ATENEO DE MANILA UNIVERSITY
School of Social Sciences
Junior Term Abroad (JTA) Program

TERMS AND CONDITIONS

Ateneo de Manila University students participating in the SOSS JTA Program are expected to comply with the following terms and conditions:

On or before 04 August 2014

1. Pay the SOSS-JTA Program confirmation processing fee and submit the pink copy to the official receipt to the SOSS Student Exchange Coordinator.

2. Consult with their Department Chair or Department Coordinator for JTA as regards to the adjustment of their Individual Program of Study (IPS).

September 2014

3. Submit adjusted ISP to the SOSS Student Exchange Coordinator that contains the following: (a) subjects to be taken during the accelerated JTA semester in the Ateneo (Mid-October to mid-January); (b) subjects to be taken during the JTA term in the host university abroad (January-May/February-June/March-July); and (d) signature of your chairperson signifying her/his approval of the subjects that will be taken before and during your JTA deployment.

4. Coordinate with the Office for International Relations (OIR) with regard to admission requirements of the host university.

5. Attend pre-departure orientation organized by the OIR and accomplish all their pre-departure requirements of the host university.

6. Cover the following the expenses (except if under scholarship)
   a. Visa fees
   b. Round-trip airfare and other travel related costs
   c. Health and travel insurance
   d. Housing/accommodation and monthly expenses while abroad

Mid-October 2014 to Mid-January 2015

7. Enroll in the accelerated JTA semester in the Ateneo and attend the classes from Mid-October to mid-January. In this regard, JTA students will pay an equivalent to a full load or a total of seven (7) subjects (equivalent to 21 units) but will only attend 3 or 4 general education subjects (e.g. Hist 166, Ph 102, Th 131 or PoS 100). The remaining four subjects (equivalent to 12 units) are the classes that will be attended abroad.

Note: For those students who are required to take Ph 102, please see Ms. Rowie Azada-Palacios (razada@ateneo.edu) for your JEEP.

All Management Economics students who will take Fin 103 and LS 100 during the accelerated semester should coordinate with the JGSOM office for details.

All SoSS Students who are required to take their major courses for this accelerated semester should coordinate with the SoSS JTA Coordinator.

Mid-January to May/February to June/July 2015

8. Take courses related to their majors/fields of study in the host institution.

9. Submit periodic reports (via email) to SOSS Student Exchange Coordinator regarding the progress of your semester abroad.

10. Stay within the host-country for the duration of the semester abroad program. If course/s taken at the host institution requires travel (within the host country or, for those in Europe, within the Schengen countries), students must duly notify the SOSS Student Exchange Coordinator and OIR of their travel plans.

11. Follow the host university’s rules and regulations.
May/June/July 2015

(12) In needed, proxy enrol for the subjects you will attend for the first regular semester in the Ateneo upon your return.

(13) Return to the Philippines after the end of the students’ semester abroad program.

June/July 2015

(14) Attend enrolled classes in the Ateneo.

(15) Upon the receipt of your official transcript of grades from your host university, secure a validation form from the Registrar’s Office. Have the subjects validated by your Department Chair. Submit 2 copies of these documents (transcript of grades and validation form) to the SOSS Student Exchange Coordinator.

We understand and agree with the Terms and Conditions stated above.

NAME AND SIGNATURE OF STUDENT
Date:

NAME AND SIGNATURE OF PARENT/GUARDIAN
Date:
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