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This handbook contains the policies, procedures, regulations, and
other requirements of the Graduate Programs of the Loyola Schools
at the time of publication. The Loyola Schools reserves the right to
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MESSAGE

from

THE PRESIDENT
Ateneo de Manila University

On behalf of the University, I would like to welcome you to the Loyola Schools Graduate Programs.

As you begin the road of specialization in graduate school, you will discover that Ateneo education is much more than just academic formation. There are many opportunities for enriching yourself in diverse fields such as those in the humanities and the arts, in culture and athletics even. But more importantly, the Ateneo de Manila also offers avenues for deepening your spiritual life. In the end, it is the depth of your spirit, and your love for people and the world that will sustain you throughout your life.

This Loyola Schools Graduate Student Handbook is a compilation of information about the Ateneo de Manila, the Loyola Schools, and all the services that you may need to make your studies productive.

Even as we are truly proud of our graduate faculty and academic programs, we know that these are only as effective as the energy and commitment you put into your studies and learning. I hope that you will make full use of the facilities and resources that are available to you.

I wish you all the best in your chosen fields and I look forward to seeing you finish your studies that you may be of greater service to God and our people someday.

Ad majorem Dei gloriam.

Jose Ramon T Villarin SJ
President
MESSAGE

from

THE VICE PRESIDENT FOR THE LOYOLA SCHOOLS
Ateneo de Manila University

Being an Atenean means being excellent in all that you do and using your gifts to serve others. It is my hope that during your stay at the Ateneo, you find that these two ideals go together: you can serve others best only if you grow your full potential. We at the Loyola Schools are committed to your formation as professionals for others who will contribute to the development of your chosen field in service to our society.

The 2013 Graduate Student Handbook serves as a guide so that you may know the systems, procedures, and programs at the Loyola Schools as you go through your formation.

We join you in your journey to become Lux-in-Domino - Light in the Lord.

JOHN PAUL C VERGARA PhD
Vice President for the Loyola Schools
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PART 1: 

Ateneo Education
History of the Ateneo de Manila University  
and the Loyola Schools

The Ateneo de Manila University traces its roots to 1859 when, at the request of the City of Manila, the Jesuits took over the Escuela Municipal in Intramuros, the walled city of Manila. A primary school originally intended for the sons of Spaniards, the Escuela Municipal was opened by the Jesuits to native Filipinos as well. In 1865, the Jesuits received government approval to add a five-year program leading to the degree of Bachelor of Arts. In keeping with its new academic status, the school was renamed the Ateneo Municipal de Manila. Among the graduates in those early decades was Jose Protacio Rizal (A.B. 1877).

With the withdrawal of city subsidy in 1901, the Ateneo became a private institution, dropping the word “Municipal” from its official name. In 1921, the American Jesuits of the Maryland-New York Province replaced the Spanish Jesuits as teachers and administrators of the Ateneo.

The Intramuros fire of 1932 completely destroyed the Ateneo buildings, forcing the school to move to a new location on Padre Faura Street, Ermita. During the battle for the liberation of Manila, the Padre Faura complex of buildings was razed. Temporary structures were quickly built, but in 1952, the Ateneo moved to its present spacious campus in Loyola Heights, Quezon City.

In 1958, the Society of Jesus in the Philippines was raised to the status of a full province. Administration of the Ateneo passed from the New York to the Philippine Province of the Society of Jesus, and shortly after, the first Filipino Rector/President of the Ateneo was named. Since the growth of the Ateneo demanded a new status, the school obtained its charter as a university in 1959.

Today the Ateneo de Manila University comprises the following units of higher education: the School of Humanities (SOH), the John Gokongwei School of Management (JGSOM), the School of Science and Engineering (SOSE), and the School of Social Sciences (SOS), collectively known as the Loyola Schools (LS); the Ateneo Graduate School of Business (AGSB), the Ateneo Law School (ALS), the Ateneo School of Government (ASOG), and the School of Medicine and Public Health (ASMPH), collectively known as the Ateneo Professional Schools. In addition, like most Philippine universities, The Ateneo de Manila has a high school, a junior high school and a grade school. The LS, the basic education units, and some offices of the ASOG are located on the Loyola Heights campus, along Katipunan Avenue, Quezon City. The AGSB, ALS, and ASOG are on the Rockwell campus, Makati City. Finally, the ASMPH is housed in the Don Eugenio Lopez, Sr. Medical Complex, Ortigas Avenue, Pasig City.

A number of centers are part of the Loyola Schools. These are the following:

- Ateneo Center for Asian Studies (ACAS)
- Ateneo Center for Economic Research & Development (ACERD)
- Ateneo Center for English Language Teaching (ACELT)
- Ateneo Center for Organization Research & Development (Ateneo CORD)
- Ateneo Center for Social Entrepreneurship (ACSent)
- Ateneo Innovation Center (AIC)
- Ateneo Institute for Literary Arts & Practices (AILAP)
- Ateneo Java Wireless Competency Center (AJWCC)
- Ateneo Language Learning Center (ALLC)
- Ateneo Ricardo Leong Center for Chinese Studies (ARLCCS)
- Ateneo Teacher Center (ATC)
- Confucius Institute at the ADMU
- Eugenio Lopez, Jr. Center for Multimedia Communication at the ADMU
- Fr. Jaime C. Bulatao Center for Psychology Services (Bulatao Center)
- Institute of Philippine Culture (IPC)
- JGSOM Business Resource Center (JGSOM BRC)
- JGSOM Family Business Development Center (JGSOM FBDC)
- Konrad Adenauer Center for Journalism at the ADMU (ACFJ)
Vision and Mission of the Ateneo de Manila University

As a University, the Ateneo de Manila seeks to preserve, extend, and communicate truth and apply it to human development and the preservation of the environment.

As a Filipino University, the Ateneo de Manila seeks to identify and enrich Philippine culture and make it its own. Through the education of the whole person and the formation of needed professionals, and through various corporate activities, the University aims to contribute to the development goals of the nation.

As a Catholic University, the Ateneo de Manila seeks to form persons who, following the teachings and example of Christ, will devote their lives to the service of others and, through the promotion of justice, serve especially those who are most in need of help, the poor and the powerless. Loyal to the teachings of the Catholic Church, the University seeks to serve the Faith and to interpret its teachings to modern Philippine society.

As a Jesuit University, the Ateneo de Manila seeks the goals of Jesuit liberal education through the harmonious development of moral and intellectual virtues. Imbued with the Ignatian spirit, the University aims to lead its students to see God in all things and to strive for the greater glory of God and the greater service of mankind.

The University seeks all these, as an academic community, through the exercise of the functions proper to a university, that is, through teaching, research, and service to the community.
Vision of the Loyola Schools

The Ateneo Loyola Schools is a Filipino, Catholic, and Jesuit center of excellence of higher learning that is globally competitive while Asian in perspective, a community that transforms society through its research and creative work, its leadership in service to others and for the environment, and its formation of persons-for-others.

On being a Filipino University: As a university, we actively participate in the discussion of what it is to be Filipino and imbue members of our community with a deep sense of what it is to be Filipino. We develop leaders for the nation and as a community, use our competencies for the service of the nation.

On being a Catholic University: The daily life of our community is animated by faith informed by the person of Christ and Catholic Tradition. We help our community to see how their faith can be lived out in daily life/work and reflect on our Catholic identity as a university.

On being a Jesuit University: Motivated by Ignatian spirituality, our community engages the world in the belief that we can find God in all things. We desire and help our students to become men and women for others who work towards a more just and humane world. We strive to grow in freedom, discernment, and responsible action.

On being a Center of Excellence: As an outstanding academic institution, we distinguish ourselves and demonstrate leadership through our innovative research and creative work, outstanding teaching, meaningful learning outcomes, and positive impact on communities that we serve.

On being globally competitive: Our output and quality standards are comparable to internationally recognized Higher Education Institutions in our chosen fields of expertise and we are internationally recognized as such. We are globally networked in both academic and professional fields and give our students global perspective.

On being Asian in perspective: The LS sees itself and its work through a regional perspective. Even as LS engages Philippine society, it attends to the concerns of the region and participates in the articulation of Asian identity and in placing Asia on the agenda of global fora.

On being a community that transforms: Our way of proceeding is characterized by critical thinking and discernment, dialogue and trust, engagement and creativity. We nurture and care for the members of this community. Our values include excellence and service, magis and cura personalis, professionalism and spiritual maturity.

On research and creative work: Scholarly work in the LS generates and communicates new knowledge, understanding, perspectives, forms and expressions. Our body of work influences or informs policy, mindsets, and identity, and/or contributes to the advancement of the field.

On leadership in service: The LS takes the lead in initiating and accomplishing transformative change in society, helping to bridge the competitiveness and poverty gaps, and addressing environmental concerns. This service takes the form of civic work, advocacy, or the practice of our respective professions.

On the formation of persons-for-others: Our goal is the formation of the total person, helping all members of the LS community to grow in spiritual maturity, academic excellence, social involvement, cultural rootedness, and emotional maturity, as well as in their ability to use their skills and talents in the service of others.
Purposes and Aims of the Loyola Schools

The Loyola Schools seeks to achieve in an eminent way the mission statement of the Ateneo de Manila University.

The Loyola Schools is concerned primarily, though not exclusively, with the pursuit of these goals through the imparting of a liberal education. It seeks to develop in its students the basic liberal arts of thinking and communicating thought, and to bring them into contact with all that is good in their distinctive Filipino heritage, and indeed, in the cultural heritage of the human race.

At the same time, the Loyola Schools introduces the students to fields of specialization in which they pursue, in greater detail and with greater attention, one particular area of knowledge suited to their individual talents and goals. Through a program of truly co-curricular activities, it seeks, both on and off campus, to make its students aware of the needs of the nation, especially of the underprivileged, and to help them recognize their potential power to transform Philippine society. It thus seeks to encourage its students to strive courageously towards a more just and equitable world.

The Loyola Schools seeks to build an intellectual tradition within the specific context of the developing nation, wherein the principal problem is the concentration of wealth, power, and access to quality education and public services within a small segment of the population, with the vast majority deprived of the material and spiritual resources necessary for human development. It, thus, seeks to couple the traditional Jesuit educational objective of academic excellence with a sense of service and justice today demanded by our faith.

The Loyola Schools, through its Graduate Programs, seeks to further the purposes and aims of the University by imparting to its students a high degree of competence in research or professional practice in one of the academic disciplines. It has a special concern for the formation of educators who will contribute to excellence in the Philippine educational system, and for the formation of scientists, researchers, professionals, creative artists, writers, and others, who will contribute to the development of Philippine society.
Goals of the Loyola Schools

Education that is transformative, globally competitive, and Asian in perspective:

- **Curricula and Programs**: Our academic and non-academic formation programs are responsive to Philippine/Asian/global realities.
- **Student Profile**: Our students develop spiritual, emotional, and professional maturity that includes dimensions of faith, integrity, service, and love of country.
- **Faculty**: Our faculty members live the magis and cura personalis, and reflect, serve, and lead in their teaching, scholarly work, and outreach.
- **Instruction**: Our faculty and students exhibit growth in their professional and personal lives as manifested in their leadership, knowledge, competence, creativity, and critical thinking.
- **Student Services and Administrative Support**: Our student services are responsive, available, and accessible.
- **Facilities**: We have world-class facilities and our services are constantly improved.

Knowledge and outreach that make a difference:

- **Scholarly Work**: We generate research and innovation that contributes to the nation’s development and makes a difference in the lives of the marginalized.
- **Outreach and Extension Work**: Our outreach/formation work has an impact on the communities as seen through improvements in the performance of its members.
Specific Objectives of the Loyola Schools

The Loyola Schools is the tertiary level school unit of the Ateneo de Manila University that offers undergraduate and graduate degree programs in the Arts and Sciences. It operates under the statutes of the Ateneo de Manila University. It is composed of the School of Humanities, the School of Science and Engineering, the School of Social Sciences, and the John Gokongwei School of Management.

The School of Humanities

The heart of an Ateneo education is the core curriculum largely made up of courses offered by the different departments that make up the School of Humanities.

From their courses in language – Filipino, English, Spanish or another foreign language—they are taught to be fluent on both the written and spoken levels. They are trained to think critically and communicate effectively.

The study of literature starts students on their journey in the creative life. With a multicultural perspective, students deepen their understanding of themselves and their world by reading literary texts—local and global, classical and contemporary.

The courses of philosophy bring students into contact with the primary texts of great philosophers from classical times to the contemporary era. Challenged with personal, social, religious, and ethical questions, students develop habits of philosophical reflection.

Through its courses in theology, they encounter the saving truth, the Word of Life. Immersed in the many sources of faith’s living tradition, they develop a thinking faith and are led to respond to the call for moral transformation and spiritual renewal.

Students are also required to take core curriculum courses in history, social sciences, mathematics, and natural sciences. For more detailed information on these courses, please refer to the brochures of the respective Departments and Programs within the School of Humanities as well as in other Loyola Schools.

The John Gokongwei School of Management

The John Gokongwei School of Management (JGSOM) is a regionally recognized center of excellence and leadership in undergraduate business education. We shape our students into business leaders who are equipped to respond to the needs of tomorrow’s world.

Young men and women who are global in perspective and interdisciplinary in approach, technically proficient and analytical yet humanistic and people oriented.

Achievers guided by a strong set of core values, eager and able to provide ethical and principle-centered leadership.

Young professionals and entrepreneurs motivated by the spirit of magis or excellence, inflamed by the passion to make a difference, wherever their lives may take them.

We contribute to the development of undergraduate business education in the country by offering innovative management programs that are responsive to the needs of a business community that must operate within a fast-changing and technology-driven world:

• Programs that are characterized by a strong liberal-arts core curriculum, coupled with a business curriculum that will give our students a broad-based perspective of the management challenge.
• Programs that combine the rigors of academic learning with experiential learning, to provide a much more student-centered experience.

We forge strategic partnerships and actively collaborate with business organizations and professional associations to influence management practice as well as national policy on business and economic affairs, thereby contributing to national economic development.

The School of Science and Engineering

OUR VISION

The School of Science and Engineering at the Ateneo Loyola Schools is a recognized Southeast Asian center of higher learning with academic leaders engaged in service to the nation and global community through science, technology and innovation.

OUR MISSION

We are a teaching and research community engaged in the formation of scientists and engineers grounded on their Filipino self, high ethical standards, leadership, and who are inspired socially and culturally to advance technologies for sustainability and the betterment of life and environment.

The School of Social Sciences

OUR VISION

The School of Social Sciences, Ateneo de Manila University, is a leading academic institution of the social sciences in Asia and the Pacific that forms individuals who are competent, ethical, and responsive to local and global social realities.

OUR MISSION

The School of Social Sciences, Ateneo de Manila University, through multidisciplinary teaching, research, creative work, and outreach initiatives, equips individuals and communities with perspectives and skills for local, national, and global transformation, in the Jesuit tradition of excellence, service, and the promotion of justice.
The Government of the Loyola Schools

The Loyola Schools, namely the School of Humanities, the John Gokongwei School of Management, the School of Science and Engineering, and the School of Social Sciences, operate under the Statutes of the University and the By-Laws of the Loyola Schools, and are subject to the government of the University: the Board of Trustees and the officers of the University Administration of which the President is the Chief Executive.

The School Council has co-deliberative powers regarding the internal academic policies of the Loyola Schools. Decisions of the Council are subject to approval or revision by the University Board of Trustees in accordance with Philippine Corporation Law.

The School Forum is the assembly of faculty members and administrators of the Loyola Schools. It meets to present and discuss all significant matters affecting the Loyola Schools before they are deliberated upon by the School Council.

The Vice President for the Loyola Schools and the Deans of the Schools are the principal administrative officers and academic leaders. They are responsible for policy execution, for the enunciation and achievement of the educational goals of the Loyola Schools, and for coordination of the work of the different departments in the Loyola Schools.

Several administrative officers assist the Vice President for the Loyola Schools:

The Associate Dean for Graduate Programs is responsible for the academic welfare of the graduate students and oversees the implementation of the academic regulations of the school. S/he guides the review of proposals for new graduate courses/programs, and their subsequent evaluation by the Committee on Curriculum. S/he provides academic support services for graduate students and coordinates with other offices in the recruitment and admission of new graduate students. S/he administers financial and scholarship grants for graduate students and handles other administrative duties pertaining to the Graduate Programs.

The Associate Dean for Academic Affairs takes care of the academic welfare of undergraduate students and oversees the implementation of the academic regulations of the school. S/he guides the review of proposals for new courses/programs, and their subsequent evaluation by the Committee on Curriculum.

The Associate Dean for Student Affairs oversees all non-academic matters concerning student welfare and formation including basic services, external discipline including the enforcement of the non-academic rules of the Loyola Schools, and the cultivation of the Integrated Non-Academic Formation Program of the school.

The Associate Dean for Research and Creative Work is responsible for the promotion of research and creative work in the Loyola Schools, scholarly publications and linkages to scholarly work.

The Department Chairpersons/Program Directors organize, supervise, and evaluate the curriculum, faculty and personnel, including student majors of the individual departments/programs. Academic advisement, load revisions, and other matters affecting student majors usually require their approval.

The School Registrar is responsible for the processing, archiving, and security of all student records. S/he supervises scheduling of classes as well as undergraduate and graduate registration. The School Registrar issues all transcripts and transfer credentials to students.

The Director of the Rizal Library is responsible for planning and administering the program of library services for teaching and/or research purposes of the Loyola Schools.

The Director of the Loyola Schools Office of Health Services oversees the administration of acute care (infirmary) services, health awareness and education programs, risk and resiliency assessment, issue-specific interventions, case management and the Collaborative Anti-Drug Abuse Program.
The Director of the Loyola Schools Office of Guidance and Counseling is responsible for facilitating the personal growth and adjustment of students with regard to their personal, academic, emotional, and vocational/career concerns.

The Director of the Office of Administrative Services takes care of the supervision and development of the non-academic personnel of the Loyola Schools and is also in charge of the general supervision of all administrative services involving physical plant and facilities.

The Director of the Office of Campus Ministry is responsible for the implementation of the spiritual renewal program for the members of the Loyola Schools community and all the services therein including all student retreats, recollections and all liturgical matters. S/he also takes charge of the Loyola Schools chapel.

The Director of the Loyola Schools Bookstore oversees the operation and management of the Loyola Schools Bookstore as the main destination of the entire LS Community to avail of a variety of Ateneo products while promoting student entrepreneurship and updating of available publications in the bookstore.

The Director of the Office of Management Information Systems oversees the development, implementation, and maintenance of the information systems of the Loyola Schools.
ORGANIZATION CHART OF THE LOYOLA SCHOOLS
ACADEMIC DEGREE OFFERED

In line with the University’s over-arching vision and mission, the Loyola Schools offers the following graduate academic programs:

SCHOOL OF HUMANITIES

DEPARTMENT OF ENGLISH
- Doctor of Philosophy in English Language and Literature
- Master of Arts, major in English Language and Literature Teaching (Thesis & Non-thesis options)
- Master of Arts, major in Literary and Cultural Studies

DEPARTMENT OF FILIPINO
- Master of Arts in Literature (Filipino) (Thesis and Non-thesis options)
- Master of Arts in Literature (Filipino), major in
  - Creative Writing (Thesis and Non-thesis options)
  - Teaching Literature (Thesis and Non-thesis options)

DEPARTMENT OF PHILOSOPHY
- Doctor of Philosophy in Philosophy
- Master of Arts, major in Philosophy (Thesis and Non-thesis options)
- Master of Arts, major in Teaching Philosophy (Non-thesis)

EAST ASIAN PASTORAL INSTITUTE
- Master of Arts, major in Pastoral Studies

FORMATION INSTITUTE FOR RELIGION EDUCATORS
- Master of Arts, major in Religious Education (Non-thesis)
- Master of Arts, major in Theological Studies

LOYOLA SCHOOL OF THEOLOGY
- Doctor of Philosophy in Biblical Exegesis
- Doctor of Philosophy in Theology
- Master of Arts in Biblical Exegesis
- Master of Arts, major in Pastoral Ministry (Non-thesis)
- Master of Arts, major in Pastoral Ministry
  - Family Ministry and Counseling (Non-thesis)
  - Spirituality & Retreat Directing (Non-thesis)
  - Social Justice & Advocacy (Non-thesis)
  - Pastoral Management (Non-thesis)
- Master of Arts, major in Religious Education (Non-thesis)
- Master of Arts, major in Theological Studies

SCHOOL OF SCIENCE AND ENGINEERING

DEPARTMENT OF BIOLOGY
- Master of Science in Biology
- Master in Biology Education (Non-thesis)
- Master of Biology (Non-thesis)

DEPARTMENT OF CHEMISTRY
- Doctor of Philosophy in Chemistry
- Master of Science in Chemistry
Master of Science in Chemistry Education
Master of Chemistry (Non-thesis)
Master of Science in Science Education, major in
  - Biology
  - Chemistry
  - Physics
  - General Sciences

DEPARTMENT OF ELECTRONICS, COMPUTER AND COMMUNICATIONS ENGINEERING
  Master of Science in Electronics Engineering

DEPARTMENT OF ENVIRONMENTAL SCIENCE
  Master of Science in Environmental Science
  Master in Environmental Management (Non-thesis)

DEPARTMENT OF INFORMATION SYSTEMS AND COMPUTER SCIENCE
  Doctor of Philosophy in Computer Science
  Master of Science in Computer Science
  Master in Information Technology (Non-thesis)

DEPARTMENT OF MATHEMATICS
  Doctor of Philosophy in Mathematics
  Master of Science in Mathematics
  Master of Science in Mathematics Education (Thesis and Non-thesis options)
  Master of Applied Mathematics, major in Mathematical Finance (Non-thesis)
  Master of Mathematics (Non-thesis)

DEPARTMENT OF PHYSICS
  Doctor of Philosophy in Physics
  Master of Science in Atmospheric Science
  Master of Science in Physics
  Master of Physics (Non-thesis)
  Master of Physics Education (Non-thesis)

SCHOOL OF SOCIAL SCIENCES

DEPARTMENT OF COMMUNICATION
  Master of Arts, major in Communication (Thesis and Non-thesis options)
  Master of Arts, major in Journalism (Non-thesis)

DEPARTMENT OF ECONOMICS
  Doctor of Philosophy in Economics
  Master of Arts, major in Economics (Thesis and Non-thesis options)

DEPARTMENT OF EDUCATION
  Master of Arts in Education, major in
    - Basic Education Teaching (Thesis and Non-thesis options)
    - Educational Administration
    - Guidance and Counseling
    - Information Technology Integration (Non-thesis)
    - Reading Education
  Master in Education, major in Educational Administration (Non-thesis)
  Master in Education, major in Guidance and Counseling (Non-thesis)

DEPARTMENT OF HISTORY
  Master of Arts, major in History (Thesis and Non-thesis options)
JAPANESE STUDIES PROGRAM
Master of Arts, major in Japanese Studies

DEPARTMENT OF POLITICAL SCIENCE
Master of Arts in Political Science, major in Global Politics (Thesis and Non-thesis options)

DEPARTMENT OF PSYCHOLOGY
Doctor of Philosophy in Leadership Studies, major in Organization Development
Doctor of Philosophy in Psychology, major in
- Clinical Psychology
- Social-Organizational Psychology
Master of Arts in Psychology, concentration
- Applied Social Psychology (Thesis and Non-thesis options)
- Counseling Psychology (Thesis and Non-thesis options)
- Developmental Psychology (Thesis and Non-thesis options)
- Industrial-Organizational Psychology (Thesis and Non-thesis options)
- Industrial-Organizational Psychology: Strategic Human Resource Management Track (Non-thesis)
- Industrial-Organizational Psychology: Organization Development Track (Non-thesis)
Master of Psychology (Non-thesis)

DEPARTMENT OF SOCIOLOGY AND ANTHROPOLOGY
Doctor of Philosophy in Sociology
Master of Science in Social Development
Master of Arts, major in Anthropology
Master of Arts, major in Sociology
Master in Applied Sociology and Anthropology (Non-thesis)
PART 2: General Regulations
GENERAL REGULATIONS

The Ateneo de Manila University 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. The Ateneo de Manila University’s Loyola Schools (hereinafter referred to as “Loyola Schools”), founded on the revered tradition of excellence and service, is concerned with the harmonious development of the intellectual and moral virtues of the students so that they may give greater glory to God and greater service to others.

1. The regulations of the Loyola Schools as set forth in this Handbook are calculated to secure the good order necessary for the effective pursuit of knowledge, to help the students attain the level of quality work required of them and to insure proper deportment of the entire body.

2. The students’ registration in the Loyola Schools is considered an expression of willingness to abide by all the rules and regulations prevailing in the Loyola Schools. All students, therefore, are committed to the observance of these rules.

3. Students must wear their official identification cards when they are in the University premises. Loss of the ID card should be reported immediately to the Associate Dean for Student Affairs.

4. Students are encouraged to use the library and laboratory facilities, consult regularly with their faculty advisers, and whenever necessary, with the guidance counselors and campus ministers.

5. All new students are required to attend the orientation for graduate students. Students who fail to attend the orientation are responsible for the information that they missed.

6. Students, as individuals or groups, may not use the name and/or seal of the University without authorization from the Associate Dean for Student Affairs. This applies to presentation materials, printed programs, invitations, announcements, tickets, and similar materials.

7. Articles and news releases concerning the Ateneo de Manila should be cleared through the offices concerned.

8. No graduate school social function of the students should be held without the written approval of the Associate Dean for Graduate Programs.

9. The Loyola Schools students, by joining this community of scholars, assume the responsibilities, rights, and obligations of scholarship, which pertains to their status as students.

10. Special University and School functions, being part of a student’s life, should be attended by all students.

11. The student is encouraged to develop a deep Christian piety by regular participation in the religious exercises and services of the Loyola Schools. Regular retreats are scheduled for student groups; at least two Masses are offered in the Loyola Schools Chapel daily and the Sacrament of Reconciliation (Confession) is available everyday at designated hours.
PART 3:

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I. BASIC ELIGIBILITY REQUIREMENTS

To qualify for admission to any master’s or doctoral program the applicant must have:

1. A bachelor’s civil degree;
2. An undergraduate general average of 85% or B;
3. A minimum of 18 undergraduate units or its equivalent in the major field in which the applicant intends to do graduate work;
4. Acceptable scores in the entrance tests administered by the Fr. Jaime Bulatao, S.J. Center for Psychology Services (Bulatao Center).

The applicant must also satisfy any special requirement for entrance into the program set by the department or office administering the program.

To qualify for admission to a doctoral degree program, the applicant must have both a bachelor’s civil degree and a master’s civil degree in areas deemed appropriate for the doctoral program by the department offering the program as well as satisfy additional requirements set by the department.

II. FILIPINO APPLICANTS

A. Application and Admission Procedures for Filipino Applicants

1. The applicant obtains an Application Form from the Office of the Associate Dean for Graduate Programs. Alternatively, the applicant may download and print the Application and Recommendation Forms from the Ateneo de Manila website at www.ateneo.edu/ls/graduate-programs.

2. The applicant fills out and submits the forms together with the other required materials (see Item 3) by the deadline set by the Associate Dean for Graduate Programs and pays the application fee.

3. Each filled-out Application Form should be accompanied by:
   - One (1) photocopy of the filled-out Form
   - Two (2) photocopies of the applicant’s official transcript of undergraduate and graduate records (if applicable)
   - Four (4) colored 2” x 2” size ID pictures
   - Three (3) duly accomplished Recommendation Forms
   - Two (2) photocopies of the applicant’s birth certificate
   - Two (2) photocopies of marriage certificate (for married women)

4. The applicant is required to take the entrance test. Entrance tests are administered by the Fr. Jaime Bulatao, S.J. Center for Psychology Services at the Loyola Heights campus and provincial testing centers. A list of testing dates at the various testing centers is posted on www.ateneo.edu/ls/graduate-programs. The applicant is scheduled for testing after submitting all application documents.

5. The applicant may be interviewed by the Department Chair/Program Director that offers the graduate program. The interview is scheduled after the applicant has filed the application and taken the entrance tests.

6. The applicant will be notified by the Associate Dean for Graduate Programs in due time whether the
applicant will be admitted or not into the program applied for. The applicant may also call the Office of the Associate Dean for Graduate Programs three weeks before the regular registration days.

7. The accepted applicant is given one month to submit the following admission credentials:
   • Original undergraduate and graduate transcript of records bearing the original signature of the registrar and school seal. Transcripts from the Philippine schools should bear the notation, “Copy for the Ateneo de Manila University - Loyola Schools”
   • Transfer Credentials/Honorable Dismissal Certificate issued by the school where the applicant was last enrolled effective upon the applicant’s initial enrollment in the Loyola Schools
   • Special Order Number and Certificate of Graduation (as needed).

B. Registration Procedures for Filipino Students

1. Registration is held during a designated period prior to the beginning of each semester. Registration information is issued by the Office of the Registrar.

2. Accepted applicants who have not submitted all of the necessary academic and admission requirements on time may only be admitted provisionally.

3. For old students, departments set a schedule for advisement of courses before each registration period. New students are advised at their home department before enlisting for courses during the registration period.

4. A student’s list of officially registered courses on the Ateneo Integrated Student Information System (AISIS) or the Registrar’s copy of the registration form is the official record of courses in which the student is enrolled. Changes must be accomplished by the student on the official Load Revision Forms available at the Office of the Associate Dean for Graduate Programs.

5. Students should complete the registration process to be considered officially enrolled. The complete registration process involves:
   a. Enlistment in advised classes
   b. Payment of the assessed fees
   c. ID validation

A student must be officially enrolled to participate in classes, e.g., join groups, submit papers, or take exams. Only students who are officially enrolled are entitled to grades at the end of the semester or term. If there are any special circumstances that prevent a student from completing registration, he/she should immediately see the School Registrar.

C. Status of Filipino Students for Registration

Filipino graduate students are classified as follows:

1. **Degree Students.** These are students who meet the specific admission requirements of a particular program of study and who submit the required admission credentials on time.

2. **Non-Degree Students.** With the approval of the Department Chair/Program Director, these students may receive credit for courses — even though not working toward any degree. Applicants must submit their official transcript of records, birth certificate, and marriage certificate (for married women).

3. **Provisional Students.** These are students who wish to take a degree program but, for good reasons, cannot submit the complete admission credentials in time for registration. This is a temporary classification. These students are given one month from the start of a term to fulfill their admission requirements.
4. **Probationary Students.** These are students who wish to take a degree program but do not meet some of the academic requirements of the department. This is a temporary classification. Probationary students must fulfill the requirements for regular classification to degree status.

5. **Auditors.** These are students who are admitted to courses on a non-credit basis, subject to the approval of the Department Chair/Program Director.

6. **Cross-Registrants.** These are students from other schools who take courses on a credit or audit basis, subject to the approval of the Department Chair/Program Director. Cross-registrants must secure a Cross-Registration Permit from the Registrar of their home school granting them permission to cross-enroll at the Loyola Schools.

**D. Fees and Payments**

1. The regulations governing the payment of tuition and other fees are issued from time to time by the Office of the Treasurer.

2. The Loyola Schools complies with all CHED requirements regarding increases in tuition and fees.

3. Students are considered officially enrolled once they have paid the assessed amount of tuition and fees and have been issued the Official Tuition Receipt of the Ateneo de Manila University. Only officially enrolled students are allowed to attend their classes.

4. Students shall not be allowed to receive any degree, diploma, or certificate, nor be given a transcript of academic records, unless all financial obligations to the Loyola Schools have been settled.

**III. INTERNATIONAL APPLICANTS**

**A. English Proficiency Requirement for International Applicants**

International students are expected to have a sufficient grasp of both written and spoken English to be able to do graduate level work.

International applicants based abroad must take the Test of English as a Foreign Language (TOEFL) and fax or email a scanned copy of their latest test results as soon as possible to the Office of the Associate Dean for Graduate Programs (Fax No. (632) 426-5937/Email Address: adgp.ls@ateneo.edu). The original is mailed to:

Office of the Associate Dean for Graduate Programs  
Ateneo de Manila University – Loyola Schools  
Ground Floor, Kostka Hall  
Katipunan Ave., Loyola Heights, Quezon City  
Metro Manila, Philippines 1108

A minimum score of 550 on the paper-based test, 213 on the computer-based test or 80 on the internet-based test is required for admission. Scores are only valid for two years from the date of the exams.

International applicants based abroad who have been accepted on the basis of their TOEFL or other English proficiency test results have to take the Ateneo de Manila entrance examinations when they come to the Philippines to enroll. Arrangements for this should be made with the Office of the Associate Dean for Graduate Programs as soon as the applicant arrives in the country.

The Loyola Schools reserves the right to ask its international applicants for additional proof of academic competence.

**B. Visa Requirement for International Applicants**

The international applicant must have a valid Philippine visa for study.
C. Application and Admission Procedures for International Applicants Applying from Their Home Country

1. The international applicant pays the application fee of US $40 in the form of a telegraphic transfer, net of the bank’s remittance charges.

A photocopy of the remittance slip is sent together with the application requirements listed below.

2. The applicant downloads, prints and fills out the Application and Recommendation Forms at www.ateneo.edu/ls/graduate-programs.

3. Each filled-out Application Form should be accompanied by:
   - One (1) photocopy of the filled-out form
   - Four (4) 2” x 2” ID pictures
   - Personal essay and one (1) photocopy
   - Three (3) duly accomplished Recommendation Forms
   - TOEFL results and one (1) photocopy
   - Two (2) photocopies of authenticated* official transcript of records for the bachelor’s degree with the official grading system and its English translation, bearing the original signature of the registrar and school seal
   - In case the applicant obtained said bachelor’s degree in less than four (4) school years, two (2) photocopies of the Certificate of Degree Equivalency issued by the Ministry of Education in the applicant’s country to determine the applicant’s earned degree
   - If the application is for a Ph.D. degree an additional two (2) photocopies of authenticated* official transcript of records of the graduate degree with the official grading system and its English translation, bearing the original signature of the Registrar and the school seal
   - Two (2) photocopies of authenticated* certificate of graduation or certified true copy of diploma for the bachelor’s degree and graduate degree, if any, and their English translation
   - Two (2) photocopies of passport pages where name, photo, birth date, and birthplace and valid visa appear
   - Two (2) photocopies of Marriage Certificate (for married women)

4. To allow sufficient time to process applications for a student visa, the international applicant is urged to submit the application documents to the Office of the Associate Dean for Graduate Programs before the following dates:
   - January 15 if the applicant wishes to enroll for the First Semester (June-to-October term)
   - June 30 for the Second Semester (November-to-March term)
   - October 15 for the Summer Term (April-to-May term)

5. The international applicant may be interviewed by the Department Chair/Program Director that offers the graduate degree program. The interview (which may be done by phone) is scheduled after the international applicant has filed the complete set of application papers.

6. Admission notices are issued by the Office of the Associate Dean for Graduate Programs. Students are normally admitted on a probationary/provisional status.

7. Upon the accepted international applicant’s arrival in the Philippines, the applicant reports to the Office of the Associate Dean for Graduate Programs to arrange for the taking of the Ateneo entrance test. The exam will be administered by the Fr. Jaime Bulatao, S.J. Center for Psychology Services at the Loyola Heights campus.

8. The accepted international applicant must submit/present the documents indicated on the admission notice (Acceptance Letter and Checklist of Academic and Admission Requirements) at least two weeks before the start of registration for the semester or summer term to the Office of the Registrar located at the Ground Floor of the Social Sciences Building.
Documents filed in support of the application and submitted for registration become the property of the Ateneo de Manila University and will not be returned to the international applicant.

9. Registration forms for all international students are issued by the Office of the Registrar.

D. Application and Admission Procedures for International Applicants Applying in the Philippines

1. The international applicant obtains an Application Form from the Office of the Associate Dean for Graduate Programs and pays the application fee of US $40 or its Philippine peso equivalent.

Alternatively, the applicant may download, print and fill out the Application and Recommendation Forms from the Ateneo de Manila website at www.ateneo.edu/ls/graduate-programs and pay the application fee when filing the application.

2. Each filled-out Application Form should be accompanied by:

- One (1) photocopy of the filled-out form
- Four (4) 2” x 2” ID pictures
- Personal essay and one (1) photocopy
- Three (3) filled-out Recommendation Forms
- TOEFL results and one (1) photocopy
- Two (2) photocopies of authenticated* official transcript of records for the bachelor’s degree with the official grading system and its English translation, bearing the original signature of the Registrar and school seal
- If the application is for a Ph.D. degree, an additional two (2) photocopies of authenticated* official transcript of records of the graduate degree with the official grading system and its English translation, bearing the original signature of the Registrar and the school seal
- Two (2) photocopies of authenticated* certificate of graduation or certified true copy of diploma for the bachelor’s degree and graduate degree, if any, and their English translation
- In case the applicant obtained said bachelor’s degree in less than four (4) school years, two (2) photocopies of the Certificate of Degree Equivalency issued by the Ministry of Education in the applicant’s country to determine the applicant’s earned degree
- Two photocopies of passport pages where name, photo, birth date, and birthplace and valid visa appear
- Two photocopies of Marriage Certificate (for married women)

3. To allow sufficient time to process applications for a student visa, the international applicant is urged to submit the application documents to the Office of the Associate Dean for Graduate Programs before the following dates:

- March 15 if the applicant wishes to enroll for the First Semester (June-to-October term)
- August 15 for the Second Semester (November-to-March term)
- February 1 for the Summer term (April-to-May term)

The international applicant is required to take the entrance tests. He/she is scheduled for testing after filing the application. The exam will be administered by the Fr. Jaime Bulatao, S.J. Center for Psychology Services at the Loyola Heights campus.

4. The international applicant may be interviewed by the Department Chair/Program Director that offers the graduate degree program. The interview is scheduled after the international applicant has filed the complete set of application papers and has taken the entrance test.

5. Admission notices are issued by the Office of the Associate Dean for Graduate Programs. Students are normally admitted on a probationary/provisional status.

6. The accepted international applicant must file the documents indicated in the admission notice (Acceptance Letter and Checklist of Academic and Admission Requirements) at least two weeks before
the start of registration for the semester or summer term to the Office of Registrar located at the Ground Floor of the Social Sciences Building.

Documents filed in support of the application and submitted for registration become the property of the Ateneo de Manila University and will not be returned to the international applicant.

7. Registration forms for new international students are issued by the Office of the Registrar.

E. Requirements and Procedures for Procuring a Student Visa by International Students Upon Admission

1. Procuring a Philippine Student Visa from Their Home Country

The international student should be able to fulfill the following and submits all requirements to the Office of the Registrar three months before the start of regular registration:

a. The Office of the Associate Dean for Graduate Programs prepares two original copies of the Notice of Acceptance. One copy is mailed to the accepted student while the other copy is sent to the Office of the Registrar.

b. The Office of the Registrar consolidates all documents and prepares the endorsement letter for visa application and submits the application documents to the Philippine Department of Foreign Affairs (DFA).

c. The DFA processes and forwards the visa application to the Philippine Embassy or Consulate in the student’s country of origin.

d. The Consular Officer at the Philippine Embassy or Consulate contacts the student regarding the interview schedule. The student may also contact the Philippine Embassy to inquire on the status of his/her visa application.

e. The student submits the following to the Philippine Embassy or Consulate upon notice of interview:

i. Original copy of the Notice of Acceptance (NOA) from the college/university addressed to the student, and containing a clear impression of the college/university’s official dry seal.

ii. Police Clearance issued by the national police authorities in the student’s country of origin or legal residence, duly authenticated by the Philippine Embassy or Consulate.


f. The student submits the following documents to the Office of the Registrar at least three months before the start of regular registration. All documents obtained from another country must be duly authenticated by the Philippine Embassy or Consulate in the student’s country of origin or legal residence. Only the respective liaison officers authorized by the college/university are allowed to submit the required documents to the DFA.

i. Five (5) copies of the 1998 Revised Personal History Statement (PHS), duly accomplished and signed by the student in English and their national alphabet, accompanied by personal seal, if any, with original left and right thumb prints, signature and photos. All five copies should bear the original signature, photo and thumb prints of the applicant. Photocopies will not be accepted.

ii. Transcript of records duly authenticated* by the Philippine Embassy or Consulate in the student’s country of origin or legal residence. “Seen and Noted” stamp will not be accepted.

iii. Notarized Affidavit of Support with proof of adequate financial support stating the means to cover expenses for the student’s accommodation, subsistence, school dues and other incidental expenses, duly authenticated* by the Philippine Embassy or Consulate in the student’s country of origin or legal residence. Proof of adequate financial support refers to a bank statement to be appended to the notarized affidavit of support. For scholars: Certificate of Scholarship from the institution concerned.

iv. Photocopy of passport data page (page containing student’s full name, date and place of birth, passport number and photo).
2. **Procuring a Philippine Student Visa from the Philippines**

The student submits the following documents to Office of the Registrar at least six weeks before the start of regular registration. All documents obtained from another country must be duly authenticated by the Philippine Embassy or Consulate in the student’s country of origin or legal residence. Only the respective liaison officers authorized by the college/university are allowed to submit the required documents to the Bureau of Immigration (BI).

a. One original authenticated* transcript of records of both bachelor’s degree and graduate degree, if any, with the official grading system and its English translation, bearing the original signature of the Registrar and the school seal
b. One original authenticated* certificate of graduation or certified true copy of diploma for both bachelor’s degree and graduate degree, if any, and their English translation
c. Duly notarized letter request from the applicant with a statement that all documents submitted were legally obtained from the corresponding government agencies.
d. Two original copies of duly notarized General Application Form accomplished by the applicant (BI Form No. RADJR-2012-03)
e. Original copy of the Notice of Acceptance (NOA) containing a clear impression of the school’s dry seal and duly notarized written endorsement from the school for the conversion of the applicant’s status signed by the School Registrar.
f. Quarantine Medical Examination and Original copy of Medical Certificate issued by the Bureau of Quarantine and International Health Surveillance or a government medical institution with competence to certify that the applicant is not afflicted with any dangerous, contagious or loathsome disease and is mentally fit
g. National Intelligence Coordinating Agency (NICA) Clearance
h. Bureau of Immigration (BI) Clearance Certificate
i. Photocopy of passport pages where name, photo, birthdate, birthplace, stamp of latest arrival and valid visa appear
j. The student will be notified regarding his/her schedule for personal appearance at the BI for data/photo capturing and fingerprinting for the issuance of Alien Certificate of Registration (ACR)/I-CARD

3. **For international students with other visas that are also valid for enrollment**, the following documents must be submitted to the Office of the Registrar at least two weeks before the start of regular registration:

a. One original authenticated* transcript of records of both bachelor’s degree and graduate degree, if any, with the official grading system and its English translation, bearing the original signature of the Registrar and school seal
b. One original authenticated* certificate of graduation or certified true copy of diploma for both bachelor’s degree and graduate degree, if any, and their English translation
c. Passport pages where name, photo, birthdate, birthplace and valid visa appear
d. Valid Alien Certificate of Registration (ACR)/I-CARD

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**Note on Authentication of Documents**

Authentication must be done by the Philippine Foreign Service Post in the student’s country of origin or legal residence. The English translation has to be authenticated as well.

Authenticated copies must be submitted before enrollment following the deadline indicated in the admission notice. However, the international applicant is advised to start the process for authentication as soon as possible, even before the decision is given out, in order to meet the School Registrar’s deadlines for submission of required documents before registration.

No authentication is required for transcripts from Philippine schools.
F. Registration Requirements for International Students

1. Once admitted, international students are required to submit the following for registration:
   a. For student visa holders – valid 9 (f) visa, passport and ACR I-Card
   b. For holders of other types of visa valid for enrollment – valid visa, passport, and ACR I-Card
   c. For dual citizens – Certificate of Recognition as Filipino Citizens or Philippine Passport.

2. Holders of other visas valid for enrollment in the Philippines will have to submit the required admission documents to the Office of the Registrar at least two weeks before the start of registration.

3. An International Student’s Fee is charged, every enrollment, by the Loyola Schools in addition to the regular tuition and fees.

4. International students who wish to transfer to another school should present a letter citing the reason(s) for transfer to the Officer-in-Charge of the International Students Office of the CHED. Transfer credentials will be issued by the Loyola Schools upon receipt of the CHED clearance.

5. International students on student visas must register for courses to earn credit (and grades) and carry full academic loads.

6. International students who intend to temporarily leave the Philippines must apply for an Emigration Clearance Certificate and Special Return Certificate with the Philippine Bureau of Immigration if they wish to retain their student visas.

G. Registration Procedures for International Students

1. Registration is held during a designated period prior to the beginning of each semester. Registration information is issued by the Office of the Registrar.

2. For old students, departments set a schedule for advisement of courses before each registration period. New students are advised at their home department before enlisting for courses during the registration period.

3. A student’s list of officially registered courses on the Ateneo Integrated Student Information System (AISIS) is the official record of courses in which the student is enrolled. Changes must be accomplished by the student on the official load revision forms available at the Office of the Associate Dean for Graduate Programs.

4. Students should complete the registration process to be considered officially enrolled. The complete registration process involves:
   a. Enlistment in advised classes
   b. Payment of the assessed fees
   c. ID validation

A student must be officially enrolled to participate in classes, e.g., join groups, submit papers, or take exams. Only students who are officially enrolled are entitled to grades at the end of the semester or term. If there are any special circumstances that prevent a student from completing registration, he/she should immediately see the School Registrar.

5. International students are subject to the rules and regulations of the Bureau of Immigration and the Commission on Higher Education.

H. Status of International Students for Registration

International graduate students are classified as follows:

1. **Degree Students.** These are students who meet the specific admission requirements of a particular program of study and who submit the required admission credentials on time.
2. **Non-Degree Students.** With the approval of the Department Chair/Program Director, these students may receive credit for courses — even though not working toward any degree. Applicants must submit their official transcript of records, birth certificate, and marriage certificate (for married women).

3. **Provisional Students.** These are students who wish to take a degree program but, for good reasons, cannot submit the complete admission credentials in time for registration. This is a temporary classification. These students are given one month from the start of a term to fulfill their admission requirements.

4. **Probationary Students.** These are students who wish to take a degree program but do not meet some academic requirements of the department. This is a temporary classification. Probationary students must fulfill the requirements for regular classification to degree status.

5. **Auditors.** These are students who are admitted to courses on a non-credit basis, subject to the approval of the Department Chair/Program Director.

6. **Cross-Registrants.** These are students from other schools who take courses on a credit or audit basis, subject to the approval of the Department Chair/Program Director. Cross-registrants must secure a Cross-Registration Permit from the Registrar of their home school granting them permission to cross-enroll at the Loyola Schools.

I. **Fees and Payments**

1. The regulations governing the payment of tuition and other fees are issued from time to time by the Office of the Treasurer.

2. The Loyola Schools complies with all CHED requirements regarding increases in tuition and fees.

3. Students are considered officially enrolled once they have paid the assessed amount of tuition and fees and have been issued the Official Tuition Receipt of the Ateneo de Manila University. Only officially enrolled students are allowed to attend their classes.

4. Students shall not be allowed to receive any degree, diploma, or certificate, nor be given a transcript of academic records, unless all financial obligations to the Loyola Schools have been settled.
PART 4: Scholarships and Financial Grants
A substantial number of graduate students are studying in the Loyola Schools under various scholarships and grants. These scholars are principally teachers, reflecting the Ateneo de Manila University’s commitment to improving the quality of Philippine Education. Among these grantees are the tertiary teachers supported by CHED’s Faculty Development Program, private and public school teachers from all levels assisted by the Ateneo with 50% tuition scholarships, and teaching assistants at the Loyola Schools provided with full study grants and monthly stipends by the University.

**SCHOLARSHIPS FUNDED BY THE ATENEO DE MANILA UNIVERSITY**

**Fifty Percent Master’s Level Tuition Scholarship for Teachers and Academicians**

Consistent with the Ateneo’s core values of excellence and service, the Loyola Schools seeks to strengthen the nation’s educational system by investing much faculty time and university resources on the development of superior teachers.

The Loyola Schools offers a 50% tuition scholarship to its Filipino master’s students who are teachers or academicians, e.g. registrars, guidance counselors, school administrators, curriculum writers, outside the Ateneo.

Every enrollment period, applicants for the 50% tuition scholarship must present to the Associate Dean for Graduate Programs a recent certification issued by the dean, principal, school head, or personnel head of the institution where they are affiliated. Grantees may also have to meet certain conditions in order to continue availing themselves of the 50% tuition scholarship. The Office of the Associate Dean for Graduate Programs issues the authorization for this scholarship.

The 50% tuition scholarship does not apply to the final project, practicum paper, research, or thesis writing.

**Fifty Percent PhD Level Tuition Scholarship**

Several fifty percent tuition scholarships based on merit are available to doctoral students. The doctoral student obtains a Fifty Percent PhD Tuition Scholarship Form and have their Department Chair/Program Director endorse their application. The Associate Dean for Graduate Programs screens the application and chooses the doctoral students who will be granted the scholarship.

**Fifty Percent Master’s Thesis Direction Scholarship**

A number of tuition scholarships are available to master’s students who are in the thesis writing stage. This scholarship is also based on merit. The Department Chair/Program Director nominates and recommends the student for the scholarship. Priority is given to student who not enjoyed any form of scholarship from the Loyola Schools or CHED.

**Teaching and Graduate Assistantships**

Slots for Teaching and Graduate Assistants in the departments/programs are approved by the Deans and the Vice President for the Loyola Schools. Teaching and Graduate Assistants are nominated by the Department Chairs and approved by their Dean and the Vice President for the Loyola Schools.

Teaching Assistants carry a 15 unit workload for the school year that consists of helping senior faculty teach large lecture/discussion classes or laboratory classes. Graduate Assistants may either carry the same workload as Teaching Assistants or render 20 hours per week assisting in official department research. Successful applicants are entitled to free tuition and other fees in any of the graduate programs of the Loyola Schools and a monthly stipend, 13th month pay, and other government-required benefits.
Thesis Production Grants

The Thesis Production Grant is a modest amount offered by the Loyola Schools to students who have successfully defended their thesis. The grant is intended to facilitate the preparation of the final revised copy of the thesis after the Oral Defense. Applications for Thesis Production Grants are accepted and processed by the Office of the Associate Dean for Graduate Programs up to October 15 for the first semester and March 15 for the second semester. These limited grants are awarded on a first-come, first-served basis.

DepEd - Ateneo Scholarships

The Loyola Schools through the Office of the Associate Dean for Graduate Programs awards a limited number of full tuition scholarships every year to deserving public school teachers. The Associate Dean for Graduate Programs screens the application documents submitted by the new students in the master’s level who will be pursuing any degree program that will enhance their teaching competencies.

DEPARTMENTAL SCHOLARSHIPS

Some departments offer full or partial scholarships to qualified applicants. Interested applicants may inquire directly with the department.

The Department of Education grants scholarships to two qualified master’s students under the Fr. James O’Donnel, SJ Scholarship Fund. The scholarship offers fifty percent tuition and 100% fees.

The Department of English grants full or partial scholarships to qualified students under the Robert Southwell, S.J. Scholarships and Angel Hidalgo Scholarship Fund. These scholarships are renewable every semester.

The Japanese Studies Program provides full or partial scholarship grants to qualified students that are funded by the Japan Foundation.

The Konrad Adenauer Center for Journalism housed at the Department of Communication awards fifteen fellowships to master’s students pursuing a Master of Arts in Journalism.

The Department of Psychology offers a Ph.D. in Psychology scholarship for a psychology teacher of a provincial college or university under its Ateneo Bu-Eagle Doctoral Fellowship.

The Department of Sociology and Anthropology offers the Institute of Philippine Culture (IPC) - Department of Sociology and Anthropology (DSA) Scholarship for Young Filipino Social Sciences Professionals. Funds for this program comes from the Ford Foundation. The funds offer support for academic and professional training in Sociology and Anthropology.

The Department of Theology - Formation Institute for Religion Educators (Theology-FIRE) grants full or partial scholarships for the MA Major in Theological Studies or the MA Major in Religious Education.

The Ryoichi Sasakawa Young Leaders Fellowship Fund (SYLFF) Program

The Ryoichi Sasakawa Young Leaders Fellowship Fund (SYLFF) Program for Tomorrow’s Intellectual Leaders supports outstanding graduate students by granting them master’s and doctoral degree fellowships at the School of Social Sciences, the School of Humanities, and the Law School of the Ateneo de Manila University.

Designed for the best and brightest students with strong leadership potential, the SYLFF Program envisions producing responsible citizens who can deal with social issues in a critical and constructive sense, formulate solutions for local and regional problems, and participate effectively in the country’s efforts to engage
the global community.

A SYLFF Fellow receives study support every year for a maximum period of three years. The grant includes tuition, fees, and living allowance.

Non-thesis programs do not qualify for the SYLFF Program.

Those interested in obtaining more information about the SYLFF Program can visit its website at http://sylff.ateneo.net. Inquiries should be directed to the Office of the Dean of the School of Social Sciences at soc-sci@admu.edu.ph.

ADMU (Presidential) Scholarships for Non-ADMU Jesuit School Faculty
for Summers only

Faculty from Jesuit schools in the country other than the Ateneo de Manila, who are recommended by their Presidents, may avail of full tuition and fee scholarships offered by the President of the Ateneo de Manila University. These grants are administered by the Office of the Associate Dean for Graduate Programs. The teacher-grantees either obtain the support of their institutions to cover the transportation and living expenses involved in studying in Quezon City or pay for these expenses themselves.

GOVERNMENT-FUNDED SCHOLARSHIPS

Department of Science and Technology Scholarships

The Department of Science and Technology offers scholarships for Master’s and Doctoral degrees in priority Science and Technology areas through the Accelerated Science and Technology Human Resource Development Programs. Priority fields of study are in the Biological Sciences, Chemical Sciences, Earth, Atmospheric and Space Sciences, Environmental Sciences, Information and Communication Technology, Materials Science and Nanotechnology, Pure and Applied Mathematics and Pure and Applied Physics.

The scholarships cover tuition and fees, book allowance, transportation allowance, and a stipend.

Interested applicants should see the Department Chair concerned.

CHED Faculty Development Program – Phase 2

The Commission on Higher Education’s Faculty Development Program (FDP), now on its Second Phase, seeks to improve the quality of higher education in the Philippines by upgrading the academic qualifications of tertiary faculty members to master’s and doctorate degrees in certain priority fields.

The Faculty Development Program scholarship grants are for

- Non-thesis master’s degree programs
- Master’s degree program with thesis
- Ph.D. programs
- Ph.D. sandwich programs

and continuing professional education (non-degree programs) in selected fields

The Ateneo de Manila University is an accredited delivering institution for these scholarships. The priority areas in which programs are offered at the Ateneo de Manila Loyola Schools are engineering, humanities, information technology/systems, social sciences, mathematics, and the natural sciences.

The scholarship provides full tuition and other fees, a monthly stipend, book allowance, transportation
allowance for those coming from distant places, as well as thesis and dissertation grants. FDP grants are also available for start-up research.

To qualify, the applicant must be a Filipino, full-time faculty member in a public or private higher education institution (HEI) in the country and must

- be currently teaching one of the priority fields with at least 12 units of teaching load,
- have no master’s/doctorate degree in the priority field applied for, and
- not be more than 47 years old for a master’s program and 45 years old for a Ph.D. program.

FDP-2 scholarship applicants who wish to do their graduate studies in the Loyola Schools must first secure admission to its graduate school.

Interested applicants may get more information at the Office of the Associate Dean for Graduate Programs or visit the Ateneo de Manila University Loyola Heights website at www.ateneo.edu/ls/graduate-programs or the CHED website at http://www.ched.gov.ph (click on “Projects”).
PART 5: Academic Regulations
A. General Rules

The Graduate Programs rules are minimum guidelines. Departments may impose stricter rules than the Graduate Programs subject to the approval of their Dean and submitted to the Associate Dean for Graduate Programs.

B. Academic Requirements

Students must complete all academic requirements specified in their curriculum program of study. In general, these include the completion of the coursework units, passing the comprehensive examinations, and submission of the final revised copies of the thesis/dissertation or the final paper/research/project.

C. Academic Calendar

The academic year is divided into two semesters of 18 weeks each and a summer session of six weeks. Class work in the summer is equivalent to class work for one semester. The school year begins in April for the summer session. The first semester begins in June while the second semester begins in November.

D. Numbering of Academic Courses

The academic courses in the Loyola Schools are numbered as follows:

<table>
<thead>
<tr>
<th>Catalogue Number</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 99</td>
<td>Undergraduate, lower division</td>
</tr>
<tr>
<td>100 - 199</td>
<td>Undergraduate, upper division</td>
</tr>
<tr>
<td>200 - 400</td>
<td>Graduate level</td>
</tr>
</tbody>
</table>

In general, academic courses numbered at the 300 level are for doctoral programs.

E. Class Attendance

1. Regular attendance in all classes is one of the most important obligations of students. They are expected to attend all scheduled class exercises and activities.

2. A limited number of absences is permitted, but these absences must not exceed three times the number of units of the courses. Thus for a three-unit course, the maximum allowable absence is nine class hours. For absences beyond this norm, students receive a grade of W.

3. Class hours lost by late registration are considered as absences.

4. Students absent from class are responsible for all the work given by the instructor on the day of absence.

5. Class attendance should not only be regular; it should be punctual. Recording lateness as an absence shall be left to the instructor’s discretion.

F. Rules on Student Performance, Student Status in a Course/Program, and Academic Requirements

The student’s grade in any course is computed at the end of each semester. A grade is based on a variety of academic evidence as indicated in the syllabus such as research papers, reports, written and oral examinations, class participation, laboratory work, field work, etc., as deemed appropriate by the instructor. Attendance does not form part of the students’ grade for the course.

1. Students who cheat in any test, examination, or course requirement receive a failing grade for it.

2. The students are responsible for ascertaining their general academic performance periodically and especially at the end of each semester.

3. Students should ensure that they have taken and passed all required courses towards the completion of
their degrees. Students should regularly review their Individual Programs of Study (IPS) on the Ateneo Integrated Student Information System (AISIS) to ensure that they do not lack any courses to graduate on time. If courses are not yet listed as “passed” on AISIS but the student believes he/she has already passed the said courses, the student should report to the Office of the Registrar immediately.

G. Grading System

The Graduate Programs of the Loyola Schools of the Ateneo de Manila University have the following grading system:

- **A**  Excellent Performance
- **A-**  Very Good Performance
- **B+**  Above Average Performance
- **B**  Average Performance
- **B-**  Below Average Performance. This grade does not entitle students to any graduate credit for the course
- **C**  Failure due to academic deficiency or withdrawal from a course without permission
- **INC**  Incomplete grade given at the discretion of the instructor owing to failure to take the final examination or to submit reports or term papers
- **WP**  Withdrawal from class with the permission of the Department Chair/Program Director and the Registrar
- **W**  Number of allowable cuts for a graduate course exceeded

Additional notes on grades.

**Withdrawal with Permission.** To withdraw from a class with permission, students must complete a Load Revision Form and submit it to the Registrar’s Office within the deadline set by the Registrar.

**Grade of B-.** Students who receive a “B-” in a required course must retake the course and obtain a grade of at least “B”. If the course happens to be an elective, students must repeat the course or substitute another in its place. No grade below “B” will be accepted for degree credit.

**Grade of “Inc”.** Students who receive a grade of “Inc” are required to complete the requirements within the deadline set by the instructor or at least one month before the end of the one year grace period if the instructor sets no deadline. Students who fail to do so within the specified time limit will automatically be given a grade of “C”.

Students with an “INC” in a course that is a pre-requisite to a succeeding course will not be allowed to register in the succeeding course.

**Grade of “W”.** Students who receive this grade are not entitled to any graduate credit for the course.

H. Rules on Separation

Students are automatically dropped from the Loyola Schools if they incur two grades of “C”.

If a master’s degree student is dismissed from the Loyola Schools because of 2 “Cs” and applies in the Ph.D. program after completing the master’s degree in another higher education institution, the applicant may be re-admitted to the Loyola Schools provided he/she passes all Ph.D. admission requirements.

Students are automatically dropped from the Loyola Schools if they fail the oral defense of thesis/dissertation twice.

I. Rules on Leave of Absence

Students who wish to separate themselves from the Loyola Schools for a semester or more must file a Request Form for Leave of Absence at the Office of the Registrar every semester, duly approved by the
Department Chair/Program Director.

Deadlines for filing of Leave of Absence (LOA) are: six (6) weeks after the start of classes during the regular semesters and three (3) weeks after the start of classes during summer.

An application for a leave of absence does not serve as a substitute for official withdrawal from courses for which the students are already registered within the given semester. Students must also fill out, complete and submit a Load Revision Form to officially withdraw from the courses currently enrolled in.

J. Rules on Time Limit in the Loyola Schools

All work for the master’s degree must be completed within five years from the date of the first enrolment for the degree. All work for the Ph.D. and “summers only” master’s degrees must be completed within seven years from the date of first enrolment for the degree.

Leave of absences are included in the count of the time limit.

Reinstatement

Students without an approved leave of absence, who do not register for two consecutive semesters, must go through the admission procedures for reinstatement.

Extension

If students exceed the time limit, they may be extended upon the endorsement of the Department Chair/Program Director and approval of the Associate Dean for Graduate Programs. The time frame for the extension should be indicated in the Reinstatement/Extension Form.

Reinstatement and Extension

If students exceed the time limit and have not enrolled for two consecutive semesters, they may be reinstated and extended upon the endorsement of the Department Chair/Program Director and approval of the Associate Dean for Graduate Programs. The time frame for the extension should be indicated in the Reinstatement/Extension Form.

K. Credit or Audit

All courses that form part of the students’ program in the Loyola Schools are graded on a CREDIT basis.

Students may register for a course on an AUDIT basis with the permission of the Department Chair/Program Director.

Deadlines set by the Office of the Registrar for changing the grading option of a course must be observed. The change shall be valid upon the submission of the completed Load Revision Form by students to the Office of the Registrar.

L. Change of Grade

A student who believes that there was a miscalculation in his/her grade or a typographical error in the transfer of the grade in the course to the official grading sheet may request for a change of grade. The student should obtain an Appeal for Change of Grade Form from the Office of the Associate Dean for Graduate Programs and submit the form with the substantiating evidence to the Standards Committee through the Office of the Associate Dean for Graduate Programs within the semester following the giving of the grade.

M. Transfer of Credits

Students who were admitted into the Loyola Schools may be allowed to credit courses taken outside Loyola Schools up to a maximum of one-third of the total coursework units. “Outside Loyola Schools” include the Professional Schools of the Ateneo de Manila University, the Loyola School of Theology, the East Asian Pastoral
Institute, and the other Ateneos. Only units taken within three years prior to the student’s first registration for the degree at the Loyola Schools may be credited. Courses credited should not include courses covered by the Comprehensive Examinations.

An exception to this rule may be granted by the Vice President for the Loyola Schools, but only for extraordinary cases and/or special degree programs.

Students may request the Department Chair/Program Director to which they are applying to evaluate the courses they have taken for possible validation. The Department Chair/Program Director will indicate which courses, if any, will be recognized as having Loyola Schools equivalents.

Forms must be completed within the first semester of registration for the degree to effect this recognition. These may be obtained from the Office of the Registrar.

N. Cross-Registration

Students admitted to the Loyola Schools Graduate Programs may cross-register in another school provided they are granted prior permission by their Department Chair/Program Director and the Registrar. They should also have filled out and submitted the appropriate Request to Cross-Register Form.

Loyola Schools students who cross-register in other schools may be allowed to credit courses up to a maximum of one-third of the total coursework units. “Other schools” include the Professional Schools of the Ateneo de Manila University, the Loyola School of Theology, the East Asian Pastoral Institute, and the other Ateneos. Courses cross-registered should not include courses covered by the Comprehensive Examinations.

Note: The maximum one-third of the total coursework units refers to the total validated and cross-registered courses.

O. Validity of Courses within the Loyola Schools

Students who shift to another degree program within the Loyola Schools may be allowed to credit courses from their previous degree program. Only units taken within 5 years prior to shifting may be credited provided it is recommended by the Department Chair and approved by the Associate Dean for Graduate Programs.

P. Shifting to Another Program

Students who wish to shift to another degree program must ask permission from their current Department Chair/Program Director. The student must be evaluated for eligibility for the new degree program by the Department Chair/Program Director of the receiving department.

Students who shift programs must remain in their new degree program for at least one semester before graduating. This semester can be the current semester of enrolment provided the student meets the deadline set by the Office of the Registrar for shifting.

The shift is considered official upon the completion of all steps in the Load Revision Form within the deadline set by the Office of the Registrar.

The student, who will be completing the non-thesis requirements in the current semester but who does not meet this deadline, must enroll for credit in an extra elective in the following semester to graduate in that semester. This elective will be covered by the separation rule for two C marks.

Q. Withdrawing From, Adding to, and Substituting Subjects

The Graduate Programs calendar indicates the deadlines for official withdrawal from, addition, or substitution of courses for each registration period. Students who fail to file the appropriate Load Revision Forms will be given a failing grade of “C” for withdrawal without permission. No official recognition will be given for courses added without permission.
R. Overload

The maximum load is 12 graduate credit units for the regular semester and nine graduate credit units for the summer. Students may request a three-unit overload during the regular semester subject to the approval of the Department Chair/Program Director.

S. Comprehensive Examinations

Students take the Comprehensive Examinations after completion of all coursework. Comprehensive Examinations are offered each semester and summer session. The exams are generally given in two parts on two successive Saturdays in the months of September, February, and May as scheduled by the Associate Dean for Graduate Programs.

Requests for cancellation or deferment must be made in writing endorsed by the Department Chair/Program Director and approved by the Associate Dean for Graduate Programs at least one week before the examination date. Students automatically fail in the Comprehensive Examinations if they do not appear on the scheduled date(s).

Depending upon the approved program of studies, the Comprehensive Examinations are written, oral, or both. Students should confer with their Department Chair/Program Director concerning the type of examinations required by their program.

Re-take Examinations

Students are allowed only one retake of the Comprehensive Examinations in case of failure on the first attempt. Students who fail the retake are automatically dropped from the degree program. The grade of “F” (Failed) is reflected in the Transcript of Records.

T. Degree Candidacy

The conferment of a candidacy status (Master’s Candidate or Ph.D. Candidate) will apply only to programs where there is a comprehensive examination requirement for the degree.

Candidacy for the master’s or doctoral degree is granted to a student who has completed all coursework, qualifying examinations and passed all parts of the comprehensive examinations for his/her master’s or doctoral degree unless the department concerned stipulates additional requirements to achieve candidacy such as passing a candidacy examination.

U. Thesis/Dissertation Program Requirements

Students enroll for Thesis/Dissertation Direction after passing the Comprehensive Examinations. Students are responsible for obtaining a copy of the Thesis/Dissertation Procedures and Guidelines from the Office of the Associate Dean for Graduate Programs and their departments. Most departments have their own specific/written thesis guidelines and procedures that students must know and adhere to.

Students are required to register for thesis/dissertation direction for a minimum of six units for the master’s degree and twelve units for the doctoral degree. If students do not complete the thesis and the oral defense within the minimum number of required units, they are expected to register for thesis direction each semester until the thesis and oral defense are completed. Students have to be enrolled in Thesis Direction in the semester during which the thesis is defended.

Doctoral students who began their studies in school year 2013-2014 must comply with the following graduation requirement:

“Doctoral students prepare in a journal format, a paper based on his/her dissertation and shall, with the approval of the department, submit this to a reputable journal. (School Council July 2012)”
If students fail their initial thesis/dissertation oral defense, they can re-enroll for thesis/dissertation direction and a second oral defense. Students will be granted two consecutive semesters to complete and defend their thesis/dissertation. If they are not able to complete their thesis/dissertation or fail the second oral defense, they will be automatically dismissed from the Ateneo de Manila University.

Students pay the graduation and diploma fee upon submission of the final revised soft and hard copies of the thesis/dissertation.

V. Non-Thesis Program Requirements

Most departments also offer non-thesis master’s programs.

Most of these non-thesis master’s programs require a final paper, research, integrating paper or project. The specific curriculum program of study indicates when students may enroll for this final requirement which is after passing the Comprehensive Examinations. Students must verify with their respective departments the specific/written guidelines and procedures on these requirements as early as possible.

In most cases, students have to be enrolled in the research or project writing course during which the research or project is defended.

W. Submission of Thesis and Non-Thesis Requirements

The following policy guidelines on thesis submission refer to both the thesis and dissertation. These also refer to the final paper, research, integrating paper or project that is submitted by students after passing an oral defense.

a. The thesis title, letter grade, and credit units will be indicated on students’ transcript only upon submission of the final revised bound copies and the soft copies of the thesis.

b. The student’s graduation date will be the last day of the term when the final revised copies of the thesis are submitted.

c. If students are unable to submit the final revised copies of the thesis within the oral defense term, students are given one year from the oral defense term to do so.

d. Students will be charged a Late Thesis/Dissertation Clearing Fee if they submit the final revised copies of the thesis after the one-year period from the oral defense term.

e. Requests to submit the final revised copies of the thesis will not be considered beyond the maximum period from the oral defense term of three years for the master’s degree, and five years for the doctoral degree.

X. Registration for Residency Status

Students, who just have to complete a thesis/dissertation or final paper/project but are not enrolled for thesis direction, can obtain official status as students of the Loyola Schools by registering for residency within the first week of classes. They can do so by filing an Application for Official Residency Status with the Associate Dean for Graduate Programs and enrolling for RES 300 or RES 400.

Y. Transfer of Credentials

Students who withdraw voluntarily from the Loyola Schools are entitled to transfer credentials under the following circumstances:

a. dismissal is not due to disciplinary reasons, and

b. clearance from all offices within the Loyola Schools is secured.

Withdrawal shall be effective as of the date the completed Application for Clearance and Load Revision Forms are filed with the Office of the Registrar.
Z. Graduation Requirements

In order to be officially considered as graduates of the Ateneo de Manila University and obtain official academic records from the Office of the Registrar, students must have:

a. completed all the academic requirements in their curriculum program of study. In general, these include:
   • completing all the coursework units
   • passing the comprehensive examinations or their equivalent
   • defending the thesis/dissertation successfully
   • submitting the final revised copies of the thesis/dissertation or their equivalent
b. submitted the admission credentials required by the Office of the Registrar
   c. settled all financial and other obligations to the Loyola Schools, and
   d. obtained clearance from offices in the Loyola Schools.
PART 6: Academic Procedures and Services
A. LOAD REVISION

General Guidelines

The Load Revision Form (LRF) is the official record that documents the changes requested by the student after the registration period. The process must be completed for the changes to be in effect.

1. The Load Revision Form is obtained by securing a Charge Slip from the Office of the Associate Dean for Graduate Programs and presenting this to the Cashier’s Office which issues the form. The student fills this up stating the nature of the request.

2. The Load Revision Form is used for the following procedures:
   a. Withdrawing from a course with permission
   b. Addition of course(s)
   c. Substitution of course(s)
   d. Change of status from credit to audit or audit to credit
   e. Shifting to another program
   f. Overloading

3. The student obtains the signatures indicated at the bottom of the form. Depending on the request, there are three to five signatures needed and the student must strictly follow this sequence:
   a. Department Chair(s)/Program Director(s)
   b. Associate Dean for Graduate Programs (who affixes two signatures to the form if the student is a scholar)
   c. Accounting (only for requests involving a refund or payment of tuition fees and/or other fees)
   d. Cashier (only for requests involving payment of tuition fees and/or other fees)
   e. Registrar

4. After all the required signatures are secured, the student submits the corresponding copies to the following:
   a. White Copy – Office of the Registrar
   b. Pink Copy – Associate Dean for Graduate Programs
   c. Yellow Copy – Accounting
   d. Blue Copy – Student’s Copy (c/o the student’s home department)

5. While the request is pending, the student should attend all classes.

6. The student should comply with the deadlines set by the Office of the Registrar.

7. The request becomes official upon submission of the completed Load Revision Form to the Office of the Registrar.

Withdrawal from a Course with Permission

1. Definition – The student withdraws from a course officially registered in.

2. Conditions
   a. Withdrawal must be done within the first six weeks of classes of the semester or within the period set by the Office of the Registrar.
   b. The student should not have exceeded the number of absences permitted by the Loyola Schools.
   c. The student who fails to file the appropriate Load Revision Form will be given a grade of W or C as the course instructor sees fit.

3. Refer to General Guidelines for Procedure.

Addition of Course(s)

1. Definition – The student registers for an additional course(s) after the official registration period.
2. Conditions
   a. The student can add a course but must maintain maximum of twelve graduate credit unit load for the semester and nine graduate credit unit load for the summer term.
   b. The Load Revision Form for the addition of courses must be submitted within the first week of classes of the semester or within the period set by the Office of the Registrar.
   c. No official recognition will be given for courses added without permission.

3. Refer to General Guidelines for Procedure.

Substitution of Course(s)

1. Definition – The student substitutes a course(s) for another course(s) after the official registration period.
2. Condition – Substitution of courses must be done within the first week of classes of the semester or within the period set by the Office of the Registrar.
3. Refer to General Guidelines for Procedure.

Overloading

1. Definition – The student wishes to enroll in more course(s) beyond the prescribed required maximum graduate credit unit load of twelve units during the regular semester or nine units during the summer.
2. Condition - A student is allowed an overload of three graduate credit units for the regular semester with the Department Chair’s/Program Director’s approval.
3. Refer to General Guidelines for Procedure.

Change of Status from Credit to Audit or Audit to Credit

1. Definition – The student changes status in the course either from Credit to Audit or Audit to Credit after the official registration period. The change must be approved by the teacher and endorsed by the Department Chair/Program Director.
2. Conditions
   a. Change of status in the course from Credit to Audit must be done within the first six weeks of classes of the semester or within the period set by the Office of the Registrar.
   b. Change of status in the course from Audit to Credit must be done within the first week of classes of the semester or within the period set by the Office of the Registrar.
3. Refer to General Guidelines for Procedure.

Shifting to Another Program

1. Definition – The student wishes to transfer to another degree program or a concentration/ track/option within the program. A student completes shifting when the student submits the completed Load Revision Form to the Office of the Registrar.
2. Conditions
   a. Students shift degree programs under two general circumstances:
      i. The student may voluntarily want to change programs.
      ii. The student’s home department asks the student to shift because of failure to meet retention requirements.
   b. While a request to shift is pending, the student should continue attending classes even if these are for a course not required in the student’s new program. A request to shift is not a substitute
for official withdrawal. An enrolled student must accomplish a Load Revision Form to officially withdraw from classes.

c. The student should also meet the qualifications needed to fulfill the desired program’s academic requirements, such as undergraduate or graduate pre-requisites or the minimum grades for specific major courses that the student’s new department may require.

d. Upon approval of the shift to another program, the student will normally be registered on a probationary basis with some academic requirements. It will therefore be practical for the student to confer with the Department Chair/Program Director regarding the new program of study. This may be done at the time the request is approved or shortly thereafter.

3. Procedure

a. The student consults with the Department Chair(s)/Program Director(s) concerned regarding his/her plan to shift programs. This will help the student arrive at a good decision based on the student’s abilities and interests.

b. The student submits to the desired program’s Department Chair/Program Director a written request for permission to shift together with the student’s latest grades and curriculum vitae.

c. The student notifies the Department Chair/Program Director of his/her former home department upon obtaining the approval to shift to the desired program.

d. The student should accomplish the Load Revision Form and submit on or before the deadline set by the Office of the Registrar.

e. A shift to another program done after the load revision period shall be effective only in the next school term.

B. COMPLETION OF AN INCOMPLETE MARK

1. Definition - In extraordinary circumstances, when some requirements of a course (except the final examination) have not been met, the student may be given the temporary grade of INC (Incomplete).

2. Condition – If the requirement is not completed at least one month before the end of the one year grace period or by the deadline set by the instructor, the grade will be automatically changed to C (Failure).

3. Procedure

a. The student completes the course requirements within the deadline.

b. The instructor puts the student’s grade in a Completion Form downloaded from AISIS and submits the form to the Office of the Registrar through the Department Chair/Program Director.

C. TAKING AN ADVANCED FINAL EXAM

1. Definition – The student requests to take the final examination for a course ahead of the given schedule.

2. Condition - Taking an advanced final examination is a privilege that is not automatically granted to a student. The conditions depend on the instructor concerned.

3. Procedure

a. The student seeks the permission of the instructor in writing.

b. The arrangement for the advanced final examination depends on the instructor concerned.

D. TAKING A DEFERRED FINAL EXAM

1. Definition – The student requests to defer beyond the determined schedule the taking of the final examination for a course.
2. Condition - Taking a deferred final examination is a privilege that is not automatically granted to a student. The conditions depend on the instructor concerned.

3. Procedure
   a. The student seeks the permission of the instructor in writing.
   b. The arrangement for the deferred final examination depends on the instructor concerned.

E. REQUEST FOR LEAVE OF ABSENCE

1. Definition – The student wishes to temporarily separate from the Loyola Schools for non-academic and non-disciplinary reasons.

2. Conditions
   a. The student should be in good academic and disciplinary standing at the time when the request is made.
   b. The student may not study or enroll in another school during the Leave of Absence.
   c. If the student has not yet enrolled for a particular semester and wishes to take a Leave of Absence beginning that semester, the student must accomplish the Request for Leave of Absence Form as soon as possible.
   d. Submitting a form for leave of absence is not a substitute for official withdrawal from courses. The enrolled student must still accomplish a Load Revision Form to officially withdraw from classes.

3. Procedure
   a. The student accomplishes the Leave of Absence Form available at the Office of the Registrar.
   b. The student also completes the Load Revision Form, if needed.

F. REQUEST FOR REINSTATEMENT

1. Definition – The student wishes to be reinstated at the Loyola Schools after having been unable to enroll for at least two consecutive semesters without an approved leave of absence.

2. Conditions
   a. The student should be in good academic and disciplinary standing at the time when the request is made.
   b. The student can still complete his/her program within the prescribed time limit.
   c. The approval of the Department Chair/Program Director has to be obtained as soon as possible before registration.

3. Procedure
   a. The student accomplishes three copies of the Request Form for Reinstatement/Extension. This may be obtained from the Office of the Registrar.
   b. The student obtains the endorsement of the Department Chair/Program Director.
   c. The student waits for the outcome of the request.

G. REQUEST FOR EXTENSION/EXTENSION AND REINSTATEMENT

1. Definition – The student who has exceeded/is about to exceed the time limit for the degree requests for an extension of the time limit to complete the degree program. If the student has not been enrolled at the Loyola Schools for the past two semesters, the student must also apply for reinstatement.
2. Conditions
   a. The student should be in good academic and disciplinary standing at the time when the request is made.
   b. The Department Chair/Program Director assesses the possible extension of the student’s studies and—if the Department Chair/Program Director decides that the student can proceed with the program—determines the academic requirements that the student should fulfill to complete the degree. The Department Chair/Program Director may decide to advise the student to shift to another program.
   c. The student is advised to file the Request for Reinstatement/Extension at least two weeks before registration period.

3. Procedure
   a. The student accomplishes three copies of the Request Form for Reinstatement/Extension. This may be obtained from the Office of the Registrar.
   b. The student obtains the endorsement of the Department Chair/Program Director.
   c. The student waits for the outcome of the request.

H. REQUEST FOR CHANGE OF GRADE (STUDENT INITIATED)

1. Definition - This applies to students who think that there was a miscalculation of the final grade or typographical error in the transfer of grade to the official grade sheet by the teacher.

2. Conditions
   a. Appeals for change of grade are done within the semester after the official day of distribution of grades.
   b. The appeal for change of grade should be substantiated with test papers, reports, assignments, and projects.
   c. Opinions such as “I feel I deserve a better grade” are not valid as reasons in themselves. Even if the student succeeds in convincing his/her teacher of the opinion, but it is not supported by material evidence, the appeal is not endorsed.
   d. Having a perfect record attendance is not in itself a valid reason for a change of grade.

3. Procedure
   a. Accomplish the Standards Committee Form - Appeal for Change of Grade (Student Initiated).
   b. Support the form by attaching grade computation (record book), test papers, reports, assignments, projects, and other material evidence.
   c. The student requests the teacher and the Department Chair/Program Director to endorse the appeal. If the teacher and the Department Chair/Program Director endorse the appeal, the Department Chair/Program Director forwards it to the Office of the Associate Dean for Graduate Programs.
   d. The Associate Dean for Graduate Programs reviews all documents submitted and notes the appeal.
   e. The Associate Dean for Graduate Programs submits all documents to the Standards Committee for review.
   f. The Standards Committee releases its decision.

I. REQUEST FOR CHANGE OF GRADE (TEACHER INITIATED)

1. Definition - A request for a change of grade may also be teacher initiated if the teacher inadvertently makes a mistake in the calculation or recording of a student’s grade.
2. Conditions
   a. Appeals for change of grade are done within the semester after the official day of distribution of grades.
   b. The appeal for change of grade should be substantiated with test papers, reports, assignments, and projects.

3. Procedure
   a. Accomplish the Standards Committee Form - Appeal for Change of Grade (Teacher Initiated).
   b. Support the form by attaching grade computation (record book), test papers, reports, assignments, projects, and other material evidence.
   c. The teacher brings it to the Department Chair/Program Director for endorsement.
   d. The Department Chair/Program Director sends it to the Office of the Associate Dean for Graduate Programs.
   e. The Associate Dean for Graduate Programs reviews all the documents submitted and notes the appeal.
   f. The Associate Dean for Graduate Programs submits all documents to the Standards Committee for review.
   g. The Standards Committee releases its decision.

J. REQUEST FOR CROSS-REGISTRATION

1. Definition – The student wishes to enroll in a course/s in another university while enrolled in a degree program of the Loyola Schools.

2. Conditions
   a. A student admitted to the Loyola Schools may not cross-register in another school without the permission of the Department Chair/Program Director and the Registrar. The student files the Request Form to Cross Register.
   b. The Department Chair/Program Director must determine if the courses to be cross-registered are part of the degree program. The Department Chair/Program Director may require a minimum grade or validating exam before a course is validated as a Loyola Schools course. The student must find out the conditions for validation before proceeding with cross-registration.
   c. The number of total cross-enrolled coursework units to be taken or credited must comply with the academic regulations on Transfer of Credits and Cross-Registration.

3. Procedure
   a. The student accomplishes four copies of the Request to Cross-Register Form. This may be obtained from the Office of the Registrar.
   b. The student obtains the signatures of the Department Chair/Program Director and the Registrar.
   c. The student secures the signatures of the Registrar and Chair/Dean of the receiving school.
   d. The student submits the accomplished forms to the Office of the Registrar and to the Department Chair/Program Director of the Loyola Schools.
   e. The student submits the Official Transcript of Records after completion of the cross-registered course/s.

K. REQUEST FOR VALIDATION OF COURSES

1. Definition – Validation of a course(s) may mean any one of the following:
   a. Transfer of credits from a previous school to the Loyola Schools.
   b. Cross-registered courses taken.
   c. Courses taken within the Loyola Schools.
2. Conditions
   a. Only units taken within three years prior to the student’s first registration for the degree at the
      Loyola Schools may be credited.
   b. The student must have these courses credited within the first semester of study at the Loyola
      Schools.
   c. Only 1/3 of the total coursework may be validated.

3. Procedure
   a. The student accomplishes three copies of the Request Form for Transfer of Credits. This may be
      obtained from the Office of the Registrar.
   b. The student obtains the signatures of the Department Chair/Program Director and the Registrar.
   c. The student submits the accomplished form to the Office of the Registrar and the Department
      Chair/Program Director.

L. REGISTRATION FOR FORMAL RESIDENCY

1. Definition – A student of a degree program who is not enrolling for the coming semester requests to be
   granted official status as a student of the Loyola Schools for that semester.

2. Conditions
   a. The student has completed his/her coursework and comprehensive examinations and is at the
      thesis/dissertation/culminating project/practicum/research paper stage
   b. The student is well within the regular time limit to complete his/her program (five years for
      Master’s and seven years for Ph.D. and Summers-only Master’s)
   c. The student is unable for various reasons to enroll for Thesis/Dissertation Direction/Culminating
      Project/Practicum/Research Paper.
   d. The student completes the process within the registration period.

3. Procedure
   a. The student obtains an Application for Official Residency Status form from the Office of the
      Associate Dean for Graduate Programs.
   b. The student secures the endorsement of the thesis/dissertation adviser and the Department
      Chair/Program Director concerned.
   c. The student submits the completed form to the Associate Dean for Graduate Programs for
      approval.
   d. The student enrolls for RES300 (master’s level) or RES400 (doctoral level).

M. REQUEST TO TAKE THE COMPREHENSIVE EXAMINATIONS

1. Definition – The student applies with the Department to take the comprehensive examinations as
   required by the student’s program of study.

2. Conditions
   a. The student requests to take the Comprehensive Examinations after completion of all coursework.
   b. The student is allowed only one retake of the comprehensive examinations in case of failure
      on the first attempt. The student who fails the retake is automatically dropped from the degree
      program.
   c. The student automatically receives a failing mark in the comprehensive examinations if the
      student does not appear on the scheduled date, except in cases of medical or other emergency
      situations for which proof must be submitted, e.g., medical certificate.
3. Procedure
   a. The student accomplishes three copies of the Request Form for Comprehensive Examinations. This may be obtained from the Office of the Associate Dean for Graduate Programs.
   b. The student secures the approval of the Department Chair/Program Director after grades have been released.
   c. The student submits the accomplished form to the Office of the Associate Dean for Graduate Programs and the Department.
   d. The student keeps one copy for himself/herself.
   e. The student registers for the comprehensive examinations during the registration period.

N. REQUEST FOR DEFERMENT OF COMPREHENSIVE EXAMINATIONS
1. Definition – The student cannot take the Comprehensive Examinations as scheduled.
2. Procedure
   a. The student writes the Associate Dean for Graduate Programs requesting for deferment of Comprehensive Examinations. The student should include the reason/s for making the request for deferment.
   b. The student requests the Department Chair/Program Director to endorse his/her letter.
   c. The student submits the endorsed letter of request to the Office of the Associate Dean for Graduate Programs at least one week before the scheduled Comprehensive Examinations.
   d. The Associate Dean for Graduate Programs gives the decision.

O. REQUEST FOR THE THESIS/DISSERTATION DEFENSE
1. Definition – The student is scheduled for Thesis/Dissertation Oral Defense by the Department.
2. Conditions
   a. The student must register for Thesis/Dissertation Direction during the regular registration period of the semester of his/her oral defense.
   b. The thesis drafts must have been approved by the thesis adviser and the Department Chair/Program Director.
   c. The student must be cleared by the Office of the Registrar.
   d. The student must submit the number of copies of the thesis drafts required by the Department at least two weeks before the defense date.
3. Procedure
   a. Certification of readiness of student for the oral defense
      i. The student presents the thesis/dissertation draft to the thesis/dissertation adviser for approval. If the adviser approves the draft, the adviser endorses it to the Department Chair/Program Director. If the Department Chair/Program Director approves the draft for defense, the Department Chair/Program Director schedules the student for oral defense of thesis/dissertation.
      ii. The Department Chair/Program Director sends a memo to the Registrar and the Associate Dean for Graduate Programs about the scheduled defense so that the student’s records are evaluated by the Office of the Registrar. The student waits for the clearance from the Registrar. Once cleared, the student registers for oral defense and pays the oral defense, graduation and diploma fees.
   b. Choice of panel and panel head
      i. In consultation with the thesis or dissertation adviser, the graduate programs coordinator and, if necessary, other members of the Department, the Department Chair/Program Director decides on the composition of the thesis/dissertation panel
         • The panel consists of three members for a thesis defense and four for a dissertation
defense.

- The candidate’s adviser cannot serve as a member of the panel.
- If a person is to sit on a defense panel, the panelist should have at least a master’s degree for a master’s defense or a doctoral degree for a dissertation defense.

ii. The Department Chair/Program Director appoints the panel head, from among the members of the panel.

- The panel head serves as moderator for the defense and ensures that the panel members come up with a final grade for the thesis/dissertation and the defense itself.
- If questions arise about the final grade, the panel head clarifies the grade.

C. Grading – The final grade of the student is obtained by averaging the individual scores of the panel members in the Grade Report Form. However, it is recognized that there may be occasions when the panel members have to arrive at the final grade by discussion and consensus.

P. REQUEST FOR CLEARING AND SUBMISSION OF THE FINAL COPY OF THE REVISED THESIS WITHIN ONE YEAR AFTER THE ORAL DEFENSE TERM

1. Definition – The student applies with the Department for the clearing of the revised thesis within one year after the oral defense term.

2. Conditions

a. The request for thesis clearing is approved by the Department Chair/Program Director.

b. The student has registered for thesis submission during the term that the student intends to submit the final revised thesis.

c. The thesis requirements are submitted to the Office of the Associate Dean for Graduate Programs by the deadline for submission of unbound copies of the thesis for the particular term.

3. Procedure

a. The student gets a Request Form for Late Thesis/Dissertation Clearing from the Office of the Registrar, fills this out, and has the Office of the Registrar enter the pertinent information on the form and obtains the approval of the Department Chair/Program Director. The student submits the approved form to the Office of the Registrar.

b. During the registration period, the student proceeds to the Office of the Registrar to register for thesis submission and proceeds to the Central Accounting Office and Cashier’s for assessment and payment of fees. The student submits the machine validated form to the Office of the Registrar to complete the process of registration.

c. The student submits the revised thesis and thesis abstract to the thesis adviser and implements the corrections, if there are any. After these are approved by the thesis adviser, the thesis adviser informs the Department Chair/Program Director that the thesis is ready to be edited by the style reader.

d. The student implements the corrections that may be suggested by the Style Reader and the Department Chair/Program Director.

e. The student prints the revised thesis and clears with the Office of the Associate Dean for Graduate Programs the front matter, i.e., title page, approval pages, table of contents, and details (student’s name, degree program, title of thesis, date of the oral defense, grade in the oral defense, names of the thesis adviser and panel members, Department Chair/Program Director, and Dean).

f. The student finalizes the thesis and reproduces the required number of copies of the final revised thesis (4 copies). These are submitted to the Office of the Associate Dean for Graduate Programs for binding, together with the following:

- Approval Sheet for Oral Defense (four copies), all original, signed by the thesis adviser, Department Chair/Program Director, and Dean
- Approval Sheet for the Acceptance of the Thesis (four copies), all original, signed by the panel members, thesis adviser, and Dean
• Approval Sheet for Style (four copies), all original, signed by the style reader
• Long Abstract (four copies)
• Short Abstract (four copies)
• Soft copies (four) of the thesis (for CHED, the Rizal Library, the Department, and the Associate Dean for Graduate Programs)
• Thesis binding fee.

g. For additional copies of the thesis, the student makes a written request, endorsed by the Department Chair/Program Director, addressed to the Associate Dean for Graduate Programs.


1. Definition – The student who has not submitted the final revised copy of his/her thesis within one year after his/her oral defense applies with the Department for the late clearing of the revised thesis.

2. Conditions:
   a. The student has not exceeded the maximum period of three years after oral defense for the master’s degree and five years for the doctoral degree.
   b. The request for late thesis clearing must be approved by the Department Chair/Program Director.
   c. The student must have registered for thesis submission and paid the required fees for each term that the thesis was being cleared by the Department.
   d. The thesis requirements must be submitted to the Office of the Associate Dean for Graduate Programs by the deadline for submission of unbound copies of the thesis for the particular term.

3. Procedure
   a. The student gets a Request Form for Late Thesis/Dissertation Clearing from the Office of the Registrar, fills this out, and has the Office of the Registrar enter the pertinent information on the form and obtains the approval of the Department Chair/Program Director. The student submits the approved form to the Office of the Registrar.
   b. During the registration period, the student proceeds to the Office of the Registrar to register for thesis submission and proceeds to the Central Accounting Office and Cashier’s for assessment and payment of fees. The student submits the machine validated form to the Office of the Registrar to complete the process of registration.
   c. The student submits the revised thesis and thesis abstract to the thesis adviser and implements the corrections, if there are any. After these are approved by the thesis adviser, the thesis adviser informs the Department Chair/Program Director that the thesis is ready to be edited by the style reader.
   d. The student implements the corrections that may be suggested by the Style Reader and the Department Chair/Program Director.
   e. The student prints the revised thesis and clears with the Office of the Associate Dean for Graduate Programs the front matter, i.e., title page, approval pages, table of contents, and details (student’s name, degree program, title of thesis, date of the oral defense, grade in the oral defense, names of the thesis adviser and panel members, Department Chair/Program Director, and Dean).
   f. The student finalizes the thesis and reproduces the required number of copies of the final revised thesis (4 copies). These are submitted to the Office of the Associate Dean for Graduate Programs for binding, together with the following:
      • Approval Sheet for Oral Defense (four copies), all original, signed by the thesis adviser, Department Chair/Program Director, and Dean
      • Approval Sheet for the Acceptance of the Thesis (four copies), all original, signed by the panel members, thesis adviser, and Dean
      • Approval Sheet for Style (four copies), all original, signed by the style reader
      • Long Abstract (four copies)
• Short Abstract (four copies)
• Soft copies (four) of the thesis (for CHED, the Rizal Library, the Department, and the Associate Dean for Graduate Programs)
• Thesis binding fee.

g. For additional copies of the thesis, the student makes a written request, endorsed by the Department Chair/Program Director, addressed to the Associate Dean for Graduate Programs.

Note: If the oral defense was passed before First Semester SY 2003-04, the student has to see the Associate Dean for Graduate Programs.

R. ACADEMIC CLEARANCE

1. Definition - Clearance is the process by which students are made to ensure that they have settled all hold orders, accountabilities, and/or financial liabilities. It is a process that a student must undergo if s/he intends to:
   i. Cease studies
   ii. Transfer to another school
   iii. Graduate

2. Students who decide to cease studying or who have not completed the academic requirements of his/her program and will transfer to another school will need to secure a clearance form from the Office of the Registrar, then, proceed to secure the signatures from authorized personnel of the different offices specified in the clearance form. Securing all the signatures in the clearance form will allow the student to be honorably dismissed and have his/her credentials transferred to another school.

3. Graduating students whose graduation date will fall in March will be able to generate the clearance form from their respective AISIS accounts, then, proceed to secure the signatories from authorized personnel of the different offices specified in the clearance form.

4. Graduating students whose graduation date will fall in May and October will follow the same process stated in item 2.

Note: Students who do not complete academic clearance may not be entitled to official transfer to another school and/or inclusion in the list of graduates. Graduating students who do not complete academic clearance will also not be allowed to receive official scholastic documents such as academic transcripts, certifications, and diploma.

S. CERTIFICATE OF ELIGIBILITY TO TRANSFER

1. Definition – The student who voluntarily withdraws from the Loyola Schools wishes to transfer his/her academic credentials to another institution.

2. Conditions
   a. A student is entitled to transfer credentials under the following circumstances:
      i. dismissal is not due to disciplinary reasons, and
      ii. clearance from all offices within the Loyola Schools is obtained.
   b. Withdrawal shall be effective as of the date the completed clearance and Load Revision Forms are filed with the Office of the Registrar.

3. Procedure
   a. The student accomplishes the Application for Transfer Credentials/Student’s Clearance Form available at the Office of the Registrar.
   b. The student obtains the required signatures on the form.
   c. The student submits the transfer credentials to the Office of the Registrar.
PART 7: Additional Loyola Schools Regulations for Students
CODE OF DISCIPLINE FOR STUDENTS

Introduction

The Code of Discipline provides the basic framework of normative rules to facilitate the total formation of students of the Loyola Schools 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 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.

I. Responsibilities

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 Loyola Schools is wholesome and conducive to human formation.

A. Although no uniform is prescribed in the Loyola Schools, it is the responsibility of the students to dress in a manner that is modest and appropriate to the academic nature of the University.

B. Students are required to wear their Identification (ID) Cards on campus and present the same whenever requested by University personnel.

C. 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.

D. Students are to behave responsibly in the use of communication and information technology, especially when engaging in any action that may impact on the privacy, dignity, and/or rights of institutions, groups or individuals, including themselves.

E. Communication and information technology equipment cannot be used in the classroom without the explicit permission of the teacher.

F. Students are required to keep their contact and personal information on AISIS (Ateneo Integrated Student Information System) up-to-date. Students will be held responsible for instances where they cannot be contacted for this reason.

G. 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 University 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 Loyola Schools or any of its recognized or official sectors or units in activities involving external groups must obtain official approval from a person of authority or from the concerned department or office.

H. Students are held responsible for the behavior of persons or outsiders who come into the campus on their behalf. Bodyguards or chaperones of students are not allowed inside the campus without the proper identification (ID) card issued by the ADSA. Even with proper identification, bodyguards or chaperones (including drivers) are not allowed to loiter around the campus. The student is charged with an offense when a violation of the Code of Discipline is committed by such persons.

I. The University 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.

1. It is the responsibility of students to take care of school property and to help keep the University clean. Students who use or access the property of the school or of others without proper authorization, shall be subjected to disciplinary measures. In case of damage to property, the student/s concerned must bear the cost of repair or replacement.

2. Students who bring vehicles into the campus should observe all campus traffic and parking regulations. This includes displaying the pass and ensuring that their vehicles do not contribute to environmental pollution.

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1 All students: graduate and undergraduate

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3. Smoking is prohibited in the Loyola Schools.
4. Eating and drinking are not allowed in classrooms, laboratories, audio-visual rooms, and the Rizal Library.

J. Resident students, whether in on-campus Residence Halls or accredited off-campus student housing facilities, are expected to maintain an environment conducive to their total human formation.

K. All students should observe the Rizal 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.

L. 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.

II. Procedures

Procedures related to student discipline are meant to ensure rationality and order for the members of the Loyola Schools community. The University recognizes and protects the rights of students to due process, but student disciplinary proceedings are fact-finding and recommendatory in nature and are not criminal proceedings nor subject to the rules of court.  

A. **Calling Students from Class.** Students may be given a call slip during class time signed by the ADSA. Unless otherwise indicated on the call slip, the student leaves the room only at the end of the period.

B. **Inspection of Student Property.** The school has the right to inspect student property on campus in the presence of the student concerned, if the following conditions are met:
   1. There is a signed testimony by a witness that a violation of school regulations has been committed.
   2. The ADSA and the officially designated representative of the Sanggunian agree that there is sufficient reason to inspect the student property.

In cases considered as being in flagrante delicto, proper measures shall be taken to ensure the security of the student’s property.

C. **Complaints and Incidents.** All matters pertaining to student discipline come under the jurisdiction of the ADSA. All cases must be filed at the Office of the ADSA.
   1. **Filing a Complaint**
      a. Any member of the Loyola Schools community may directly file a formal written complaint against a student at the Office of the ADSA. The ADSA may also file a formal written complaint against a student on behalf of non-members of the Loyola Schools.
      b. The formal report shall be in writing and shall state the nature and the circumstances of the offense. Any evidence or other materials relevant to the case shall be included in the report.
      c. The ADSA reviews all reported cases and forwards cases possibly involving major infractions to the Committee on Discipline for hearing and deliberation.

   2. **Due Process**
      a. The ADSA reviews all reported cases and
      (1) decides on all cases deemed as minor, and
      (2) forwards cases possibly involving major offenses to the Committee on Discipline for hearing and deliberation, except in the case of alleged Sexual Harassment where the summary procedure made explicit in RA 7877, The Anti-Sexual Harassment Act of 1995, and the Ateneo de Manila University’s Implementing Rules and Regulations, shall be followed, as mandated by law.

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3 An appeal of the ADSA decision regarding minor violations may be filed before the Committee on Discipline

4 Refer to Student Related Government and Administrative Acts & Implementing Guidelines
b. Notices and Hearings: The Code of Discipline ensures the rights of an accused student to be informed of the case against him/her, and to be heard.
   i. The ADSA shall inform students regarding a complaint or incident-report concerning them.
   ii. The student shall be required to submit his/her written statement regarding the complaint/incident, including relevant material to support the statement, within one (1) calendar week of being informed. Failure to do so shall be taken to mean that the student chooses to waive his/her rights to present his/her side of the case as requested.
   iii. Once the ADSA deems that there is a basis for charging the student of a violation of the Code of Discipline, it serves the student a formal written Charge Notice stating:
       (1) the nature of the possible violation, including the specific section(s) of the Code of Discipline possibly violated,
       (2) the right of the student to due process as stated in the Code of Discipline, and
       (3) the right of the student to seek counsel.
       • The accused student may ask a faculty member (except those serving as Associate Dean, Dean or Vice President), guidance counselor, or a fellow student from the Loyola Schools to serve as counsel at the hearing of the case.
       • If the student has no counsel of his/her own choosing, a counsel will be assigned to the accused through the assistance of the Loyola Schools Guidance and Counseling Office.
   iv. The date of the hearing shall not be earlier than one (1) calendar week from the student’s receipt of the Charge Notice.
   v. The ADSA shall notify the parents/guardian of undergraduate students charged before the Committee on Discipline through a duplicate copy of the Notice of Formal Charge, which shall be sent through registered mail/courier service, to the official mailing address entered in AISIS.
   vi. The Committee on Discipline, through the ADSA, shall require the physical presence of the parties on the set date and time of the Discipline Committee hearing.
   vii. The parent(s) may witness the presentation of the accused student’s personal testimony during the hearing.
   viii. After questioning the parties and their witnesses, the Committee shall deliberate on the case and determine whether or not the student is guilty of the offense as charged. Appropriate sanctions will also be deliberated on, if the student is found guilty.

c. The Committee shall thereafter submit its findings and recommendations in writing to the VP-LS.

d. The VP-LS thereafter notifies the student in writing of his or her decision on the case. The ADSA facilitates the implementation of the decision made by the VP-LS.

e. The VP-LS ‘s decision on a student disciplinary case becomes final and executory unless otherwise modified or repealed by a subsequent decision emanating from the VP-LS or the University President upon consideration of an appeal filed by the accused. A student may appeal the verdict and/or the sanctions of his/her case to the University President in cases of dismissal or expulsion from the University, or to the VP-LS in cases of lesser sanctions.

III. 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 and those that subvert this.

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5 The sub-section headings regarding categories of offenses are guides in organizing the proceeding list. They are not to be treated as restrictions to the interpretation of the spirit and nature of an actual offense.
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 are present: against the laws of the land, endangering the life and safety of the members of the community, recidivistic, or against the core principles of the Ateneo de Manila University. Students can be suspended, dismissed or expelled for these reasons.

Following are considered inimical to the dignity of the members of the Loyola Schools 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, 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. Engaging in endangering behavior, defined as any action that might lead to loss of life or serious injury, whether intentionally or as a result of recklessness or gross negligence (as with removing fire alarms, tampering with fire extinguishers, sitting on ledges, dropping objects from buildings, refusing to conform to safety protocols, etc.)

**B. Offenses Against Persons**
1. Acts of disrespect or discourtesy
2. Proselytizing or promoting one’s faith by attacking or denigrating others’ religious beliefs
3. Acts of misconduct of a sexual nature
4. Physical assault
5. Threatening members of the University community
6. Engaging in a pattern of conduct that vexes or compromises the physical/psychological wellbeing of a person, as with acts of harassment, stalking, coercion
7. Preventing members of the University community from discharging their duties, which include attending classes, submitting requirements or entering school premises
8. Instigating and/or engaging in activities resulting in injury or moral damage to persons
9. Any act by word or deed that degrades or debases the dignity of a person

**C. Offenses Against Property**
1. Disobeying school regulations on the care of the University environment (cf Section 1-I of the Code of Discipline)
2. Stealing and/or unauthorized possession of others’ property
3. Vandalizing personal and/or Ateneo property on campus
4. Instigating and/or engaging in activities resulting in damage to school property

**D. Offenses Against Order**
1. Wearing attire inappropriate to the academic nature of the University. Administrators and faculty members, acting individually or in groups (for instance, as a Department, or as a School) may stipulate more precisely the appropriate modes of attire in designated classrooms or other areas and for designated events or occasions
2. Disturbing or disrupting a class or a school function without just cause
3. Selling food inside the campus without proper permission
4. Preventing the circulation of a recognized student publication

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6 *Section 33-a of Republic Act No. 8792,* otherwise known as the “Electronic Commerce Act of 2000” states: “…Hacking or cracking which refers to unauthorized access into or interference in a computer system/server or information and communication system; or any access in order to corrupt, alter, steal, or destroy using a computer or other similar information and communication devices, without the knowledge and consent of the owner of the computer or information and communications system, including the introduction of computer viruses and the like, resulting in the corruption, destruction, alteration, theft or loss of electronic data messages or electronic document…”

7 Refer to Section II-C.2.a (2) of the Code of Discipline for cases of sexual harassment
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. Illegally obtaining or gaining access to and/or using restricted school documents, facilities or equipment
8. 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
9. Disregarding the Code of Discipline by repeatedly failing to perform, or acting in gross negligence of student responsibilities, and/or frequently committing offenses
10. Violating rules and regulations of the Residence Halls, the accredited off-campus student housing facilities, and the Rizal Library and their facilities
11. Repeatedly violating rules and regulations of the University or Auxiliary units
12. Deliberate disregard or defiance of a penalty or a sanction imposed by the ADSA or by pertinent authority.
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 of 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 or any school rule or law of the land, whether wittingly or unwittingly (e.g. sharing a copy of one’s paper/exam which is then used for an act of academic dishonesty; negligence in the treatment of one’s ID which is then used for misrepresentation)
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 departments
19. Failure to perform responsibilities as students as listed in Section I (Responsibilities)

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. This includes but is not limited to the following:
   a. Dishonest behavior during examinations or tests. Dishonest behavior is manifested by but not limited to:
      1. any form of unauthorized communication
      2. making unnecessary noise (e.g. talking to one’s self)
      3. calling the attention of others; looking at the papers of others
      4. making one’s test paper visible to others
      5. 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
   b. Plagiarism
   c. Fabrication or submission of falsified data, information, citation, source/s, or results in an academic exercise
   d. 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 deadline, or falsely claiming to have submitted work.

2. Tampering with and/or falsifying school or public documents and/or communication, whether physical or electronic, especially those that are part of, or affect, the official processes of the University.

3. Committing any form of misrepresentation.

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.

IV. Penalties

The penalties can be given by the ADSA or the Committee on Discipline after an evaluation not only of the nature of the act, but also of the circumstances surrounding it.

A. Penalties for Minor Offenses

1. For ID-wearing, Traffic/Parking\(^9\), Smoking\(^{10}\) and Dress Code Violations
   a. For the first commission within one school year: A violation will be recorded in the student’s name.
   b. For the second commission within the same school year: The student is required to submit a written apology to the ADSA within one week of the violation date.
   c. 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.\(^{11}\)
   d. 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 Committee on Discipline for hearing.

2. Other violations deemed minor may warrant one or a combination of any of the following, as assessed by the ADSA\(^{12}\):
   a. Oral/written reprimand
   b. Personal/written apologies
   c. Mandatory work, which may take the form of community service.
   d. Formation sessions
   e. Loss of privileges related to the offense.

B. Penalties for Major Offenses

Major offenses shall warrant one or a combination of the following penalties:

1. Disciplinary probation, the duration and conditions of which shall be determined by the Committee on Discipline and recommended to the VP-LS, 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 related to the offense.

4. Formation sessions.

5. Public reprimand through the posting of a memorandum/notice on the bulletin boards of the VP-LS, the ADSA, and all Loyola Schools departments and offices.

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9 Traffic violations also involve corresponding fines for specific violations (as per the University Physical Plant Administration) which need to be settled accordingly.

10 Smoking violations also involve fines per offense, as stipulated in the Implementing Rules and Regulations of RA 9211: The Tobacco Regulation Act of 2003, which need to be settled accordingly. A listing of the fines is available at p. 71 of this Handbook.

11 In the case of a third commission of a smoking violation within the same school year, the student will also be required to undergo mandatory assessment for Nicotine addiction and a seminar on smoking-cessation.

12 Upon third and subsequent commission of violations of the same nature, the student shall be charged with a major offense, and the case shall be forwarded to the Committee on Discipline for hearing.
6. suspension, the period and condition of which shall be determined by the Committee on Discipline and recommended to the VP-LS
7. dismissal (Exclusion)
8. expulsion

C. Clearance and Hold Orders: Clearance to enroll every semester, or to leave the University at any time, requires satisfaction of pending academic and non-academic obligations. Students who have not resolved their disciplinary cases or have inadequately served their sanctions will not be allowed to proceed with enrollment, transfer or graduation.

14 Ibid., p. 390.
15 The signature of the ADSA is one of the requirements for clearance (Refer to Appendix: Application for Graduating Students Clearance on p. 109, )
THE LS CODE OF ACADEMIC INTEGRITY
(Students’ Guide)

SECTION 1: THE CORE PRINCIPLES

The Ateneo de Manila University, realizing that the preservation, extension, and communication of truth means to dignify the human person and community, seeks to educate the whole person by respecting academic integrity in all aspects of Ateneo life.

Given this identity of the University, every member of the Loyola Schools community is tasked to become not just intellectually excellent, but morally virtuous as well. This is accomplished by honing sapientia et eloquentia – thinking and communicating one’s thoughts – always in the spirit of honesty.

Only through this can magis be achieved. Only in truth can one be the best.

Only through this can cura personalis be practiced. Only in honesty can personal dignity be cultivated.

Ultimately, justice is truth lived out in the context of the community. It is only in truth that we can truly form professionals for others – agents of justice who serve others by respecting, promoting and defending the dignity of the human person, in word and work, and thus contribute toward the development of the nation.

SECTION 2: STUDENT RESPONSIBILITIES AS REGARDS THE PRESERVATION & DEFENSE OF ACADEMIC INTEGRITY

There can be no intellectual life without academic integrity. Thus, it is fundamental that both students and professors be thoroughly truthful in all their academic efforts/work, in recognition of the potential effects of individual acts on the culture ad mores of the community. It is implicit, therefore, in the very act of enrolling at the Loyola Schools, that a student agrees to take on the following responsibilities:

1. It is the duty of all students to maintain the integrity of their work and assure the LS that such work is the product of one’s own actions, reflection and learning.
   1.1 Higher education requires that one go beyond mere repetition of facts or opinions of others. Although one will be exposed to many points of view in the learning process, it is incumbent upon the student, while rooted in the assigned work, to bring one’s own questions, concerns, insights, into the experience.

2. There can be no academic integrity where commitment and rigor are absent. As much as academic integrity involves adherence to principles, it also requires attention to, and action taken as regards, the seemingly minute details of giving acknowledgment where it is due.

   When one does make use of external sources:
   2.1 No matter what the source, it is the student’s responsibility to give complete and accurate credit where credit is due.

      Students are responsible for making themselves aware of and adept at the appropriate convention of documentation for the particular field they are working with.

      Part of benefitting from an Ateneo education is the need to be thankful to others for what one learns, which enables one to contribute further to the field of knowledge.

   2.2 External sources should enrich, not substitute for, one’s ideas.

3. In opportunities for cooperative learning (as with group work/study) a student must always be mindful of his/her own input as well as the final communal outcome.
4. One’s intellectual work should be valued as a part of one’s self. As such, one should not allow it to be used by others in a dishonest manner.

5. It is the moral responsibility of each member of the LS to respond to suspected acts of academic dishonesty through the appropriate and given channels. Acts of dishonesty weaken the community of learners. It is trust that underlies this relationship and any act of cheating corrodes that trust.

SECTION 3: ACTS OF ACADEMIC DISHONESTY

Definition and Examples

The following section elaborates on the different types of academic dishonesty based on those enumerated in the Code of Discipline of the Student Handbook. After each explanation are examples of some instances that constitute offenses in that category. While these sample cases are not meant to be exhaustive, they aim to give the reader a concrete understanding of acts that violate the standards of the Loyola Schools.

A. Dishonest behavior during exams or tests

Examinations and tests call for strict conditions in order to determine what has been learned. Unless explicitly allowed by the instructor, the following behavior is unacceptable and will be construed as “academic dishonesty” whether attempted, failed or consummated:

1. Any form of unauthorized communication
2. Making unnecessary noise (e.g. talking to one’s self)
3. Calling the attention of others; looking at the papers of others
4. Making one’s test paper visible to others
5. Possession, or presence attributed to the person, and/or use of unauthorized notes 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.

Sample Case 1: During a multiple choice exam, a teacher noticed one student murmuring. When confronted, the student claimed to have the habit of reading test questions and the possible answers to herself, but within hearing range of others.

Sample Case 2: A teacher became suspicious of a student who had his collar up during an exam. When he approached the student, he discovered that the student had earphones on. The student claimed that he only used it to block out the noise.

Sample Case 3: A student reported to her teacher that a classmate seated in front of her kept glancing at the papers left behind by the previous class at the chair beside him.

Sample Case 4: While roaming around the classroom, a teacher noticed a piece of paper fall from a student’s desk. They were the notes the student made for the subject. The student claimed, however, that she did not use them. She just forgot to put them away after doing some last minute reviewing before the test papers were distributed.

Sample Case 5: Towards the end of an exam, a teacher noticed a student using her cellphone. When admonished, the student reasoned that she had finished answering the test already.

Note for Students: All exams, whether written or oral, take-home or in-class, should be taken seriously as the teacher’s evaluative tool for the learning that was achieved by each individual student. As such, students should not engage in any behavior that puts to doubt the validity of the results of such evaluation -- as with the access to the assistance of others and/or the presence of tools that could place one in a position of advantage.

B. Plagiarism

Plagiarism is an offense that generally strikes at two important educational values – the value of individual work and respect for others’ intellectual property. When a person fails to give credit to a
source, thereby giving the impression that what is actually a borrowed idea or way of saying things is their own, they commit plagiarism. Specifically, it can take the following forms:

1. Verbatim repetition of someone else’s words without acknowledgement;
2. Presentation of someone else’s ideas without acknowledgement;
3. Paraphrasing, translating, or summarizing someone else’s ideas without acknowledgement;
4. Improper acknowledgement of sources, as with incomplete/imprecise documentation;
5. Having one’s work done by someone else or having one’s work substantially revised by someone else.

It is important to remember that plagiarism is identified not through intent but through the act itself. The objective act of falsely attributing to one’s self what is not one’s work, whether intentional or out of neglect, is sufficient to conclude that plagiarism has occurred. Students who plead ignorance or appeal to lack of malice are not excused. The extent of the plagiarism, whether an entire paper, a single paragraph or a phrase, does not matter; nor does the occasion, whatever the academic requirement (research paper, tests, reports, oral presentation, power point slides, computer programs, illustrations, creative work, etc.). Plagiarism is not restricted to print sources.

Plagiarism, at its core, is an ethical question rather than a legal one. To claim that a work is in the public circulation (e.g. internet) or that permission to use the words or ideas has been granted does not erase the moral imperative that one acknowledge sources.

**Sample Case 1:** Since a student had difficulty with expressing herself in the given (English) language, she decided to use the words in an online article as her own.

**Note for students:** Many students explain that they resort to plagiarism out of a lack of confidence in their own abilities to express themselves. They talk about the difficulties in meeting expectations, and the pressure to produce something excellent, often in comparison to others. And so they choose to parrot someone else’s words instead of settle for their underdeveloped voice. What is often neglected, however, is the fact that the process of experiencing difficulty itself is educational. As such, stumbling upon one’s own ideas and words should be embraced rather than opt for the easy short cut.

**Sample Case 2:** A teacher found that a student lifted one line of a five-page essay from a source without credit.

**Note for students:** Plagiarism is not dependent on the amount of material that is lifted without acknowledgement.

**Sample Case 3:** Assuming that he and his teacher understood each other, a student no longer cited the text he used during an open-notes exam.

**Note for students:** It does not matter whether the assignment is done in class, out of class, for a short period of time, or at length, with open notes or not. If an idea is not one’s own, proper credit must be given to the source.

**Sample Case 4:** Prior to the defense of a student’s research paper, when the reader examined the paper, he found that the footnoted sentences do not pertain to the sources cited.

**Note for students:** Rigor is part and parcel of academic integrity. Even without any intent to deceive, it is the student’s responsibility not to be sloppy in his/her work.

**Sample Case 5:** When a student failed to attend the film-showing in class, she decided to just submit a paper based on online reviews she found about the topic.

**Note for students:** There can be no originality in one’s work if one does not do the assignment in the first place. Even if one successfully restates the ideas in one’s own words, or gives credit to the sources, it is deception to give the impression that the submission is based on the assigned work when it is not.

**Sample Case 6:** A student reasoned that she thought that a footnote at the last sentence of an entire paragraph based on someone else’s idea was sufficient.

**Note for students:** A footnote or parenthetical reference only refers to the sentence it immediately precedes. It cannot refer to the entire paragraph unless one uses a block quote (with quotations marks at the start and end of the entire passage).
Sample Case 7: A student claimed that since he changed some of the original words of a text and the sentence construction, it was no longer necessary to credit the source.

Note for students: Changing some words or the subject-predicate order of the original does NOT make the resulting text one’s own. Credit must still be given to the source.

Sample Case 8: In a reflection paper, a student decided to copy the line of argument of a source, although he changed the exact wording.

Note for students: Plagiarism is not limited to the parroting of words. It encompasses the totality of the author’s intellectual work – including how he/she framed the question, how he/she developed the thesis, as well as his/her style of writing. The bottom line is giving credit where credit is due.

Sample Case 9: For a computer programming assignment, a student copied an existing program on the internet and just changed the subject.

Note for students: Plagiarism is not confined to papers. In the sciences, for example, it often refers to the misappropriation of work processes or ideas. In the arts it can apply to falsely laying claim to creative work.

Sample Case 10: A student asked a friend who she knew to be a good writer to edit her reflection paper. When the revised paper was sent back to her, she was happy with the improvements and passed it as is, failing to realize that the paper contained the reflections of the editor.

Note for students: There is a difference between having someone check one’s grammar and letting them affect the substance of one’s paper. If it is necessary to ask for assistance, it remains the responsibility of the student to check that the identity of the work as a product of one’s own learning is not compromised.

Sample Case 11: For group work, one member contributed plagiarized material when he was absent. During the compilation of the project, the others included it without being critical of the submission, failing to notice the unnatural length and the incompatibility of the writing style.

Note for students: Depending on whether the group members were aware of the plagiarized submission, or were in a position to know, persons other than the author of the plagiarized piece may be charged with the same offense. While there are degrees of culpability, it would be good to remember that it is a student’s duty to be circumspect of everything that one puts his/her name on. Students should also remember that group work is not a simple patchwork of disparate parts.

C. Fabrication or the submission of falsified data, information, citation/s, source/s, or results in an academic exercise

While plagiarism refers to claiming another’s ideas/words as one’s own, fabrication refers to data which are altogether false or fictional.

Sample Case 1: A student submitted a business plan where the survey results were falsified.

Sample Case 2: A reader suspected that the student may have fabricated footnotes to feign scholarship.

Note for students: Fabrication often involves avoiding what is perceived to be an unimportant detail in an assigned task. Rather than take the easy way out, students are encouraged to ask for assistance from the teacher, not just in terms of methodology, but as regards clarifying the importance of the seemingly tedious tasks in the fulfillment of learning objectives.

D. Deception or providing false information to the teacher regarding an academic activity or requirement, for example, providing false information for failure to meet a deadline, or falsely claiming to have submitted work.

Any form of misrepresentation done in the context of an academic exercise that does not fit the first three types falls under this. It involves any attempt to misconstrue the truth, whether by commission or omission.

Sample Case 1: A student asked her classmate to sign her name for the out-of-class activity when she
was absent.

Sample Case 2:  A student falsely claimed to have been summoned by the ADSA Office as a reason why he was late for class.

Sample Case 3: A student claimed to have passed a quiz paper when, in fact, she arrived too late for the quiz.

Sample Case 4: A student failed to come forward and tell the proctor that he was not from that section when attendance prior to a test was being checked.

Note for students: Deceptive acts are frequently committed in relation to evading the perceived negative consequences of the truth. Part of the learning process, however, is learning from the consequences of our actions. It is far graver to resort to dishonesty to cover up the truth than it is to commit a mistake and admit one’s accountability.

SECTION 4:
Handling Cases of Academic Dishonesty

As indicated in Section III.E of the Code of Discipline of the Loyola Schools Student Handbook, “Dishonesty runs counter to the very essence of the Ateneo de Manila as an educational institution. All cases of dishonesty will be treated as major cases.”

Where an objective basis is established that academic dishonesty has been committed, the student/s responsible undergo/es the established due process.

In general, cases of academic dishonesty involve two aspects which affect two parallel processes — the academic and the disciplinary. The academic side may involve the teacher, the department, the ADAA, and the Standards Committee, while the disciplinary is assessed by the teacher, the ADSA, the Discipline Committee, and the Vice President for Loyola Schools. Each track has its own nuances, but shares the same principles regarding (1) objectivity, (2) fairness, (3) the right to be informed, (4) the right to be heard, (5) and the formative nature of the process.

On the academic side, the teacher assesses the violation in relation to class guidelines and policies and ascertains what academic consequences are called for, given the particular requirement and the circumstances.

From the disciplinary point of view, while the objective proof of the offense is the crux of the matter for a formal charge against a student, the disciplinary process as a whole is not devoid of the context or circumstances surrounding an act. The accused is always given the chance to tell his/her story and present his/her side, both in writing and in person. Furthermore, the multi-disciplinary composition of the 10-member Discipline Committee seeks to guarantee the appreciation of the case from multiple and varied perspectives.

The context surrounding a violation, however, does not typically make for exoneration or condemnation. Rather, it enables a more comprehensive understanding of the objective act. Rather than influencing guilt or innocence, context (knowledge, degree of participation, willfulness, etc.) often comes to play as the mitigating or aggravating factors that are assessed in determining the appropriate sanction/s.

It is important to emphasize that the LS does not operate with a formula in determining the sanction for a particular offense. Each incident, violation and person’s unique case is treated on a case-to-case basis. Precedents, however, are examined to address consistency and honor the historicity of discipline decisions.

As a student of the Loyola Schools, one shares in the communal responsibility for the preservation and defense of Academic Integrity. Should one be a witness to such dishonesty, students are expected to report it to their teacher or the Office of the Associate Dean for Student Affairs (located at Room X100, Xavier Hall).
THE ID-WEARING RULE

The Student Identification Card (ID) is non-transferable and is an important component in the Loyola Schools 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 Loyola Schools premises.

A. The following practices are considered minor violations in the use of the ID:
   1. Wearing the I.D. underneath one’s clothing (shirt, jacket, etc.)
   2. Carrying the I.D. inside a personal article, for example, a bag, notebook or wallet

B. The following are considered Major offenses in the use of the ID (meriting a major discipline case):
   1. Tampering with the I.D. Card (*i.e.* defacing ID picture, putting stickers, changing info)
   2. Using another person’s ID or allowing another person to use one’s ID
   3. Making a fake LS Student ID card

C. For one’s protection, the loss of the ID should immediately be reported to the ADSA Office.

D. Students who forget to bring their ID to school should immediately secure a temporary ID from the ADSA office before they engage in any school activity. Failure to do so will incur an irrevocable ID-wearing violation when apprehended by campus security personnel.

E. Students who lose their ID should proceed to the ADSA office to check if their ID has been recovered. If not found after two (2) days, a replacement ID must be applied for. Follow the procedure in securing a new Ateneo ID card found in the Various Non-Academic Procedures Section of the handbook (p. 78).

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 designated ADSA personnel only. The sticker should be of the current semester for the ID to be considered valid. A minor violation is incurred when the ID is not validated after the specified deadline announced each semester for the registration procedure.

PENALTIES FOR ID-RELATED VIOLATIONS

The following are the sanctions for each violation related to the student ID:

1. Late ID Application: 2 hours of community service
2. Late ID Validation: 2 hours of community service
3. ID Wearing Violation Sanctions: Please refer to Section IV-A of the Code of Discipline

LOYOLA SCHOOLS DRESS CODE

In accordance with the *Implementing Guidelines of the Loyola Schools Dress Code*, released by the Office of the Vice President for the Loyola Schools last 6 December 2007, students are expected to dress simply, appropriately, and decently at:

1. all official functions and events of and in the Ateneo de Manila University, including commencement exercises, convocations, conferences, receptions, and assemblies;
2. the offices of all Ateneo administrators (Heads of offices of Central Administration and the school units; Heads of auxiliary units, affiliated units, and centers; Department Chairs and Program Directors), as well as any meetings, appointments, or transactions with Ateneo administrators

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16 The deadline for ID application is the last day of late registration

17 The deadline for ID validation is the last day of registration

18 See Appendix: Implementing Guidelines on the Loyola Schools Dress Code p. 104
outside of their offices;
3. all LS Administrative offices, including adjacent corridors and waiting areas;
4. the Rizal Library and the Ateneo Art Gallery;
5. the Registrar’s Office;
6. all events and activities in major Audio-Visual Rooms, such as the Irwin Theater, Faura AVR, Escaler Hall, and Leong Hall Auditorium;
7. all functions, events, and activities where the Ateneo de Manila University is represented, except those that clearly require other attire, such as in sports tournaments.

Schools or Departments may also come out with more specific guidelines for implementation in their respective areas of jurisdiction.

Sanctions for Violations of the LS Dress Code

Sanctions are specified in Section IV-A of the Code of Discipline

RIZAL LIBRARY RULES AND REGULATIONS FOR STUDENTS

1. The user community
   Only students, faculty, staff, alumni, administrators, and officials of the Loyola Schools and the Ateneo de Manila University (ADMU) may use the library upon presentation of a valid identification card. Grade school students are not allowed to use the facilities, except during pre-arranged visits. High school students from ADMU may use the library upon presentation of their valid school ID, while high school students from other schools must bring a letter of introduction from the librarian of his/her institution. Researchers from other institutions may use the library upon payment of a nominal fee and presentation of a valid ID and/or a letter of introduction from the librarian of his/her institution.

2. Entry
   Students are required to present their IDs upon entry to the library. IDs must be worn within the library premises and presented for all transactions in the library. The Library Director or any member of the staff has the right to request any person within the premises of the library to present his/her ID or to confiscate it for violation of library rules. The ID is the document that allows users to enter the library and use its resources and services. Anybody found without a valid ID may be requested to leave the library premises and anybody caught using the ID of another person to gain entry into, borrow materials from, or avail themselves of the services of the library may be recommended for disciplinary action.

3. Departure
   Before leaving the library, students should make sure that the library materials they are taking out have been borrowed using the appropriate procedures. Unauthorized extraction of library materials is considered theft and subject to disciplinary action.

4. Borrowing
   Only students of the Loyola Schools who are currently enrolled may borrow materials from the library upon presentation of a valid identification card. Only resources from the circulating collection, as well as the multimedia and reserve materials, may be borrowed for home use. Other resources may be used only within the library.

   The number of books that may be borrowed and the duration of the loan depend on the classification of the user. The user is accountable for the materials s/he borrowed.

   Number of Books, Loan Period, and Overdue Fines

<table>
<thead>
<tr>
<th>Type of Material</th>
<th>Number</th>
<th>Loan Period</th>
<th>Fines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulating Collection</td>
<td>15</td>
<td>2 weeks</td>
<td>P5.00/day</td>
</tr>
<tr>
<td>Multimedia Resources</td>
<td>1</td>
<td>Overnight</td>
<td>P50.00/day</td>
</tr>
<tr>
<td>Reserve Books</td>
<td>3</td>
<td>Library use only</td>
<td>P10.00/hour</td>
</tr>
<tr>
<td>Filipiniana</td>
<td>3</td>
<td>Library use only</td>
<td>P10.00/hour</td>
</tr>
</tbody>
</table>
5. Offenses and Penalties

Minor offenses may merit a warning, fine, suspension of library privileges, and/or community service within the library. Minor offenses include, but are not limited to:

• Unnecessarily loud conversations, noisy or boisterous activities, and unauthorized use of communication and entertainment devices
• Public displays of affection, aggressive and unruly behavior, and other actions that disrupt the normal operation of the library, or distract library users from their studies
• Unwarranted opening of emergency exits, improper disposal of trash, and other actions that may inconvenience library users

Penalties/Disciplinary Action

• First offense: The student will be warned not to commit the same offense again. His/her name and ID number will be recorded and filed for future reference.
• Second offense: The offense will be referred to the Library Director, who will warn the student about the consequences of committing the same offense again.
• Third offense: The offense will be referred to the Associate Dean for Student Affairs (ADSA), who will conduct a thorough investigation and impose the appropriate penalty.

Major offenses merit immediate disciplinary action. Major offenses include, but are not limited to:

• Dishonesty or cheating, such as borrowing another student’s ID to enter the library or borrow library materials, and unauthorized extraction of library materials
• Eating, drinking, and smoking in the restrooms, reading, shelving, and service areas
• Marking and/or tearing pages from books and periodicals, and other actions that may cause damage to library materials
• Marking and defacing the library and its furniture and equipment, and other acts of vandalism
• Stealing cell phones, wallets, and other property of the library, library users, and staff

Penalties/Disciplinary Action

A major offense is immediately referred to the Associate Dean for Student Affairs, who will conduct a thorough investigation and impose the appropriate penalty or disciplinary action.

Other Offenses and Corresponding Penalties

• Loss of book. The student is required to pay the fines incurred before the book was reported lost, the cost of the replacement copy, and processing charges. If the book is found and returned by the student before a replacement copy is purchased, only the cost of the replacement copy will be reimbursed. If, however, a replacement copy has already been purchased, the student will not be reimbursed.
• Some areas of the library have specific rules regarding behavior that may be considered a major or minor offense. Appropriate penalties/disciplinary action will be imposed.

LOYOLA SCHOOLS NO-SMOKING POLICY

The Loyola Schools is committed to provide a healthy learning and working environment for students, faculty, administrators and staff.

AIMS OF THE POLICY

The policy seeks to:

• Guarantee a healthy working environment and protect the current and future health of students, faculty, staff and visitors.
• Comply with the provisions of R.A. 9211 which prohibits smoking in public places including schools, colleges and universities.

DEFINITION

The No Smoking Policy covers all types of burnt and smoked products including cigarettes, tobacco
and non-tobacco cigarette products.

RESTRICTIONS ON SMOKING
Smoking is not permitted in any Loyola Schools premises* or grounds at any time, by any person regardless of their status or business** in the University.

*Vehicles
Smoking is not permitted in any vehicle when within Loyola Schools premises.

**Visitors
All visitors, contractors and delivery personnel are likewise required to abide by the no smoking policy. Security guards and Loyola Schools personnel are expected to inform visitors of the no smoking policy. However, they are not expected to enter into any confrontation with the smoker.

NOTIFICATION
Appropriate signages to indicate that the Loyola Schools has a no smoking policy are put up in conspicuous places so that everyone is duly informed.

DISCIPLINARY ACTION
• Students who disregard this policy will be disciplined according to school policy. (Sanctions specified in Section IV-A of the Code of Discipline)

• All violators are also subject to fines stipulated in the Guidelines on the Implementation of Republic Act 9211 in the Loyola Schools as follows:

  a. For the first offense, a fine of five hundred pesos (Php500.00)
  b. For the second offense, a fine of one thousand pesos (Php1,000)
  c. For the third offense, and offenses thereafter, a fine of five thousand pesos (Php5,000)

• Visitors are not exempted from this rule. Repeated violations may cause the visitor to be banned from campus.

MONITORING AND REVIEW
Compliance with the no smoking policy will be monitored by the Office of the ADSA.

PENALTIES FOR CAMPUS TRAFFIC/PARKING VIOLATIONS
The University grounds are private property, giving the University the right to take action against violators of the traffic and parking regulations. Please remember that driving and parking of a motor vehicle on campus is a privilege, which may be withdrawn at any time by the Ateneo de Manila University. The Ateneo de Manila is a pedestrian-friendly campus. It is expected that everyone within the University premises abide by the traffic rules and regulations found in the primer distributed by the University Physical Plant office. The following are the sanctions for the corresponding violations:

**TRAFFIC**
1. RECKLESS DRIVING P 1,000
2. DRIVER’S LICENSE: Driving on campus without valid driver’s license P 2,000
3. OBSTRUCTING TRAFFIC: Driving against the traffic or blocking traffic P 1,000
4. FAILURE TO GIVE WAY TO PEDESTRIANS P 1,000
5. SMOKE BELCHING P 500
6. JAYWALKING P 500
7. DRIVING VEHICLE ON SIDEWALKS AND WALKWAYS P 1,000
8. LOADING AND UNLOADING IN DESIGNATED NO LOADING AND UNLOADING ZONE P 1,000
PARKING
1. Unauthorized overnight parking on campus
   (Parking after 12:00 midnight without prior permission from Security)  P 3,000
2. Running the engine while parked  P 2,000
3. Leaving vehicle unlocked while parked  P 2,000
4. Parking in No Parking zone  P 1,000
5. Parking on sidewalk and driveway  P 1,000
6. Parking in reserved areas  P 1,000
7. Improperly parked vehicle (vehicle occupying two parking slots)  P 1,000

GATE PASS STICKER
1. FAKE/ALTERED GATE PASS STICKER  P 5,000
2. GATE PASS STICKER DISPLAYED not for vehicle for which it was issued  P 3,000
3. GATE PASS STICKER not attached on the windshield  P 1,000

OTHERS
1. Discourtesy/verbal abuse towards other drivers, students, pedestrians, traffic enforcers  P 2,000
2. Vandalism, removal or defacement of street signs  P 1,000

The University’s traffic and parking rules are designed to create a safe environment for pedestrians, bicyclists and motorists, and to provide for the community’s daily transit needs. Please cooperate and help protect life and property.

Students whose names are registered upon application of the University gate pass are accountable for the violations imposed upon their registered vehicles notwithstanding who the driver of the vehicle may be. The penalty is the burden of the student, not of drivers or parents. Students should settle their traffic/parking violations at the ADSA office immediately after they receive the violation ticket. The process can be found in the Various Non-Academic Procedures Section of the handbook (p. 79).

VEHICLE GATE PASS APPLICANT’S PLEDGE

In view of my application, I pledge to:

1. Ensure that my vehicle meets the exhaust emission standards certified by a government accredited exhaust emission test center and to comply with periodic exhaust emission tests as may be required on campus during the school year.
2. Ensure that a driver with a valid driver’s license operates my vehicle.
3. Instruct the driver to strictly observe Ateneo traffic/parking rules and regulations.
4. Instruct the driver not to drink intoxicating liquor or gamble or engage in inappropriate behavior while inside the campus. (Penalty P 2,000)
5. Attach the gate pass sticker to the driver’s side of the front windshield of my vehicle with the full knowledge that the gate pass sticker is non-transferable and specifically for the vehicle described above.
6. Promptly pay the P1000 Penalty if the gate pass is not attached to the windshield.
7. Pay the P3000 penalty if the gate pass sticker is used on another vehicle other than the one described above.
8. Promptly pay the fine for traffic and parking violations I or my authorized driver may commit.
9. Notify the Facilities Management Office of a) change of license plate number, b) change of vehicle ownership, and c) vehicle repair or alteration.
10. Face possible administrative or disciplinary sanctions in the unit concerned in the event of multiple offenses committed within the fiscal year.

I also acknowledge receipt of a copy of the Ateneo Traffic/Parking Rules and Regulations with the schedule of violation penalties.

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19 This is found in the Ateneo Gatepass application form (p. 111)

2013 Graduate Student Handbook
Policy Statement on Sexual Harassment

The Loyola Schools of the Ateneo de Manila University believes that every member of the academic community must be treated with respect and dignity in accordance with Christian values. Sexual harassment impairs the pursuit of the ideals of the Loyola Schools of the Ateneo de Manila University. The Ateneo University regards sexual harassment as unacceptable behavior, because it is a violation of the foregoing policy and the Sexual Harassment Act of 1995.

Any administrator, faculty member, employee, or student who engages in sexual harassment is subject to disciplinary action, which may include termination of employment or dismissal.

Rules and Regulations Implementing the Anti-Sexual Harassment Act of 1995

Pursuant to the provision of Section 4 of Republic Act No. 7877 entitled “Anti-Sexual Harassment Act of 1995”, the following rules and regulations are hereby promulgated for the purpose of prescribing the proper decorum for administrators, faculty members, employees, and students of Loyola Schools of the Ateneo de Manila University and for the resolution, settlement, and disposition of cases of sexual harassment.

RULE I.
DEFINITION OF TERMS

Section 1. Definition of Terms. As used in the Rules and Regulations, the following terms shall mean and be understood as indicated below:

a. **Loyola Schools** refers to the College and Graduate School of the Loyola Schools of the Ateneo de Manila University.

b. **Vice President** refers to the Vice President for the Loyola Schools of the Ateneo de Manila University.

c. **Administrator** refers to the Vice President, Deans, Associate Deans, Heads of Administrative Offices, Department Chairs, and Program Directors.

d. **Faculty Member** refers to any member of the faculty of Loyola Schools of the Ateneo de Manila University, whether on a full-time or part-time basis, and shall include any lecturer in classes entrusted with the supervision or training of students.

e. **Professional** refers to non-teaching personnel of the Loyola Schools that are responsible for providing specific student services for the needs and welfare of the students.

f. **Employee** refers to the non-teaching personnel belonging to the administrative, secretarial, and maintenance staff of the Loyola Schools including casuals, contractuals, etc.

g. **Student** refers to any person officially enrolled in Loyola Schools of the Ateneo de Manila University either as a student in the regular/special course, whether in a credit or audit basis, part-time or full-time, or thesis writer.

h. **Applicant Employee** refers to a person seeking employment in Loyola Schools of the Ateneo de Manila University.

i. **Applicant Student** refers to a person seeking admission in the Loyola Schools of the Ateneo de Manila University as a student in the regular and special courses.

j. **Complainant** refers to any administrator, faculty member, employee, applicant employee, student or applicant student who claims that an act of sexual harassment has been committed.

RULE II.
COVERAGE

Section 1. **Officials and Employees**. These Rules and Regulations shall apply to any administrator, faculty member, non-teaching personnel, or applicant employee of the Loyola Schools who complains of or against whom a complaint for sexual harassment is filed.
Section 2. **Students and Applicant Students.** These Rules and Regulations shall also apply to students and student applicants who complain of sexual harassment committed by any administrator, faculty member, employee, or student.

Section 3. If it is the Vice President who complains of or against whom a complaint for sexual harassment is filed, the case shall be referred to the University President.

### RULE III.
**SEXUAL HARASSMENT**

Section 1. **Persons Liable.** Sexual harassment is committed by an administrator, faculty member, student, or against someone over whom he or she has authority, influence or moral ascendancy, whether or not the demand, request, or requirement for submission to any act of sexual harassment is accepted by the alleged victim.

Section 2. **Other Parties Liable.** Any person who directs or induces another to commit any act of sexual harassment under Section I or who cooperates in the commission of any such act, without which such act would not have been committed, shall also be liable for sexual harassment.

Section 3. **Acts of Sexual Harassment in Employment.** Sexual harassment is committed in a work-related environment whether or not the demand, request, or requirement for submission is accepted by the alleged victim, when:

a. A sexual favor is made as a condition in hiring or in the employment, re-employment, or continued employment, or in granting favorable compensation, terms, conditions, promotion, or privilege, and any other terms or condition of employment
b. The refusal to grant a sexual favor, demand, request or requirement results in limiting, segregating, or classifying an administrator, faculty member, employee or applicant employee which in any way will discriminate against, deprive or diminish the employment opportunities or otherwise adversely affect the alleged victim
c. The above acts will violate or impair the rights or privileges of the victim under existing labor laws
d. The above acts will result in an intimidating, hostile, or offensive environment for the victim.

Section 4. **Sexual Harassment against Students and Applicant Students.** Sexual harassment is committed against a student or applicant student, whether or not the demand, request, or requirement for submission is accepted by the victim, when:

a. The act of sexual harassment is committed against one who is under the care, custody, or supervision of the offender
b. The act of sexual harassment is committed against one whose education, training, apprenticeship, or tutorship is entrusted to the offender
c. A sexual favor is made a condition for admission to the school’s regular or special courses; to the giving of a passing grade, or a higher grade; granting of honors and scholarships; the payment of a stipend; allowance or other benefits, privilege or consideration; the recommendation or appointment of a student as an officer of a student organization engaged in extracurricular activities; or for graduate studies or for employment; the approval of a thesis or the recommendation that a grade of a student be considered
d. The above acts will result in an intimidating, hostile or offensive environment for the victim.

Section 5. **Place of Commission.** Sexual harassment may be committed in any work or education environment. It may include, but is not limited to, the acts of sexual harassment committed:

a. Within or outside the campus
b. At the school or training-related or education-related social functions
c. In the course of work assignments or course assignments outside the campus
d. During work-related, training-related or education-related conference, seminars, studies or sessions
e. During work-related, training related, or education-related travel.
RULE IV.
FORMS OF SEXUAL HARASSMENT

Acts of sexual harassment. Sexual harassment may be committed in any of the following forms:

a. Overt sexual advances
b. Unwelcome or improper gestures of affection
c. Request or demand for sexual favors including but not limited to going out on dates, outings, or the like for the same purpose
d. Any other act or conduct of a sexual nature or for purposes of sexual gratification.

RULE V.
PROCEDURE

Section 1. The Office of the Vice President for the Loyola Schools will receive all complaints regarding alleged sexual harassment in the Loyola Schools, subject to the limitation of Section 3 of Rule II.

Section 2. The Vice President will then constitute a Committee to investigate and hear the case, to prepare and submit reports, and to recommend a course of action. The Committee shall have at least five members representing the different sectors of the LS Community.

Section 3. The Committee shall promptly, thoroughly and fairly investigate the complaint, submit a report and recommend a course of action to the Vice President.

Section 4. The Vice President shall decide on the case.

Section 5. The decision of the Vice President may be appealed to the President of the Ateneo de Manila University whose decision shall be considered final.

Section 6. The proceedings of all sexual harassment cases shall be private and confidential.

RULE VI.
EFFECTIVITY

These Rules and Regulations shall take effect upon approval of the Vice President.
SECURING A CERTIFICATE OF GOOD MORAL CHARACTER (CGMC)

Various circumstances or organizations require students to submit a Certificate of Good Moral Character. These range from job practicum in companies to applications to other schools. The Office of the Associate Dean for Student Affairs (ADSA) issues the Certificate of Good Moral Character to students who have not been found guilty of major violations of the Code of Discipline.

Following is the process for securing a Certificate of Good Moral Character:

1. Accomplish the CGMC Request Form from the Office of the Associate Dean for Student Affairs (ADSA)
   a. Print name, year & course and ID number legibly
   b. Indicate the purpose of the request
   c. Indicate number of copies requested
2. Proceed to the Cashier’s Office to pay the processing fee (P10.00)
3. Claim the CGMC from the ADSA Office after three working days by presenting the official receipt of payment.
4. Requests may be made by email. Send request containing the information in Item #1 above to adsa.ls@ateneo.edu and confirm the request by calling or sending a text message to the ADSA Helpline – 0920-914-2372. E-mailed requests still have to be claimed at the ADSA Office.

REPORTING THEFT OR LOSS OF PERSONAL BELONGINGS

The Office of the Associate Dean for Student Affairs assists students in security-related incidents such as theft, etc. It coordinates with the Facilities Management Office (FMO) and the Office of Administrative Services (OAS) in securing needed action such as an investigation or the apprehension of suspects. Security personnel in the Loyola Schools are under the supervision of the OAS while those operating outside the physical boundaries of the Loyola Schools are under the supervision of the FMO.

To report theft or loss of personal belongings:

1. Secure and accomplish a Theft Report Form from the ADSA Office or photocopy the sample found on page 110 of this Student Handbook.
3. Submit the accomplished form to the ADSA Office.
4. Wait for developments on investigation, and file necessary case of theft when necessary. Or you may follow up on occasion with the ADSA Office.

ID REPLACEMENT/TEMPORARY ID

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

If your ID is damaged, get an ID replacement immediately from the ADSA Office.

Students are advised to take good care of their Ateneo ID and ensure that it is not used by others, damaged or lost.

Penalties for Lost or Damaged ID

In the event that the ID is damaged or lost, the following penalties apply:

1. Lost ID
   a. First instance: P 300.00
   b. Second instance: P 500.00
c. Third instance: P1,000.00

d. Aside from the fine, the student must also submit a letter of explanation addressed to the Associate Dean for Student Affairs, on how the ID was lost

2. Damaged ID

a. A fine of P100.00 will be charged for IDs that are damaged through the negligence of the student.

b. IDs with damage brought about by normal wear and tear, e.g. fading ink, will be replaced without cost.

c. IDs with defective barcodes will be replaced without cost.

**Procedure for Applying for a Replacement ID Due to Loss**

1. Submit a formal letter to the ADSA Office explaining how the ID got lost. A Charge Slip will be issued to the requesting student.

2. Pay the necessary amount at the Cashier’s Office

3. Present official receipt of payment to the ADSA Office. A temporary ID will be issued to the student until the new ID is available.

4. Pick up the new ID after 1 to 2 work days.

**Procedure for Applying for a Temporary ID**

When an ID is forgotten, obtain a Temporary ID immediately from the ADSA Office. A Temporary ID/Certification may be obtained from the ADSA Office if one’s ID is only temporarily unavailable, for example, if it was inadvertently left at home. A Temporary ID is valid only for one day, unless otherwise specified by the ADSA. A Temporary ID is issued after payment of a P30.00 fine.

To apply for a temporary ID:

1. Request for a Temporary ID from the ADSA Office and present any other valid ID (with photo and signature, for example, a driver’s license).

2. A Charge Slip will be given to the student to facilitate payment.

3. Pay the necessary amount at the Cashier’s Office.

4. Present the Charge Slip and the official receipt of payment to the ADSA Office to claim the Temporary ID.

**HANDLING TRAFFIC/PARKING CONCERNS**

The Office of the Associate Dean for Student Affairs (ADSA) acts in cooperation with and in support of the offices directly concerned with student security and campus traffic, namely, the Office of Administrative Services of the Loyola Schools, the Facilities Management Office and ADMU Campus Security.

**Campus Traffic Support**

1. **Handling Vehicular Accidents**
   The members of the Ateneo community are encouraged to practice honesty, responsibility and care for the other in handling vehicular accidents.
   
   a. Vehicular accidents inside the campus involving Loyola Schools students and/or their vehicles must be reported to campus security personnel for processing, investigation and documentation. Campus security coordinates with the ADSA Office to ensure that the welfare and rights of all parties concerned are safeguarded and appropriate sanctions are imposed.
   
   b. In cases involving collision with another vehicle, an amicable settlement, after proper and thorough documentation, is desired.
   
   c. 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 Loyola Schools Office of Health Services (infirmary) located at the Ground Floor of the Social Sciences Building.

2. **Settling Traffic/Parking Violations**
   
   a. To settle Traffic/Parking violations, the student first reports to the Office of the Associate Dean for Student Affairs. Each violation is assessed a fine.
i. In case of protest, the student may submit a written appeal addressed to the ADSA and submits it within ten (10) calendar days of committing the violation.

ii. An interview of concerned parties shall be conducted by authorized ADSA personnel. Ocular inspections are conducted as needed.

iii. The Associate Dean for Student Affairs decides on all protested cases.

b. The fourth violation, and subsequent violations, within a school year are automatically converted into a Major Offense and are forwarded to the Committee on Discipline for hearing and deliberation.

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

3. **Securing Temporary Gate Pass/Parking Pass**

Students may request the ADSA Office for Temporary Gate Passes or Parking Passes under extraordinary circumstances. Requests may be granted on a case-to-case basis after assessment by the Associate Dean for Student Affairs.

**Circumstances Accepted for the Issuance of a Temporary Gate Pass/Parking Pass**

**Temporary Gate Pass:**
- Vehicle with Ateneo gate pass needs repair
- Emergencies and other reasons assessed as valid by the ADSA

**Temporary Parking Pass**
- Student is injured or physically-challenged and requires parking near the classroom buildings
- Security and other reasons assessed as valid by the ADSA

**Procedure for Securing a Temporary Gate/Parking Pass**

Students are required to submit the following documents to the ADSA Office:

**For a Temporary Gate Pass:**
- Certification of vehicle repair (by a legitimate car repair shop)
- Letter of Request from the parent of the [requesting] student
- Other relevant documents in support of the request, for example, a Police Report

**For a Temporary Parking Pass:**
- Letter of Request from the parent of the requesting student
- Other relevant documents in support of the request, for example, doctor’s certification

**HANDLING EMERGENCY CASES**

1. **Notification System**

During or beyond office and class hours

a. Emergency assistance can be requested by a student from a faculty, staff, maintenance personnel or security guard. The person/s at the scene of the incident assesses the nature of the injury and reports via telephone or radio transceiver to:

**Emergency contacts**

Assistant Dean for Student Affairs (ADSA) Helpline – 0920-9142372
Ateneo University Campus Security – 426-6001 loc. 4111 / 4115 / 426-5930
Campus Emergency Hotline – 426-5930
b. The ADSA or Security officer ensures that the Campus Emergency Team and concerned parties are informed simultaneously:
   - LS Office of Health Services
   - LS Office of Guidance and Counseling (for emotional/psychological emergencies)
   - Campus Security ie. traffic assistance. Police assistance when directed by ADSA or FMO.
   - ADAA (for information dissemination to faculty)
   - Parents or guardian

2. Medical Assistance protocol
   a. In case of minor injury or illness, bring the patient/victim to the nearest Infirmary or Office of Health Services. Inform the ADSA by local 5020/5021 or through the Helpline. ADSA will inform the class teacher/moderator, parents as soon as possible.
   b. If serious injury or illness occurs on campus, dial 4911 immediately. Give your name; describe the nature and severity of the medical problem and campus location of the victim/patient.
   c. In case of serious injury/sickness, quickly perform the following steps:
      i. Immediately report to nearest security personnel to report to ADSA and Loyola Schools Office of Health Services.
      ii. Keep the victim still and comfortable. DO NOT MOVE THE VICTIM.
      iii. Ask the victim: “Are you ok?”, “How do you feel?” and “What is wrong?”
      iv. Control serious bleeding by applying direct pressure on the wound.
      v. Continue to assist the victim until help/ambulance arrives.
   d. ONLY TRAINED PERSONNEL SHOULD PROVIDE TREATMENT (eg. artificial respiration, first aid, CPR)
   e. If patient/victim is stable but needs to be treated in a hospital, parents must be informed and asked for their hospital of choice. It is the on-campus doctor's judgment call if the patient needs subsequent treatment.
   f. A campus personnel should escort the victim/patient to an outside medical facility and stay with him/her until parents or guardian arrives.
   g. If patient is unstable, contact local 4111 (during office hours or beyond) and request for an ambulance for transport to Quirino Memorial Medical Center (QMMC) or the Medical City with a doctor or certified medical attendant.
   h. The Office of Health Services should inform the hospital for coordination.
   i. The onsite coordinator (ADSA / Campus Security) should inform the other concerned offices, faculty and parents or guardian.

FACILITIES AND EQUIPMENT RESERVATION POLICIES AND PROCEDURES

A. General Reservation Policies for all LS Facilities

1. Reservations will be entertained on a first-come, first-serve basis.
2. To avail of appropriate venues for your activities, you may submit requests as early as one (1) month before the day of the activity and at the latest, two (2) clear working days* before the day of the activity.

*Example: If you wish to reserve a venue for Thursday, request should be made, at the latest, by Monday.

Important Note: LATE REQUESTS WILL NOT BE ENTERTAINED.

3. Please make sure that ALL necessary fields in the form have been completely filled out and all applicable documents (i.e. layout, program flow, FQA approval, list of outsiders and vehicle plate numbers, list of additional equipment that will be brought in, etc.) have been attached to the request form upon submission. INCOMPLETE FORMS WILL NOT BE ACCEPTED.
4. No certificate, no reservation.

5. Only one reservation for facility and/or equipment is allowed per given timeslot for class, department or student organization activities except for class/ department/ organization-sponsored activities that will require multiple use of venues/equipment.

6. The Loyola Schools facilities are open for reservation of the Ateneo community [i.e. (1) LS Departments, Offices, Centers, Affiliated Offices, Student Organizations (2) Institutional partner/member organizations (3) Outreach Partners (4) Other University Units (4) Alumni and Other Units’ Parents’ Association/Group]. However, priority is given to LS offices, departments and student organizations. All requestors should submit LS Facilities / Equipment Reservations Submission Form completely and within the prescribed submission period.

7. Requests over the telephone or email will not be entertained.

8. LS facilities may be reserved for a maximum of five (5) consecutive days subject to review.

9. 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.

10. No food and drinks are allowed inside the classrooms, lecture halls and audio-visual rooms and auditorium. You may use nearby foyers for dining subject to availability and approval.

11. All activities with 50 or more participants that involve food serving is required to comply with the AEMC guidelines and should secure the required FQA approval. No FQA approval slip is considered incomplete and will not be accepted.

**Important Note:** As a standard procedure, **FQA APPROVAL SHOULD BE SECURED PRIOR TO RESERVATION OF FACILITIES.**

12. The following are not allowed for outdoor use:
   a. Audio-visual equipment
   b. All wooden fixtures (i.e. tables, rolling boards, exhibit blocks, lectern, etc.)
   c. Iwata Fans

13. The allowed maximum sound output for all activities/ venues is 75 decibels only (not stronger than a “karaoke”).

14. All activities with outside guests (i.e. participants, speakers, suppliers, etc.) are required to submit a complete list of outsiders including vehicle plate numbers to OAS together with the request to ease up processing and approval. Those that may have difficulty getting the details of outsiders for early submission will be accommodated and allowed to submit 2 days before the event at the latest.

15. All passageways, doorways, hallways, walkways, driveways, PWD (Persons with Disabilities) ramps and Emergency Exits should be kept open / accessible at all times. Set-up / activities along these areas are strictly not allowed.

16. In reference to Article II Section 2, item c.iii of the Magna Carta of Undergraduate Student Rights:

   “Regular classes shall not be scheduled during co-curricular activity hours prescribed by the Office of the Associate Dean for Academic Affairs.”

Only during the Moratorium Period for Student Activities (within the 2 weeks prior to final exams) should requests for facilities during Mondays and Fridays from 4:30PM-6:00PM may be allowed.

17. All classes, exams or any required academic activities during the co-curricular activity hours are required to seek approval from the Associate Dean for Academic Affairs (ADAA). The ADAA approval should be attached to the request form upon submission within the provided period.

18. All requests for use of the Loyola Schools’ facilities and equipment are subject for review. Approval of the Office of Administrative Services (OAS) is based on the guidelines set and will take into consideration the nature of the activity, the noise level, set-up and the number of attendees.

19. Please refer to the detailed policies / guidelines on the use of special venues in the Loyola Schools (i.e. Leong Hall Auditorium and Roofdeck, Escaler Hall, MVP-CSL Roofdeck and West Basement Lobby,

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Ching Tan Room, etc.) on the Loyola Schools Facilities and Equipment Guidebook from the Office of Administrative Services (OAS).

20. For cancellation of approved reservations, all Certificates of Reservation are to be returned with notation to cancel and signature at least 2-days in advance. Failure to do so will be reported to the Office of the Vice President for the Loyola Schools (OVPLS) or Dean’s Office or Office of Student Activities (OSA).

21. Applicable rates apply for the use of facilities / equipment / utilities for activities under Category B of the Categories of Charging.

22. Requests will be entertained during:

   Mondays to Fridays  9:00AM to 11:00AM
                      1:30PM to 4:00PM
   Saturdays        9:00AM to 11:00AM

B. Students’ Reservation Procedures

You can view facilities and equipment’s availability online via Internet by logging-on to www.ateneo.edu/oas.

Procedure

1. Check availability of the facility or equipment on-line.

2. Once a suitable/ available facility/equipment is found, fill out the necessary form i.e. LS Facility and Equipment Request Form (short form/ request slip) or LS Facilities / Equipment Reservations Submission Form (long form/ checklist) complete with all necessary documents (i.e. program flow, layout, etc.)

3. Secure the necessary endorsements / signatures as follows prior to submission of request:

   • For classes: Faculty or Department Secretary (in the absence of Faculty)
   • For organizations: Office of Student Activities (OSA) Professional or Staff, Ground Floor, MVP-CSL Building

Other endorsements / signatures are required (aside from the abovementioned) from the respective office in charge of the following facilities:

   • Gonzaga Hall Fine Arts Annex Facilities: Fine Arts Program, 2nd Floor, Gonzaga Hall
   • De la Costa Consultation Rooms 1-3, 5 & 6: SOH Dean’s Office, Ground Floor, De la Costa Hall
   • SS280: Communications Department, 3rd Floor, Social Sciences Building
   • MVP Basement: Loyola Schools Bookstore, Lower Ground Floor, MVP-CSL Building
   • For activities with food that will be consumed during the activity / event within Loyola Schools with at least fifty (50) participants, go to the Food Quality and Assurance (FQA) Supervisor (at the Office of Health Services, Ground Floor, Social Sciences Building) for approval of the food / menu. An approval slip will be given and should be attached to the request form upon submission to OAS. FQA approval should be secured prior to reservation of facilities.

4. Once endorsed by necessary signatories, return to OAS for online encoding of request. For successful online request, you will be given a Request Number. Write the Request Number/s on the space provided on the request form.

   NOTE: This is ONLY a Request Number. It does NOT guarantee approval. Your request will be processed as soon as you submit your properly filled-out Reservation Form to the Reservations Coordinator at the OAS Reservations window.

5. Submit your request form to the Reservations Coordinator for screening. All incomplete forms will be returned.
Important Note: Please make sure that all necessary fields have been completely filled out and all necessary documents have been attached. **Incomplete request will not be accepted.** Indicate N/A for item/s that is/are not applicable to your request.

6. Over the window approval/disapproval may be issued right after review for those requests with simple requirements. Those with complex requirements and considered major/big events may require longer processing time of at least 2 clear working days.

**Important Note:** REQUESTS MADE ARE NOT GUARANTEED UNLESS ISSUED A CERTIFICATION OF RESERVATION. You will need the Certification of Reservation to ensure that there are no conflicts for your reservation and/or to claim the equipment you requested. For requestors who submitted the long form, you will be given an approved copy (photocopy) of your request. This certificate must be presented to the maintenance personnel, the AV technician and/or the security guards for validation in the use of venue/release of equipment.

**STUDENTS’ RESERVATION PROCEDURE**

**GUIDELINES IN USING THE ROVING AUDIO-VISUAL EQUIPMENT**

The following basic roving Audio-Visual Equipment are available for use:

a. LCD Projector  
b. Projection Screen  
c. Microphone  
d. Mipro Portable Microphone  
e. Microphone stand  
f. Karaoke  
g. Portable Speaker
In order to ensure the security and efficient use of these equipment, certain guidelines should be followed:

1. Priority of use is given to the academic and non-academic activities of the Loyola Schools’ community.

2. Audio-visual equipment are not allowed for outdoor and out of campus use.

3. Only one of each type of equipment is allowed per given timeslot per venue for class, department or student organization-sponsored activities.

4. For tracking purposes, report to Escaler Hall or Faura AVR Technicians or OAS any malfunction or problem encountered on the projector and its accessories during class / request period.

5. Any loss, damage, or delay in return of the borrowed equipment will be considered a violation and the requestor may be subjected to corresponding disciplinary measure/s. As the Student Handbook 2010, Code of Discipline states:

   Section I-I.1 “It is the responsibility of students to take care of school property… Students who use or access the property of the school or of others without prior authorization shall be subjected to disciplinary measures.”

   Section III-C.4 states the offense as: “Offenses Against Property – Instigating and/or engaging in activities resulting in damage to school property.”

6. If the faculty or staff loses, damages or is unable to return the roving LCD unit and its accessories within the reserved time, this will be reported to his/her Dean’s Office or the VP’s Office.

**Reservation Procedures**

**A. For one time use only**

1. View the availability of the roving AV equipment online by logging on to w3.admu.edu.ph/internal/oas

2. Fill out the Request Form and secure the necessary signature/s as follows:
   a. For classes: Faculty or Department Secretary (in the absence of the faculty)
   b. For organizations: Office of Student Activities (OSA)

3. Go to OAS and request it online. Write the request number/s on the space provided for.

4. Submit your request form to the Staff in the OAS Reservations windows for approval and wait for your Certification of Reservation.

   **Important Notes:**
   i. INCOMPLETE FORMS WILL NOT BE ACCEPTED.
   ii. Request/s should comply with the 2-clear-working-day reservation policy. LATE REQUEST/S WILL NOT BE ENTERTAINED.
   iii. You will need the Certification of Reservation as proof of your reservation and to claim the equipment you requested. NO CERTIFICATE, NO RESERVATION.

5. Please follow the Procedures in Claiming the Reserved AV Equipment below.

**B. For regular use (every meeting) for the entire semester:**

1. A one time letter of request should be submitted to OAS at the start of each semester. The letter should include the following details:
   a. Class schedule (Day/s, Time, Venue, Name of Faculty)
   b. Name/s of authorized student beadle / representative to claim / return the equipment for the entire semester. A maximum of two (2) representatives per class is allowed.
c. **Endorsement of Faculty / Department Chair**

2. Submit the request letter to OAS for approval.

3. Once approved, the requestor will be given a copy of their letter and the said copy should be brought by the beadle / representative every time he/she claims the equipment. The approved copy will be presented to the technician just for verification purpose and should be returned to the representative right after.

4. Please follow the Procedures in Claiming the Reserved AV Equipment below.

**Procedures in Claiming the Reserved AV Equipment**

Once the needed AV equipment has/have been reserved, the following procedures should be followed:

1. Go to Escaler Hall / Faura AVR Technicians’ Booth and present the Certification of Reservation and valid school ID to claim the borrowed roving equipment.
2. Fill-out the Equipment Reservation Claim Form completely. The technician will verify the entries in the claim form vis-à-vis the Certification of Reservation and valid school ID before issuance of the reserved equipment.
3. After verification, the technician will now hand-over the equipment and valid school ID to the requestor. The Equipment Reservation Claim Form and Certification of Reservation will be left in the technicians’ booth.
4. The technician should ensure that the equipment is in good condition upon release. The requestor should double-check the status of the equipment before receiving it.
5. Return the borrowed AV equipment right after class / event to the AVR Technicians’ booth where you claimed the equipment. They may only be used on the specified reservation schedule. Extensions are not allowed without prior advice to OAS.
6. The one who claimed the equipment should also be the one who will return. **Proxies are not allowed unless certified / authorized for valid reasons.**

**FILING A COMPLAINT**

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 chairs, deans or at the Office of the Associate Dean for Graduate Programs
2. Non-academic concerns are coursé through the Office of the Associate Dean for Student Affairs.
STUDENT SERVICES

The school has the responsibility to cooperate with the family and other social institutions to develop the total personality of the student. Thus, a program of student services, directed and coordinated by a professionally trained staff is an integral part of the Ateneo Loyola Schools’ operation. These services are designed to assist the individual student to attain maximum self-realization and become effective in his/her social environment.

STUDENT SERVICES refer to the services and programs that pertain to non-academic experiences of students to attain total student development. Non-academic services are two-pronged: those that relate to student welfare and those that relate to student development.

1. Student Welfare Services

Pertain to basic services and programs needed to ensure student well-being by providing quality, relevant, efficient and effective support and assistance.

2. Student Development

Services & programs designed for the exploration, enhancement and development of the student’s full potential for personal development, leadership and social responsibility through various institutional and/or student initiated activities.

Student services are provided to the students by the Student Affairs Team and its affiliate offices. The Student Affairs team is overseen by the Associate Dean for Student Affairs (ADSA).

The Office of the Associate Dean for Student Affairs provides the relevant support services (e.g., ID production) and serves as liaison to more specialized offices (e.g., the Loyola Schools Office of Health Services) when necessary, and provides opportunities for formation outside the classroom by heading the Loyola Schools Integrated Academic Formation (InAF) Program and supervising the Office of Student Activities. The ADSA Office also serves as the guardian of the Code of Discipline – seeing to it that students of the Loyola Schools stay true to the values of the Ateneo and grow in responsibility (both personal and social) and moral excellence.

The other offices of the Student Affairs team are the Loyola Schools Office of Guidance and Counseling (LSOGC), the Office of Campus Ministry (OCM), the Loyola Schools Office of Health Services (LSOHS), the Loyola Schools Office of Placement and Career Services (LSOPCS), the Office of Student Activities (OSA), the Office of Social Concern and Involvement (OSCI), the Office of College Athletics (CA) and the Residence Halls (RH).

The affiliate offices are the Office of the Associate Dean for Academic Affairs (ADAA), the Office of Admission and Aid (OAA), the Registrar’s Office (RO), and the Office of Administrative Services (OAS).

I. STUDENT WELFARE SERVICES

REGISTRATION AND DOCUMENTS SERVICES

The Office of the Registrar is the central repository of student and curricular information. It is composed of two units – Records and Registration, and Liaison and Document Services – that cohesively offer services related to enrollment and the academic/scholastic records of students. Our market is classified into three main categories – currently enrolled students, alumni and those who left the University without finishing a degree. Primary services are registration, record management, student evaluation, curricular maintenance, and document and liaison services.

1. Registration
   a. Registration is the process that provides the student with an official capacity in the university. The complete registration process involves:
i. Enlistment in advised classes
ii. Payment of assessed fees
iii. ID validation

Students may use services of the Loyola Schools only upon completion of registration. Otherwise they may not borrow books from the library, use parking and internet facilities, join student organizations, participate in graduation exercises, or avail themselves of any other facilities of the Loyola Schools. Most importantly, students may only participate in and receive grades for classes they have officially enrolled in.

b. Before a student can enroll, he/she must activate his/her AISIS (Ateneo Integrated Student Information System) account by logging on to http://aisisonline.ateneo.edu. AISIS will guide the student in the steps for account activation.

c. Registration/enlistment can be done online or manually.
i. Online registration/enlistment is done through http://aisis.ateneo.edu. The student can enlist in classes, check class schedules, fix his/her schedules and print his/her assessment form via internet using AISIS.
ii. Manual or Regular registration is performed if a student is unable to register online. In most instances, regular registration is done by students who:
   1. Have not activated their AISIS account before the set deadline
   2. Missed their online batching schedule and the free-for-all enlistment time
   3. Failed to enlist online because of technical difficulties
   4. Failed to enlist online because of an existing HOLD ORDER
iii. Late registration shall be performed if a student is unable to register during the designated schedule for regular registration.

   The student shall proceed to the Office of the Registrar to secure his/her late registration form, then, proceed to the different departments to sign up and secure approval for the courses they intend to take during the semester. The student will return the late registration form to the Office of the Registrar for enlistment and secure an endorsement for assessment and payment of tuition fees and miscellaneous fees.

d. The following must be noted:
i. Online enlistment is done by batching. Students may enlist only during their enlistment schedule.
ii. A Hold Order prohibits a student from enrolling/registering. If a student has a hold order, it will appear in his/her AISIS account. All hold orders must be settled before the designated schedule of online registration.
iii. Registration by proxy or representative will be allowed during registration proper with the following requirements to be presented:
   1. Ateneo ID or any ID with picture and signature of the student being proxied
   2. Typewritten or Word-Processed Authorization Letter
   3. Any ID with picture and signature of the Proxy
   4. AISIS Account Password of the student being proxied
iv. To facilitate the completion of the entire registration process, online payment facilities with the Ateneo’s correspondent banks have been made available for tuition payments. The following bank websites can be logged on to for the enrollment of the student accounts and online payment:
   1. www.bpiexpressonline.com
   2. www.bdo.com.ph
   4. www.bancnetonline.com

2. Records Management
a. Records management is the efficient and timely implementation of a systematic process for recording, maintaining/updating, monitoring, distributing (when necessary and relevant), and safekeeping student records.
b. These include, among others and not limited to, personal records (i.e., birth certificate, Alien Certificate of Registration, study permits, visas), academic records (i.e., transcripts of records from previously enrolled schools, transfer credentials, clearance forms, grade reports, application for admission), enrollment records (i.e., registration forms of late registrants). Students must ensure that their records are complete and deposited at the Office of the Registrar. Lacking documents will prevent official status in the Loyola Schools and graduation.

c. These also include records pertaining to various editions of curricula, course descriptions, commencement programs, government regulations such as CHED memoranda, and others.

d. The management of records also covers maintaining the integrity of the data contained in the AISIS and the ability to access relevant information when needed.

e. The information contained in the AISIS and/or in hard copies are the bases for screening the student’s eligibility to request for documents such as transcripts of records and certifications.

3. Student Evaluation

a. Student evaluation is the process that determines and assesses the credentials and monitors the accomplishment of the academic requirements of a student to ensure eligibility to enroll in the next semester and to graduate. However, it must be noted that the student is primarily responsible for ensuring the timely completion of his/her degree. The student must be aware of all specific courses that need to be completed for graduation.

b. It involves the analysis of the educational history of students, especially those who attended several schools. It also covers the proper sequencing and transfer of credentials and the sufficiency and validity of credentials.

c. It also includes checking the validation of subjects taken by students in another school to ensure that they are credited for equivalent subjects in the Ateneo Loyola Schools.

d. It entails the correctness of the curricular versions applicable to each student and the consequent evaluation of the students’ Individual Program of Study. This includes the tracking of curricular requirements in the event the student shifts to another degree program.

4. Curriculum Maintenance

a. Curriculum maintenance is the process that ensures the proper implementation of the students’ curricular requirements based on the applicable curricular version to each student.

b. In a larger spectrum, curricular maintenance also covers curriculum development and processing to ensure compliance to CHED’s requirements, i.e., completeness of curriculum documentation to be submitted to CHED.

c. The scope of curricular matters includes the introduction of new courses and degree programs, the revision of existing degree programs, and the introduction of minors and specializations.

5. Document Services

a. Document services cover the following areas:
   i. Receiving requests (Please see Exhibit I: Request Form);
   ii. Checking the student’s eligibility for the issuance of official documents in terms of status of students, their clearance, hold orders, tuition fee balance, other financial obligations, and other pre-requisite records;
   iii. The preparation and processing of the document/s requested; and
   iv. The release of the document/s requested.

b. Documents can be requested through over-the-counter, email or fax. For reference, our email address is registrar.ls@ateneo.edu and our fax number is (02) 423-6123. To facilitate the request, the requesting party must fill up all the necessary information in the request form, including the purpose of the request. The mailing address and contact number of the entity should also be specified if the document is to be mailed locally or overseas.

c. Standard document requests include the transcript of records, certifications (i.e.,
enrollment, graduation, English as a medium of instruction, course description, candidacy for graduation, etc.), English translation of diploma, etc. (Please see a copy of the Request Form.)

d. The following must be noted:
i. Official documents will be processed/released to the student upon settlement of all financial, academic, and documentary liabilities with the school and upon full payment of the documents requested.

   ii. The claim stub and official receipt must be presented when claiming the requested document/s.

   iii. Representatives must present an authorization letter with a copy of the student’s valid ID with picture and signature and a copy of the representative’s valid ID with picture and signature.

   iv. Unclaimed documents beyond 90 days from due date will be destroyed and payments made will be forfeited.

6. Liaison Services

   a. Liaison services include establishing and/or maintaining business relationships with specific government agencies (i.e., CHED, DFA, BI, etc.) to ensure curricular development and maintenance, certification and authentication of documents, and visa processing.

   b. This specifically includes providing certification and authentication services of documents, particularly, the transcript of records and the certified true copy of the diploma of students/alumni by submitting these documents to CHED, who in turn will forward the same to the Department of Foreign Affairs. The student/alumni will be given a claim stub which will enable them to pick up the CHED/DFA- authenticated documents.

   c. Liaison activities also cover providing student visa and ICard processing services for international students.

      i. International students must submit all the student visa requirements, including visa fees, at least, 1 month before the expiry of their visas to avoid any penalties.

      ii. The processing of the ICards can be done after the student visas have been issued.

Contact Information

**Office of the Registrar**
G/F Social Sciences Building
Ateneo de Manila University
Katipunan Avenue, Loyola Heights 1108,
Quezon City, Philippines
Telephone: 426-6001 loc. 5130 (Secretary)
5131 (Request for documents, Graduate Level)
5132 (Request for documents, Undergraduate Level)
5133-5135, 5138 & 513 (Records & Registration)
5136-5137, 5739 & 5143 (Liaison Officer)

Telefax: 426-6123
E-mail: registrar.ls@ateneo.edu

Office hours:
8 am to 5 pm  Monday to Friday
8 am to 12 nn  Saturdays.

GUIDANCE AND COUNSELING SERVICES

**Mission**
The Guidance Office’s mission is to support all students’ academic and socio-emotional growth.

Consistent with this mission, the Guidance program has three main goals: (1) to identify students that need additional support for their academic and socio-emotional goals, (2) to provide evidence-based interventions to students, and (3) to provide prevention-based interventions.
Objective
The Guidance Program for the graduate students of the Loyola Schools generally seeks to bring about the students’ deeper understanding of their personal, social, and professional roles/responsibilities and, in so doing, enhance their self-efficacy.

Services
Counseling. This is the cornerstone of the LSOGC services. It generally seeks to aid the students in clarifying and exploring their concerns, allowing them in the process to restructure their perceptions, expand their options, and improve their coping behaviors.

Screening. As part of the Guidance Office’s mission to identify students who might need supplementary assistance with their academic as well as socio-emotional goals, graduate students will be asked to accomplish screening instruments that will be used in aid of intervention.

Referral. This service can take place under two situations: (1) as assessed by the referring party (e.g. administrator/s, faculty, professional/s and fellow student/s), a graduate student may be referred to the office for counseling and/or testing, or (2) if a graduate student has very special needs to go beyond the expertise of the LSOGC professionals to handle (e.g. legal advice or spiritual direction), the office can refer him/her to other professionals or offices within the campus that can provide the much needed assistance.

Contact Information

Loyola Schools Office of Guidance and Counseling (LSOGC)
2nd Floor of the Social Sciences Building
Telephone: 426-6001 Local 5031/5032
Mobile: 0920-9182582
E-mail: ls-guidance@admu.edu.ph
Web: http://ls.ateneo.edu (Administrative Offices, Office of Guidance & Counseling)
Office hours: 8 am to 6 pm Monday to Friday
8 am to 12pm Saturdays

HEALTH SERVICES

The Loyola Schools Office of Health Services (LSOHS) promotes the comprehensive health and wellness of the LS community by providing quality primary outpatient medical services and relevant health programs to foster a healthy campus for students, faculty, professionals and staff. Preventive aspects of health care are addressed by annual health screening, health education, and immunization activities. Clinical Psychology counseling services and wellness activities for fitness, nutrition awareness and health promotion supplement a holistic approach to health care in a supportive environment that provides opportunities for partnership with students and other student-centered offices of the University on health-related issues.

Services

- Acute Care Services
  LSOHS provides infirmary services for common presenting health problems (fever, headache, abdominal pain, including common emergencies) that students encounter while in school. Follow-up and referral services are made when necessary. The office coordinates with the student’s family and their health care provider when necessary.

- Immunization Services
  LSOHS promotes the control and prevention of serious communicable diseases by screening for active immunization. The LSOHS health professionals can advise students on the recommended shots they need to receive.

- Comprehensive Health Assessment
  LSOHS conducts health assessments to screen for preventable diseases. The Guidelines for Adolescent Preventive Services (GAPS) tool assists students in dealing with the critical health issues that concern adolescents and young adults.
• Clinical Psychology Service
Trained professionals are available in the LSOHS to provide counseling and therapy for specific psycho-emotional problems. Case conferences, co-management and referrals are also carried out.

• Education, Promotion and Advocacy on Health and Wellness
Fitness and wellness programs and initiatives are carried out in individual consultations and group interventions in collaboration with the Physical Education Department and the Office of Guidance and Counseling, respectively. LSOHS also conducts trainings and workshops on specific topics. The office also explores various social media sites to communicate important health messages to students.

• Collaborative Anti-Drug Abuse Program (CADAP)
LSHS is the lead office in the implementation of the school’s collaborative anti-drug abuse program. The program includes the Random Drug Testing and education of undergraduate students in the spirit of the mandate given to schools by RA 9165 (Comprehensive Dangerous Drugs Act of 2002) to employ every reasonable means to provide a healthy, drug-free environment. Under the CADAP, LSOHS works very closely with the LS Guidance and Counseling Office and the Office of the Associate Dean for Student Affairs to execute the three-pronged approach involving awareness, testing & intervention.

Contact Information

The LS Office of Health Services (LSOHS) is located at Room 105 of the Social Science Building. During the regular semester, the LSOHS is open Monday to Friday from 7:30 am to 7 pm, and Saturdays from 8 am to 4 pm. LSOHS has an extension office that is used for special activities at Room 276 of the same building.

Appointments and inquiries can be made through the contact numbers below:

Telephone 426-6001 Local 5110 (Clinical Services)
426-6001 Local 5106 (Food Quality Assurance)
Mobile 0918-944-5997
Fax (+632) 332-4434
E-mail healthservices.ls@ateneo.edu

Independent Health Unit
Health Alternatives for Total Human Development Institute, Inc. (HEALTHDEV Institute) is a non-stock, non-profit, non-governmental organization conveniently located within the University premises that students can go to for on-campus laboratory facilities and additional medical subspecialty consultations that may not be readily available at the LSHS. Professional fees will apply for the services of this clinic.

Contact Information

HEALTHDEV Institute
2/F CCS Building
Social Development Complex
Ateneo de Manila University
Telephones: Central Office 426-4325, 426-6001 Local 4630
Medical Clinic 426-6001 Local 4633
Dental Clinic 426-6001 Local 4631
Laboratory 426-6001 Local 4632
Fax and Mobile Number 426-4325, 0927-889-9026
E-mail Address: healthdev@admu.edu.ph, healthdev@yahoo.com
Web Site: www.healthdev-institute.org

FOOD SERVICES

The Office of Food Safety and Quality Assurance (OFSQA), under the Vice President for Administration was created in April 2013 to establish and strengthen school food safety programs, prevent incidence of food borne
diseases and to ensure that the quality of food served in our campuses meets the community’s need for proper nutrition.

To ensure the health and safety of the members of the Ateneo de Manila community, all food and beverage related events catering to 50 and above number of participants, whether Events Open to the Public (Forums, Concerts, Fund Raising, University Events and Food Sales Events) and Internal Events (Unit Office Events, Classroom Christmas Parties and Class Projects) held on campus must have a clearance from the OFSQA.

The Sponsoring Food and Beverage Companies collaborating with the student groups or unit offices are also asked to coordinate, through the respective Food Event Organizers, with the OFSQA to ensure that sponsored goods are also being checked.

Loyola Schools Food Outlets

The University makes available various options for food service on campus through a number of dining establishments in each unit. These local cafeterias or in-house food providers, and non-recognized food concessionaires such as outside food providers/caterers, including the student-run food establishments managed by the John Gokongwei School of Management Enterprise Center (JSEC) in the Loyola Schools, are directed to provide nutritious, well-balanced, and safe meals, which are subjected to the OFSQA procedures.

All food providers must acknowledge their compliance to the Food Safety and Quality Assurance Safe Food Handling Procedures and accept full responsibility to ensure the safety of the Ateneo de Manila community. They are also encouraged to support the waste minimization goals by observing the Guidelines on Packaging Materials used in Food Products Distributed in Campus by the Ateneo Environment Management Coalition (AEMC).

The following are the Unit Food Outlets located in the Loyola Schools which are being monitored on a routine basis by the OFSQA:

(Note: The main concessionaires operate the cafeterias and its sub-concessionaires or satellites).

<table>
<thead>
<tr>
<th>Food Outlets at the Loyola Schools</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Main Concessionaires:</strong></td>
<td></td>
</tr>
<tr>
<td>1. Ateneo Multi-Purpose Cooperative (AMPC)</td>
<td>Gonzaga Hall, Ground Floor</td>
</tr>
<tr>
<td><strong>AMPC Satellite Cafeteria</strong></td>
<td>Ground Floor, Bellarmine Hall</td>
</tr>
<tr>
<td>2. Blue and Gold Catering Services</td>
<td>Gonzaga Hall, 2nd Floor</td>
</tr>
<tr>
<td>3. Heavenly Urban Chef</td>
<td>Cervini Residence Hall</td>
</tr>
<tr>
<td>4. Zekaf</td>
<td>Jose Mari Chan Hall, Level 1, University Residence Halls</td>
</tr>
<tr>
<td>5. Manang’s Clubhouse</td>
<td>Physical Education (PE) Complex</td>
</tr>
<tr>
<td><strong>Student-Run Food Establishments under the John Gokongwei School of Management:</strong></td>
<td></td>
</tr>
<tr>
<td>JGSOM Student Enterprise Center</td>
<td>School of Management (SOM)</td>
</tr>
<tr>
<td></td>
<td>Matteo Ricci (2nd floor)</td>
</tr>
<tr>
<td></td>
<td>MVP Ground Floor near LS Bookstore</td>
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<tr>
<td></td>
<td>New Rizal Library</td>
</tr>
</tbody>
</table>

Services

1. Water Quality and Food Safety Monitoring
2. Food Service, Facility and Personnel Hygiene Monitoring
3. Implementation and Support to Environmental Sustainability Advocacies of AEMC
4. Screening, Approval and Accreditation of Food Providers
5. Food Service Equipment and Utilities Monitoring and Surveillance of Preventive Maintenance and Cleanliness
6. Training and Development of knowledge and skills of food handlers, managers and owners of
the Food Outlets
7. Food Complaint Investigation through objective measurements
8. Integrated Pest Management in the Food Outlets
9. Monitoring and Control of Food-Borne Outbreak and Diseases
10. Nutrition Assessment and Development of Nutrition Guidelines
11. Development of Food Allergy Policies

Food Related Concerns

If you have food related concerns in any of the University Food Outlets...

If you have experienced a problem with a food product, be sure to contact the OFSQA.

If you think you are ill because of food consumed from the food outlets, see a physician.

It would also be helpful to have information on the type of injury or illness that resulted including a description, types of symptoms and time of onset, nature and location of any medical attention received, and any type of laboratory test taken with the results. You may also call the Loyola Schools Office of Health Services for immediate medical attention.

The Bottom Line:
If you sense there’s a problem with any food product, don’t consume it. “When in doubt, throw it out.”

Tell us what you think:
How was your dining experience in the University Food Outlets? Submit your feedback – if you include your contact information, we’ll respond to your feedback right away!

Contact Information

Office of Food Safety and Quality Assurance (OFSQA)
Room 208 2/F Faber Hall
Tel: +63 2 426 6001 ext. 4176 and 4175
Fax: +63 2 332 4434
Email: fsqa@ateneo.edu

STUDENT HOUSING SERVICES

The Office of the Associate Dean for Student Affairs (ADSA) oversees services for students living away from home (or resident students). The ADSA Office maintains a 24-hour Helpline that students can call or send messages to when needing assistance – ADSA Helpline: 0920-914-ADSA (or 0920-9142372).

1. On-Campus Resident Students
   On-campus resident students may inquire at the Institute of Social Order (ISO) for available room accommodation at 426-6134 to 37, 428-5989 to 95, 426-6001 Local 4831, or email isofacilities@gmail.com.

2. Off-campus Resident Students
   a. A Directory of Accredited Off-Campus Student Housing Facilities is made available through the ADSA and lists housing facilities in the Loyola Heights area that have passed the criteria set by the Loyola Schools for student housing. A soft copy may also be requested by e-mailing adsa.ls@ateneo.edu.
   b. These off-campus dorms are inspected on a regular basis and assessed for continuing accreditation by a de-facto committee composed of members of the Student Affairs Team with student representatives and the an external group of dormitory owners, organized as the Association of Student Housing Facilities (ASHF).

Off-campus Resident Students who live in accredited student housing facilities may seek needed assistance directly from the ADSA Office which maintains a 24-hour helpline that students may call or send messages to – ADSA Helpline: 0920-914-ADSA (0920-9142372)
INTERNATIONAL STUDENT ASSISTANCE

The Loyola Schools acknowledges the special needs of its respective foreign students. Orientation programs are given to help the students adjust to the campus and the city. Personnel from the Registrar’s Office and the Office of the Associate Dean for Student Affairs are assigned to provide assistance with the particular requirements for/of International Students. Other groups of students, usually on campus for non-degree exchange programs, language and cultural immersion sessions, and summer term courses are handled by the Office of International Relations (OIR).

Services of the OIR:
1. Prepares International Student’s Data for Undergraduate and Graduate Levels for submission to Commission on Higher Education and Bureau of Immigration;
2. Prepares requests for student visas and other related concerns for endorsement to Bureau of Immigration and/ Department of Foreign Affairs;
3. Checks completeness of documents for international students as may be required by CHED, DFA, and/ or Bureau of Immigration;
4. Monitors international students’ documents such as validity of Visa, Passport, etc.
5. Controls and releases communication and documentation required for undergraduate and graduate international students
6. Hosts visiting faculty and research fellows from institutions abroad.
7. Facilitates active student exchange programs such as:
   a. Special Intensive Language and Immersion Programs for a month or two for groups of twelve to forty students.
   b. Regular exchange terms where international students enroll in four to five classes during their junior semesters.

Contact Information

Office of International Relations
Rm. 304, 3/F Faber Hall
Ateneo de Manila University
Loyola Heights 1108,
Quezon City, Philippines
Trunkline: (+632) 426-6001 local 4037, 4038
Tel/Fax: (+632) 426-5907, (+632) 927-4534
Email: oir@ateneo.edu

STUDENT EMERGENCY ASSISTANCE

In student emergency cases, the Office of the Associate Dean for Student Affairs (ADSA) may be contacted at local 5020 or 5021, or through its direct line (02-4266098) or the 24/7 ADSA HELPLINE (0920-914-ADSA or 0920-914-2372 – also printed at the back of the student ID). The ADSA will then see to it that immediate response is made by the appropriate office or agency.

The offices handling the needed specific service may also be contacted directly:
• Medical Assistance: Loyola Schools Office of Health Services (local 5110)
• Security Assistance: Campus Security Office (local 4111 or 4115 or 426-5930)
• Psycho-emotional Assistance: Loyola Schools Office of Guidance and Counseling (local 5030 or 5031).

The 117 government emergency line may also be contacted for emergency assistance (police, fire or medical).

ADSA SERVICES

Handling of Medical Emergencies and Emergency Transport. When needed, the ADSA oversees the handling of medical emergencies, in direct coordination with the Loyola Schools Office of Health Services (LSOHS).

a. Necessary information such as name, year & course and contact numbers are obtained.
b. Parents/Guardians are informed of the emergency and their authorization to act is also secured.
c. Depending on the severity of the illness or injury, the student is brought to one of the following facilities:
   • College Infirmary/Loyola Schools Office of Health Services
   • Health Development Institute (HealthDev)
   • Quirino Memorial Medical Center
   • Medical City – Ortigas
   • Nearest preferred hospital

Contact Information

Office of the Associate Dean for Student Affairs
G/F Xavier Hall, Loyola Schools
Ateneo de Manila University
Loyola Heights, Quezon City
Direct line: 02-4266098
Trunkline: 02-4266001 loc. 5020 to 21
Email: adsa.ls@ateneo.edu
ADSA HELPLINE: 0920-914-ADSA (0920-914-2372)

SAFETY AND SECURITY SERVICES

The Loyola Schools takes measures to provide a safe and secure environment for the members of its community. The University Security Office, under the auspices of the Facilities Management Office (FMO) ensures 24/7 security with its detail of uniformed and plain-clothes security personnel. Traffic and theft concerns are addressed to the Security Office through the Office of the Associate Dean of Student Affairs (ADSA).

Services

1. Theft/Loss Report Processing and Investigation
   In cases where students lose their personal belongings, whether through theft or accidental loss, a theft/loss report may be filed at the ADSA Office. If the item is subsequently found, the owner is immediately contacted. In the cases of possible theft, the ADSA Office Staff for Security can assist the student in tracing possible leads and examining evidence.

2. Traffic and Parking Tickets and Complaints Processing
   The ADSA Office also handles cases of violations of University traffic and parking regulations by Loyola Schools students. After the security copy of the ticket is turned-over by the apprehending officer, the ADSA Office records and processes the violation, assists the student in settling the penalties, answers queries and entertains explanations. When necessary, reprimands may be issued, appeals referred to the corresponding persons, as well as recommendations made to the Facilities Management Office.

3. Requests for Temporary Gate pass/Parking pass
   In cases where a student is incapacitated and needs special assistance in terms of getting to and from his classes, a Temporary Gate/Parking pass may be applied for at the ADSA Office to enable his/her vehicle to bring him/her as close to the buildings as possible.

4. Driver/Bodyguard/Chaperone ID processing
   As part of the effort to secure the campus, drivers/bodyguards/chaperones who regularly enter the campus are required to secure IDs from the ADSA Office which are validated every semester.

Contact Information

University Security Office
G/F Blue Eagle Gym
Ateneo de Manila University
Katipunan Road, Loyola Hts., Q.C.
Tel No.: 4266001 loc. 4111/4115 or 426-5930
LOGISTICS AND EQUIPMENT ASSISTANCE

Different venues, facilities and equipment are available at the Loyola Schools for student use in the accomplishment of academic requirement and for non-academic formation. Upon request via the Office of Administrative Services (OAS), effective technical support and assistance are also provided.

Services
1. Facilitation of requests for venues (e.g., classrooms, meeting rooms, audio-visual rooms, auditoriums, roof decks, hallways and corridors)
2. Facilitation of requests for equipment (audio-visual equipment, tables and chairs, tents, rolling boards, etc.)
3. Provides Maintenance Personnel to attend to buildings and facilities repair and cleanliness
4. Provides duplication services around campus
5. Oversees food services in the Loyola Schools cafeterias

Contact Information

Office of Administrative Services
2ND Floor Gonzaga Building
Loyola Schools, Ateneo de Manila University
Loyola Heights, Q.C.
Tel : 426-6001 locals 5100-5103
Fax : 426-6001 locals 5100-5103
E-mail: oas.ls@ateneo.edu
Web: http://ls.ateneo.edu

II. STUDENT DEVELOPMENT

CAMPUS MINISTRY SERVICES

The Office of Campus Ministry (OCM) sees to the various faith services of all members of the LS, aiming at forming a community with a dynamic spirituality that is grounded on a deep, personal commitment to God. All members of the LS, especially students, are encouraged to participate in the services listed below:

Services
1. Liturgy and Sacraments
   • Daily Masses and Regular Confessions in the College Chapel
   • Special Loyola Schools Community Liturgies (Holy Spirit, St. Ignatius, Immaculate Conception, Christmas, Ash Wednesday and Baccalaureate Masses)
   • Rite of Christian Initiation for Adults (Baptism, First Communion, Confirmation)

2. Spiritual Formation Programs
   • Recollections, processing and prayer sessions, and Day of Synthesis for the Integrated Non-Academic Formation (INAF) programs from first year to fourth year
   • Silent Ignatian Retreats and Recollections for members of the Loyola Schools
   • Retreat in Daily Life
   • Spiritual Direction; Pastoral Counseling
   • Workshops on Prayer and Spirituality
   • Training of the Loyola Schools Ministers of the Altar: Eucharistic Ministers, Readers and Servers
   • Liturgical Guitar Program
3. Others
- Library of Spiritual Formation Resources
- Prayer Rooms; Multi-Faith Prayer Room
- Mass Cards, Mass Intentions and Mass Sponsorship
- Sale of religious items

Contact Information

Loyola Schools Office of Campus Ministry
Ground Floor, Manual V Pangilinan Center for Student Leadership
Tel. No.: 426-6001 loc. 5161
Fax No.: 426-6522
e-mail address: campusministry.ls@ateneo.edu

LEARNING SUPPORT RESOURCES

The Rizal Library supports the teaching, research and community service functions of the Loyola Schools. Its resources and services may be accessed at the following locations: the New Building, the Special Collections Building, Matteo Ricci Study Hall, CTC 101, and http://rizal.lib.admu.edu.ph/. The Rizal Library acquires, organizes and preserves print and non-print library materials, such as books, serials, DVDs, microforms, and electronic databases.

Services

1. Reference services (in person, and via social media, chat, phone, or email)
2. Group instruction, orientation, and training
3. Research assistance
4. Inter-library loan
5. Document delivery services (journal article requests)
6. Referral services
7. Digitization, photo reproduction, and microfilming
8. Printing, scanning, and DVD burning
9. Photocopying

Rizal Library Operating Hours

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>OPERATING HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Monday-Friday</td>
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<tr>
<td>New Building</td>
<td></td>
</tr>
<tr>
<td>1st Floor</td>
<td></td>
</tr>
<tr>
<td>Circulation Counter</td>
<td>7:30AM - 8:00PM</td>
</tr>
<tr>
<td>Reference and Information Services</td>
<td>7:30AM - 9:30PM</td>
</tr>
<tr>
<td>Reserve Section / Graduate-Faculty Study Area</td>
<td></td>
</tr>
<tr>
<td>2nd Floor</td>
<td></td>
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<tr>
<td>Foreign Serial</td>
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<tr>
<td>Multimedia Resource Center</td>
<td></td>
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<tr>
<td>3rd Floor</td>
<td></td>
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<tr>
<td>Books: A-J</td>
<td></td>
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<tr>
<td>Information Commons</td>
<td></td>
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<tr>
<td>4th Floor</td>
<td></td>
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<tr>
<td>Books: K-Z</td>
<td></td>
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<tr>
<td>Information Commons</td>
<td></td>
</tr>
<tr>
<td>5th Floor</td>
<td></td>
</tr>
<tr>
<td>Roof Deck Study Area</td>
<td>8:00AM – 5:00PM</td>
</tr>
</tbody>
</table>
## BUILDING OPERATING HOURS

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>OPERATING HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday-Friday</strong></td>
<td><strong>Saturday</strong></td>
</tr>
<tr>
<td><strong>Level Three</strong></td>
<td></td>
</tr>
<tr>
<td>American Historical Collection</td>
<td>8:00AM - 5:00PM</td>
</tr>
<tr>
<td>Pardo de Tavera Collection</td>
<td>8:00AM - 5:00PM</td>
</tr>
<tr>
<td>Filipiniana</td>
<td>7:30AM - 7:30PM</td>
</tr>
<tr>
<td><strong>Matteo Ricci Hall</strong></td>
<td></td>
</tr>
<tr>
<td>1st Floor Rooms A and B</td>
<td>8:00AM - 7:30PM</td>
</tr>
<tr>
<td>2nd Floor Rooms C and D</td>
<td></td>
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<tr>
<td></td>
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<tr>
<td>Balcony</td>
<td>8:00AM - 12:00MN</td>
</tr>
<tr>
<td><strong>PLDT CTC</strong></td>
<td></td>
</tr>
<tr>
<td>1st Floor CTC 101</td>
<td>8:00AM - 5:00PM</td>
</tr>
<tr>
<td><strong>Internet</strong></td>
<td></td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://rizal.lib.admu.edu.ph/">http://rizal.lib.admu.edu.ph/</a></td>
</tr>
</tbody>
</table>

### Contact Information

**Rizal Library**
Ateneo de Manila Loyola Schools
Loyola Heights, Q.C.
URL: http://rizal.lib.admu.edu.ph
Facebook: Rizal Library (Be a Fan)
Tel.no.: 426-6001 local 5550-5576
Fax no.: 426-5961
Email: rizal.library@admu.edu.ph
Yahoo ID: rizal.library

**ATENEO ART GALERY**

Located in the Second Level of the Rizal Library Special Collections Building, the University museum seeks to animate cultural life on campus and serve as an art resource for students as well as the general public.

The Ateneo Art Gallery – widely recognized today as the first museum of Philippine modern art — was established in 1960 through Fernando Zóbel’s bequest to the Ateneo of his collection of works by key Filipino post war artists. Through the years, other philanthropists and artists followed Zobel’s initiative, filling in the gaps so that the collection now surveys every Philippine art movement in the post war era: from neo-realism and abstract expressionism to today’s post-modern hybrid tendencies. Artists represented in the collection include Fernando Zóbel, Vicente Manansala, David Medalla, H.R. Ocampo, Galo Ocampo, Arturo Luz, Impy Pilapil and Jose Tence Ruiz.

The Ateneo Art Gallery hosts innovative exhibitions and public programs highlighting works from its permanent collection as well as works from other collections for special thematic shows. The Ateneo Art Gallery also spearheads an exciting overview of young Philippine contemporary art annually through the Ateneo Art Awards.

### Services

1. Exhibitions – Students and outsiders alike are welcome to tour the museum’s exhibitions. Tours are free
for Ateneo students, alumni, faculty, staff and other employees.

2. Group Services - Group tours are available for free by appointment. As the museum can only accommodate a limited number, please call the Ateneo Art Gallery in advance to secure arrangements. For a guided tour for a group beyond 30, the museum is now charging Php 30.00 per participant.

3. ArtSpeak – ArtSpeak features artists represented in the collection and faculty members of the Ateneo whose interests revolve around the fine arts. It also involves lectures from guest curators and artists, enhancing the educational experience of the museum.

4. Internships - Internships are available to interested students. Applications may be sent to Ria Talamayan-Aguilar at ralamayan@ateneo.edu.

5. Rizal Library Art Book Collection and Reading Area – Books on art from the Rizal Library as well as the Fr. Rene B. Javellana, S.J. and Teodoro Locsin, Jr. Collections, are now housed in the Ateneo Art Gallery office. Students may access them upon request and browse through them in the reading area.

6. Gallery Shop – Catalogues, books and other souvenirs in line with the permanent and temporary exhibitions are available for sale at the museum’s reception area.

Museum Rules
When visiting the Ateneo Art Gallery, please help the museum staff protect works of art on view by following the rules listed below. We appreciate your help in keeping the art safe so that it may be enjoyed by many generations to come.

Do Not Touch Works of Arts
Your touch may not seem like much, but even the slightest contact can damage the surface of a painting, discolor stone, and even rust metal.

Keep A Safe Distance Between You and Each Work of Art
Backpacks, laptop bags and large bags must be checked in. This helps to avoid accidental touching or bumping. Photography is allowed only after you review and sign a photo release form at the gallery office. Only works of art owned by Ateneo Art Gallery may be photographed. No flash photography is allowed because the intensity of the light damages the art.

No Leaning on Walls, Pedestals, or Cases (Either to Write or for Physical Support)
This helps keep safe works of art hung on the walls or displayed in cases. Feel free to sit on the benches or the floor as you talk, write, or draw.

No Food, Drink, or Gum is Allowed in the Galleries
The art in the museum will provide plenty of food for thought as well as a feast for the eyes!

Running, Pushing, and Rough-Housing are Not Allowed in the Museum
Appropriate museum behavior is necessary to avoid accidentally bumping into and damaging works of art.

Contact Information

Ateneo Art Gallery
Level 2 Rizal Library Special Collections Building
Ateneo de Manila University
Katipunan Avenue, Loyola Heights
Quezon City, Manila, Philippines 1108
Telephone: (632) 426.6001 local 4160 or (632) 426.6488
Fax: (632) 426.6488
E-mail: ateneoartgallery@gmail.com
Website: www.ateneoartgallery.org
Facebook: Ateneo Art Gallery
Twitter: @ateneogallery
Gallery Hours
Monday - Friday 8.00 AM - 7.30 PM
MERCHANDISING AND COMMERCIAL RESOURCES

The **Loyola Schools Bookstore** is the main commercial hub on campus which caters to the entire LS community – alumni, students, and employees. In this bookstore, shoppers are given access to a variety of products from the local and global academic market. Students enjoy lower prices, excellent service and convenience in the bookstore’s textbook sales and complete backroom services. Decorated and talented alumni and faculty members showcase their works in the bookstores shelves. Books and publications from renowned universities here and abroad are made available to the wide customer base.

**Services**

- **One-stop shop for various publications and Ateneo memorabilia**
  The store retails affordable apparel (e.g., shirts, jackets) and other paraphernalia conceptualized and designed by current LS students. On sale in the different shelves of the LS bookstore are volumes published by the printing houses of Philippine universities UP, UST, DLSU and Ateneo, as well as works produced by Ivy League schools in the U.S. like Harvard and Duke.

- **Reading Encouragement Program**
  Prominent alumni are invited to talk about their favorite books to help bring back students to the art of reading.

- **I-Campus Store**
  Offers discounted Apple-branded items and an in-house Apple-trained technician just for the Ateneo Community.

**Contact Information**

**The LS Bookstore**
Lower Ground Level, Manny V. Pangilinan Center for Student Leadership,
Ateneo de Manila Loyola Schools.

Business hours 8:00 am to 5:00 pm Mondays to Fridays
              8:00 am to 12:00 Noon Saturdays
Telephone (632) 426-6001 Local 5184 to 5186
E-mail lsbookstore@admu.edu.ph
PART 10:

Appendices
Implementing Guidelines on Loyola Schools Dress Code

In the Implementing Guidelines of the Loyola Schools Dress Code, released by the Office of the Vice President for the Loyola Schools last 6 December 2007, it is explained:

Although no uniform is prescribed in the Loyola Schools, it is the responsibility of the students to dress in a manner that is modest and appropriate to the academic nature of the university. (The Code of Discipline Section I.A)

While the way we dress is a form of self-expression, it also reflects our values and attitudes.

1. Dressing simply puts focus on the substance, rather than the form, of the person. In a Filipino, Catholic, and Jesuit University, simple dress acknowledges the social responsibility of every member of the community to address the problem of the socio-economic gap between the privileged and the underprivileged. It means avoiding extravagance or the ostentatious use of luxury items.

2. Dressing appropriately means clothes that reflect the purpose of the activity. While clothes or the manner of dressing do not directly reflect one’s mental processes, they do manifest one’s attitudes. Thus, clothes or footwear for places like the beach, bedroom, or gym (e.g., slippers, lounging/gym/athletic shorts and tops, cycling shorts, short shorts, sleeveless shirts for men), when worn during academic activities, do not reflect the respect for the institutional culture and persons of the university.

3. Dressing decently is a sign of respect for the human body. In the culture of a Catholic university, revealing and sloppy clothes do not reflect this respect. These include, among others, low-cut/backless/strapless blouses, very low-rise jeans, bare midriff, short shorts, soiled clothes, and lounging shorts/tops.

These guidelines are to be strictly observed by all members of the Loyola Schools community at:

1. All official functions and events of and in the Ateneo de Manila University, including commencement, convocations, conferences, receptions, and assemblies;
2. The offices of all Ateneo Administrators, as well as any meetings, appointments, or transactions with Ateneo administrators outside their offices;
3. All administrative offices, including corridors and waiting areas;
4. The Rizal Library;
5. The Office of the Registrar;
6. All events and activities in major Audio-Visual Rooms, such as the Irwin Theater, Faura AVR, Escaler Hall, and Leong Hall Auditorium;
7. All functions, events, and activities where the Ateneo de Manila University is represented, except those that clearly require other attire, such as in sports tournaments.

The Schools or Departments may also issue more specific guidelines to be enforced within their area of jurisdiction. Violations of these guidelines are considered Offenses Against Order under Section III.D.1 of the Code of Discipline (p. 59).
Student Related Government Acts and Implementing Guidelines

Visit http://www.ateneo.edu/ls/graduate/about-oadgp to read the details regarding Student Related Government Acts and Implementing Guidelines.

Traffic and Parking Procedures

MEMO TO: ALL LOYOLA SCHOOLS STUDENTS
FROM: Mr. Rene Salvador R. San Andres
Associate Dean for Student Affairs
DATE: 13 November 2009
RE: NEW TRAFFIC & PARKING PROCEDURES FOR 2ND SEMESTER 2009-2010

As part of continuing efforts to improve and maintain the balance of safety, security and the convenience of the members of the Ateneo community, please be advised that starting this 2nd semester of SY 2009-2010 the following traffic and parking procedures will be implemented and strictly enforced for the Loyola Schools:

1. NO ISSUANCE OF VISITOR’S PASS FOR STUDENT-DRIVEN CARS

All students who avail of student parking privileges should enter the campus using vehicles with the official University gate pass sticker. All students are enjoined to get gate passes for the extra vehicles that are used during number coding days. Using a vehicle once a week is considered regular usage, hence requires a gate pass sticker for the vehicle. Students who enter the campus using a vehicle with no sticker will be requested to present their student ID, log on a violation sheet and park in the student parking at their own risk of being ticketed for an offense. Parked vehicles with no gate pass stickers are ticketed for illegal parking within campus and offenders are fined P1,000.

Students have the option to be driven to school, park outside the campus or take public transportation during their coding day so as not to incur violations. They may also opt to avail of gate passes for extra cars. These can be obtained from the University Physical Plant Office at no penalty cost until the end of November. PARKING INSIDE THE UNIVERSITY IS A PRIVILEGE AND NOT A RIGHT. This privilege may be withdrawn by the University given the grounds for such a sanction.

2. STRICT ENFORCEMENT OF ANTI-JAY-WALKING RULE

As per the ADMU Traffic Rules and Regulation Primer 2009 (p.6), pedestrians should cross only on pedestrian lanes, marked noticeably as zebra lines across major intersections and high foot traffic areas. As a pedestrian, you must look to your RIGHT and to your LEFT before crossing the street. Pedestrians have the right-of-way AT ALL TIMES on these designated lanes. Crossing on areas with no pedestrian lanes is a violation and offenders shall be accosted and fined P500.
Registration of Bodyguards, Drivers and Chaperons

MEMO TO: ALL LOYOLA SCHOOLS STUDENTS

FROM: Rene Salvador R. San Andres, Associate Dean for Student Affairs

DATE: June 13, 2011

RE: Registration of Bodyguards, Drivers and Chaperones

Please be reminded of Section I-H of the Code of Discipline of the Loyola Schools Student Handbook (2010 Edition) which states:

Students are held responsible for the behavior of persons or outsiders who come into the campus on their behalf. Bodyguards or chaperones of students are not allowed inside the campus without the proper identification card (ID) issued by the ADSA. Even with proper identification, bodyguards or chaperones (including drivers) are not allowed to loiter around the campus. The student is charged with an offense when a violation of the Code of Discipline is committed by such persons.

In this regard, all drivers and chaperones are required to register with the ADSA office to be issued an official Identification (ID) Card that will allow them temporary stay in designated waiting areas within the school premises.

Bodyguards, chaperones, drivers or other outsiders who have no official school-related business are not allowed to loiter around the college complex. Those waiting for students must remain in the designated waiting area at the Northwest Car Park. Waiting for students is not considered official school-related business.

Security personnel will conduct regular spot checks of non-students around campus. Those who cannot present an official Ateneo-issued ID or show proof of official school-related business in the Loyola Schools will be assumed to be trespassing and will be brought to the Ateneo Security Office for processing.

Parking for chauffeur-driven cars is confined to the Northwest Car Park located at the area bounded by C5-Katipunan Road, the Miriam College fence and Fr. Arrupe Road. Drivers and chaperones are also reminded that gambling of any kind is prohibited on campus and violators will be penalized according to University policy.

Application forms are available at the ADSA Office, G/F Xavier Hall. The ID application/validation period for bodyguards, drivers and chaperones is from June 27 – July 2, 2011.

Strict implementation of the LS Bodyguard/Driver/Chaperone ID-Wearing Rule begins July 4, 2011.
Guidelines for Packaging Materials used in Food Products Distributed on Campus
School Year 2013-2014

Over the past three years, we managed to substantially reduce the amount of disposable packaging materials used in food products in the Loyola Schools. We have invested in reusable wares in all cafeterias to reduce the need for such packaging materials. We have also installed a materials recovery facility and a vermicomposting facility to improve our solid waste diversion efforts.

This school year, we continue to count on the community’s support in all Unit Offices and their respective cafeterias and outside food stalls participating in all food related events within their premises for our ecological solid waste management initiatives for a clean environment and a healthy and safe community.

Specific Packaging Guidelines

1. The most environmentally responsible food containers are those that are reusable. Thus, everyone is encouraged to use reusable table ware when serving food. Patrons may bring their own reusable baunans for take-out or borrow them through the deposit scheme.

2. Materials used for food packaging or which come into contact with food must be of food-grade quality and must be approved by a government regulatory body. Only approved wrapping and packaging materials should be used (ref. DOH Sanitation Code of the Philippines).

3. Food products should use packaging materials that are environmentally sustainable. This means that the packaging material should:
   • be manufactured with minimum demand on energy and natural resources
   • use processes and have products/by-products that generate minimum waste and have minimum impact on the environment.

4. Because they promote a lifestyle that involves high consumption of resources and waste generation, disposable food packaging materials should be avoided unless they can be degraded and renewed naturally.

5. Whenever possible, individual packaging should be avoided. For example, dispensed drinks (i.e. water pitcher and reusable glasses, cups or tumblers) are preferred over single-serving water PET bottles.

6. All reusable materials must be washed and sanitized immediately after use and must be kept in a clean storage area. Please refer to the procedures on dishwashing of utensils (FSQA Guidelines from the OFFICE OF THE FOOD SAFETY AND QUALITY ASSURANCE UNDER THE VICE PRESIDENT FOR ADMINISTRATION or procedures on dishwashing utensils provided by the supplier of the dishwashing unit).

7. The following are acceptable forms of packaging:
   a. All natural forms of packaging (those that did not go through mechanical or chemical processing, such as banana leaves or bowls from coconut shell)
   b. All naturally degradable and renewable packaging (those that are partly processed but can be degraded by nature and can easily be grown and harvested, such as wooden chopsticks, bilaos or biodegradable plates from corn)
   c. All engineered forms of packaging that are designed to be reusable (those that went through mechanical or chemical processing and are washable and durable, such as ceramic ware, melamine ware, metal cutlery, durable plastic tumblers, food baskets)
   d. Disposable packaging materials that can be applied to the present waste management practices of the LS community (those that can undergo vermicomposting like banana or coconut leaves; those that can be collected under the materials recovery facility like aluminum cans, glass bottles, and plastic bottles)
8. The following are not acceptable forms of packaging:
   a. All disposable polystyrene and similar plastic packaging (such as Styrofoam food containers, plastic cups, plastic spoons and forks) that do not fall under 7a and 7b
   b. All disposable composite packaging (materials that are made of two or more different materials laminated or fused together to form a single entity or material, such as tetra packs, foil packs, laminated plastic/paper cups used in vending drinks and beverages)

9. For all plastic disposable packaging, the preference as to the choice of the material is determined by the resin identification code/plastics recycling code, set by the Society of the Plastics Industry, Inc. (SPI). It determines the ease of recycling of the plastic product labeled, 1 being the easiest to recycle and 7 being the hardest to recycle. Please refer to the table 1 below.

<table>
<thead>
<tr>
<th>Code</th>
<th>Polymer</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>PETE or PET</td>
<td>Polyethylene terephthalate</td>
<td>Plastic bottles for water and carbonated drinks</td>
</tr>
<tr>
<td>HDPE</td>
<td>High density polyethylene</td>
<td>Plastic bottles for milk, shampoo, medicine</td>
</tr>
<tr>
<td>PVC or V</td>
<td>Polyvinyl chloride</td>
<td>Blister packs, water pipes, tubing</td>
</tr>
<tr>
<td>LDPE</td>
<td>Low density polyethylene</td>
<td>Plastic bags</td>
</tr>
<tr>
<td>PP</td>
<td>Polypropylene</td>
<td>Containers for ice cream, yogurt, margarine</td>
</tr>
<tr>
<td>PS</td>
<td>Polystyrene</td>
<td>Foamed: food trays/containers; Non-foamed: spoons/forks, clear plastic cups</td>
</tr>
<tr>
<td>OTHER</td>
<td>Other plastics such as acrylic, fiberglass, nylon, polycarbonate, and polylactic acid</td>
<td>Reusable water bottles</td>
</tr>
</tbody>
</table>

Please note that not all plastic products are suitable for food applications. For example, PVC (polyvinyl chloride, index 3), is not suitable for food packaging applications.

10. Corporate franchises, food sponsors and caterers are also asked to meet the guidelines of the Loyola Schools.

11. **Initial approval** of all packaging materials for use within the Loyola Schools shall be given by the following:

<table>
<thead>
<tr>
<th>Sector</th>
<th>Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gonzaga Cafeterias</td>
<td>AMPC and Blue &amp; Gold Management</td>
</tr>
<tr>
<td>(including sub-concessionaires)</td>
<td></td>
</tr>
<tr>
<td>JSEC</td>
<td>Student Entrepreneurial Initiatives Coordinator</td>
</tr>
<tr>
<td>Manang’s Clubhouse</td>
<td>Food Quality Assurance (FQA) Supervisor</td>
</tr>
<tr>
<td>Student Activities</td>
<td>Director of the Office of Student Activities</td>
</tr>
</tbody>
</table>

**Final approval**, however, rests on the FSQA Supervisor from the Office of Food Safety and Quality Assurance.

We hope that these guidelines serve as reminders to all of us so that we may continue to strive for an ecologically sustainable campus nurtured by an environmentally responsible community.

Noted:

John Paul C. Vergara
Vice President for the Loyola Schools
Graduating Student’s Clearance Form

ATENEO DE MANILA UNIVERSITY
LOYOLA SCHOOLS
OFFICE OF THE REGISTRAR

APPLICATION FOR GRADUATING STUDENT’S CLEARANCE

Date/time of printing ____________

ID No. 000555 Name of Student Dела CRUZ JUAN AQUINO

(Last) (First) (Middle)

Degree & Concentration MASTER OF SCIENCE IN CHEMISTRY

This form is for the student whose name appears above and is non-transferable. Any unauthorized photocopying of this form or misrepresentation of data shall be subject to disciplinary action and exclusion from the graduation list.

Offenses violations/obligations committed after submission of clearance form will also prevent graduation.

Signature of Student

ENDORSEMENTS: Secure signatures in any order and submit completed form to the Registrar’s Office

<table>
<thead>
<tr>
<th>1. Department Chair</th>
<th>Name in Print &amp; Signature</th>
<th>6. Residence Halls</th>
<th>Name in Print &amp; Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Rizal Library</td>
<td>Name in Print &amp; Signature</td>
<td>7. Cashier</td>
<td>Name in Print &amp; Signature</td>
</tr>
<tr>
<td>3. Associate Dean for Student Affairs</td>
<td>Name in Print &amp; Signature</td>
<td>8. Central Accounting Office</td>
<td>CLEARED, NO SIGNATURE/ APPROVAL REQUIRED</td>
</tr>
<tr>
<td>4. Director for Student Activities</td>
<td>Name in Print &amp; Signature</td>
<td>9. Associate Dean for Graduate Programs</td>
<td>Name in Print &amp; Signature</td>
</tr>
<tr>
<td>5. Office of Guidance and Counseling</td>
<td>Name in Print &amp; Signature</td>
<td>10. School Registrar</td>
<td></td>
</tr>
</tbody>
</table>

Date:

*For undergraduate students only
**For graduate students only

REQUEST FOR OFFICIAL DOCUMENTS

Date Requested ____________ Date Due: ____________

ID No. 000555 Name of Student Dела CRUZ JUAN AQUINO

(Last) (First) (Middle)

Degree & Concentration MASTER OF SCIENCE IN CHEMISTRY

☐ Transcript of Records P180.00/copy No. of copies/Amount Paid: ____________
☐ For Employment O/R No.: ____________________________
☐ Certificate of Graduation P85.00/copy Cashier: ____________________________
☐ English Translation of Diploma: P85.00/copy ____________________________
☐ Mailing Fee (local only) P55.00 (DCC-1BC 105-07B-002) ____________________________

Address and Contact No.: __________________________________________

Transcript Clerk: ____________________________ Total P ____________

NOTES:
• Please indicate request for copies of transcripts and/or certifications.
• *Students who wish to have their documents sent to them via courier (local only) must pay P55.00. The mailing address and contact number must be indicated above.
• Representatives must present an AUTHORIZATION LETTER, I.D. cards of owner & rep. to claim documents.
• Document/s is not claimed after 90 DAYS from due date will be DESTROYED and payments made FORFEITED.
• Pay only at the CASHIER. Cashier office hours: Monday-Friday: 8AM-12NN, 1PM-4 PM, Saturday: 8AM-12NN

2013 Graduate Student Handbook : 109
Complaint Form

ATENEO DE MANILA UNIVERSITY
Loyola Schools
Office of the Associate Dean for Student Affairs

COMPLAINT FORM

I regret to inform you that the following incident/s happened:

a) What:
   ____________________________________________________________
   ____________________________________________________________

b) Who:

c) When (date and time):

d) Where:

e) How (Give a chronological narration, please use another sheet if necessary):
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

f) Other details (if any):
   ____________________________________________________________
   ____________________________________________________________

Signature over Printed Name

Name/Year/Course:
Student ID No.
Address:
Residence Telephone No.: Cellphone #
Date Reported:

Theft/Loss Report Form

ATENEO DE MANILA UNIVERSITY
Loyola Schools
Office of the Associate Dean for Student Affairs

THEFT / LOSS REPORT

I wish to inform you that:
1) I lost the following things in school:
   [ ] Bag [ ] Cellphone [ ] Wallet [ ] Ateneo ID/other Cards (pls. specify)

2) I lost them on (date) at (specific place) at around (time)
   ____________________________________________________________
   ____________________________________________________________

3) I have a suspicion that the person who stole my things is
   [ ] non-Ateneo personnel [ ] an Employee [ ] a Student [ ] No idea

Identification or description (if any):
Narrate the chronology of events:
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

Signature over Printed Name

Name/Year/Course:
Student ID No.
Address:
Residence Telephone No.: Contact No #
Date Reported:
RE: ACKNOWLEDGEMENT OF MY APPLICATION FOR ADMU GATE PASS AS A STUDENT OF THE LOYOLA SCHOOLS

This to acknowledge that I am applying for the gate pass stickers for the following vehicles in order to allow them to regularly enter the campus on my behalf and park in properly designated areas

<table>
<thead>
<tr>
<th>Plate Number</th>
<th>Make / Year</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

I am aware of the following regulation my responsibilities relative thereto:

Students are held responsible for the behavior of persons or outsiders who come into the campus of their behalf. Bodyguards or chaperons students are not allowed inside the campus without the proper identification card (ID) issued by the ADSA. Even with proper identification, bodyguards or chaperons (including drivers) are not allowed to loiter around the campus. The student is charged with an offense when violation of the Code of Discipline is committed by such person.

I further attest to the truth and accuracy of the information contained herein and in the Ateneo Gate Pass Sticker form, especially given that any form of misrepresentation is considered a major violation of the Code of Discipline (as per Section III E.4).

I also pledge to inform the ADSA office and the UPPA immediately should there be any charges to the aforementioned list, as in the case of changes of ownership and/or additional vehicles applied for.

___________________________________    _______________________
Signature over printed name of Student    ID # and Year/Course

--------------------------------------------------------------------------------------------------------------------------------
FOR OFFICIAL USE ONLY:     RECEIVED BY:

_________________________    SIGNATURE of ADSA personnel & Date of Receipt
Assigned Sticker Number/s

Receipt of UPPA & Date

---Learning Contract---

REPLY SLIP

This is to certify that I have read, studied and fully understood the Loyola Schools Code of Academic Integrity (Student Guide) and promise to abide by its principles and policies.

____________________________________  ____________
Signature of student over printed name   ID#

____________________________________  ____________
Degree Program     Date today

____________________________________  ____________
Submitted to (name of teacher)    Class

(DO NOT WRITE BELOW THIS LINE)

RECEIVED BY ADSA OFFICE:
# Central Administration

<table>
<thead>
<tr>
<th>Office</th>
<th>Phone</th>
</tr>
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<tbody>
<tr>
<td>Office of the President</td>
<td>4000</td>
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<tr>
<td>Academic Vice President</td>
<td>4030</td>
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<tr>
<td>VP for Finance &amp; Treasurer</td>
<td>4060</td>
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<tr>
<td>Art Gallery</td>
<td>4160</td>
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<tr>
<td>Campus Network Group</td>
<td>4184</td>
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<tr>
<td>Central Accounting</td>
<td>4141</td>
</tr>
<tr>
<td>Central Purchasing</td>
<td>4130</td>
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<tr>
<td>University Dev’t./Alumni Relations</td>
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<tr>
<td>OMIOD</td>
<td>4011</td>
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<tr>
<td>HRMO</td>
<td>4120</td>
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<tr>
<td>Facilities &amp; Management Office</td>
<td>4100</td>
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<tr>
<td>University Archives</td>
<td>4170</td>
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<tr>
<td>University Athletics</td>
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<td>University Press</td>
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## School of Humanities

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<td>EAPI</td>
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<td>Theology (LST)</td>
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## Loyola Schools Administration

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<tr>
<td>VP for the Loyola Schools</td>
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<tr>
<td>Associate Dean for Academic Affairs</td>
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<td>Associate Dean for Graduate Programs</td>
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<td>Associate Dean for Student Affairs</td>
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<td>Admission &amp; Aid</td>
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<td>Campus Ministry Office</td>
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<td>College Athletics</td>
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<td>College Infirmary</td>
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## School of Social Sciences

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<tr>
<td>Communication</td>
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<td>Sociology &amp; Anthropology</td>
<td>5271</td>
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## Emergency Numbers

**ADSA Help Line** (available 24 hours a day)  (+63) 920 914 2372

**Ateneo Security Office** (632) 426 6001 ext. 4111

Police: Quirino Police Station (PS-9)  Anonas Rd., Project 2, Quezon City  www.qcpd.pnp.gov.ph

Camp Maj. General Tomas B. Karingal  Sikatuna Village, Q.C. - (632) 927 4444/(632) 925 8417

Fire Department (632) 928 8363/ (632) 924 1992  Agham Road, Brgy. Bagong Pag Asa, Q.C.

Barangay Center (632) 433 8554/ (632) 425 1434  Loyola Heights, Q.C.

**Quirino Memorial General Hospital, Libis, Q.C.**  (632) 721 3089

**Medical City** (632) 631 8626  Ortigas Avenue, Pasig City

**World City Medical Center and Colleges**  Aurora Boulevard, Q.C.  (632) 913 8380/ (632) 438 4580

**U.P. Infirmary** (632) 920 5301 local 2848  U.P. Campus, Diliman, Q.C.

**Living Church of Sta. Maria Della Strada**  Katipunan Avenue, Q.C.  (632) 929 7790