may be given a failing mark due to absences.

To withdraw from a subject, you must:

1. Pay the processing fee at the FMR office.
2. Present your official receipt at the Registrar's Office to secure a withdrawal form.

3. Get the approval of the following persons in this order:
 - Teacher-in-charge
 - The Vice Dean for Academic Affairs (for CAS subjects) or your Program Director (for specialization subjects)
 - Registrar
4. Submit the approved form to the Registrar's Office for filing.

Audited (AUD) means that you have enrolled for a class with the understanding that you will not be given any academic credits.

Credited (CRD) means that a subject you have taken at another educational institution is accredited by the University, and you will, therefore, be given academic credits for the subject.

Transfer students can request for the accreditation of the subjects they have taken in their previous school(s). Accreditation requests will be entertained only if:

1. The applicant submits his or her request to the Registrar's Office not later than a month before the start of regular classes; and
2. The application is accompanied by the transcript(s) of record from the previous school(s), as well as the pertinent course descriptions and syllabi.

The processing of the request (including administration and evaluation of a validating examination, whenever applicable) must be completed at least a week before the date of regular semestral enrollment to enable you to determine what subjects to enroll in. Requests for accreditation after the specified period are not allowed.

Junior College students under the 6-Year Integrated Program who receive a final mark equivalent to 3.5 in a subject due to failed competencies at the end of the semester will be given **Remediation (R)** status to signify their need to undergo remediation during the midyear term. A student with Remediation (R) status has to enroll in the same subject again in order for him to undergo remediation (remedial class or remediation plan). Please refer to the section on Junior College Remediation Policies on p. 146.

F. Release of Grades

Your grades are completely confidential. They are never publicly posted. They are released only through a personal transaction between you and the teacher or the Registrar. Ordinarily, grades may not be obtained by proxy.

Whenever grades may be viewed electronically by the students, the University adopts strict security measures to maintain confidentiality so that only the student concerned can view his grades. You should also take precautionary measures to protect this confidentiality. The University is not liable for any breach in confidentiality caused by your negligence or consent.

Grades may be viewed online via the Student Portal - <http://apps.uap.asia/student>. Please refer to the section regarding your Personal Identification Number (PIN) on p. 32.

If you are a minor (below 18 years of age) or of majority age (18 years of age or above) but still wholly dependent on your parents for your educational expenses, your parents may also view your class schedule and final grades at the UA&P website. They will be provided a separate PIN for this

purpose. However, if you are already of majority age and no longer dependent on your parents for support, your parents will only be allowed to view records and grades upon your written authorization for them to do so.

A copy of the summary of final grades is sent by mail to parents or guardians of first year students. For succeeding years, parents may access this information through the Student Portal using their Parent PINs, as specified in the paragraph above. Parents who have not yet received their PINs may request them from the Registrar's Office.

The Registrar's Office may opt to withhold your final grades if you have not completely settled your accounts or in case certain credentials required for enrollment have not been submitted.

Consultation of grades is scheduled a week after final exams to allow you to approach your teachers individually and inquire about your academic performance.

G. Grades and Academic Standards Committee

The Grades and Academic Standards Committee is an ad hoc committee tasked to settle disputes about grades between either a teacher and a student, or a teacher and a supervisor. The Committee is composed of the following members:

1. VP for Academic Affairs as Committee Chair (ex officio)
2. An OpCom member appointed by the ManCom
3. Two (2) Associate Professors appointed by the ManCom
4. The president of the academic organization to which the student belongs, or another appointed student representative
5. Secretariat (non-voting member) appointed by the Chair

In case of conflict of interest arising from the composition of the Committee, the Chair (or the ManCom if the case involves the VP for Academic Affairs) nominates another qualified faculty member or student, as the case may be, in replacement of the member concerned.

Guidelines on Processing Grade Disputes and Appeals

1. The student must first take up any concern about his/her grade with the teacher immediately after the grades have been released. The teacher attempts to settle the dispute and may consult the Department Chair/Program Director or any OpCom member in the process.
2. Should the dispute persist, the student (or a student representative in the case of a group) may submit a written appeal with the supporting documents (e.g., exams, papers, projects) to the School OpCom, no later than two weeks after the final grades have been released.
3. The OpCom, through the Department Chair/Program Director, notifies the teacher of the appeal immediately and requests him/her to prepare a written response addressing the points raised by the student as well as the basis for arriving at the student's grade. The response should be submitted no later than three days after the teacher has received the notification from the OpCom.
4. The OpCom studies the case to arrive at a decision, which they communicate in writing to the student and the teacher concerned. Should the OpCom find it necessary, it may endorse the case along with the pertinent documents to the Grades and Academic Standards Committee for deliberation.

5. The Grades and Academic Standards Committee reviews the available material turned over by the OpCom and may call for a meeting with the parties concerned for clarification purposes. Once they have the required information, they deliberate on the case. In deliberating cases, the decision of the majority prevails. The Committee communicates their recommendation in writing to the OpCom no later than a week after receipt of the request for deliberation.
6. The OpCom communicates the final decision to the parties concerned (student, teacher, Department Chair/Program Director).
7. Should there be a change in the final grade after due deliberation by the OpCom, the request for a change of grade shall be communicated in writing by the OpCom to the University Registrar.

H. Academic Recognition

Students who excel in their academics are given due recognition. The Registrar's Office releases the following lists a month after the end of each semester:

Dean's List

The Dean's List, which is released after each regular semester, recognizes students who have shown excellent academic performance for that particular semester, based on their Weighted Average (WA) for the semester.

To be on the Dean's List, you must:

- Have a Weighted Average (WA) of 1.50 or better for the given semester;
- Have a regular academic load for the semester;
- Have no failing mark for the given semester; and
- Have no incomplete mark for the given semester.

Note:

- Grades from the previous Midyear Term are included when computing for the First Semester Dean's List.
- Please refer to the next section to learn how to compute your Weighted Average (WA) for the semester.

President's List

The President's List, which is released after each regular semester, recognizes students who have shown excellent academic performance throughout their stay in the University, based on their General Weighted Average (GWA).

To be on the President's List, you must:

- Have a General Weighted Average (GWA) of 1.50 or better at the end of the given semester;
- Have a regular academic load for the given semester;
- Have no failing mark during your entire stay in the University; and
- Have no incomplete mark for the given semester.

Note:

- Students become eligible for inclusion in the President's List after they have completed two semesters in the University.
- Please refer to the next section to learn how to compute your General Weighted Average (GWA).

If you consistently earn a place on the President's List, you are on the path to graduating with Academic Honors (see section on Academic Honors, p. 56).

I. General Weighted Average

The General Weighted Average (GWA) is computed on the basis of the grades (1.00, 1.25, 1.50, 1.75, 2.00, 2.25, 2.50, 2.75, 3.00, and 3.50) given for all subjects completed at and/or credited by the University, including PE, but excluding NSTP, Asia Pacific Language subjects, and other non-academic subjects.

PE, though not an academic subject, is included in the GWA computation, as per the Commission on Higher Education (CHED) policy.

To compute your General Weighted Average (GWA):

1. For each academic and PE subject you have completed throughout your entire stay in the University, multiply the number of credit units by the corresponding grade;
2. Add all the points to get the total; and
3. Divide this total by the total number of credit units of all the academic and PE subjects you have taken.

Aside from being an indicator of your academic performance, the GWA is used to determine your eligibility for academic recognition (President's List — see p. 48) and graduation honors (Academic Honors — see p. 56).

Another criterion for academic recognition (Dean's List — see p. 48) is your Weighted Average (WA) for the semester.

To compute your Weighted Average (WA) for the semester:

1. For each academic and PE subject you have completed during a particular semester in the University, multiply the number of credit units by the corresponding grade;
2. Add all the points to get the total; and
3. Divide this total by the total number of credit units of all the academic and PE subjects you have taken for that semester.

Take note that the GWA is computed differently from the Weighted Average (WA) used to determine retention in the University (see The Retention Policy – Weighted Average for Retention, p. 53).

J. Separation from the University

Leave of Absence

A Leave of Absence (LOA) is granted if you wish to separate from the University temporarily for non-academic or non-disciplinary reasons. If you are granted an LOA, you may continue your education in UA&P at a later date, provided you observe the Maximum Residency Rule (see section on Maximum Residency Rule). Take note that LOA periods are included when computing a student's residency at the University. The duration of the LOA is limited to one year, but may be extended on a case-to-case basis.

The following conditions must be fulfilled before an LOA is approved:

1. Good academic standing during the current semester;
2. Good disciplinary standing;
3. No previous leave of absence from UA&P; and
4. No enrollment or cross-enrollment for any course in another school.

To request for an LOA you must:

1. Inform the Registrar's Office of your intention to go on a Leave of Absence, in writing and with the signature of your parent/s or guardian;
2. Obtain a clearance form from the Registrar's Office;
3. Have the clearance form signed and approved by all the offices indicated in the form;
4. Pay the LOA fee at the FMR Office; and
5. Present the completed forms with the attached letter to the Registrar's Office for processing.

All LOA requests should be completed one month before the final examination week.

Before your leave ends, you must apply for re-admission into the University by formally writing to the Registrar signifying your intention to re-enroll. This allows the Registrar's Office to include your name in the list of enrollees. If you go on leave or an extension of leave without official approval, you will be considered absent without official leave (AWOL); hence, the University has the right to refuse re-admission.

Students who are on Leave of Absence cannot be issued an Official Transcript of Record or transfer credentials, as they are still considered students of the University. For this reason, they are not supposed to apply for admission to another university while they are on Leave of Absence. Students who wish to transfer to another university must first voluntarily withdraw from the University.

Voluntary Withdrawal

If you are voluntarily withdrawing or separating from the University, for academic or other reasons, you must inform the Registrar's Office of your intention to voluntarily withdraw from the University, in writing and with the signature of your parent/s or guardian. Once the request is approved by the University Registrar, you must:

1. Get a clearance form from the Registrar's Office;
2. Obtain the signatures and approval of the offices indicated on the clearance form;
3. Present the approved clearance form to the Registrar's Office; and
4. Surrender your ID card to the Registrar's Office.

Transfer Credentials

Transfer credentials are issued only to those who are voluntarily withdrawing from the University. Transfer credentials may be temporarily withheld in cases of:

- a. suspension;

- b. ongoing execution/completion of a sanction imposed in connection with an offense committed under the Code of Student Discipline; or
- c. non-settlement of property and financial obligations

These documents may be released when the penalty of suspension is lifted, when the sanction has been executed/completed, or when your obligations are settled.

No transfer credentials are issued in cases of expulsion.

Temporary Transcript of Record

A temporary transcript of record, which lists all the grades for subjects you have completed in the University, may be issued, upon your request in writing to transfer to another university. The temporary transcript of record is issued only for the purpose of evaluation by another university. To obtain your Temporary Transcript of Record, you must:

1. Secure an application form from the Registrar's Office;
2. Present the form to the cashier at the FMR Office for payment; and
3. Submit the form to the Registrar's Office.

Official Transcript of Record

An Official Transcript of Record is issued only to:

1. Students who have graduated from the University; and
2. Students who have transferred to and have been accepted by another university.

For students who have transferred to another university, the Official Transcript of Record is issued directly to the university to which the student is transferring and upon the written request of the said university. It cannot be personally given to the student, unless authorized by the requesting university.

THE RETENTION POLICY

AB/BS 4-Year Programs

To be retained in the University, students under the AB/BS 4-Year Programs must meet the following minimum standards:

- WA of 2.75 in their freshman and sophomore years;
- Pass at least 70% of the total no. of academic units coursed in the junior year (including midyear term)
- Pass all the required subjects for graduation in the senior year
- Maximum residency shall be six (6) years

Program-Specific Policies:

- To be retained in the B.S. Accountancy program, students under the program should have a weighted average of 1.75 or better for all accounting subjects in their 1st and 2nd years.
- Students under the B.S. Industrial Engineering program, which has a five-year curriculum as mandated by CHED, must meet the following minimum standards:
 - WA of 2.75 in their freshman, sophomore and junior years;
 - Pass at least 70% of the total no. of academic units coursed in the 4th year (including midyear term)
 - Maximum residency shall be seven (7) years

MA/MS 5-Year Programs

To be retained in the University, students under the MA/MS 5-Year Programs must meet the following minimum standards:

- WA of 2.75 in their 1st year (for entry into 2nd year)
- WA of 2.50 in their 2nd year (for entry into 3rd year)
- WA of 2.25 in their 3rd year (for entry into 4th year)
- WA of 2.00 in their 4th year (for entry into 5th year)
- Maximum residency shall be seven (7) years
- The No CAS Back Subject Policy for entry into 4th year shall be enforced
- Additional retention standards may be required by each specific program of study, especially for admission to the 5th year of the 5-Year Programs.

6-Year Integrated University Programs

To be retained in the University, students under the 6-Year Integrated University Programs must meet the following minimum standards:

- Pass all Year 1 and Year 2 subjects and remediation subjects to qualify for Year 3
- WA of 2.75 in their Year 3 (for entry into Year 4)
- WA of 2.5 in their Year 4 (for entry into Year 5); else, WA of 2.75 to shift to AB/BS
- For entry into the MA/MS, WA of 2.0 in the two preceding semesters; else, shift to AB/BS*
- Maximum residency for the 6YP shall be eight (8) years
- Maximum residency for students who shift to AB/BS shall be seven (7) years, including Years 1 and 2 of the 6YP

- The No CAS Back Subject Policy for entry into Year 5 shall be enforced
 - Additional retention standards may be required by each specific program of study, especially for admission into Year 6 of the 6-Year Integrated University Programs.
- * This provision will apply until CHED releases the new Policies, Standards and Guidelines (PSGs) on the various academic programs.

Weighted Average (WA) for Retention

The Weighted Average (WA) used to determine retention in the University is computed on the basis of the grades given for all academic subjects (excluding PE, NSTP and Asia Pacific Language subjects) completed at and/or credited by the University within a given school year.

Subjects included in the computation of the Weighted Average (WA) for retention:

- Only academic subjects are included in the computation of the Weighted Average (WA) for retention.
- PE, NSTP and Asia Pacific Language subjects are not included in the computation.
- Previously failed subjects (remedial subjects) re-taken during the first or second semester are included in the computation.
- Previously failed subjects (remedial subjects) re-taken during the midyear term will be included in the computation of the WA for the succeeding year.
- Required subjects (non-remedial subjects) taken for the first time during the midyear term will be included in the computation of the WA for the succeeding year.
- A passing grade for a subject which you have previously failed within the year (or during the previous midyear term, as in d.) does not replace your previous failing mark. Both marks are included in the computation of the WA.

To compute your Weighted Average (WA) for retention:

- For each academic subject you have taken during the year (see criteria above), multiply the number of credit units by the corresponding grade;
- Add all the points to get the total; and
- Divide this total by the total number of credit units of all the academic subjects you have taken during the year.

No CAS Back Subject Policy

Effective with the incoming freshmen of school year 2003-04 and succeeding incoming batches, students under the MA/MS five-year programs who have back subjects (subjects in the CAS curriculum not taken for whatever reason, or CAS subjects failed and not yet re-taken and passed) will not be allowed to enroll in the graduate level (4th year of the 5-year programs).

The Manual of Regulations for Private Higher Education (MORPHE), Art. II, Section 8 requires a Bachelor's degree as a minimum qualification for entry to the graduate level. The 4th year of

the 5-year programs is equivalent to the first year of the graduate level. For this reason, students under the 5-year programs have to complete all the CAS subjects which are required for their bachelor's degree (Bachelor of Arts major in Humanities).

To avoid being delayed, students enrolled under the MA/MS five-year programs must make sure to complete all their CAS subjects by the midyear term of their junior year.

The No CAS Back Subject Policy will also be enforced for students enrolled under the 6-Year Integrated University Programs, for entry into Year 5.

Maximum Residency Rule

You are allowed to course your curricula for the maximum number of years depending on the normal duration of your program:

<i>Program</i>	<i>Normal Program Duration</i>	<i>Maximum Residency</i>
CAS Curriculum	3 years	5 years
AB/BS Programs	4 years	6 years
MA/MS Programs	5 years	7 years
Integrated University Programs	6 years	8 years

A student's residency in the University is inclusive of periods that he/she is on Leave of Absence (LOA) from the University.

If a student is enrolled in a five-year program but is not qualified to take the 5th year, or does not proceed to the 5th year for any reason, maximum residency is six years.

You will not be allowed to enroll if you have exceeded the maximum residency period.

You cannot earn a degree if you do not complete your program of study within the maximum residency period. A diploma, therefore, will not be issued to you. You may, however, request for a certificate indicating the subjects you completed in the University.

ACADEMIC MILESTONES

Incorporation

The Incorporation Rites are an annual tradition held on or close to the University Foundation Day, August 15. This is a short ceremony in which the freshmen are formally welcomed to the University. At this celebration, you receive an academic sash or a beca, as it is called in Spain. It bears the color white (representing the College of Arts and Sciences) and the College seal. The celebration marks your formal "incorporation" or admission as a freshman into the University, signifying your membership in the UA&P community. You are asked to wear your beca during very special occasions and institutional events.

Junior College Commencement Ceremony

A certificate of completion for Junior College (equivalent to a Senior High School Diploma)

will be awarded to students under the 6-Year Integrated University Program upon completion of all Year 1 and Year 2 subjects. Students who have successfully completed all Year 1 and Year 2 subjects may participate in the Junior College Commencement Ceremony. Students who are completing back subjects may still opt to participate in the commencement exercises ceremony of the succeeding batch of Junior College students upon the successful completion of these subjects.

Equatorials

The Equatorial Rites are an official academic function for students who have completed their first two years at the University. The underlying concept of the celebration is derived from the tradition in some European universities of officially recognizing those students who have successfully completed half of their course of studies. In Spain, this academic act of recognition is called Paso del Ecuador; this is translated as the “crossing of the equator”. This tradition was first adopted by CAS in 1990 and is the most significant academic function after the first two years. At this celebration, you will receive a beca bearing the color of the respective College, School or Institute that houses your chosen program of study, and the University seal. Aside from the imposition of the becas, special awards are also given to students who have distinguished themselves during their first two years in the University.

Graduation

The awarding of a degree from the University is premised on the satisfactory completion of the academic and other requirements of your program. Only those who have satisfactorily complied with all the academic and other requirements will be eligible for honors and privileges accruing to a full graduate of the University.

Graduation Requirements

The following are the requirements for graduation:

Completion of All Academic and Non-Academic Requirements

Candidates for graduation must complete all academic and non-academic requirements of the particular program and clear all academic deficiencies. Please check with the Registrar’s Office for graduation requirements. You are eligible for graduation only if you have successfully completed all the courses in the curriculum; otherwise, you will not be allowed to participate in the graduation ceremony.

Submission of Bound Thesis

Candidates for graduation for a Master’s degree requiring a thesis, who have successfully defended their thesis, should submit a bound copy of the thesis on or before the day specified in the academic calendar for the school year. This date is usually several weeks prior to the date of the graduation exercises.

Clearance

You must secure a clearance from the offices concerned before you are allowed to graduate. The filing of a graduation clearance on or before the specified deadline signifies your intention to be included in the list of graduates. Please check the academic calendar for the deadline for submission of clearance for graduation. You may obtain a clearance form from the Registrar’s Office.

Academic Honors

Academic honors are given to students who have completed their respective programs of study with the following GWAs:

AB/BS 4-Year Programs and MA/MS 5-Year Programs

<i>Summa Cum Laude</i>	GWA of 1.00 - 1.10
<i>Magna Cum Laude</i>	GWA of 1.11 - 1.30
<i>Cum Laude</i>	GWA of 1.31 - 1.50

Stand-alone Graduate Programs

<i>With High Distinction</i>	GWA of 1.00 - 1.20
<i>With Distinction</i>	GWA of 1.21 - 1.50

Note: In addition to the required GWAs above, students enrolled in the graduate programs of the School of Education and Human Development must also get a grade of High Pass in their comprehensive examinations to be eligible for Academic Honors.

In addition to the required GWAs, students must fulfill the following conditions to graduate with academic honors:

- They must have received a passing mark for every subject credited by the University.
- They must have completed at least 75 percent of their program of studies at the University;
- They must have covered at least 75 percent of the required full semester credit load during all semesters of their residency in the University. Exceptions to this condition are granted only in the case of grave reasons.
- They must not have been sanctioned for any major disciplinary offense (Type A or B) or academic offense (Type C) during their entire stay in the University.

Diploma

You will receive your diploma during your Graduation Rites. During Graduation, the University publicly recognizes that you have completed all the requirements of your program of study. Thus, it awards you an academic degree. The diploma is a tangible certification of this.

Students who graduate from any of the five-year MA/MS programs have earned two degrees, and hence will receive two diplomas upon graduation – one for their bachelor’s degree (Bachelor of Arts major in Humanities) and one for their master’s degree.

If, for any reason, you were not able to receive your diploma, you may claim it at the Registrar’s Office.

Official Transcript of Record

You may request your Official Transcript of Record from the Registrar’s Office by emailing registrar@uap.asia. The Official Transcript of Record is only issued after graduation.

A Temporary Transcript of Record may be issued at any time before graduation, upon request. For more information, call the Registrar’s Office at 637-0912 loc. 322 or 226.

Certifications

Other certifications are also available through the Registrar’s Office, such as documents required by prospective employers or educational institutions (e.g. Certificate of Good Moral Character, Certification of Class Standing/GWA, etc.).

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CAMPUS LIFE

Every student who has gone through a fruitful university experience knows that a student's life extends beyond the academic course of studies. The diploma you receive at the end of your university journey is more than an academic degree – it symbolizes a kind of fulfillment, not only of your academic requirements, but also of an important stage in your life.

The campus atmosphere that the University provides for its students exercises a decisive influence that extends beyond lectures, classes, or the laboratory. In its commitment to give you quality education, the University relies on its excellent educational resources. It also relies, however, on several non-academic venues in which the development of values, character, creativity, and leadership skills is given adequate attention.

These venues—**student services**, **campus facilities and security**, **student activities**, and **student discipline**—provide students with their basic needs, as well as ample opportunity for outside-the-classroom development in the virtues associated with the perfection of the human person through work and relations with others.

STUDENT SERVICES

MENTORING

Student Mentoring Program

An intrinsic part of your liberal education—and part of the commitment of the University to the holistic development of its students—is the Student Mentoring Program, through which the University’s interdisciplinary offering of knowledge, skills, and values is reinforced on a one-to-one personal level.

The Student Mentoring Program provides you with the opportunity to avail of personal advising and assistance in different areas and at various stages of your student life. It will help you to reflect upon, assess, evaluate, and integrate your learning skills and experiences—under the guidance of your mentor—in a way that benefits the acquisition and strengthening of your intellectual skills and moral criteria. This is aimed toward the holistic formation of your personal, professional, and social life.

This system of personal formation essentially revolves around the mentoring sessions, which are regular, confidential conversations between you and your mentor about your life in the University. In principle, the sessions occur once or twice a month. However, if circumstances permit, a mentor can meet his or her mentees as often as needed.

The Student Mentoring Program is administered by the different academic units and the Center for Student Affairs - Office of Student Mentoring, Guidance and Counseling. For any concerns regarding mentoring, please visit the Center for Student Affairs at the 2nd floor of the CAS Building (CAS 2/F).

GUIDANCE & COUNSELING

Guidance and Counseling Services

As students grow into the University, their concerns and expectations change when they encounter personal difficulties in academics, environment, adjustment to college life, and interpersonal relationships. Guidance helps students find healthy ways to address these issues through its comprehensive services and developmental programs.

The guidance counselors are available for personal or group counseling sessions. Because we realize that each individual is unique, each counseling session is conducted in a relaxed and friendly atmosphere, with the utmost respect for confidentiality and privacy.

To set an appointment for counseling:

- Call 637-0912 loc. 365 or 300
- Email guidance@uap.asia
- Drop by the CSA - Office of Student Mentoring, Guidance and Counseling office at the 2nd floor of the CAS Building

Guidance Programs

The Office of Student Mentoring, Guidance and Counseling also offers other programs and seminars that explore and develop the potential of the students, such as:

- **Freshstart** – freshman orientation that introduces new students to their new schoolmates, to the University officials, and to the University’s history and culture.
- **Freshman Development Program Seminar Series (FDP)** – a program organized for the freshman students to further help them adjust to college life.
- **Intake Interviews** for freshman students to check how they are coping with college life.
- **Get-Togethers for International Students and Students from the Province** - sessions that tackle topics about adjustment, homesickness and various coping mechanisms.
- **University Scholars Program (USP)** – a yearlong formation program for UA&P scholars.
- **Batch Testing** for all year levels. The results of the tests are interpreted to students to help them gain better self-awareness. Students can also take any of the available standardized tests to appraise their abilities, aptitude, interests and personality.
- **Career Exploration** to help students with their career planning. They can take a battery of tests to determine which career appears most compatible with their skills, interests, and personality type.
- **Career Essentials** – graduating students are invited to attend a workshop-type activity where they are offered interactive sessions on résumé-editing, mock job interviews, basic make-up and corporate dressing, etc.
- **Peer Facilitators Program** – we train student peer facilitators—older and more mature students who fellow students can turn to for friendly advice and support. Peer facilitators also assist in organizing guidance activities.
- **Exit Questionnaire** and **Exit Interviews** for graduating students.

CHAPLAINCY

Part of a person’s integral formation is provided by formative activities that promote a deeper understanding of religious doctrine and growth in spiritual life. The UA&P Chaplaincy encourages you to take advantage of these opportunities for spiritual direction. Appointments are made directly with the chaplains. The UA&P chaplains hold office in the Stella Orientis Oratory located at the Development Communications Building (DCB) and beside the chapel of the Administration and Library Building (ALB).

Eucharistic Celebrations and Confessions

Holy Mass (Stella Orientis Oratory)

Weekdays 7:45 a.m. and 12:05 p.m.

Saturdays 12:05 p.m.

Confessions (Stella Orientis Oratory)

Weekdays 8:30 a.m. - 7:30 p.m.

Saturdays 9:30 a.m. - 7:30 p.m.

On Fridays, the 12:05 p.m. Mass is celebrated in Latin. A Eucharistic Vigil of the Blessed Sacrament is also held every Friday after the 12:05 p.m. Mass, until 4:15 p.m. Every second Wednesday of the month, the 12:05 p.m. Mass is celebrated in Filipino.

Liturgical Traditions

Students are also invited to participate in the liturgical traditions that have become a part of University life, such as:

- **Mass of the Holy Spirit** (held on the first day of classes for the First Semester)
- **Eucharistic Procession** (usually held on the Thursday before the Feast of Christ the King)
- **Misa de Gallo** (nine days of dawn masses celebrated from December 16 to 24 in preparation for Christmas)
- **Foundation Day Masses** (thanksgiving masses celebrated on the foundation day of each college/school in the University)
- **Baccalaureate Mass** (thanksgiving mass celebrated the day before University Graduation)

Other Chaplaincy Activities





The Chaplaincy also organizes special activities such as recollections, retreats, seminars, and other liturgical services. Initiatives that pertain to the liturgy (e.g. adoration of the Blessed Sacrament, processions, public recitation of the rosary, prayer meetings) are welcome. Nevertheless, for the sake of order and liturgical appropriateness, one of the Chaplains should be consulted before holding these activities.


STUDENT COMMUNICATION

The proper and timely articulation of University policies, procedures, announcements and other news is crucial to making student life more fruitful. The Center for Student Affairs (CSA), Corporate Communications Office (CCO) and other units of the University provide regular student communications to ensure that you are informed, updated, or reminded about existing, recently approved, or revised policies and procedures, as well as other relevant news.

Communication Channels

Dissemination of information may be done via the following channels:

- **Bulletin Boards** in public areas (i.e. along the CAS Ledge, CAS ground floor, etc.)
- **Sign Stands and Tarpaulin Banners** at building entrances and other public areas (Pearl Drive entrance bridge, CAS Garden, etc.)
- **TV Boards** located at the ACB ground floor (Metrobank Lobby) and ALB entrance
- **Online Announcement Group**
 <http://facebook.com/groups/uapvoiceout>
- **UA&P Official Social Media Accounts**
 <http://facebook.com/uap.asia>
 <http://twitter.com/uapasia>
 <http://instagram.com/uapasia>

- **UA&P Official Email**
 Official announcements are sent through the WebCampus (uap.asia) email accounts. Students are advised to check their email regularly to avoid missing important updates.
- **UA&P Website**
 <http://www.uap.asia>
- **UA&P Publications**
 - UA&P Student Handbook
 - UA&P Planner
 - Universitas
- **Personal Delivery** (when necessary)

Please check these communication channels regularly to keep yourself updated on University life.

Guidelines for Posting and Circulating Promotional Materials

Organizers of approved student activities may use the University’s various communication channels to disseminate their announcements and promotional materials. Materials for posting and distribution around campus (i.e. posters, tarpaulin banners, brochures, flyers, etc.) must first be approved by the Center for Student Affairs. Please approach the CSA office at the 4th landing of the APEC Communications Building (ACB 4.5/F) for consultation and approval of materials.

Please make sure the information in your promotional materials is accurate and complete before printing and submitting them for approval. For materials that use the University seal, please follow the guidelines set forth in the UA&P Identity Manual. To see a summary of these guidelines, please turn to p. 20. For materials to be photocopied (e.g. flyers), please have the master copy approved and stamped before photocopying it. After your materials are approved, you may proceed with posting/distributing them.

What types of materials can be posted?

- Announcements and promotional materials of duly recognized UA&P student organizations and other entities (e.g. student government, student volunteer groups, varsities, etc.)
- Announcements from outside organizations that are highly relevant to the UA&P community (e.g. competitions open to students, internship opportunities, etc.)

Where can I post?

- CSA bulletin boards (there are two along the CAS Ledge)
- Sign stands (these may be reserved through the ROHC - Reservations Section at ACB 1.5/F)
- For other bulletin boards: you may ask permission from the respective unit that maintains the board you want to post on

Where can I NOT post?

Anywhere else. For example, the following areas are OFF-LIMITS for posting: ACB, ALB, DCB and PSB restrooms, CAS 2nd floor employee restrooms, classroom doors, classroom walls and whiteboards, hallway and building walls, CAS Ledge posts, other walkway posts, lockers, etc.

Where can I hang tarpaulin banners?

You may request assistance in hanging tarpaulin banners from the ROHC - Reservations Section at the ACB 1st Landing (ACB 1.5/F). Approved areas are as follows:

- Pearl Drive entrance (on the metal grills along the bridgeway)
- CAS 2nd floor balcony
- Other locations around the campus, subject to approval by CSA and ROHC

Other Guidelines:

- Do not place your poster over other posters.
- Please take down your posters after they have become outdated.
- Posters found in unauthorized areas, outdated announcements, and signs that do not carry the CSA stamp will be taken down and disposed of.

STUDENT FEEDBACK

Students may send feedback regarding the University (e.g., suggestions, observations, complaints, concerns). Feedback should always be given privately and in writing, addressed to the Center for Student Affairs (CSA) with the sender's identity and sent through any of the following means:

- Email to feedback@uap.asia
- Online feedback form at <http://go.uap.asia/studentfeedbackform>
- Written letter, signed and addressed to the Center for Student Affairs, 2nd Floor, CAS Building, where a student may approach any staff member, who will then refer the student to the staff member in charge of receiving and processing student feedback.

Confidentiality is enforced throughout the entire feedback process.

Please note that for academic concerns (e.g., teachers, courses, grades), students are encouraged to bring up their concerns with the OpCom of the concerned school, prior to (or simultaneous with) the feedback channeled through CSA.

CSA will refer the resolution of an issue to the unit/school concerned, as follows:

1. Non-academic issues - to the administrative unit concerned (e.g., REG, ADM, CCO, AFM, FMR, etc.).
2. Discipline issues of faculty members - to the concerned OpCom (with copy to HRM). CSA (as the unit representative of students) is allowed to propose a disciplinary case against a faculty member.
3. Technical academic issues with faculty members such as grades disputes - to the Grades and Academic Standards Committee.

CSA monitors how each issue is being addressed and updates the student on the progress of the action being done in response to the feedback. At the end of the semester, CSA sends a summarized report to the ManCom on student feedback and how they were addressed. ManCom exercises intervention only on issues that remain unresolved.

INFORMATION AND COMMUNICATION TECHNOLOGIES (ICT) SERVICES

All inquiries regarding network services and user accounts may be directed to the Information and Communication Technologies Office (ICT), located at the roof deck of the APEC Communications Building (ACB RD).

Information and Communication Technologies Office (ICT) Hours

Weekdays: 8:30 a.m. - 6:00 p.m.
Saturdays: 8:30 a.m. - 12:00 p.m.

Note: Any changes in these office hours will be posted at the entrance of the ICT office.

- **UA&P ICT Services Portal/Support Site**

 <http://ict.uap.asia>

WebCampus

The UA&P WebCampus is UA&P's official online communication and collaboration platform powered by Google technologies. It integrates email, instant messaging, calendar-sharing, group and document collaboration, website creation and other utilities for the students, faculty, staff and alumni of UA&P.

- **UA&P WebCampus Email Login Page:**

 <https://mail.uap.asia>


The tools and resources available in the WebCampus are provided to facilitate research and instruction within and outside the university domain. The applications and services are tightly integrated and, since they are web-based, are not platform-specific. This means that you can run these applications with any web browser and an Internet connection.

Students, faculty, staff and alumni who are provided access to the UA&P WebCampus services assume responsibility for their appropriate use. The University expects account holders to be careful, honest, responsible, and civil in the use of the online tools.

Student Portal

The UA&P Student Portal gives students access to online enlistment, viewing of class schedules, viewing of grades, and other resources.

- **UA&P Student Portal**

 <http://apps.uap.asia/student>

Each student is issued a Personal Identification Number (PIN) to access the Student Portal. If you have forgotten your PIN, you may get it from the Registrar's Office anytime during office hours. For security reasons, we do not release your PIN to anyone but you in person.

Student WiFi Access

Students may access the internet inside the university campus by connecting to the Uappy-Fi wireless network. The Uappy-Fi network is reserved for UA&P students. As such, guests, outsiders, and employees are not allowed to use the service.

How do I connect to Uappy-Fi?

Step 1: Take note of the Uappy-Fi pre-shared key, which will be sent to all students through their UA&P (uap.asia) email accounts. Be sure you access your uap.asia account regularly, as this key will be replaced on a regular basis.

Step 2: Proceed to a wifi hotspot on campus. Wifi Access Points (or hotspots) can be found in selected public areas of the UA&P campus. You can access the network through Uappy-Fi if your device is within the range of the wireless signals.

Step 3: Connect to the “UAPPY-FI” WIFI SSID. Enable Wifi on your device. When prompted to choose a network, look for the SSID listed as ‘Uappy-Fi’ and click to join it.

Step 4: Enter the pre-shared key (see Step 1) when you are prompted for the access password.

For more information, please refer to ICT’s Wireless Access Policy at the following URL: <http://ict.uap.asia/policies>.

ICT Policies

The use of UA&P’s network and other related resources is a privilege extended to faculty, staff, students, and other members of the UA&P community to help them fulfill the university’s main functions of teaching, research, and extension, and any other functions that may be assigned to them. Everyone is expected to use these resources in a responsible, ethical, and legal manner.

Please refer to the ICT policies at the following URL:

- **UA&P ICT Policies:**
 <http://ict.uap.asia/policies>

Each user is responsible for knowing the regulations and policies that govern the use of the university’s network and other related resources. Each user is expected to exercise good judgment in the use of the network and related resources, avoiding any action that might be deemed irresponsible, unethical, illegal, or inconsistent with the University’s corporate culture.

HEALTH SERVICES

First Aid Station

A registered nurse at the University’s first aid station attends to minor ailments or emergencies. The First Aid Station is located beside the University Student Commons and is open at the following hours:

First Aid Station Hours

During regular semesters

Weekdays: 7:30 a.m. - 6:30 p.m.

Saturdays: 8:30 a.m. - 4:30 p.m.

During the midyear term

Weekdays: 7:30 a.m. - 6:00 p.m.

Saturdays: 8:30 a.m. - 12:00 p.m.

During the semestral breaks and Christmas break

Weekdays: 8:30 a.m. - 5:30 p.m.

Saturdays: 8:30 a.m. - 12:00 p.m.

Note: Any changes in these operating hours will be posted at the entrance of the First Aid Station.

A medical doctor is available for consultation during regular semesters and the midyear term.

Doctor's Consultation Hours

During regular semesters and midyear term

Mondays, Wednesdays & Fridays: 10:00 a.m. - 2:00 p.m.

Tuesdays and Thursdays: 2:00 p.m. - 6:00 p.m.

In addition, to provide immediate medical attention during PE classes and varsity training, the PSB Satellite First Aid Station will be manned by a nurse at these hours, during regular semesters:

PSB Satellite First Aid Station Hours

During regular semesters

Weekdays: 6:00 a.m. - 4:30 p.m.; 6:30 - 10:00 p.m.

Serious cases are referred to The Medical City hospital located along Ortigas Avenue. For inquiries, please call the nurse on duty at 637-0912 loc. 252.

Annual Physical, Medical and Dental Examination (APE)

The University, through the Center for Student Affairs - Office of Student Services, implements the Annual Physical, Medical and Dental Examination as required by the Code on Sanitation of the Philippines (PD No. 856).

All students enrolled under the 4-year, 5-year, 6-year and 7-year programs are required to undergo and complete the Annual Physical, Medical and Dental Examination (APE).

Only the following students are exempted from taking the APE:

- Students who are enrolled in ABEP, SBEP, ELP or other stand-alone graduate programs.
- Students who have undergone an annual physical exam (APE) between April 1 to July 31 of the same year, provided that the said exam covered the five basic areas of the standard APE (physical exam, chest x-ray, urinalysis, fecalysis and CBC). The results must be submitted to—and are subject to validation by—the University's resident physician.

Students must complete the APE within the given schedule. All students who do not comply

or complete the APE within the given schedule shall be subject to disciplinary action. Non-compliance with a school directive is a Type B offense.

The APE is conducted within the first few weeks of the first semester of any given school year. For further clarification, please contact the Center for Student Affairs – Office of Student Services at the 4th landing of the APEC Communications Building (ACB 4.5).

HOUSING REFERRALS

A database of available housing facilities within the vicinity of the University is available for students especially those from the provinces and foreign countries. All listed housing facilities are gender specific. Inquiries may be directed to the CSA – Office of Student Services at the 4th landing floor of the APEC Communications Building (ACB 4.5/F).

INTERNATIONAL STUDENT ASSISTANCE

The Registrar’s Office can provide information on and facilitate the acquisition of Philippine student visas and special study permits for international students. For inquiries, please visit the Registrar’s Office at the 2nd floor of the CAS Building (CAS 2/F).

For other inquiries related to their student life at UA&P (e.g. assistance in finding housing, etc.), international students may also approach the CSA - Office of Student Services at the 4th landing of the APEC Communications Building (ACB 4.5/F).

CAREER SERVICES

Career services bridge the graduating students to the workplace by referring possible employment opportunities, implementing corporate servicing projects, holding career talks and organizing the annual UA&P Career Fair. Inquiries may be directed to the CSA - Office of Career Services at the 1st floor of the CAS Building.

Career Essentials Sessions

These sessions are concerned with training students in essential skills that are usually needed when it comes to searching for work. Both theoretical and simulation sessions are conducted for the students. Industry practitioners are tapped to facilitate these sessions. Some examples of the topics tackled in these sessions are the following:

- Personal branding and image coaching
- Resume writing and revision
- Interview behavior and simulation
- Social media in the search for work

Career Fair

The UA&P Career Fair is an annual on-campus event wherein industry recruitment professionals from different industry players promote their respective companies to the students.

The UA&P Office of Alumni Affairs (OAA) also offers career services via its Alumni Employment Partners (AEPs). To find out more about OAA's services and activities, please turn to p. 97.

LIBRARY SERVICES

The University houses two libraries:

- **Don Eugenio Lopez, Sr. Library (DELL)**
Location: Ground Floor, CAS Building
DELL contains the humanities collection, books, and periodicals intended for the use of undergraduate students.
- **Don Emilio Ejercito Library (DEEL)**
Location: 3rd Floor, Administration and Library Building (ALB)
DEEL houses the major portion of the UA&P library collection, Multimedia Section, Technical Services Division, Acquisition Section, and the office of the University Librarian. The collections in this library are primarily for graduate students and faculty.

Library Hours

During regular semesters

<i>Monday to Friday:</i>	7:00 a.m. - 7:00 p.m. (DEEL Multimedia Section: 8:30 a.m. - 5:30 p.m.)
<i>Saturday:</i>	8:30 a.m. - 4:00 p.m. (DEEL Multimedia Section: 8:30 a.m. - 12:00 nn.)

During midyear term

<i>Monday to Friday:</i>	8:30 a.m. - 5:30 p.m. (DEEL Multimedia Section: 8:30 a.m. - 12:00 nn.)
<i>Saturday:</i>	8:30 a.m. - 12 nn. (DEEL Multimedia Section: 8:30 a.m. - 12:00 nn.)

During the midyear term break, semestral breaks and Christmas break

<i>Monday to Friday:</i>	8:30 a.m. - 5:30 p.m. (DEEL Multimedia Section: closed)
<i>Saturday:</i>	8:30 a.m. - 12:00 nn. (DEEL Multimedia Section: closed)

Any changes in service hours will be posted at the library entrances.

Library Website and Online Databases

Please visit the UA&P Library's website to access the online library catalog and other resources (research databases, reference libraries, etc.). The users of these resources are required to agree to their Terms of Use (TOU), including compliance with Intellectual Property Code, prior to being given access.

 <http://library.uap.asia>

Primo Discovery Platform

The University Library uses Primo, a cloud-based software as a service (SaaS) discovery platform. Primo provides simple, one-stop searching for books and e-books, videos, articles, digital media, and more.

Primo also helps you manage your research. Library patrons may use their uap.asia accounts to login to **Primo My Library Card**, where they can manage the following:

- Renew books and audio-visual materials
- Create favorites lists
- Export citations
- View full search results (some databases only show results when you're signed in)
- View course reserves and reading lists
- View fines and fees, blocks and messages
- Manage hold and digitization requests

For assistance, you may email lib.infodesk@uap.asia.

Library Decorum

Libraries are strictly for individual research and study. Hence, silence and proper decorum are expected (e.g. no disruptive behavior, sleeping and bringing in of food and drinks inside the library). The applicable disciplinary sanctions will be enforced for repeated violations of these rules.

Library Privileges and Duties

When borrowing materials from the general or reserved sections, you must present a valid UA&P ID card to a member of the library staff at the circulation counter. A receipt shall be printed for all materials to be taken out and signed. You are held responsible for these materials and for any penalties received because of their misuse.

A violation of any of the library regulations results in the suspension of your borrowing privileges. You are allowed to borrow a maximum of five (5) books the general collection and one book from the reserve collection.

Library Penalties

Delinquent borrowers are charged the following fines for overdue materials: Php10.00 per day for books from the general circulation and those which circulate weekly and Php5.00 per hour for reserve materials.

Theft and mutilation of library property are subject to disciplinary action, aside from the suspension of your library privileges. Students are responsible for the loss or damage of library materials on loan. Damaged or lost books will be charged or may be replaced, with the same author, title, and edition. An additional amount will also be charged to the student for processing and shipping costs.

Library Policies & Procedures

Library Registration

At the start of each semester and midyear term, the names of all bonafide students are encoded in the library circulation database based on the list provided by the Registrar's Office.

Entrance/Exit

- A valid UA&P ID must be worn by all students and employees upon entering the library.
- At the graduate library, college students (1st to 3rd year) are allowed to stay only in the reading area near the Circulation Counter.
- Readers leaving the library are required to present their belongings for inspection when the security alarm rings.

Borrowing

- To borrow any library material, a valid UA&P ID card must be presented.
- Borrowing privileges do not extend to general references, newspapers, periodicals, theses, and materials in special collections and are non-transferable.
- Readers are responsible for materials checked out until these are returned to the library.
- A student with an unsettled account will not be allowed to borrow any materials from the library.

Loan Period

- Books in the General Collection circulate for two (2) weeks and one (1) week during midyear term. Monographs, occasional papers may be checked out for three (3) days.
- Students are allowed to borrow a maximum of five (5) books from the General Collection and one (1) book from the Reserve Collection.
- Books on reserve are for room use and circulate in an hourly basis. These can be checked out overnight from 6:00 p.m. and should be returned not later than 9:00 a.m. the following day.
- Data Bank materials can be borrowed overnight.
- All theses are for room use only.

Renewal

- Books in the General Collection maybe renewed twice except if there are prior requests for them.
- Renewals can be done either personally, thru e-mail and telephone by faculty, staff and students.
- Books on reserve cannot be renewed.

Accountabilities

- Overdue notices to students are posted on the library bulletin boards every 1st and 3rd week of the month.
- For an overdue library material, the following fines are charged:
 - Php 10.00 per day for books in the General Collection and other library materials that circulate weekly.
 - Php 5.00 an hour for reserve books and other materials on reserve.
- No delinquent reader will be allowed to borrow unless all library accounts are settled.
- Every semester and summer all students with accountabilities will be encoded in the Library Accountability Systems (LAS) one (1) week before enrollment time.

Replacement/charges for lost and damaged library materials

- Lost or damaged library books must be replaced with the same author, title and edition or pay the cost of the book, plus a processing fee of Php 400.00. Newer edition or title of the same discipline is accepted.
- Lost or damaged multimedia materials must be replaced with the same format and title, plus a processing fee of Php 400.00.

- Lost/Damaged duplicate copies of multimedia materials are charged Php 500 inclusive of processing fee.
- Donations cannot offset for lost or damaged materials.
- Readers who find a major damage in the materials they intend to borrow, must report it at once to the librarian otherwise, they will be held responsible for the damage.
- Reimbursements for returned lost and paid materials are refunded within the school year excluding the processing fee.

CAMPUS FACILITIES AND SECURITY

The University community may relay their facilities and security-related concerns to the Assets and Facilities Management Group (AFM) by calling or texting this mobile number:

- **AFM Hotline**
☎ 0925-880311

The number above may be used to relay feedback and suggestions on building/equipment maintenance and repairs, general services, and safety and security.

For concerns regarding venue reservations, housekeeping and concessions, please contact the Reservations, Oratory, Housekeeping and Concessions Unit (ROHC) at the following numbers:

- **ROHC Local Numbers**
☎ 637-0912 loc. 215 (Reservations); loc. 314 (Housekeeping & Oratory); loc. 215 (Concessions)

COMMON FACILITIES

Dining Facilities and Eating Areas

Cafeteria Hours

<i>Weekdays:</i>	7:00 a.m. - 6:00 p.m.
<i>Saturdays:</i>	7:00 a.m. - 2:00 p.m.

Please “clean as you go” (CLAYGO) when dining in the cafeteria and University Student Commons. Return used plates, glasses and utensils to the service area. Throw trash in the appropriate trash bin (biodegradable or non-biodegradable).

To keep our campus clean and conducive to learning, please observe the following guidelines:

1. Food and drinks are not allowed inside all the classrooms, auditoriums and other function rooms, except for the Dining Halls, Executive Café and Executive Lounge.

2. In the APEC Communications Building (ACB), eating is allowed only at Study Halls A and B.
3. Catered food and drinks for official University activities are allowed only at the lobby areas of the function rooms, and at Study Hall B.

The Dining Halls, Study Hall B, cafeteria and catering services are available to you if you plan to organize official functions in the campus. Reservations for the dining facilities and requests for catering services may be coursed through the Reservations Section of the Reservations, Oratory, Housekeeping and Concessions Unit (ROHC) at the ACB 1st Landing (ACB 1.5/F).

Study Halls

Given the need for restricted study areas in the University, the two open areas at the ground floor of the APEC Communications Building (ACB) have been designated as Study Halls A and B.

Study Hall A is reserved exclusively for study purposes; the only events that can be held there are official university-wide activities such as registration, orientation, and student government elections.

Study Hall B, while primarily a study area, can also be used for other school activities during study periods (i.e. regular class hours). Some of the activities that can be held there are the following: student organization events, career fairs, exhibits and catered dining for official University activities.

University Student Commons

The University Student Commons is located on the site of the former Multi-Purpose Court (MPC). It contains the following: (1) a dining area with food concessionaires on the ground level; and (2) discussion rooms on the mezzanine level.

Certain portions of the dining area are allocated for student and sponsors' booths, subject to clearance/approval by CSA and ROHC.

Students may reserve the discussion rooms on the mezzanine level for class-related meetings and for meetings of recognized student groups.

Drinking Fountains

Filtered drinking water is available at the following areas:

- CAS Ground Floor (outside Don Eugenio Lopez, Sr. Library) and 3rd Floor
- Study Hall B
- ACB 3rd Floor and 5th Floor
- University Student Commons
- Cafeteria and Outdoor Dining Area
- ALB 3rd Floor (outside Don Emilio Ejercito Library)
- PSB 4th Floor

GENERAL SERVICES

Lockers

Student lockers are available on a first-come, first-served basis at various locations around the campus. Queries and reservations can be directed to the Assets and Facilities Management Group (AFM) – General Services Section at the ACB 1st Landing (ACB 1.5/F). The management will not be liable for the loss of any belongings left in the lockers.

Student lockers being property of the University, the latter prohibits storage there of prohibited drugs or substances, deadly weapons, explosives, inflammable substances, and other unlawful goods or objects, and reserves the right, through the AFM – General Services Section, to transfer, remove, or check the lockers in the presence of two witnesses.

Lost and Found

Lost or misplaced items are surrendered to the Safety and Security Section and are turned over to the AFM - General Services Section by the next day. If you have lost an item, you can inquire at the various guard stations or General Services Section office located at the ACB 1st landing (ACB 1.5/F). Please note that students must be responsible for their personal property (e.g. mobile phones, bags, laptop computers, etc.) and are urged not to leave them unattended.

Photocopying

Photocopying services are available inside the libraries (for books which are for room use only), and at the ACB Study Hall B stairwell. The photocopying cost per page is Php 1.00 for both short and long paper.

Pursuant to Section 187.2 (b) of the Intellectual Property Code (R.A. 8293), reproduction/ photocopying of an entire book or a substantial portion of a book is strictly prohibited.

Bookstore

The University Bookstore is located at the DCB ground floor near the stairs of the Stella Orientis Oratory. It sells school supplies, school merchandise and some textbooks.

Bookstore Hours

Weekdays: 8:00 a.m. - 5:00 p.m.
Saturdays: 8:30 a.m. - 12:00 p.m.

Parking Facilities

The University has pay parking facilities for the exclusive use of staff, students, and guests, on the 1st to 3rd floors of the Parking and Sports Building (PSB).

Parking Facilities - Operating Hours

Weekdays and Saturdays: 7:00 a.m. - 10:00 p.m.

Vehicles left in the parking area overnight or for more than 24 hours will be reported to AFM, and the owner(s) will be fined Php 400.00. Please be aware that the security guards will report misbehavior or unusual incidents (e.g. motor running) that occur in the parking area. If necessary, these incidents will be investigated.

The University will not be responsible for any damage to—or loss of—vehicle, its accessories, or articles left inside the vehicle. Parking area occupants, however, will be held liable for any damage they may cause to property inside the parking areas. Drivers are not allowed to drink alcoholic beverages, gamble, or loiter on campus; they are requested to stay in the drivers' waiting area.

Reservation of Facilities and Equipment

Campus facilities and equipment are available to you if you need to use these for academic activities and other approved student activities.

Reservation of classrooms, function rooms and equipment may be made through the Reservations Section at the ACB 1st landing (ACB 1.5/F). All your requests should first be approved by CSA (for volunteer projects or groups under CSA), by your organization moderator (for student org activities), or by your teacher (for class-related activities).

Reservations can be made only for rooms not yet scheduled to be used for classes. Venues are usually available on a first-come, first-served basis. Though certain unscheduled activities—such as seminars with invited speakers or make-up classes—may supplant a previous reservation, the latter will be relocated to an appropriate venue whenever possible.

The Reservations Section should also be informed three school days beforehand about special arrangements (e.g., sign stands, tables, plants, etc.) and equipment to be used (e.g. TV, microphones, projectors, etc.). Ideally, for large-scale activities that require more preparation, it is best to make a reservation at least one month before the activity.

The use of props and rented equipment brought in from outside the University for specific projects must be cleared with the Reservations Section and General Services Section. These should be brought out within 24 hours of the end of the activity. Secure a gate pass from the AFM - General Services Section before you bring in props and rented equipment. The same pass will be used to check the props and equipment when you bring them out.

Because it is located in a residential area, UA&P is also subject to the rules and regulations of the Ortigas Center Association Inc. (OCAI), which affects the types of activities that can be held within the campus. Also, please note that activities held at the University Student Commons should not disrupt regular Oratory activities, such as Holy Mass.

More specific guidelines on the use and reservation of school facilities and equipment may be obtained from ROHC or CSA.

Guidelines on the Use of Facilities and Equipment

Maintenance

As members of the University community, you are expected to take good care of the buildings, their facilities, and equipment. Keep the classrooms clean and orderly. Please dispose of litter and other trash by throwing them in the waste cans. Refrain from eating and drinking inside the classrooms and function rooms.

Please “clean as you go” when dining in the cafeteria and University Student Commons. Dispose trash properly in the correct trash bin (biodegradable or non-biodegradable).

Take care to avoid activities that may stain or otherwise damage the University facilities and equipment (e.g. painting props on a carpeted surface, using tape to fasten materials onto the walls, ceilings, tables or display panels, etc.).

Repairs

Please refrain from tinkering with the projectors, sound systems, aircon controls, and other equipment in the classrooms or function rooms. Report all needed repairs to AFM at the ACB 1st landing (ACB 1.5/F). AFM also welcomes suggestions for improving school facilities. Suggestion boxes are located at the lobbies of ACB, CAS, DCB, and ALB.

SAFETY AND SECURITY

Access to School Facilities

All students, employees, and guests of the University may enter and exit the campus through the Pearl Drive gate and the DCB entrance along St. Josemaria Escrivá Drive.

On regular school days, you are not allowed to remain on campus beyond 10:00 p.m. unless you have explicit and written permission or classes that end late. The campus is closed 30 minutes after the last class.

The school is closed on Sundays and most holidays. You may not use its facilities nor enter the school premises on such days without permission from the Management Committee.

Requests to use campus facilities on Sundays or holidays must be made in writing at least two weeks before the intended date of use. Address your letter of request to the Center for Student Affairs - Operations Committee. The CSA OpCom will evaluate the request and endorse it to the Management Committee if it is deemed justifiable.

Security

Security guards are assigned to various parts of the campus: the ALB entrance, DCB entrance, PSB entrance, the driveway entrance/exit at Pearl Drive, and the driveway exit at Escrivá Drive. Roving guards are also assigned to monitor the various areas of the campus. The security commander's office is located at the guard house at the driveway exit leading to Escrivá Drive.

Please wear your ID at all times while on campus, as indicated in the Policy on the Use of Student IDs (p. 107).

The guards have to be alert and at their posts; please do not request them to do other things for you (e.g. leaving your belongings with them).

OTHER GUIDELINES & PROCEDURES

EMERGENCY RESPONSE PROCEDURES FOR INJURIES OR ILLNESSES

Please be guided by these procedures in case of injuries or illnesses on campus:

1. To determine what is a true medical emergency, check for the following signs:
 - chest pain
 - difficulty of breathing (DOB)
 - excessive or uncontrollable bleeding
 - unconsciousness
 - life-threatening injuries (e.g. severe head injuries, severe burns, etc.)
2. Do not move a seriously injured person unless there is a life-threatening situation.
3. Call any of the following numbers:
 - First Aid Station (Main) - loc. 252
 - First Aid Station (PSB) - loc. 380
 - Center for Student Affairs (CSA) Office of Student Services - loc. 280 or 297
 - Assets and Facilities Management Group (AFM) Safety and Security Section - loc. 263, 320 or 398
4. Give your name, location, building and telephone number. Give as much information as possible regarding the nature of the injury or illness, whether or not the victim is conscious, and if the person requires an ambulance.
5. Return to the victim and keep him/her as calm and comfortable as possible. Do not move the victim unless necessary to prevent further injury. First aid should only be given to the victim by a trained person.
6. Remain with the victim until a nurse, doctor, or an ambulance arrives and advise them of the nature of the illness or injury.
7. Persons with serious illnesses/injuries will be transported to the Medical City Emergency Room by ambulance through the Barangay San Antonio Emergency Response Team (BSA-ERT). The need for emergency transport will be determined by the nurse or doctor or any person in authority at the scene.
8. In the event of a serious injury in which the victim requires an ambulance, the AFM Safety and Security Section takes the initiative in informing the BSA-ERT while CSA Department of Student Services notifies the parents or immediate relative.
9. The school nurse, doctor or a designated CSA staff member will accompany the victim to the emergency room until the parent or immediate relative of the student arrives.
10. Persons with minor illnesses or minor injuries are transported to the First Aid Station for treatment during its hours of operation.

11. When the First Aid Station is not open, these persons are advised by the responder to make private arrangements to see a physician or to visit the nearest hospital at the soonest possible time.
12. In the event of an injury during a PE, varsity and sports club related activity, the PE teacher, coach or a club officer must fill out an Injury Report Form completely and file it with the CSA - Office of Student Services located at the 4th landing of the APEC Communications Building (ACB 4.5) immediately or within two (2) working days after the incident for documentation purposes and in order to process the student accident insurance claim.
13. CSA informs the concerned School OpCom of the incident. In serious cases resulting in prolonged absences, the OpCom notifies the student's teachers about the incident and coordinates directly with the parents regarding possible academic concerns.

ACCIDENT INSURANCE

Currently enrolled students are covered under an accident insurance policy. They may file an insurance claim for accidents that result in bodily injuries, whether the accident occurred inside or outside the campus.

Please prepare to submit the following documents (all original):

- Incident Report and Statement of Witness/es
- Attending Physician's Medical Certificate
- Doctor's Prescription
- Hospital Statement of Account
- Medical Bills and Receipts
- Results of any applicable diagnostic exam

Claims are processed on a reimbursement basis, and within the limits of the policy coverage. For information and assistance, please coordinate with the CSA - Office of Student Services at the 4th landing of the APEC Communications Building (ACB 4.5/F).

FIRE DRILL AND EMERGENCY PROCEDURES

Regular fire and earthquake drills are scheduled at least twice a year. In addition to these, there may be unannounced emergency drills held on random days during the school year. If necessary, and if there is an opportunity to do so, at least one of these unannounced fire drills features a fire simulation that may include generation of smoke, the arrival of fire trucks, and a mock rescue operation.

Please refer to the map on p. 79 for the proper exit routes and designated evacuation area.

Fire Drill Procedures

1. Upon hearing the fire evacuation code signal, all employees and teachers should immediately stop working, turn off all the lights (except those in the stairways and the exit lights), and switch off all electrically powered equipment.

- Teachers tell their students to drop whatever they are doing, form two lines inside the classroom, and prepare to move out. Unless they receive instructions to the contrary, the teachers lead the students toward their pre-designated exit until they reach the pre-designated evacuation area.
- Members of the Fire Brigade then assume their assigned duties. Employees who have no assignment in the Fire Brigade immediately form a line and pass through the pre-designated exit to reach the pre-designated evacuation area.
- Everybody should walk briskly, but there should be no running, pushing, or overtaking. Upon arrival at the evacuation area, teachers call the roll to account for all the students in the class. Should there be anybody missing, the teacher immediately informs his or her supervisor; the supervisor is the one who decides on the course of action to take.
- A few minutes after everybody has assembled in the designated evacuation areas, the all-clear signal is sounded or announced.
- Upon the sounding or announcement of the all-clear signal, everybody returns to his or her respective place.

Earthquake Drill Procedures

Sounding of Alarm (a continuous sound that simulates an earthquake).

- Teacher tells the students to STOP whatever they are doing and do the DROP, COVER and HOLD position. While on the floor, move away from glass windows, cabinets and other things that might fall, break or collapse.



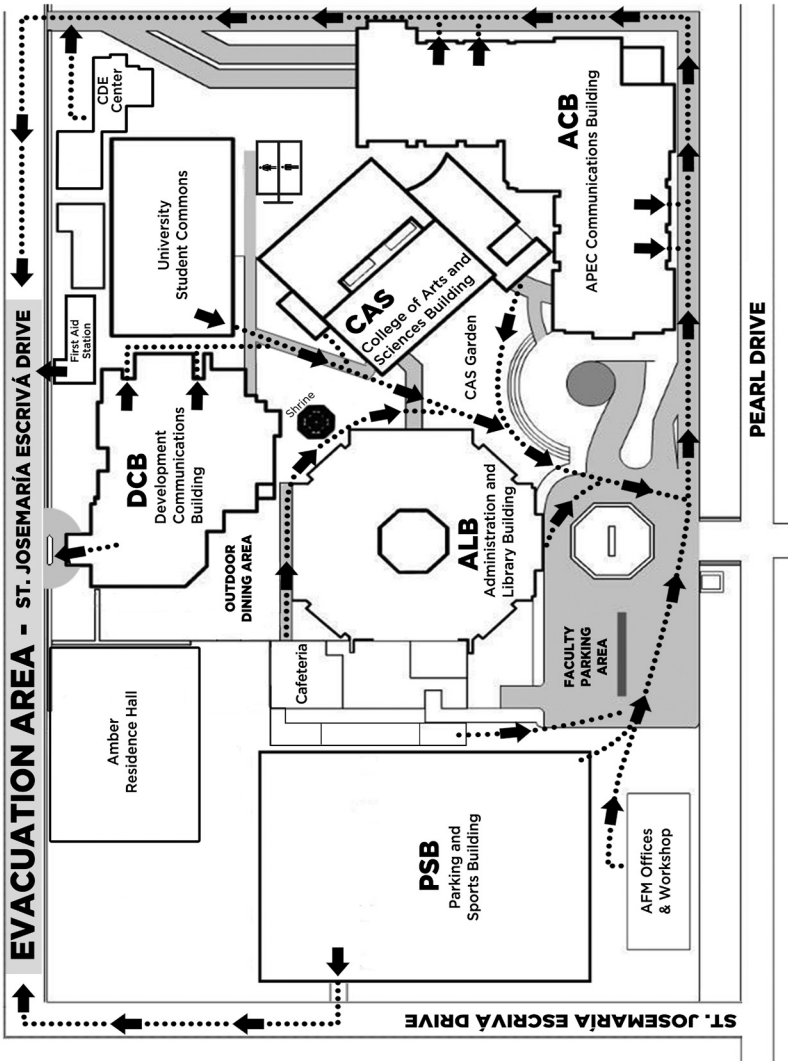
After the alarm.

- Everyone stands up and the teacher instructs students to use the BUDDY SYSTEM by forming two (2) lines before moving out to the pre-designated evacuation area. The teacher leads the way while the class president or student leader (as designated by the teacher) stays at the end of the line.
- Do not use the elevators. Instead, take the stairs, fire exit stairwells and other pre-determined exit routes (KEEP RIGHT). Use alternate routes if there is an obstruction or if the pathway is unsafe to use. Students should cover their heads with their schoolbags and/or books.
- If an aftershock occurs while exiting, do the DROP, COVER and HOLD position until shaking stops and move to safer grounds (e.g. open areas away from trees and electric posts).
- Stay together and evacuate safely and quietly. DON'T TALK, DON'T PUSH, DON'T RUN, and DON'T TURN BACK! Extra effort in assistance should be given to young children, elderly faculty/staff and PWDs (persons with disabilities) as they are the most vulnerable during earthquakes.
- Upon arrival at the evacuation area, teachers should account for their students by

checking the attendance. Should there be somebody missing – please inform the designated Safety Officer or point person. Teachers should keep their class quiet at all times so that instructions or announcements can be heard.

7. After everyone is accounted for, the all-clear signal is sounded as an indication that everyone is to return to their respective classrooms and offices.

UA&P Evacuation Map



CAMPUS LIFE

STUDENT ACTIVITIES

From orientation to graduation, the **Center for Student Affairs** (CSA) recognizes that there are valuable venues for learning outside the walls of the classroom. Formerly known as the Office of Student Affairs (OSA), it has been rechristened as a “Center” to highlight its role as a guardian of one of UA&P’s Hallmarks: Values Formation.

CSA is composed of five offices that encompass every aspect of student life beyond academics:

- **Office of Student Services**
- **Office of Student Mentoring, Guidance and Counseling**
- **Office of Student Development**
- **Office of Sports Development**
- **Office of Career Services**

Aside from the day-to-day services CSA provides, there is also a diverse selection of activities, development programs and volunteer projects in store for students who aim to optimize their college experience. These combine to address the various needs of students and provide an atmosphere conducive to personal learning and growth.

In the same spirit, CSA also advocates responsible participation in student government, student publications, student organizations, and other volunteer opportunities.

Read on to find out how you can enrich your college life by getting involved in:

- **Civic Development Programs and Activities** (p. 81)
- **Arts Development Programs and Activities** (p. 82)
- **Sports Development Programs and Activities** (p. 83)
- **Student Government** (p. 84)
- **Student Publications** (p. 86)
- **Student Organizations** (p. 88)
 - **Non-Academic Organizations** (p. 88)
 - Arts-Oriented Organizations (p. 88)
 - Civic-Oriented Organizations (p. 89)
 - Sports-Oriented Organizations (p. 90)
 - **Academic Organizations** (p. 91)
- **Varsity Groups** (p. 94)
- **Other Student Groups and Volunteer Opportunities** (p. 95)

Read even further on to find out what the **Office of Alumni Affairs** (OAA) has to offer, for all graduates of the University (p. 97).

Civic Development Programs & Activities

Leadership Education

The Office of Student Development oversees the formation of the student government and student organizations by providing assistance, support, and advice necessary to the efficiency and organization of these student groups. The **Unitas Leadership Education Program** contributes to the development of current and potential student leaders. Components of this program include the **Leadership Effectiveness and Attitude Development (LEAD) Seminar** for potential student leaders, and the **Unitas Leaders Assembly**, an annual gathering of all student government and student organization officers which focuses on organizational development and strategic planning. After each school year, the **Unitas Awards** recognize outstanding individuals and organizations who are able to embody the UA&P ideal of wholistic formation through their contributions to student life.



Institutional Outreach and Responsible Citizenship

Students are encouraged to volunteer for the University’s institutional outreach program. These community services, combined together under the umbrella of **BIGGKAS** (an acronym for Basa, Isip, Gawa, Galing, Katesismo, Arte, Sports), expose students and other members of the University to social issues and solutions, furthering their sense of active and responsible citizenship. Under this program, UA&P faculty, staff and student volunteers have organized math and science tutorials, catechism classes, sports clinics and other developmental activities for neighboring communities, as well as other communities in need.

 facebook.com/uapbiggkas  [@BIGGKAS](https://twitter.com/BIGGKAS)

Socio-Political Awareness

The **Civitas Asia Student Conference**, first held in 1997, serves as a venue for reasoned conversation on socio-political concerns. In this arena, student leaders and professionals from all around the Philippines and the Asia Pacific region discuss the diverse angles of topics and issues of modern society. These conferences continue to establish a network among University student leaders and more importantly, provide opportunities for the youth to participate in the exercise of nation-building. CivAsia aims to educate the students of today into the leaders of tomorrow.

 facebook.com/civitasasia  [@CivAsia](https://twitter.com/CivAsia)


Civic-Oriented Student Organizations

Recognition and supervision of civic-oriented student organizations (see list on p. 89) is administrated by the CSA – Office of Student Development.

If you would like to know more about the various civic development programs at UA&P, or if you would like to volunteer or apply for any of our programs, please drop by the CSA – Office of Student Development at the 2nd floor of the CAS Building (CAS 2/F).

Center for Student Affairs (CSA) - Office of Student Development

Office Location: 2nd Floor, CAS Building (CAS 2/F)

 637-0912 loc. 344

Arts Development Programs & Activities

The University believes that art has a tremendous potential to instill values, not only in the audience, but also in those who participate in the productions themselves. Moreover, the arts have the power to entertain, inspire and unite the community, creating well-loved traditions that become part of the fabric of University life.

The Kultura Arts Development Program

The University established the Kultura program to provide a home for the community's creative talents as well as to promote cultural and artistic events within the University. Since its creation in 1995, Kultura has produced numerous plays, concerts, exhibits, workshops, and other arts-related activities in partnership with student volunteers and organizations. Through its projects and events, Kultura aims to:

- expose students to creative ways of spending their leisure time;
- promote values through the arts;
- promote the significant role that practice in and exposure to the arts can play in one's holistic formation; and
- provide venues for the development and display of artistic talent in the University community.

One such venue for artistic and personal development that Kultura directly supervises is the **UA&P Choral**, the official choral ensemble of the University (see p. 94). Kultura is also on the lookout for exceptional student artists—in any field—to showcase as part of the **Kultura Young Artists Series**.

However, getting involved in the arts need not be only for artists: student volunteers who produce arts events also hone important skills such as project management, people management, teamwork, self-awareness, interpersonal communication, creativity, resourcefulness and time management. Students can take advantage of this learning opportunity by volunteering for Kultura projects.

Arts-Oriented Student Organizations


Recognition and supervision of arts-oriented student organizations (see list on p. 88) is administrated by the CSA – Office of Student Development.

If you would like to know more about the various arts development programs at UA&P, or if you would like to volunteer for any upcoming projects, please drop by the CSA – Office of Student Development at the 2nd floor of the CAS Building (CAS 2/F).

Center for Student Affairs (CSA) - Office of Student Development

Office Location/s: 2nd Floor, CAS Building (CAS 2/F)

 637-0912 loc. 344

 facebook.com/uapkultura  @uapkultura

 facebook.com/uapchorale  @uapchorale

Sports Development Programs & Activities

At UA&P, participation in sports is seen not only as a mechanism for the development of students' physical competence and fitness, but more importantly for their character formation. With each training session or competition, with each victory or loss—students imbibe the values of teamwork, self-mastery, discipline, and the practice of sportsmanship at all times.

Varsity Development Program

UA&P's sports varsity development program, under the Center for Student Affairs - Office of Sports Development, provides students with an opportunity to hone their leadership skills, develop healthy friendships, and achieve excellence in their chosen sport. SportsDev manages the varsities' participation in intercollegiate leagues such as the Women's National Collegiate Athletic Association (WNCAA), Men's National Collegiate Athletic Association (MNCAA) and others. As such, it also contributes to the development of school spirit and a sense of UNITAS as members of the University community gather to cheer for our teams.

Our varsity teams (**UA&P Dragons**) are:

<i>Men's Basketball</i>	<i>Men's Futsal</i>	<i>Firestarters (Varsity Cheer Squad)</i>
<i>Women's Basketball</i>	<i>Women's Futsal</i>	<i>Squadra (Dance Varsity)</i>
<i>Men's Volleyball</i>	<i>Table Tennis</i>	<i>Powerlifting</i>
<i>Women's Volleyball</i>	<i>Badminton</i>	<i>Drumline</i>

Recruitment for the varsity teams takes place during enrollment and the first few weeks of classes. The Office of Sports Development also supervises the official varsity support team, the **UA&P Drumline** (see p. 95).

Institutional Sports Development Program

In line with CSA's thrust towards values formation and wholistic development, the Office of Sports Development has been entrusted with the University's institutional sports development program. Aside from the varsity sports program, SportsDev's projects include University-wide sportsfests and intramurals such as the **Unitas Games**, invitational and open tournaments, training programs for coaches and sports managers, sports clinics, grassroots sports development programs, UA&P's athletic scholarship program, leadership formation programs for athletes (**Unitas Athletes Assembly**), wellness and fitness programs and other special programs for sports enthusiasts. These various projects are implemented in cooperation with the varsity teams, sports clubs, University Student Government, student volunteers, other units in the University, and external partners.

Sports-Oriented Student Organizations

Recognition and supervision of student-initiated sports clubs (see list on p. 90) is administrated by the CSA – Office of Sports Development.

To find out more about UA&P sports development programs, please drop by the CSA – Office of Sports Development at the 4th floor of the Parking and Sports Building (PSB 4/F).

Center for Student Affairs (CSA) - Office of Sports Development

Office Location: 4th Floor, Parking and Sports Building (PSB 4/F)

☎ 637-0912 loc. 380

📘 facebook.com/uapsports

🐦 @uapdragons

Student Government

Student government is, first and foremost, a laboratory for civic education where students who demonstrate an exemplary capacity for leadership and a willingness to serve their fellow students acquire actual experience in the exercise of civic responsibility. All members of the student polity, by exercising the privileges of their membership in the student body, acquire an understanding of civic responsibility.

Furthermore, if the University charges its students with the responsibility of participating in the management of its corporate vision (see the Mandate to the UA&P Student Body, p. 155), it needs to provide and regulate the means by which such participation is enabled. Given that student government is an extra-classroom learning opportunity that the University needs to manage well in order to prepare students for responsible participation in civil society, facilitating the operations of the student government is a vital service that CSA provides through the Office of Student Development.

All students are highly encouraged to participate in student government by voting in student government elections, and by supporting the various projects of the elected officers.

They may also take a more active role by volunteering for the different committees under each USG officer (p. 85), by joining a political party, by running for office (whether under a political party or as an independent candidate), or by volunteering for the COMELEC (see p. 95).

To find out more about the University Student Government (USG), please read the UA&P Student Government Constitution on p. 156.

USG OFFICERS

- President
- Internal Vice President (IVP)
- External Vice President (EVP)
- Secretary
- Finance Officer
- Student Interest Groups Officer (SIGO)
- Sports and Varsities Officer (SVO)

University Student Government (USG)

Office Location: Mezzanine Level, University Student Commons

 facebook.com/uapusg  [@uap_usg](https://twitter.com/uap_usg)  [@uap_usg](https://instagram.com/uap_usg)

USG COMMITTEES

Office of the Internal Vice President

• Academic Affairs Committee (AAC)

The Academic Affairs Committee (AAC) heads the curricular concerns of the student body, promotes a school environment conducive to learning and student participation, and cooperates with the University administration in pursuit of the academic excellence of the programs.

- **International Students Committee (ISC)**

The International Students Committee (ISC) heeds the concerns of the international students, mediates between the international students and USG, and promote international students' participation in—and integration into—the school community.

Office of the Finance Officer

- **Merchandising Committee**

The UA&P Merchandising Committee is composed of students of the University of Asia and the Pacific who aim to foster the spirit of Unitas by creating and marketing UA&P apparel and other merchandise for the entire University community.

 facebook.com/UAPmerchcomm  @uapmerchcomm  @uapmerchcomm

Office of the External Vice President

- **UA&P H.O.P.E.S.**

UA&P H.O.P.E.S. (Helping Others by Providing Efficient Service) acts as the USG's manpower in the cause to reach out to society. Through its projects, H.O.P.E.S fosters the University's mission of service to the community, and influences the student body to be socially aware and civically responsible.

 facebook.com/uaphopes  facebook.com/UAPATMOS

- **UA&P Red Cross Youth Council**

 facebook.com/UAPRCYC

Office of the Secretary

- **Media Management Committee (MMC)**

The Media Management Committee is comprised of UA&P students who are talented graphic designers, videographers, photographers, and social-media savvy. This committee aims to send out the spirit of Unitas both online and on-campus throughout the UA&P community.

 facebook.com/UAPMMC  @UAPMMC  @uapmmc

Office of the Student Interest Groups Officer

- **Project Management Team (PMT)**

The Project Management Team (PMT) serves as USG's manpower in implementing its projects, and ensures the effectiveness and sustainability of every project and/or event of the USG. The services of the team may also be availed by other units or organizations of the University upon approval of the USG.

 facebook.com/pmt.uap  @uap_pmt

- **Student Interest Groups Committee (SIGC)**

The Student Interest Groups Committee (SIGC) is composed of Student Interest Group (SIG) representatives assigned by their respective SIGs. This committee serves as an avenue for the SIGO to coordinate with the SIGs properly and to disseminate and obtain necessary information to and from these organizations.

Student Publications

UA&P has affirmed its mission of educating its students in and for freedom by institutionalizing a policy on student publications. This University policy, which is upheld by the Commission on Higher Education (CHED), recognizes:

- 1) the rights of all student-initiated publications, their editorial boards and publication staff, and
- 2) the implementing guidelines of student publications as mandated by R.A. 7079, otherwise known as the “Campus Journalism Act of 1991.”

Furthermore, UA&P respects the student journalists’ academic freedom and freedom of expression in these student publications and will uphold the following principles identified by CHED regarding the training of student journalists:

- a) Use of student publications in support of the educational development of the learner, the school, the community, and the country;
- b) Use of student publications as a channel for strengthening ethical values, developing moral character and fostering personal discipline in the youth;
- c) Development of intelligent and responsible student leadership and good citizenship; and
- d) Use of journalism as a channel for unifying all members of the school and its community towards desirable educational and cultural development objectives.

Through the support it has pledged to student publications, the University promotes love for noble ideals, awareness of social problems, fraternity and love for truth.

Accreditation Process for Student Publications

Proposed student publications shall be recognized by undergoing an accreditation process. Students interested in putting up a student publication may submit the initial requirements to the Student Publications Committee through the Center for Student Affairs at the 2nd floor of the CAS Building (CAS 2/F). The initial requirements are the following:

- 1) Letter of intent
- 2) Mission and vision statements of the proposed publication
- 3) Names of students who will be involved in the publication
- 4) Editorial policy
- 5) List of names of possible advisers (must be full-time UA&P faculty or staff members)

The group shall then take a qualifying exam. Successful examinees shall comprise the editorial board who in turn will recruit, screen and evaluate the applications of its prospective staff.

The number of official student publications shall be limited to the following:

- 1) One news publication
- 2) One English literary publication
- 3) One Filipino literary publication
- 4) One scholarly publication
- 5) One yearbook (per batch)

Official Student Publications as of SY2018-2019:

• The Bosun

The Bosun started as a project under the College of Arts and Sciences Student Executive Board, and released its first issue in November 2010. It is now an independent and official student publication of UA&P.

It takes its name from the man on a ship who is in charge of relaying the captain's messages to the rest of the ship's crew. A ship's bosun is also the person through whom the other crew members can voice out their concerns, comments and suggestions to their captain.

In a similar way, The Bosun aims to be a bridge between the members of the UA&P community. It serves as a platform through which students can address various issues both in school and in society, facilitates the dissemination of information regarding school and community events, and acts as an instrument for the students' development outside the classroom.

The Bosun is published every semester and is available at newsstands around the campus. You can also access online content from The Bosun at the following URLs:

 <http://bosun.uap.asia>

 [facebook.com/BosunUAP](https://www.facebook.com/BosunUAP)  [@BosunUAP](https://twitter.com/BosunUAP)  [@bosunuap](https://www.instagram.com/bosunuap)

Office Location: Mezzanine Level, University Student Commons

For inquiries, comments and concerns, you may contact The Bosun at:

 thebosun.communications@gmail.com

Student Organizations

Student organizations are student-initiated clubs that engage in activities aimed at your intellectual, cultural, and professional formation. While academics are the main thrust of university education, education does not occur solely within the four walls of the classroom. Your education is incomplete without your involvement in student organizations, which are a venue for more thorough personal formation. These organizations give you the opportunity to manage projects, meet and work with different kinds of people, apply things learned in the classroom, and gain friends.

Joining student organizations is an excellent way of putting into practice what you have learned while having fun. The University, therefore, encourages you to meaningfully participate in at least one extra-curricular activity.

You may hesitate to join extra-curricular activities because of a perceived lack of time. Although your primary purpose for being in the University is to study, you should also recognize the proper value of non-academic activities. With proper time management, you can do well in school and still be active in student organizations.

Given that these organizations have their own objectives, goals, and projects, you are sure to find a group that suits your interests. Check the bulletin boards for announcements on org recruitment and activities. You may also approach the Center for Student Affairs if you would like to get in touch with any particular organization.

What is the relationship of CSA with Student Organizations?

The Center for Student Affairs (CSA) fulfills the following functions in relation to student organizations:

- 1) Recognizes official student organizations;
- 2) Approves projects and activities; and
- 3) Offers developmental programs that specifically address the needs of student organization leaders and members.

Below is a list of the officially recognized student organizations in the University for SY2018-2019, as well as other groups that you can join or volunteer for:

NON-ACADEMIC ORGANIZATIONS

ARTS-ORIENTED ORGANIZATIONS

- **Dulaang Rock Opera Company (Dulaang ROC)**

Status: Regular

Established in 1989, Dulaang ROC (originally named Rock Opera Company) is the pioneering student theater organization of the University of Asia and the Pacific. Now on its 29th year, it continues to promote Filipino culture, language and literature by staging the works of established and emerging Filipino playwrights.

 facebook.com/dulaangroc  [@dulaangroc](https://twitter.com/dulaangroc)  [@dulaangroc](https://www.instagram.com/dulaangroc)

• I-SA Dance Organization

Status: Regular

I-SA Dance Organization provides a home for dancers and dance enthusiasts to create, showcase, and appreciate dance, not just as a sport, but as an art. It offers a venue for creative expression and supervised training in various styles of dance through different dance executions, and develops the members' and the audience's experience, understanding, and appreciation of dance per se.

 facebook.com/isadanceorg  [@isadanceorg](https://twitter.com/isadanceorg)  [@isadanceorg](https://www.instagram.com/isadanceorg)

• Reverb

Status: Regular

Reverb is an organization for all the musicians and music producers of UA&P who wish to share their talents, skills and ideas, and interact in an environment that is creative, supportive and welcoming to all. It aims to be a harmonious community of musicians and producers, united to make music that echoes reality, and to orchestrate actions that will result in the betterment of society.

 facebook.com/ReverberatingProductions  [@musicelivated](https://twitter.com/musicelivated)

• ViARE

Status: Regular

Founded in 1993, ViARE continues to propagate arts appreciation through theater in UA&P. It aims to provide its members a suitable outlet for their respective talents within the parameters of the theater experience. By enabling them to experience all facets of creating a theater production, ViARE intends to instill creativity, camaraderie, professionalism, and a deep appreciation for the liberal arts.

 facebook.com/uapviare  [@ViAREman](https://twitter.com/ViAREman)  [@officialviare](https://www.instagram.com/officialviare)

• Yugto

Status: Regular

Yugto is a group of individuals who share a common passion for films and filmmaking. The organization aims to collaborate amongst students inside and outside the university, appreciate the art form, and create excellent motion pictures.

 facebook.com/uapyugto  [@uapyugto](https://twitter.com/uapyugto)  [@uapyugto](https://www.instagram.com/uapyugto)

CIVIC-ORIENTED ORGANIZATIONS

• Catalyst

Status: Regular


Catalyst is the outreach, advocacy, and leadership organization of the University of Asia and the Pacific. It aims to provide UA&P students with opportunities to participate in meaningful service projects that uplift the economic, moral and intellectual status of individuals, communities and sectors of Philippine society most in need. True to its name, Catalyst encourages its members to be agents of positive change in society.

 facebook.com/catalyst.uap  [@CATALYST_uap](https://twitter.com/CATALYST_uap)  [@catalyst_uap](https://www.instagram.com/catalyst_uap)

- **Dragon Business Club**

Status: Probationary


Dragon Business Club (DBC) is the entrepreneurship community in the University of Asia and the Pacific that aims to foster collaboration among schools to discuss matters relating to business and entrepreneurship. The organization aims to provide an ideal training ground and support for business-minded students so that they may rise to meet their goals and ignite the spirit of entrepreneurship among students.

 facebook.com/DragonBusinessClub

- **Sabio**

Status: Regular

Sabio is the official organization of UA&P scholars. Its members aspire to live the ideals of academic excellence, friendship and personal and social responsibility. Sabio, in Spanish, means “wise” or “learned”. This term describes what the University’s scholars must be: students who strive to achieve academically and to become an active part of the University by helping other students and prospective scholars in their human, cultural and professional formation. The organization’s motto is the Latin word “Possumus,” which means “We can!”

 facebook.com/uapsabio  [@uapsabio](https://twitter.com/uapsabio)

SPORTS-ORIENTED ORGANIZATIONS

- **Budo Club**

Status: Regular

The UA&P Budo Club is a multi-disciplinary martial arts club that aims to promote self-defense and physical fitness in the University through training in various martial disciplines. The club limits training to the traditional martial arts of Asia and currently offers training sessions in Aikido and Dan Zan Ryu Jujitsu. Other disciplines may be added in the future.

 facebook.com/uapbudo

- **Domus Regum**

Status: Probationary

Domus Regum, the UA&P Chess Club, is a group of passionate young chess players who recognize the game’s ability to serve as a platform for the intellectual and mental development of individuals who are competitive not just in the local setting but also in the Asia-Pacific region as a whole. Domus Regum members play casual or ranked chess with each other every week as well as train under various chess mentors every month. They also join local chess tournaments and organize a few of their own.

 facebook.com/domusregum

- **Ultimate Club**

Status: Probationary

Ultimate Frisbee is a non-contact sport that tests one’s athletic endurance, ability and strength. UA&P Ultimate gives students an opportunity to compete and represent the school against various teams in the Philippines.

 facebook.com/uapultimate

ACADEMIC ORGANIZATIONS

Academic organizations are the official organizations composed of the students from a particular school, college, institute or academic program in the University. They produce projects that are aligned with their course of study, and that will aid in the students' professional formation.

Recognition of academic organizations is administrated by the CSA – Office of Student Development, while the responsibility for supervising the activities of these organizations is shared by CSA and their respective academic units, particularly with the faculty members chosen as their moderators, as well as the Operations Committees of their schools.

College of Arts and Sciences

- **Logos**

Status: Regular

Logos is the official organization for students of the College of Arts and Sciences (CAS), particularly those under the Humanities Program. It aims to augment the College of Arts and Sciences' mission by providing extra-curricular venues for deepening and actualizing the knowledge learned through liberal education.

 facebook.com/uaplogos  [@UAPLOGOS](https://twitter.com/UAPLOGOS)

School of Communication

- **Communitas**

Status: Regular

Communitas is an academic organization under the School of Communication that assists in the development of professionally competent and socially responsible communicators who prudently exercise their freedom to make morally upright choices for self-growth and social development.

 facebook.com/Communitas.SCM  [@CommunitasSCM](https://twitter.com/CommunitasSCM)  [@communitasscm](https://www.instagram.com/communitasscm)

School of Economics

- **Business Economics Association (BEA)**

Status: Regular

The Business Economics Association (BEA) is a duly recognized academic organization in the University of Asia and the Pacific (UA&P) composed of students enrolled in the Industrial Economics Program of the School of Economics (SEC). BEA trains its members to be competitive in both social and business endeavors. Its activities include economic briefings, conferences on current trends, corporate immersions, leadership and teambuilding seminars and yearly outreach programs.

 facebook.com/BEA.UAP  [@uapbea](https://twitter.com/uapbea)  [@uapbea](https://www.instagram.com/uapbea)

School of Education and Human Development

- **Pharos**

Status: Regular

Pharos is the official student organization of the School of Education and Human Development (SED). It takes its name from one of the wonders of the ancient world, the lighthouse on the

island of Pharos in Alexandria, which guided countless seafarers to their destination. Inspired by the belief that education plays a key role in human development, much like a beacon which helps people find their way, Pharos aims to develop each SED student into a “lighthouse” in society.

 facebook.com/PharosUAP  @pharosuap

School of Law and Governance

- **Polis**

Status: Regular

Polis is the official organization for students of the School of Law and Governance. The organization believes that students can and should be responsible individuals who concern themselves with public affairs. Furthermore, it is committed to serve as an agent for social change in pursuit of the common good.



 facebook.com/uappolis  @UAPPOLIS

School of Management

- **Enterprise Management Association (EMA)**

Status: Regular

The Enterprise Management Association (EMA), the academic organization under the School of Management (SMN), exists to establish an inseparable partnership between SMN students, faculty, staff and alumni by unifying them, giving them a voice, and seeking their involvement through research and development, social responsibility and student development.

 facebook.com/enterprisemanagementassociation  facebook.com/ema.uap

 @ema_uap  @ema_uap

School of Sciences and Engineering

- **Sciences and Engineering Society (SEnS)**

Status: Regular

The Sciences and Engineering Society (SEnS), the official student organization of the School of Sciences and Engineering (SSE), spearheads projects that deal with the pursuit of knowledge and the development of professional competence in the fields of science, math, information technology and engineering, in order to complement and reinforce the University's academic formation. At the same time, it aims to develop a sense of social awareness within its members, promote cooperation with the different organizations and other entities in the University, and serve its members by looking out for their individual and corporate welfare.

 facebook.com/uapsens  @UAPSEnS  @uapsens

- **Society of Industrial Engineers (SInE)**

Status: Regular (Subsidiary under SEnS)

The University of Asia and the Pacific Society of Industrial Engineers (SInE) is an academic organization in UA&P composed of Industrial Engineering students. Its primary purpose is to serve as a medium for its members to improve themselves through various undertakings, to collaborate, to share their knowledge and to interact, not only with Industrial Engineers in the University, but also with those in other institutions.

- **Applied Math Society (AMSoc)**

Status: Regular (Subsidiary under SENs)

The Applied Math Society seeks to organize specialized activities and opportunities for Applied Math students that will help them become effective Applied Math professionals. The organization also aims to provide academic support to non-AM students, through tutorial sessions and other activities that will help them appreciate math.

- **Information Technology Community (ITeC)**

Status: Regular (Subsidiary under SENs)

The goal of ITeC is to help develop the professional competence of the Information Technology students through its educational events and projects. At the same time, it aims to establish an IT community that is recognized inside and outside the University, as well as to aid in the development of the University through its members' technical skills.

HOW TO START A STUDENT ORGANIZATION

If you'd like to initiate extra-curricular activities by teaming up with other students who share common interests, you may form a student organization. The initial requirements are:

1. A letter of application with a short description of the nature of the organization you want to set up, and its mission and vision
2. At least 15 members, not including the founding officers
3. A list of the officers' and members' names, year levels, specializations, and contact numbers
4. A list or schedule of planned projects and/or activities to be undertaken during the current school year, with brief descriptions of each
5. A summary of the objectives that your proposed organization intends to fulfill during the current school year
6. A letter from a faculty/staff member indicating his or her willingness to be the organization's moderator

Electronic and printed copies of these documents must be submitted to the Center for Student Affairs. Please approach the CSA department that is most in line with the nature of your proposed organization:

- **Proposed Civic-Oriented Organizations:** Office of Student Development
- **Proposed Arts-Oriented Organizations:** Office of Student Development
- **Proposed Sports-Oriented Organizations (Sports Clubs):** Office of Sports Development

CSA will advise you on the other procedures to get your proposed organization officially recognized.

VARSITY GROUPS

Center for Student Affairs (CSA) - Office of Student Development

- **UA&P Chorale**

The University of Asia and the Pacific Chorale (est. 1995) is the University's resident choral ensemble, which aims to continue developing a varied and progressive repertoire of sacred and secular music. Over the past years, the UA&P Chorale has produced numerous major concerts and performs regularly at University events, choral festivals, and other singing engagements. It has also competed and won in local, national and international competitions and produced a CD album, entitled "ONE."

 facebook.com/uapchorale  [@uapchorale](https://twitter.com/uapchorale)  [@uapchorale](https://instagram.com/uapchorale)

Center for Student Affairs (CSA) - Office of Sports Development

UA&P Varsity Teams

The UA&P varsity teams, which go by the monicker **UA&P Dragons**, represent the University in intercollegiate leagues such as the Women's National Collegiate Athletic Association (WNCAA), Men's National Collegiate Athletic Association (MNCAA) and others. The varsity sports program is managed by the Center for Student Affairs - Office of Sports Development (see p. 83).

- **Men's Basketball Team**

 facebook.com/UAPMBT

- **Women's Basketball Team**

 facebook.com/uapwbt

- **Men's Volleyball Team**

 facebook.com/uapmensvolleyball

- **Women's Volleyball Team**

- **Men's Futsal Team**

 UA&P Men's Futsal Varsity

- **Women's Futsal Team**

 facebook.com/uapwft

- **Badminton Team**

- **Table Tennis Team**

- **Powerlifting Team**

The UA&P Powerlifting Club aims to promote the values of teamwork and camaraderie among its members as they develop their physical skills and mental toughness through the sport of powerlifting.

 facebook.com/uappowerlifting

- **Firestarters (Varsity Cheer Squad)**

The UA&P Firestarters is the premiere varsity cheer squad of the University excelling in both cheerleading and cheerdance. As spirit leaders, we aim to lead not just the UA&P

crowd but also our esteemed athletes in different events, specially during sports tournaments. As a competitive squad, we are highly trained in dance, gymnastics, and stunting. We are proud podium finishers in the recent editions of the Women’s National Collegiate Athletic Association (WNCAA) and the Women’s Colleges Sports Association (WCSA). We are also an affiliate of the GAP-Cheerleading Philippines Federation, the country’s national governing body for cheerleading, as well as the International Federation of Cheerleading. The team had the privilege and honor to represent Team Philippines in Cheerleading Asia International Open Championships in Tokyo, Japan, back in 2014 and 2015.

 facebook.com/uapfirestarters  [@UAPFirestarters](https://twitter.com/UAPFirestarters)  [@uapfirestarters](https://instagram.com/@uapfirestarters)

- **Squadra (Dance Varsity)**

Squadra is the official dance varsity of the University of Asia and the Pacific — a team which fosters teamwork, discipline and commitment through their shared passion for dance. All for Him: one love, one team, one family.

 facebook.com/uapsquadra  [@UAPSquadra](https://twitter.com/UAPSquadra)  [@uap_squadra](https://instagram.com/@uap_squadra)

- **UA&P Drumline**

The UA&P Drumline, also known as “Wildfire”, is all about promoting UNITAS and school spirit. This dedicated group of percussionists lifts the morale of our athletes during their games, and supports their fellow students during school events. With their roaring shouts and heart-stopping beats, they inspire everyone to be one in support of our alma mater and the students who represent it.

 facebook.com/uapdrumline  [@UAPDrumline](https://twitter.com/UAPDrumline)  [@uapdrumline](https://instagram.com/@uapdrumline)

Other Student Groups & Volunteer Opportunities

There are groups that you can join or volunteer for that are affiliated with and managed by specific units within the University, for example:

Center for Student Affairs (CSA) - Office of Student Mentoring, Guidance and Counseling

- **Peer Facilitators Group**

The Center for Student Affairs - Office of Student Mentoring, Guidance and Counseling trains students to become peer facilitators — emotionally mature students whom you can turn to for friendly advice and support. If you’re up to it, you can become a peer facilitator yourself by joining the Peer Facilitators Program, which provides you with training on basic counseling, facilitating, and other interpersonal skills.

 facebook.com/uappeer.facilitators

Center for Student Affairs (CSA) - Office of Student Development

- **UA&P COMELEC**

The Commission on Elections (COMELEC) takes charge of all student electoral procedures concerning the University Student Government (USG), as well as all referenda and plebiscites

requested by the student government. The COMELEC is composed of seven (7) students representing each college/school/institute in the University, who are tasked to implement and ensure free, fair and orderly elections. Aside from the commissioners, the COMELEC also taps volunteers to assist in this mission.

 facebook.com/uaandpcomelec

Chaplaincy

- **Lectors, Commentators and Mass Servers**

If you would like to volunteer, please visit the Chaplaincy office at the DCB Ground Floor.

Corporate Communications Office (CCO)

- **Junior Marketing Communications (JMC) Team**

The Junior Marketing Communications (JMC) team is composed of selected students who do marketing, public relations, and events management work for the Corporate Communications Office. Serving as the “face of the University,” they are real ambassadors who reflect UA&P’s diverse student population. The first batch of JMCs was formed in 2008.

 facebook.com/uapjmcs  [@uapjmc](https://twitter.com/uapjmc)

- **Contributors for UA&P Publications**

Student writers and photographers can volunteer to cover University events and may get their work featured on the UA&P website or other publications. Please visit the Corporate Communications Office for details.

Information and Communication Technologies Office (ICT)

- **Webcampus Team**

The UA&P Webcampus Team is a student volunteer group organized by the Information and Communication Technologies Office (ICT) that aims to help UA&P students and staff maximize their use of the different technological applications made available by the ICT Office and other providers. Interested students may email ict@uap.asia for more information on how to join the group.

Public and International Affairs Office (PIA)

- **Junior Networkers Society (JNS)**

The Junior Networkers Society (JNS) is a group of composed of University merit scholars which has a two-pronged objective: 1) to showcase the vision, principles, and mission of the University to potential university partners through direct dealing with ambassadors, members of the diplomatic corps, business executives, social enterprise leaders, local and national government officials, and key persons from other universities, and 2) to develop the students’ potentials as junior ambassadors of the University through the network’s continuing formation and training program in public and international relations.

 facebook.com/uapexchange

Office of Alumni Affairs

Your UA&P student life does not end after graduation.

The University, through the Office of Alumni Affairs (OAA), renews and maintains ties with its alumni, offering them continuing professional and personal development programs and activities that will help them positively influence Philippine society and culture.

The Office of Alumni Affairs facilitates alumni networking/linkages with the University and with fellow alumni through the Alumni Association. The OAA also engages UA&P alumni to be actively involved in institution-building and development activities of the University through various means (e.g., sharing of expertise, alumni initiatives, fundraising for scholarships, donations, etc.).

Benefits and Services

- Alumni Card with on-campus and off-campus perks
- Alumni Kit
- Clearance Service
- Certification Assistance (e.g. transcript, diplomas and employment certificate)
- Discounts and promos from partners, especially from UA&P alumni-owned/managed companies

Alumni-Related Events

- OAA-initiated events
- Support to alumni-initiated activities, institutional activities, and other units' activities

Relationship-Building

- Attending to alumni inquiries
- Attending to alumni-related social gatherings in and outside UA&P
- Potential Alumni Card Partners (ACPs) and Alumni Employment Partners (AEPs)

Continuing Education and Lifelong Learning

- Promotion of other units' seminars, workshops and activities that are relevant to the alumni

Whole-Person Development

- Spiritual Formation
- Mentoring
- Professional Coaching

Career Development

- Career Services

Information

- Alumni Database Management
- Alumni Tracer Study
- Surveys

Initiative Development

- Alumni Initiatives (e.g. the President's Cup basketball tournament, the League of Red Dragons scholarship fund)

- Volunteer Opportunities
- Cultural, civic, sports and professional development activities

Office Location: Ground Floor, Administration and Library Building (ALB G/F)

Connect with us:

 637-0912 loc. 397 / 635-3141 (telefax)  alumni@uap.asia

 facebook.com/uapalumni  [@uapalumni](https://twitter.com/uapalumni)

 www.linkedin.com/groups/80131

Visit the UA&P Alumni Portal:

 <http://alumni.uap.asia>

CODE OF STUDENT DISCIPLINE

The **Code of Student Discipline** consists of the following guidelines, as well as implementing rules issued from time to time by the UA&P Center for Student Affairs (CSA). These contain the basic guidelines necessary to maintain an atmosphere conducive to academic growth and personal formation of students, grounded on the declared Principles, Institutional Goals and Ideals of the University which students hold a duty to abide by, uphold and emulate, having joined the University community of their own free will.

They are designed to be positive guides for the personal exercise of the student's freedom in the fulfillment of his or her responsibilities to himself/herself and towards the University, including its members and campus facilities. Thus, the gravity of an offense and the corresponding sanction depend on the extent to which the offense disturbs academic life, and violates human dignity, the University's ideals as well as public and moral norms.

In the exercise of academic freedom to the extent warranted by law, this Code of Student Discipline applies to acts committed by a student in or outside the University premises when these acts:

1. involve or relate to student status;
2. are committed on the occasion of University functions or activities;
3. harm the good name or reputation of the University;
4. violate public or social norms; or
5. disrupt regular academic life.

A. CLASSIFICATION OF OFFENSES

Type A: Offenses Punishable with Exclusion¹

1. Possession, use, or trafficking of prohibited drugs or regulated drugs or chemicals without proper prescription, inside school premises or within its immediate vicinity or outside the school during an academic function, school activity or social function, and any other violation of the provisions of R.A. 9165, otherwise known as the Comprehensive Dangerous Drugs Act of 2002 (see Appendix on The Comprehensive Dangerous Drugs Act of 2002, p. 138).
2. Possession of firearms, or other deadly weapons, explosives, or substances within University premises or during University functions or activities in or outside the campus.

1 *Exclusion.* Exclusion is a penalty that allows the institution to exclude or drop the name of the erring student from the roll of students immediately upon the promulgation of the resolution for exclusion.

3. Lewd, immoral conduct or indecent exposure and/or behavior; violation of the Anti-Photo and Video Voyeurism Act (see Appendix on R.A. 9995, p. 140).

Immoral conduct as defined by the University includes:

- i. Students engaging in sexual acts inside the campus or exposed through photos/videos and posted on any form of social media, even if both are not disqualified by law to enter into marriage;
 - ii. Students appearing in public media in revealing clothing which is tantamount to indecent exposure;
 - iii. Students appearing or in any way involved in sexually explicit scenes or stills in film, television or any form of media
4. Assault, physical or verbal, against a University official, faculty member, or personnel.
 5. Hazing or any rite, practice, or activity conducted for the purpose of admission to membership in an organization, employing acts that expose or subject the applicant to physical or psychological suffering, abuse or injury, or serious affront against the dignity of a person. Participation in such activity, within or outside University premises, is a cause for Exclusion or Expulsion² (see Appendix on Hazing, p. 126).
 6. Establishing an organization — or a student organization formally affiliating with another outside the university — whose principles, guidelines, and/or activities run contrary to the Christian identity of UA&P as expressed in its principles, institutional goals and ideals.

Type B: Offenses Punishable by Exclusion³, Suspension, Community Service, or Payment for Damage of Facilities or stolen property if it is not recovered, as may be called for by the gravity thereof:

1. Membership in or participation in the activities of a fraternity or sorority.
2. Unauthorized use of the name of the University or of an official, faculty member, or personnel thereof.
3. Acts perpetrated in or off-campus that would bring disrepute or harm to the name, honor or integrity of the University, its corporate work, officials, faculty members, personnel, another student or visitor, whether done in person or in any social networking site, website, text messaging or any platform of media

2 *Expulsion.* Expulsion is a penalty wherein the institution declares an erring student disqualified for admission to any public or private higher education institution in the Philippines. Grave acts or offenses involving moral turpitude or constituting gross misconduct, which are considered criminal pursuant to existing penal laws, may warrant expulsion. Decisions on expulsion by the University shall be subject to the approval of the Chairman of the Commission on Higher Education (CHED). (see Section C on Disciplinary Sanctions, p. 119 & Appendix on Expulsion, p. 125)

3 Depending on the gravity of the offense, the appropriate sanctions will be applied. Offenses that are deliberated upon as seriously grave due to their nature, circumstances, and impact may warrant the highest sanction, i.e. exclusion.

4. Threats and/or any act of disrespect towards a University official, faculty member, personnel, student, or visitor, whether done in person or in any platform of media, such as any social networking site, website or text messaging.
5. Bullying and/or any form of harassment or abuse whether done in person or in any platform of media, such as any social networking site, website and text messaging (see Appendix on Bullying, p. 139).
6. Theft of University or other private property.
7. Vandalism of or willful destruction of property belonging to the school, a University official, faculty member, personnel, another student or to a visitor.
 - a. Spreading of malware in the University system or systems, and committing acts in violation of the Cybercrime Prevention Act of 2012 (see Appendix on R.A. 10175, p. 141)
 - b. Acts committed in violation of the Data Privacy Act (see Appendix on R.A. 10173, p. 140)
 - c. Acts committed in violation of the Anti-Photo and Video Voyeurism Act (see Appendix on R.A. 9995, p. 140)
8. Unauthorized possession and/or consumption of alcoholic beverages within University premises, and/or entering University premises or attending academic functions, school activities or official social functions under the influence of alcohol.
9. Misbehavior in class, during examinations,⁴ in the Library, or other University premises.
10. Instigating, leading or participation in unauthorized demonstrations, disruptive mass action or other similar concerted activities resulting in the disruption, sabotage or boycotting of classes, school activities and/or operations.
11. Acts that undermine or sabotage student electoral processes; employing unethical means or undertaking acts that seek to undermine students' rights of suffrage in student elections.
12. Physical disturbance or scandal, or engaging in a physical fight.
13. Preparation, publication, possession and/or distribution of subversive, indecent or immoral, or other banned materials or media, whether in printed or electronic form.
14. Sexual or other harassment whether done in person or in any platform of media, such as social networking sites, websites, or text messaging (see Appendix on Sexual Harassment, p. 135).
15. Scandalous display of intimacy and affection inside the University premises or online.

4 Misbehavior during examinations automatically merits a failing mark in the exercise. Members of the teaching staff are persons in authority. They may report offenses committed in their presence to the proper authority so that the proper sanctions aside from the failing mark may be imposed after due process.

16. Providing false information in any form to University officials, including but not limited to the following: forgery, falsification, or tampering with academic or official documents of any kind; intentionally making a false statement or misrepresentation of any material fact; giving false testimony; and/or practicing or attempting to perpetrate any fraudulent act, deception, or misrepresentation in connection with one's admission, enrollment, advancement, graduation or other participation or involvement in any other University undertaking, function, or activity including deceit or misrepresentation at examinations or other academic exercises.
17. Libelous or defamatory publications or utterances perpetrated in any medium.
18. Bribery or influence peddling.
19. Gambling.
20. Unauthorized collection or solicitation of money or goods in connection with matters pertaining to the school.
21. Extortion or use of threats to obtain money, property or service from another.
22. Malversation/misappropriation of school/organization funds.
23. Use of force or intimidation of another who is in the exercise of freedom of religious belief.
24. Conviction by any court for a criminal offense involving moral turpitude, against person or property other than through reckless imprudence.
25. Multiple minor offenses (three (3) minor offenses would be considered as one (1) major offense).
26. Violation of disciplinary or administrative issuances, decisions, sanctions and restrictions.
27. Willful failure, disruption, or refusal to comply with disciplinary and other University rules or procedures, or other directives, verbal or written, from the University.
28. Substantially disruptive conduct online.
29. Other acts similar to the above stated offenses

Type C: Cheating or Plagiarism

1st Offense: Automatic failing grade in the exercise and formal warning

2nd Offense: Exclusion

(see Appendix on Cheating and Plagiarism, p. 125)

Type D: Offenses Meriting Verbal/Formal Warning or Suspension, Community Service, Verbal Apology, Payment for Damage of Facilities

1. Violations of the Standards of University Attire (see p. 110).
2. Violations of the University's No Smoking Policy (see p. 107).
3. Violations of the University's Policy on the Use of Student IDs (p. 107).
4. Unexplained and/or disruptive loitering or unauthorized access to particular premises (see p. 106).
5. Unauthorized and/or improper use of University facilities/property.
6. Unauthorized usage of social networks during class hours.
7. Other misdemeanors or unbecoming conduct or deportment on University premises or during school functions or activities.

1st Offense: Verbal warning

2nd Offense: Written/formal warning

3rd Offense onwards: Written/formal warning

B. OTHER DISCIPLINARY GUIDELINES

RANDOM DRUG TESTING

Overview

In compliance with RA 9165, otherwise known as the Comprehensive Dangerous Drugs Act of 2002 (see Appendix on the Comprehensive Dangerous Drugs Act of 2002, p. 138), the University of Asia and the Pacific through the Center for Student Affairs (CSA), implemented a Drug-Free Program beginning school year 2003-2004.

The program, which was developed in order to address concerns regarding the impact that drug and substance abuse poses on the safety and welfare of university students, consists of the following interventions: a year-long drug awareness information campaign, provisions for counseling and referral through the University's Center for Student Affairs - Office of Student Mentoring, Guidance and Counseling, and a random drug testing program.

The latter intervention, in particular, is a critical requirement stipulated by RA 9165, which mandates the implementation of a random drug testing program in secondary and tertiary schools. The University is pursuing this particular measure in earnest, following extensive consultations with law enforcement agencies and educational institutions which affirmed that a properly conducted random drug testing program—complemented by other measures—is an effective deterrent against drug abuse.

In keeping with the University's holistic and comprehensive perspective on student formation,

the Drug-Free Program is being undertaken alongside other positive and formative interventions already in place in the University.

Implementing Guidelines for Random Drug Testing

1. **Legal Basis.** The implementation of a random drug testing program in tertiary-level institutions is mandated by RA 9165, otherwise known as the “Comprehensive Dangerous Drugs Act of 2002” (see Appendix on the Comprehensive Dangerous Drugs Act of 2002).
2. **Drug Testing Facility.** The random drug tests will be administered by Class A Drug Testing Laboratory duly accredited by the Department of Health (DOH).
3. **Drug Test Proper.** The drug test consists of two stages: a Screening Test and a Confirmatory Test. The former will check for the presence of prohibited drugs, based on pre-determined parameters agreed upon by the Drug Testing Laboratory and the University. The latter test will be made only if the first test registers positive for traces of prohibited drugs, to specifically confirm the presence of a prohibited drug and rule out false “positives”.
4. **Frequency and Scope.** Random drug testing will be held on specific dates during the course of the academic term or school year, at times and intervals determined solely by the University. Any student of the University may be requested to submit to a drug test.
5. **Other Procedures and Guidelines**
 - a. A computer-generated list of names is produced by CSA prior to the scheduled drug test.
 - b. On the day of the drug test, students whose names are on the list will be requested, via a written summons, to report to the designated venue for testing.
 - c. Students who refuse to cooperate, disrupt, or who fail to appear for drug testing despite proper notification may be subject to disciplinary action, in accordance with the Code of Student Discipline.
 - d. Designated CSA staff, in coordination with the Drug Testing Laboratory personnel, will brief the students regarding procedures for sample collection. As appropriate, students will be accompanied by CSA staff and/or Drug Testing Laboratory personnel during the sample collection process.
 - e. Drug Testing Laboratory personnel and CSA staff will implement various safeguards to maintain the integrity of the samples, preserve the chain of custody of material, and ensure the confidentiality of results.
 - f. Analysis of the samples will be conducted off-campus at the Drug Testing Laboratory’s facilities.
 - g. The Drug Testing Laboratory will transmit the results of the drug test to CSA within three (3) days. Drug test results should be claimed from CSA within seven (7) working days from the date of the drug testing.
 - h. Any student who tests positive, based on the second (or confirmatory) test, will be subject to mandatory drug testing for one year. The drug testing fee shall be charged to or paid by the student.
6. **Confidentiality.** Test results automatically become the property of the University and will be handled with the utmost confidentiality.
7. **Non-Compliance.** Non-compliance with the guidelines above may be treated as a Type B

offense under the Code of Student Discipline.

Policy on the Processing of Positive Confirmatory Drug Test Results

Approved by the Management Committee on January 20, 2016

1. In light of due process, any student who tests positive in the second (confirmatory) test under the University's random drug testing program must be notified immediately about the result and required to furnish the University a written explanation about the findings. Thus, the student will also be required to undergo, at the student's own expense a drug dependency evaluation by a government or DOH-accredited physician or drug counselor, the result of which will determine the basis for disciplinary or other action. A positive confirmatory test result is not automatically considered a definitive finding of drug use, until determination of the student's level of drug dependency as well as a psychiatric evaluation to eliminate the possibility of psychiatric disorder as a likely trigger for use is made by a DOH-accredited facility, physician or drug counselor specifically designated by the University. Such a determination is to be made in coordination with the University's guidance or drug counselor, the result of which are furnished in writing to the said office/s.
2. At the same time, any student who tests positive in the second (confirmatory) test will also be asked to go immediately on a leave of absence from the University while he is undergoing the same drug dependency and psychiatric evaluation. The rationale for such leave arises from the University's legitimate authority and inherent responsibility to safeguard the academic community from any student's propensity for or dependence on prohibited substances, or when on account of a confirmatory drug test such a possibility cannot be ignored. Hence, the student may also be temporarily barred from enrollment, pending the completion of his drug dependency and psychiatric evaluation.
3. Following the Code of Student Discipline, which classifies drug use as a type A offense punishable with dismissal, the student may be dismissed following due deliberation of the case by the Disciplinary Board and review of the same by the Management Committee with the following conditions:
 - a. If the dependency evaluation results in the finding that the student is a drug dependent; and
 - b. If the result of the psychiatric evaluation indicates psychiatric disorder that serves as a strong predisposition to drug use.
4. Alternatively, the University may decide to ask the student to withdraw voluntarily from the school given the abovementioned conditions.
5. Nevertheless, regardless of the outcome of the dependency evaluation, the student is also placed, on the strength of his or her positive confirmatory test, under disciplinary probation for one academic year, provided that he or she signifies compliance with the following conditions:
 - a. At his own expense, submit to subsequent drug tests within the probationary period. The schedule and frequency of such tests shall be subject entirely to the University's discretion. Positive results shall warrant dismissal from the University.
 - b. Continuous and/or regular sessions with the University's guidance or drug counselor within the probation period.
 - c. Should the student be found to have committed any disciplinary offenses during

the probationary period, a major (type A, B, or C) disciplinary offense will result in the student's automatic dismissal and a minor (or type D) offense will occasion an automatic review by the DB of the student's status, followed by the imposition of the appropriate sanction.

- d. If the above conditions have been satisfactorily met, the student's probationary status shall be lifted; otherwise, the student shall be dismissed from the University.
6. Meanwhile, students who contest the result of the second (confirmatory) test, shall be advised to undergo a hair follicle drug test at a government or DOH-accredited facility, designated by the University, at their own expense.

SEARCH OR INSPECTION

A search and/or inspection is conducted as a safety and security measure of the University, and as means of preventing possible occurrence/commission of crime, or disciplinary infractions. Moreover, when it is deemed necessary to maintain and secure a campus environment conducive to academic activity and operations, or when there is reasonable ground to believe that a student may have on his person, or in the locker, drawer, bag or attaché case, or any private repository, an object, substance, or property, the possession of which constitutes a violation of law and/or existing rules and regulations of the school, any University official, faculty member, security personnel, or any other academic and/or duly authorized non-academic personnel may conduct a search and/or inspection of a student, any locker, drawer, bag or attaché case, done in the presence of a witness, and in the case of property inspection, in the presence of the owner and a witness. Confiscated items are duly listed, signed by the owner and a witness, and turned over to the Center for Student Affairs or Security Office.

CRIMINAL VIOLATIONS

Without prejudice to the filing of administrative charges for violation of school regulations, the School reserves the right to turn over a student to police authorities for investigation.

DEALINGS WITH OTHERS

Healthy interaction with members of the opposite sex is encouraged. However, acts or gestures that tend to offend other members of the community, including public displays of physical intimacy, are not tolerated.

LOITERING

To maintain an atmosphere of academic serenity in the university as indicated in the University Credo, students are reminded of certain areas where a quiet and peaceful atmosphere should be maintained.

Students are allowed in these areas only on official business:

- The ground floor (except the lobby area) and second floor of the Administration and Library Building (ALB)
- The administrative, academic and/or faculty offices
- The employee lounges

- The ground floor of the Development Communications Building
- Vacant classrooms and/or function rooms
- Other areas that may be reserved for the exclusive use of University officials, faculty members, and/or personnel

Male/female restrooms, dressing rooms and lavatories are for male/female use respectively, as indicated in those premises.

Creating disturbances or unexplained and/or disruptive loitering in the above areas and offices, or near areas where classes and other University functions are being held may be treated as a Type D offense.

NO SMOKING POLICY

In compliance with the Tobacco Regulation Act of 2003, the University will become a no-smoking campus effective Monday, 13 September 2004. Non-compliance with this policy will be subject to disciplinary sanction.

POLICY ON THE USE OF STUDENT IDS

Revisions approved January 18, 2016 (MAN 032/2016)

Overview

The University requires its students to wear their student IDs at all times within University premises and present them upon request by the proper school authorities. Failure to do so is considered a disciplinary offense and subject to the appropriate administrative or disciplinary sanction(s).

Rationale

Requiring students to wear their student IDs at all times upon entering and while within school premises allows the University to enforce better campus security, which is a pressing need because the University remains open to guests and because its student population is growing considerably. The wearing of IDs, therefore, is a practice that will allow the University to exercise a modicum of control over the presence and decorum of persons within the university premises as well as ensure their personal safety.

Implementing Guidelines

1. A currently enrolled student of the University is required to wear a valid UA&P ID at all times—i.e., upon entering and within the University's premises—and to present his ID to the proper school authorities whenever he is requested to do so. In addition, students are required to tap their IDs at the card reader each time they enter and exit the university premises.

The ID should be worn where it is most visible or noticeable so as to easily identify the students. Hence, they are required to wear their IDs properly using an ID lace/lanyard. On the other hand, ID laces/lanyards containing any offensive text/graphics or those representing other schools/organizations will be prohibited.

2. As a corollary, any person who is not a currently enrolled student or employee of the

University shall be required to present the necessary credentials at the University entrance(s) and will be issued a **Guest ID**, which he must prominently wear at all times while inside the premises.

3. The proper school authorities shall include security personnel, faculty members, and administrative staff of the University. Any of these persons may either call a student's attention if he observes that a student is not wearing his ID or request a student to present his IDs at various points on campus, including but not limited to the campus gate and building entrances. They may also do the same on other occasions, particularly if there is an apparent disciplinary or administrative incident, if they have reasonable grounds for establishing the student's credentials, or if the student is requesting access to a particular facility or service.
4. In general, any student who fails to wear his or her ID or present it to any person in authority who asks for or requires it shall either be disallowed access to the particular facility or service, or entry into the University. In the latter case, entry into University premises may be allowed only if the student secures a Student Day Pass from the Security Office or a Temporary ID from the Registrar's Office.
 - a. A **Student Day Pass** allows the students who forgot to bring and/or lost their IDs to enter the campus premises for one day only. However, the use of the Student Day Pass is limited to this purpose only; therefore, it cannot be used to access particular services (e.g. borrowing books from the Library) or in availing special student privileges (e.g. discounted parking rate).

The Student Day Pass is issued by the Security Office only after the student's identity has been reasonably established by security personnel. A student is required to wear his Student Day Pass at all times while within school premises.

Procedure in Securing a Student Day Pass

- 1) Register by depositing any valid photo ID at the University entrance reception areas (Pearl Drive or DCB entrances).
- 2) Get a Student Day Pass (ID card) and receive the non-compliance notice.
- 3) Return the Student Day Pass at the reception area before leaving the University premises to claim your deposited ID.

NOTE: The Student Day Pass is valid only on the day it is issued. Each completed transaction by a student, including unauthorized use/failure to return the day pass, is deemed as one incident of non-compliance with this policy and will be reported to the Center for Student Affairs (CSA) as provided for in Section 6 of this policy.

A student who loses or damages the student pass, ID holder and/or lanyard, will be charged with the following fees:

- 1) Student Day Pass – Php 300
- 2) ID holder – Php 50
- 3) ID lanyard – Php 50

- b. Any student who has lost an ID should inform the Registrar's Office and CSA within 24 hours after discovering the loss by filling out the appropriate form on loss of records on ID.

A **Temporary ID** is issued by the Registrar's Office if the student has lost his UA&P ID. The Temporary ID is valid only until the student's replacement ID is processed, upon which the student surrenders his temporary ID to the Registrar's Office.

Students are required to wear the temporary ID at all times upon entry and while within school premises. The Temporary ID may be used to access particular University facilities and avail student privileges only within the specified validity date.

A student who is able to secure a Temporary ID issued by the Registrar's Office after having been issued a Student Day Pass must have the non-compliance notice noted/signed by the issuer of the Temporary ID, and the same notice must be submitted to CSA to cancel the student's record of non-compliance for the day.

- 5. **Sanctions for ID Policy Non-Compliance.** In general, non-compliance with this policy is categorized as a type D offense (misdemeanor) under the Code of Student Discipline. As such, offenses are subject to the following ladder of disciplinary actions:
 - a. 1st and 2nd commission (ID Policy non-compliance notice): A student who fails to present a valid student ID upon entry into the university will be issued a notice of non-compliance. The notice of non-compliance is issued with the Student Day Pass by the security personnel on duty.
 - b. 3rd commission (written warning): A student who commits a third offense will be given a written warning from CSA.
 - c. 4th commission and above: A student who commits four or more minor offenses will be charged with a major offense and referred to the Student Disciplinary Board for further deliberation or sanction.
 - d. Other offenses related to this policy (e.g., failure to wear the student ID while inside the school premises, unauthorized use/failure to return the student day pass, lending and borrowing of IDs, forged passes or IDs, refusal to comply with properly issued directives) are subject to the appropriate disciplinary sanctions (see Code of Student Discipline – Classification of Offenses). Students are obliged to report to CSA any unauthorized use of their IDs immediately upon discovery.

This applies to any of the IDs issued by the University, which includes the UA&P Student ID, Student Day Pass and Temporary ID.

- 6. **Reporting.** Persons in authority are obliged to report infractions of this policy to the Center for Student Affairs, which in turn records such infractions and determines the appropriate sanction. CSA is also particularly responsible for implementing the sanctions described in paragraphs 5b to 5d above.

STANDARDS OF UNIVERSITY ATTIRE

Revisions approved May 15, 2018 (MAN 268/2018)

Rationale

As bearers of the university's institutional culture¹, all members of the University community (e.g., academic personnel, non-academic/administrative personnel and students) are expected to project the collective culture through their overall deportment and bearing. Each one is free to express personal style² or individuality for as long as he or she is able to reflect the university's culture which subscribes to the standards of simplicity, elegance, decency and respect for others.

These standards are inherent in the mandate of the University to create and foster an environment conducive to learning, and are enforced upon all members of the academic community, who work together in a moral unity of mission and purpose.

Having joined the University community of their own free will and having been informed of the institutional culture, UA&P students, academic staff and non-academic/administrative personnel are called to abide by, uphold, and emulate the University Credo, Principles, Institutional Goals and Ideals —

1. In their overall bearing.
2. In a manner consistent with the declared University culture of simplicity, elegance, decency, temperance, and prudence in both clothing and grooming, living this culture on-campus as well as when as they represent the University in official affairs/business off-campus.

In keeping with these Standards and as demanded by the occasion, the University prescribes the following:

- **Business Formal Attire** is clothing appropriate for the workplace and certain activities and occasions that require formality, such as the Incorporation Rites, Equatorial Rites, Eucharistic Procession, University Opening Rites, Graduation Rites and other formal meetings, conferences, seminars, presentations or get-togethers.

For women

- Formal long or three-quarter sleeved tops with or without collar; blazer or cardigan
- Straight-cut, A-line or slightly flared/paneled skirts that cover the knee; full-length slacks or dress pants
- Business-appropriate dresses with sleeves; Filipiniana-inspired dresses; modest national attire of Asia Pacific countries with hemlines below the knee
- Closed/peep-toe dress shoes; dress heels

For men

- Formal long-sleeved collared shirts with matching suit jacket and tie; formal barong tagalog with proper undershirt; formal national attire of Asia Pacific countries
 - Full-length slacks, trousers or dress pants
 - Dress shoes, oxfords or formal loafers with dress socks
- **Business Casual Attire** is clothing appropriate for the faculty and staff to wear in their workplaces and classrooms on regular working days. This style of attire is also appropriate for students taking up courses that require business attire, for students delivering presentations, and for students attending semi-formal occasions or school activities such as conferences,

in-house seminars or talks, book launches, career fairs and get-togethers. This type of attire is comfortable but still professional in overall appearance.

For women

- Business-appropriate short or long-sleeved tops/blouses (blazers/cardigans and collars are optional)
- Straight-cut, A-line or slightly flared/paneled skirts or dresses that cover the knee; business-appropriate slacks or pants
- Closed/peep-toe shoes; pumps; dress heels

For men

- Short or long-sleeved collared shirts; coordinating jackets, vests, cardigans or sport coats (blazers and ties are optional); polo barong
- Full-length slacks or trousers
- Dress shoes, oxfords, loafers or closed walking shoes with socks

- **Casual Attire** is clothing appropriate for informal occasions and is a good option for students' daily wear on campus, unless more formal attire is specified by their course. For faculty and staff, casual wear is limited to Saturdays and certain occasions such as outreach activities, teambuilding activities, spring-cleaning days, etc., which are subject to the approval of their immediate supervisor.

For women

- Casual tops with sleeves; casual jackets/sweaters
- Denim or khaki pants; cropped pants or casual skirts that cover the knee
- Strapped sandals, flats, sneakers, athletic shoes, canvas-topped or other casual shoes

For men

- Casual tops with sleeves; casual jackets/sweaters
- Denim or khaki full-length pants
- Sneakers, athletic shoes, canvas-topped or other casual shoes

- **Sports Attire** is clothing appropriate during PE classes, varsity activities, official University tournaments, the Unitas Games (University Sports Day), recreational games and regular workouts. PE students have prescribed PE attire. All types of sportswear are allowed only in the designated sports areas located at the Parking and Sports Building (PSB).

- Athletic shirts/jerseys with sleeves; cotton shirts with sleeves
- Athletic pants, jogging pants, jazz pants or sweatpants
- Shorts (only for men, for varsity players who are wearing their prescribed training or competition uniforms, or as prescribed for PE classes)
- Athletic shoes with socks

Students and university personnel are expected to change into appropriate casual or business attire before leaving the PSB and returning to their respective classrooms and offices. The designated restrooms for this purpose are located at the 4th floor of the PSB.

During tournaments, only the players are allowed to be in sportswear. Spectators and visitors are expected to wear appropriate casual attire.

Varsity Uniforms. Only varsity athletes can wear their respective uniforms (e.g., jerseys, shorts) during practice and training at the PSB. These uniforms should be reflective of the

University's culture at all times. For proper guidance in designing their uniforms, teams are instructed to seek approval from the Center for Student Affairs (CSA).

- **Performance Attire** is clothing appropriate for certain activities or events held in the University that require a specific costume or get-up, such as plays, concerts, and other performances for class or during get-togethers.

While it is understandable that costumes and other performance attire are designed to suit a certain character, theme, or type of performance, it is still recommended that performers dress according to the Standards of University Attire, given that the activity is being held within the University premises. For costumes that are essential to the nature or plot of the production (e.g. native wear), any variation from these Standards must be approved by the Center for Student Affairs Operations Committee.

These guidelines also apply to performances outside UA&P which are presented by groups that carry the name of the University with them (e.g. UA&P theater, music and dance organizations, dance varsities, UA&P Chorale, etc.). Guest performers are also expected to abide by these standards.

Clothing, grooming, or external display that is lavish, ostentatious, immodest or incongruous with femaleness or maleness has no place in the academic setting that is the University. In its stead, simplicity, elegance and decency will be the rule, out of respect for the institution, its benefactors, and constituency.

In keeping with the University culture expressed herein, the following clothing/grooming are unacceptable in campus, including the oratories, regardless of occasion:

- Sleeveless tops, extended sleeves that do not cover the upper arms, tube tops, tank and halter tops, midriff-baring tops
- Low-cut necklines (i.e., more than 2 inches below the clavicle)
- Revealing, flimsy, or see-through tops without the appropriate undergarments
- Shorts (except as indicated in the section on Sports Attire)
- Men's trousers that do not cover the ankle; women's cropped pants that do not cover the knee
- Women's skirts or dresses with hemlines that fall above the knee when standing
- Low-rise jeans or pants that reveal the wearer's abdomen, lower back or undergarments
- Tight-fitting tops and pants; leggings
- Designs that contain explicit or implicit foul language, suggestive and vulgar graphics, suggestive texts, and texts with double meaning
- Ripped, tattered, or frayed clothing/jeans
- Slippers or slip-on footwear (whether flat or with heels)
- Cross-dressing

Unacceptable Business Formal/Business Casual Attire

- Cropped pants; drawstring pants or slacks
- Rain jackets or windbreakers
- Casual sandals; canvas, plastic or rubber-topped shoes

Wearing of the UA&P ID at all times while on the University premises is part of the University Attire. Please refer to the Policy on the Use of Student IDs (p. 107) and the Code of Employee Conduct and Discipline for more guidelines.

Students and employees who are not dressed or groomed in accordance with these Standards shall be prohibited by the guard on duty from entering the campus and may be subject to disciplinary action in accordance with the Code of Student Discipline and the Code of Employee Conduct and Discipline.

Students and employees shall inform their guests of these standards when the latter visit the campus or attend University functions or activities.

Should there be a need for clarification on these standards, students may consult with their teachers, mentors, or members of the Center for Student Affairs (CSA), while employees may consult with their supervisors or members of the Human Resource Management Office (HRM).

- 1 “The University of Asia and the Pacific is an academic community where the pursuit and spread of truth are undertaken according to the highest intellectual and professional standards. It shall always remain faithful to these foundational aims to create and spread a culture that strengthens the dignity of the human person....” (Educational Principles of the University of Asia and the Pacific, Mission Statement # 8)
- 2 “Style is largely a matter of good manners. Good dressing reflects these good manners. And good manners are born of self-mastery.” (Maria Castillo, Que la moda no te “incomode,” Hacer Familia, 29 September 2004)

POLICY ON THE MANAGEMENT OF SEXUAL HARASSMENT CASES AND OTHER OFFENSES OF SEXUAL NATURE

Revisions approved May 15, 2018 (MAN 267/2018)

Rationale. Pursuant to Section 4(b)¹ of the Anti-Sexual Harassment Act 1995 or Republic Act No. 7877 (R.A. 7877), and in compliance with CHED Memorandum Order No. 1, Series of 2015, a **Committee on Decorum and Investigation** is created and permanently constituted, hereinafter called the **CODI**.

This policy aims to affirm and defend the dignity of the human person as enshrined in the Educational Principles of the University of Asia and the Pacific. Through this policy, a mechanism shall be in place in order to provide individuals who may have experienced sexual harassment, a venue where they can address their grievance.

1. **Policy Statement.** The University of Asia and the Pacific shall ensure that the dignity of the persons forming part of its community shall always be affirmed and defended. It shall ensure that reported cases of sexual and similar harassment shall be resolved in an objective and fair manner, within a reasonable time consistent with administrative due process, guided by the

1 R.A. 7877, Sec. 4(b) — “Create a committee on decorum and investigation of cases on sexual harassment. The committee shall conduct meetings, as the case may be, with officers and employees, teachers, instructors, professors, coaches, trainers, and students or trainees to increase understanding and prevent incidents of sexual harassment. It shall also conduct the investigation of alleged cases constituting sexual harassment.

...

In the case of the educational or training institution, the committee shall be composed of at least one (1) representative from the administration, the trainers, instructors, professors or coaches and students or trainees, as the case may be.”

spirit of justice and charity. It shall provide appropriate interventions or support to the parties involved while the case is under investigation, until it is resolved.

2. Offenses defined

2.1 **Sexual harassment** is committed by a person against another, of the same or opposite sex:

2.1.1 By one having authority, influence, or moral ascendancy over another in any aspect of academic or administrative work, such as an officer, faculty member, employee, coach, or trainer. And where sexual favor is made as a condition in the hiring or in the employment, re-employment or continued employment of said individual, or in granting said individual favorable compensation, terms of conditions, promotions, or privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;

2.1.2 By one in an education or training environment such as a teacher, coach, mentor, advisor or similar position of ascendancy against:

2.1.2.1 one who is under the care, custody or supervision of the offender; or

2.1.2.2 one whose education, training, apprenticeship or tutorship is entrusted to the offender.

2.1.3 By means of an act, or a series of acts, involving any unwelcome sexual advance, request or demand for sexual favor, or other verbal, non-verbal or sexually suggestive behavior, committed by a student, an employee or official in the work/training/education-related environment as a condition to the giving of a passing grade, or the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or consideration; or When the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

2.2 **Other offenses of sexual nature** include bullying, stalking, harassment through any platform of media or communication, whether:

a. In peer relationships; or

b. A student harassing a faculty member, another student, alumni, any employee including University security, service provider, or other contractual partners of the University,

committed through the following or similar means:

2.2.1 Overt sexual advances

2.2.2 Unwelcome or improper gestures of affection or familiarity

2.2.3 Use of lewd or suggestive language or behavior

2.2.4 Use of epithets, derogatory or suggestive comments, slurs or gestures, offensive posters, comments, cartoons, pictures or drawings that are sexually oriented;

2.2.5 Texting, stalking, posting in social media, bullying through the use of sexual or sexually suggestive content;

2.2.6 Voyeurism;

2.2.7 Request or demand for sexual favors not limited to going out on dates, outings or the like for the same purpose;

2.2.8 Any other act or conduct of a sexual nature or for the purpose of sexual gratification, which is generally annoying, disgusting or offensive to the victim or invasive of the victim's personal privacy.

2.3 Classification of Offenses

Classification	Nature of the Report	Receiving Office
Type 1	Student filing a case against any employee of the University	Managing Director of the Human Resource Management Office (HRM)
Type 2	Student filing a case against another student	Operations Committee of the Center for Student Affairs (CSA)
Type 3	Employee filing a case against a student	Operations Committee of the Center for Student Affairs (CSA) with copy to the Managing Director of the Human Resource Management Office (HRM)
Type 4	Employee filing a case against another employee	Managing Director of the Human Resource Management Office (HRM)

3. Composition of the CODI

The **CODI** shall be composed of the following:

3.1 For Type 1 Cases

- 3.1.1 HRM Managing Director (Chair)²;
- 3.1.2 CSA Executive Director (Vice Chair);
- 3.1.3 A Student member publicly known to possess positive attitude or criteria (recommended by the CSA OpCom and approved by ManCom). He/she may or may not be the same as the representative to the Student Disciplinary Board;
- 3.1.4 Senior Faculty member (jointly recommended by HRM and CSA Directors and approved by ManCom); and
- 3.1.5 Senior Administrative employee (jointly recommended by HRM and CSA Directors and approved by ManCom).

3.2 For Types 2 and 3 Cases

- 3.2.1 CSA Executive Director (Chair)³;
- 3.2.2 An OpCom member of the unit to which the student belongs or supervising OpCom or Unit Head to which the employee belongs (Vice Chair);
- 3.2.3 A Student member publicly known to possess positive attitude or criteria (recommended by the CSA OpCom and approved by ManCom). He/she may or may not be the same as the representative to the Student Disciplinary Board;
- 3.2.4 Senior Faculty member (jointly recommended by HRM and CSA Directors and approved by ManCom); and
- 3.2.5 Senior Administrative employee (jointly recommended by HRM and CSA Directors and approved by ManCom).

2 A designate may be appointed in cases where there may be possible conflict of interest (e.g. involvement of a mentee/student being counseled) or ex officio Director is incapacitated. In this case the HRM Director shall nominate his/her proposed designate from among the HRM staff members with the corresponding reasons to the ManCom for approval (Ref.: MAN 244/2018).

3.3 For Type 4 Cases

- 3.3.1 The HRM Managing Director as Chair;
- 3.3.2 The supervising OpCom or Unit Head of the concerned employee, as Co-Chair;
- 3.3.3 A senior faculty member (recommended by HRM and approved by ManCom);
- 3.3.4 A senior administrative staff employee (recommended by HRM and approved by ManCom); and
- 3.3.5 A non-supervisory employee (recommended by HRM and approved by ManCom.)

- 3.4 **Nomination.** The CODI Chairman shall nominate the other members of the CODI (i.e., student member, senior faculty member, and senior administrative staff) to ManCom, who will take care of appointing them. Term of these CODI members is one (1) year, except for the OpCom member who will be appointed on a per case basis depending on the school where the student involved comes from, or the unit where the faculty or staff involved comes from.

4. Specific Powers and Functions of the CODI

The functions of the CODI shall include (but are not limited to) the following:

- 4.1 Receive complaints of sexual harassment or other related sexual offenses;
- 4.2 Investigate complaints of sexual harassment or other related sexual offenses in accordance with the prescribed procedure;
- 4.3 Submit a report of its findings with the corresponding recommendation to the disciplining authority through CSA or HRM, as appropriate, for decision;
- 4.4 Lead in the conduct of discussion about sexual harassment and other sexual offenses within the institution to increase the community's understanding of it and prevent incidents;
- 4.5 Conduct such other activities that would engender a safe environment for both men and women in the campus; and
- 4.6 Exercise other powers as may be necessary to effectuate the Act (R.A. 7877) and similar offenses.
- 4.7 **Jurisdiction** - The Committee shall have jurisdiction over all (a) employees, whether regular or probationary, (b) faculty, whether full time or part-time, (c) all employees who have subsisting and executory employment contracts with the University, (d) external mentors, and (e) all students, whether regular, irregular or probationary. Students on LOA are not included since they are not enrolled in any course, thus are not considered *bonafide* students.

5. Procedure

5.1 Complaint

- 5.1.1 Sexual harassment complaints are highly sensitive and confidential in nature and shall be filed with the CODI through the following:
 - 5.1.1.1 The CSA OpCom through the Student Affairs Officer for Discipline⁴ or the Discipline Officer if it involves student to student and student to faculty/staff.

3 A designate may be appointed in cases where there may be possible conflict of interest (e.g. involvement of a mentee/student being counseled) or ex officio Director is incapacitated. In this case the CSA OpCom shall nominate their proposed designate from among its members with the corresponding reasons to the ManCom for approval (Ref.: MAN 244/2018).

- 5.1.1.2 The HRM Managing Director if it involves employee to employee or employee to student, assisted by the HRM Specialist for Employee Relations.⁵
- 5.1.2 The complaint shall be in writing and signed by the complainant, and notarized. It shall contain the following:
- 5.1.2.1 The full name and address of the complainant;
 - 5.1.2.2 The full name, address, and position of the respondent ;
 - 5.1.2.3 A brief statement of the relevant facts;
 - 5.1.2.4 Evidence in support of the complaint, if any; and
 - 5.1.2.5 A certification of non-forum shopping/that the case has not been filed in any court of law.
- 5.1.3 In the absence of any of the requirements stated in 5.1.2, the complaint shall be dismissed without prejudice to its re-filing upon full compliance with requirements.
- 5.1.4 Complaints sent by personal delivery, postal mail, electronic mail or electronic communication shall be considered non-filed unless the complainant shall comply with the requirements set forth in section 5.1.2 within ten (10) working days of receipt of the notice for compliance.
- 5.1.5 The withdrawal of the complaint at any stage of the proceedings shall not preclude the CODI from proceeding with the investigation where there is truth or merit to the allegations in the complaint or where there is documentary or other evidence that can prove the offense complained of, or where the good name of the University is imperiled.
- 5.1.6 Upon receipt of the complaint and finding that it is sufficient in form and substance, the CODI shall require the respondent to submit a Counter Affidavit/Comment/Reply under oath within three (3) working days from receipt of the notice, furnishing a copy thereof to the complainant. Otherwise, the Counter Affidavit/Comment/Reply shall not be admitted by the CODI.
- 5.1.7 The CODI shall inform the School/College/Unit of the complainant and defendant of a complaint and the conduct of an investigation. In the case of students, parents of both the complainant and defendant shall be informed about the receipt of the complaint.
- 5.1.8 The respondent may be placed on a preventive suspension, if the CODI finds the continued presence of the respondent on campus to be prejudicial to the objective

4 The SAO for Discipline shall function as secretariat to the CODI for Types 2 & 3 cases. The secretariat is not technically part of the CODI but is critical to CODI proceedings especially in the administrative tasks such as coordination, documentation and archiving. This will facilitate the work of the Chair and the other members of the CODI (Ref.: MAN 267/2018).

5 The HRM Specialist for Employee Relations shall function as secretariat to the CODI for Types 1 & 4 cases. The secretariat is not technically part of the CODI but is critical to CODI proceedings especially in the administrative tasks such as coordination, documentation and archiving. This will facilitate the work of the Chair and the other members of the CODI (Ref.: MAN 267/2018).

of the investigation of the case, or to the well-being of the complainant(s) and/or any other concerned parties, or is necessary for an enabling work/academic environment. The respondent shall be informed about the preventive suspension in writing by the CODI. Preventive suspension shall take effect upon receipt of the notice and shall last no longer than thirty (30) calendar days (for employees) and no longer than the allowable number of absences before incurring FDA (for students).

5.2 Preliminary Inquiry

- 5.2.1 A preliminary inquiry shall be conducted by the CODI, which shall examine all the documents submitted by the complainant and the person complained of, as well as documents/evidence readily available from other sources. The parties may submit affidavits and counter-affidavits at the preliminary inquiry.
- 5.2.2 All proceedings before the CODI shall be conducted under strict confidentiality. In the course of the preliminary inquiry, and deference to private rights, both parties are barred from publicly discussing the matter or discussing it with persons who are not involved in the case. Furthermore, all parties are barred from posting anything about the case in social media.
- 5.2.3 Within five (5) working days from the receipt of the Counter Affidavit/Comment/Reply and upon finding of a *prima facie* case, a formal charge shall be issued by the disciplining authority.
- 5.2.4 If no *prima facie* case is established, the CODI finding shall be communicated in writing to the respondent and the complainant by the CSA Executive Director (for Type 2 & 3 cases and HRM Managing Director (for Type 1 & 4 cases).

6. Investigation/Decision/Resolution

- 6.1 Within seven (7) working days of their receipt of the case files and evidences, the CODI shall submit its Investigative Report to the MANCOM for further review through the designated office (e.g., HRM or CSA OpCom pursuant to 2.3). The Report shall include the CODI's recommendations on the appropriate corrective action(s) and disciplinary sanction warranted by their findings, in light of the University Code of Discipline.
- 6.2 Within five (5) working days from the receipt of the CODI Investigative Report., the Management Committee (ManCom) shall render its decision, affirming, modifying or supplanting the CODI findings, sanction/action.
- 6.3 CODI through the designated Chair (e.g., HRM Managing Director or CSA Executive Director pursuant to 3) shall issue the formal communication regarding the ManCom's decision to the respondent and the complainant.

7. Appeal

- 7.1 Either party may appeal to the ManCom decision by filing a written appeal with the CODI, with the grounds relied on, within five (5) working days from the receipt of the ManCom decision.

- 7.2 During the time that an appeal is pending, the respondent/s shall not be allowed in the University campus, unless the period of preventive suspension has elapsed.
- 7.3 Upon lapse of five (5) working days from receipt of the decision and, in the absence of a perfected appeal by either party within such period, the ManCom decision shall be immediately final and executory. No further appeal shall be entertained thereafter unless there are new data or information that were not considered previously by the CODI in its recommendation.
- 7.4 The ManCom shall decide the appeal within the five (5) working days from receipt of the records of the case or the last required pleading, or upon lapse of the period therefor. Such decision shall be immediately final and executory. No further appeal shall be entertained thereafter.
- 7.5 CODI designated Chair (e.g., HRM Managing Director or CSA Executive Director pursuant to 3) shall notify the aggrieved party on the ManCom decision on the appeal within three (3) working days upon its receipt of the ManCom decision on the appeal.

8. Duties of the UA&P Community

- 8.1 It is a duty of every member of the University community to report cases of sexual harassment and other sexual offenses to either the HRM or CSA, or to competent authorities. The members of the CODI, the Disciplinary Board, and the University officials and other members of the community must keep in mind that the objective of the herein process is not limited to simply imposing the sanction if so warranted, but more importantly, that there be personal formation and reform, and a commitment to become a better person.
- 8.2 The University through the Registrar's Office shall report within a reasonable time all complaints/cases of education and training-related sexual harassment and other related sexual offenses and the status thereof to the CHEDRO or DOLE as may be applicable.
- 8.3 The CODI Chair (CSA Executive Director or the HRM Managing Director) shall have custody of all records of all cases. Records of sanction/s given to students shall be included in the individual folder of the students kept in the Registrar's Office. All data/information/communication/records generated by a complaint/case shall be subject to the standards of privacy and secure custody required under the Data Privacy Act of 2012 (R.A. 10173).
- 8.4 The CODI together with CSA OpCom & HRM shall develop a mechanism for a periodic evaluation of proceedings taken herein and propose to ManCom changes or measures promotive of the objectives expressed herein.

C. SANCTIONS FOR DISCIPLINARY CASES

Disciplinary administrative sanctions in the University are deemed educational tools and only subsidiarily punitive, on the premise that colleges and universities are established as teaching institutions, and not penal facilities. Hence, these sanctions are meted out only if the stay of the student is no longer beneficial to him, or is inimical or dangerous to fellow students, or imperils the academic community or its learning environment.

There are three categories of disciplinary administrative sanctions for serious offenses or violations of school rules and regulations:

1. **Expulsion.** An extreme penalty imposed on an erring student, consisting of his exclusion from admission to any school in the Philippines. Decisions on expulsion by the University shall be subject to the approval of the Chairman of the Commission on Higher Education (CHED) (see Appendix on Expulsion, p. 125).
2. **Exclusion.** A penalty whereby the University drops the name of the erring student from the school rolls and immediately issues transfer credentials. In exceptional cases passed upon and determined by the Disciplinary Board and Management Committee, the school may defer the imposition of the penalty of exclusion and allow the student to finish the current term he is enrolled in.
3. **Suspension.** A penalty whereby the University denies an erring student of attendance in class for a period not exceeding twenty percent (20%) of the prescribed class days for the semester (approximately four class weeks in a semester).

Preventive suspension of the same maximum duration may be applied if: a) the evidence is strong and b) facts warrant that the continued stay of the student imperils the normal operations of the school or poses danger to life or property. Preventive suspension may be imposed immediately, pending disciplinary inquiry.

If a student on preventive suspension is found to have violated a University rule, the period served shall be considered part of the penalty.

A student on suspension is prevented from attending class and thus from taking any examinations, quizzes, or graded recitations. Since he is not excused from these graded works, he receives failing marks for them and is barred from making up for them upon his return.

The exception is when a student under preventive suspension is found not to have committed an offense, in which case, he shall then be allowed to take examinations and quizzes missed. His absences from classes on account of suspension shall not be counted against the attendance requirements.

In all disciplinary cases, sanctions shall be applied only after due process is observed.

All documents pertinent to a case shall be kept in the University records for a period of one year for reference in case of appeals filed with appropriate bodies outside the University.

D. THE STUDENT DISCIPLINARY PROCESS

The disciplinary process essentially involves three major stages:

- (1) **Reporting, notice, and investigation**
- (2) **Referral, deliberation, and resolution**
- (3) **Implementation**

Reporting, Notice, and Investigation

1. A possible disciplinary offense is reported in writing to the Center for Student Affairs – Student Affairs Officer (SAO) in charge of disciplinary matters. Any member of the University—faculty, staff, or student—may file a complaint or report with the SAO. Such a report or complaint must be filed in writing and signed by the complainant.
2. The SAO receives and records the report.
3. The SAO conducts a preliminary investigation as needed in order to determine whether or not there is reasonable basis for the complaint or report or whether or not a *prima facie* case exists.
4. If after the preliminary investigation the SAO determines that there is a reasonable basis for the complaint or report, the SAO informs the student(s) or parties involved and their parent(s) or guardian(s) through a written Charge Notice (cc: the OpCom(s) concerned) to allow the student(s) under investigation to prepare an answer in their defense within five (5) working days.
5. After receipt of the answer, the SAO may undertake further inquiries as needed to establish *prima facie* evidence for a disciplinary case.

Referral, Deliberation, and Resolution

6. On the basis of his/her investigation, the SAO determines whether or not there is a *prima facie* case or if a disciplinary offense was committed and refers the case to the CSA OpCom, along with a recommendation for action. This determination is made and communicated in writing to the proper deliberating body (Student Disciplinary Board) no later than one (1) week after the investigation is concluded. The SAO also informs the OpCom(s) concerned of the steps they have taken and the date they expect feedback on the case.
7. Depending on the type of offense, referral shall be made as follows:
 - (a) **Major or Type A and B Offenses.** Major offenses are always referred by the SAO to the Disciplinary Board (DB). The SAO serves as the secretariat to the Disciplinary Board in such cases (see No. 9 below).

Exceptions to this are offenses related to lewd or indecent behavior, or violations of the Anti-Sexual Harassment Act, which, given their delicate nature, need not undergo the Disciplinary Board's review. Sexual harassment cases and other offenses of sexual nature will be referred by the CSA OpCom to the Committee on Decorum and Investigation (CODI) and are governed by a separate policy (see Policy on the Management of Sexual Harassment Cases and Other Offenses of Sexual Nature, p. 113).

- (b) **Minor or Type D Offenses.** The SAO exercises full jurisdiction in cases involving minor or Type D offenses, where the offense may receive a maximum suspension of three (3) days. For minor cases that warrant a sanction of suspension, the SAO shall, in consultation with the CSA OpCom, resolve the case and impose such sanctions as borne out by the facts adduced.

In cases where the repeated commission of a minor offense may merit a graver sanction, the SAO refers the case to the Disciplinary Board. If the student appeals the decision of the SAO on a minor offense, the case is automatically referred by the SAO to the Disciplinary Board.

- (c) **Academic or Type C Offenses.** Type C offenses are academic offenses and are treated separately from other disciplinary offenses.

The faculty member concerned shall exercise full jurisdiction in first-time cases involving academic or Type C offenses. The faculty member, with the guidance of his Department Chair or Program Director, is granted reasonable discretion in determining culpability and in executing the appropriate corrective actions given to the student, e.g., failing grade in the exercise. Where applicable, the student's College/School/Institute shall issue the formal warning and report the case to the CSA for recording purposes.

On the other hand, the case shall be referred to the CSA, with the endorsement of the Department Chair or Program Director, in instances where:

- (1) the student involved was reported and found to have committed the same offense (Type C) more than once;
- (2) the student involved was reported and found to have committed other grave offenses (Type B);
- (3) the offense has brought dishonor or has placed the name or reputation of the University at risk;
- (4) with the attendant circumstances, or considering the offense's impact on the interest of the academic community, the offense is deemed to merit sanction graver than the prescribed sanctions set forth in the Code of Student Discipline.

The University as an academic institution places a premium on intellectual honesty. Where the offense is found to constitute dishonesty, or where aggravating circumstances attended the offense, the SAO may refer the case to the DB for determination of a sanction graver than the prescribed sanctions set forth in the Code of Student Discipline. The SAO shall facilitate communication between the DB and other parties involved in the case during the deliberation and shall communicate the final decision to the student(s), with copy to the OpCom(s) of the academic unit(s) to which the student(s) belong, and to the Office of the Registrar.

Please note that Type A, B, C & D offenses (without details) are reflected in the transfer credentials of the student when a certificate of good moral character is issued upon request from the Registrar's Office.

8. In the cases described in No. 7 above, the deliberating body shall determine/find whether or not the student(s) committed an offense and shall impose the specific sanction, if warranted. In all cases, the respondent's refusal to cooperate shall be noted and may itself constitute a Type B offense, but will not hamper disciplinary proceedings, and a decision may be rendered with the evidence at hand. The body may also entertain appeals from the student(s) in the course of the deliberation. Thereafter, the body communicates its decision in writing to the SAO.

9. **Disciplinary Board.** The Disciplinary Board (DB) is an ad hoc body convened to deliberate on major disciplinary cases, where the sanction ranges from suspension of more than three (3) days to exclusion, and/or on decisions on type C or D offenses that are under appeal by the student(s).
- The Disciplinary Board, which falls under the supervision of the Management Committee (ManCom), is composed of five (5) voting members: one (1) member from the OpCom of the unit to which the student belongs, two (2) senior faculty members, and two (2) student representatives. The SAO must be present at all DB meetings as a non-voting member of the DB. The SAO serves as the secretariat of the DB, facilitating communication between the DB and other parties, and also undertakes additional investigation at the DB's request.
 - Voting members of the DB are nominated by the Executive Director of the CSA OpCom and appointed by ManCom. They shall hold a term of at least one (1) school year.
 - If a possible conflict of interest may arise because of the composition of the DB, then the members concerned are replaced by the ManCom with other similarly qualified faculty members or students, as the case may be.
 - The DB reviews the available material turned over by the SAO and may request the student(s) concerned or faculty members, staff or officers of the University who may have some information regarding the incident under investigation to appear before the Board to present evidence on his (their) own behalf. It may also direct the SAO to conduct any additional investigation it deems necessary.
 - A student's failure to appear before the DB at the appointed hearing—after due notification and without sufficient cause—shall be noted¹ and the proceedings shall proceed *ex parte* without prejudice to the respondent's appearance at subsequent hearings, and a decision or resolution of the case may be rendered based on the evidence presented and admitted and/or adduced.
 - The DB exercises full discretion in determining the admissibility or inadmissibility of evidence presented, and may impose limitations on the same as it sees fit, upon reasonable grounds. The DB shall not be bound by any technical rules or procedures, being subject only to the requirements of due process, and the principles of impartiality, justice, and fair play. The DB is also not bound by public rules of evidence and discovery, and neither shall it require any certainty beyond the preponderance of the evidence at hand, in order to arrive at a decision. A decision or resolution of a case shall be grounded on facts, not hearsay, of such degree of certainty as the evidence adduced in the DB would support.
 - In deliberating cases, the decision of the majority prevails.
 - When the DB recommends the exclusion or expulsion of a student, or when it does not recommend exclusion or expulsion but the offense involved is punishable by exclusion, the ManCom should review the case in question and confirm the sanction recommended by the DB. Recommendations on expulsion shall be subject to the approval of the Chairman of the Commission on Higher Education (CHED).

1 A student's failure to appear before the DB or any other deliberating body without just cause may be considered a major or Type B offense.

- (i) The DB at any point may entertain appeals during the deliberation, but the DB's decision is final and immediately executory in cases falling short of exclusion or expulsion. In cases where the decision is exclusion or expulsion, the student(s) concerned may appeal the decision to the ManCom, beyond which there is no further appeal. Should there be no objection from ManCom, recommendations of the DB that involve exclusion shall be final and immediately executory, while recommendations of expulsion must have the approval of the Commission on Higher Education (CHED) before they can be implemented.

Implementation

10. The resolution or decision is communicated in writing to all parties concerned—including the parents or guardian(s) as the case may be, the relevant OpCom(s), and the Office of the Registrar—by the SAO through a Notice of Disciplinary Action. The SAO shall facilitate the implementation of the sanction in collaboration with the OpCom(s) and the Office of the Registrar. Thereafter, the SAO closes the case by completing the case documentation and placing it in the disciplinary archives. A copy of the decision shall also become part of the student's official record.

Confidentiality (in all stages of the proceedings):

1. The parent/s or guardian of a student involved in disciplinary cases shall at the earliest instance, be notified, regardless of the age of the student/s.
2. Sensitive personal information, as defined by law, shall be handled with confidence, both as to access and as to safekeeping. Access to such information shall be allowed only to authorized University faculty members or official/s in the exercise of their authority herein. The University body or official having jurisdiction over a case shall ensure compliance.

Code of Student Discipline Appendices

ON CHEATING AND PLAGIARISM

(from the Handbook of the Harvard Faculty of Arts and Sciences)

Preparation of Papers and Other Work: Plagiarism and Collaboration

All work submitted – homework assignments, papers, examinations – is expected to be the student’s own work. Students should always take great care to distinguish their own ideas and knowledge from information derived from sources. The term “sources” includes not only published primary and secondary material, but also information and opinions gained directly from other people. The responsibility for learning the proper forms of citation lies with the individual student. Quotations must be properly placed within the quotation marks and must be completely acknowledged. Whenever ideas or facts are derived from a student’s reading and research, the sources must be indicated.

A student who reiterates or draws on ideas or facts used in another paper that he or she is writing, or has written, must cite that other paper as a source.

A computer program written to satisfy a course requirement is, like a paper, expected to be original work of the student submitting it. Copying a program from another student or any other source is a form of academic dishonesty, as is deriving a program substantially from the work of another.

A student’s papers and other work are expected to be submitted to only one course. If the same or similar work is to be submitted to any other course the prior written permission of the instructor must be obtained. If the same of similar term, the prior written permission of all instructors involved must be obtained.

ON EXPULSION

RE-AMENDMENT TO PARAGRAPH 146, SUB-PARAGRAPHS A AND C
THE MANUAL OF REGULATIONS FOR PRIVATE SCHOOLS, SEVENTH EDITION, 1970
AS CONTAINED CONTAINED IN CIRCULAR NO. 16, 1970

The penalty of expulsion is an extreme form of administrative sanction which debars the student from all private and public schools. To be valid and effective, the penalty of expulsion requires the approval of the Secretary of Education. Expulsion is usually considered proper punishment for gross misconduct or dishonesty and/or such offenses as hazing, carrying deadly weapons, immorality, drunkenness, vandalism, hooliganism, assaulting a teacher or any other school authority or his agent or a student, instigating, engaging in activities resulting in damage to campus or school facilities, property or injury to persons, preventing or threatening students of faculty members or school authorities from discharging their duties or from attending classes or entering the school premises, forging or tampering with school records or transfer forms, or securing or using such forged transfer credentials.

ON HAZING

REPUBLIC ACT NO. 11053

AN ACT PROHIBITING HAZING AND REGULATING OTHER FORMS OF INITIATION RITES OF FRATERNITIES, SORORITIES, AND OTHER ORGANIZATIONS, AND PROVIDING PENALTIES FOR VIOLATIONS THEREOF, AMENDING FOR THE PURPOSE REPUBLIC ACT NO. 8049, ENTITLED “AN ACT REGULATING HAZING AND OTHER FORMS OF INITIATION RITES IN FRATERNITIES, SORORITIES, AND ORGANIZATIONS AND PROVIDING PENALTIES THEREFOR”

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

SECTION 1. A new section to be denominated as Section 1 is hereby inserted in Republic Act No. 8049, to read as follows:

“SECTION 1. Short Title. – This Act shall be known as the “Anti-Hazing Act of 2018”.

SEC. 2. Section 1 of the same Act is hereby amended to read as follows;

“SEC. 2. Definition of Terms. – As used in this Act:

“(a) Hazing refers to any act that results in physical or psychological suffering, harm, or injury inflicted on a recruit, neophyte, applicant, or member as part of an initiation rite or practice made as a prerequisite for admission or a requirement for continuing membership in a fraternity, sorority, or organization including, but not limited to, paddling, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical and psychological health of such recruit, neophyte, applicant, or member. This shall also include any activity, intentionally made or otherwise, by one person alone or embarrass, degrade, abuse, or endanger, by requiring a recruit, neophyte, applicant, or member to do menial, silly, or foolish tasks.

“(b) Initiation or Initiation Rites refer to ceremonies, practices, rituals, or other acts, whether formal or informal, that a person must perform or take part in order to be accepted into a fraternity, sorority, or organization as a full-fledged member. It includes ceremonies, practices, rituals, and other acts in all stages of membership in a fraternity, sorority, or organization.

“(c) Organization refers to an organized body of people which includes, but is not limited to, any club, association, group, fraternity, and sorority. This term shall include the Armed Forces of the Philippines (AFP), the Philippine National Police (PNP), the Philippine Military Academy (PMA), the Philippine National Police Academy (PNPA), and other similar uniformed service learning institutions.

“(d) Schools refer to colleges, universities, and all other educational institutions.”

SEC. 3. A new section to be denominated as Section 3 is hereby inserted in the same Act to read as follows:

“SEC. 3. Prohibition on Hazing. – All forms of hazing shall be prohibited in fraternities, sororities, and organizations in schools, including citizens’ military training and citizens’ army training. This prohibition shall likewise apply to all other fraternities, sororities, and organizations that are not school-based, such as community-based and other similar fraternities, sororities, and organizations: Provided, That the physical, mental, and psychological testing and training procedures and practices to determine and enhance the physical, mental, and psychological fitness of prospective regular members of the AFP and the PNP as approved by the Secretary of National Defense and the National Police Commission, duly recommended by the Chief of Staff of the AFP and the Director General of the PNP, shall not be considered as hazing for purposes of this Act: Provided, further, That the exception provided herein shall likewise apply to similar procedures and practices approved by the respective heads of other uniformed learning institutions as to their prospective members, nor shall this provision apply to any customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective, subject to prior submission of a medical clearance or certificate.

“In no case shall hazing be made a requirement for employment in any business or corporation.”

SEC. 4. Section 2 of the same Act is hereby amended to read as follows:

“SEC. 4. Regulation of School-Based Initiation Rites. – Only initiation rites or practices that do not constitute hazing shall be allowed: *Provided, That:*

“(a) A written application to conduct initiation rites shall be made to the proper authorities of the school not later than seven (7) days prior to the scheduled initiation date;

“(b) The written application shall indicate the place and date of the initiation rites and the names of the recruits, neophytes, or applicants to be initiated and the manner by which they will conduct the initiation rites;

“(c) Such written application shall further contain an undertaking that no harm of any kind shall be committed by anybody during the initiation rites;

“(d) The initiation rites shall not last more than three (3) days;

“(e) The application shall contain the names of the incumbent officers of the fraternity, sorority, or organization and any person or persons who will take charge in the conduct of the initiation rites;

“(f) The application shall be under oath with a declaration that it has been posted in the official school bulletin board, the bulletin board of the office of the fraternity, sorority, or organization, and two (2) other conspicuous places in the school or in the premises of the organization; and

“(g) The application shall be posted from the time of submission of the written notice to the school authorities or head of organization and shall only be removed from its posting three (3) days after the conduct of the initiation rites.

“The school, fraternity, sorority, or organization shall provide for their respective bulletin boards for purposes of this section.

“Guidelines for the approval or denial of the application to conduct initiation rites by a registered fraternity, sorority, or organization shall be promulgated by the appropriate school officials not later than sixty (60) days after the approval of this Act. The appropriate school authorities shall have the obligation to disapprove the application to conduct initiation rites that do not conform with any of the requirements of this section, and the reasons thereof shall be stated clearly and in unequivocal terms in a formal advice to the fraternity, sorority, or organization concerned, taking into consideration the safety and security of participants in the activity.

“School officials shall have the authority to impose, after due notice and summary hearing, disciplinary sanctions, in accordance with the school’s guidelines and regulations on the matter, which shall include, but shall not be limited to, reprimand, suspension, exclusion, or expulsion, to the head and all other officers of the fraternity, sorority, or organization which conducts an initiation without first securing the necessary approval of the school as required under this section. All members of the fraternity, sorority, or organization, who participated in the unauthorized initiation rites, even if no hazing was conducted, shall also be punished accordingly.

“In case the written application for the conduct of initiation rites contains false or inaccurate information, appropriate disciplinary sanctions in accordance with the school’s guidelines and regulations on the matter ranging from reprimand to expulsion shall be imposed, after due notice and summary hearing, against the person who prepared the application or supplied the false and inaccurate information and to the head and other officers of the fraternity, sorority, or organization concerned.”

SEC. 5. Section 3 of the same Act is hereby amended to read as follows:

“SEC. 5. Monitoring of Initiation Rites. – The head of the school or an authorized representative must assign at least two (2) representatives of the school to be present during the initiation. It is the duty of the school representatives to see to it that no hazing is conducted during the initiation rites, and to document the entire proceedings. Thereafter, said representatives who were present during the initiation shall make a report of the initiation rites to the appropriate officials of the school regarding the conduct of the said initiation: Provided, That if hazing is still committed despite their presence, no liability shall attach to them unless it is proven that they failed to perform an overt act to prevent or stop the commission thereof.

SEC. 6. A new section to be denominated as Section 6 is hereby inserted in the same Act to read as follows:

“SEC. 6. Registration of Fraternities, Sororities, and Other Organizations. – All existing fraternities, sororities, and other organizations otherwise not created or organized by the school but has existing members who are students or plans to recruit students to be its members shall be required to register with the proper school authorities before it conducts activities whether on or off-campus, including recruitment of members.

“A newly established fraternity, sorority, or organization in a school shall immediately register with the proper school authorities during the semester or trimester in which it was established or organized: Provided, That the new fraternity, sorority, or organization has complied with the requirements prescribed by the school in establishing a fraternity, sorority, or organization: Provided, further, That schools shall promulgate their guidelines in the registration of

fraternities, sororities, and organizations within their jurisdiction not later than sixty (60) days from the approval of this Act.

“Upon registration, all fraternities, sororities, and organizations shall submit a comprehensive list of members, which shall be updated not later than thirty (30) days from the start of every semester or trimester, depending on the academic calendar of the school.

“School officials shall have the authority to impose, after due notice and summary hearings, disciplinary penalties in accordance with the school’s guidelines and regulations on the matter including suspension to the head and other officers of the fraternity, sorority, or organization who fail to register or update their roster of members as required under this section.

“Failure to comply with any of the requirements in this section shall result in the cancellation of the registration of the fraternity, sorority, or organization.”

SEC. 7. A new section to be denominated as Section 7 is hereby inserted in the same Act to read as follows:

“SEC. 7. Faculty Adviser. – Schools shall require all fraternities, sororities, and organizations, as a condition to the grant of accreditation or registration, to submit the name or names of their respective faculty adviser or advisers who must not be members of the respective fraternity, sorority, or organization. The submission shall also include a written acceptance or consent on the part of the selected faculty adviser or advisers.

“The faculty adviser or advisers shall be responsible for monitoring the activities of the fraternity, sorority, or organization. Each faculty adviser must be a duly recognized active member, in good standing, of the faculty at the school in which the fraternity, sorority, or organization is established or registered.

“In case of violation of any of the provisions of this Act, it is presumed that the faculty advisers has knowledge and consented to the commission of any of the unlawful acts stated therein.”

SEC. 8. A new section to be denominated as Section 8 is hereby inserted in the same Act to read as follows:

“SEC. 8. Role of Educational Institutions. – The responsibility of schools to exercises reasonable supervision in loco parentis over the conduct of its students requires the diligence that prudent parents would employ in the same circumstance when disciplining and protecting their children. To this end, it shall be the duty of schools to take more proactive steps to protect its students from the dangers of participating in activities that involve hazing.

“Schools shall implement an information dissemination campaign at the start of every semester or trimester to provide adequate information to students and parents or guardians regarding the consequences of conducting and participating in hazing.

“An orientation program relating to membership in a fraternity, sorority, or organization shall also be conducted by schools at the start of every semester or trimester.

“Schools shall encourage fraternities, sororities, and organizations to engage in undertakings that foster holistic personal growth and development and activities that contribute to solving relevant and pressing issues of society.”

SEC. 9. A new section to be denominated as Section 9 is hereby inserted in the same Act to read as follows:

“SEC. 9. Registration of Community-Based and Other Similar Fraternities, Sororities, or Organizations. – All new and existing community-based fraternities, sororities, or organizations, including their respective local chapters, shall register with the barangay, municipality, or city wherein they are primarily based.

“Upon registration, all community-based fraternities, sororities, or organizations, including their respective local chapters, shall submit a comprehensive list of members, which shall be updated yearly from the date of registration.”

SEC. 10. A new section to be denominated as Section 10 is hereby inserted in the same Act to read as follows:

“SEC. 10. Regulation of Initiation Rites for Community-Based Fraternities, Sororities, or Organizations. – Only initiation rites or practices that do not constitute hazing shall be allowed: Provided, That:

“(a) A written application to conduct the same shall be made to the punong barangay in the barangay or the municipal or city mayor in the municipality or city where the community-based fraternity, sorority, or organization is based, not later than seven (7) days prior to the scheduled initiation date;

“(b) The written application shall indicate the place and date of the initiation rites and the names of the recruits, neophytes, or applicants to be initiated;

“(c) Such written application shall further contain an undertaking that no harm of any kind shall be committed by anybody during the initiation rites;

“(d) A medical certificate of the recruit, neophyte, or applicant must be attached to the application to ensure fitness to undergo initiation when it involves physical activity not falling under the definition of hazing as used in this Act;

“(e) The initiation rites shall not last more than three (3) days;

“(f) The application shall contain the names of the incumbent officers of the community-based fraternity, sorority, or organization and any person or persons who will take charge in the conduct of the initiation rites;

“(g) The application shall be under oath with a declaration that it has been posted on the official bulletin board of the barangay hall or the municipal or city hall where the community-based fraternity, sorority, or organization is based, and on the bulletin board of the office of the community-based fraternity, sorority, or organization; and

“(h) The application shall be posted from the time of submission of the written notice to the punong barangay or municipal or city mayor and shall only be removed from its posting three (3) days after the conduct of the initiation rites.”

SEC. 11. A new section to be denominated as Section 11 is hereby inserted in the same Act to read as follows:

“SEC. 11. Monitoring of Initiation Rites of Community-Based and All Similar Fraternities, Sororities, or Organizations. – The punong barangay of the barangay or the municipal or city mayor of the municipality or city where the community-based fraternity, sorority, or organization is based must assign at least two (2) barangay or municipal or city officials to be present during the initiation and to document the entire proceedings. Thereafter, said representatives who were present during the initiation shall make a report of the initiation rites to the punong barangay, or the municipal or city mayor regarding the conduct of the initiation: Provided, That if hazing is still committed despite their presence, no liability shall attach to them unless it is proven that they failed to perform an overt act to prevent or stop the commission thereof.”

SEC. 12. A new section to be denominated as Section 12 is hereby inserted in the same Act to read as follows:

“SEC. 12. Nullity of Waiver and Consent. – Any form of approval, consent, or agreement, whether written or otherwise, or of an express waiver of the right to object to the initiation rite or proceeding which consists of hazing, as defined in this Act, made by a recruit, neophyte, or applicant prior to an initiation rite that involves inflicting physical or psychological suffering, harm, or injury, shall be void and without any binding effect on the parties.

“The defense that the recruit, neophyte, or applicant consented to being subjected to hazing shall not be available to persons prosecuted under this Act.”

SEC. 13. A new section to be denominated as Section 13 is hereby inserted in the same Act to read as follows:

“SEC. 13. Administrative Sanctions. – The responsible officials of the school, the uniformed learning institutions, the AFP or the PNP may impose the appropriate administrative sanctions, after due notice and summary hearing, on the person or the persons charged under this Act even before their conviction.”

SEC. 14. Section 4 of the same Act is hereby amended to read as follows:

“SEC. 14. Penalties. – The following penalties shall be imposed:

“(a) The penalty of reclusion perpetua and a fine of Three million pesos (P3,000,000.00) shall be imposed upon those who actually planned or participated in the hazing if, as a consequence of the hazing, death, rape, sodomy, or mutilation results therefrom;

“(b) The penalty of reclusion perpetua and a fine of Two million pesos (P2,000,000.00) shall be imposed upon:

“(1) All persons who actually planned or participated in the conduct of the hazing;

“(2) All officers of the fraternity, sorority, or organization who are actually present during the hazing;

“(3) The adviser of a fraternity, sorority, or organization who is present when the acts constituting the hazing were committed and failed to take action to prevent the same from occurring or failed to promptly report the same to the law

enforcement authorities if such adviser or advisers can do so without peril to their person or their family;

“(4) All former officers, nonresident members, or alumni of the fraternity, sorority, or organization who are also present during the hazing: Provided, That should the former officer, nonresident member, or alumnus be a member of the Philippine Bar, such member shall immediately be subjected to disciplinary proceedings by the Supreme Court pursuant to its power to discipline members of the Philippine Bar: Provided, further, That should the former officer, nonresident member, or alumnus belong to any other profession subject to regulation by the Professional Regulation Commission (PRC), such professional shall immediately be subjected to disciplinary proceedings by the concerned Professional Regulatory Board, the impossible penalty for which shall include, but is not limited to, suspension for a period of not less than three (3) years or revocation of the professional license. A suspended or revoked professional license pursuant to this section may be reinstated upon submission of affidavits from at least three (3) disinterested persons, good moral certifications from different unaffiliated and credible government, religious, and socio-civic organizations, and such other relevant evidence to show that the concerned professional has become morally fit for readmission into the profession: Provided, That said readmission into the profession shall be subject to the approval of the respective Professional Regulatory Board;

“(5) Officers or members of a fraternity, sorority, or organization who knowingly cooperated in carrying out the hazing by inducing the victim to be present thereat; and

“(6) Members of a fraternity, sorority, or organization who are present during the hazing when they are intoxicated or under the influence of alcohol or illegal drugs;

“(c) The penalty of reclusion temporal in its maximum period and a fine of One million pesos (P1,000,000.00) shall be imposed upon all persons who are present in the conduct of the hazing;

“(d) The penalty of reclusion temporal and a fine of One million pesos (P1,000,000.00) shall be imposed upon former officers, nonresident members, or alumni of the fraternity, sorority, or organization who, after the commission of any of the prohibited acts prescribed herein, will perform any act to hide, conceal, or otherwise hamper or obstruct any investigation that will be conducted thereafter: Provided, That should the former officer, nonresident member, or alumnus be a member of the Philippine Bar, such member shall immediately be subjected to disciplinary proceedings by the Supreme Court pursuant to its power to discipline members of the Philippine Bar. Provided, further, That should the former officer, nonresident member, or alumnus belong to any other profession subject to regulation by the PRC, such professional shall immediately be subjected to disciplinary proceedings by the concerned Professional Regulatory Board, the impossible penalty for which shall include, but is not limited to, suspension for a period of not less than three (3) years or revocation of the professional license. A suspended or revoked professional license pursuant to this section may be reinstated upon submission of affidavits from at least three (3) disinterested persons, good moral certifications from different unaffiliated and credible government, religious, and socio-civic organizations, and such other relevant evidence to show that the concerned professional has become morally fit for readmission into the profession: Provided, That

said readmission into the profession shall be subject to the approval of the respective Professional Regulatory Board.”

“(e) The penalty of prison correccional in its minimum period shall be imposed upon any person who shall intimidate, threaten, force, or employ, or administer any form of vexation against another person for the purpose of recruitment in joining or promoting a particular fraternity, sorority, or organization. The president and repeated proposal or invitation made to a person who had twice refused to participate or join the proposed fraternity, sorority, or organization, shall be prima facie evidence of vexation for purposes of this section; and

“(f) A fine of One million pesos (P1,000,000.00) shall be imposed on the school if the fraternity, sorority, or organization filed a written application to conduct an initiation which was subsequently approved by the school and hazing occurred during the initiation rites or when no representatives from the school were present during the initiation as provided under Section 5 of this Act: Provided, That if hazing has been committed in circumvention of the provisions of this Act, it is incumbent upon school officials to investigate motu proprio and take an active role to ascertain factual events and identify witnesses in order to determine the disciplinary sanctions it may impose, as well as provide assistance to police authorities.”

“The owner or lessee of the place where hazing is conducted shall be liable as principal and penalized under paragraphs (a) or (b) of this section, when such owner or lessee has actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring or failed to promptly report the same to the law enforcement authorities if they can do so without peril to their person or their family. If the hazing is held in the home of one of the officers or members of the fraternity, sorority, or organization, the parents shall be held liable as principals and penalized under paragraphs (a) or (b) hereof when they have actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring or failed to promptly report the same to the law enforcement authorities if they can do so without peril to their person or their family.

“The school authorities including faculty members as well as barangay, municipal, or city officials shall be liable as an accomplice and likewise be held administratively accountable for hazing conducted by fraternities, sororities, and other organizations, if it can be shown that the school or barangay, municipal, or city officials allowed or consented to the conduct of hazing or where there is actual knowledge of hazing but such officials failed to take any action to prevent the same from occurring or failed to promptly report the same to the law enforcement authorities if the same can be done without peril to their person or their family.

“The presence of any person, even if such person is not a member of the fraternity, sorority, or organization, during the hazing is prima facie evidence of participation therein as a principal unless such person or persons prevented the commission of the acts punishable herein or promptly reported the same to the law enforcement authorities if they can do so without peril to their person or their family.

“The incumbent officers of the fraternity, sorority, or organization concerned shall be jointly liable with those members who actually participated in the hazing.

“Any person charged under this Act shall not be entitled to the mitigating circumstance that there was no intention to commit so grave a wrong.

“This section shall apply to the president, manager, director, or other responsible officer of businesses or corporations engaged in hazing as a requirement for employment in the manner provided herein.

“Any conviction by final judgment shall be reflected in the scholastic record, personal, or employment record of the person convicted, regardless of when the judgment of conviction has become final.”

SEC. 15. A new section to be denominated as Section 15 is hereby inserted in the same Act to read as follows:

“SEC. 15. Implementing Rules and Regulations (IRR). — The Commission on Higher Education (CHED), together with the Department of Education (DepED), Department of Justice (DOJ), Department of the Interior and Local Government (DILG), Department of Social Welfare and Development (DSWD), AFP, PNP, and National Youth Commission (NYC), shall promulgate the IRR within ninety (90) days from the effectivity of this Act.”

SEC. 16. Separability Clause. — If any provision or part of this Act is declared invalid or unconstitutional, the other parts or provisions hereof shall remain valid and effective.

SEC. 17. Repealing Clause. — Republic Act No. 8049 and all other laws, decrees, executive orders, proclamations, rules or regulations, or parts thereof which are inconsistent with or contrary to the provisions of this Act are hereby amended or modified accordingly.

SEC. 18. Effectivity Clause. — This Act shall take effect fifteen (15) days after its publication in the Official Gazette or in at least two (2) national newspapers of general circulation.

Approved,

(SGD.) PANTALEON D. ALVAREZ
Speaker of the House of Representatives

(SGD.) AQUILINO “KOKO” PIMENTEL II
President of the Senate

This Act which is a consolidation of Senate Bill No. 1662 and House Bill No. 6573 was passed by the Senate and the House of Representatives on March 12, 2018 and March 13, 2018, respectively.

(SGD.) CESAR STRAIT PAREJA
Secretary General
House of Representatives

(SGD.) LUTGARDO B. BARBO
Secretary of the Senate

Approved: June 29, 2018

(SGD.) RODRIGO ROA DUTERTE
President of the Philippines

ON SEXUAL HARASSMENT

REPUBLIC ACT NO. 7877

AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL IN THE EMPLOYMENT, EDUCATION OR TRAINING ENVIRONMENT, AND FOR OTHER PURPOSES

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

Section 1. Title – This Act shall be known as the Anti-Sexual Harassment Act of 1995

Section 2. Declaration of Policy – The State shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end all forms of sexual harassment in the employment, education or training environment hereby declared unlawful.

Section 3. Work, Education or Training Harassment Defined – Work, education, or training related sexual harassment is committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach or any other person, who, having authority, influence, or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request, or requirement for submission is accepted by the object of said Act.

- a) In a work-related environment or employment, sexual harassment is committed when:
 1. the sexual favor is made as a condition in the hiring or in the employment, re-employment, or continued employment of said individual, favorable compensation, terms, conditions, promotions, or privileges; if the refusal to grant the sexual favor results in the limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;
 2. the above acts impair the employee's rights or privileges under existing labor laws; or
 3. the above acts result in an intimidating, hostile, or offensive environment for the employee.
- b) In an education or training environment, sexual harassment is committed:
 1. against one who is under the care, custody or supervision of the offender;
 2. against one whose education, training, apprenticeship, or tutorship is entrusted to the offender;
 3. when the sexual favor is made a condition to the giving of passing grade, or the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or considerations; or
 4. when the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

Any person who directs or induces another to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another without

which it would not have been committed shall also be held liable under this Act.

Section 4. Duty of the Employer or Head of Office in a Work-related, Education or Training Environment – It shall be the duty of the employer or the head of the work-related, educational or training environment or institution to prevent or defer the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment. Towards this end, the employer or head of office shall:

- a) promulgate appropriate rules and regulations in consultation with and jointly approved by the employees or students or trainees, through their duly designated representatives, prescribing the procedures for the investigation of sexual harassment cases and the administrative sanctions therefor.

Administrative sanctions shall not be a bar to prosecution in the proper courts for unlawful acts of sexual harassment.

The said rules and regulations issued pursuant to this subsection (a) shall include, among others, guidelines on proper decorum in the workplace and educational or training institutions.

- b) create a committee on decorum and investigation of cases of sexual harassment. The committee shall conduct meetings, as the case may be, with the officers and employees, teachers, instructors, professors, coaches, trainers and students or trainees to increase understanding and prevent incidents of sexual harassment. It shall conduct the investigation of alleged cases constituting sexual harassment.

In the case of a work-related environment, the committee shall be composed of at least one (1) representative each from the management, the union, if any, the employees from the supervisory rank, and from the rank and file employees.

In the case of educational or training institutions, the committee shall be composed of at least one (1) representative from the administration, the trainers, teachers, instructors, professors or coaches and students or trainees, as the case may be.

The employer or head of office, educational or training institution shall disseminate or post a copy of this Act for the information of all concerned.

Section 5. Liability of the Employer, Head of Office, Educational or Training Institution – The employer or head of office, educational or training institution shall be solidly liable for damages arising from the acts of sexual harassment committed in the employment, education or training environment if the employer or head of office, educational or training institution is informed of such acts by the offended party and no immediate action is taken thereon.

Section 6. Independent Action for Damages – Nothing in this Act shall preclude the victim of work, education or training-related sexual harassment from instituting a separate and independent action for damages and other affirmative relief.

Section 7. Penalties – Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of no less than one (1) month nor more than six (6) months, or a fine of not less than ten thousand pesos (10,000) or more than Twenty thousand (20,000), or both such fine and imprisonment at the direction of the court.

Any action arising from the violation of the provisions of this Act shall prescribe in three (3) years.

Section 8. Separability Clause – If any portion or provision of this Act is declared void or unconstitutional, the remaining portions or provisions hereof shall not be affected by such declaration.

Section 9. Repealing Clause – All laws, decrees, orders, rules and regulations, other issuances, or parts thereof inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

Section 10. Effectivity Clause – This act shall take effect fifteen (15) days after its publication in at least two (2) national newspapers of general circulation.

Approved,

(SGD.) EDGARDO ANGARA (SGD.) JOSE DE VENECIA, JR.
President of the Senate Speaker of the House of Representatives

This Act which is a consolidation of House Bill No. 9425 and Senate Bill 1632 was finally passed by the House of Representatives and the Senate on February 8, 1995.

(SGD.) EDGARDO E. TUMANGAN (SGD.) CAMILO L. SABIO
Secretary of the Senate Secretary General, House of Representatives

(SGD.) FIDEL V. RAMOS
President of the Philippines

* Published on February 18, 1995, Malaya, Manila, Philippines

THE COMPREHENSIVE DANGEROUS DRUGS ACT OF 2002

REPUBLIC ACT NO. 9165

AN ACT INSTITUTING THE COMPREHENSIVE DANGEROUS DRUGS ACT OF 2002, REPEALING REPUBLIC ACT NO. 6425, OTHERWISE KNOWN AS THE DANGEROUS DRUGS ACT OF 1972, AS AMENDED...

Article III. Dangerous Drugs Test and Record Requirements

Section 36. Authorized Drug Testing.

Authorized drug testing shall be done by any government forensic laboratories or by any of the drug testing laboratories accredited and monitored by the DOH to safeguard the quality of test results. The DOH shall take steps in setting the price of the drug test with DOH accredited drug testing centers to further reduce the cost of such drug test. The drug testing shall employ, among others, two (2) testing methods: the screening test which will determine the positive result as well as the type of the drug used, and the confirmatory test which will confirm a positive screening test. Drug test certificates issued by accredited drug testing centers shall be valid for a one-year period from the date of issue which may be used for other purposes.

The following shall be subjected to undergo drug testing:

.....

- c) Students of secondary and tertiary schools shall, pursuant to the related rules and regulations as contained in the school's student handbook and with notice to the parents, undergo a random drug testing: Provided, That all drug testing expenses whether in public or private schools under this Section will be borne by the government;

Article IV. Participation of the Family, Students, Teachers and School Authorities in the Enforcement of this Act

Section 41. Involvement of the Family.

The family, being the basic unit of the Filipino society, shall be primarily responsible for the education and awareness of the members of the family on the ill effects of dangerous drugs and close monitoring of family members who may be susceptible to drug abuse.

Section 42. Student Councils and Campus Organizations.

All elementary, secondary and tertiary schools' student councils and campus organizations shall include in their activities a program for the prevention of and deterrence in the use of dangerous drugs, and referral for treatment and rehabilitation of students for drug dependence.

Section 43. School Curricula.

Instruction on drug abuse prevention and control shall be integrated in the elementary, secondary and tertiary curricula of all public and private schools, whether general, technical, vocational or agro-industrial as well as in non-formal, informal and indigenous learning systems. Such instructions shall include:

- 1) Adverse effects of the abuse and misuse of dangerous drugs on the person, the family, the school and the community;
- 2) Preventive measures against drug abuse;

- 3) Health, socio-cultural, psychological, legal and economic dimensions and implications of the drug problem;
- 4) Steps to take when intervention on behalf of a drug dependent is needed, as well as the services available for the treatment and rehabilitation of drug dependents; and
- 5) Misconceptions about the use of dangerous drugs such as, but not limited to, the importance and safety of dangerous drugs for medical and therapeutic use as well as the differentiation between medical patients and drug dependents in order to avoid confusion and accidental stigmatization in the consciousness of the students.

Section 44. Heads, Supervisors, and Teachers of Schools.

For the purpose of enforcing the provisions of Article II of this Act, all school heads, supervisors and teachers shall be deemed persons in authority and, as such, are hereby empowered to apprehend, arrest or cause the apprehension or arrest of any person who shall violate any of the said provisions, pursuant to Section 5, Rule 113 of the Rules of Court. They shall be deemed persons in authority if they are in the school or within its immediate vicinity, or even beyond such immediate vicinity if they are in attendance at any school or class function in their official capacity as school heads, supervisors, and teachers.

Any teacher or school employee, who discovers or finds that any person in the school or within its immediate vicinity is liable for violating any of said provisions, shall have the duty to report the same to the school head or immediate superior who shall, in turn, report the matter to the proper authorities.

Failure to do so in either case, within a reasonable period from the time of discovery of the violation shall, after due hearing, constitute sufficient cause for disciplinary action by the school authorities.

ON BULLYING

Reference: REPUBLIC ACT NO. 10627 (ANTI-BULLYING ACT)

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Section 2. Acts of Bullying. – For purposes of this Act, “bullying” shall refer to any severe or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school for the other student; infringing on the rights of the other student at school; or materially and substantially disrupting the education process or the orderly operation of a school; such as, but not limited to, the following:

- a. Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;
- b. Any act that causes damage to a victim’s psyche and/or emotional well-being;
- c. Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim’s looks, clothes and body; and
- d. Cyber-bullying or any bullying done through the use of technology or any electronic means.

ANTI-PHOTO AND VOYEURISM ACT OF 2009 (R.A. 9995)

Section 2. Declaration of Policy. - The State values the dignity and privacy of every human person and guarantees full respect for human rights. Toward this end, the State shall penalize acts that would destroy the honor, dignity and integrity of a person.

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Section 4. Prohibited Acts. - It is hereby prohibited and declared unlawful for any person:

- (a) To take photo or video coverage of a person or group of persons performing sexual act or any similar activity or to capture an image of the private area of a person/s such as the naked or undergarment clad genitals, public area, buttocks or female breast without the consent of the person/s involved and under circumstances in which the person/s has/have a reasonable expectation of privacy;
- (b) To copy or reproduce, or to cause to be copied or reproduced, such photo or video or recording of sexual act or any similar activity with or without consideration;
- (c) To sell or distribute, or cause to be sold or distributed, such photo or video or recording of sexual act, whether it be the original copy or reproduction thereof; or
- (d) To publish or broadcast, or cause to be published or broadcast, whether in print or broadcast media, or show or exhibit the photo or video coverage or recordings of such sexual act or any similar activity through VCD/DVD, internet, cellular phones and other similar means or device.

The prohibition under paragraphs (b), (c) and (d) shall apply notwithstanding that consent to record or take photo or video coverage of the same was given by such person/s. Any person who violates this provision shall be liable for photo or video voyeurism as defined herein.

DATA PRIVACY ACT OF 2012 (R.A. 10173)

Section 2. Declaration of Policy. - It is the policy of the State to protect the fundamental human right of privacy, of communication while ensuring free flow of information to promote innovation and growth. The State recognizes the vital role of information and communications technology in nation-building and its inherent obligation to ensure that personal information in information and communications systems in the government and in the private sector are secured and protected.

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Section 12. Criteria for Lawful Processing of Personal Information. - The processing of personal information shall be permitted only if not otherwise prohibited by law, and when at least one of the following conditions exists:

- (a) The data subject has given his or her consent;
- (b) The processing of personal information is necessary and is related to the fulfillment of a contract with the data subject or in order to take steps at the request of the data subject prior to entering into a contract;
- (c) The processing is necessary for compliance with a legal obligation to which the personal information controller is subject;
- (d) The processing is necessary to protect vitally important interests of the data subject, including life and health;

- (e) The processing is necessary in order to respond to national emergency, to comply with the requirements of public order and safety, or to fulfill functions of public authority which necessarily includes the processing of personal data for the fulfillment of its mandate; or
- (f) The processing is necessary for the purposes of the legitimate interests pursued by the personal information controller or by a third party or parties to whom the data is disclosed, except where such interests are overridden by fundamental rights and freedoms of the data subject which require protection under the Philippine Constitution.

CYBERCRIME PREVENTION ACT OF 2012 (R.A. 10175)

Section 2. Declaration of Policy. – The State recognizes the vital role of information and communications industries such as content production, telecommunications, broadcasting electronic commerce, and data processing, in the nation’s overall social and economic development. The State also recognizes the importance of providing an environment conducive to the development, acceleration, and rational application and exploitation of information and communications technology (ICT) to attain free, easy, and intelligible access to exchange and/or delivery of information; and the need to protect and safeguard the integrity of computer, computer and communications systems, networks, and databases, and the confidentiality, integrity, and availability of information and data stored therein, from all forms of misuse, abuse, and illegal access by making punishable under the law such conduct or conducts. In this light, the State shall adopt sufficient powers to effectively prevent and combat such offenses by facilitating their detection, investigation, and prosecution at both the domestic and international levels, and by providing arrangements for fast and reliable international cooperation.

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CHAPTER II - PUNISHABLE ACTS

Section 4. Cybercrime Offenses. – The following acts constitute the offense of cybercrime punishable under this Act:

- (a) **Offenses against the confidentiality, integrity and availability of computer data and systems:**
 - (1) **Illegal Access.** – The access to the whole or any part of a computer system without right.
 - (2) **Illegal Interception.** – The interception made by technical means without right of any non-public transmission of computer data to, from, or within a computer system including electromagnetic emissions from a computer system carrying such computer data.
 - (3) **Data Interference.** – The intentional or reckless alteration, damaging, deletion or deterioration of computer data, electronic document, or electronic data message, without right, including the introduction or transmission of viruses.
 - (4) **System Interference.** – The intentional alteration or reckless hindering or interference with the functioning of a computer or computer network by inputting, transmitting, damaging, deleting, deteriorating, altering or suppressing computer data or program, electronic document, or electronic data message, without right or authority, including the introduction or transmission of viruses.
 - (5) **Misuse of Devices.**
 - (i) The use, production, sale, procurement, importation, distribution, or otherwise making available, without right, of:
 - (aa) A device, including a computer program, designed or adapted primarily for the

purpose of committing any of the offenses under this Act; or

(bb) A computer password, access code, or similar data by which the whole or any part of a computer system is capable of being accessed with intent that it be used for the purpose of committing any of the offenses under this Act.

(ii) The possession of an item referred to in paragraphs 5(i)(aa) or (bb) above with intent to use said devices for the purpose of committing any of the offenses under this section.

(6) **Cyber-squatting.** – The acquisition of a domain name over the internet in bad faith to profit, mislead, destroy reputation, and deprive others from registering the same, if such a domain name is:

(i) Similar, identical, or confusingly similar to an existing trademark registered with the appropriate government agency at the time of the domain name registration:

(ii) Identical or in any way similar with the name of a person other than the registrant, in case of a personal name; and

(iii) Acquired without right or with intellectual property interests in it.

(b) Computer-related Offenses:

(1) **Computer-related Forgery.** –

(i) The input, alteration, or deletion of any computer data without right resulting in inauthentic data with the intent that it be considered or acted upon for legal purposes as if it were authentic, regardless whether or not the data is directly readable and intelligible; or

(ii) The act of knowingly using computer data which is the product of computer-related forgery as defined herein, for the purpose of perpetuating a fraudulent or dishonest design.

(2) **Computer-related Fraud.** – The unauthorized input, alteration, or deletion of computer data or program or interference in the functioning of a computer system, causing damage thereby with fraudulent intent: Provided, That if no damage has yet been caused, the penalty imposable shall be one (1) degree lower.

(3) **Computer-related Identity Theft.** – The intentional acquisition, use, misuse, transfer, possession, alteration or deletion of identifying information belonging to another, whether natural or juridical, without right: Provided, That if no damage has yet been caused, the penalty imposable shall be one (1) degree lower.

(c) Content-related Offenses:

(1) **Cybersex.** – The willful engagement, maintenance, control, or operation, directly or indirectly, of any lascivious exhibition of sexual organs or sexual activity, with the aid of a computer system, for favor or consideration.

(2) **Child Pornography.** – The unlawful or prohibited acts defined and punishable by Republic Act No. 9775 or the Anti-Child Pornography Act of 2009, committed through a computer system: Provided, That the penalty to be imposed shall be (1) one degree higher than that provided for in Republic Act No. 9775.

(3) **Unsolicited Commercial Communications.** – The transmission of commercial electronic communication with the use of computer system which seek to advertise, sell, or offer for sale products and services are prohibited unless:

(i) There is prior affirmative consent from the recipient; or

(ii) The primary intent of the communication is for service and/or administrative

announcements from the sender to its existing users, subscribers or customers; or

(iii) The following conditions are present:

- (aa) The commercial electronic communication contains a simple, valid, and reliable way for the recipient to reject receipt of further commercial electronic messages (opt-out) from the same source;
- (bb) The commercial electronic communication does not purposely disguise the source of the electronic message; and
- (cc) The commercial electronic communication does not purposely include misleading information in any part of the message in order to induce the recipients to read the message.

(4) **Libel.** — The unlawful or prohibited acts of libel as defined in Article 355 of the Revised Penal Code, as amended, committed through a computer system or any other similar means which may be devised in the future.

Section 5. Other Offenses. — The following acts shall also constitute an offense:

(a) **Aiding or Abetting in the Commission of Cybercrime.** — Any person who willfully abets or aids in the commission of any of the offenses enumerated in this Act shall be held liable.

(b) **Attempt in the Commission of Cybercrime.** — Any person who willfully attempts to commit any of the offenses enumerated in this Act shall be held liable.

Section 6. All crimes defined and penalized by the Revised Penal Code, as amended, and special laws, if committed by, through and with the use of information and communications technologies shall be covered by the relevant provisions of this Act: Provided, That the penalty to be imposed shall be one (1) degree higher than that provided for by the Revised Penal Code, as amended, and special laws, as the case may be.

Section 7. Liability under Other Laws. — A prosecution under this Act shall be without prejudice to any liability for violation of any provision of the Revised Penal Code, as amended, or special laws.

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Junior College (6YP) Remediation Policies

General Policy on Remediation

Junior College students with a final mark equivalent to 3.5 in a subject at the end of the semester will be given remedial classes or remediation tasks in that subject as decided upon by the subject teacher.

Students who failed due to absences (FDA) will not be given remediation and must retake the subject the following school year.

A mark of Incomplete (INC) will be given to a student whose class standing is passing but who failed to complete class requirements. Only students who have completed a minimum of 75% of their class requirements may be given a mark of INC for the semester. Missing requirements must be completed within the succeeding semester. For graduating students, requirements must be completed within the first six weeks of the midyear term for subjects in the second semester.

Students who fail to complete 75% of requirements within the semester will automatically be given a 3.5 (a failing mark) which is not subject to remediation. The student will have to enroll in the same subject again.

The highest possible grade a student may get after remediation is 3.0.

Remediation Status

Students who receive a final mark equivalent to 3.5 in a subject due to failed competencies at the end of the semester will be given Remediation (R) status to signify the need for the student to undergo remediation during the midyear term (remedial class or remediation plan) in order to give the student an opportunity to gain competencies needed to pass the subject. A student with Remediation (R) status has to enroll in the same subject again in order for him to undergo remediation.

Remediation plan within the current semester may be conducted and will be decided by each academic unit. Implementing guidelines will also be provided by the academic unit.

Students who still fail despite remediation will have to retake the subject the next time it is offered. This will result in a delay in completing junior college.

R status will be replaced with the student's final grade once remediation has been completed. Students can retain the R status only up to the end of the school year; otherwise, the R status will be converted into a failing mark (3.5).

Remedial Classes

Formal remedial classes will be provided should ten (10) or more students receive an R status in a subject. Students should enroll in remedial classes during the midyear term to replace the R status with a final grade.

Absences

A maximum of three (3) absences is allowed for remedial classes. Failure to attend remedial classes or exceeding the allowable absences will automatically result in a failing mark. In such cases, the student will have to retake the subject the next time it is offered.

Duration of Remedials

Remedial classes will be conducted for a total of fifteen (15) days (2 hours per day) during the midyear term.

The total number of hours for remedial classes is 30 hours. While some alternative learning activities may be carried out online, 80% of the 30 hours is the minimum required on-campus personal contact hours.

In certain cases, faculty members may request to conduct class for fewer than 15 days during the midyear term, subject to the approval of the 6YP Program Director and the Department Chair, provided that the 30 hours are met.

In cases of holidays/cancellation of classes, the remediation period will be extended until the total number of hours has been completed.

Remediation Plans

For a group of less than ten students with R in a subject, teachers will develop a remediation plan that will equip the students with the competencies that the student failed to demonstrate during the semester. This is similar to one-on-one/small group learning sessions or tutorials wherein the faculty and students concerned will meet as needed. As such there will be no regular class schedule.

The remediation plan will involve remediation tasks (tasks that will allow the learner to develop failed competencies). Remediation tasks may include self-study/review of failed competencies, performance tasks and summative assessments.

The remediation plan should be discussed with and mutually validated by the 6YP Program Director and Department Chair.

The remediation plan should be discussed with the student immediately after it has been discussed and validated by the 6YP Program Director and Department Chair.

The remediation plan, signed by the teacher, the 6YP Program Director, and the department Chair of the subject will be provided to the student. The remediation plan should be signed by the student and a parent/guardian as acknowledgment and agreement to the remediation plan. Remediation plan is to be explained to the parents during orientation. The student must then return the signed document to the 6YP Program Director. The signed copy of the remediation plan will be given to the 6YP Program Director, Department Chair, Mentor, and Parents/Guardian.

Remediation Progress Form

The Remediation Progress Form must be filled out to track the progress of the student and to document the number of hours of contact time.

Remediation Plan during the Midyear Term

Students with remediation plans will be enlisted once approved by the Program Director. Remediation plans for the midyear term are subject to corresponding fees. Fees for the implementation of remediation plans will be equivalent to half of the fees for remedial classes.

Juris Doctor Program Academic Policies

excerpted from the Institute of Law Student Handbook 2017 Edition

The general academic policies of the University of Asia and the Pacific (UA&P) apply to the Juris Doctor (JD) Program (see p. 25 of the UA&P Student Handbook 2018 Edition). Modifications specific to the JD Program include, but are not limited to, the policies excerpted below. For more information, please refer to the most recent edition of the Institute of Law Student Handbook.

PART I

THE UA&P LAW PROGRAM

I. ABOUT UA&P LAW

Section 1. The University of Asia and the Pacific Juris Doctor Program

UA&P's Law program provides training in standard competencies expected of lawyers, such as legal reasoning and advocacy. Following worldwide trends in the field of legal education, and helped by its integration within UA&P and within the Institute of Law, the Law program is envisioned to increasingly adopt interdisciplinary and international perspectives.

UA&P's law curriculum leads to a degree in Juris Doctor (JD). The JD program is a 4-year law course that fulfills all government requirements for those preparing for admission to the bar. It requires previous completion of a bachelor's degree course. It includes perspective courses, core subjects, elective courses, apprenticeship and thesis for a total number of at least 173 units.

II. ADMISSION AND QUALIFICATIONS

Section 1. General Admission Guidelines

1. Admission to the JD program of the Institute of Law (Institute) is based solely on merit.
2. The Admissions Committee shall base its decision on the results of the Philippine Law School Admission Test (PHILSAT),¹ the General Weighted Average (GWA), the interview, and other requirements as may be necessary.

Section 2. Who are Qualified

To be qualified for admission to the JD program, the applicant must:

1. Be a graduate of a bachelor's degree course and should have earned at least 18 units of English, 6 units of Mathematics, 18 units of Social Science subjects, and 3 units of Rizal;
2. Have obtained a GWA in the pre-law course which should not be below 80% or 2.25 or equivalent; and
3. Have obtained a qualifying PHILSAT rating prescribed by the Legal Education Board (LEB).

¹ LEB Memorandum Order (LEBMO) No. 7, Series of 2016

Section 3. Application Procedure

Applicants must submit two (2) copies of the duly accomplished JD Application Form (downloadable from slg.uap.asia) to the Institute of Law of the School of Law and Governance at the 7th Floor, APEC Communications Building, together with one (1) copy of the following attachments:

- a. Photocopy of college transcript of records or record of grades;
- b. For graduating students: Certification of candidacy for graduation from their Registrar;
- c. For graduates and professionals: Photocopy of college diploma;
- d. LEB permit for conditional admission, for those who did not take the 16 April 2017 PHILSAT or are not exempted from the PHILSAT, pursuant to LEB Memorandum Order No. 11, Series of 2017; and
- e. Proof of payment of application fee.

All applications must be submitted to:

The INSTITUTE OF LAW
School of Law and Governance
University of Asia and the Pacific
7th Floor, APEC Communications Building
Pearl Drive, Ortigas Center, Pasig City

Section 4. How to Qualify

1. Those with PHILSAT rating of 60 or higher will be scheduled for interview. Those with PHILSAT rating of 45 to below 60 must first take a written essay test to determine whether they qualify for interview. Those with PHILSAT rating below 45 need not apply.
2. After the interview, successful applicants will receive a letter informing them of their acceptance to the JD program. They must submit their Certificate of Eligibility or Exemption issued by the (LEB) upon enrollment.

Section 5. Types of Admission

1. Regular admission
2. Conditional admission: Applicants who fail to meet one of the qualifications or criteria herein prescribed may be admitted to the JD program with conditions, upon the discretion of the Admissions Committee. They must, on the first year in the program, show satisfactory performance to be allowed to continue. They will not be allowed to drop subjects or go on leave of absence except in case of illness requiring extended hospitalization and recuperation. They must also submit an accomplished acknowledgement form on top of regular enrollment requirements.

Section 6. Transfer Policy

1. Applicants for transfer are treated like all other applicants to the JD program. They have to pass all the qualification requirements for admission.
2. In addition, applicants have to submit a Certificate of honorable dismissal from the previous law school(s) together with the duly filled-up JD Application Form. Without this Certificate, the applicants cannot proceed with their applications or if applications are nonetheless submitted, the Institute of Law cannot proceed with the evaluation thereof.

3. If the applicants pass the qualifications for admission, then they will be admitted provided they start from first (1st) year and take up all the law subjects based on the Institute of Law curriculum.
4. Applications for transfer to second (2nd) year may only be entertained based on exceptionally meritorious reasons. Only upon determination by the Dean of the Institute of Law and the SLG OPCOM of these exceptionally meritorious reasons may the applicants proceed with their applications. In any case, all the usual qualifications and requirements for admission will apply in the evaluation of the applications. In addition, the applications for accreditation of subjects taken in the previous law school, together with the course descriptions, should be received at least two (2) weeks prior to the start of the classes. Applications of this nature will only be considered during the first semester of the academic year. They are considered exceptions to the general policy and will be carefully considered and scrutinized.

No applications for transfer to 3rd year and 4th year will be entertained.

III. ENROLLMENT

Section 1. Documentary Requirements

1. The successful applicant shall submit the following upon enrollment:
2. LEB Certificate of Eligibility (containing PHILSAT score/rating) or Exemption;
3. Duly executed and notarized Affidavit of Fraternity/Sorority Non-Membership Form (available at the Institute office);
4. Official Transcript of Records (original copy);
5. Certificate of Transfer Eligibility or Honorable Dismissal (original and photocopy); and
6. Two (2) copies of duly accomplished Mentoring Form (for first semester only).

The following additional documentary requirements shall also be submitted:

7. For those admitted with conditions: Acknowledgment Form (available at the Institute office);
8. For those applying for scholarship: Scholarship Application Form and supporting documents (see Part IV below).

Section 2. Enrollment Procedure

1. Proceed to the Institute of Law office.
2. Submit documentary requirements for evaluation.
3. Secure Registration Certificate from the Institute.
4. Present Registration Certificate to pay tuition and other fees.

PART II THE JD ACADEMIC CODE

The general academic policies of the UA&P apply to the Juris Doctor (JD) program, except as otherwise provided in this document. In case of conflict between the general academic policies of the University and the JD Academic Code, the latter shall prevail.

...

III. METHOD OF INSTRUCTION

The primary method of instruction for the JD program is by recitation. This system is geared toward the development of the student's ability to analyze, reason out, and express his/her ideas. The student is asked to read and study the codal provisions, the legal theories and the relevant court decisions.

The student is then called upon to recite in order to test and hone his/her advocacy skills and to determine whether he/she has properly and correctly understood the law and its philosophy. The faculty members shall supplement the recitation method with lectures aimed at clarifying seemingly conflicting provisions of law, addressing any doubts the student may entertain, and discussing the most recent developments and jurisprudence.

The process should lead to an integrated and comprehensive knowledge of the law that should equip the student for its correct and sound practical application. The faculty member may pose problems or issues that the student will be made to resolve through the application of the laws and theories discussed. In the end, the student will not only know the law but will also have the skills necessary to apply it correctly.

...

IX. RETENTION POLICY

Section 1. Who shall not be retained in the JD program

A student shall not be allowed to enroll in the subsequent academic year if he/she:

1. Fails to maintain a General Weighted Average (GWA)² of 2.75, computed at the end of the relevant academic year; or
2. Does not pass 70% of all subjects taken during the previous academic year; or
3. Has failed a subject after a third try ("three-strike rule"); or
4. Has gone beyond the maximum residency period.

X. PROBATION

Section 1. Who are placed on probation

The following students are placed on probation:

1. Freshmen admitted with condition; or
2. Those who obtain a Weighted Average (WA)³ below 3.00 for any semester; or
3. Those who have failed the same subject twice; or
4. Those who fail two (2) bar subjects in any semester.

Section 2. Purpose of Probation

The students are placed on probation for the purpose of helping them continue in the program and improve their performance. They will not be allowed to go on a leave of absence, withdraw or enroll in fewer units than the regular load stipulated in the program during the probation period.

2 Please refer to p. 49 of this Handbook to learn how to compute your General Weighted Average (GWA). The GWA is rounded off to the nearest two decimals.

3 Please refer to p. 49 of this Handbook to learn how to compute your Weighted Average (WA) for the semester. The WA is rounded off to the nearest two decimals.

However, underloading may be allowed by the SLG OPCOM if the students are unable to enroll because of certain academic requirements or policy restrictions which shall be determined by the OPCOM on a case-to-case basis.

Section 3. Probation Period

The probation period may continue until the student shall no longer be allowed to enroll under any of the conditions in the Retention Policy (see [X]) above. Conversely, it may end when the student regains a GWA of at least 2.75 with no failing mark, or the student has no failing mark in two (2) consecutive semesters, or the student has obtained a WA of 2.75 per semester for two (2) consecutive semesters.

XI. APPEALS

Section 1. When appeals may be made

Appeals regarding grades may only be made in case of: (a) mathematical errors in computation; and/or (b) manifest oversight in the checking of written examinations. The appeals, if any, should be submitted in writing to the office of the Dean of the Institute.

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XIV. MAXIMUM RESIDENCY POLICY

The maximum residency for the JD program is six (6) years, counted from the date of first enrollment. A student's residency is inclusive of periods that he is on leave of absence (LOA) from the School.

PART III MEMBERSHIP IN FRATERNITY AND SORORITY

Section 1. Pre-Requisite for Admission and Continued Stay

As a condition for admission and continued stay in the JD program, the Institute does not allow membership of students in any fraternity, sorority, or organization not recognized by UA&P.

Section 2. Effects of Membership

The Institute acknowledges the following findings of education officials and the general public perception with regard to fraternities and fraternity-related activities:

- a. Fraternities tend to erode the moral values inculcated by parents and the educational institutions;
- b. Students' dedication to study, respect for authority, observance of the rules and regulations of the educational institutions are undermined; and
- c. Existing laws and other administrative issuances seem not enough to deter some students from committing violent acts that inflict physical and mental injuries on others and, in so many instances, even cause the loss of life of students.
- d. Fraternity-related activities disrupt the environment conducive to learning and scholarly pursuits and are considered inimical to peace and order in school campuses.

Section 3. Execution of Affidavit of Non-Membership

As a prerequisite to admission to the Institute, the applicant is asked to execute an Affidavit of Fraternity/Sorority Non-Membership and if found to have violated the conditions and disciplinary policies, rules and regulations stated in the said affidavit, or falsely certified to any information stated therein, the student may be meted disciplinary action which could be dismissal or even expulsion.

PART IV JD SCHOLARSHIP POLICY

Scholarships in the JD program are highly competitive study grants that may cover up to 100% of tuition fees. Scholarships are either granted outright or upon application.

Section 1. Outright Grants

Honor graduates in the pre-law course who apply within five (5) years from graduation may receive a scholarship consisting of up to 100% tuition fee discount. Honor graduates in financial need may, in addition, receive a stipend.

Section 2. Application for Scholarship

Those who do not receive outright grants may still apply for scholarship.

Who qualifies?

1. Those who have obtained a general weighted average (GWA) in their pre-law course of at least 85% or 2.0;
2. Those whose PHILSAT rating is at least 85;
3. Financial need, as attested by the family's finances; and
4. Positive interview evaluation.

Section 3. Conditions to Maintain Scholarship

The scholarship grant may continue up to the 4th year of the JD program.

To keep the scholarship, the grantee must:

1. Maintain a GWA not lower than 82% or 2.25 evaluated at the end of each academic year;
2. Maintain a continuous regular full load for each semester prescribed by the JD program;
3. Hold a clean disciplinary record;
4. Not avail of another scholarship that interferes with his/her scholarship obligations under the UA&P-JD scholarship grant; or
5. Comply with all other requirements set forth in the Scholarship Agreement;

If the grantee fails to fulfill any of the above conditions, he/she forfeits the JD scholarship grant.

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Section 5. New Applications from Currently Enrolled Students

Past applicants for scholarship who were not previously awarded any grant or previous grantees who lost their scholarships for various reasons may re-apply before the beginning of any academic year during their stay at the Institute.

Mandate to the UA&P Student Body

The University of Asia and the Pacific, through the Center for Student Affairs, mandates the student body to participate actively and responsibly in the management of the corporate vision of the institution. The areas of participation are stipulated as follows: all programs of formation, whether curricular, co-curricular, or extra-academic. Any further precision to this stipulation will be determined through subsequent agreements between official representatives of the student body and the University administration. The exercise of this mandate may be suspended during any period when the University judges that the mandate is not being fulfilled properly.

In particular, the student body is mandated to constitute for itself a government that will manage, regulate, and enforce such participation. This government will also be tasked with promoting a work ethic among the student body, based on the principle of solidarity that will allow such student participation.

The student body is also mandated to appoint a student council, acting as an advisory board to the University on the management of the corporate vision insofar as such management impinges on the common good of the student body.

The University reserves to itself the pronouncement nihil obstat on any law, decree or regulation passed by the student government.

Constitution of the Student Government of the University of Asia and the Pacific

PREAMBLE

We, the students of the University of Asia and the Pacific, seeking to serve God, our country, and our fellow men, in the prudent and responsible exercise of our freedom to pursue the truth and the good, by establishing a Student Government committed to a holistic education for thought and action, the norms of Wisdom, Solidarity, and Professional Competence, do hereby ordain and promulgate this Constitution.

Article I

GENERAL PROVISIONS

- Section 1.** This organization shall be called the Student Government of University of Asia and the Pacific.
- Section 2.** This Constitution shall be called as the “Constitution of the Student Government of the University of Asia and the Pacific”.
- Section 3.** This Constitution shall guide and govern the structure and processes of the Student Government of the University of Asia and the Pacific.
- Section 4.** For the purposes of this Constitution, the following definitions shall apply, unless indicated otherwise:
- (a) “students” and “student body” refer to the undergraduate and graduate students of University of Asia and the Pacific;
 - (b) “University” shall refer to the University of Asia and the Pacific, and it shall include the Colleges, Schools, and Institutes in the University;

Article II

BILL OF RIGHTS

- Section 1.** Every student has the right to have representation in the University Student Government.
- Section 2.** Every student has the right to run as and vote for a candidate for an elective position in the University Student Government as stipulated in Article IV of this Constitution.

- Section 3.** Every student has the right to air views and opinions, which shall be acted upon if deemed necessary by the University Student Government.
- Section 4.** Every student has the right to be properly informed of the activities of the University Student Government.
- Section 5.** Every student has the right to a responsible Student Government, the members of which shall be held accountable to the student body.

Article III

THE PRINCIPLES AND OBJECTIVES OF THE UNIVERSITY STUDENT GOVERNMENT

- Section 1.** The University Student Government (USG) subscribes to:
 - 1.1 the corporate vision of the University to offer holistic formation grounded on wisdom, solidarity and professional competence;
 - 1.2 the normative, administrative and tradition-building structures of the University which embody this corporate vision; and
 - 1.3 the principles of subsidiarity and solidarity.
- Section 2.** The University Student Government commits itself to:
 - 2.1 serve the student body by promoting the common good of the students;
 - 2.2 enhance the holistic formation administered to the students;
 - 2.3 help achieve legitimate goals pursued in common by students and other sectors in the University; and
 - 2.4 preserve in the University a professional and family atmosphere conducive to the integral development of the students.
- Section 3.** To these ends, the University Student Government shall:
 - 3.1 participate actively and responsibly in the management of the corporate vision of the University in the following programs of formation: curricular, co curricular and extra academic activities;
 - 3.2 organize and oversee official student activities;
 - 3.3 teamwork with the students, with the administration, and with other sectors of the University;
 - 3.4 serve as a channel of communication between students and the administration and between students and other sectors of the school;
 - 3.5 oversee relations among the students as well as those among the administration, and other sectors of the school; and
 - 3.6 establish external linkages with different sectors of society.

Article IV

THE UNIVERSITY STUDENT GOVERNMENT

- Section 1.** The University Student Government (USG) shall serve as the highest executive office. Policies and decisions of the USG shall be implemented by the entire

- student populace. The University Student Government shall have power to:
- 1.1 accept reports of possible violations of laws (of this constitution) and submit a preliminary report to CSA, which in turn shall conduct the requisite inquiry
 - 1.2 create ad hoc committees and appoint committee officers whose appointments are not otherwise provided for herein;
 - 1.3 review COMELEC decisions regarding School/Institute/College representative elections upon formal request by any student to that end;
 - 1.4 to formulate and enforce policies upon approval and recognition of the Center for Student Affairs (CSA); and
 - 1.5 endeavor to have recognition and representation to the Management Committee (ManCom) in matters involving student welfare and affairs, subject to the approval of the ManCom.

Section 2. The SG shall be composed of the President, Internal Vice President, External Vice President, Secretary, Finance Officer, the Sports and Varsity Officer, and the Student Interest Groups Officer.

- 2.1 The **President** shall:
 - 2.1.1 represent the UA&P student body;
 - 2.1.2 direct and oversee the activities of the SG in pursuit of its vision and objectives;
 - 2.1.3 preside over all SG meetings; and
 - 2.1.4 make a quarterly report of the SG's activities to the student body.
- 2.2 The **Internal Vice President** shall:
 - 2.2.1 assist the President in his/her duties;
 - 2.2.2 assume the President's functions and responsibilities in his/ her absence or whenever necessary;
 - 2.2.3 direct and oversee the Academic Affairs Committee (AAC) and the International Students Committee (ISC):
 - 2.2.3.1 The **Academic Affairs Committee (AAC)** shall heed the curricular concerns of the student body, promote a school environment conducive to learning and student participation, and cooperate with the University administration in the pursuit of academic excellence of the programs;
 - 2.2.3.2 The **International Students Committee (ISC)** shall heed the concerns of the international students, mediate between the international students and SG, and promote student participation and integration and in the school; and
 - 2.2.4 appoint the heads of these committees, subject to the approval of the SG.
- 2.3 The **External Vice President** shall:
 - 2.3.1 direct and oversee the external affairs of the SG;

- 2.3.2 represent the SG in external activities; and
 - 2.3.3 represent SG in external organizations, alliances, and networks at the discretion of the SG;
- 2.4 The **Secretary** shall:
- 2.4.1 gather and disseminate the essential information regarding USG activities to members of the Student Government;
 - 2.4.2 serve as the liaison between the Center for Student Affairs (CSA) and the University Student Government;
 - 2.4.3 inform the student body regularly of the SG and other university activities;
 - 2.4.4 take note of the minutes of SG meetings; and
 - 2.4.5 safeguard all important and pertinent SG documents.
- 2.5 The **Finance Officer** shall:
- 2.5.1 direct and oversee SG fund-raising activities;
 - 2.5.2 handle and safeguard the funds of the SG;
 - 2.5.3 shall maintain a comprehensive SG financial record throughout his/her term; and
 - 2.5.4 make available a copy of the SG financial records upon reasonable request.
- 2.6 The **Student Interest Groups Officer (SIGO)** shall:
- 2.6.1 oversee the university's non-sports co-curricular and extra-curricular activities;
 - 2.6.2 be a mediator between the heads of the non-sports co-curricular and extra-curricular organizations and the SG;
 - 2.6.3 coordinate between and among the different non-sports co-curricular and extra-curricular organizations by maintaining a public calendar of extra-curricular activities; and
 - 2.6.4 form a **Student Interest Group (SIG) Committee** composed of the SIG representatives appointed by their respective SIGs.
- 2.7 The **Sports and Varsities Officer (SVO)** shall:
- 2.7.1 foster the development of sports in the University; and
 - 2.7.2 oversee, coordinate, and organize the university's sports activities which include:
 - 2.7.2.1 student sports organizations; and
 - 2.7.2.2 varsities.

Section 3. The SG shall meet regularly to facilitate planning, decision-making, reporting, and evaluation of activities and developments.

Section 4. The SG shall decide by a simple majority vote with the President casting the last vote. Once a decision is reached, each officer shall fully support it.

Article V ATTAINMENT OF OFFICE

Qualifications

- Section 1.** A candidate for any position of the Institute/College/School (ICS) Representatives shall have the following qualifications on the day of filing his candidacy:
- 1.1 enrolled for the current semester with a total of at least 15 units as certified by the University;
 - 1.2 no grade of 3.5 in 3 units in the previous semester and a cumulative general weighted average of at least 2.50;
 - 1.3 not found guilty of violating any University disciplinary or academic rules and principles; and
 - 1.4 for the Office of the President and Vice President, at least enrolled for one year in the University;

Manner of Election

- Section 2.** All electoral procedures concerning the ICS Representatives shall be governed by the rules and regulations set by the COMELEC.
- Section 3.** The candidate who garners the most number of votes shall be declared the winner.
- Section 4.** Electoral cases, protests, and petitions shall be forwarded to the COMELEC.

Institute/College/School (ICS) Representatives

- Section 5.** An election of an ICS Representative shall be deemed valid only if at least 70% of the ICS student population casts its votes.
- Section 6.** Elections shall be held no later than the last week of February.
- Section 7.** In case of a tie, the COMELEC shall organize a special election for the ICS Representative no later than 2 weeks following the regular elections.
- Section 8.** If a position is contested by only 1 candidate, 60% of the votes must be obtained, otherwise special elections shall be organized.

University Student Government (USG)

- Section 9.** The ICS Representatives shall hold five (5) regular planning sessions, with complete attendance including the SG Adviser, within two weeks after the elections for the discussion of the delegation of duties.
- 9.1 The Chairman of the OpCom of the Center for Student Affairs (CSA) shall serve as the SG Adviser.
 - 9.2 An Assistant SG Adviser may be designated by the CSA OpCom

Chairman, upon approval of the CSA OpCom, when circumstances would necessitate one.

- Section 10.** Only the University Student Government President shall be elected by the ICS Representatives.
- 10.1 The election of the President shall be held on the last day of the regular planning sessions;
 - 10.2 The SG Adviser shall preside over the said election;
 - 10.3 The President shall win by simple majority vote; and
 - 10.4 No ICS Representative is allowed to abstain from voting.
- Section 11.** The elected SG President shall appoint the remaining positions according to Article III of this Constitution.

Vacancies and Tenure

- Section 12.** The term of the SG officers shall begin on the last day of the second semester and end on the last day of the second semester of the following year.
- Section 13.** In case the position of the SG President becomes vacant, the Internal Vice President shall assume the position, a new ICS Representative shall be elected from the non-represented ICS, and there will be a re-appointment of positions by the new President.
- Section 14.** In the event of any vacancy in the SG, other than the President, special elections shall be held in the non-represented ICS by the COMELEC, and there will be a re-appointment of positions by the President, if necessary.

Accountability

- Section 15.** Elected SG officers and committee heads shall refrain from serving as officers or project heads in any organization outside the Student Government within the University.
- Section 16.** Officers of the University Student Government shall be removed from office by impeachment, suspension, or any other appropriate sanctions for willful violation of this constitution, gross neglect of their duties or for any grave offense or misconduct reflecting their moral character.
- Section 17.** Any motion for impeachment of any officer may be initiated by any student.
- 17.1 The complainant shall file a formal written case addressed to the Center for Student Affairs (CSA) - Discipline Board which will make a preliminary finding of the substantial merit of the case.
 - 17.2 If the case is found to be meritorious, the CSA-Discipline Board shall form an adhoc committee that will investigate the matter for no more than 20 working days.
 - 17.3 The decision of the CSA-Discipline Board shall be final and irrevocable.

Article VI STUDENT INTEREST GROUPS (SIGs)

- Section 1.** A UA&P Student Interest Group (SIG) shall be defined as a Center for Student Affairs-recognized organization which complements academic theory through formative activities according to its objectives. The SIGs' objectives shall be in line with the corporate vision of the University.
- Section 2.** The recognition of these SIGs shall be at the complete discretion of the Center for Student Affairs.
- Section 3.** The SIGs shall coordinate with the Student Interest Group Officer to ensure proper cooperation and effective teamwork with the Student Government and the whole University body.

Article VII COMELEC

- Section 1.** The Commission on Elections (COMELEC) shall be composed of seven (7) students representing each of the ICSs appointed by the University Student Government from a list of COMELEC-endorsed nominees.
- Section 2.** The term of the COMELEC shall begin on the last day of the second semester and end on the last day of the second semester the following year.
- Section 3.** No student who is a member or is known and openly affiliated with any political party in the university shall be eligible for membership in the COMELEC.
- Section 4.** The COMELEC members shall elect from among themselves a Chairman who shall direct COMELEC operations and preside over meetings.
- Section 5.** The COMELEC shall draw up and administer procedures for executive branch elections, pursuant to the provisions of this Constitution.
- Section 6.** COMELEC decisions shall be made through a simple majority vote. In the case of a tie, the Chairman shall break the tie. Once a decision is reached, each member shall fully support it.
- Section 7.** No COMELEC member shall be eligible to run for any office in the Student Government in the year immediately following his term in the COMELEC.

Article VIII AMENDMENTS

- Section 1.** Any amendments to this Constitution may be proposed by any member of

the student body by submitting a formal petition to the University Student Government.

Section 2. The SG shall organize itself into a Constitutional Convention, annually, if amendments to this Constitution shall be considered. This Constitutional Convention shall be completed no later than February 1.

Section 3. If the proposed amendment is deemed valid by a two-thirds majority vote of the SG, then a referendum shall be held.

3.1 The referendum shall take place within twenty to forty days following the Convention.

3.2 The SG shall duly inform the student body of such referendum at least fifteen (15) days before it is held.

Section 4. The SG, as a standard operating procedure, shall designate an ad hoc commission responsible for informing the student body of the referendum within the specified time stipulated in Section 3.2 of this Article and organizing the referendum. The ad hoc commission shall be dissolved only after the referendum unless otherwise mandated by the SG.

Section 5. An amendment may be passed with a two-thirds majority of votes cast in a referendum in which at least 75% of the student population cast its votes.

Article IX

TRANSITORY PROVISIONS

Section 1. This Constitution shall take effect immediately after ratification by 52.5% of the student population approving it.

Section 2. No amendments to this Constitution shall be made within one school year of its implementation.

Section 3. All incumbent members of the University Student Government shall remain in office until the new Student Government elected under this Constitution shall have been sworn into office.

Section 4. This Constitution, upon the establishment of any campuses, shall continue to stand as the University Constitution and shall apply mutatis mutandi.

* Ratified on August 15, 2012

Who's Who in UA&P

Board of Trustees

- Dr. Placido L. Mapa, Jr., **Chairman**
 Amb. Jose L. Cuisia, Jr., **Vice Chairman**
 Dr. Winston Conrad B. Padojinog, **President**
 Dr. Bernardo M. Villegas, **Vice President**
 Ms. Judy Rosario G. Cam, **Treasurer**
 Mr. Manuel I. Ayala, **Member**
 Mr. Omar T. Cruz, **Member**
 Dr. Paul A. Dumol, **Member**
 Mr. John Eric T. Francia, **Member**
 Ms. Jane A. Pulido, **Member**
 Mr. Robert S. Roque, **Member**
 Ms. Shirley M. Sangalang, **Member**
 Mr. Francisco C. Sebastian, **Member**
 Mr. Ireneo U. Tan, **Member**
 Mrs. Grace Q. Tomelden, **Member**
 Dr. Antonio N. Torralba, **Member**
Corporate Secretary: Mr. Anthony C. David

Management Committee

- Dr. Winston Conrad B. Padojinog, **President**
 Dr. Amado P. Saquido, **Vice President for Academic Affairs**
 Mr. Rolando D. Sison, **Vice President for Administrative Affairs**
 Ms. Imelda P. Estillore, **Vice President for Student and Alumni Affairs**
 Dr. Marya Svetlana T. Camacho, **Vice President for Faculty Affairs and Research**
 Mr. Daniel Rodrigo D. Reyes, **Vice President for Business Development**
 Mr. Anthony C. David, **University Secretary**

College of Arts and Sciences (CAS)

Dean	Dr. Maria Asuncion L. Magsino
Vice Dean, Academic Affairs; Student Affairs	Dr. Paul A. Dumol
Vice Dean, Faculty Affairs	Dr. Leodivico C. Lacsamana
College Secretary	Ms. Agnes S. Enriquez
Program Director, AB Humanities; MA Humanities	Dr. Joachim Emilio B. Antonio
Program Director, Junior College of the 6-Year Integrated Program	Ms. Margeaux Marie R. Valdez
Department Chair, Arts	Mr. Arthur Joseph I. Vito Cruz
Department Chair, Asia Pacific Studies	Dr. Ma. Concepcion R. Lagos
Department Chair, English	Dr. Tara P. Donozo
Department Chair, Filipino	Dr. Leodivico C. Lacsamana
Department Chair, History	Dr. Arnel E. Joven
Department Chair, Literature	Mrs. Theresa Ma. Inez B. Cortes
Department Chair, Philosophy	Mr. Guillermo R. Dionisio
Department Chair, Physical Education	Ms. Jo-ann G. Grecia
Department Chair, Religion	Fr. Emmanuel A. Garrido
Coordinator, Asia Pacific Languages	Mr. Joseph Martin V. Yap

School of Communication (SCM)

Dean.....	Dr. Jerome G. Kliatchko
Vice Dean.....	Dr. Francine C. Racho
School Secretary.....	Dr. Luis C. Tongco, Jr.
Program Director, <i>AB Integrated Marketing Communications;</i> <i>MA Communication major Integrated Marketing Communications.....</i>	Dr. Francine C. Racho
Program Director, <i>AB Media and Entertainment Management.....</i>	Dr. Veronica L. Isla

School of Economics (SEC)

Dean.....	Dr. George N. Manzano
Vice Dean, <i>Research.....</i>	Dr. Peter L. U
Vice Dean, <i>Faculty Affairs.....</i>	Dr. Cid L. Terosa
School Secretary.....	Ms. Viory Yvonne T. Janeo
Program Director, <i>AB Economics; MS Industrial Economics.....</i>	Dr. George N. Manzano
Program Director, <i>M Applied Business Economics.....</i>	Dr. Cid L. Terosa
Program Director, <i>M Business Economics.....</i>	Dr. Victor A. Abola

School of Education and Human Development (SED)

Dean.....	Dr. Celerino C. Tiongco
Vice Dean.....	Dr. Angelito Z. Antonio
School Secretary.....	Ms. Lexie C. Estacio
Program Director, <i>B Early Childhood Education;</i> <i>MA Education major Early Childhood Education.....</i>	Dr. Angelito Z. Antonio
Program Director, <i>MA Education major in Adolescent</i> <i>Development and Education.....</i>	Dr. Celerino C. Tiongco
Program Director, <i>BS Human Capital Development;</i> <i>MS Human Capital and Organizational Development.....</i>	Dr. Ferdinand S. Piñgul
Program Director, <i>MA Education major Educational Leadership.....</i>	Dr. Celerino C. Tiongco
Program Director, <i>MA Education major Values Education.....</i>	Dr. Celerino C. Tiongco
Officer-in-Charge, <i>Child Development and Education Center.....</i>	Ms. Lexie C. Estacio

School of Law and Governance (SLG)

Dean.....	Dr. Nicomedes B. Alviar
Vice Dean.....	Atty. Joaquin E. San Diego
Vice Dean.....	Atty. Delia S. Tantuico
School Secretary.....	Atty. Jeremy Benigno I. Gatdula
Program Director, <i>AB Political Economy; MA Political Economy</i> <i>with specialization in International Relations and Development.....</i>	Dr. May Zuleika Q. Salao

Institute of Law

Law Dean.....	Atty. Maria Concepcion S. Noche
Institute Secretary.....	Atty. Delia S. Tantuico
Program Director, <i>Juris Doctor.....</i>	Atty. Maria Concepcion S. Noche

School of Management (SMN)

Dean.....	Dr. Anna Maria E. Mendoza
Vice Dean.....	Dr. Eligio Ma. P. Santos
School Secretary.....	Ms. Jodie Claire A. Ngo
Program Director, <i>BS Accountancy</i>	Dr. Ma. Victoria Q. Caparas
Program Director, <i>BS Business Administration major Management;</i> <i>BS Business Administration major Business Economics;</i> <i>BS Business Administration major Management with</i> <i>specialization in Business Analytics;</i>	Ms. Jodie Claire A. Ngo (OIC)
Program Director, <i>BS Entrepreneurial Management;</i> <i>M Entrepreneurial Management</i>	Dr. Eligio Ma. P. Santos
Program Director, <i>MS Management</i>	Dr. Anna Maria E. Mendoza
Program Director, <i>M Applied Business Analytics</i>	Dr. Brenda A. Quismorio
Program Director, <i>Southeast Asia Business Studies</i>	Ms. Elenita C. Soriano

School of Sciences and Engineering (SSE)

Dean.....	Dr. Florencio O. Gaa
Vice Dean.....	Engr. Enrique M. Ligot
School Secretary.....	Mr. Rey Vincenzo Y. Cruz
Program Director, <i>BS Applied Mathematics</i>	Dr. Noemi B. Torre
Program Director, <i>BS Industrial Engineering</i>	Dr. Edwin L. Olmos
Program Director, <i>BS Information Technology;</i> <i>M Information Technology</i>	Mr. Cyrus Paolo M. Buenafe
Department Chair, <i>Engineering</i>	Dr. Edwin L. Olmos
Department Chair, <i>Information Science and Technology</i>	Mr. Cyrus Paolo M. Buenafe
Department Chair, <i>Mathematics</i>	Dr. Noemi B. Torre
Department Chair, <i>Natural Sciences</i>	Dr. Edwin L. Olmos

Admissions Office (ADM)

Managing Director.....	Mrs. Mary Anjanette T. Decena
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Assets and Facilities Management Group (AFM)

Managing Director.....	Engr. Paulino C. Lazarte
Campus Maintenance and Planning Manager.....	Arch. Raymund A. Go

Center for Student Affairs (CSA)

Executive Director.....	Dr. Cecilia M. Resurreccion
Vice Director.....	Mr. James L. Lactao
Operations Committee Secretary.....	Mrs. Paz Maria D. Santos
Head, <i>Office of Student Services</i>	Mrs. Paz Maria D. Santos
Head, <i>Office of Student Mentoring, Guidance and Counseling</i>	Mr. Floyd D. Batongbakal (OIC)
Head, <i>Office of Student Development</i>	Mr. Joseph Noel R. Parcon
Head, <i>Office of Sports Development</i>	Ms. Jemima Katrina C. Fajardo
Head, <i>Office of Career Services</i>	Mr. James L. Lactao (OIC)

Chaplaincy (CHP)

Head Chaplain.....	Fr. Antonio Elizer B. Bermejo
Assistant Head Chaplain.....	Fr. Gerardo S. Patio
Chaplaincy Council Secretary.....	Fr. Emmanuel A. Garrido

Corporate Communications Office (CCO)

Managing Director.....	Mrs. Trinidad C. Alcazaren
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Corporate Planning and Review Unit (CPR)

Managing Director.....	Mr. Daniel Rodrigo D. Reyes
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Development Office (DEV)

Managing Director.....	Mr. Daniel Rodrigo D. Reyes
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Financial Management and Reporting Group (FMR)

Managing Director.....	Mrs. Lydia L. Yuson
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Human Resource Management Office (HRM)

Managing Director.....	Mrs. Ma. Theresa P. Benitez
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Information and Communication Technologies Office (ICT)

Managing Director.....	Mr. Jason N. de Villa
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University Library (LIB)

University Librarian.....	Mrs. Hazel Anne T. Pestio
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Office of Alumni Affairs (OAA)

Acting Managing Director.....	Ms. Imelda P. Estillore
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Public and International Affairs Office (PIA)

Managing Director.....	Mrs. Trinidad C. Alcazaren
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Quality Assurance Office (QAO)

Managing Director.....	Ms. Ma. Humildad F. Claro
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Registrar's Office (REG)

University Registrar.....	Dr. Fe Gladys B. Golo
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Research and Extension Cluster (R&E)

Chair.....	Mr. Daniel Rodrigo D. Reyes
Vice Chair, Extension - Consultancy and Contract Research.....	Dr. Rolando T. Dy
Vice Chair, Extension - Social Responsibility.....	Mr. Colin L. Hubo
Operations Committee Secretary.....	Mr. Allan Francisco D. Jesalva

Center for Research and Communication (CRC)

Executive Director.....Mr. Daniel Rodrigo D. Reyes

Center for Food and Agri Business (CFA)

Executive Director.....Dr. Rolando T. Dy

Center for Social Responsibility (CSR)

Executive Director.....Mr. Colin L. Hubo

Head (acting), BIGGKAS+ Technical Working Group.....Mr. Colin L. Hubo

Reservations, Oratory, Housekeeping and Concessions Unit (ROHC)

Managing Director.....Ms. Marilyn P. Fandiño

University Student Government (USG) SY2018-2019

President | SED Representative.....Margarita Andrea P. Pelea

Internal Vice President | SLG Representative.....Kristel Anne J. Paredes

External Vice President | SEC Representative.....Georgina Mae C. Onagan

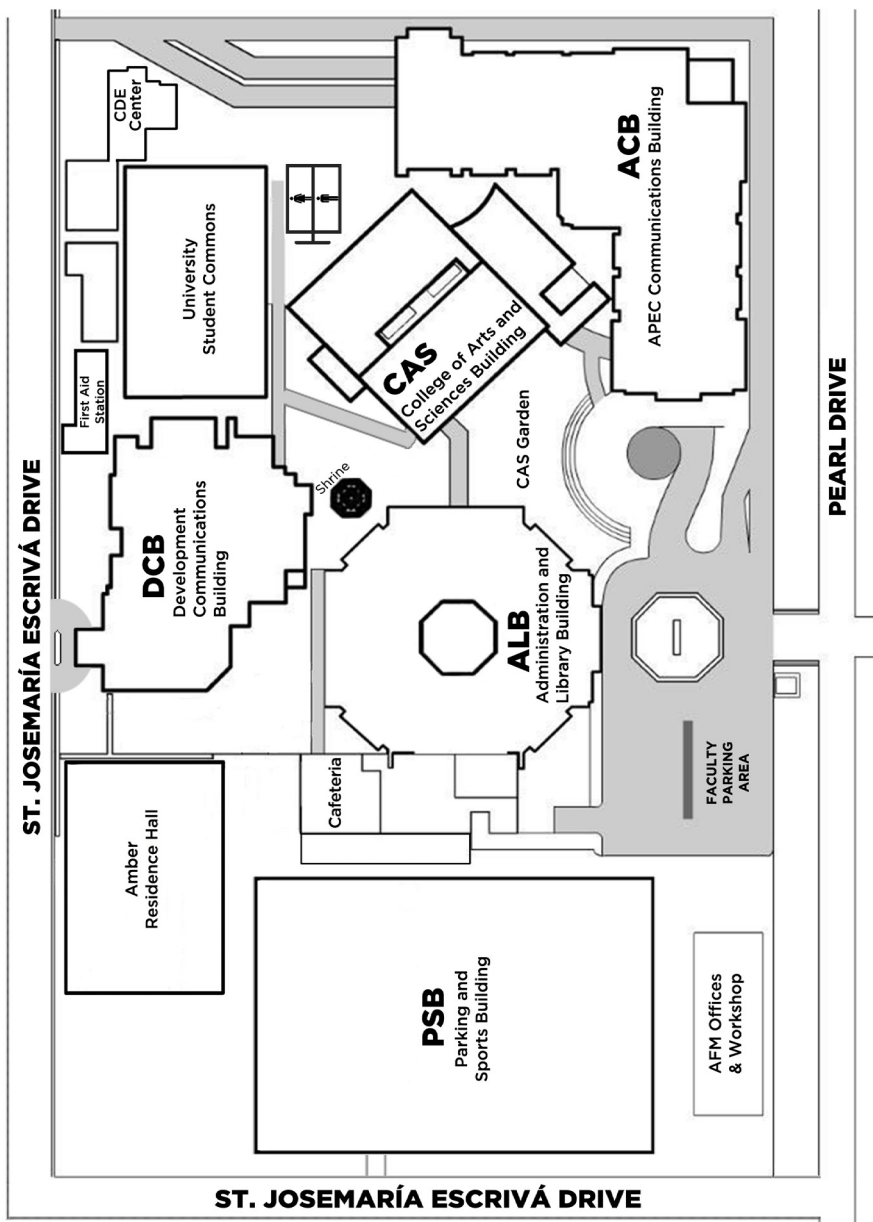
Secretary | CAS Representative.....Drew Ashley Paige L. Rabadon

Finance Officer | SMN Representative.....Miguel Lorenzo P. Pelayo

Student Interest Groups Officer | SSE Representative.....Maria Sophia S. Ariola

Sports and Varsities Officer | SCM Representative.....Ariadne Marie S. Umali

Campus Map



APPENDICES

Building Directory

Administration and Library Building (ALB)

- 1st Floor** Office of Alumni Affairs (OAA)
Living Room
Case Rooms 1 and 2
Dining Halls 1 and 2
Executive Lounge
Executive Café
ALB Oratory
Chaplain's Room
Cafeteria
Classrooms
- 2nd Floor** Human Resource Management Office (HRM)
Executive Offices (EO)
 - Office of the President
 - Office of the VP for Academic Affairs
 - Office of the VP for Administrative Affairs
 - Office of the VP for Student and Alumni Affairs
 - Office of the VP for Faculty Affairs and Research
 - Office of the VP for Business Development
 - Office of the University Secretary
 - University SecretariatCorporate Planning and Review Unit (CPR)
Development Office (DEV)
Public and International Affairs Office (PIA)
- 3rd Floor** Don Emilio Ejercito Library (DEEL)
Center for Food and Agri Business (CFA)

Development Communications Building (DCB)

- Lower Ground Floor** Celestino Dizon Auditorium
Hanns Seidel Hall
- Upper Ground Floor** Bookstore
Chaplaincy Office
Visitors Room
Chaplain's Room
Reservations, Oratory, Housekeeping and Concessions Unit (ROHC)
 - Oratory and Housekeeping Section
- Mezzanine** AFM – Safety and Security Office
- 2nd Floor** Sancta Maria Stella Orientis Oratory
Chaplains' Rooms

APEC Communications Building (ACB)

Basement 2	Employees' Parking FMI - ServiceMaster Office
Basement 1	Employees' Parking
1st Floor	Admissions Office SMN - Entrepreneurial Management (EM) Start-Up Laboratory SMN - Business-Academe Partnership (BAP) Center Study Hall A Study Hall B
1st Landing (1.5)	Assets and Facilities Management Group (AFM) <ul style="list-style-type: none"> • General Services Section / Lost and Found Reservations, Oratory, Housekeeping and Concessions Unit (ROHC) <ul style="list-style-type: none"> • Reservations Section
2nd Floor	Li Seng Giap Auditorium (lower level) Classrooms
2nd Landing (2.5)	Corporate Communications Office (CCO)
3rd Floor	Li Seng Giap Auditorium (upper level) Classrooms
3rd Landing (3.5)	Quality Assurance Office (QAO)
4th Floor	PLDT Hall Classrooms
4th Landing (4.5)	Center for Student Affairs (CSA) <ul style="list-style-type: none"> • Office of Student Services
5th Floor	Telengtan Hall Classrooms
5th Landing (5.5)	Center for Research and Communication (CRC)
6th Floor	School of Economics (SEC) School of Management (SMN)
6th Landing (6.5)	Center for Research and Communication (CRC)
7th Floor	College of Arts and Sciences (CAS) School of Education and Human Development (SED) School of Law and Governance (SLG) Center for Social Responsibility (CSR)
Roof Deck	Employees' Lounge Information and Communication Technologies Office (ICT)

College of Arts and Sciences Building (CAS)

1st Floor	Don Eugenio Lopez, Sr. Library (DELL) Center for Student Affairs (CSA) <ul style="list-style-type: none">• Office of Career Services Classrooms
2nd Floor	Registrar's Office (REG) Financial Management and Reporting Group (FMR) Center for Student Affairs (CSA) <ul style="list-style-type: none">• Operations Committee• Office of Student Development• Office of Student Mentoring, Guidance and Counseling Arts Laboratories
3rd Floor	School of Communication (SCM) IT Laboratories Classroom
4th Floor	Science Laboratory Physics Laboratory Methods and Ergonomics Laboratory
5th Floor	School of Sciences and Engineering (SSE)

Parking and Sports Building (PSB)

1st to 3rd Floors	Parking Facilities
4th Floor	Sports Facilities Satellite First Aid Station
4th Floor Lower Mezzanine	CAS – Department of Physical Education Center for Student Affairs (CSA) <ul style="list-style-type: none">• Office of Sports Development Student Activities Room
4th Floor Upper Mezzanine	Elevated Running Track

University Student Commons (USC)

Ground Level	Dining Area Food Concessionaires Reservations, Oratory, Housekeeping and Concessions Unit (ROHC) <ul style="list-style-type: none">• Concessions Section
Mezzanine Level	Discussion Rooms University Student Government (USG)

Other Buildings, Areas and Offices

First Aid Station - beside the University Student Commons

Child Development and Education (CDE) Center - beside the University Student Commons

CAS Ledge, Garden and Shrine

AFM - Building and Equipment Maintenance Section - beside the PSB

Online Services Directory

- **A PDF version of this Handbook may be viewed and downloaded at:**
<http://go.uap.asia/studenthandbook>
- **UA&P Website** - <http://www.uap.asia>
- **Official Social Media Accounts**
Facebook - <http://facebook.com/uap.asia>
Twitter - @uapasia
Instagram - @uapasia
- **Online Announcement Facebook Group (UA&P Voice Out)**
- <http://facebook.com/groups/uapvoiceout>
- **Student Feedback Form** - <http://go.uap.asia/studentfeedbackform>
- **UA&P Email Login Page** - <http://mail.uap.asia>
(powered by Google Apps)
- **Student Portal** - <http://apps.uap.asia/student>
(login page for viewing of class schedules and grades, links to the library catalog and library online databases, etc.)
- **ICT Portal** - <http://ict.uap.asia>
(support site for ICT services: UA&P accounts, student wi-fi access, software downloads, etc.)
- **Alumni Portal** - <http://alumni.uap.asia>

Telephone Directory

Trunk Line		637-0912
Admissions Office (ADM)		ACB G/F 321; 634-2809
Assets and Facilities Management Group (AFM)		
Building and Equipment Maintenance Section	near PSB	311
General Services Section	ACB 1.5/F	258
Bookstore	DCB G/F	221
Safety and Security Office		
Pearl Drive Entrance		320
DCB Entrance		263
Escrivá Drive Exit/Security Commander's Office		711
Chaplaincy (CHP)		DCB G/F 285
Corporate Communications Office (CCO)		ACB 2.5/F 301; 342
Corporate Planning and Review Unit (CPR)		ALB 2/F 407
Development Office (DEV)		ALB 2/F 262
Executive Offices (EO)		
University Secretariat	ALB 2/F	296
Financial Management and Reporting Group (FMR)		
Cashier	CAS 2/F	338; 631-2181; 634-2832
Purchasing Section	CAS 2/F	298; 331
Human Resource Management Office (HRM)		ALB 2/F 381
Information and Communication Technologies Office (ICT)		ACB RD 386; 327; 235
Library (LIB)		
Don Emilio Ejercito Library (DEEL)	ALB 3/F	292
Don Eugenio Lopez, Sr. Library (DELL)	CAS G/F	291
Office of Alumni Affairs (OAA)		ALB G/F 397; 635-3141
Public and International Affairs Office (PIA)		ALB 2/F 206
Quality Assurance Office (QAO)		ACB 3.5/F 282
Registrar's Office (REG)		CAS 2/F 226; 322
Reservations, Oratory, Housekeeping and Concessions Unit (ROHC)		
Reservations Section	ACB 1.5/F	215
Oratory and Housekeeping Section	DCB G/F	341
Concessions Section		240
Concessionaires	Cafeteria	270
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Center for Food and Agri Business (CFA)		ALB 3/F 247; 345
Center for Research and Communication (CRC)		ACB 6.5/F 350
Center for Social Responsibility (CSR)		ACB 7/F 302; 360

Center for Student Affairs (CSA)		
OpCom Secretariat	CAS 2/F	290
Office of Student Services	ACB 4.5	280; 297
First Aid Station	near MPC	252
Satellite First Aid Station	PSB 4/F	380
Office of Student Mentoring, Guidance and Counseling	CAS 2/F	365; 300
Office of Student Development	CAS 2/F	344
Office of Sports Development	PSB 4/F	380
Office of Career Services	CAS G/F	267
College of Arts and Sciences (CAS)		
Faculty & Staff - <i>Humanities; Arts; Asia Pacific Studies; English; Filipino; History; Literature; Philosophy; Asia Pacific Languages</i>	ACB 7/F	277; 278
Department of Physical Education	PSB 4/F	286
Department of Religion	DCB G/F	288
Arts Laboratories	CAS 2/F	361
School of Communication (SCM)		
Faculty & Staff - <i>Integrated Marketing Communications; Media and Entertainment Management</i>	CAS 3/F	232
School of Economics (SEC)		
Faculty & Staff - <i>Industrial Economics</i>	ACB 6/F	362
Faculty & Staff - <i>Applied Business Economics</i>		375
Faculty & Staff - <i>Strategic Business Economics</i>		222
School of Education and Human Development (SED)		
Faculty & Staff - <i>Early Childhood Education; Adolescent Development and Education, Human Capital Development; Educational Leadership; Values Education</i>	ACB 7/F	271; 376; 378
School of Law and Governance (SLG)		
Faculty & Staff - <i>Political Economy; Law</i>	ACB 7/F	368; 323
School of Management (SMN)		
Faculty & Staff - <i>Accountancy</i>	ACB 6/F	317
Faculty & Staff - <i>Management</i>		243
Faculty & Staff - <i>Business Administration; Business Analytics</i>		383
Faculty & Staff - <i>Entrepreneurial Management</i>		245; 371
Faculty & Staff - <i>Southeast Asia Business Studies</i>		207; 241
School of Sciences and Engineering (SSE)		
Faculty & Staff - <i>Information Technology; Applied Math; Industrial Engineering; Natural Sciences</i>	CAS 5/F	316; 336
Science Laboratories	CAS 4/F	314
IT Laboratories	CAS 3/F	354

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REMINDER:

Please accomplish the **UNDERTAKING** on the reverse side of this page and submit it to the Registrar's Office not later than August 10, 2018 (Friday).



UNDERTAKING

To: The University of Asia and the Pacific

Having chosen to be in the University of Asia and the Pacific and having read the Academic Code, Retention Policy, Code of Student Discipline and other policies included in the UA&P Student Handbook 2018 Edition, including the University Credo, Principles, Institutional Goals and Ideals, I bind myself to abide by, uphold, and emulate them and all related issuances from the University administration, in keeping with my status as a member of the academic community.

.....
Student's Signature

.....
Student's Full Name

.....
Student No.

.....
Parent's/Guardian's Name & Signature (for students below the age of 18)

.....
Date Signed (Month, Day and Year)

Instructions: As part of the registration process for S.Y. 2018-2019, and after reading this document, the student shall accomplish the UNDERTAKING and submit the latter to the Registrar's Office not later than **August 10, 2018 (Friday)**.

Received By:

.....
Name & Signature of REG Representative

Date Received:

.....
Month, Day and Year

