Upon enrolment to the ASMPH, students assume the rights and responsibilities, and obligations as responsible members of the ASMPH community. The registration of the students in ASMPH is considered an expression of willingness to abide by all prevailing rules and regulations.
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THE ATENEO SCHOOL OF MEDICINE AND PUBLIC HEALTH

Vision
The ASMPH is an institution that seeks to be a leader in redefining health and how health is accessed and delivered in the country.

As such, it will serve as a catalyst for systemic, systematic, and structural changes in the health sector by producing graduates who are physician-leaders.

ASMPH will be at the frontline of the university’s efforts in contributing to nation-building, particularly in addressing the poverty challenge.

In all of the above, the ASMPH is animated by the Jesuit, Catholic, and Filipino character of the Ateneo de Manila University.

Mission
The Ateneo School of Medicine and Public Health seeks to form, educate, train, and field physician-leaders who will actively catalyze and take charge of the process of affecting and effecting systemic changes in society through the health sector.

ASMPH Institutional Values
The Ateneo School of Medicine and Public Health seeks to nurture its faculty and students within an environment driven by these specific institutional values:

- Synergy
- Rigor
- Continuous Learning
- Integrity
- Cura Personalis (Other-centeredness)
SECTION I. GENERAL RULES OF CONDUCT AND DISCIPLINE

The Ateneo School of Medicine and Public Health is a Filipino, Catholic, Jesuit community committed to the preservation, extension and communication of truth and its applications for the fullest development of the human person. To ensure that an environment conducive to this pursuit of truth in the medical and health profession is preserved, guidelines on discipline and rules of conduct are enforced.

SECTION II. CODE OF DISCIPLINE

INTRODUCTION: The Code of Discipline provides the basic framework of normative rules to facilitate the total formation of students of the ASMPH according to the Christian ideal of the human person, an individual imbued with dignity inherent in his/her being an image and likeness of God. The proceeding list among others, of responsibilities, procedures, offenses and sanctions contains the modes of conduct conducive to the creation of an Ateneo academic community committed to and consistent with the fundamental values of honesty, fairness, integrity, and justice. The Code of Discipline may be updated, amended, modified, or otherwise revised from time to time as deemed necessary by the ASMPH. All updates, amendments, modifications or revisions shall be deemed included in this Code of Discipline upon approval of the Office of the Dean in consultation with the Faculty and Student Council.

STUDENT RESPONSIBILITIES

a. Students are expected to conduct themselves in a manner that promotes their continuing development as persons, as well as the continuing development of their peers. They have a responsibility to ensure that the academic environment of the ASMPH is wholesome and conducive to human formation.

b. Students are required to behave and act with the highest standards or professionalism and decorum at all times.

c. Students must strictly use the proper forum and avenue for providing feedback, i.e. carefully documenting the critical incidents and elevating these to the proper authorities.

d. It is the responsibility of the students to come in complete uniform.

e. Students are required to wear their Identification (ID) Cards and nameplates on campus and present the same whenever requested by School Administration.

f. Students are expected to follow classroom policies and procedures set by the school and their teachers. A teacher may send a student out of class for misbehavior. The student is then marked absent.
g. Communication and information technology equipment are to be used responsibly and appropriately. They cannot be used in the classroom without the explicit permission of the teacher.

h. Students are expected to read and to respond immediately to notices posted by school administrators on designated bulletin boards, specified websites or the like.

i. While students are encouraged to participate in off-campus activities, especially those that are cultural and educational in nature, students are expected to conduct themselves properly in such functions and to use the name of the school responsibly. Students should bear in mind that any of their off-campus activities should not directly or indirectly tarnish the name of the school, especially in reference to the values and the principles it stands for.

Students officially representing the ASMPH or any of its recognized or official sectors or units in activities involving external groups must obtain official approval from ASMPH Administration through the ASMPH Student Council.

j. Students, as individuals or groups, may not use the name and/or seal of the ASMPH and/or the Ateneo de Manila University without written authorization from the Office of the Dean or the Office of the Director for Student Affairs & Graduate Development (DSAGD). This applies to presentation materials, printed programs, invitations, announcements, tickets and similar materials. Students that acquire permission of the seal’s use are obligated to follow the approved format found in the Brand Standards Manual of the Ateneo seal and logotype which is available at the University Communications and Public Relations Office (UCPRO).

k. Articles, news releases, and the like with references to the ASMPH should be cleared through the Office of the Dean or the Office of the Director for Student Affairs and Graduate Development.

l. The school environment serves and supports the mission of the institution. It must be treated with proper care and respect to ensure the health and safety of members of the community.

m. It is the responsibility of students to take care of school property and to help keep the campus clean. Students who use or access the property of the school or of others without proper authorization shall be subjected to disciplinary measures. In cases of loss and/or damage to property, the student/s concerned must bear the cost of repair or replacement as determined by the Facilities Management Office.

n. Students who bring vehicles into the campus should observe all campus traffic and parking regulations. This includes displaying the sticker and ensuring that their vehicles do not contribute to environmental pollution. Furthermore, the ASMPH should be held free and harmless for any damages and/or loss to the vehicles or any effects inside the vehicle.

o. Smoking is strictly prohibited in the ASMPH campus as well as within the premises of the Don Eugenio López Medical Complex.

p. Eating and drinking is not allowed in carpeted rooms, the library, and laboratories. Eating and drinking is not allowed during class. Eating and drinking in classrooms is allowed during breaks under certain conditions (e.g. sandwiches and bottles with screw caps are allowed).
q. All students should observe the library regulations, which are meant to give all users of the library facilities equal opportunity for study and research. Students who violate any library rule will be subjected to disciplinary action.

r. All students share responsibility for the creation and maintenance of a healthy, safe and drug-free campus. This includes compliance with policies and measures against the use of dangerous drugs\(^1\).

**THE DISCIPLINE COMMITTEE**

The Discipline Committee (hereinafter referred to as the “Discipline Committee” or “Committee”) advises the Dean and Associate Dean on matters involving student discipline. The Discipline Committee is tasked with acting on reports received by the Office of the Director for Student Affairs & Graduate Development (DSAGD), including the investigation and review of cases in reference to the school policy on disciplinary matters. It keeps records pertaining to its deliberations and submits its report to the Dean and Associate Dean. The Discipline Committee may recommend actions, measures and procedures pertinent to the case investigated.

The Committee head and 4 members, one of which is a representative of the Student Council (hereinafter collectively referred to as “Committee Members”), are appointed by the Dean. The term of office of an appointed faculty member is 3 school years unless otherwise specified. The representative of the Student Council to the Discipline Committee is designated on a yearly basis at the start of every school year. Any member who wishes to resign from the Discipline Committee before the end of his/her term, must give a three-month notice prior to the end of the current school year.

Committee Members shall maintain confidentiality at all times. Confidential information shall refer to, among others, all proceedings associated with the process, including but not limited to, deliberations and voting. They should be prepared to meet on short notice and to render their recommendation in a timely and prompt manner in accordance with the demands of the situation and the issues involved.

When it deems necessary, the Discipline Committee may invite guests, who are experts in their given fields, to assist the Committee in deciding cases. Guests of the Committee, however, shall not have the right to vote in the final determination of the case. They are required to maintain strict confidentiality regarding all matters discussed in the Committee or with any Committee Member(s) at all times. Furthermore, Guests of the Committee are prohibited from undertaking, in any manner, their own documentation of proceedings (eg. tape or video recording, use of cellfones, cameras, and similar devices).

\(^1\) Policies outlined in the Comprehensive Dangerous Drug Act of 2002 Republic Act No. 9165
DUE PROCESS & ITS PROCEDURES

Due Process
In implementing the disciplinary procedures, due process will always be observed. The following minimum standards must be met to satisfy the demands of procedural due process:

1. The student must be informed in writing of the nature and cause of any accusation against him/her.

2. The student has the right to answer the charges against him/her with the assistance of counsel, if desired. The student shall inform the Discipline Committee in writing of his/her desire to be represented/assisted by counsel.

3. He/she shall be informed of the evidence against him/her.

4. He/she has the right to adduce evidence in his/her own behalf.

5. The evidence must be considered by the investigating Discipline committee or official designated by the ASMPH to hear and decide the case.

Procedure for Due Process
To carry out the due process for inquiring or investigating into the alleged misconduct of the student as described above, the following procedure must be followed:

1. A written complaint must be filed with the Administration Office addressed to the DSAGD by the complainant within forty-eight (48) hours from the alleged commission of the offense, detailing the time, circumstances, personalities involved, and the consequences of the alleged offense.

2. If the complaint is found to have basis, the DSAGD will refer the matter to the Discipline Committee for action. The student is informed in writing of the complaint by the Chairperson of the Discipline Committee. The student is given 24 to 48 hours to respond to the complaint in writing.

3. The Discipline Committee convenes and meets on the case.

4. The Committee shall investigate the complaint by calling the concerned parties, their witnesses and any other relevant parties to an administrative hearing.

5. In the course of an investigation by the Discipline Committee, any other student who is found to have been involved in any violation of the Code of Discipline whether such is relevant or not to the case in question, will be informed by the Discipline Committee of the complaint. If the committee exercises its right to file the complaint against a student on the basis of verified accounts during the course of an investigation, the student is also informed in writing of the complaint. The student is asked to respond within 24 to 48 hours.

6. The Committee then recommends the appropriate action to the Dean. Decisions of the Discipline committee are made by a majority of all Committee Members attending provided there is adequate quorum. The quorum shall be defined as attendance of more than fifty
percent (50%) of the Committee Members. The Committee shall record dissenting opinions, if any, in its final decision and recommendations to the Dean.

7. The Dean, upon review, may approve, revise, or reject the recommendation based on his appraisal of the situation. If the Dean needs to clarify the recommendations or to recommend a revision of the Committee’s decision, he shall consult with the Chairperson of the Committee or call the Committee Members to a meeting to resolve the issue.

8. Once approved, the Office of the Dean implements the decision or may delegate it to the Chairperson of the Discipline Committee for implementation.

9. A student who wishes to appeal the decision may do so in writing to the Dean within 7 days from receipt of the decision. A student may appeal the decision on the following grounds:
   a. That there is new evidence that could not have been made available earlier;
   b. That there was a procedural irregularity in the conduct of the original investigation;
   c. That the penalty imposed was unreasonable or excessive in light of new evidence not presented to the committee at the time of the decision.

10. The Office of the Dean decides on the appeal with finality. He may either revise, dismiss or uphold his previous decision. The student will be informed in writing within 5 working days of the conclusion of the said decision. The decision of the Dean is final.

11. All concerned parties will be informed of the results of the investigation and the final decision of the Dean.

For offenses committed in the partner institutions of the ASMPH, the procedural rules of the partner institution shall be followed in the deliberation of the complaint filed. Both the ASMPH and the partner institution retain the option to further involve the Discipline Committee depending on the nature and gravity of the offense committed. When referred to the Discipline Committee, some steps in the process detailed above may be omitted if the equivalent of these omitted steps are deemed to have taken place in any prior investigation.

**OFFENSES**

Students are expected to exercise freedom and maturity in the process of self-development. This entails the ability to distinguish between acts that shall promote their well-being as a person according to the Christian ideals and those that subvert this. As a general principle, cases are considered MAJOR if any of the following conditions, among others, are present: against the laws of the land, endangering the life and safety of the members of the community or against the core principles of the Ateneo de Manila University. Students can be suspended or expelled for these reasons. The following are considered inimical to the dignity of the members of the ASMPH community:
A. Offenses Against Security
1. Failing to wear the student identification card visibly on one’s person
2. Bringing into and/or drinking alcoholic or any intoxicating beverages on campus
3. Coming into the campus under the influence of alcohol or prohibited substances, and/or acting in a disruptive way
4. Possession, use, and/or distribution of dangerous drugs (according to RA 9165) for something other than their intended medical purpose
5. Possession of deadly weapons
6. Computer hacking
7. Other similar offenses

B. Offenses Against Persons and Institutions
1. Acts of disrespect or discourtesy directed towards fellow students, school personnel on campus or during official school functions outside the campus
2. Proselytizing or promoting one’s faith by attacking or denigrating other’s religious beliefs
3. Acts of misconduct of a sexual nature
4. Physical assault
5. Threatening members of the school community
6. Preventing members of the school community from discharging their duties, which include attending classes, submitting requirements or entering school premises
7. Instigating and/or engaging in activities resulting in injury or moral damage to persons and institutions.
8. Any act by word or deed that degrades and or debases the dignity of a person or reputation of an institution, including but not limited, to the partner hospitals and clinics of the ASMPH
9. Bullying
10. Mobbing
11. Other similar offenses

C. Offenses Against Property
1. Disobeying school regulations on the care of the school’s environment
2. Stealing
3. Tampering and/or vandalizing personal and/or Ateneo property on campus
4. Instigating and/or engaging in activities resulting in damage to school property
5. Any of the above committed in the partner institutions of the ASMPH
6. Other similar offenses

**D. Offenses Against Order**

1. Wearing attire inappropriate to the academic nature of the school
2. Disturbing or disrupting a class or a school function without just cause
3. Selling food & merchandise inside the campus without proper permission
4. Preventing the circulation of a recognized student publication
5. Gambling on campus
6. Bribery, or acceptance of a bribe, or any act meant to give or obtain favor or advantage illegally or unfairly, whether attempted, frustrated, or consummated
7. Organizing or being involved in groups or organizations which
   a. Use violence, or
   b. Require members/applicants to act in any manner that is personally degrading and not directly related to what the group or organization is aiming to accomplish, or
   c. Express their exclusion of others through disrespect for and disregard of the rights and dignity of members and/or non-members
8. Disregarding the Code of Discipline by repeatedly failing to perform, or acting in gross negligence of student responsibilities, and/or frequently committing offenses
9. Engaging in actions that disrupt the integrity of academic exercises
10. Engaging in actions that infringe on another’s right to a school environment conducive to the business of learning
11. Violating rules and regulations of the library and its facilities
12. Repeatedly violating rules and regulations of the school
13. Committing, inside the campus and/or during a school function, any acts considered crimes under the laws of the land
14. Committing acts outside the campus, which affect the good name, order or welfare of the school or have direct and immediate effect on the discipline, morale, or general welfare of the school, especially acts considered crimes under the laws of the land which the person has been formally charged or convicted
15. Gaining undue advantage over others for personal benefit by illegitimate means
16. Aiding in the violation of the Code of Discipline by another student
17. Violation of official policies and measures implemented against the use of dangerous drugs
18. Unreasonable repeated and/or willful failure to comply with official summonses issued by administration offices and/or academic units
19. Failure to perform responsibilities as students including, but not limited to those listed anywhere in this student guidebook

20. Other similar offenses

E. Offenses Involving Dishonesty

Dishonesty runs counter to the very essence of the Ateneo de Manila University as an educational institution. All cases involving dishonesty will be treated as major cases.

1. Any form of dishonesty committed in the context of an academic exercise.
   a). The following acts, when exhibited during the course of an academic exercise, such as but not limited to, examinations or tests will be considered to be manifestations of dishonesty as proper decorum is expected to be strictly followed during these activities. These include, but are not limited to, the following:

   1) Talking
   2) Whispering
   3) Making unnecessary noise
   4) Calling the attention of others
   5) Appearing to look at the papers of others
   6) Making one’s test paper visible to others
   7) Possession, or presence attributed to the person, and/or use of unauthorized notes or of any materials or equipment that may have relevance or usefulness to the subject of an ongoing examination, or that may be used in a dishonest act related to the examination.
   8) Other similar acts

b) Plagiarism

   1) Verbatim plagiarism, or unacknowledged direct quotation
   2) Lifting selected passages and phrases without proper acknowledgment
   3) Paraphrasing the text while maintaining the basic paragraph and sentence structure
   4) Copying or paraphrasing laboratory worksheet or case write-ups of classmates or group mates
   5) Fabrication or submission of falsified data, information, citation, source/s, or results in an academic exercise
   6) Other similar acts

c) Deception or providing false information to the teacher regarding a formal academic activity or requirement, for example, providing a false reason for failure to meet a

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2Sources must be properly cited following the American Psychological Association (APA) or Modern Language Association (MLA) style.
deadline, or falsely claiming to have submitted work or reporting fabricated physical examination results that the student did not perform or did not actually observe.

2. Tampering with and/or falsifying school or public documents and/or communication, including those in official administrative, departmental, and organizational bulletin boards, whether physical or electronic.

3. Illegally obtaining or gaining access to and/or using restricted school documents

4. Committing any form of misrepresentation

5. Other similar offenses

**F. Offenses Against Public Morals**

1. Accessing, possessing or distributing pornographic materials on campus, whether in physical or electronic form

2. Engaging in, or provoking, scandalous behavior on campus or during a school-sanctioned function

3. Moral turpitude, defined as gross disregard of moral standards expected of a human being while engaging in some activity or in the commission of a violation

4. Other similar offenses

The foregoing list applies even when the offense is committed in the partner institutions of the ASMPH as these places are considered to be extensions of the academic training of the students. Students are also expected to abide by the regulations imposed by these partner institutions. Even when penalties for infractions are meted out by these institutions, the school reserves the right to impose additional penalties as it sees fit.

**PENALTIES**

ASMPH may impose, among others, subject to the gravity of the violations, any of the following penalties, singularly or in combination, against students found guilty of violations:

1. Disciplinary probation, the duration and conditions of which shall be determined by the Discipline Committee and recommended to the Dean, with automatic suspension for such time as the Committee may determine if any condition of the probation is violated

2. Mandatory work

3. Loss of privileges

4. Formation sessions

5. Public reprimand through the posting of a memorandum/notice on the ASMPH bulletin boards

6. Suspension in which the student is denied or deprived of attendance of classes for a period not exceeding twenty percent (20%) of the prescribed class days for the semester
7. Expulsion in which ASMPH will exclude or drop the name of the erring student from the school rolls for being undesirable, and transfer credentials will be immediately issued
8. Other penalties that the Discipline Committee may deem appropriate

SECTION III. ACADEMIC REGULATIONS, PROCEDURES AND SERVICES

ATTENDANCE
Regular attendance is one of the most important obligations of the ASMPH student. A limited number of absences are permitted but this should not exceed 20% of total class time for the academic year or 20% for allotted time in any module. A student who exceeds this limit will automatically get a failing mark (F/0). A student is expected to be responsible for all the requirements given by the faculty on the day of his absence/s whether excused on unexcused. No make-up activities shall be provided for students who fail to attend class.

Punctuality is likewise important. Tardiness of more than fifteen minutes from the start of class is considered an absence. The faculty-in-charge reserves to the right to allow students into the class once the learning activity has started.

VALID REASONS FOR EXCUSED ABSENCES
1. Completion of undergraduate degree (applicable only to Transition Summer Program)
2. Summoned by government agencies (e.g. court or embassy concerning citizenship)
3. Serious illness documented by a medical certificate. If hospitalization occurred, a medical certificate from the hospital of confinement is required.
4. Communicable diseases requiring isolation or quarantine. A medical certificate is required.
5. Death of an immediate family member
6. State of Emergency or Calamity as declared by the appropriate government official/body/agency

CLASSROOM DECORUM
1. All cell phones should be put in silent mode. Receiving and sending calls and SMS are highly prohibited during class to ensure that these do not disturb or distract the class.
2. Use of digital and video cameras during class is not allowed. You may use audio recorders but the permission of the lecturer is needed.
3. Electronic devices and gadgets may be used to facilitate presentations and note taking but must not distract the learning process.
4. The lecturer is not obliged to give an electronic copy of his/her lecture. However, handouts may be given upon the discretion of the faculty.
5. Students are held accountable for the damage and loss of these electronic devices. Violation of these rules may lead to confiscation of the said gadgets. Students are likewise not allowed to leave their personal belonging in the classroom.

6. Lockers may be rented out for the year. Lockers should be vacated/emptied on/or before the designated date announced. Failure to do so mean those lockers will be forcibly opened and its contents removed.

7. Uploading onto the internet any audio or video recording and/or handouts/notes given by the faculty is not permitted without the express written consent of the subject of the recording and/or author of the handouts/notes.

ACADEMIC CALENDAR AND HOLIDAYS
1. The academic calendar of ASMPH generally follows the Ateneo de Manila University academic calendar.

2. The School observes all national holidays, school holidays, and special holidays declared by the government. These holidays are already factored into the academic calendar.

3. Where a special holiday is declared by the government or force majeure requires suspension of classes, it is the general policy of the School to make the student responsible for the sessions lost on account of these declarations. Make up sessions may be scheduled if the faculty deems it necessary for such sessions. As such, the Module Coordinator, with the approval of the Year Level Coordinator and the Associate Dean shall make the necessary arrangements for these make-up sessions.

PROTOCOL FOR CANCELLATION OF CLASSES DURING TYPHOONS AND DISASTERS
During typhoons and natural disasters, the following protocol will be followed with regards to cancellation of classes.

1. During Storm Signal number 2 or 3, the Office of the Dean will make an announcement regarding the cancellation of classes at 10:00 pm to 12:00 midnight of the eve of the day in question. This announcement will be confirmed at 4:00 am to 5:00 am on the day itself. This announcement will apply to YL5, YL6, and YL7 students.

2. When classes are cancelled, all materials (presentations, readings, lecture notes, etc) for the canceled class will be provided to the students by the faculty concerned as soon as possible. Any scheduled examinations for the cancelled classes will be re-scheduled. Students will be given prior notice of the new schedule.

3. YL8 clinical clerks and YL9 clinical interns are to be guided by the announcements of the heads of their respective areas of assignments (partner hospital, affiliated hospital, community organizations, etc.) who have delegated authority from the Office of the Dean to cancel activities for the clerks and interns on the day in question.

4. Announcements regarding the cancellation of classes shall be transmitted via social networking sites (Facebook, Twitter, etc), text messages, and e-group announcements from the Dean’s Office and through the Registrar’s staff and Year Level Administrator.
Assistants. Supplementary announcements will be made through broadcast media care of the Ateneo De Manila University Communications and Public Relations Office.

**CODE OF CONDUCT FOR PATIENT ENCOUNTERS**

Students interacting with patients are expected to uphold the highest standards of ethical and legal practice of medicine as embodied in the Hippocratic Oath and the code of ethics of the Philippine Medical Association. The school abides by the Code of Conduct of its partner hospitals, particularly that of the Medical City, which is the premiere partner institution of the ASMPH, and should be complied with utmost diligence.

*A. Professionalism*

1. Students should observe proper decorum and professional behavior at all times. He should observe the rules of ethics, courtesy, and honesty. He should not make any inappropriate comments regarding attending physicians, or other hospital personnel, as well as accidents and unusual occurrences in the hospital. All public statements should be made by the President/CEO or his duly appointed representative.

2. Students shall maintain a strict professional attitude towards other physicians, nurses, paramedical personnel and non-medical staff at all times. The trainee has no administrative jurisdiction over nurses and other employees of the hospital. Any discourtesy, inefficiency, or neglect on the part of the latter should be reported to the respective department/unit heads.

3. Students must wear the prescribed professional attire.

4. Students should be familiar with the regulations of the clinics or hospitals where they train. They should read hospital bulletins and circulars and follow declared instructions. Trainees must comply with the rules and regulations as maybe promulgated by the department/section and the hospital. When rotating in The Medical City, for example, they should abide by the TMC Code of Ethics for the Medical Staff, the TMC Code on Healthcare Professionals’ Interaction with the Drug Industry and department rules and regulations.

*B. Quality of Care*

Students are expected to treat patients with compassion, kindness, and utmost consideration without unduly becoming familiar, casual, or intimate with patients.

*C. Confidentiality*

1. Students must respect the sensitive nature of patient information.

2. Students shall commit to maintaining patient confidentiality, which includes refraining from posting pictures/cases of patients in social networking sites (e.g. X-Ray Plates, photos etc.) without prior written consent.

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3 The Code Of Conduct for Patient Encounters is based on the Code of Conduct of The Medical City.
3. Students are prohibited to use social networking sites to express grievance or complaints, discuss clinical material including but not limited to endorsement of patients and cases.

4. Students shall not, directly or indirectly, use, disclose, discuss information unless necessary to serve the best interest of the patient or as required by law.

5. Students shall limit restricted information to those who only need to know and is involved in the care.

6. Students shall refrain from discussion of restricted information in public places.

7. Students shall not release any information without authority from the Attending Physicians.

8. Students must refrain from giving unauthorized comments to patients or relatives regarding diagnosis, prognosis, and treatment.

9. Students are not allowed to issue certificates, make press statements or give official information to outside entities.

10. Students shall get the patient’s consent, as well as the approval of the Attending Physician, and that of the President/CEO or his representative, if the trainee intends to use the hospital or a patient’s photographs or videos for publication or public viewing.

D. Protection of Assets
1. Students shall maintain proper use of facilities, assets and equipment with utmost care and respect guarding against abuse and waste.

2. Students must avoid abuse of communication systems or excessive use for non-professional matters or personal gain.

3. Theft or willful destruction of department/hospital property constitutes a violation of the assets of the hospital. No instrument, equipment or appliance should be brought out of the hospital without authorization from the department head.

E. Conflict of Interest
1. Students shall use discretion in the giving or receiving of meals, refreshments and entertainment from patients, families, visitors, and others. Lavish, extravagant and frequent gifts are unacceptable.

2. Students may not use his position to profit personally.

3. Students must graciously decline any offers of money from patients, families, visitors and others.

4. Students shall not pay for referrals nor accept payment for referrals made.

5. Socials organized by students or involving students within hospital premises or other socials bearing the hospital’s name, shall be duly approved in writing by the department or the office in charge of Medical Training.
REQUIRED IMMUNIZATIONS AND MEDICAL CLEARANCE FOR YEAR LEVEL 8

Incoming medical clerks (YL8) are required to submit the following documents and laboratory results to ensure the welfare of students as they transition to the various clinical rotations:

1. Chest X-ray (AP)
2. PPD skin test
3. Anti-Hbs
4. Rubeola IgG
5. Rubella IgG
6. Family physician’s (or mother’s) confirmation of childhood varicella

Immunizations are also highly recommended for incoming medical clerks and would include the following:

1. Hepatitis B vaccine: If student tests negative for anti-Hbs, three (3) doses should be given (0, 1, 6 months)
2. MMR: If student tests negative for antibodies, two (2) doses should be given 1 month apart
3. Meningococcal vaccine
4. Varicella: Should be given to students with no clinical history of childhood Varicella

Incoming medical interns (YL9) are required to submit the following documents and laboratory results to the TMC Internal Medicine Out Patient Department Clinic for medical clearance prior to the start of the clinical rotations:

1. Chest X-ray (AP)
2. PPD skin test
3. Anti-Hbs
4. HbsAg

PROFESSIONAL REGULATION COMMISSION REQUIREMENTS FOR THE PHILIPPINE LICENSURE EXAM

Year Level 9 students who successfully completed the clinical rotations and passed the MBA curriculum are allowed to take the medical board exams after graduation. The following are required for registration:

- NSO-certified birth certificate, original and photocopy
- Certificate of Internship, original and photocopy
- Community Tax Certificate, original and photocopy
- Medical Transcript of Records with picture and remarks: “FOR BOARD EXAMINATION PURPOSES ONLY,” original and photocopy
- Additional requirements applicable to married female, dual and naturalized Filipino Citizens

Note: Some policies were adapted from the Ateneo de Manila University Loyola Schools Student Handbook 2008 Edition, Ateneo de Manila University Loyola Schools Student Handbook 2012 Edition, Ateneo de Manila University Loyola Schools Code of Academic Integrity 2010 Edition, the Ateneo Graduate School of Business Student Guidebook 2008 Edition & the Ateneo Graduate School of Business Student Guidebook 2010 Edition
TENURE OF COMPLETION
1. The ASMPH MD-MBA Program is designed for completion within five (5) years. All students graduate after successful completion of the post-graduate internship year and the MBA curriculum.

2. The MD-MBA Program must be completed within eight (8) years from the time the student begins the program, inclusive of all periods of official leave of absence taken by the students.

3. Any approved leave of absence from the MD-MBA program shall be counted in reckoning the eight (8) year tenure for completing the program.

LEAVE OF ABSENCE
1. Students may file an official leave of absence from the MD-MBA Program.

2. The following procedure for taking the official leaves shall be followed:

   a. The student who plans to apply for a Leave of Absence (LOA) must inform his / her coach or mentor. The coach / mentor will aid the student in the discernment process.

   b. The student submits a request for LOA co-signed by his / her parents and the accomplished Application for Leave of Absence Form to the Year Level Administrative Assistant. The letter of request must be addressed to the Dean through the Associate Dean.

   c. The decision on the application for the Leave of Absence will be released by the Office of the Registrar within 10 working days from the date the application was received.

   For non-urgent reasons, the student must wait for the formal decision on his / her application for an LOA before he/ she stops attending classes.

CONDITIONS FOR LEAVE OF ABSENCE
1. The student should be in good academic and disciplinary standing at the time when the request is made.

2. Enrolling or studying in another school during the leave of absence is prohibited.

3. The leave of absence is normally secured only once during a student’s entire stay in ASMPH.

4. The time of leave normally does not exceed one academic year.

5. If the student has not yet enrolled for a particular semester, and wishes to take a leave of absence (LOA) starting that semester, he/she should accomplish and submit his/her LOA paper work (letter of application and completed form) before the last day of registration.
6. Upon return, a student who was on LOA must complete all pending removals at the end of the school year. He/She is responsible for complying with all coursework that was missed during his/her absence.

**PROBATION**

*Academic Probation*

Students are considered in good standing if they have met minimum performance criteria set by ASMPH as evidenced by their Quality Point Index (QPI).

Academic probationary status serves as a warning that poor academic performance or failure to complete requirements may risk future enrollment status at and graduation from the ASMPH.

Students placed on academic probation are required to enter into an advising agreement that stipulates standard academic requirements they must meet within the Academic Year. They will not only be evaluated based on his / her academic performance but also in terms of the manner by which the student conducts himself / herself as a member of the ASMPH Community. In the event that the student fails to meet set stipulations as detailed in the advising agreement, the student shall automatically be withdrawn from the ASMPH without the benefit of an appeal nor the option to apply for re-admission in succeeding school years.

*Disciplinary Probation*

Disciplinary probation indicates instances when students have engaged in behavior that the ASMPH deems unacceptable. The duration and conditions of disciplinary probation shall be determined by the Discipline Committee and recommended to the Dean.

**EVALUATION TOOLS**

*A. EXAMS*

1. Exams will start at the exact designated time.

2. Latecomers will not be allowed to take the exam. A latecomer is generally defined as a student who arrives during the exam period after a fellow examinee already submitted his/her exam papers, unless otherwise specified by concerned faculty.

3. Proctor shall not allow any latecomer into an examination once an examinee submits his/her exam paper. Such latecomer shall be marked with an UNEXCUSED absence.

4. Students are advised not to loiter near the examination area while the exam is ongoing. The exam proctor may deem any disruption of the exam by loitering students as an offense against order.

5. Students not in complete uniform will not be allowed to take the exams.

   a. Dress Code for exams: lecture uniforms, closed shoes, ID’s, nameplates
b. Dress Code for Lab exams: scrubs, closed shoes, ID, apron / gown (if requested by faculty)

6. Personal belongings should be placed in faculty designated areas (bags, laptops, cellular phones, other electronic gadgets, etc).

7. Only two pencils, an eraser and a sharpener are allowed on the persons of the examinee. Permission must be sought for all other items.

8. Corrections during the exam (if any) will be announced by the proctor and subsequently written on the board.

B. MAKE UP FOR MAJOR EXAMS
1. Make up exams may be given at the discretion of the module coordinator only if the absence is valid and excused. Letters of request must be addressed to the Module Coordinator and Administration.

2. A make up exam fee will be charged.

C. TYPES OF EXAMS
1. Module Long Exam Exams given during the module
2. Module Final Exam Exams to be given at the end of the module
3. MBA Midterm Exams given by the MBA cluster midway through the course
4. Removal Exams and Comprehensive exams given at the end of the academic year for students who failed the module. Students who fail to take the removal exams will automatically get a failing grade. A Removal Exam fee will be charged prior to the conduct of the removals.
5. Integration Exam Evaluation tool necessary to assess integration competencies

D. EXAM FEEDBACK
Feedback sessions will be conducted immediately after a Long Exam/Final Exam/Lab Exam. During these feedback sessions, module coordinators/proctors will review the answer key and entertain questions and requests for reconsideration of answers. Students can contest answers to test questions immediately after the feedback by sending an email to the year-level administrative assistant, who will then forward the message to the concerned faculty. The faculty members have 1 week to reply to the students’ query. After the faculty has replied to contested questions, papers will be checked by Optiscan and no further appeals for reconsideration will be entertained after the grades have been encoded. At no instance will students be allowed to make any copy or recording of the exam during a feedback session.

E. GRADING SYSTEM
Modular classes remain to be the mode of delivery for the curriculum. Each module contains a percentage of the relevant subjects. Module coordinators and subject experts are given the academic freedom to design the various modes of evaluation to assess the knowledge, skills,
and attitudes of the students relevant to each module. These may include, but are not limited to, written examinations, laboratory and practical examinations, quizzes, case discussions, special projects and clinical preceptorial sessions. Students must pass all modules and subjects to be promoted. They must also pass both the Doctor of Medicine and the Master in Business Administration programs. Hence, failure in one program would mean retention in the current year level.

The Ateneo/ASMPH Grading System:

<table>
<thead>
<tr>
<th>Quality Point Index</th>
<th>Numerical Equivalent</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>95 to 100</td>
<td>Excellent</td>
</tr>
<tr>
<td>3.5</td>
<td>89 to 94</td>
<td>Outstanding</td>
</tr>
<tr>
<td>3.0</td>
<td>82 to 88</td>
<td>Very Good</td>
</tr>
<tr>
<td>2.5</td>
<td>75 to 81</td>
<td>Good</td>
</tr>
<tr>
<td>2.0</td>
<td>68 to 74</td>
<td>Fair</td>
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<tr>
<td>1.5</td>
<td>60 to 67</td>
<td>Pass</td>
</tr>
<tr>
<td>1.0</td>
<td>50 to 59</td>
<td>Provisional Failure</td>
</tr>
<tr>
<td>0</td>
<td>0 to 49</td>
<td>Fail</td>
</tr>
</tbody>
</table>

UW – Unauthorized Withdrawal
W - Withdrawn
INC - Incomplete

EVALUATION PLAN FOR ANNUAL PROMOTION
GRADE REPORT CARDS
a. Grades are reported as module grades.
b. MBA grades are reported as subject grades in all year levels.

DECISION PLAN FOR FAILURES
a. Failure of more than 30% of the total module hours will mean dismissal from the program.
b. Failure of any MBA subject will merit retention.
c. No student may repeat more than once any module where a failure has been incurred. Exception to this rule shall be made upon recommendation of the Module Coordinator of the module concerned.

PROMOTIONS BOARD
I. Composition and Process
The main function of the promotions board is to do formative evaluations and final summative evaluation of students at the end of each year level/training program. All students will undergo evaluation on all areas of competencies for evaluation. The promotions board will have the final decision on who will be promoted.
The Associate Dean is the convenor of the Promotions Board and its members include the Year Level Coordinator, the Assistant Year Level Coordinator, the Coordinator for Student Formation and a fifth member involved in Evaluation or Student Affairs. The Registrar staff is responsible for the documentation of the proceedings.

The Promotions Board is convened only after removal exams are completed. The recommendations of the Promotions Board are submitted to the Dean for final approval.

RECOGNITION AND ACADEMIC AWARDS

DEAN’S LISTER/ HONORS
As a motivation for excellence, a student who garners a QPI of at least 3.35 in all subjects taken during the year with no module grade lower than 3.0 shall be eligible to become a Dean’s Lister. All Dean’s Lister shall receive a Dean’s List Card signed by the Dean. First Honors are awarded to students with a general average of 3.70 and above. Second Honors are awarded to students with a general average of 3.35 or above but lower than 3.70. Latin honors and honorable mention are awarded on the basis of the following overall QPI at the time of graduation:

1. Summa Cum Laude = 3.87 – 4.00
2. Magna Cum Laude = 3.70 – 3.86
3. Cum Laude = 3.50 – 3.69
4. Honorable Mention = 3.35 – 3.49

THE ASMPH VALEDICTORIAN
The ASMPH Valedictorian should be one who has consistently manifested through her/his years in ASMPH exemplary achievement towards embodying the desired competencies of the three-fold description of the ASMPH doctor:

- an OUTSTANDING CLINICIAN with mastery of clinical skills and compassion to care for the health needs of the individual
- a DYNAMIC LEADER with the expertise to bring systems and resources together to enable the clinician to practice his craft
- a SOCIAL CATALYST with the leadership competencies to systematically solve the systemic problems of ill-health and poverty

All these towards becoming an integrated health professional molded in a holistic way across the 3 primary domains that the ASMPH curriculum is anchored on.

Thus, the ASMPH Valedictorian is the graduate who is not only academically excellent but is one who is compassionate, systemic in thinking and disposition and who possesses leadership qualities with a profound sense of self, and is able to discern and make choices that take into consideration the greater good. The aforementioned abilities enable the graduate to work in a variety of settings including where resources may be limited or adequate.
SECTION IV. ADMINISTRATIVE REGULATIONS

**ID-WEARING RULE**
The Student Identification Card (ID) is non-transferable and is an important component in the ASMPH security system. Every student must help in the effort to keep the campus safe for everyone by displaying his/her Ateneo I.D. visibly and clearly on his/her person at all times while inside the ASMPH premises. The Office of the Registrar issues the student Identification Cards.

**ID VALIDATION RULE**
All Student IDs should have a validation sticker for it to be valid for the current semester. This should be stuck on the ID by authorized ASMPH personnel only. The sticker should be of the current semester for the ID to be considered valid. Violations are incurred when the ID is not validated after the specified deadline announced each semester for the registration procedure.

The deadline for ID application and validation is the last day of late registration.

**SANCTIONS FOR ID-RELATED VIOLATIONS**
The following are the sanctions for each violation related to the student identification card:

1. For the first commission within one school year: A violation will be recorded in the student’s name.
2. For the second commission within the same school year: The student is required to submit a written apology to the Director for Student Affairs and Graduate Development within one week of the violation date.
3. For the third commission within the same school year: The student is required to render four hours of mandatory work, which may take the form of community service.
4. For the fourth commission within the same school year: The student shall be charged with a major offense where the case shall be forwarded to the Discipline Committee for hearing.

The penalties can be given by the Director for Student Affairs and Graduate Development or the Discipline Committee after an evaluation not only of the nature of the act, but also of the circumstances surrounding it.

**LOSS OF ID**
Loss of ID should be reported immediately to the Administration. The Administration Office receives lost IDs regularly. Check if your ID has been turned over. If not, obtain a temporary ID. If after three (3) days your ID has not turned up, request for an ID replacement from the Office
of the Registrar. If your ID is damaged, get an ID replacement immediately from the Office of the Registrar.

Students are advised to take good care of their Ateneo ID and ensure that it is not used by others, damaged or lost. In the event that the ID is misplaced or lost, one must apply for a temporary ID or Replacement.

**APPLICATION PROCEDURES FOR TEMPORARY ID**
1. Go to the Office of the Registrar to get a temporary ID.
2. Pay the Php200.00 fine before the temporary ID is issued. The Temporary ID is only valid for one day.
3. Temporary ID should be surrendered to the security at the end of the school day.

**APPLICATION PROCEDURES FOR REPLACEMENT ID**
1. Submit 2 original copies of affidavit of loss of ID to the Office of the Registrar.
2. Fill out the ID form. If the student wishes to change his/her I.D. picture, submit one 2x2 photo following the guidelines.
3. Pay the necessary amount at the Cashier’s Office
4. A temporary ID will be issued to the student until the new ID is available.
5. Pick up the new ID after 1 to 2 weeks.

**DRESS CODE**
1. Students are expected to wear their uniforms during class. ID’s and nameplates are likewise required to be worn at all times in campus.
2. Official Uniform of ASMPH is as follows:
   - Lecture – Uniform with nameplate and ID, closed shoes (any type)
   - Laboratory – scrubs, lab gown, closed shoes (any type)
   - Doctor-patient encounters -uniform with nameplate and ID, closed-shoes (any type); blazers over uniform for Clinical Clerks
   - Special functions – uniform with nameplate and ID, black shoes unless otherwise specified
   - Community – uniform unless specified by the faculty in charge
   - MBA Classes (during summer)/ Fieldwork – Business attire (during instances when students are not required to wear their school uniform or unless otherwise specified)
3. Students must wear the appropriate uniform during exams.
4. Students are expected to dress appropriately befitting their status as members of the Ateneo Professional Schools. As such, Smart Casual dressing is expected on campus during non-class hours.

**CAMPUS SECURITY**

Campus Security is in charge of the overall security of the institution and its members. In order to ensure security inside the campus, especially within classrooms and laboratories, only officially enrolled students and bonafide faculty members are allowed inside the school premises. Outsiders who wish to observe or sit-in during classes are required to seek a written consent from the Office of the Director for Student Affairs and Graduate Development. Campus Security will have the right to send out of campus unauthorized individuals.

Visitors to the school on official business will need to secure a Visitors Pass from Campus Security. This Pass must be visibly worn on campus at all times.

Loitering within school premises is not allowed. Drivers are only allowed to stay within the immediate vicinity of the parking lot and / or the cafeteria.

**CAMPUS TRAFFIC**

A. Parking

1. Parking stickers are required to enter the ASMPH campus. Students must fill out an Application Form and pay the necessary fees for the parking stickers. Parking stickers are available in the Administration office.

2. Vehicles without parking stickers may enter the campus but the driver will need to surrender an ID to be given a temporary pass. Cars with temporary passes are only allowed to load or unload passengers. They are not allowed to park in the parking areas of the school.

3. There are designated parking areas for administration officers, faculty, staff, students and visitors.

4. Cars without parking stickers may park at the Medical City pay parking areas located right beside the campus or at the Rockwell Business Center parking area.

5. Only administration officers, faculty and staff are allowed to park in the Loading Dock area near the building elevator.

6. Student and visitors parking is located at the front of the building (near the cafeteria);

7. Student and visitors parking will be on a first come first served basis; only officially accredited cars for carpooling have limited designated parking areas;

8. Each student will be allowed to park only when the ASMPH Parking Sticker is displayed on the lower left front windshield or the driver’s side of the windshield.

9. No sticker, No parking.

10. Drinking alcoholic beverage, smoking, and gambling in the parking area is PROHIBITED;
11. Committing lascivious acts inside the car parked in the parking area is PROHIBITED.
12. Drivers of the cars to be parked must have a valid driver’s license.
13. Violation of the Parking Guidelines will be subject to necessary Administrative Sanction.

B. Carpool Passes
1. Students may apply for Carpool slots. These are slots specifically reserved for registered carpool groups. The carpool pass has a one-time fee that will be good for the semester. Other groups may apply for the next semester to give a chance to other carpool groups to avail of the reserved parking slots.
2. Application forms are in the Administration Office. The accomplished form must be submitted to the Office of the Director for Student Affairs and Graduate Development at least one (1) month before the start of classes.
3. Fifteen (15) Student Carpool slots are available for students.
4. Only student-driven cars registered under the Student Carpool are allowed to park in the reserved slots in the student’s parking area.
5. Each student Carpool will be allowed to park only when the Carpool Pass is displayed on the lower left front windshield or the driver’s side of the windshield, right beside the Ateneo sticker. No Carpool pass, no parking in the designated slots.
6. Carpool groups shall be approved by the Student Council and the Director for Student Affairs and Graduate Development.
7. Members of the ASMPH Community may report abuses to the Carpool policies or instances of unauthorized parking to the Office of the Director for Student Affairs and Graduate Development. Those found guilty of these offenses shall be subject to a fine of Php 1,000 per offense.

C. Clerks’ and Interns’ Parking
Clerks and Interns have limited designated parking areas in the campus. There are six (6) reserved slots. Clerks have three (3) slots in the main parking area and three (3) beside the creek, while Interns parking are all located beside the creek.

HANDLING TRAFFIC / PARKING CONCERNS
The Administration acts in cooperation with and in support of the Campus Security for parking and traffic concerns.

HANDLING VEHICULAR ACCIDENTS
The members of the ASMPH community are encouraged to practice honesty, responsibility and care for the others in handling vehicular accidents.
1. Vehicular accidents inside the ASMPH campus involving students and/or their vehicles must be reported to campus security personnel for processing, investigation, and documentation. Campus security coordinates with the Administration office to ensure that the welfare and rights of all parties concerned are safeguarded and appropriate sanctions are imposed.

2. In cases involving collision with another vehicle an amicable settlement, after proper and thorough documentation, is desired.

3. If the accident results in injury to individuals, the responsible party is reminded to exert utmost effort to ensure first and foremost that the person/s receive/s immediate medical attention. Assistance may be sought from the Administration Office or TMC-OPD.

SETTLING TRAFFIC / PARKING VIOLATIONS
1. Student offender should report to the Administration Office.

2. The Administration determines the penalties for violations based on existing policies (e.g. overnight parking, parking in carpool slots).

3. Student settles or serves penalties.

Students must settle traffic/parking violation cases to avoid getting a “Hold Order”. A “Hold Order” will prevent a student from pursuing needed procedures, for example, enrolment or clearance for graduation.

PROCEDURE FOR SECURING OVERNIGHT PARKING PASS FOR YL5-7
Students may request from the Administration, an overnight Parking Pass under extraordinary circumstances. This is preferably done via an email request explaining circumstances of the need to park overnight, model and make of vehicle, plate number and complete name. Requests may be granted on a case-to-case basis after assessment by the Assistant to the Dean.

STUDENT TRAVEL TO PRESENT RESEARCH/ ATTEND CONFERENCES
Students who are invited to activities sponsored by the Association of Philippine Medical Colleges (APMC) and other administration-endorsed competitions (e.g., NIH Video Competitions, UP-CMC Brainstorm and Inter-Med School Debate Competition) may be given logistical support given that:

a. A formal invitation from the activity organizers is submitted to the Dean and;

b. The activity is considered by the administration to be advantageous to the holistic education of the students.

Invitations coursed through the student council should be forwarded to the Administration along with the list of participants. Participation in the said activity needs approval of the Director for Student Affairs and Graduate Development. Should registration fees be required, the Student Council should submit the invitation at least 30 working days before the actual date.
of the activity to give ample time for approval and preparation of check payments of registration fees. Students who participate in approved activities are responsible to make up for whatever they will be missing in class. Absences are counted as excused. However, students should not be absent for more than 30% of the current module duration. For attendance to conferences/paper presentations not officially endorsed nor identified as official activities of the ASMPH, approval from the Office of the Associate Dean must be obtained prior to faculty and or students making any arrangements to participate. Absences or deficiencies incurred from these will be the sole responsibility of the student.

POLICY ON CONDUCTING SURVEYS, RESEARCH AND OTHER ACTIVITIES NON-CURRICULAR IN NATURE BY PARTIES NOT OFFICIALLY CONNECTED TO THE ATENEO SCHOOL OF MEDICINE AND PUBLIC HEALTH

In order to protect the sanctity of personal and institutional confidentiality, individual student and personality vulnerabilities, and the personality of the Institution as well, all surveys and other research activities which are non-curricular in nature and intent that are to be conducted among ASMPH students, Faculty and/ or Personnel, as subjects or respondents, require the official permission of the Dean or the Associate Dean. All stipulations and conditions of accountability and confidentiality must be clearly documented and implemented in the permission issued by ASMPH Administration. Violations of this policy shall be subject to immediate disciplinary evaluation and action.

STANDARD PROCEDURE FOR OVERNIGHT ACADEMIC ACTIVITIES

Students who are required to attend academic activities that warrant overnight stay in a different site (e.g. Transition Summer Program Fieldwork, LEC, Public Health/Research and Electives) must first sign the standard ASMPH waiver form for such activities before being allowed to participate.

SMOKING

Smoking, including the use of e-cigarettes, is strictly prohibited in the entire Don Eugenio Lopez, Sr. Medical Complex. Smoking includes the use of tobacco, cigarettes, and e-cigarettes.

Campus Security will be instructed to help enforce the policy. Penalties are as follows:
1st offense is a warning with a Php 500.00 fine;
2nd offense: attendance to a no-smoking seminar under a Leadership class or a smoking cessation program of TMC;
3rd offense: 1 day of community service.

ROOM AND EQUIPMENT RESERVATION

Different venues, facilities and equipment are available at the ASMPH and other Ateneo campuses for student use in the accomplishment of academic requirement and for non-academic formation.
A. Reservations at ASMPH
1. Room reservations are made online and can be accessed at http://moodle.asmph.ateneo.edu/asmph-fms/index.phpReservations. The System will only accept requests at least one day prior to the date of actual use of the room. Academic activities such as classes and SGDs are priority for the use of facilities.

2. Unless the Facilities and Management System (FMS) is down, requests over the telephone and email will not be entertained.

3. Air-conditioning shall only be opened under the following criteria:
   a) That the room will be used for academic purposes (presentation, group meeting, etc). Using the rooms for studying is strictly not allowed. Students are required to use the Library facilities for studying purposes.
   b) That the minimum number of persons using the room is met:
      a. Third floor labs – At least 5 persons
      b. 2nd Floor Instrument Room, Third floor classrooms, Plastination, 4th Floor Computer Room – At least 10 persons
      c. Plenary Classrooms (Chung Te, MPH, Room 401 & 5th Floor Classroom) – At least 50 persons

The Campus Security is responsible for controlling the airconditioning of the room requested for. They will also be tasked to check if stated criteria above are being followed. Should the room/s be used for purposes otherwise stated, the students will be instructed to vacate the room immediately. Those found falsifying their room requests will be subject to disciplinary sanctions.

4. Food and drinks are highly discouraged inside the classrooms, laboratories and audio-visual rooms.

5. If electronic devices (i.e. laptops, projectors, sound system and microphones) are needed, include this in the FMS request under the field “Other Requirements/Details“. Use of equipment is subject to availability at the time of the request.

6. Direct attachments/ mounting (i.e. use of any kind of adhesives, staple wires, thumbtacks and nails for posters, decors, props, etc., use of strings to tie streamers/ banners, etc.) to the ceilings, posts, walls, floors and any building structures are NOT allowed. Make use of stand-alone display stands.

B. Inter-Campus Use of Facilities
1. Reservation of facilities in Loyola and Rockwell would depend on the purpose of use.

2. Requests for ASMPH academic activities, particularly by faculty members, can be cours ed through the Year Level Administrative Assistant.

3. The use of other Ateneo facilities for non-academic activities, usually by the Student Council or Association of Philippine Medical Colleges Activities, requires writing a request letter addressed to the Administrator of the facility, which should be noted by the ASMPH Assistant.
ANNOUNCEMENT BOARDS
Announcement boards are posted within campus premises. All materials to be posted must be brought to the Administration Office for approval prior to posting. The Administration Office will post approved notices. Students are not allowed to post any notices without prior approval of the Administration.

The posting of materials that are part of an academic activity can be coursed through the Year-level Administrative Assistants who will request and reserve announcement boards, white boards, or walls for the materials. However, placing any article on the walls is greatly discouraged as these could damage the painted walls of the building.

Anything posted on the school premises by students or ASMPH personnel should be taken down by the individuals concerned as soon as the event has passed.

LOCKERS
Lockers are available for use by students. Forms are readily available in the Administration Office. Forms should be filled out and submitted to the Administration. Upon approval, the student will be given his/her locker number. Locker fees are valid for one year. The student is required to provide for his/her own padlock. Students are required to vacate lockers on or before the last exam day of the school year. Failure to do so will mean that the school has the right to destroy the padlock and empty locker of its contents.

SECTION V. REGISTRAR REGULATIONS

TRANSFER DOCUMENTS AND TRANSCRIPT OF RECORDS
All students are required by Commission on Higher Education (CHED) and the School to submit their original official transcript of records issued by their undergraduate college or university
upon admission into ASMPH. For as long as this requirement is not completed, the student remains under provisional standing and will not be entitled to credits and to a degree.

ACCESS TO STUDENT INFORMATION
All student information, data, and records that are kept by the Ateneo Professional Schools Office of the Registrar are privileged information and are therefore protected by the right to privacy and confidentiality, unless the student concerned explicitly gives permission that the information may be shared, upon the legal order of government agencies. Requesting from the Office of the Registrar or from the Administrative Assistants contact information, such as students’ phone numbers, cellphone numbers, email addresses and home addresses, even if on account of class assignments, is STRICTLY prohibited. All such inquiries must be brought to the attention of the Registrar for proper disposition. Staff members are prohibited from sharing such student information to any person or to the public at large without appropriate authorization. Any infraction against this policy will be dealt with accordingly to the disciplinary rules of the School.

CHANGE OF DATA IN STUDENT RECORDS
In order to safeguard the integrity of student records and ensure the authenticity of the recorded data, all student information originally submitted to the Ateneo Professional Schools Office of the Registrar, such as name, birth date, place of birth, and other permanent data shall not be changed, altered, revised, or erased from the records without appropriate authorization and documentation procedures.

Changes in a student’s name may occur on the following conditions:
1. Change of status from single to married where the student wants to append the spouse’s surname to her name;
2. Change of status from single to married where the student wants to take her spouse’s surname as her official surname;
3. Change of status from married to separated/divorced, or where the case is under litigation, and the student wishes to delete her spouse’s surname from her registered name.

The following procedure shall be followed to make authorized changes in the student data in the Ateneo Professional Schools Office of the Registrar:

1. Only the Registrar is authorized to order changes in any permanent student data recorded in the Office of the Registrar. Unauthorized staff members are not allowed to change the student data registered in the Office of the Registrar without approval from the Registrar.
2. A request for change of name or other permanent information previously registered with the Office of the Registrar must be explained in writing and submitted to the Registrar for his approval before the change can be implemented.
3. A request for change must be accompanied by certified true copies of documents from duly constituted legal authorities, for example: marriage certificates, court orders ordering the change, court orders for dissolving the marriage, certificates of live birth issued by the National Census Office and certificates of naturalization.

4. The Registrar reviews the request and the accompanying documents and if the change is approved, instructs the Records Officer to implement the change as requested. A proof of change shall be filed in the Office of the Registrar to form part of the student’s records and information.

5. All student records and information filed with the Office of the Registrar are privileged information and protected by confidentiality rules unless there is a legal order to make them public.

REQUEST FOR OFFICIAL TRANSCRIPT OF RECORDS, CERTIFICATE OF TRANSFER, OTHER CERTIFICATIONS AND RECOMMENDATIONS

Students and alumni may request from the Office of the Registrar authenticated original copies of their official transcript of records, certificate of transfer, and other certifications and recommendations by filling out a request form from the Office of the APS Registrar and paying the required fee at the Administrative Office. The student / alumni will be informed of the date when the documents will be available for pick-up.

REGISTRATION GUIDELINES
A detailed copy of the registration guidelines may be found at the Office of the Registrar.

SECTION VI. SAFETY PROCEDURES

EMERGENCY DRILLS AND EXERCISES

A. Fire Drill
ASMPH complies with the Sec. 6.0.4.1, Rule 6 of the Implementing Rules and Regulations of the Fire Code (RA 9514). The policy states that companies, which include private offices and buildings, should conduct practice drills to check the ability of members to perform the operations they are expected to carry out. Drills should also be occasionally held under adverse weather conditions to work on special procedures needed under such circumstances.

B. Earthquake Drill
The ASMPH, as part of its Disaster Risk Management and Response Initiative, undergoes a yearly earthquake drill in order to assure the preparedness of its faculty, personnel and students.
SECTION VII. ENVIRONMENTAL PROCEDURES

ENVIRONMENTAL RESPONSIBILITY
The ASMPH, as an educational institution, recognizes its stake in future generations and this involves helping maintain and improve the status of the environment. This responsibility involves going beyond fulfilling requirements mandated by law.

A. Plastic Use
The ASMPH complies with Pasig City Ordinance #9 series of 2010, which essentially bans the use of any form of plastic bags, styrofoam and similar materials as containers for food, produce and other products. ASMPH requires its food concessionaires to provide washable or reusable utensils.

B. Waste Management
Waste Segregation Units are provided by the school. They are distributed throughout the campus in order to foster proper disposal of garbage and recycling.

DISASTER RESPONSE FOR PARTNER COMMUNITIES
The ASMPH works with the Ateneo de Manila University Disaster Response and Management Team (DReAM Team). In their manual issued last March 2012, the ASMPH Ortigas campus is a designated drop-off point for donations to the Central Operations in the Loyola Campus. When the needs of the Loyola operations are provided for, ASMPH can then focus on providing help to the communities in the Pasig area.

SECTION VII. STUDENT SERVICES

STUDENT WELFARE
A. Medical
Whenever situations involving medical concerns arise, the attention of an ASMPH faculty member or personnel should be called upon. It is under the discretion of the faculty or consultant to assess the severity of the situation. For non-urgent cases, which can be relieved by over the counter medications or basic first aid, a kit is present in the administrative office. For non-urgent cases requiring medical consultations, students may proceed to the Out Patient Department (OPD) of The Medical City located at the lower ground during office hours (8:00 am –5:00 pm). Students need to inform the Administration prior to going to the OPD so that proper endorsements maybe made.

In instances requiring urgent medical attention, the concerned student should be brought to the Medical City Emergency Department for further assessment and management. The
responsibility of the ASMPH ends once the student is brought to the Emergency Room. The ASMPH will not be held liable for expenses incurred.

B. Accident Insurance

All ASMPH enrolled students are insured under the Group Personal Accident Plan.

All students enrolled in the ASMPH are covered and can claim for reimbursement of accident-related medical and other expenses based on the benefits enumerated in the existing Group Personal Accident Plan, which occur within ASMPH premises or during ASMPH sanctioned activities.

Process For Claiming Accident Insurance

1. The student or his/her representative must secure and accomplish the Documentation Checklist Form from the Administration Office for a personal accident claim.
2. The Administration will e-mail the student the list of documents required.
3. Student passes requirements to the Administration.

STUDENT DEVELOPMENT

Campus Ministry Services: Liturgical Celebrations

The ASMPH community regularly gathers for its liturgical celebrations. Traditionally, these are the celebrations for the year:
- Mass of the Holy Spirit
- First Friday Masses
- Mass for the feast of St. Ignatius of Loyola
- Blessing of Cadavers
- Advent Wreath Liturgy
- Ash Wednesday
- Burial Mass for Cadavers
- Novena Masses for Medical Board Exam

STUDENT CENTERS

Food Services

Food at the ASMPH cafeteria is provided by a cafeteria concessionaire selected through competitive bidding. A vending machine for hot drinks is available at the ASMPH cafeteria. Students may also go to various food establishments within The Medical City Complex, The Strip along Ortigas Avenue and the Rockwell Business Center at the Meralco Compound.

ASMPH Organizations’ Food Selling Activities

There are certain occasions during the school year when ASMPH organizations sell and provide food in the campus. For school and organization-wide activities, it is the ASMPH Organization Board (AOB) which requests the space and facilities from the Administration. For individual organization events, the organization has the responsibility to reserve the facilities. The request
should include information on the organization in charge of the activity, the food to be offered for sale, the date, time, and venue. The organizations should abide with the following guidelines before approval of the request:

1. The menu should not compete but complement the offerings of the canteen concessionaire.
2. The concessionaire should be informed of the planned menu so that the concessionaire can adjust their menu.
3. The organization should declare appliances they plan to use, if any.
4. Selling should only occur during lunch break hours.

SECTION VIII. STUDENT ORGANIZATIONS AND ACTIVITIES

The ASMPH champions the Ateneo brand of “transformative leadership” for nation-building by offering students opportunities to sharpen existing skills, learn and develop new ones, and apply them as engaged leaders and members of organizations and activities.

Supervision, recognition and monitoring of student organizations and their activities fall under the responsibility of the Director for Student Affairs and Graduate Development who

1. Sees to the effective planning, implementation, and evaluation of activities within and among campus organizations.
2. Distributes and oversees Guidelines for student activities (ie. Activity hour, moratorium period, activities inside or outside campus)
3. Provides a variety of co-curricular programs and activities that contribute to student development and support the school’s objectives.
4. Guides and assists recognized and non-recognized organizations on campus and creates guidelines for student activities that ensure loyalty to the vision of the Ateneo.
5. Creates programs that attract more students and faculty members to extra and co-curricular activities of the ASMPH.

STUDENT COUNCIL

The Ateneo School of Medicine and Public Health – Student Council (ASMPH-SC) is the autonomous student government of the school. The ASMPH-SC represents the members of the student body. It upholds the objectives and values of the school such as being men and women for others, and the core Ignatian values of magis and cura personalis. The ASMPH-SC fosters the holistic development of students through different types of activities. It strives to ensure the rights and welfare of students, aims to strengthen networks with students, organizations, faculty, staff, Administration, other educational institutions, and it promotes health-related advocacies of the school and of the country.
The ASMPH-SC is composed of the Executive Council (ExeCon) and Legislative Council (LegCon). The ExeCon is the main governing body of the students of ASMPH. It is composed of the Supreme Board and five Year Level Executive Officers. The Supreme Board is made up of the President, Internal Vice President (IVP), External Vice President (EVP), Secretary General, and Chief Finance Officer.

The main responsibilities of the LegCon involve the promulgation of the ASMPH-SC Constitution and the drafting and revising of policies including the formulation of stands regarding internal or external issues. LegCon officers include the five Year Level Legislative Officers, with a Legislative Head elected from the five.

The election of the ASMPH-SC for the succeeding Academic Year, with the exception of the YL5 Officers, is done on the second Wednesday of February of each school year. Elected officers are proclaimed three school days after the election. Oath taking with the Dean is done after the proclamation. The induction of elected officers, excluding YL5 officers, is conducted during the Opening Ceremonies of the school year to formally introduce the elected Officers to the ASMPH Community.

YL5 Officers are elected by YL5 students forty-five days after the opening of classes of the first semester. YL5 officers are inducted five school days after their proclamation. The tenure of all officers starts on the day of induction and ends with the induction of the officers for the next school year, upon impeachment, or resignation.

Other branches of the ASMPH-SC include the Constitutional Commission (ConCom) and the Special Committees composed of the Judicial Board, Commission on Election (COMELEC), and ASMPH Organization Board (AOB).

The ConCom is an appointed body under the LegCon composed of seven Magistrates, which conducts constitutional revisions every 3 years. The Judicial Board’s primary responsibility consists of ensuring compliance to internal procedures and the interpretation of the ASMPH-SC Constitution. There are five councilors in the Judicial Board. The COMELEC assures free, honest, and clean elections of the ASMPH-SC. A Chief Commissioner is voted from the five Commissioners of the COMELEC. The AOB is the main governing body that supervises the different ASMPH student organizations. It is composed of the Chairman of the Board and five Board Members. The AOB mainly accomplishes its task through the creation and implementation of accreditation guidelines in consultation with the Administration.
SECTION IX. PROCEDURES FOR NON-ACADEMIC SERVICES

SECURING CERTIFICATE OF GOOD MORAL CHARACTER
The Office of the Registrar issues the Certificate of Good Moral Character (CGMC) upon request for a variety of purposes – visa applications, application to residency training, or employment applications. The following is the process for securing a Certificate of Good Moral Character:

1. Accomplish the Document Request Form from the Office of the Registrar.
2. Proceed to the Cashier’s Office to pay the processing fee.
3. Claim the CGMC from the Registrar’s Office after six working days by presenting the claim stub.

REPORTING THEFT & LOST PERSONAL BELONGINGS
The Administration Office in cooperation with Campus Security assists students in security-related incidents such as theft, losses, etc. To report theft or lost personal belongings:

1. Report loss to the Administration Office.
2. The complainant may decide to formalize the report by accomplishing an incident report, which will also be filed with the Administration.
3. Administration informs Campus Security who will then perform an investigation.
4. Wait for developments regarding the investigation or you may follow up on occasion from the Administration Office.

FILING COMPLAINTS
There are several avenues available for the filing of student complaints depending on the nature of the complaint:

1. Complaints regarding class matters may be filed with respective Year-level Administrative Assistants.
2. Non-academic concerns are coursed through the Administration.

Informal Complaint
The student(s) is encouraged to solve the situation on their own by initiating a dialogue directly with the personnel/faculty/student involved or through a dialogue facilitated by a faculty superior.

Formal Complaint
If the student and the personnel/office/student involved fail to resolve the issue through dialogue or if the matter cannot be discussed in a dialogue, the student has the option to file a formal complaint.
Procedure for filing a Formal Complaint
1. Student fills out an incident report with the Administration.
2. The Administration will perform all necessary measures to reply / deal with the complaint.

SECTION X. LIBRARY GUIDE

GENERAL INFORMATION
The ASMPH Library is located at the 4th and 5th Floor of the ASMPH building. It houses the general book collection that may be borrowed for home use. It exists to serve the information needs of the students and faculty of ASMPH.

SERVICE HOURS
Mondays to Fridays 8:00 a.m. – 8:00 p.m.
Saturdays 8:00 a.m. – 5:00 p.m.
Sundays and Holidays Closed
Special service schedules will be posted at the Library entrance, bulletin boards, and through internet facility.

LIBRARY PRIVILEGES AND REGULATIONS
Identification Card
All users must wear their identification (ID) card at all times. IDs are non-transferable. Its use by any other person is unlawful and lending IDs merits forfeiture of the library privileges for both parties concerned. A valid ID is required when borrowing, renewing or returning a book.

Online Public Access Catalogue (OPAC)
The innovated OPAC is available at http://library.asmph.ateneo.edu:8080. It has community features for book clubs, discussion groups, shared interests, and Web participation. This enables tagging, list sharing and read user reviews.

Circulation Procedures
At registration, each student is issued a bar-coded ID. It has a unique set of numbers specifically assigned to a particular student. The barcode corresponds to the following information in the database: name of the student, student number and contact information. This ID should be presented to the Circulation Desk when borrowing, returning and/or renewing loans.

Borrowing
The student is required to present his/her bar-coded ID (validated for the current semester) together with the books for borrowing. The staff will scan the ID for proper identification. Once the student has been properly identified, the staff scans the book, after which the corresponding due date is stamped. Books from the general collection circulate for one (1)
week. These may be renewed as long as these items are not requested by others. All books on loan are subject to recall. Personal copies, envelopes, and folders are for room-use only.

Returning/Renewing
Books for return should be presented to the Circulation desk together with the student’s ID. The staff on-duty acknowledges return by putting his initials on the due date slip after discharging them from the student’s record. Counter-checking is done to ensure that the loan record has been properly deleted from the database. Renewals follow the procedures for returning first and then borrowing.

Reserve Section
The Reserve Section houses all the required reading materials for students’ use. Use of the materials is limited to room-use and overnight. Reserve books may be checked out after 5:00pm and should be returned on or before 1:00pm of the following day. Books in demand may, however, be checked out on a first-come, first-served basis. Reserving forfeits the use of material for the last 2 hours. Valid ID is required in borrowing reserve materials. Books and other materials in the Reserve Section can be viewed or searched using any of the On-Line Public Access Catalogue (OPAC) in the Library.

Type of Materials
Reserve materials come in the form of library books, personal copies from faculty, photocopied articles from journals and other sources, take home exams, class papers, and others.

Number of Books, Loan Period, and Overdue Fines

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<tr>
<th>Type of Materials</th>
<th>Student Classification</th>
<th>Regular Students</th>
<th>Scholars</th>
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<tr>
<td>CIRCULATION BOOKS</td>
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<td>Loan Period</td>
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<tr>
<td>Fines (per day)</td>
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<td>Loan Period</td>
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<tr>
<td>Fines (per day)</td>
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<td>Fines (per hour)</td>
<td>P10.00 or P100.00 per day</td>
<td>P10.00 or P100.00 per day</td>
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</table>
Note: All books are subject to recall if the same material is needed by another student. In such cases, the item should be returned promptly. This rule applies to all users with borrowing privileges. Return/renewal is enforced at the end of each semester. The corresponding fines will be imposed on overdue books returned by students.

Electronic Resources
The library has access to the following electronic resources: (1) EBSCO (Medline with Full text and other Research Database) [http://search.ebscohost.com](http://search.ebscohost.com) (2) Clinical Key (e-journals, e-books, clinical guidelines, videos, etc.) [http://www.clinicalkey.com](http://www.clinicalkey.com) and (3) UpToDate (Clinical Reference Tool) [http://www.uptodate.com](http://www.uptodate.com)

EBSCO and Clinical Key can be accessed on- and off-campus. Please send request for password to asmph.library@yahoo.com. UpToDate can be accessed within ASMPH and TMC Podium Building only.

Intra-Library Loan System
Books and other materials not found in ASMPH Library but are available in other libraries of the Ateneo may be requested thru the Intra-Library Loan System. For further assistance and information, inquire at the Circulation Desk.

Damaged/Lost library materials
Damaged or lost books must be reported at once by the student who borrowed them. He/she must replace or pay for said book within two weeks from due date. In the event that the loss of a book is not promptly reported to the Library, the usual fines will be added to the replacement cost of the book. Failure to replace or pay for the book within the allotted time means suspension of borrowing privileges. If the book is found and returned within one month from the due date, the price paid for is refunded; but the corresponding fines not exceeding the cost of the book, or an amount deemed reasonable by the Librarian, will be charged.

Fines and Penalties
1. All fines are computed per overdue book. A fine of P5.00 per day (inclusive of Sundays and holidays) is charged for books not returned on time.
2. Fine for a reserve book borrowed overnight is P10.00 per hour overdue and every fraction thereof; or P100 a day.
3. Fine for lending one’s ID to another student is P200 each. In cases where an outsider uses an Ateneo student ID, both the lender and the borrower are fined or banned from entering the library.
4. Deliberate marking, mutilation, or defacing a book or any other library material, in any way, will merit a recommendation for suspension or expulsion.
5. Any unauthorized withdrawal of books and other materials is considered theft and any such deliberate act is cause for dismissal from the School.
6. Vandalism is grave offense and will merit a recommendation for suspension or expulsion.

**Library Reminders**
1. The library is a place for study, so PLEASE: observe silence; do not eat and drink (except water); wear appropriate attire.
2. Do not leave books, purses, bags, or any personal belongings unattended. The library cannot be responsible for lost materials.
3. Do not re-shelve books. Leave them at the circulation counter after use.
4. All library users are expected to allow their books and bags to be inspected at the counter before leaving.

**Copying Service**
A copying machine is located at the ground floor of the ASMPH building. Hours for service are posted near the area.