

**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 16 May 2018**

- (1) Pay the SOSS-JTA Program confirmation processing fee and submit the pink copy to the official receipt to the SOSS Student Mobility program Coordinator.
- (2) Consult with their Department Chair or Department Coordinator for JTA as regards to the adjustment of their Individual Program of Study (IPS).

**May 2018**

- (3) Submit adjusted ISP to the SOSS Student Exchange Coordinator that contains the following:
  - (a) subjects to be taken during the **Intersession** semester in the Ateneo (June to July); (b) subjects to be taken during the **Regular 1<sup>st</sup> Semester** in the Ateneo (August-December); (c) subjects to be taken during the **JTA semester** in the host university (January-May); 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 (TBA) organized by the OIR and accomplish all their pre-departure requirements.
- (6) Cover the following 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

**June-July 2018**

- (7) Enroll and attend the Summer semester (students may take the major or core courses that are supposed to be offered during the second semester in the curriculum).

**Mid-August to December 2018**

- (8) Enroll and attend the classes for the 1<sup>st</sup> regular semester in the Ateneo.
- (9) Pay the International Student Exchange Program (ISEP) fee equivalent to Ateneo's full load tuition fee for a semester before leaving for deployment in January 2017. (Note: Fee-paying students are not required to pay the ISEP fee).

**January-May 2019**

- (10) Take courses related to their majors/fields of study in the host institution.
- (11) Submit periodic reports (via email) to SOSS Student Mobility program Coordinator regarding the progress of your semester abroad.
- (12) 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 Mobility program Coordinator and OIR of their travel plans.

- (13) Follow the host university's rules and regulations.
- (14) Return to the Philippines after the JTA-Semester abroad program

**June-July 2019**

- (15) Proxy enroll for the subjects you intend to take in the Ateneo for the Intersession term upon your return (only if it is required by the curriculum).
- (16) 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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