



ATENEIO DE MANILA
UNIVERSITY

LOYOLA SCHOOLS

GRADUATE STUDENT HANDBOOK

2019 EDITION





ATENEIO DE MANILA UNIVERSITY
Loyola Schools

GRADUATE STUDENT HANDBOOK

2019 Edition

Office of the Associate Dean for Graduate Programs

Graduate Student Handbook 2019 Edition

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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 modify or change any of these without prior notice.

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MESSAGE
from

**THE PRESIDENT OF THE ATENEO DE MANILA
UNIVERSITY**

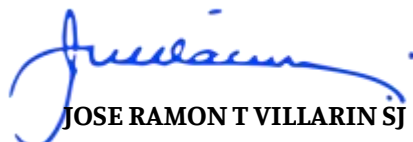
Welcome to the Ateneo de Manila University.

This Loyola Schools Graduate Student Handbook is a compilation of information about the Ateneo de Manila, the Loyola Schools, and all the services you may need to help you in your graduate studies. I hope that you will make full use of the facilities and resources that are available to you.

I also hope that you will spend time to discover that Ateneo offers much more than just academic formation. There are many opportunities for enriching yourself in diverse fields and building the foundation for creative and collaborative learning, communication, and critical thinking. Most importantly, the Ateneo de Manila also offers avenues for broadening your social concerns and deepening your spiritual life. In the end, it is the depth of your spirit and your love for people and creation that will sustain you all throughout your life.

I wish you all the best in your chosen fields and I look forward to seeing you finish your studies that you may find deeper meaning and happiness to 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

Welcome to the Loyola Schools, Atenean Graduate Student!

Graduate education is both an opportunity and a challenge. As an opportunity, it takes you to heights and depths, and breadths that stretch your capacities and make you discover the wonders of new knowledge that satisfies your curiosity and quenches your thirst. As a challenge, it can spin you in a maze leaving you breathless or keep you at a standstill while awaiting the spirit of understanding to come to your rescue when making sense of your reading material or lab experiment results.

Welcome to this great adventure towards growth and wisdom in scholarship and professional practice!

*In the Loyola Schools, we accompany you through this exciting adventure, beginning with this **Graduate Student Handbook**. It is your road map, as it were, providing you with a guide to the systems, procedures, policies, and programs in the Loyola Schools during your period of study and formation as Ateneans. In addition, the academic programs allow you to explore your chosen fields in collaboration with and through the guidance of your mentors. There are learning resources — the Rizal Library, the Ateneo Innovation Center, the Science Labs, the Multimedia Center, the Art Gallery, Areté, to name a few — that enhance critical thinking and the creative imagination. At times when you just need to find respite from the pressures of study, the Church of the Gesu, the wooded walkways, the gardens, and the span of grassy fields can respond to that need.*

It's in this atmosphere of grace that the Loyola Schools strives to help you become Atenean professionals for others in a world that is not always filled with grace and abundance.

*Fly high and be **Lux in Domino** — **Light in the Lord**.*


MARIA. LUZ C. VILCHES, PhD
Vice President for the Loyola Schools



MESSAGE
from

THE ASSOCIATE DEAN FOR GRADUATE PROGRAMS

Congratulations for taking the first step towards graduate education! We are delighted to have you as a member of our growing community of graduate students who come from diverse backgrounds, interesting organizations and exciting places.

Ateneo de Manila has a long history of graduate education beginning in 1949 when the University offered two master's degree program - (1) MA in Education, and (2) MA in English Literature. This commitment of building the nation through supporting teachers and leaders, capacitating institutions, engaging in policy debate and development and engaging communities and industries through innovation and research in the country and the region continues today. As we expand our various program offerings, scholarship opportunities, research endeavors, and industry partnerships, we remain grounded on our core mission of forming leaders who are not only academically excellent but also carries with them the sense of service and justice today demanded by our Faith.

*Let this Handbook guide your graduate studies with us and ensure that your learning journey is a meaningful one. Whether you are returning to higher education after some time away or just graduated from an undergraduate degree, we hope to provide you the support you need in order to achieve your personal and professional development goals and become **Lux-in-Domino — Light in the Lord***



ANNE LAN K. CANDELARIA, PhD

Associate Dean for Graduate Programs



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I. 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 endorsed by Governor Norzagaray, the Jesuits took over the Escuela Municipal in Intramuros, the walled City of Manila. A primary school originally intended for the sons of Spaniards, it 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 the city subsidy in 1901, the school became a private institution dropping the word "municipal" from its official title. In 1921, the American Jesuits of the Maryland-New York Province replaced the Spanish Jesuits as teachers and administrators of the Ateneo de Manila.

The Intramuros fire of 1932 completely destroyed the Ateneo de Manila 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. Post-Japanese occupation, Ateneo de Manila offered its first two Master's degree program in Education and English Literature, in 1949. In 1952, the Ateneo de Manila 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 de Manila passed from the New York Province to the Philippine Province of the Society of Jesus, and shortly after, its first Filipino Rector/President was named. Since the growth of the Ateneo de Manila demanded a new status, the school obtained its charter as a university in 1959.

In 2000, the School of Arts and Sciences of the Ateneo de Manila was restructured into the Loyola Schools comprised of four schools: the School of Humanities, the School of Management, the School of Science and Engineering, and the School of Social Sciences.

Today, the Ateneo de Manila University celebrates 158 years as a Jesuit educational institution in the country. The 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 (SOSS), collectively known as the Loyola Schools (LS); and the Ateneo Graduate School of Business (AGSB), the Ateneo Law School (ALS), the Ateneo School of Government (ASOG), and the Ateneo School of Medicine and Public Health (ASMPH), collectively known as the Ateneo Professional Schools. In addition, like most Philippine universities, it has a basic education unit composed of grade school, junior high school, and senior high school noted for high educational standards. The Loyola Schools, the basic education units, and the ASOG are located on the Loyola Heights campus, along Katipunan Road, Quezon City. The AGSB and ALS are located on the Rockwell campus, Makati City. Finally, the ASMPH is located at the Don Eugenio Lopez, Sr. Medical Complex, Ortigas Avenue, Pasig City.

The University is also home to the Ateneo de Manila University Press, Ateneo Art Gallery, Ateneo Leadership Institute, Confucius Institute, University Research Ethics Office, and social development centers such as: Ateneo Center for Educational Development (ACED), Ateneo Institute of Sustainability, Gawad Kalinga-Ateneo, and Pathways to Higher Education.

A number of Centers are part of the Loyola Schools. These are the Ateneo Center for Asian Studies (ACAS), Ateneo Center for Economic Research and Development (ACERD), Ateneo Center for English Language Teaching (ACELT), Ateneo Center for Organization Research and Development (Ateneo CORD), Ateneo Center for Social Entrepreneurship (ACSENT), Ateneo Innovation Center (AIC), Ateneo Institute of Literary Arts and 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), the Eugenio Lopez, Jr. Center for Multimedia Communication at the ADMU, the Fr. Jaime C. Bulatao, S.J. Center for Psychology Services (Bulatao Center), Institute of Philippine Culture (IPC), JGSOM Business Resource Center (JGSOM BRC), Ateneo Family Business Development Center (AFBDC), and Asian 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.

The Strategic Goals of the Ateneo de Manila University



A strategic plan for the
Ateneo de Manila University

“The world is not yet finished. This garden is not yet finished. We have to work the earth.
Things will not just grow.
Things need us for them to grow.”

Jose Ramon T Villarin, SJ
President

When the Jesuits arrived in the Philippines in 1859, they were missioned to proceed to Mindanao. Waylaid by political forces, they were instead asked to put up an educational institution in Manila, and thus was born Ateneo de Manila.

This “accidental” mission has now become a premier educational institution in the country and the region. From a small primary school serving Manila’s colonial elite, Ateneo has grown into a full-fledged university, an institution with significant contributions and influence, through the work of its students, faculty, and alumni.

But as the world continues to evolve, so must the Ateneo. As we turn 160, we look back to our heritage and history, and at the same time, look towards a complicated yet promising future.

Keeping in mind the challenges of the modern world, and rooted in the spirit of “Lux in Domino,” we articulate our goals as one university, which we hope to achieve by 2030. All for the greater glory of God - *ad majorem Dei gloriam*.



Enhance strategic markers of Jesuit education

Strengthen in our students the markers of a Jesuit education, by nourishing our liberal arts core and continuing the Ignatian tradition of integral formation.

Develop new, cutting-edge and relevant curricula and programs, training students to practice transdisciplinarity with an authentic global perspective.



Strengthen our influence in building the nation and the Asia Pacific region

Influence policy and action as a truly national and global university by establishing social development programs, think tanks, policy centers and research units, commit to engage actively with government and civil society to work for a more humane and just society.



Increase access to Ateneo education

Establish a more diverse studentry and academic community, strengthen institutional linkages that result in a borderless presence globally, and explore possible new campuses.



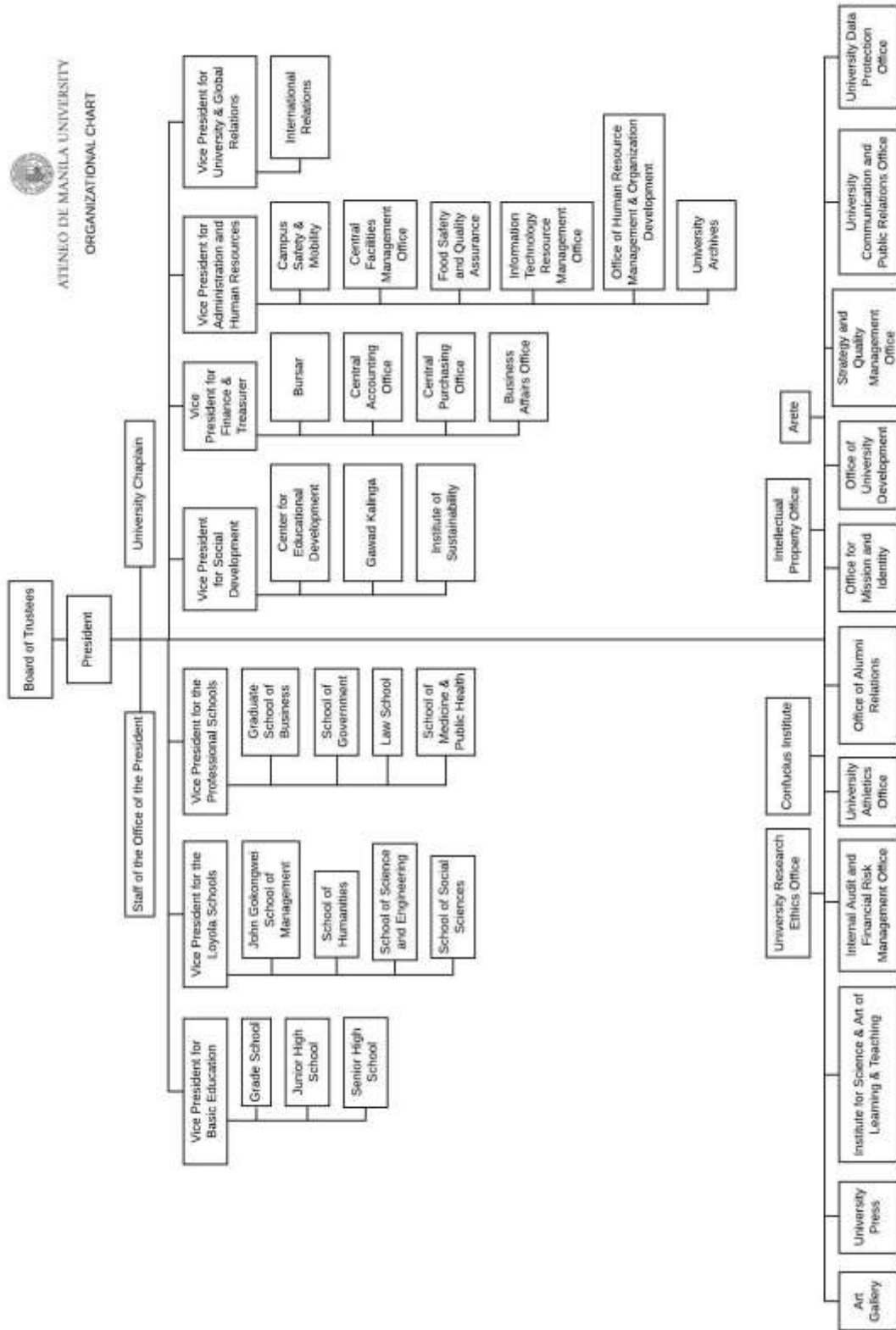
Ensure continuity of university leadership

Enrich the continuing formation of administrators, faculty, professionals and staff. Institutionalize a recruitment, retention and succession program, to attract the best people and resources.



Sharpen the distinct character of Ateneo's educational mission

Distinguish Ateneo as the premier Jesuit educational institution in the Philippines and in Asia.



Purposes and Aims of the Loyola Schools

The Loyola Schools seeks to achieve in an eminent way the goals articulated in 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 the 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.

Vision and Mission Statements

Loyola Schools Vision and Mission Statement

We are a Filipino, Catholic and Jesuit University that provides a world class, excellent holistic liberal education, multidisciplinary and transdisciplinary in approach.

We form leaders equipped to manage complexity, conflict and change. They are trained to respond with a global perspective and at the same time are rooted in and culturally sensitive to diverse local needs and realities. Animated by Ignatian spirituality, they live a life shaped by discernment, learning and action.

We participate with passion in the task of nation building through our teaching, research, outreach and advocacy. We strive to have a strong impact on national and regional issues by tackling urgent societal problems, promoting cultural dialogue, and addressing social inequity.

Through the institutions that we build, the policies and programs that we craft, and the governance that we practice and advocate, we endeavor to build a national and regional presence and reputation for leadership, excellence and service.

School of Humanities Vision and Mission Statement

Vision: We are a community of educators, scholars, and artists, who are engaged in the critical interpretation and imaginative expression of human experiences. Through these practices, we resist the devaluation of the humanities, affirm the creative human spirit, and commit to a more just and compassionate society.

Mission: Our mission is to instill in our students a love of critical learning, an appreciation of our shared humanity, and a desire for ethical stewardship as foundations of discerned social action in the Philippines and the world. We strive for excellence in our teaching, scholarship, and artistic work, and we aim to promote the arts and humanities as vital resources for social transformation.

John Gokongwei School of Management Vision and Mission Statement

The John Gokongwei School of Management, or JGSOM, is a regionally recognized center of excellence and leadership in 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, overlaid 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-oriented experience

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

School of Science and Engineering Vision and Mission Statement

Vision: The Ateneo School of Science and Engineering (SOSE) is a globally recognized leader in science, technology, engineering, and mathematics (STEM) education and multidimensional research that serves Philippine society while engaging the world.

Mission: SOSE is a community of educators, learners, and leaders that advances excellence through the pursuit of truth, grounded in sound scientific principles. Guided by Ignatian core values, SOSE drives sustainable and inclusive national development through education, research, innovation, and social engagement.

School of Social Sciences Vision and Mission Statement

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.

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.

Aims of Graduate Education in the Ateneo de Manila University - Loyola Schools

The Loyola Schools, through its Graduate Programs, seeks to further the purposes and aims of the University by providing its students a high degree of competence in research and professional practice. It responds to the university's commitment to the education of the whole person by providing a broad range of degree programs that are grounded on theory, informed by practice, global in perspective, and rooted in and culturally sensitive to local needs and realities.

Strategic Thrusts

The documents that were produced during the planning sessions indicated the thrust on leadership as overriding and the scope was defined as Asia-Pacific. The LS Schools articulated these thrusts in relation to their own contexts and disciplinary areas.

a. *Overall Thrust of the Loyola Schools*

To be regionally recognized as a center of excellence in the study of selected fields and in issues of interest or concern in Asia-Pacific, one with a strong and active contribution to the development of an equitable, just, and peaceful region.

b. *Thrust of the School of Humanities:* Conscientious and creative leadership in culture and the arts for a just society

c. *Thrust of the John Gokongwei School of Management:* Business leadership that emboldens stewardship, sustainability, and transformative service

d. *Thrust of the School of Science and Engineering:* Innovative leadership in science and technology in response to social, environmental, and health challenges

e. *Thrust of the School of Social Sciences:* Transformative leadership in service towards inclusive societal and human development.

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 **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 **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 the Core Curriculum** oversees the overall framework and implementation of the core curriculum, the development of the content and methodologies of the core courses, the choice and formation of faculty teaching these courses, and the links with the Integrated Ateneo Formation (InAF) program and the major curricula.

The **Associate Dean for Graduate Programs** 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 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 **Associate Dean for Student and Administrative Services** supervises the offices that provide different developmental programs and services for the student body. The offices in the Student and Administrative Services Cluster supervised by the Associate Dean for Student and Administrative Services are headed by the following administrators:

The **Director of the Office for Student Services** oversees the delivery of basic services to ensure over-all safety and well-being of students which include, but are not limited to the provision of student ID cards, emergency assistance, student mobility and security on and off-campus, information dissemination and raising awareness of important topics related to student welfare.

The **Director of the Office of Facilities and Sustainability** oversees the planning, design, construction, operation, and maintenance of all Loyola Schools' facilities, equipment within the facilities and grounds. S/He ensures that the sustainability initiatives of the University, which are applicable to the Loyola Schools facilities, are properly implemented.

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 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 Office of Management Information Systems** oversees the development, implementation, and maintenance of the information systems of the Loyola Schools.

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 de Manila products while promoting student entrepreneurship and updating of available publications in the bookstore.

The **Associate Dean for Student Formation** oversees the design, implementation, and evaluation of integrated formation programs and services that facilitate the personal, social, spiritual, communal, physical, and leadership development of undergraduate students of the Loyola Schools. The offices in the Student Formation Cluster supervised by the Associate Dean for Student Formation are headed by the following administrators:

The **Director of the Office for Social Concern and Involvement** is responsible for providing the Loyola Schools with formation and alternative education programs that contribute toward authentic and humane social transformation. S/he ensures the effective implementation of curricular and non-curricular programs that aim to bring out "the person-for-others" in every Atenean through partnerships with non-governmental organizations, people's organizations, local government units, government units, and other agencies with the same orientation of concern for the poor.

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 Office of Placement and Career Services** is primarily responsible for linking the academic world and the world of work, particularly for the graduating students. S/he promotes career opportunities for the general student body and provides several venues for career orientation and job skills workshops.

The **Director of the Office of Student Activities** is the ex-officio moderator of the Sanggunian ng mga Mag-aaral ng Mga Paaralan ng Loyola, the student council of the Loyola Schools. S/he oversees the activities of recognized student organizations in the Loyola Schools.

The **Coordinator for College Athletics** implements the sports programs prepared in collaboration with the University Athletics Director. S/he is responsible for providing athletes with their P.E./N.S.T.P exemptions, insurance claims, scholarship grants, and coordinates all of these matters with all the offices involved.

The **Director of the Physical Education Program** takes care of the Physical Education offerings and the management of the Loyola Schools Physical Education Complex.

The **Director of Citizens Military Training (CMT)** takes care of the CMT offerings.

The **Director of the Office of Student Discipline** is the point person of the Loyola Schools for all matters related to the broad area of Student Discipline.

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 Office of Admission and Aid** directs the recruitment and admission of new students to the undergraduate programs and administers the financial and scholarship program for undergraduate 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.

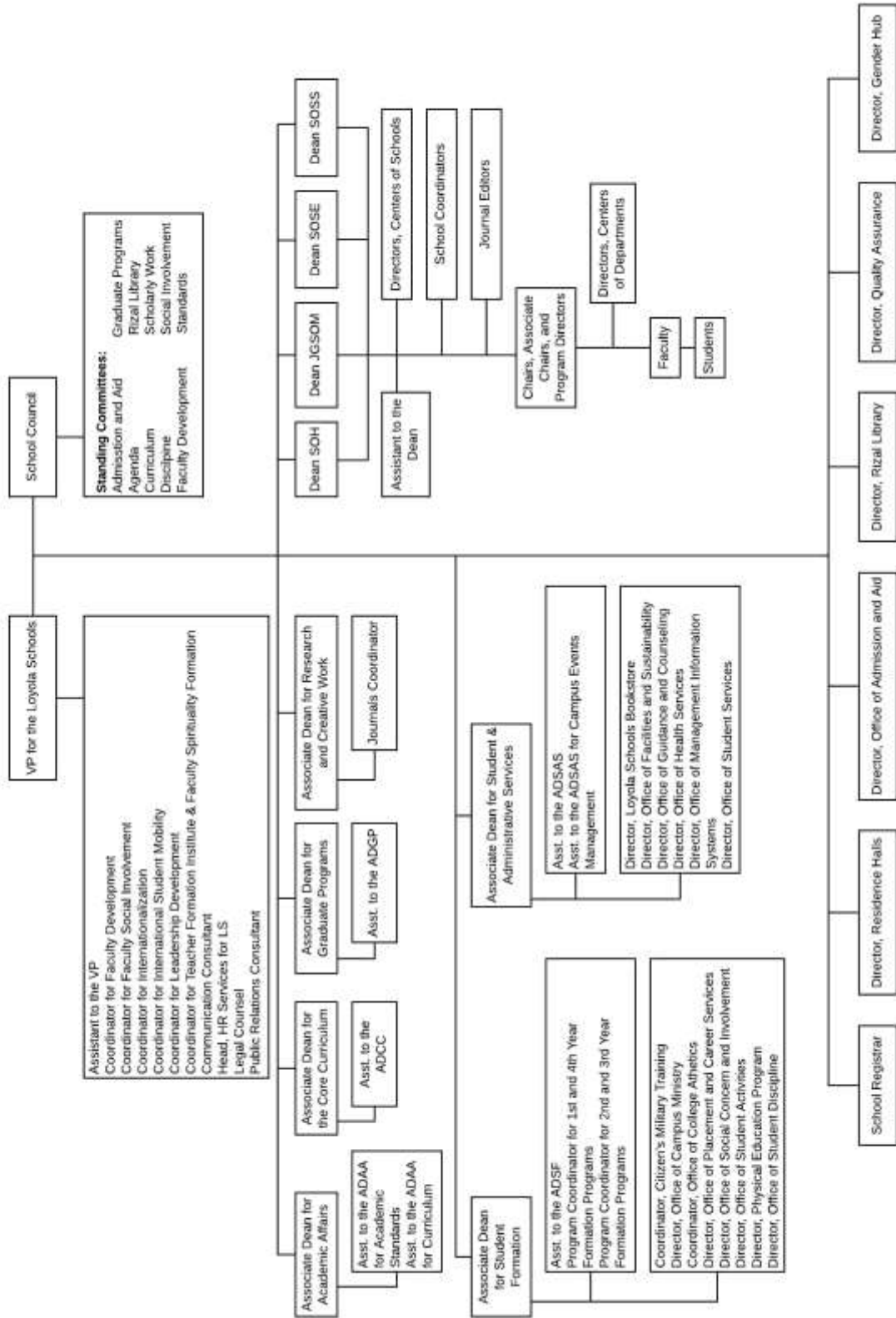
The **Director of the Residence Halls** is the general supervisor of the Residence Halls, responsible for the over-all management, living conditions, general welfare, and discipline therein.

The **Director of Quality Assurance** is responsible for implementing and reviewing the Quality Assurance Framework of the Loyola Schools through policy implementation, metrics, data collection and monitoring.

The **Director of the Gender Hub** directs and coordinates the operationalization of the LS Gender Policy for a gender-inclusive, gender-responsive, and gender-safe community.

Loyola Schools Organizational Structure

SY 2019-2020



Academic Degree Programs

(Updated list available at lsgrad.ateneo.edu)

Degree Title	Degree Granted	School	Dept.
Anthropology	MA	SOSS	SA
Applied Sociology and Anthropology	M	SOSS	SA
Applied Mathematical Finance	M	SOSE	MA
Atmospheric Science	MS	SOSE	PS
Basic Education Teaching	MA, M	SOSS	ED
Biology	PhD, MS	SOSE	BIO
Chemistry	PhD, MS, M	SOSE	CH
Chemistry Education	MS, M	SOSE	CH
Clinical Psychology	PhD	SOSS	PSY
Communication	MA, M	SOSS	COM
Computer Science	PhD, MS	SOSE	DISCS
Counseling Psychology	MA, M	SOSS	PSY
Data Science	MS	SOSE	DISCS
Developmental Psychology	MA, M	SOSS	PSY
Disaster Risk and Resilience	M	SOSE	ES
Ministry	D Min	SOH	TMP
Economics	PhD, MA, M	SOSS	ECON
Educational Administration	MA, M	SOSS	ED
Electronics Engineering	MS	SOSE	ECE
English Language and Literature	PhD	SOH	EN
English Language and Literature Teaching	MA, M	SOH	EN
Environmental Management	M	SOSE	ES
Environmental Science	MS	SOSE	ES
European Studies, major in Comparative Regional Relations of Asia and Europe	MA, M	SOSS	EU
Family Ministry and Counseling	M	SOH	TMP

Guidance and Counseling	MA, M	SOSS	ED
History	MA, M	SOSS	HI
Information Technology	M	SOSE	DISCS
Information Technology Integration	M	SOSS	ED
Innovation through Media Arts Technology	MS, M	SOSE	DISCS
Innovation through Media Arts Technology / Innovation through Media and Arts Technology*	MS, M (dual degree)	SOSE	DISCS
Japanese Studies	MA	SOSS	JSP
Journalism	M	SOSS	COM
Leadership Studies, major in Business Leadership	PhD	JGSOM	JGSOM
Leadership Studies, major in Organization Development	PhD	SOSS	PSY
Literary and Cultural Studies	MA	SOH	EN
Mathematics	PhD, MS	SOSE	MA
Mathematics Education	PhD, MS, M	SOSE	MA
Organizational Psychology	MA, M	SOSS	PSY
Pagtuturo ng Filipino	MA	SOH	FIL
Panitikang Filipino	MA	SOH	FIL
Pastoral Leadership and Management	M	SOH	TMP
Pastoral Ministry	M	SOH	TMP
Philosophy	PhD, MA, M	SOH	PH
Physics	PhD, MS, M	SOSE	PS
Physics Education	M	SOSE	PS
Political Science, major in Global Politics	MA, M	SOSS	POS
Psychology	PhD	SOSS	PSY
Reading Education	MA	SOSS	ED
Religious Education	MA, M	SOH	TH
Science Education	MS, M	SOSE	BIO
Social Development	MS	SOSS	SA
Social Psychology	MA, M	SOSS	PSY

Sociology	PhD, MA	SOSS	SA
Spirituality and Retreat Directing	M	SOH	TMP
Sustainability Management	MS	JGSOM	JGSOM
Teaching Chinese as a Foreign Language	M	SOSS	ED
Theological Studies	MA	SOH	TMP
Theology	PhD	SOH	TMP

** MS/M Innovation through Media Arts Technology / Innovation through Media and Arts Technology is a dual degree program jointly developed and delivered by Ateneo de Manila University and Queen Mary University of London*

Key to Degrees

M	Master
MA	Master of Arts
MS	Master of Science
PhD	Doctor of Philosophy
D Min	Doctor of Ministry

Key to Schools

JGSOM	John Gokongwei School of Management
SOH	School of Humanities
SOSE	School of Science and Engineering
SOSS	School of Social Sciences

Key to Departments

BIO	Biology	HI	History
COM	Communication	JSP	Japanese Studies Program
CH	Chemistry	MA	Mathematics
ECE	Electronics, Computer and Communications Engineering	PH	Philosophy
ECON	Economics	POS	Political Science
ED	Education	PS	Physics
EN	English	PSY	Psychology
ES	Environmental Science	SA	Sociology and Anthropology
EU	European Studies Program	TH	Theology — FIRE
DISCS	Information Systems and Computer Science	TMP	Theology and Ministry Program
FIL	Filipino		

II. SCHOLARSHIPS AND FINANCIAL AID FOR GRADUATE STUDENTS IN THE LOYOLA SCHOOLS



Introduction

Graduate education is a stage where leaders are prepared to take on the role as innovators and change agents in their own organizations and communities. As such, graduate students, through their enhanced intellectual and research capacities, are expected to contribute not only to knowledge production but more importantly to the advancement of policy and practice.

Aims of Graduate Education in the Ateneo de Manila University - Loyola Schools

The Loyola Schools, through its Graduate Programs, seeks to further the purposes and aims of the University by providing its students a high degree of competence in research and professional practice. It responds to the university's commitment to the education of the whole person by providing a broad range of degree programs that are grounded in theory, informed by practice, global in perspective, and rooted in and culturally sensitive to local needs and realities.

Goals of Scholarship for Graduate Students

Ateneo de Manila University - Loyola Schools offer various scholarship and financial aid opportunities to:

- make its graduate education more inclusive and accessible to those who are intellectually capable but financially constrained; and
- support current graduate students in the various stages of their studies.

Through these various scholarships, the Loyola Schools hopes to increase diversity among its graduate student population by decreasing the barrier to access and supporting talents during their course of study in robust ways. It stands firm in its commitment to support educators, scientists, researchers, professionals, creative artists, writers, and others who will ultimately contribute significantly to the development of Philippine society and the Asia Pacific Region.

A. Loyola Schools-based Scholarships

(Updated list available at lsgrad.ateneo.edu)

1. Fifty-Percent (50%) Tuition Scholarship

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 teachers and leaders in the Philippines' education system.

This scholarship covers 50% of tuition fee only for coursework enrollment. Students are asked to pay the other fees in full. The scholarship is good only for the current semester of enrollment. The student has to apply and submit a new certificate for the succeeding semesters.

A. Eligibility

The 50% tuition scholarship is open to new and current masters and doctoral graduate students who are:

1. Administrators or teachers in a school recognized by DepEd or CHED
2. Academics and other personnel in a school recognized by DepEd or CHED and with training in the following areas:
 - a. Guidance and Student Formation
 - b. Curriculum Development
 - c. Instructional Materials Development
 - d. Planning and Research
 - e. Testing, Measurement, and Assessment
 - f. School governance and administration
 - g. Teacher Training and Leadership Development
 - h. Monitoring and Evaluation
 - i. Policy, Programs and Standards Development
 - j. Quality Assurance
3. DepEd and CHED staff and professionals whose work is in the following educational development areas:
 - a. Guidance and Student Formation
 - b. Curriculum Development
 - c. Instructional Materials Development
 - d. Planning and Research
 - e. Testing, Measurement, and Assessment
 - f. School governance and administration
 - g. Teacher Training and Leadership Development
 - h. Monitoring and Evaluation
 - i. Policy, Programs and Standards Development
 - j. Quality Assurance

B. Conditions

1. A scholar who withdraws with permission (WP) or without permission (W) from all his/her courses during an academic term will be required to reimburse the Loyola Schools a percentage of his/her tuition and fees that is determined by the Central Accounting Office, failure to do so would mean incurring a financial accountability with the Loyola Schools.
2. The scholar may be permitted to withdraw from the semester he/she is currently enrolled due to grave reasons as defined in the Magna Carta of Graduate Students Rights.

C. Requirement

Upon enrollment, the applicant must present to the OADGP a certificate from his/her current school or institution attesting to:

- his/her current employment status;
- position title; and
- whether he/she is on official study leave

2. Scholarship for Doctoral Students

This scholarship covers tuition and fees including Dissertation Writing and Oral Defense Fees. Approved scholars will also receive P30,000 monthly allowance for the duration of his/her scholarship.

A. Eligibility

This scholarship is open to all Doctoral students of the Loyola Schools who are not recipients of any scholarship or financial aid grant at the time of application. For current students, he/she must also be well within the IS residency term limit of the Loyola Schools.

B. Conditions

1. The student is required to carry a full time load per semester. He/She must enroll in at least 9 units during the regular semester and 3 units in the Intersession.
2. The student must finish the program in three years. The student may apply for an extension of up to a maximum of one year subject to the approval of the ADGP. If the student does not complete the degree program within the scholarship's term limit, he/she shall pay for the remaining semesters until he/she completes the degree program.
3. Student must meet the retention grade of the department, or Loyola Schools if the department does not have any. The student must not have any W, C and F marks. This includes comprehensive exams. Scholars who fail the dissertation defense will have to pay for the re-enrollment of dissertation and oral defense.
4. Shifting to another degree program is not allowed under this scholarship.
5. Semestral grade reports and dissertation progress report must be submitted by the student to the OADGP at the end of each semester. This is a requirement for enrollment in the succeeding semester.
6. Student must assist in at least one major event of the Graduate Programs (e.g. grad students' orientation) for each school year.
7. The student must file the LOA Form if he/she intends to discontinue his/her graduate studies. The scholar's privileges will be suspended during the LOA period.
8. The student may be permitted to withdraw from the semester he/she is currently enrolled due to grave reasons as defined in the Magna Carta of Graduate Students Rights. The scholarship privileges will be suspended during his/her absence.

C. Requirements

1. Accomplished Scholarship & Financial Aid Application Form
2. Recommendation Letter
 - For new students - a letter of recommendation for character reference from the applicant's present/previous employer / supervisor / teacher printed on official letterhead.
 - For currently enrolled students - letter of recommendation from graduate coordinator/chair/potential dissertation adviser

3. Transcript of Records from previous school attended (if new student) or latest printout of student's grades from AISIS (for current students)
4. Research Statement
5. Plan of study signed by the Department Chair
6. Income Tax Return (ITR)
 - If single and currently employed, a photocopy of the applicant's latest Income Tax Return (ITR) form.
 - If married and filing income tax returns separately (or applicant is unemployed), include a photocopy of spouse's latest ITR form;
 - If single and unemployed, a photocopy of parent's latest ITR form;
 - If parents are NOT employed, a Certificate of Exemption from filing of Income Tax Return from the BIR or Certificate of Unemployment from the Municipal/Barangay Hall

3. Dorm Scholarship

A full subsidy of dormitory fees at the Graduate Students' Wing - Cervini Hall for at least one semester. This scholarship is awarded on a first-come-first served basis.

A. Eligibility

1. Full-time students. (will enroll in at least 9 units)
2. Not a recipient of the 100% scholarship for Doctoral students.
3. Students living outside Metro Manila will be prioritized.

B. Condition

1. Comply with the terms and conditions as set by the University Dormitory

C. Requirements

1. Accomplished Scholarship & Financial Aid Application Form
2. Plan of study signed by the Department Chair.

4. DepEd-Ateneo Scholarship

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 documents of students in the master's level who are pursuing any degree that will enhance their teaching competencies.

A. Eligibility

1. Must be a teacher in a public school recognized by DepEd
2. New and current masters and Doctoral students may apply
3. With a grade of at least B+ in all subjects (for current students)
4. Within the residency term limit

B. Conditions

1. Should finish within the residency term limit
2. The student must not incur any INC, WP, W, C and F marks. This includes comprehensive exams.
3. Shifting to another degree program is not allowed.
4. Submission of semestral grade reports and thesis/dissertation/capstone project progress report.
5. Student must assist in at least one major event of the Graduate Programs (e.g. grad students' orientation) for each school year.

C. Requirements

1. Accomplished Scholarship & Financial Aid application form
2. Original Certificate of Employment from the DepEd Division Office
3. Transcript of Records from previous school attended (if new student) or latest printout of student's grades from AISIS (for current students)
4. Plan of study signed by the Department Chair

5. Teaching and Graduate Assistantships

The Graduate or Teaching Assistantship is a full academic scholarship that is granted to currently-enrolled graduate students of the Loyola Schools with a minimum academic load of 3 units in a given academic term in a school year. Only students enrolled within the residency period and with a satisfactory academic performance may qualify for a GA/TA position. Scholars will be granted full tuition and other fees and P15,000.00 living allowance.

The GA/TA assists a department or research center in carrying out the department's academic-related tasks and activities.

- Teaching Assistant — assists in the department's undergraduate teaching assignments
- Graduate Assistant — assists in department- or center-initiated research work or projects or in the department's academic-related activities such as conferences, workshops, lectures, and seminars. They may also assist the Dean's Office in the handling of interdisciplinary basic education activities.

The scholarship is granted for at least one academic term, i.e., an intersession or a semester, renewable, or up to one whole school year, renewable, for as long as the GA/TA is officially enrolled and perform well academically. Extensions in the following academic terms are subject to an evaluation of the GA/TA's satisfactory academic performance by the ADGP and of the GA/TA's satisfactory work performance by the faculty mentor or department chair/center director.

A. Eligibility

1. New and current masters and Doctoral students may apply
2. Well within the residency term limit of the Loyola Schools (current students)

3. Satisfactory academic performance as determined by the Department Chair
4. Applicant's field of study relevant to the accepting Department
5. Good disciplinary standing (i.e., no disciplinary record of either a minor or major offense)
6. Not a current scholar

B. Conditions

1. The Graduate or Teaching Assistantship is a full academic scholarship that is granted to currently-enrolled graduate students of the Loyola Schools with a minimum academic load of 3 units in a given academic term in a school year. Only students enrolled within the residency period and with a satisfactory academic performance may qualify for a GA/TA position.

Residency period for straight BS/MS program. The residency period for students in a straight BS/MS degree is the 5th year for the master's degree. However, the residency period for students who shift into the regular master's program is changed to the residency period requirement for a regular master's program.

2. The GA/TA assists a department or research center in carrying out the department's academic-related tasks and activities.

Teaching Assistant — assists in the undergraduate teaching assignments of a senior faculty member.

Graduate Assistant — assists in department- or center-initiated research work or projects or in the department's academic-related activities such as conferences, workshops, lectures, and seminars. The GA may also assist the Dean's Office in the handling of interdisciplinary activities.

3. The GA/TA scholarship provides for a part-time assistantship work of 20 hours a week.
4. The scholarship is granted for at least one academic term, i.e., an intersession or a semester, renewable, or up to one whole school year, renewable, for as long as the GA/TA is officially enrolled and perform well academically. Extensions in the following academic terms are subject to an evaluation of the GA/TA's satisfactory academic performance by the ADGP and of the GA/TA's satisfactory work performance by the faculty mentor or department chair/center director.
5. A GA/TA who has a failure in a course will automatically be disqualified from the scholarship in the succeeding academic terms. The student may re-apply for the scholarship once his/her grades are considered satisfactory by the ADGP.
6. A GA/TA who withdraws with permission (WP) or without permission (W) from all his/her courses during an academic term will immediately cancel the GA/TA scholarship and the monthly living allowance, and the GA/TA will be required to reimburse the Loyola Schools a percentage of his/her tuition and fees that is determined by the Central Accounting Office, failure to do so would mean incurring a financial accountability with the Loyola Schools.
7. A GA/TA with a WP from any of his/her courses especially for reasons outside his/her control, e.g., class dissolved by the department, may continue the scholarship for the rest of the academic term.

8. A GA/TA is expected to abide by the Loyola Schools rules and regulations for students particularly the Code of Conduct for Students. The Loyola Schools reserves the right to immediately cancel a GA/TA's scholarship and the monthly living allowance once the GA/TA is charged a minor or major offense, and the GA/TA is required to reimburse the Loyola Schools of a percentage of his/her tuition and fees that is determined by the Central Accounting Office, failure to do so would mean incurring a financial accountability with the Loyola Schools.
9. A GA/TA who is engaged any time after enrollment period may request for a full reimbursement of tuition and fees, provided that the student presents the original official receipt of payment. He/she will receive the monthly living allowances starting the month of the scholarship and not retroactive to the start of the semester.

C. Requirements

1. Accomplished GA-TA Application Form
2. Printout of grades from AISIS. For new students, photocopy of Transcript of Records

6. **Fifty Percent (50%) Thesis, Dissertation and Capstone Project Scholarship**

A number of tuition scholarships are available to graduate students who are in the thesis/dissertation/capstone project writing stage. The Department Chair/Program Director nominates and recommends the student for the scholarship. Priority is given to students who have not enjoyed any form of scholarship.

7. **Thesis/Dissertation 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 December 1 for the first semester and May 1 for the second semester. These limited grants are awarded on a first-come, first-served basis. Approved students will receive P8,000.00 for MA/MS and P15,000.00 for Doctoral

A. Eligibility

1. Student who passed the Oral Defense of the Thesis/Dissertation
2. Student who have greater need for financial assistance

B. Condition

1. Should submit the final revised copies of the thesis/dissertation and other requirements within the semester when the application is filed.

C. Requirement

1. Accomplished Thesis/Dissertation Production Grant Form

B. Department-based Scholarships

(Please coordinate directly with the department concerned)

[Updated list available at lsgrad.ateneo.edu](http://lsgrad.ateneo.edu)

- I. The **Department of Education** offers scholarships to two qualified master's students under the Fr. James O'Donnell, SJ Scholarship Fund. The scholarship offers fifty percent tuition and 100% fees.
- II. 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.
- III. The **Japanese Studies Program** grants, to qualified students, full or partial scholarships that are funded by the Japan Foundation.
- IV. The Konrad Adenauer Center for Journalism housed at the **Department of Communication** awards fifteen fellowships to master's students pursuing a Master in Journalism
- V. The **Department of Psychology** offers a PhD in Psychology scholarship for a psychology teacher of a provincial college or university under its Ateneo Bu Eagle Doctoral Fellowship.
- VI. The **Department of Theology** - Formation Institute for Religion Educators (Theology-FIRE) grants full or partial scholarships for the MA/M Major in Religious Education.

C. External Scholarship and Financial Aid

[Updated list available at lsgrad.ateneo.edu](http://lsgrad.ateneo.edu)

1. Jesuit Educational Association – ADMU (Presidential) Scholarship

Faculty from other Jesuit schools in the country, who are recommended by their Rectors of Presidents, may avail themselves of these scholarships. These scholarships are administered through the Office of the Associate Dean for Graduate Programs. The scholarship covers tuition and other fees, and in certain cases, living and transportation allowances during the summer.

2. Hopper-Bhatia Canada Fellowship - Institute for Philippine Culture

The Hopper-Bhatia Canada Fellowship at the Institute of Philippine Culture (IPC) is open to all Ateneo de Manila graduate students in MA/MS or PhD programs with a field research component currently working on or about to undertake a thesis or dissertation field work. The Fellowship Program provides support for Field Work and Thesis Production, as well as a Skills Enhancement program.

The research priorities of IDRC and the IPC ADMU focus on providing new insight into societal issues that require both a keen understanding of the local context and its connection to the global environment. Themes include (but are not limited to) health, technology, governance and sustainability, local communities, social capital, globalization and social change.

Fellows will be provided with up to six units of thesis related tuition and fees, along with a field research subsidy of up to CAD \$1,000 or its equivalent in Philippine Pesos. The maximum amount for Field Research Subsidy and Thesis Production is the equivalent of CAD \$2,100 in Philippine Pesos.

For further information, please refer to: <http://www.ipc-ateneo.org/content/idrc-call-applications>.

3. **Ryoichi Sasakawa Young Leaders Fellowship Fund (SYLFF) Program**

The SYLFF Program for Tomorrow's Intellectual Leaders envisions to produce responsible citizens who can deal with social issues with 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.

The SYLFF program was designed for the best and brightest students with strong leadership potential. It supports outstanding, highly qualified graduate students with full one-year scholarships for Master's, Master of Laws, PhD, or Juris Doctor degrees who are in their theses or dissertations stages, and whose research is oriented towards the social sciences and/or public policy, may apply.

The grant includes full tuition and fees subsidies including thesis writing and oral defense. A monthly living allowance for 10-12 months is also given depending on the applicant's academic advisement.

Students who wish to apply for the SYLFF Scholarship may download the application form at <http://ateneo.edu/ls/graduate/financial-aid-graduate-students>.

4. **Commission on Higher Education K-to-12 Scholarship Program (CHED-K12)**

The Ateneo de Manila University is an accredited delivering institution for the CHED - K to 12 Transition Program Scholarships. The scholarship provides full tuition and other fees, monthly stipend, book allowance, transportation allowances for those coming from distant places, as well as thesis and dissertation grants.

Scholarship applicants who wish to do their graduate studies in the Loyola Schools must secure admission at least one month before the general scheduled deadline for the semester they are applying for. Interested applicants may get more information at this webpage – <https://chedk12.wordpress.com/>.

5. **Department of Science and Technology (DOST)**

a. [Accelerated Science and Technology Human Resource Development Program- National Science Consortium \(ASTHRDP-NSC\)](#)

ASTHRDP-NSC aims to provide master's and doctoral degrees in priority S&T areas to help improve the country's global competitiveness and capability to innovate through Science and Technology (S&T) and to accelerate the production of high-level human resources needed for Research and Development (R&D) in S&T.

b. [Capacity Building Program in Science and Mathematics Education \(CBPSME\)](#)

CBPSME is a graduate scholarship for master's and doctorate degrees in science and mathematics education. The program aims to improve the quality of education and accelerate the development of critical mass of experts in Science and Mathematics Education.

c. [Engineering Research and Development for Technology \(ERDT\)](#)

ERDT scholarship aims to provide master's and doctoral degrees in various engineering fields to deliver high-impact research, upgrade the qualifications of practicing engineers, and develop a culture of research and development.

6. **United Board for Christian Higher Education in Asia Faculty Scholarship Program (UBCHEA)**

The United Board Faculty Scholarship Program supports promising young faculty currently employed at a college or university in the United Board network to pursue advanced degrees, taught in English, in an Asia-Pacific country outside of their own. Scholars may receive up to four years of support for doctoral programs and two years of support for master's programs, pending satisfactory progress.

For application deadlines and other information, please visit the United Board website: <https://unitedboard.org/programs/faculty-development/faculty-scholarship-program/>

7. **Scholarship for the Armed Forces of the Philippines**

This is a scholarship program for officers of the Armed Forces of the Philippines with the rank of captain. Applicants have to be recommended by the Armed Forces of the Philippines and the *Sapientes Milites* Scholarship Foundation, Inc. and must qualify for admission in the Loyola Schools.

Successful applicants may take any of the following professional master's degree programs: Master in Communication, Master in Economics, Master in Political Science major in Global Politics, Master in Organizational Psychology and Master in Applied Sociology and Anthropology.

The Loyola Schools provides 50% of the funds for the scholarship through the Ateneo Graduate School Scholarships. The other 50% is funded by the Office of the President, ADMU.

III. LOYOLA SCHOOLS RULES AND REGULATIONS



A. 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 Office of Student Services (OSS).
4. Students are encouraged to use the library and laboratory facilities, consult regularly with their graduate coordinators, 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 University Marketing and Communications office. 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 every day at designated hours.

B. Academic Regulations

1. 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.

2. 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, submission of the final revised copies of the thesis/dissertation/capstone project, and complying with dissemination/publication requirements.

3. Academic Calendar

The academic year is divided into two semesters of 18 weeks each and an Intersession of six weeks. Class work in the intersession term is equivalent to class work for one semester. The school year begins in June for the intersession. The first semester begins in August while the second semester begins in January of the following year.

4. Numbering of Academic Courses

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

<i>Catalogue Number</i>	<i>Level</i>
1 - 99	Undergraduate, lower division
100 - 199	Undergraduate, upper division
200 - 299	Graduate, Master's
300 - 399	Graduate, Doctoral

5. Registration

Definition - process that provides the student with an official capacity in the university.

Policies

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) 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 on AISIS.

(For more information, please refer to the Load Revision Section on p. 49)

4. Students should complete the registration process to be considered officially enrolled. The complete registration process involves:
 - ✓ Enlistment in advised classes
 - ✓ Payment of tuition¹ and other assessed fees
 - ✓ ID validation
5. A student must be officially enrolled to participate in classes, e.g., join groups, submit papers, or take exams. Students may only participate in and receive grades for classes they have officially enrolled in. 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.
6. Students may use the services of the Loyola Schools only upon completion of registration. Otherwise, they may not borrow books from the library, use parking and internet facilities, or avail themselves of any other facilities of the Loyola Schools.
7. International students are subject to the rules and regulations of the Bureau of Immigration and the Commission on Higher Education.

(See Requirements and Procedures for International Students on p. 36)

¹ On Fees and Payments: The regulations governing the payment of tuition and other fees are issued from time to time by the Office of the Vice President for Finance and Treasurer. The Loyola Schools complies with all CHED requirements regarding increases in tuition and fees.

a. General Procedures

Registration and enlistment can be done either online or manually.

1. Online registration/enlistment is done through the AISIS. By logging in to <http://aisisonline.ateneo.edu> a student can enlist in classes, assess and pay tuition online, update student information, view pertinent school information including his/her Individual Program of Study (IPS), grades, class schedules and important announcements/notices.

A student is assigned his/her AISIS (Ateneo Integrated Student Information System) account prior to registration and upon confirmation of his/her slot for admission. A username and password are sent to the student.

2. Manual or Regular registration is performed if a student is unable to complete registration online. Manual or regular registration requires students to be on campus. In most instances, regular registration is done by graduate students who:
 - a. Are applying for scholarship
 - b. Are newly-accepted in the Loyola Schools graduate programs and are registering for the first time
 - c. Failed to enlist online because of technical difficulties
 - d. Failed to enlist online because of an existing HOLD ORDER
 - i. 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.
 - e. Are unable to do online and manual registration themselves and would require a representative. Registration by proxy or representative will be allowed during registration proper with the following requirements to be presented:
 - ✓ Ateneo ID or any ID with picture and signature of the student being proxied
 - ✓ Typewritten or Word-Processed Authorization Letter
 - ✓ Any ID with picture and signature of the Proxy
 - ✓ AISIS Account Password of the student being proxied
3. Late registration is performed if a student is unable to register during the designated schedule for regular registration. The student proceeds to the Office of the Registrar to secure his/her late registration form, then, proceeds to the different departments to sign up and secure approval for the courses they intend to take during the semester/term. The student returns registration form to the Office of the Registrar for enlistment and secures an endorsement for assessment and payment of tuition and miscellaneous fees.

b. Additional Registration Requirements and Procedures 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 ACRI-Card
 - b. For holders of other types of visa valid for enrollment — valid visa, passport, and ACRI-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 time 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.

c. Classification of Graduate Students

Graduate students of the Loyola Schools are classified as follows:

1. Degree Students. These are students who meet the specific admission requirements upon registration.

The following are temporary statuses given to students who, upon registration, were unable to comply with the admission requirements and/or had incomplete admission credentials.

- a. Provisional Status. Status given to students who have been admitted into a degree program but for good reasons, cannot submit the complete admission credentials in time for registration. Students are given a deadline to submit their official admission credentials to the Office of the Registrar. Failure to do so may result in the cancellation of enrolment.
- b. Probationary Status. Status given to students who have been admitted into a degree program but did not meet some of the academic requirements of the department. Students must fulfill the academic requirements within the period set by the department for

regular classification to degree status. Failure to comply will result to ineligibility to continue the program.

Students are given a degree status after submitting the required admission credentials on time and/or after meeting the specific admission requirements of their chosen program of study.

2. **Non-Degree Students.** With the approval of the Department Chair/Program Director, these students may receive credit for courses — even though they are not working toward any degree. Applicants must submit their official transcript of records, birth certificate, and marriage certificate (for married women).
3. **Auditors.** These are students who are admitted to courses on a non-credit basis, subject to the approval of the Department Chair/Program Director.
4. **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. Registration for Formal Residency Status

Definition — A process in which a graduate student requests to be granted official status as a student of the Loyola Schools without enrolling in any courses for the coming semester.

Policy — Students may apply for an Official Residency Status with the Office of the Associate Dean for Graduate Programs provided that:

1. The student has completed his/her coursework and comprehensive examinations and is at the thesis/dissertation/capstone project stage
2. The student is well within the regular time limit to complete his/her program (five years for Master's and seven years for Doctoral)
3. The student is unable for various reasons to enroll for Thesis/Dissertation Direction/Capstone Project.
4. The student completes the process within the registration period.

Procedure

1. The student obtains an Application for Official Residency Status form from the Office of the Associate Dean for Graduate Programs.
2. The student secures the endorsement of the Department Chair/Program Director concerned.
 - a. If the student has enrolled in Thesis/Dissertation/Capstone Project previously, the endorsement of their thesis/dissertation adviser is also required.

3. The student submits the completed form to the Associate Dean for Graduate Programs for approval.
4. If approved, the student must enroll for Residency Status (course catalog number 299.5 for master's level or 399.5 for doctoral level) within the registration period.

6. Class Attendance

- a. 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.
- b. 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.
- c. Class hours lost by late registration are considered as absences.
- d. Students absent from class(es) are responsible for all the work given by the instructor(s) on the day of absence.
- e. Class attendance should not only be regular; it should be punctual. Recording lateness as an absence shall be left to the instructor's discretion.

7. 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.

a. Taking an Advanced Final Exam

Definition — A process in which a student requests to take the final examination for a course ahead of the given schedule.

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

Procedure

1. The student seeks the permission of the instructor in writing.
2. The arrangement for the advanced final examination depends on the instructor concerned.

b. Taking a Deferred Final Exam

Definition – A process in which the student requests to defer beyond the determined schedule the taking of the final examination for a course.

Policy – Taking a deferred final examination is a privilege that is not automatically granted to a student. The conditions depend on the instructor concerned.

Procedure

1. The student seeks the permission of the instructor in writing.
2. The arrangement for the deferred final examination depends on the instructor concerned.

8. Grading System

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

Letter Mark	Grade Point Equivalent (GPE)	Description
A	4.00	Excellent Performance
A-	3.67	Very Good Performance
B+	3.33	Good Performance
B	3.00	Satisfactory Performance
C	2.00	Unsatisfactory Performance (This grade does not entitle students to any graduate credit for the course)
F	0.00	Failure due to academic deficiency (This grade does not entitle students to any graduate credit for the course)
WP	-	Withdrawal from class with the permission of the Department Chair/Program Coordinator, Associate Dean for Graduate Programs and the Registrar

INC	-	Incomplete grade given at the discretion of the instructor owing to failure to submit course requirements.
W	-	Number of allowable cuts for a graduate course exceeded (This grade does not entitle students to any graduate credit for the course)

Additional notes on grades:

Grades of C, F, & W. Students who receive any of these grades 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.

Computation of the Grade Point Average (GPA). The GPA will only be computed based on the GPE of all courses taken beginning Intersession Term SY 2018-2019.

a. Withdrawal from a Course with Permission

Definition — A process in which the student officially withdraws from a course registered in.

Policy — To withdraw from a class with permission, students must complete a Load Revision Form, subject to the following conditions:

1. 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.
2. The student should not have exceeded the number of absences permitted by the Loyola Schools.
3. The student who fails to file the appropriate Load Revision Form will be given a grade of W or F as the course instructor sees fit.

Procedure

Refer to Load Revision Procedure on page 49.

b. Completion of an Incomplete Mark

Definition — A process undertaken by a student who has been given a temporary grade of INC, in extraordinary circumstances when some requirements of a course (except the final examination) have not been met.

Policy

1. 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 "F".
2. Students with an "INC" in a course that is a prerequisite to a succeeding course will not be allowed to register in the succeeding course.
3. 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 F (Failed).

Procedure

1. The student completes the course requirements within the deadline.
2. 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. Request for Change of Grade

Definition — A process that applies to students who wish to change their grade for a particular course, on the basis of apparent miscalculation of the final grade or typographical error in the transfer of grade to the official grade sheet by the teacher.

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.

Policy

1. Appeals for change of grade are done within the semester after the official day of distribution of grades.
2. The appeal for change of grade should be substantiated with syllabus, test papers, reports, assignments, and projects.
3. 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.
4. Having a perfect record attendance is not in itself a valid reason for a change of grade.

Student Initiated Procedure

1. Accomplish the Standards Committee Form - Appeal for Change of Grade (Student Initiated).

2. Support the form by attaching grade computation (record book), test papers, reports, assignments, projects, and other material evidence.
3. 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.
4. The Associate Dean for Graduate Programs reviews all documents submitted and notes the appeal.
5. The Associate Dean for Graduate Programs submits all documents to the Standards Committee for review.
6. The Standards Committee releases its decision to the Department Chair/Program Director.

Teacher Initiated Procedure

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

9. Rules on Separation

A graduate student will be automatically dropped from:

- the Loyola Schools if he/she:
 1. Incurs any of the following
 - a. 2 Fs
 - b. 3 Cs
 - c. 2 Cs and 1 F
 2. Fails their oral defense of thesis/dissertation twice.
 3. Exceeds the maximum residency time limit.
- the program if he/she:
 1. Fails to comply with the probationary requirements set upon admission
 2. Fails the comprehensive examinations twice.

Master's degree students who are dismissed from the Loyola Schools after failing to comply with the retention policy may apply to the Loyola Schools' Doctoral programs, provided that they complete their master's degree in another higher education institution and pass all Doctoral admission requirements.

10. **Time Limit in the Loyola Schools**

a. Residency

Definition — the maximum number of years specified for completion of a program.

Policy

1. All work for the master's degree must be completed within five (5) years from the date of first enrollment for the degree, inclusive of leaves of absence and suspension due to disciplinary reasons.
2. All work for the Doctoral degree must be completed within seven (7) years from the date of first enrollment for the degree, inclusive of leaves of absence and suspension due to disciplinary reasons.
3. Specific rules on residency may apply for certain degree programs with special arrangements.

b. Leave of Absence

Definition — the status of a student who is temporarily separated from the LS for non-academic and/or non-disciplinary reasons.

Policy

1. Students who wish to separate themselves from the Loyola Schools for a semester or more must file a Request Form for Leave of Absence subject to the following conditions:
 - i. The student should be in good academic and disciplinary standing at the time when the request is made.
 - ii. The student may not study or enroll in another school during the Leave of Absence.
2. 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 within the following deadlines:
 - i. Ten (10) weeks after the start of classes during the regular semesters
 - ii. Three to four (3-4) weeks after the start of classes during intersession.
3. Application for leave of absence is only applicable for students who are still within the residency limit of 5 years in the master's level and 7 years in the doctoral level.

4. 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.

Procedure

1. The student accomplishes the Leave of Absence Form available at the Office of the Registrar.
2. Get the approval of the Department Chair/Program Director.
3. Submit the accomplished form to the Office of the Registrar.
4. The student also completes the Load Revision Form, if needed.

c. Reinstatement

Definition — a process undertaken by students who wish 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.

Policy

1. Students without an approved leave of absence, who do not register for two consecutive semesters, must go through the admission procedures for reinstatement provided that:
 - i. The student is in good academic and disciplinary standing at the time when the request is made.
 - ii. The student can still complete his/her program within the prescribed time limit.
2. If the student applying for reinstatement has also exceeded or is about to exceed his/her residency limit, the student must also apply for extension.
3. The deadlines and processing time for reinstatement and extension must be strictly observed.

Procedure

Refer to Procedure for Requesting for Reinstatement and/or Extension on p. 45.

d. Extension

Definition — the additional time given to a student who has exceeded his/her residency in the Loyola Schools in order to complete his/her degree program

Policy

1. If the student has exceeded or is about to exceed his/her residency, he/she may apply for extension, provided that the student is in good academic and disciplinary standing at the time when the request is made.
2. The request must be evaluated and endorsed by the Department/Program concerned, and is subject to the approval of the Associate Dean for

Graduate Programs. The department may require a student who has been granted an extension to take penalty course(s).

3. A maximum of 5 years' extension may be granted.
4. A student who has exceeded or is about to exceed his/her residency and has not enrolled for at least two consecutive semesters without an approved leave of absence will have to file for both reinstatement and extension.
5. A student is ineligible to continue his/her studies in the Loyola Schools beyond the specified residency period or extension period, if the latter is granted.

Procedure

1. Student secures a copy of Request Form for Reinstatement/ Extension from the Office of the Registrar at the Ground Floor, Social Sciences Building. Student fills out and submits the form to the Registrar.
2. Registrar evaluates the records of the student and enters pertinent information on the form. Registrar attaches a copy of student's AISIS grades and Individual Program of Study.
3. Student proceeds to his/her Home Department to secure the endorsement of the Department Chair/Program Director.
 - i. The Department Chair/Program Director assesses the possible extension of the student's studies. If the Department Chair/Program Director decides that the student can proceed with the program, he/she determines the academic requirements that the student should fulfill to complete the degree. If the Department Chair/Program Director decides not to endorse the request for extension, the student shall proceed to the Office of the Registrar to file for student
 - ii. Students requesting for an extension must also obtain a copy of their Plan of Study, duly signed by the Graduate Programs Coordinator/Chair/Program Director and/or Thesis Adviser (if student is already in Thesis/Dissertation Writing stage) for the remaining program requirements.
 - iii. For those in the Thesis/Dissertation/Capstone Project stage, the Plan of Study must include a timeline for how their final requirements will be completed over the course of the requested extension period.
4. Student forwards endorsed form and requirements to the Office of the Associate Dean for Graduate Programs (OADGP) for final decision.
5. Processing time for Requests for Reinstatement/Extension is at least 7 working days. Students are advised to complete the process within the designated deadline for each term/semester: Intersession - last workday of April; First Semester - last workday of June; and Second Semester - last workday of November.
6. The OADGP will notify the student of the results of his/her request.
 - a. If request is approved:

- i. OADGP issues charge slip for payment of Reinstatement and/or Extension fee.
 - ii. Student pays fee at the Cashier, presents the Official Receipt to the OADGP and claims the approved form.
 - iii. Student submits the approved form and plan of study to the Office of the Registrar for implementation of decision and monitoring of set conditions.
 - iv. Student distributes the rest of the copies.
- b. If request is not approved, the student applies for Transfer of Credentials with the Office of the Registrar.

11. Transfer of Credentials

Definition – The process in which a student withdraws from the Loyola Schools and intends to transfer to another school.

Transfer Credentials are made up of a Certificate of Eligibility to Transfer and a copy of Transcript of Records marked “For evaluation purposes only. Not valid for transfer”. The Official Transcript of Records is released upon receipt of request from the admitting higher education institution.

Policy – A student is entitled to transfer credentials under the following circumstances:

1. The student is free from all financial and/or property accountabilities.
2. The student’s admission credentials are complete and in order.
3. The student is not serving a penalty of suspension or expulsion.
4. The student has secured clearance from the concerned offices within the Loyola Schools.

Withdrawal shall be effective as of the date the completed Clearance and Load Revision forms are filed with the Office of the Registrar.

The Certificate of Eligibility and/or Admission should be duly signed by the Registrar or his/her authorized representative.

Procedure

1. The student accomplishes the Student’s Clearance Form available at the Office of the Registrar.
 - i. If currently enrolled, withdraw from courses by accomplishing a Load Revision Form.
2. The student obtains the required signatures on the clearance form.
3. The student submits the completed clearance form to the Office of the Registrar.

4. Obtain the Certificate of Eligibility to Transfer and a copy of Transcript of Records marked "For evaluation purposes. Not valid for Transfer." from the Office of the Registrar after.

12. Assessment of Courses

a. Academic Load

Definition

Full Time – status of a student enrolled with a minimum of 9 credit units in a regular semester and minimum of 6 credit units in intersession.

Part Time – status of a student enrolled with less than 9 credit units in a regular semester and less than 6 credit units in intersession.

Policy – In cases where the official curriculum or academic adviser prescribes undergraduate courses for bridging purposes, corresponding units will be counted towards the student's load in a semester or intersession.

b. Credit and Audit

Definition:

Credit – A course that the student enrolls in and is given a grade after completion of all course requirements.

Audit – A course that has no corresponding units, except for tuition assessment purposes, and is not graded at the end of the semester.

Policy

1. Unless taken as a refresher course, students may not enroll in courses that form part of the student's program on Audit.
2. Students may register for a course on an Audit basis with the permission of the Department Chair/Program Director. Courses enrolled on Audit basis will not receive grades at the end of a semester or term.
3. The following deadlines must be observed for changing from credit to audit and vice-versa:
 - i. 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.
 - ii. 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.
4. The change shall be valid upon the submission of the completed Load Revision Form by students to the Office of the Registrar.

Procedure

Refer to Load Revision Procedure on page 49.

c. Addition of Course(s)

Definition – The process in which a student register for an additional course or courses after the official registration period.

Policy

1. No official recognition will be given for courses added without permission.
2. 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.

Procedure

Refer to Load Revision Procedure on page 49.

d. Substitution of Course(s)

Definition – The process in which a student substitutes a course(s) for another course(s) after the official registration period.

Policy – 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.

Procedure

Refer to Load Revision Procedure on page 49.

e. Load Revision

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

LOAD REVISION PROCEDURE		
<p>The Load Revision Form (LRF) is used for the following procedures:</p> <ul style="list-style-type: none"> • Addition of Courses • Withdrawal from a Course with Permission (WP) • Change Section • Change Status from Audit to Credit • Change Status from Credit to Audit 		
Procedure		Reminders
1	Download LRF through AISIS	<ul style="list-style-type: none"> • Should you have concerns downloading the form, you may call the Office of the Registrar. • Processing of the LRF will begin on the first day of classes.
	<ul style="list-style-type: none"> • After completing the enrollment procedure for the semester/term, the student may download, save, and print the PDF copy of the Load Revision Form (LRF) through AISIS. • Fill out the form. 	
2	Obtain Approval and Secure Endorsement	<ul style="list-style-type: none"> • Requests for change in section do NOT need the signature of ADGP, unless the student is under scholarship.
	<ul style="list-style-type: none"> • Obtain approval from Teachers and Chairs concerned with the load revision request. • Secure endorsement from the following: <ul style="list-style-type: none"> ✓ Home Department Chair/Program Director ✓ Associate Dean for Graduate Programs (including scholars) 	
3	Assess Fees	<ul style="list-style-type: none"> • Requests for change in section do NOT need the signatures of CAO and Cashier.
	<ul style="list-style-type: none"> • Proceed to Central Accounting Office (CAO, Faber Hall, 2nd floor) for assessment of fees. • Fill out the following (if applicable): <ul style="list-style-type: none"> ✍ Refund Slip: For refunds ✍ Student Account Adjustment Form: For additional payments • Pay to the cashier (if necessary) 	
4	Obtain Approval from the Registrar	<ul style="list-style-type: none"> • The request becomes official upon submission of the
	<ul style="list-style-type: none"> • Submit the fully-accomplished LRF 	

	<p>to the Office of the Registrar.</p>	<p>completed Load Revision Form to the Office of the Registrar.</p> <ul style="list-style-type: none"> • If you wish to retain a copy, photocopy the completely signed LRF BEFORE submitting to the Office of the Registrar. • While the request is pending, the student should attend all classes. • The student should comply with the deadlines set by the Office of the Registrar.
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f. Cross Registration

Definition — a process that a student undertakes to enroll in a course/s in another university while enrolled in a degree program of the Loyola Schools.

Policy

1. Students admitted to the Loyola Schools Graduate Programs may cross-register in other schools (which include the Professional Schools of the Ateneo de Manila University) provided:
 - a. They are granted prior permission by their Department Chair/Program Director and the Registrar.
 - b. The course has an equivalent at the Loyola Schools and can be validated for a specific Loyola Schools Course Catalogue Number.
 - c. The course is not offered during the particular semester.
2. The Department Chair/Program Director must determine if the courses to be cross-registered are part of the degree program.
3. Only completed courses with a passing grade may be considered for validation as a Loyola Schools course with pending approval of the Department. The Department Chair/Program Director may require a higher 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.

4. 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.
5. Courses covered by the Comprehensive Examinations may not be cross registered.
6. In general, Thesis, Dissertation and Capstone Project may not be cross-registered unless covered by special arrangements (i.e., exchange agreements, dual degree, cotutelle, etc.).

Procedure

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

g. Transfer of Credits and Validation of Courses

Definition:

Transfer of Credits – refers to the crediting of graduate courses previously taken from another institution towards the degree program that the student currently pursues, provided that the courses have not been counted toward any previous degree.

Validation of Courses – refers to the process of crediting of graduate courses, taken within LS (i.e., shiftees and subsequent graduate degree) or outside (i.e., cross-register, dual degree, outbound student exchange, and transferees), recognized as equivalent or substitute of courses required for the current program.

Policy

1. Students who were admitted into the Loyola Schools may be allowed to credit courses taken outside Loyola Schools provided that:
 - ✓ these courses were taken within the last 5 years prior to the student's enrollment to the Loyola Schools
 - ✓ total transferred, validated, and cross-registered courses including those taken under official Ateneo Exchange Program does not exceed 1/3 of total coursework units

- ✓ these are courses of civil degree programs recognized by the Commission on Higher Education and/or its foreign equivalent
2. Master's level courses may be considered for crediting in other Master's level courses. Doctoral level courses may be considered for crediting for other Doctoral and Master's level courses.
 3. Students applying to Dual Degree, Joint Degree, Sandwich and Cotutelle programs must adhere to the rules of validation stipulated in its implementing guidelines.
 4. Courses covered by the Comprehensive Examinations, Thesis and Dissertation courses must be earned at the Loyola Schools and may not be validated from units taken outside.
 5. Subsequent Graduate Degree Students may validate courses taken in the previous master's/ doctoral degree provided that:
 - a. Only courses taken within 5 years may be validated
 - b. Thesis, Dissertation, Capstone Project, and Comprehensive exam cannot be validated.
 - c. In special cases, a subject(s) taken more than 5 years prior to the commencement of the subsequent degree may be validated upon the approval of the Registrar based on the accepting department's evaluation and endorsement.
 6. Validated courses from outside LS will not be part of the computation of a student's Grade Point Average (GPA).
 7. The student must have these courses credited within the first semester of study at the Loyola Schools.
 8. Transfer of Credits/Validation Forms must be completed within these periods:
 - Transferees: not later than one school year from first enrollment
 - Outbound exchange and Dual Degree students: not later than one semester before graduation;
 - Shiftees: within the first semester of the student's tenure in the new degree programs.

Procedure

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

h. Change of Degree Program

Definition — refers to the process in which a student requests to change their current degree program or concentration.

Students change degree programs under two general circumstances:

1. They voluntarily want to change programs.

2. Their home department asks the student to change degree programs because of failure to meet the department's retention requirements.

Policy

1. A student may change their degree program provided he/she:
 - a. obtains permission from his/her home department and the accepting department
 - b. follows the procedure and deadlines set by the Office of the Registrar
 - c. shifts within his/her last term of enrollment
 - d. is well-within the residency
 - e. has not filed for a clearance for graduation
2. The shift is considered official upon the completion of all steps in the Form for Change of Degree Program within the deadline set by the Office of the Registrar.
3. While a request to change degree programs 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 change degree programs is not a substitute for official withdrawal. An enrolled student must accomplish a Load Revision Form to officially withdraw from classes.
4. 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.
5. 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.
6. A shift to another program done after the load revision period shall be effective only in the next school term.
7. Shifting to another degree program does not restart the residency count.

Procedure ([Updated Procedure available at https://www.ateneo.edu/ls/registrar](https://www.ateneo.edu/ls/registrar))

FORM FOR CHANGE OF DEGREE PROGRAM		
Procedure		Reminders
1	Download and print the Change of Degree Program form through AISIS	<ul style="list-style-type: none"> • Forms may be downloaded anytime. • For those who cannot download, you may call the Office of the Registrar.

2	Choose Request A – Change of Degree Program	
3	<p>Obtain Signatures</p> <p>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.</p> <p>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.</p> <p>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.</p>	
4	<p>Obtain Approval from the Registrar</p> <ul style="list-style-type: none"> • Forms must be accomplished within the prescribed deadline. • Submit accomplished forms to the Office of the Registrar. 	<ul style="list-style-type: none"> • If you wish to retain a copy, photocopy the completely signed form BEFORE submitting to the Office of the Registrar.

13. Comprehensive Examinations

Definition – Is generally a two-part examination that the student takes after completion of certain courses as prescribed in the program’s curriculum and CHED Memorandum Order (CMO) and prior to the commencement of his/her thesis/dissertation/capstone project. The aim of the comprehensive exam is to test the student’s knowledge, competency and/or expertise in his/her field. It typically covers all core courses and may include some pre-identified major and specialized courses. The exam may be conducted orally, written or both.

Policy

1. Students may take the Comprehensive Examinations after completion of certain courses as prescribed in the program’s curriculum and CMO and/or prior to the commencement of his/her thesis/dissertation/capstone project.
2. Comprehensive Examinations are offered each semester and intersession term. The exams are generally given in two parts on two successive Saturdays in the months of November, April, and July as scheduled by the Associate Dean for Graduate Programs.
3. Depending upon the approved program of studies, the Comprehensive Examinations are written, oral, or both.

4. Students should confer with their Department Chair/Program Director concerning the type of examinations required by their program.
5. 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).
6. 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.
7. 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.

Procedure for Requesting to Take the Comprehensive Examinations

1. The student registers for the comprehensive examinations during the registration period.
2. The student coordinates with the Department for the specific course(s) to be covered in the Comprehensive Examinations.

Procedure for Deferment of Comprehensive Examinations

1. The student writes a letter addressed to the Associate Dean for Graduate Programs requesting for deferment of Comprehensive Examinations.
 - a. The student should include the reason/s for making the request for deferment. For medical or other emergency situations, proof must be submitted, e.g., medical certificate.
 - b. The student's letter must be endorsed by the Department Chair/Program Director.
2. 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.
3. The Associate Dean for Graduate Programs gives the decision.

14. **Final Academic Requirements**

(Updated Policies available at lsgrad.ateneo.edu - Aug. 16, 2022)

a. **For Academic Tracks**

1. **Thesis and Dissertation**

Definition — is a student-conducted research under close supervision by a designated faculty adviser. Research² is defined as:

² From: University Research Ethics Office Guidance Notes

A systematic investigation wherein the proponent:

- poses research questions or hypotheses
- collects quantitative or qualitative data in an organized way
- analyzes results and derives conclusions that are intended to contribute to generalizable knowledge, i.e. knowledge that contributes to a theoretical framework of an established body of knowledge, and/or that is to be generalized to a larger population beyond the site of the data collection or population studied, and/or that is intended to be replicated in other settings.”

The aim of the thesis is to reflect the student’s mastery of a relevant specialized area of his/her discipline. It also demonstrates the student’s ability to critically engage the topic through the conduct of scientifically and ethically sound research process.

Meanwhile, a dissertation’s aim is to contribute new knowledge, theory or practice in his/her field or discipline. It demonstrates the student’s ability to produce an original body of work by using previous research as a guide.

A thesis marks the culmination of the student’s master’s program, while a dissertation marks the culmination of the student’s doctoral program.

Policies

- a. Enrollment - Students enroll for Thesis/Dissertation I after passing the Comprehensive Examinations or completion of all coursework. 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/dissertation guidelines and procedures that students must know and adhere to.
- b. Conferment of Candidacy Status - A student is conferred the candidacy status upon his/her enrollment in Thesis I/Dissertation I.
- c. Selection of Thesis/ Dissertation Adviser
(Updated Policies available at lsgrad.ateneo.edu - Aug. 16, 2022)
 1. To qualify as adviser, the faculty member must have a master’s degree for a master’s thesis or a doctorate degree for a dissertation.
 2. The thesis/dissertation adviser should preferably be a permanent faculty member of the department who has a

- proven research track record and/or specialization in the student's chosen topic or field of interest.
3. A part time faculty member may be assigned as a primary adviser provided that a permanent faculty member is assigned as a co-adviser.
 4. In cases where the proposed topic is of a multidisciplinary nature, another faculty may be invited as a "co-adviser". The co-adviser may be a faculty member from the same department or from an external unit or agency. Similarly, the co-adviser must have a proven research track record and/or specialization in the student's chosen topic or field of interest.
- d. Oral Proposal Defense
1. All students enrolled in programs that require thesis and dissertation must undergo an oral defense of his/her thesis/ dissertation proposal.
 2. Students enrolled in Thesis I must pass their oral proposal defense before they are permitted to enroll in Thesis II.
- e. Thesis/Dissertation Final Defense
1. After passing the oral proposal defense, students have to be enrolled in Thesis/Dissertation II in the semester during which the thesis/dissertation is defended.
 2. The thesis/dissertation final defense and the completion of the requirements of the degree must be done within the maximum allowable residency period in order to qualify for graduation.
- f. Selection of Panelists ([Updated Policies available at lsgrad.ateneo.edu - Aug. 16, 2022](#))
1. 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.
 2. The panel consists of:
 - Three members for a thesis defense
 - Four members for a dissertation defense.
 3. An external panelist may be invited for a thesis defense, provided that he/she is from another Ateneo department or from another academic institution or agency.
 4. At least one external panelist is required to sit in dissertation defense. The external expert should be from another academic institution or agency.
 5. The candidate's adviser cannot serve as a member of the panel.

6. The panelist should have at least a master's degree for a master's defense or a doctoral degree for a dissertation defense.
7. The Department Chair/Program Director appoints the panel head, from among the members of the panel.
8. 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.
9. If questions arise about the final grade, the panel head clarifies the grade.

g. Grading of Thesis/Dissertation

1. The Thesis/Dissertation shall be graded according to the following:

Criteria	Weights (%)	Unsatisfactory C=2.00	Satisfactory B=3.00	Good B+=3.33	Very Good A-=3.67	Excellent A=4
Written Work	70					
1. Content	55					
2. Organization of Ideas	15					
Oral Defense	30					
3. Presentation	15					
4. Ability to Answer Questions and Defend Ideas	15					
Total	100					

2. 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.

h. Failure of Oral Defense

1. 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 Loyola Schools.

- i. Submission of Thesis and Dissertation
 1. The title, letter grade, and credit units (6 units for Thesis and 12 units for Dissertation) will be indicated on students' transcript only upon submission of the final revised hard copies and soft copies of the manuscript, along with other pertinent requirements.
 2. The student's graduation date will be the last day of the term when the final revised copies of the thesis/dissertation are submitted.
 3. If students are unable to submit the final revised copies of the thesis/dissertation within the oral defense term, students are given two years from the oral defense term to do so, provided it does not exceed the maximum residency term limit.
 4. Requests to submit the final revised copies of the thesis/dissertation will not be considered beyond the maximum period for submission.
 5. Students pay the graduation and diploma fee upon submission of the final revised soft and hard copies of the thesis/dissertation.

Procedures

For OADGP Guidelines and Procedures for Thesis, Dissertation, and Capstone Project, please see Appendix A: p. 128.

For more specific guidelines regarding a particular program, please coordinate with the department concerned.

b. For Professional Tracks

1. Capstone Project

Definition — refers to an investigative project, an action-based research, an integrative paper on a social problem that culminates in the production of knowledge or the implementation of a project. This encourages students to apply what they have learned to real-world issues or problems. This is taken at the end of their academic program, after passing the Comprehensive Exam or after passing all academic course requirements, in the absence of a Comprehensive Exam.

A capstone project marks the culmination of the student's professional master's or doctoral program.

Policies

Most departments also offer professional master's programs that require a capstone project and/or participation in a conference.

The specific curriculum program of study indicates when students may enroll for this final requirement which is generally 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.

a. Enrollment

1. A student will be allowed to enroll in the capstone project after completion of all coursework and passing of comprehensive examination.
2. If a student will not be able to complete the project in one semester, the student will have to re-enroll the capstone project up to oral defense and submission. The AISIS will reflect an asterisk mark if the student is not being able to complete the project within the semester.
3. In the event that the student is unable to complete within the semester, the student will be allowed to re-enroll in the capstone project, provided that he/she does not exceed his/her residency.
4. A student will have to be enrolled in Capstone Project to be allowed to enroll in Oral Defense, in cases where an Oral Defense is required by the Department.

b. Conferment of Candidacy Status - A student is conferred candidacy status upon his/her enrollment in Capstone Project.

c. Selection of Capstone Adviser lsgrad.ateneo.edu - Aug. 16, 2022)

1. To qualify as adviser, the faculty member must have a master's degree.
2. The capstone project adviser should preferably be a regular faculty member of the department who has a proven research track record and/or specialization in the student's chosen topic or field of interest.
3. A part time faculty member may be assigned as a primary adviser provided that a permanent faculty member is assigned as a co-adviser.
4. In cases where the proposed topic is of a multidisciplinary nature, another faculty may be invited as a "co-adviser". The co-adviser may be a faculty member from the same department or from an external unit or agency. Similarly,

the co-adviser must have a proven research track record and/or specialization in the student's chosen topic or field of interest.

- d. Submission of Capstone Project
 1. The letter grade, and credit units will be indicated on students' transcript only upon submission of the final revised hard copies and soft copies of the manuscript, along with other pertinent requirements.
 2. The student's graduation date will be the last day of the term when the final revised copies of the capstone project are submitted.
 3. In the event that students are unable to submit the final revised copies of their capstone project within the term:
 - a. Students that are required to have an oral defense are given two years from the oral defense term to do so, provided it does not exceed the maximum residency term limit. They are also required to enroll in Capstone Submission.
 - a.1. Requests to submit the final revised copies of the capstone project will not be considered beyond the maximum period for submission.
 4. Students that do not have an oral defense are required to enroll in Capstone Project for the succeeding term until they can submit their final revisions, provided they do so within the maximum residency term limit.
 5. Students pay the graduation and diploma fee upon submission of the final revised soft and hard copies of the capstone project.

Procedures

For OADGP Guidelines and Procedures for Thesis, Dissertation, and Capstone Project, please see Appendix A: p. 128.

For more specific guidelines regarding a particular program, please coordinate with the department concerned.

c. **Dissemination and Publication**

(Updated Policies available at lsgrad.ateneo.edu - Aug. 16, 2022)

Depending on a graduate student's degree, he/she may be required to submit a paper for conference presentation and/or publication before graduation.

Policies:

1. For students enrolled in professional degrees:

Departments may require a paper presentation in an international, local or school/university symposia/conference for students enrolled in professional degrees.

2. For students enrolled in academic degrees:
 - a. An MA/MS student with the approval of the department must present his/her paper based on his/her thesis in an international, local or school/university symposia/ conference.
 - b. A doctoral student with the approval of the department must submit a manuscript related to the dissertation for publication in a non-predatory and peer-reviewed journal and present his/ her paper based on their dissertation in a local, international or school/university conference/symposia.
3. Students must comply with the dissemination and publication requirements of their degree programs, should this be above the minimum requirements of the Loyola Schools.

15. Graduation Requirements

In order to be officially considered as graduates of the Ateneo de Manila University- Loyola Schools 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/capstone project.
 - ✓ complying with their program's dissemination and publication requirement.
- 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

16. Academic Clearance

Definition – Clearance is the process by which students are made to ensure that they have settled all hold orders, accountabilities, and/or financial liabilities.

Policies:

- a. Students must undergo the clearance process if s/he:
 - Would like to voluntarily cease studies without completing the requirements of their degree program
 - Failed to comply with retention requirements
 - Exceeded the maximum residency time limit
 - Is dismissed due to disciplinary reasons

- Plans to transfer to another school
- Is graduating
- b. Students are entitled to transfer to another school or to be included in the official list of graduates upon completion of the clearance process.
- c. Once completed, the student will be released from all academic, property, and financial accountabilities with the institution.
- d. Students are entitled to the following upon completion of the clearance process:
 - ✓ Academic transcripts
 - ✓ Certifications
 - ✓ Diploma (for students who graduated)

Procedure:

- a. Students can get the clearance form from the Office of the Registrar. Graduating students whose graduation date will fall in May will be able to generate the clearance form from their respective AISIS accounts.
- b. Secure the signatures from authorized personnel of the different offices specified in the clearance form.
- c. Once all required signatures have been obtained, submit the completed clearance form to the Office of the Registrar.

C. Code of Conduct

(Updated Policies available at lsgrad.ateneo.edu - 2021)

1. Code of Conduct for Students

Introduction

The Code of Conduct provides the basic framework of normative rules to facilitate the total formation of students 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. It embodies the Loyola Schools' commitment to facilitating the development of students' moral character and personal discipline. Animated by Ignatian principles and pedagogy, this Code of Conduct aims at engaging students in the world, following from the belief that we can find God in all things.

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. Basic 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 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 Office for Student Services (OSS). 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 Conduct 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 are expected to make themselves aware of, and comply with applicable guidelines regarding the proper use of school facilities, bearing the cost of any damage due to a willful act or negligence.
 - 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.
 - 3. Smoking is prohibited in the Loyola Schools.³
 - 4. Eating and drinking are strictly prohibited in laboratories, AVRs, and the Rizal Library. The same is discouraged in classrooms, but permission for limited drinking/eating may be obtained from the faculty member in charge.

- J. 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.

- 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.

³ RA9211 (The Tobacco Regulation Act of 2003) states that smoking shall be absolutely prohibited in public places, inclusive of "Centers of youth activity such as playschools, preparatory schools, elementary schools, high schools, colleges and universities, youth hostels, and recreational facilities for persons under eighteen (18) years old." Cf Student Handbook Companion, Section II

- M. As members of the ADMU community, students share responsibility for the community's well-being, protection and integrity. Students are expected to report to University authorities any event which may compromise the community, and to assist in arriving at the truth of an incident to the extent of one's knowledge and ability.

II. Procedures

Procedures related to student conduct are meant to ensure rationality and order for the members of the Loyola Schools community. These address formative issues through a community-based approach which views maladaptive behavior through a restorative lens, with emphasis on the common good, the social fabric, institutional values and the development of the individual into persons-for-others.

A. Procedures for Minor Violations

Minor violations of the Code of Conduct are addressed through processes facilitated by the Office for Student Discipline (OSD), under the Associate Dean for Student Formation (ADSF). Violations that may come under this banner are those:

1. That do not involve serious injury or harm
2. Lacking evidence of malice or premeditation
3. With little or no serious negative implications for the University or its members
4. Which are uncontested by the accused
5. Resolved by one of the following means:
 - a. Dispute resolution as mediated by the OSD, and upon agreement of all parties
 - b. Adherence to terms of a behavioral contract

Whether these criteria are met or applicable is the decision of the following:

1. The Director of Student Discipline, by default; or
2. The Committee on Discipline, in instances where an accused is found not guilty of a major offense, but guilty of a minor violation of the Code of Conduct.

Violations deemed "minor" are recorded in a student's name but do not prevent them from receiving a clean Certificate of Good Moral Character. Repeated minor violations, however, may constitute basis for the filing of a major offense against the Code of Conduct, or serve as an aggravating factor in the evaluation and processing of subsequent misbehavior.

The following is a listing of common minor violations, with the required restorative acts, to be settled with the OSD:

Failure to perform responsibilities as listed in Section I, specifically:

		Obligations that must be settled prior to clearance			
Brief Description	Section	Verbal Reprimand	Letter of Apology Addressed to	Mandatory work in the form of community service	Other requirements
Minor disruption of classes / not following class policies	I-C	✓	Teacher of class concerned	2-4 hours	
Irresponsible use of information technology (e.g. use of cellphones during lectures, irresponsible online posts, etc.)	I-D	✓	Affected party	4-24 hours	
Failure to update AISIS information	I-F	✓	Director of OSS	2-4 hours	Proof of update of AISIS within 3 days
Irresponsible behavior of persons who come to campus in your name	I-H	✓	Director of OSS	2-8 hours	
Accidental damage to property	I-I	✓	ADSAS	2-8 hours	Pay cost of repair/ replacement
Littering	I-I	✓	ADSAS	2-4 hours	
Use of a smoke belching vehicle	I-I	✓	ADSAS	2-4 hours	

Other violations deemed 'minor' but not included in this listing may give rise to any of the following, or a combination thereof, which the LS deems as obligations/sanctions a respondent must attend to in order that his/her good standing in the community be restored:

3. Written/oral reprimand
4. Written/personal apologies
5. Formation sessions (counseling, moral guidance, anger management, etc)
6. Up to 40 hours mandatory work in the form of community service
7. Temporary suspension of privileges related to the offense (e.g. driving privileges on campus)

An appeal of the decision regarding minor violations may be made to the Chair of the Committee on Discipline.

B. Procedures for Major Offenses

Major offenses of the Code of Conduct are addressed through processes facilitated by the Office of Student Discipline, under the Associate Dean for Student Formation. The resolution of these offenses involves processes which reflect the seriousness of the violation/s through referral to the Committee on Discipline, based upon the investigation of the case. This is with regard for Due Process, especially students' (1) right to be informed of the charge against him/her, and (2) right to be heard. Upon conclusion of a case, a variety of disciplinary sanctions follow if the respondent is found guilty, that have to be resolved before a student can be cleared for subsequent registration/ transfer/graduation.

1. Complaints and Incidents

- 1.1. Any member of the Loyola Schools may file a complaint or incident report on the suspected violations of the Code of Conduct.
- 1.2. A written complaint or incident report should be filed with the Office for Student Discipline stating the nature and the circumstances of the alleged offense for initial investigation and evaluation, along with any supporting evidence available. Any office may also file a complaint against a student on behalf of non-members of the Loyola Schools (e.g. offended partner institutions, visitors, etc.).
- 1.3. As part of the initial investigation, all respondents will be asked to provide written statements regarding their involvement in the alleged offense. They may also be summoned for additional inquiries.
- 1.4. The Director of the Office for Student Discipline (OSD) reviews all reported cases and the results of the initial investigation, and decides on what subsequent step is to be taken for the resolution of the complaint/incident. He/she may decide to:
 - a) Inform the complainant that there is insufficient basis to pursue the complaint (due to lack of evidence or merit)
 - b) Require parties to undergo "Dispute Resolution Procedures"⁴ before or in lieu of proceeding with formal disciplinary procedures
 - c) Refer special cases to the Office of Guidance and Counseling for evaluation if the incident possibly involves a student with special needs or conditions
 - d) Issue a minor violation if the criteria for the same is met, and enforce minor penalties
 - e) Process the case as a possible major offense of the Code of Conduct, 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

⁴ Refer to the Office for Student Services for their service pertinent to "Dispute Resolution Assistance"

Implementing Rules and Regulations, shall be followed, as mandated by law.⁵

2. Notices and Hearings:

2.1. In the case of major offenses of the Code of Conduct:

a) In cases where there is sufficient basis to forward a case to the Committee on Discipline for deliberation and hearing as a major offense, the Office of Student Discipline will issue the respondent a Notice of Formal Charge stating:

1. the nature of the possible violation, including the specific section(s) of the *Code of Conduct* possibly violated,
2. the right of the student to due process as stated in the *Code of Conduct*, and
3. the right of the student to assistance of a counsel of his/her own choice from members of the community⁶
 - The respondent may ask any member of the Loyola Schools (except those serving as Associate Dean, Dean or Vice President), to serve as counsel at the hearing of the case.
 - If the student has no one in mind, the Student Discipline Office will facilitate the assignment of a counselor to accompany the respondent during the hearing, through the LS Office of Guidance and Counseling.

b) For cases which involve imminent, serious or pervasive threat/s to the safety of the Ateneo community, where evidence of serious misconduct or failure to abide by previously established behavioral contracts is strong, the Director of Student Discipline upon agreement of the Director of OSS and the Chair of the Committee on Discipline, may issue Preventive Suspension Order congruent with CHED guidelines.⁷

2.2. The student shall be required to submit his/her written response to the Notice of Formal Charge, including relevant material to support the statement, within seven (7) calendar days 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.

2.3. The date of the hearing shall not be earlier than seven (7) calendar days from the student's receipt of the Charge Notice.

⁵ Refer to the Appendix C. Student-Related Laws, Ordinances, Administrative Acts and Implementing Guidelines, p. 186

⁶ In general, the role of someone chosen as counsel in this context is to:

- prior to the hearing: guide the student in the understanding of what responsibilities one bears in the matter in question, providing perspective regarding the incident/offense; also serve as emotional support regarding feelings and concerns about the case.
- during the hearing: serve as moral support and act as an observer to the respondent student's testimony; can also be a character witness.
- after the hearing: assist in the processing of the student's testimony/responses and continue providing support

⁷ According to Section 106 of the MORPHE: "A student under investigation may be preventively suspended from entering the school premises and from attending classes, when the evidence of guilt is strong, and the responsible school official is morally convinced that the continued stay of the student pending investigation would cause sufficient distraction to the normal operations of the institution, or would pose real or imminent threat or danger to persons and property inside the institution's premises." This is a procedure, not a penalty; hence, it is not to be confused or equated to a sanction of suspension post-hearing.

- 2.4. The Office of Student Discipline 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.
- 2.5. The Committee on Discipline, convened by the Coordinator for Student Discipline, shall require the presence of the parties on the set date and time of the Discipline Committee hearing. If a respondent/complainant/witness fails or refuses to attend a scheduled disciplinary hearing, the Committee will evaluate whether there is reasonable cause for a postponement. In the absence of such, the Committee may interpret the absence as a waiver of one's right to present one's case in person, and decide on the merits of the case given the evidence at hand.
- 2.6. Discipline hearings are formative in nature. As administrative processes, they are not subject to the rules of court.⁸
- 2.7. The parent(s) may be present as observers during their son/daughter's personal testimony at the hearing, upon written or verbal notice to the Committee Chair. They may not address their son/daughter, or the Committee, during his/her oral testimony, nor give testimony themselves. However, parents may submit their sentiments regarding the case in writing, prior to the hearing, for inclusion in the case file to be evaluated by the Committee. Any concerns about the conduct of the hearing itself may likewise be submitted in writing to the Chair of the Committee on Discipline after the proceedings.
- 2.8. After questioning the parties and 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, along with any mitigating or aggravating factors, if the student is found guilty.
- 2.9. The Committee shall thereafter submit its findings and recommendations in writing to the Associate Dean for Student Formation.

3. Sanctions/Obligations for Major Offenses

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

- 3.1. any of those listed as penalties for minor offenses
- 3.2. loss of privileges related to the nature of the offense
- 3.3. disciplinary probation (first warning or final warning status)⁹

⁸ Jacinto D. Jimenez, "Student Disciplinary Practices," in Jacinto D. Jimenez, *Current Issues/Problems in Legal Education* (Philippine Association of Law Professors, 1992), pp. 88-112.

⁹ **For "Probation, First Warning Status"**: Any future violation of the *Code of Conduct*, whether deemed a minor violation or a major offense, during the duration of probation, will merit a higher sanction in reference to the nature of the case and/or the sanctions of the previous case. Standard discipline processes will apply depending on whether the violation is considered minor (where the case will be evaluated by the Director of the Office for Student Services or the Director for Student Discipline and sanctions imposed), or major (where the case will be again referred to the Committee on Discipline). The elevation of the probation to Final Warning Status should also be expected.

For "Probation, Final Warning Status": Any future violation of the *Code of Conduct*, whether deemed a minor or major offense, during the duration of probation, will be automatically referred to the Committee on Discipline for adjudication. It

- 3.4. mandatory drug testing at the student's expense, at the discretion of named school administrators, for a specified period of time (especially in cases related to dangerous drugs, substance abuse or endangering behavior)
 - 3.5. mandatory psychological/clinical assessment and compliance with the recommendations of an accredited specialist
 - 3.6. public reprimand through the posting of a memorandum/notice on bulletin boards of the VPLS, the OSS, and all Loyola Schools departments and offices
 - 3.7. restriction against participation in school activities / further contact with aggrieved parties
 - 3.8. suspension or expulsion from on-campus housing
 - 3.9. ban from entering campus (inclusive of all facilities and offices within the Loyola Heights campus, as well as external venues of official Loyola Schools events)
 - 3.10. suspension / deferment of graduation
 - 3.11. non-readmission after the end of the current semester
 - 3.12. dismissal (exclusion)¹⁰
 - 3.13. expulsion¹¹
4. Decisions and Appeals
- 4.1. After careful evaluation of all the evidence, testimonies and precedents of the case, the ADSF shall notify the student in writing of the decision on the case through the Director for Student Discipline.
 - 4.2. The Office of Student Discipline shall see to the implementation of sanctions, if any, as well as the notification of stakeholders regarding the decision made by the ADSF.
 - 4.3. Students may appeal for reconsideration of the verdict/sanctions to the VP-LS within seven (7) calendar days of receiving the decision, provided that he/she can present new evidence or basis for any change.
 - 4.4. The ADSF'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 President¹² upon consideration of an appeal.

III. Offenses¹³

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 wellbeing as a person according to the Christian ideals and those that subvert this.

should be considered that given *Final Warning* status, subject to standard disciplinary processes, dismissal from the University is a distinct probability.

¹⁰ Ulpiano P. Sarmiento III, Esq., *Compendium of School Laws in the Philippines. Vol 1.* (Philippines: The Manual of Regulations for Private Higher Education, 2015), p.480.

¹¹ *Ibid.*, p. 481

¹² 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.

¹³ 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.

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.

The 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 hacking¹⁴
 - 7. Engaging in endangering behavior, defined as any action that might lead to loss of life or 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, reckless driving, 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 nature¹⁵
 - 4. Physical assault
 - 5. Issuing threats or acting in a threatening manner, defined as using words or engaging in actions which can cause a person to reasonably fear for his/her own or another's life, safety, wellbeing, property, and/or good name (e.g. making bomb jokes, threatening/insinuating physical harm, false claims, public humiliation, etc), for the purpose of intimidation, and/or unwarranted compliance
 - 6. Engaging in a pattern of conduct that vexes or compromises the physical/psychological well-being of a person, as with acts of harassment¹⁶, stalking, coercion, goading, ridicule, discrimination, etc.
 - 7. Preventing members of the University community from discharging their duties, which include attending classes, submitting requirements or entering school premises

¹⁴ **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..."

¹⁵ Please refer to the Appendix B. Memos from Various Offices of the Loyola Schools – Creation of the Loyola Schools Gender Hub & the Provision of Support & Assistance for Cases of Sexual Harassment, Misconduct, & Violence, p. 177.

¹⁶ Refer to Section II, B. Procedures for Major Offenses, 1.4e of the Code of Conduct for cases of sexual harassment in particular

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 I-I of the *Code of Conduct*)
 2. Gross negligence with personal property, especially when the same becomes involved in, or the object of, a violation or incident (e.g. leaving belongings unattended at length; repeated, unreasonable losses of one's LS ID within 1 school year, etc.)
 3. Stealing and/or unauthorized possession of others' property
 4. Selling/disposing of/tampering with stolen property
 5. Acts of vandalism/defacement of school, personal or public property, in whatever form (whether physical or digital)
 6. 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. Profiteering and/or engaging in disreputable or unfair business practices, especially when done with the use of the Ateneo name, school resources and/or affiliations
 4. Preventing the circulation of a recognized student publication
 5. Gambling within school premises, during or in relation to school sanctioned events, and/or through University resources (e.g. LS LAN)
 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. Invasion of privacy, as with unauthorized use of recording equipment or access to facilities, especially when the same is likely to cause distress
 9. Dereliction of duty, especially when resulting in loss or damages
 10. Obstructing the conduct of necessary administrative processes
 11. Committing/insinuating acts of retaliation due solely to the filing of a report or participation in administrative procedures/investigations
 12. 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

13. Disregarding the *Code of Conduct* by repeatedly failing to perform, or acting in gross negligence of student responsibilities, and/or frequently committing offenses
 14. Violating rules and regulations of the Residence Halls and the Rizal Library and their facilities
 15. Repeatedly violating rules and regulations of the University or Auxiliary units
 16. Deliberate disregard or defiance of a penalty or a sanction imposed by the Office for Student Services/Discipline or by pertinent authority.
 17. Committing, inside the campus and/or during a school function, any acts considered crimes under the laws of the land
 18. 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
 19. Gaining undue advantage over others for personal benefit by illegitimate means
 20. Aiding in the violation of the *Code of Conduct* 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, etc.)
 21. Violation of official policies and measures implemented against the use of dangerous drugs
 22. Unreasonable repeated and/or willful failure to comply with official summonses issued by administration offices and/or academic departments
 23. Compromising data integrity and processes by altering information, deleting files, causing system delays, etc.
 24. Failure to perform responsibilities as students as listed in Section I (Basic 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.¹⁷ 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

¹⁷ Cheating in any major course requirement will merit an academic penalty of F in the course and will be regarded as a major disciplinary offense. Major course requirements would include mid-term or final examinations, or any other academic requirements that constitute twenty (20) percent or more of the final grade in the course. Cheating in any other course requirement will merit a minimum academic penalty of F in that academic requirement, and will be subjected to the usual review befitting a disciplinary case.

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
 2. Deception or providing false information (e.g. providing a false reason for failure to meet a deadline, or falsely claiming to have submitted documents, giving false testimony, feigning ignorance, etc.)
 3. 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
 4. Use of someone else's personal data/identifying characteristics/personal effects to commit fraud
 5. 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. Initiating, engaging in, or promoting indecent and/or offensive behavior in public, especially when resulting in scandal
 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

ii. Data Privacy

Student disciplinary matters are sensitive personal information. They shall only be gathered, generated, and/or otherwise processed in a manner that is consistent with laws of the land, as well as promulgated Ateneo policies (cf Section III of the Student Handbook Companion). Data acquired are intended solely for the internal use of the University in the fulfilment of its constitutional mandate to form the good character of its students.

iii. 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.¹⁸

¹⁸ The signatures of the Director for Student Services and the Director for Student Discipline are part of the requirements for clearance.

2. Student ID-Related Policies

A. The ID-Wearing Rule

Students are required to have their IDs upon entry into the Ateneo campus. It is a vital component of the Loyola Schools security system that identifies its wearer as a bonafide member of the Loyola Schools.

Every student must help in the effort to keep the campus safe for everyone by displaying his/her Ateneo ID visibly and clearly on his/her person at all times while inside the Loyola Schools premises. This constitutes a basic act of social responsibility given that campus safety and security is the responsibility of all members of the Ateneo community.

The ID is considered an official school document to be treated with care and respect. It is NOT to be defaced, altered, or misused in any way, shape or form. It is non-transferable, not to be lent or copied, nor discarded indiscriminately.

1. The following practices are considered minor violations in the use of the ID:
 - Wearing the ID underneath one's clothing (shirt, jacket, etc.)
 - Carrying the ID inside a personal article, for example, a bag, notebook or wallet
 - Hanging the ID on your bag instead of wearing it on your person
2. The following are considered Major offenses in the use of the ID (meriting a major discipline case):
 - Tampering with the ID Card (ie. defacing ID picture, putting stickers, changing info)
 - Using another person's ID or allowing another person to use one's ID
 - Making a fake Loyola Schools student ID card
3. For one's protection, the loss of the ID should immediately be reported to the Office for Student Services (OSS).
4. Students who forget to bring their ID are asked to sign an ID-violation sheet and provide a secondary ID as proof of identity before entering school premises. Students must proceed directly to OSS to get a temporary ID for the violation to be nullified. Failure to do so will merit an ID violation in the student's record of conduct, where violations are cumulative within the school year and may result in minor penalties or a major offense depending on the accumulated record of neglect.
5. Students who lose their ID should proceed to the OSS to check if their ID has been recovered. If it has not been found in three (3) days, a replacement ID must be applied for. Follow the procedure in securing a new Ateneo ID card.

B. The ID-Validation Rule

ID Validation is the final stage of the registration process. Student IDs without a validation sticker for the current semester will not be honored.

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 OSS 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

Violations w/in 1 SY	Verbal Reprimand	Letter of Apology addressed to OSS	Fines	Mandatory work in the form of community service
1st violation	✓			
2nd violation	✓	✓		
3rd violation	✓			4 hours
4th violation	✓		✓ (Php500 ¹⁹)	8 hours

ID Replacement/Temporary ID

Loss of ID should be reported immediately to the Office for Student Services (OSS). The OSS receives lost IDs regularly. Check if your ID has been turned over. If not, obtain a temporary ID. If it has not been found in three (3) days, apply for an ID replacement.

Temporary IDs are only valid for the day of the application. The 10th instance within one school year will result in a minor offense in the name of the student, and the forced replacement of his/her ID.

If your ID is damaged, get an ID replacement immediately from the OSS 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

¹⁹ Fine may be converted to 8 hours of community service

- d. Aside from the fine, the student must also submit a letter of explanation to the OSS on how the ID was lost
2. Damaged ID
 - a. A fine of P 150.00 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 addressed to the Director of the OSS 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 OSS. 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

1. Request for a Temporary ID from the OSS and present any other valid ID (with photo and signature, for example, a driver's license).
2. Fill out the application form
3. Get charge slip from OSS
4. Pay at the Cashier's Office
5. Php 50 for the 1st to 5th request in one school year
6. Php 60 for the 6th to 9th request in one school year
7. Present the Charge Slip and the official receipt of payment to the OSS to claim the Temporary ID.

3. The Loyola Schools Dress Code

In accordance with the Implementing Guidelines of the Loyola Schools Dress Code release by the Office of the Vice President for the Loyola Schools last 6 December 2007²⁰, students are expected to dress simply, appropriately, and decently at:

- a. All official functions and events of and in the Ateneo de Manila University, including commencement exercises, convocations, conferences, receptions, and assemblies;
- b. The office 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 outside of their offices;
- c. All LS Administrative offices, including adjacent corridors and waiting areas;
- d. The Rizal Library and the Ateneo Art Gallery;
- e. The Registrar's Office;

²⁰ See Appendix B: Implementing Guidelines on the Loyola Schools Dress Code p. 142

- f. All events and activities in major Audio-Visual Rooms, such as the Irwin Theater, Arete, Faura AVR, Escaler Hall, and Leong Hall Auditorium;
- g. 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 or jurisdictions.

LS Dress Code Violations

Violations w/in 1 SY	Verbal Reprimand	Letter of Apology addressed to OSS	Fines	Mandatory work in the form of community service
1st violation	✓			
2nd violation	✓	✓		
3rd violation	✓			4 hours
4 th violation	✓			8 hours

4. 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.

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.

Penalties

Violations w/in 1 SY	Verbal Reprimand	Letter of Apology addressed to OSS	Fines (*in accordance with RA 9211)	Other forms of sanctions
1st violation	✓		500	
2nd violation	✓	✓	1,000	Mandatory participation in Smoking Cessation Program
3rd violation and above	✓		5,000	Mandatory participation in Smoking Cessation Program

Monitoring and Review

Compliance with the no smoking policy will be monitored by the Office of Student Services.

5. Campus Mobility, Traffic & Parking Regulations

There are many ways to get around campus but the school encourages walking from building to building, hence the expanded walkways and brick roads. If you must ride, an E-Jeep also makes the rounds of the campus.

Students who intend to bring a vehicle to school are required to have a Gate Pass sticker, which allows them to enter and park on school premises. Bringing a vehicle on campus entails assuming responsibility for driving safely, considerate use of roads and parking spaces, and respect for regulations and those who implement them.

Student-drivers and persons who enter campus on such students' behalf must know and follow the Traffic & Parking Rules enforced by the University through the Campus Safety & Mobility Office (CSMO), which include:

- Parking on campus is on a first-come, first served basis.
- A Gate Pass allows you to park in the COLLEGE STUDENT PARKING designated areas, but does NOT guarantee you a parking spot.
- Parking in RESERVED spots (for Carpools, Faculty, Administrators, Visitors, etc.) is strictly prohibited and entail a hefty fine, as well as a violation in the student-driver's name. Repeat violators will merit a Major Offense of the Code of Conduct.

- Overnight parking (i.e. keeping your car on campus after the cut-off for the specific lot you are parked on²¹) is also disallowed -- except in emergencies, which ought to be brought to the attention of the OSS or the CSMO before the cut-off to follow the procedure to request for Overnight parking.

Traffic/Parking Violations

Violations w/in 1 SY	Verbal Reprimand	Letter of Apology addressed to OSS	Fines	Mandatory work in the form of community service
1st violation	✓		✓ (varies per violation ²²)	
2nd violation	✓	✓		
3rd violation	✓			4 hours
4th violation	✓			8 hours

²¹ 12 midnight for parking lots other than the Northwest (near Arete) which closes at 10pm.

²² Refer to CSMO Traffic & Parking Primer 2017 for listing, p.187

IV. MAGNA CARTA OF GRADUATE STUDENTS' RIGHTS



The Magna Carta of Graduate Students' Rights²³

Introduction

As a locus of critical and systematic search for the truth, the Ateneo de Manila Loyola Schools upholds the rights of all students as one of its foundational principles.

The right of students to proactively participate in their education to ensure its high quality and standard is recognized. Their right to be involved in the shaping of school policies and their right to organize according to their directions and goals are granted, that they may be formed in creative and responsible leadership. Their fundamental constitutional rights are respected that they, too, may respect the rights of others, and become men and women with a sensitive social conscience—truly a leaven in the renewal of society.

True to its nature as a university and faithful to its Filipino, Catholic, and Jesuit tradition of service and excellence, the Ateneo de Manila Loyola Schools enacts the Magna Carta of Graduate Students' Rights.

Article I. Guiding Principles

Section 1. The provisions of the Magna Carta of Graduate Students' Rights shall be interpreted in light of the University's Mission Statement. Its meaning shall also be interpreted in a spirit of dialogue between and among the various sectors of the school, acting as one community and sharing the same mission.

Section 2. The provisions of the Magna Carta of Graduate Students' Rights shall consider the context of students' responsibilities found in various University documents. The students shall exercise their rights responsibly and with due regard for the rights of others.

Article II. Definitions

Section 1. Definition of Terms

The following terms used in this Magna Carta shall have their respective meanings set forth herein:

- a. Graduate Student shall refer to anyone admitted and enrolled to any graduate program of the Loyola Schools of the Ateneo de Manila University.
- b. University shall refer to the Ateneo de Manila University, including all its units, schools, departments, offices and centers.
- c. OADGP shall refer to the Office of the Associate Dean for Graduate Programs.

²³ Approved by the School Council on May 3, 2019.

- d. CHED shall refer to the Commission on Higher Education.
- e. CGSC shall refer to the Committee on Graduate Student Concerns.
- f. Republic Act 10173 or the Data Privacy Act of 2012 (DPA) shall refer to the existing policy and its future amendments of the Republic of the Philippines, which aims to protect the fundamental human right of privacy of communication while ensuring free flow of information to promote innovation and growth.
- g. Graduate Student Handbook shall refer to the most recent version of the Handbook published by the OADGP.
- h. Grave Reason shall refer to situations wherein the physical, mental, or emotional well-being of a student is at risk and, in consequence, make it difficult for the student to fulfill a requirement. It also includes but is not limited to family and other emergencies.
- i. Official public information shall refer to the announcements, guidelines, memos, policies, and all other information disseminated by the University.
- j. Personal data shall refer to all types of personal information. It is the collective term used to mean personal information, sensitive personal information, and privileged information.
- k. Personal information shall refer to any information, on its own or when combined with other information, from which the identity of an individual is apparent or can be reasonably and directly ascertained.
- l. Privileged Information shall refer to any and all forms of data, which under the Rules of Court and other pertinent laws constitute privileged communication.
- m. School records shall refer to any document collected by the University from an individual in their capacity as a student.
- n. Sensitive personal information shall refer to personal information:
 - i. about an individual's race, ethnic origin, marital status, age, color, and religious, philosophical or political affiliations;
 - ii. about an individual's health, education, genetic or sexual life of a person, or to any proceeding for any offense committed or alleged to have been committed by such person, the disposal of such proceedings, or the sentence of any court in such proceedings;
 - iii. issued by government agencies peculiar to an individual which includes, but not limited to, social security numbers, previous or current health records, licenses or its denials, suspension or revocation, and tax returns; and
 - iv. specifically established by an executive order or an act of Congress to be kept classified.

Article III. Academic Rights

Section 1. Academic Freedom

The students' academic freedom shall include, but not be limited to, the following rights:

- a. To choose their field of study from among the existing curricula, given the specific conditions and requirements for acceptance in a certain field;
- b. To conduct research that is in line with the University Research Agenda, and to freely discuss and publish their findings and recommendations, provided that they follow the research ethics guidelines and the academic integrity principles of the Loyola Schools;
- c. To express their opinion inside and outside the classroom in a manner acceptable to the academic community; and
- d. To raise grievances concerning teachers, grades, class policies, and other academic-related matters, provided that they follow the procedures stated in the Students' Handbook and the Faculty and Administrative Manuals.

Section 2. Academic Procedures

- a. Student Handbook
 - i. The Graduate Student Handbook shall be made accessible to all students upon admission into the Loyola Schools.
- b. Academic Advisement
 - i. Students shall have the right to access complete information on their individual program of study (IPS). They are encouraged to keep updated records of their academic records and their academic curriculum.
 - ii. All graduate programs shall have a designated faculty member who shall meet with the graduate students for advisement and ensure that the course offerings of the department match the students' needs, and to the extent possible, their research interests.
- c. Class Schedules
 - i. Classes should follow the schedule issued by the Office of the Registrar. Should there be any change of schedule initiated by the teacher, the official approval of the Office of the Registrar must be secured. If the change is initiated after the deadline for submission of load revision forms, the official approval of the Office of the Registrar and the consent of the class must be secured without undue prejudice to the rights of the individual students.

- ii. Within the prescribed time, students may effect changes in their prescribed load according to their departmental requirements.
- iii. Students shall not be obliged to attend academic activities during university-mandated and/or national holidays.

d. Course Syllabus

- i. Students shall be provided with a printed or online copy of the course syllabus at the beginning of every semester. The syllabus shall contain the following:
 - a. course description;
 - b. course outline;
 - c. course policies;
 - d. course requirements;
 - e. grading system; and
 - f. teacher's consultation hours and contact details

e. Academic Evaluation

Students shall have the right to be graded according to their merits.

- i. At the start of the semester, students shall have the right to know how they shall be evaluated in their course.
- ii. Should the teacher initiate any changes in the course requirements stated in the syllabus, the approval of the Department Chair and the consent of the class must be secured without undue prejudice to the rights of the individual students.
- iii. Absences shall not be taken against the grades of the students unless they have gone over the prescribed number of allowable cuts.

f. Class Performance

Students shall have the right to know their class performance record during the semester.

- i. They shall have the right to see their graded quizzes, exams, projects, among other course requirements, before final examinations.
- ii. They shall have the right to an explanation concerning the bases of their grades for their course requirements, especially essays, oral exams, and group works.
- iii. In the case of group works, students shall have the right to be provided a system of marking by the teacher that ensures fair grading of the individual members of the group.

h. Major Requirements

- i. *Major Exams.* Students shall be informed of the date and coverage at least one (1) week in advance for long examinations, and at least two (2) weeks in advance for midterms and/or finals.
- ii. *Other Major Requirements.* Students shall be informed of major papers and projects, including a timetable for submission, within the first three (3) weeks of the semester.
- iii. Subject to the determination and approval by the OADGP and provided that the students are able to present relevant supporting documents, students shall have the right to do make-up work in the event that they cannot accomplish major requirements because of a grave reason or because they are representing the school in an official capacity (e.g., student seminars, cultural performances, debates, athletic competition, etc.).
- iv. *Comprehensive Exams.* Students shall have the right to receive oral or written feedback on their comprehensive exam performance upon request after the scheduled release of grades.
- v. *Oral Defense, Culminating Project, Thesis/Dissertation and other Major Requirements.* Students shall have the right to receive oral or written feedback of their performance in an oral defense, culminating project, thesis/dissertation, and other major requirements after due evaluation by the panelists and/or the adviser of the student.

i. Thesis and Dissertation

- i. Students shall be provided a copy of the rules and procedures of the thesis/dissertation writing from the Department and the OADGP.

j. Final Examination

- i. All students shall have the right to take their final examinations upon the completion of their course requirements. In cases where the students cannot comply with such requirements, they can discuss necessary arrangements with their respective departments.

k. Final Grades

- i. Students shall have the right to know their final grades at the date announced by the Office of the Registrar.
- ii. Students shall have the right to appeal their final grades within the prescribed period for appeals for change of grade.

- iii. Students shall have the right to see their papers and the computation of their final grades after the distribution of corrected final marks within the prescribed period for appeals for change of grade.

1. Consultation

- i. Students shall have the right to consult with their teachers. The teachers should inform the students of their consultation hours within the first week of classes.

Section 3. Security of Tenure

Students shall have the right to complete their program of study within the prescribed time limits of the Loyola Schools, except in cases of academic deficiency according to the most recent Graduate Student Handbook; violation of disciplinary regulations; failure to settle tuition and fees, and other obligations; sickness or disease that would prevent the student from handling the normal pressures of school work or the student's continued presence in school will be deleterious to other members of the academic community; closure of a program or closure of the institution itself; or other grounds as may be provided by law, or the policies and rules of CHED or the University.

Section 4. Evaluation of Teachers

Students shall have the right to excellent education through competent and committed teachers, evident in the teachers' regular presence and punctuality in classes, their expertise in their field, the quality of their course content, and their teaching competence and effectiveness. The students shall have the right to make a written evaluation of the performance of their teachers toward the end of the semester.

Section 5. Course Evaluation and Curriculum Development

- a. Students shall have the right to evaluate their program of study and their courses.
- b. Students shall have the right to propose the creation and deletion of courses.
- c. Students shall have the right to participate in the progressive updating of the curriculum through their official graduate student representatives.

Section 6. Faculty Hiring Procedures

All departments are encouraged to have teaching demonstrations in the hiring of the new faculty, where students shall have the right to participate and give feedback.

Section 7. School Facilities

The students shall have the right to adequate academic facilities. It is the responsibility of the school administration to provide the students with adequate classrooms, library facilities and services, laboratories, sports facilities, and on-campus housing.

Section 8. Intellectual Property Rights

All student intellectual property rights are in accordance with the University Intellectual Property Policy.

- a. Students shall own all Intellectual Property and associated IP Rights they create in the normal course of their studies, unless created in the course of, or pursuant to:
 - i. a studentship sponsored by a third party under a separate agreement;
 - ii. sponsored research; or
 - iii. other agreement/s with a third party.
- b. Students shall own all rights in Copyrighted Works of their creation unless these are
 - i. specifically commissioned by the University;
 - ii. produced through significant use of University Resources when such use is not covered by tuition fees and/or scholarship grants;
 - iii. developed pursuant to a sponsored research or other third party agreement;
 - iv. Philippine government funded works produced through research and development using government owned instrumentality and government controlled appropriations; or
 - v. works whose authorship cannot be assigned despite the application of the Ateneo de Manila University Intellectual Property policies, such as works
 1. attributed to a discrete number of authors; or
 2. resulting from simultaneous or sequential contributions over time by multiple authors whose authorship cannot be attributed to one or a discrete number of authors.
- c. Student inventors shall own all patents of their inventions unless these are:
 - i. supported significantly by the University funds or other University Resources;
 - ii. produced in pursuit of a scientific project or purpose at the direction and control of the University;
 - iii. inventions whose ownership cannot be attributed to one or a discrete set of researchers;
 - iv. stipulated by contract as commissioned works;

- v. inventions developed or created in the course of, or pursuant to, a scholarship sponsored by a third party under a separate agreement, a sponsored research or other third party agreement, the patent of which shall belong to the University; and
 - vi. Philippine government funded research and development, wherein the patent belongs to the University pursuant to the Technology Transfer Act of 2009.
- d. Students who have created Trademarks and/or Service Marks in the course of regular university work or projects shall be afforded the opportunity to register the marks and acquire rights thereto in accordance with the provisions of the University's Intellectual Property Code. The University shall not require as a condition for finishing a school project or assignment that the Trademark be registered under the name of the University or any of its colleges or affiliated entities.
- e. Student employees of the University shall enjoy all rights in the Intellectual Property they create unless they are:
- i. produced in the course of the duties and activities of their employment; or
 - ii. produced through significant use of the University Resources even if created outside the course of their duties, activities, and employment.

Article IV. Right to Protection of Personal Data

Section 1. Right to Information Regarding the Processing of One's Personal Data

Except in certain instances recognized by law, students have a right to be informed whether their personal data shall be, are being, or have been processed by the University. They must be notified of the following details before their personal data are entered into the processing system of the University, or at the next practical opportunity:

- a. description of their personal data
- b. purposes for which such data are being or will be processed
- c. basis of processing such data
- d. scope and method of the processing
- e. recipients of the personal data or classes thereof
- f. methods for automated access, when allowed, and the extent of such access
- g. storage period of the data
- h. existence of their rights under the Data Privacy Act of 2012

Section 2. Right to Access

Students have the right to demand reasonable access to the following details regarding the processing of their personal data:

- a. their personal data that were obtained from other sources

- b. other sources of their personal data
- c. names and contact details of the recipients of their personal data
- d. manner by which their personal data were processed
- e. reasons for the disclosure of their personal data to recipients, if applicable
- f. information on the automated decision-making process being used, if any
- g. date when their personal data were last accessed and modified, if applicable
- h. name, designation, and contact details of the University.

Section 3. Right to Rectification

Students have the right to dispute and seek the rectification of inaccuracies or errors in their personal data. Recipients or third parties who had received their erroneous personal data shall be informed of the inaccuracies and/or changes upon request of the concerned students.

Section 4. Right to Object

Students have the right to object to the processing of their personal data in accordance with the provisions of the Data Privacy Act of 2012. If they object or withhold consent, the processing of their personal data must stop, unless:

- a. their personal data is being processed pursuant to a subpoena
- b. their personal data is being processed for obvious purposes; or
- c. their personal data is being processed as a legal obligation.

Section 5. Right to Erasure and Blocking

Students have the right to suspend or withdraw their consent, or order the blocking, removal, or destruction of their personal data from the University's filing system, upon discovery of any of the following, supported by substantial proof:

- a. personal data is incomplete, outdated, false, or unlawfully obtained
- b. personal data is being used for unauthorized purposes
- c. personal data is no longer necessary for the purposes for which it was collected
- d. consent has been withdrawn or an objection to the processing has been raised, and there is no other legal ground or overriding legitimate interest for the processing
- e. personal data concerns private information that is prejudicial to them, unless justified by freedom of speech, of expression, or of the press, or other authorized grounds
- f. processing of personal data is unlawful
- g. the University or any of its service providers has violated their rights

Section 6. Right to Data Portability

Students have the right to obtain a copy of their personal data if these are being stored or otherwise processed by the University in a commonly used electronic format.

Section 7. Right to File a Complaint

Students have the right to file a complaint and be indemnified for any injury or damages sustained resulting from the University's use of their inaccurate, incomplete, outdated, or false data, or if their personal data were unlawfully obtained or used without authorization.

Article V. Right to Privacy

Section 1. Right to Privacy of Communication

The students' rights to privacy of communication and correspondence shall be upheld, except in situations where any form of private communication and correspondence violates the class policies stated in the course syllabus (e.g., cheating).

Section 2. Right Against Unreasonable Searches and Seizures

Students shall be free from any form of unreasonable search and seizure as defined by law.

Article VI. Access to Information

Section 1. Access to Official Public Information

Students shall have access to all official public information on matters directly affecting their individual and/or collective welfare, subject to data privacy and confidentiality restrictions as may be provided by law, or the policies and rules of CHED or the University.

Section 2. Access to School Records and Other Vital Documents

- a. Students shall have access to their own school records, subject to the provisions under Chapter IV "Rights of the Data Subject" of the DPA, and provided that they have settled all requirements and obligations to the school. Such records shall otherwise be kept confidential by the school administration.
- b. Students shall have the right to be issued official certificates, diplomas, transcript of records, grades, and transfer credentials within thirty (30) days from the filing of request and the accomplishment of all pertinent requirements. Documents concerning the students' admission into the Loyola Schools are excluded.

Section 3. Access to Information on Tuition and Other School Fees

- a. Students shall have the right to be informed of tuition fees and special fees, including the breakdown of the fees and the deadlines for payments.
- b. Students shall have the right to be informed of the periods when refunds can be claimed for fees such as laboratory breakage fees. The responsible school authorities shall mount a reasonable number of prominent notices in the most frequented locations within the

school campus and disseminate the information through online means to inform the students of such periods. The students must be notified at least one (1) week before the refunds are given.

Article VII. Freedom of Expression and Association

Section 1. Right Against Prior Restraint

- a. Students shall have the right to express their views and opinions freely in a manner acceptable to the community including the right to assembly through any medium.
- b. Opposition to school policies which are detrimental to the students' interests shall never be grounds for denying or withdrawing scholarship grants and privileges of deserving students, provided that such opposition is expressed in a manner consistent with the policies and rules of the University.

Section 2. Right to Peaceably Assemble

- a. Students shall have the right to peaceably assemble and petition school authorities and/or government authorities to act upon the students' grievances.
- b. Military elements, policemen in uniform or in plain clothes, and school security forces shall not interfere with legitimate student activities, such as peaceful mass actions inside and outside the premises of the school campus.

Section 3. Right to Religious Formation and Practice

- a. Students shall have the right to proper religious formation. As a Catholic university, the school administration is responsible for providing students with adequate Catholic religious services and facilities.
- b. Students shall have the right to practice their respective religions, or lack thereof, as long as they do not impede the practice of other faiths and beliefs, and they do not transgress the University's Vision and Mission.

Section 4. Right to Dress

- a. Students shall have the right to dress according to their individual tastes while keeping within the academic context and rules of the University.
- b. As a Jesuit and Catholic university, the Ateneo de Manila University urges the students to promote a simple, value-oriented, and spirit-inspired lifestyle. Students are encouraged to dress simply, appropriately, and decently.
- c. Administrators and faculty members, acting individually or in groups, either as a Department or as a School, may specify the appropriate dress code in designated classrooms or other areas and for specific events or occasions.

Section 5. Committee on Graduate Students Concerns (CGSC)

The school shall recognize and support the existence of the CGSC—the one body which shall be the official representative of the graduate student body and which shall be recognized by the Loyola Schools.

- a. The appointed CGSC members shall elect the officers among themselves.
- b. The CGSC shall have the right to determine its own policies and programs.

Section 6. Security of Tenure of Student Leaders

- a. Each Department with a graduate program shall have an assigned graduate student representative in the CGSC. At the beginning of every school year, the graduate student representatives shall either be elected by the graduate students within the same Department or appointed by the Chair of the Department. The official graduate student representative shall be announced through a memorandum released by the Chairperson of the respective Department.
- b. Student leaders shall be assured of security of tenure in their positions for the duration of their term, unless they are removed due to academic cases, disciplinary cases, or impeachment.
- c. In cases where a graduate student representative is removed due to valid reasons, the concerned Department shall appoint another student to fill the position.

Article VIII. Right to Participate in Policy-Making

Section 1. Representation in the School Council and Committees

Students shall be represented in the following councils and committees of the Loyola Schools:

- a. School Council (1 representative)
- b. School Forum (1 representative)
- c. Administrative Council (1 representative)
- d. Standards Committee (1 representative)
- e. Curriculum Committee (1 representative)
- f. Discipline Committee (1 representative)
- g. Graduate Programs Committee (1 representative)
- h. Scholarly Work Committee (1 representative)
- i. Rizal Library Board (1 representative)
- j. Budget Committee (2 representatives)

The CGSC shall appoint the representatives for the respective councils and committees. Such representatives shall have voting and deliberating rights. If a committee is dissolved or if the number of students in the committee is increased, the Magna Carta shall be amended accordingly.

Section 2. On the Matter of Tuition and School Fees

- a. The students shall have the right to be consulted on any proposed increase or creation of school fees as well as their justification. The Loyola Schools Budget Committee is responsible

for disseminating adequate information regarding tuition and school fees, including the breakdown and justification of the fees. Any necessary adjustments and objections shall be discussed in regular consultative meetings with the students, which shall be properly documented and circulated.

- b. The Loyola Schools Budget Committee shall act on a proposal to adjust tuition fees only after students have been consulted at least thirty (30) days before the start of the academic year when the adjustments shall take effect.
- c. In justifying any tuition adjustments before the Loyola Schools Budget Committee, the School Administration shall be required to present the pertinent financial statements for the last five (5) years immediately preceding the proposal for such adjustments.
- d. The school administration shall not impose involuntary contributions from the students in any form whatsoever, including monetary transactions that are made part of an academic requirement.
- e. The designated members of the CGSC shall be the official representatives of the graduate students on matters regarding budget deliberation and hearings.

Section 3. Students' Initiative

School Administration is required to orally present the pertinent financial statements for the last five (5) years immediately preceding the proposal for such adjustments.

Students shall have the right to initiate the formulation, modification, and rejection of a school policy affecting students by making proper representation to official school bodies.

Section 4. Right to Request for Consultation

Beyond the student representation in the different committees, students shall have the right to request to be consulted before any proposed school policy affecting them is approved and implemented.

Article IX. Right to Security

Section 1. Right to Liberty and Security of Person

Students have the right to liberty and security of person. They shall not be subjected to acts without their consent or against their will. They shall not be deprived of their freedom except in cases, and in accordance with procedure, prescribed by law.

Section 2. Rights Against Harassment

Students shall have the right to be free from harassment, including verbal, physical, and sexual harassment.

- a. The students shall have the right to be protected from libelous and slanderous statements.
- b. In cases involving sexual harassment, the complainant shall have the right to file a complaint in accordance with the University Anti-Sexual Harassment Policy.

Section 3. Rights Against the Militarization of the School Campus

The pursuit of academic excellence and exercise of academic freedom can only be attained in an atmosphere free from fear and unreasonable restraint. Pursuant to this, no military or personal security detail, both private and government, shall be installed or maintained in the school campus, except in the case of:

- b. a school function, where the officially invited guest(s) of the University require(s) additional security while on campus; or
- c. national or local emergencies, such as war, natural calamities, or if the prevailing situation so requires.

Article X. Right to Due Process in Disciplinary Proceedings

Section 1. Right to Due Process

- b. Students shall have the right to be informed of the charges against them, to defend themselves, and to be given an impartial decision in disciplinary proceedings.
- c. Any or all information pertaining to student disciplinary proceedings are considered sensitive personal information and shall be treated with utmost confidentiality. They shall only be processed in a manner consistent with the DPA and other applicable laws and University policies.
- d. Penalties of suspension, exclusion, or expulsion shall not be meted out unless the following rights have been observed and accorded to the student:
 - i. The right to be presumed innocent until proven otherwise;
 - ii. The right to be informed in writing of the charge(s);
 - iii. The right to full access to the evidence in the case;
 - iv. The right to defend oneself and to be defended by a representative or counsel of one's choice. (The counsel may be a faculty member, a counselor, or a fellow student.) Adequate time as prescribed by the Discipline Committee shall be given for the preparation of the defense; and
 - v. The right to have their family member witness the presentation of their defense during the hearing conducted by the Discipline Committee.

Section 2. Right to Disciplinary Proceedings

- b. To safeguard the right of students against arbitrary enforcement of rules, the Office of Student Services shall consult the members of the Discipline Committee to determine the nature of all reported cases without precedent.
- c. In cases which may merit suspension, exclusion, or expulsion, the Discipline Committee is convened for final proceedings.
- d. All decisions in any disciplinary proceeding of the student involved must be rendered on the basis of relevant and substantial evidence.
- e. The gravity of disciplinary sanctions must be proportionate to the seriousness of the violation proven to be committed.
- f. The Discipline Committee and the Office of Student Services shall post notices when necessary of acts which are deemed violations of school rules and the corresponding disciplinary sanctions, provided that such rules and sanctions do not violate the rights guaranteed herein and under the Constitution.

Article XI. General Provisions

Section 1. Right to Human Dignity

Students shall have the right to an enabling environment and to be treated with courtesy and respect regardless of their sex, gender, sexuality, ethnicity and religion. They shall be free from any form of discrimination, violence, and any action that will threaten their dignity and integrity.²⁴

Section 2. Right Against Enactment of ex post facto policy

No policy shall be enforced ex post facto or retroactively unless allowed by law.

Section 3. Right to File an Appeal

Students shall have the right to file an appeal on any policy and decision of the school, in accordance with existing structures, rules, and procedures.

Article XII. Final Provisions

Section 1. Rules and Regulations

The Graduate Programs Committee, the Committee on Graduate Students Concerns, the School Administration, faculty, and staff shall uphold the provisions of this Magna Carta when it promulgates and publishes its rules and regulations.

²⁴ These rights shall be promoted in accordance with the Policy Statement of the Loyola Schools on Building a Gender Inclusive, Gender Responsive, and Gender Safe Community.

Section 2. Separability Clause

If any provision of this Magna Carta is declared invalid, the remainder thereof is not affected.

Section 3. Effectivity

The provisions of this Magna Carta shall take effect in the regular semester after its approval.

Section 4. Amendments and Revisions

The Magna Carta can be amended two school years after the semester in which it has taken effect, unless justifiable causes warrant amending it outside the prescribed time frame. Any sector of the Loyola Schools, through its official representatives, may propose amendments through the School Forum, and these shall be approved in the School Council.

Section 5. Final Interpreter of Provisions

The School Council, as the highest policy-making body of the Loyola School, shall be the final interpreter of the Magna Carta.

V. STUDENT SERVICES



A. Learning Support Services

1. Rizal Library

The Rizal Library's mission is to facilitate learning by providing information services to the Loyola Schools, enabling the members to excel in the three areas of University life, namely, research, teaching, and community service.

Who can use the Rizal Library?

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 and high school students, including those from the ADMU are not allowed to use the facilities except during pre-arranged visits. Researchers from other institutions may use the library for a nominal fee and upon presentation of a valid ID and/or a letter of introduction from the librarian of his/her institution.

Students are required to present their identification cards upon entry to the Library. The identification card is required to be worn within the library premises and presented for all Transactions in the library²⁵. The identification card 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 of the services of the Library may be recommended for disciplinary action.

Before leaving the library, students should make sure that they do not still have in their possession any material that has not been properly borrowed. Unauthorized taking out of the library materials is considered unauthorized possession of others' property/stealing.

Who can borrow books from the Rizal Library?

Only currently-enrolled students of the Loyola Schools; faculty, staff, administrators, and officials of Ateneo de Manila University (ADMU) may borrow materials from the library upon presentation of a valid identification card. Only books from the general circulation and the Reserve Section may be borrowed for home use.

Number of Books, Loan Period, and Overdue Fines			
Type of Material	Number	Loan Period	Fines
Circulation Books	10	2 weeks	₱5.00/day
Multimedia	2	2 days	₱50.00/day
Reserved Books	1	overnight	₱10.00/hour

²⁵ 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.

Rizal Library Sections and Services

Circulation Section

Services:

Inter/Intra Library Loan: This is a system in which one library borrows a book from another library for the use of an individual. A library client can request for a maximum of 3 books at a time. Request for interlibrary loan is only available during a semester.

Borrowing: Graduate students are allowed to borrow a maximum of 10 books/2 weeks, regardless of units enrolled. A fine of Php 5.00 per day, including Sundays and Holidays is charged for every overdue book.

Renewal: Loans may be extended if items are not recalled or placed on hold by another user. Renewals may be made in person at the Circulation Desk or via the My Account function in Rizal Library's website.

Location:

Circulation Section, 1/F First Pacific Hall

Service Hours:

Monday to Friday 7:30 AM - 8:00 PM; Saturday 8:00 AM - 6:00 PM

Contact Person:

Circulation Librarian and Staff

Contact Details:

Phone: 426-6001 loc. 5555

Email: circulation.rl.ls@ateneo.edu

Website: <http://rizalls.lib.admu.edu.ph/#section=home>

Foreign Serials Section

Services:

Borrowing: Periodicals (journals, magazines, newspapers) are for room use only. However, photocopying of certain articles is allowed.

Location:

Foreign Serials, 2/F First Pacific Hall

Service Hours:

Monday to Friday 7:30 AM - 7:30 PM; Saturday 8:00 AM - 6:00 PM

Contact Person:

Circulation Librarian and Staff

Contact Details:

Phone: 426-6001 loc. 5563

Email: circulation.rl.ls@ateneo.edu

Ateneo Library of Women's Writings (ALiWW)

Services:

Borrowing: All materials are for room use only.

Scanning: Pure Text (P15.00/page), Text with 1/2 photo (P30.00/page),
Original photographs (P50.00/photo)

Lending (for exhibit and/or event): It depends on the length of the exhibit
or event.

Orientation/Tour: ALiWW accommodates tours and orientations to
showcase their collection.

Location:

ALiWW, 1/F Special Collections Building

Service Hours:

Monday to Friday 8:00 AM - 5:00 PM; Saturday 8:00 AM - 12:00 NN

Contact Person:

ALiWW Librarian and Staff

Contact Details:

Phone: 426 6001 loc. 5561

Email: aliww.ls@ateneo.edu

Website: <http://bit.do/ALiWWFindingAids>

Microforms and Digital Resource Center (MDRC)

Services:

Viewing, Scanning and Printing (microfilms, microfiche, digital
newspapers, magazines, theses, Filipiniana rare books)

Printing and Scanning Fee

Printing (Microfiche/Microfilm) P5.00

Scanning (Microfiche/Microfilm) P8.00

Printing P3.00

Location:

MDRC, 1/F Special Collections Building

Service Hours:

Monday to Friday 7:30 AM - 6:00 PM; Saturday 8:00 AM - 6:00 PM

Contact Person:

MDRC Librarian and Staff

Contact Details:

Phone: 426 6001 loc.5570

American Historical Collection (AHC)/Pardo de Tavera Special Collections (Pardo)

Services:

Lending of library/archival materials

Photocopying: Only books and periodicals published 1947-onwards may be photocopied Scanning / Reproduction of the Photographic Collection

Library Orientation/Tour

Location:

AHC/Pardo, 3/F Special Collections Building

Service Hours:

Monday to Friday 8:00 AM - 5:00 PM; Saturday 8:00 AM - 12:00 NN

Contact Person:

AHC/Pardo Librarians and Staff

Contact Details:

Phone: 426 6001 loc 5552/5567

Email: <http://rizal.lib.admu.edu.ph/ahc/>

Filipiniana and Indexing Pool

Services:

Lending (books/periodicals): All materials are for room use only. Photocopying is normally allowed in accordance with the Philippine Copyright Law but with some exception.

Graduate Theses and Dissertations: Only 10% of the total pages of the material are allowed to be photocopied of which should be distributed to Chapters one to three. Only items with waiver from the authors are allowed to be reproduced in its entirety)

Library Orientation/Tour

Location:

Filipiniana and Indexing Pool Section, 2/F Special Collections Building

Service Hours:

Monday to Friday 7:30 AM - 7:30 PM; Saturday 8:00 AM - 6:00 PM

Contact Person:

Filipiniana and Indexing Pool Librarians and Staff

Contact Details:

Phone: 426 6001 loc. 5558/5560

Email: filipiniana.rls@ateneo.edu
indexing.rls@ateneo.edu

Photoduplication Services

Services:

Scanning Services: book scanning, loose document scanning (high speed scanning), microfilm/microfiche scanning, CD/DVD duplication, direct printing of labels on CD/DVD

Location:

Photoduplication Services, 1/F Special Collection Building

Service Hours:

Monday to Friday 8:00 AM - 12:00 NN, 1:00 PM - 5:00 PM;
Saturday 8:00 AM - 12:00 NN

Contact Person:

Section Head and Staff

Contact Details:

Phone: 426 6001 loc.5556
Email: jlagumen@ateneo.edu

Computer Services (CS)

Services:

Printing and scanning of materials

Location: Information Commons, 3/F First Pacific Hall

Contact: CS Staff at local 5574

Service Hours: Monday to Friday 7:30 AM - 7:30 PM;
Saturday 8:00 AM - 6:00 PM

Computer diagnostics / Wi-Fi configuration assistance

Location: Information Commons, 3/F First Pacific Hall

Contact: local CS Staff at 5574

Service Hours: Monday to Friday 7:30 AM - 7:30 PM;
Saturday 8:00 AM - 6:00 PM

Posting screensaver to internet terminals

Location: Information Commons, 3/F First Pacific Hall

Contact: Section Head/Librarian at loc. 5565

Service Hours: Monday to Friday 7:30 AM - 7:30 PM;
Saturday 8:00 AM - 6:00 PM

4/F Information Commons use/reservation

Location: Information Commons, 4/F First Pacific Hall

Contact: Section Head/Librarian at loc. 5565/ glaroza@ateneo.edu

Web: <http://rizal2.lib.admu.edu.ph/screensavers/>

Service Hours: Monday to Friday 7:30 AM - 7:30 PM;
Saturday 8:00 AM - 6:00 PM

Global Classroom use/reservation

Location: Global Classroom, 1/F PLDT-CTC Building

Contact: Director's Office at loc. 5551/5565 /

director.r.l.s@ateneo.edu

Web: <http://rizal2.lib.admu.edu.ph/rlreservation>

Service Hours: Monday to Friday 7:30 AM - 7:30 PM;

Saturday 8:00 AM - 6:00 PM

Matteo Ricci study area use/reservation

Location: 2/F Matteo Ricci Hall

Contact: Director's Office at loc. 5551/5565 /

director.r.l.s@ateneo.edu

Service Hours: Monday to Friday 8:00 AM - 5:00 PM

Study Hall

Services:

Open to all students for discussion

Location:

Study Hall, 5/F First Pacific Hall

Service hours:

Monday to Friday 8:00 AM - 5:00 PM

Contact Person:

Director's Office

Contact Details:

Phone: 426 6001 loc. 5579

Email: director.r.l.s@ateneo.edu

Reference and Information Services Section (RISS)/Graduate and Faculty Study Area and Reserve Section (GFSARS)

Services:

Document Delivery Service: DDS provides access to articles available from Rizal Library collection or partner institutions. They may request up to 5 articles per day. The processing period takes 1-3 days.

Referral Letter Request: This service is provided to clients who want to visit other libraries outside the campus to access materials which are not available in Rizal Library's collection.

Check us Out / Loan a Librarian Service: This is a one-hour and one-on-one appointment with a reference librarian to help clients in their research.

Ask-A-Librarian: The RISS responds to all reference inquiries received through IM, e-mail, telephone, conventional mail, etc. Inquiries accepted and processed are those requiring short and factual information that do not require extensive reading or interpretation.

Orientation/Tour: The RISS offers instruction/lecture on the facilities, services, and online databases of the library.

Printing/Scanning: GFSARS offers printing service for Php 3.00 per page. Scanning is offered for free in a self-service mode.

Location:

RISS/GFSARS, 1/F First Pacific Hall

Service hours:

Monday to Friday 7:30 AM - 9:30 PM; Saturday 8:00 AM - 6:00 PM

Contact Person:

Librarians and Staff

Contact Details:

Phone: 426 6001 loc. 5564/5559

Email: rizal.library.ls@ateneo.edu

Document Delivery Service: bit.ly/rldocumentdelivery

Referral Letter Request: bit.ly/rlrefletter

Loan a Librarian: bit.ly/rlcheckusout

Facebook: <https://www.facebook.com/rizallibrary/>

Twitter: https://twitter.com/Rizal_Library

Website: rizal.library.ateneo.edu

Multimedia Resources Center (MRC)

Services:

Use of individual Listening / Viewing Carrel

Use of Small Viewing Room that can accommodate up to 15 students.

Borrowing of MMR collections, materials in the MMR are allowed to be loaned out for up to two days. Borrowing is limited to two (2) items only.

Location:

MMR, 2/F First Pacific Hall

Service hours:

Monday to Friday 7:30 AM - 7:30 PM; Saturday 8:00 AM - 5:00 PM

Contact Person:

Librarians and Staff

Contact Details:

Phone: 426 6001 loc 5575

Email: ecorpuz@ateneo.edu

rserrano@ateneo.edu

amanes@ateneo.edu

2. **Areté**

Areté is the creativity and innovation hub of Ateneo de Manila University.

It has spaces and programs designed to foster collaboration across disciplines and among different sectors in the hopes of developing solutions to the problems of today and to realize the innovations that will shape our tomorrow.

It houses in its facility the Ateneo Art Gallery (a museum of Philippine Modern and Contemporary Art), Hyundai Hall (an 850 seat proscenium theater), The Doreen Black Box (a space for more experimental productions), the university's Fine Arts Department, the Ateneo Laboratory for Learning Sciences, SALT (Science and Art of Learning and Teaching) Institute, the Joseph and Gemma Tanbuntiong performing arts studio, the William and Claire Tan Untiong performing arts studio, the National Bookstore Atelier (a painting studio), the Eugenio Lopez, Jr. Makerspace, and the Eduardo J. Aboitiz Sandbox Zone. (a co-working and conversation space for the for the realization and implementation of research projects).

Its programming is all about brokering reinvigorated pursuits of significant objectives as well as unforeseen aspirations for exciting outcomes.

Areté is the platform for those working on projects that require the intervention of those from other disciplines as well as from other sectors.

The one thing we require from our partners is openness—to sharing ideas and to the ideas of others, to working with those complementary and to those who may not always be.

Ultimately, Areté is an invitation if not a dare—a challenge to realize the possibilities that can only be unlocked by deliberate play, collaborative experimentation, and thoughtful processes that are never exempt from constant reimagining.

3. **Ateneo Art Gallery**

Widely recognized today as the first museum of Philippine modern art, the Ateneo Art Gallery 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 Cortez Medalla, HR Ocampo, Galo Ocampo, Arturo Luz, Roberto Chabet, Raymundo Albano, Marciano Galang, BenCab, Federico Aguilar Alcuaz, Impy Pilapil, Danilo Dalena, Jose Tence Ruiz, Pablo Baen Santos, Antipas Delotavo, Egai Fernandez, Brenda Fajardo, Julie Lluch Fil Delacruz, Jonathan Olazo, Alfredo and Isabel Aquilizan, Kiri Dalena, Rodel Tapaya, Maria Taniguchi, Mark Salvatus, Yason Banal and Raffy T Napay among many others.

Now in its new home in the Arts Wing of Areté, the Ateneo Art Gallery has expanded the scope of its exhibition programs to feature more of its permanent collection at the upper ground and second floor galleries, presented in different thematic contexts. The third-floor galleries are ideal spaces for more contemporary and experimental art projects such as the annual Ateneo Art Awards as well as survey and historical exhibitions. The Ben Chan ArtSuite, a multi-purpose venue, provides a space dedicated for educational activities and other public programs such as workshops, lectures, seminars, and film screenings.

The AAG venues are:

- Upper Ground Floor: Mr & Mrs Ching Tan Gallery, Mr & Mrs Chung Te Gallery, and Ernesto and Susan Tanmantiong Gallery
- 2nd Floor: Wilson L Sy Prints and Drawings Gallery and the Ben Chan ArtSuite
- 3rd Floor: Alicia P Lorenzo Gallery, Ambeth R Ocampo Gallery, Elizabeth Gokongwei Gallery and The Curve Gallery

Ateneo Art Gallery	
Location on Campus	Soledad V Pangilinan Arts Wing, Areté
Contact Details	Telephone: +632 426 6001 loc. 5392; +632 426 6488 Email: aag@ateneo.edu

B. Registration and Documentation Services

1. Office of the Registrar

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. It serves the (1) currently enrolled students, (2) alumni, and (3) those who left the University without finishing a degree. Primary services are registration, record management, student evaluation, curricular maintenance, and document and liaison services.

Services offered:

A. Registration²⁶

B. Records Management

Records management is the efficient and timely implementation of a systematic process for recording, maintaining/updating, monitoring, evaluating, releasing (when necessary and relevant), and safekeeping student records. 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.

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.

C. Student Evaluation

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.

It involves the analysis of the educational history of students, especially those who attended several schools. It also covers the proper

²⁶ Refer to page 34 under Loyola Schools Rules and Regulations for a detailed explanation about the Registration process.

sequencing and transfer of credentials and the sufficiency, and validity and authenticity of credentials.

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 LS
- Ensuring that the standard equivalencies of academic credits/units from foreign schools/universities is applied by the academic departments.
- Confirmation of the correctness of the curricular versions applicable to each student and the consequent evaluation of the students' Individual Program of Study.
- Tracking of curricular requirements in the event the student shifts to another degree program, changes concentration, adds a minor or specialization or pursues double major.

D. Curriculum Maintenance

Curriculum maintenance is the process that ensures the proper implementation of the students' curricular requirements based on the applicable curricular version to each student. 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. Its scope includes the introduction of new courses and degree programs, the revision of existing degree programs, and the introduction of minors and specializations.

E. Document Services

Standard document requests include the Diploma, 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.

Important requirements:

1. Official documents will be processed/released to the student upon settlement of all financial, disciplinary, academic, and documentary liabilities with the school and upon full payment of the documents requested.
2. The claim stub and official receipt must be presented when claiming the requested document/s.
3. 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.
4. Unclaimed documents beyond 90 days from the due date will be destroyed and payments made will be forfeited.

F. Liaison Services

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.

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.

OR Office Hours and Contact Details	
Location on Campus	Social Science Building, G/F
Weekday Hours	8:00 AM - 5:00 PM
Saturday Hours	8:00 AM - 12:00 PM
Contact Details Web: https://www.ateneo.edu/ls/registrar	(632) 426-6001 loc.5130-39 Fax: (632) 426-6123 Email: registrar.ls@ateneo.edu

C. Information Technology Services

1. Office of Management Information Systems (OMIS)

The **Office of Management Information Systems (OMIS)** oversees the development, implementation, and maintenance of the Information Systems of the Loyola Schools.

In collaboration with the Information Technology Resource Management Office (ITRMO), the Office of Management Information Systems oversees the development of the academic and administrative Information Systems (IS) for the Loyola Schools, takes care of the education of the faculty and staff who will be involved in the IS, assists the departments and offices in the implementation of the IS and ensures the security and maintenance of the school records.

In particular, the OMIS:

- Addresses major (project-based) system requests
- Addresses minor system/software related concerns
- Attends to data requests (ad hoc reports) which includes scanning of evaluation forms
- Oversees the administrative tasks of both Google-powered OBF email accounts of students and Microsoft Office 365 for Education accounts of students and employees
- Administers the email blast facility for the different Loyola Schools departments/offices/organizations
- Keeps online systems operational and accessible at all times
- Attends to computer-related concerns (hardware and software problems)
- Arranges the physical set-up of computers in offices and computer labs
- Installs necessary software applications to new computers before delivery to offices

- Supervises delivery of requested service units (borrowed computers)

What is AISIS?

The **Ateneo Integrated Student Information System** (AISIS) is the official online system for Ateneo students. Through AISIS, officially enrolled Ateneo students may view pertinent school information including their basic information, official curriculum and their Individual Program of Study (IPS), grades, class schedules and the like. Students may also enlist online and eventually complete their registration using AISIS.

What is OBF?

Each incoming student is assigned a Google Apps Ateneo OBF Account which he or she is expected to use throughout their stay in the Loyola Schools. Each OBF account gives the student access to Gmail, Google Drive, Google Docs, Google Forms, and other app within the Google Apps ecosystem that encourages online collaboration.

All-important school announcements, circulars, and memos are sent to the OBF email. Students with un-activated OBF email accounts are likely to miss important school announcements. Students may keep their accounts even after graduating from the Ateneo.

Can I connect my devices for Wifi?

WiFi connectivity is available at most common areas on campus, such as the cafeteria, Rizal Library, Study Halls, and most classrooms. Students can register one laptop or mobile device to connect to the WiFi network in the Loyola Schools campus. To do this, they must obtain the Media Access Control (MAC) address of their device and register it. You may access the link as a guide: <http://itrmo.ateneo.edu/wlansignup.html>

Got Office?

Students have access to Microsoft Office 365 (O365), which can be used for school work. Each account contains installers for Microsoft Word, Excel, PowerPoint, Publisher, and many more. This can be activated by going to <http://www.office.com/getOffice365> and entering your OBF Email Account at the prompt. An O365 account enables them to install the latest version of Microsoft Office 365 on their computers (Windows, Mac) and mobile devices (Android, iOS). Your Office 365 Accounts will remain active during your entire stay in the University

OMIS Office Hours and Contact Details	
Location on Campus	Faber Hall 3/F, Room 305
Weekday Hours	8:00 AM - 12:00 NN 1:00PM - 5:00 PM
Saturday Hours	8:00 AM - 12:00 PM
Contact Details	(632) 426-6001 loc. 5170-73 Email: omis.ls@ateneo.edu

D. Safety, Security and General Welfare Services

1. Office for Student Services (OSS)

The **Office for Student Services** (OSS) oversees the delivery of basic services to the LS student body. These encompass a wide range, covering daily student life, emergency scenarios and everything in between, in the fulfillment of the general mandate to attend to the variety of concerns related to the overall safety and welfare of students.

In general, OSS attends to:

The systematic approach to LS security

- Processing of all ID-related requests
- Processing of Traffic/Parking tickets/appeals
- Processing of all student complaints and incidents
- Liaising with Central Administration and the ADMU Security Office regarding LS security concerns
- Representation of student concerns involving external groups (e.g. Loyola Heights Barangay, Tricycle Unions, etc)

The integrity of Student Information

- Processing of requests for student information from various offices

The dissemination of student-related announcements and bulletin

- Releasing of memos, email and official announcements on social media channels, including those related to suspension of classes/special schedules
- Updating of the Ateneo Student Blueboard on Facebook
- Management of the Ateneo SMS broadcast service for LS students
- Information campaigns for care for belongings, travel safety, etc.

Specialized Services related to:

- Persons with Disabilities
- Situational assistance (for calamities, personal tragedies, etc.)

Responses to emergent concerns related to student welfare

- Emergency response
- Security assistance
- Dispute resolution assistance
- Student accident insurance processing
- Investigation and processing of complaints
- Processing of minor violations
- Referral to service providers

What do I do if I can't go to my classes because of a calamity or personal tragedy?

OSS can help students and their families in times of unexpected strain, offering concrete assistance in terms of the varied areas (physical, psychological, academic, etc.) affected by an emergent tragedy, calamity, or adverse situation, in order to help the student, get back on his/her feet.

Does the LS provide support for students with disabilities?

Upon entry to the LS, students are asked to disclose any conditions they have been diagnosed with that may affect their studies in the ADMU. Upon disclosure, teachers are

briefed about what issues might present themselves, and the student is also monitored periodically.

List of Window Services:

- ID application, validation & replacement
- Temporary ID application
- Bodyguard/Chaperone IDs
- Special (temporary) Parking Pass (for Disabilities/ injuries or repairs)
- Lost and Found
- Theft reports
- Student Insurance Claims
- Special Needs/PWD assistance
- Security concerns
- Filing of complaints/incident reports
- Emergency assistance
- Settling of minor violations (e.g. ID-wearing violations & Traffic/Parking Tickets)

OSS Office Hours and Contact Details	
Location on Campus	Xavier Hall G/F, Room 103
Weekday Hours	7:30 AM - 12:00 NN; 1:00 PM - 5:30 PM
Saturday Hours	8:00 AM - 12:00 NN; 1:00 PM - 5:00 PM
Contact Details	Direct Line: 426-6098, Smart: 0920 914-2372, Local: 5020 - 5022

2. Office of Facilities and Sustainability (OFS)

The **Office of Facilities and Sustainability (OSS)** is responsible for ensuring that the planning, design, construction, operation, maintenance, safety and security of all Loyola Schools’ facilities, equipment and grounds are met in coordination with the sustainability initiatives of the university. In particular, the OFS has the following responsibilities:

- **General Housekeeping and Maintenance (Minor Repairs):** Provides satisfactory cleaning services; provides timely human resources and technical assistance (e.g. hauling needs, equipment and facility repairs and troubleshooting)
- **Project Management:** Recommends and implements physical improvements on facilities; provides safe and sound structures
- **Sustainability:** Provides facilities that would advance the Ateneo Institute of Sustainability’s (AIS) initiatives on sustainability (e.g. water treatment and material recovery); provides education/information on eco-friendly efforts that would promote a cleaner and greener environment
- **Safety and Security:** Coordinates with the Campus Safety and Mobility Office (CSMO) and the security providers for safety and security concerns in the LS (e.g. Efficiency of security and deployment of guards, CCTV System Efficiency, Safety Measures and Mitigation of Safety Hazards)

OFS Office Hours and Contact Details	
Location on Campus	Gonzaga Hall 2/F, Room 203
Weekday Hours	8:00 AM - 12:00 NN; 1:00PM - 5:00 PM
Saturday Hours	8:00 AM - 12:00 PM
Contact Details	Telefax: 426-5666, Local: 5101-5104

3. **OADSAS-Campus Events Management (CEM) Division**

The **OADSAS-Campus Events Management (CEM)** Division offers specialized services aimed at LS students and offices who hold official activities and events on campus on various scales. As a central hub for the effective planning of official campus events, it offers the following standard services:

Facilities and equipment reservation

- screening and processing of requests for use of facilities and equipment

Activity/Event Assessment

- on-the-spot feedback and pointers are provided to further enhance the overall impact of the proposed activity/project

The following contracted services are available subject to schedule and human resources considerations:

- Activity/Event Consultancy
- Activity/Event Coordination
- Supplier Linkages
- Events Management Learning Sessions

OADSAS-CEM Office Hours and Contact Details	
Location on Campus	Gonzaga Hall 2/F, Room 208
Weekday Hours	8:00 AM - 12:00 NN (Office) 1:00 PM - 5:00 PM (Office) 9:00 -11:30 AM; 1:30 - 4:00 PM (Processing)
Saturday Hours	8:00 AM - 12:00 PM (Office) 9:00 -11:30 AM (Processing)
Contact Details	Local: 5094 and 5095

E. Student Housing

1. **Residence Halls (RH)**

The Ateneo de Manila University has on-campus accommodations for students, visiting faculty members and guests. The on-campus Residence Halls offer 24-hour security assistance and CCTV coverage for all buildings. There is a standby ambulance

for emergencies. Residents have access to cafeterias, laundromats, kitchenettes and study rooms/areas.

Students may choose to stay in quad-sharing (Ateneo Residence Halls) or twin-sharing rooms (International Residence Hall). Rooms for long-term stay and transients are available.

Ateneo Residence Halls

The Ateneo de Manila University Residence Halls is home to more than 900 resident students from all over the Philippines. The resident student population is comprised of senior high school students, undergraduate and graduate Loyola Schools students, and a good number of student-athletes and scholars. Residential life is also kept enriching, vibrant, and dynamic with the help of the Ateneo Resident Students Association (ARSA).

Rooms in Cervini Hall, Eliazo Hall, and University Dormitory are quad-sharing with the following features:

- single-sized beds with mattresses
- cabinets
- study tables with chairs and bookshelves
- WiFi internet and Ethernet connection
- ceiling fans

A limited number of air-conditioned rooms are available in the University Dormitory for residents after their first year in the Loyola Schools undergraduate program. Air-conditioned study rooms and reflection rooms are provided. Common toilet and bath facilities with heater are located on every floor. Common pantries for cooking and eating are also available.

Graduate Student Dormitory.

The Cervini Hall of the Ateneo Residence Halls is open to male and female graduate students. Graduate student residence is on a semestral basis. The First Floor of the Cervini Hall is an "All Gender" floor reserved for graduate students, with the North Wing allotted to male residents and transients, and the South Wing to female residents. Each Wing has its own common toilet-and-bath facility.

International Residence Hall

The International Residence Hall is a five-story, 310-bed facility for undergraduate and graduate students, faculty members and guests. It provides shared living spaces where local and international residents from different cultures can productively and respectfully engage each other.

Rooms in the International Residence Hall are twin-sharing with the following features:

- semi-double-sized beds with mattresses
- cabinets
- study tables with chairs and bookshelves
- an air conditioning unit
- a refrigerator
- Wi-Fi
- toilet and bath with heater
- a ceiling fan

Ateneo Residence Halls	
Contact Person	Mr. Rene Salvador R. San Andres Director, Ateneo Residence Halls (ARH)
Contact Details	Tel. Nos.: (+63-2) 426 6001 or 426 6099 or 426 6119, ext 5932 or 5801; Email: residencehalls@ateneo.edu

International Residence Hall	
Contact Person	Ms. Karen C. Sunico Office of the VP for University and Global Relations (OVPUGR)
Contact Details	Tel. Nos.: (+63) 2 426 6001 ext 4021 (+63) 2 426 0511 Email: inquiry.residencehalls@ateneo.edu

F. Health and Wellbeing Services

1. Office of Health Services (OHS)

The **Office of Health Services (OHS)** envisions itself to be a caring, service-oriented unit that promotes the optimal health and wellness of the LS community by providing quality, accessible primary outpatient medical services and relevant health programs in partnership with students and in collaboration with other student-centered offices of the University. The OHS offers the following services:

- **Acute Care Services**
Doctors and nurses are available for varied health care needs that students encounter while in school. Referrals to other health care units/providers can also be made when necessary.
Medical consultation and evaluation, triaging and referrals, and issuance of medical certificates/clearance are also offered.
- **Immunization Services**
The OHS promotes the control and prevention of serious communicable diseases by screening for active immunization. The OHS health professionals can review students' immunization history, advise students on needed immunizations, and administer selected vaccines.
- **Comprehensive Health Assessment**
The OHS does annual physical examinations and history taking for students at various year levels, assisting adolescents and young adults in dealing with critical health issues and developmental concerns.
- **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. The OHS also conducts trainings and workshops on specific

topics. Multi-media use is also maximized to communicate important health messages to students.

- **Collaborative Anti-Drug Abuse Program (CADAP)**

The LSOHS is the lead office in the implementation of the school's Collaborative Anti-Drug Abuse Program (CADAP). The program includes educational fora and Random Drug Testing activities of students in accordance with the mandate given to schools by RA 9165 (Comprehensive Dangerous Drugs Act of 2002) to employ reasonable means to ensure a healthy, drug-free environment. Under the CADAP, LSOHS works closely with the LS Guidance and Counseling Office and the Office of Student Services to execute the three-pronged approach involving awareness, random drug testing, & intervention.

OHS Office Hours and Contact Details	
Locations on Campus	Main Office: Social Science Building, Rooms 105 & 276 Satellite Clinic: LS (College) Covered Courts
Weekday Hours²⁷	8:00 AM - 7:00 PM (Main Office) 8:00 AM - 5:00 PM (Main Office) Intersession & SemBreaks 6:00 PM - 9:00 PM (Satellite Clinic)
Saturday Hours (Main Office Only)	8:00 AM - 4:00 PM (Reg Sem) 8:00 AM - 12:00 PM (Intersession & Semestral Breaks)
Contact Details	Globe: 0977 390-5980, Smart: 0918 944-5997 Local: 5110 (Soc Sci Rm 105), Local: 5180 (Soc Sci Rm 276)

2. Office of Guidance & Counseling (OGC)

The **Office of Guidance & Counseling (OGC)** offers programs and services designed to equip the students with the necessary tools for self-actualization in the context of personal, familial and societal realities. The office assists in the formation of the students through the developmental stages of self-awareness, self-exploration, self-enhancement, and self-offering.

The OGC provides counseling services for students to address concerns which include but are not limited to the following:

- Academic Concerns (struggling academically in a class, missing classes, fear of public speaking)
- ADHD
- Addiction (substances, video games, etc.)
- Adjustment to College (homesickness, difficulty being in an extroverted environment as an introvert, etc.)
- Adjustment Returning from an Off-campus Program
- Anxiety/Panic Attacks
- Boundaries
- Cutting/Self-Injury
- Dating/Loss of a Relationship

²⁷ For medical emergencies outside of these hours, call any member of security for the assistance of ARMU (Ateneo Risk Management Unit: local 4911)

- Depression/Mood Swings
- Difficulty with Living Situations
- Divorce/Separation of Parents
- Eating Concerns/Body-Image Concerns
- Family Issues
- Grief and Loss
- History of Abuse
- OCD
- Identity Questions
- Perfectionism (pervasive sense of not feeling good enough, need to ensure others see you in a positive light, tendency to over-commit even when feeling overwhelmed)
- PTSD
- Relationship Concerns
- Self-Image
- Sexual Assault/Rape
- Sleep Disturbance
- Stress (feeling overwhelmed, can't keep up)
- Sexuality
- Stress related to role as an RA, athlete or other campus leader
- Uncontrollable Thoughts or Feelings

Apart from counseling services, the OGC also offers:

- Psychological Screening in aid of increased self-understanding
- Integrated Academic Formation through activities like the genogram, self-efficacy, and social skills programs
- Consultation and Referrals (for students, faculty, professionals, and staff)
- Recommendation Letters for students and alumni (e.g. JTA, Praxis)

Appointments can be made in person or scheduled over the phone. Walk-ins are also welcome.

OGC Office Hours and Contact Details	
Location on Campus	Social Science Building, Room 266
Weekday Hours	7:00 AM - 6:00 PM
Saturday Hours	8:00 AM - 12:00 PM
Contact Details	Direct Line: 400-3387 0920 918-2582, 0920 859-8798, 0920 946-6201 Local: 5030 - 5032

G. Campus Ministry Services

1. Office of Campus Ministry (OCM)

The **Office of Campus Ministry (OCM)** sees to the various faith services of all members of the LS. It aims "To form discerning Ateneans rooted in Ignatian spirituality, with a deepening relationship with God and a growing desire for service." The OCM offers the following services:

- **Spiritual Companionship**
A one-on-one regular conversation with a Spiritual Guide to accompany you on your day-to-day journey
- **First Spiritual Exercises**
A four-week retreat retreat in daily life program inspired by the Spiritual Exercises of St. Ignatius of Loyola that is designed to give yourself some space in your busy life and rekindle your relationship with God
- **Silent Ignatian Retreat**
An opportunity to be away for some days of silence, solitude and prayer at a time agreed upon by the group
- **Prayer Spaces**
Places for prayer:
Adoration Chapel behind the Chapel of the Immaculate Conception, Prayer Rooms 1 & 2 and Multi-Faith Prayer Room in MVP-CSL
- **Liturgy & Worship**
Daily Masses at the Chapel of the Immaculate Conception:
Mon-Fri, 7:15 AM & 12:00 PM
Sat, 7:30 AM
- **Confessions:**
Schedule posted on the chapel bulletin board or appointment may be made at the LS OCM

OCM Contact Details	
Location on Campus	Rm 109, MVP-CSL
Contact Details	4266001 loc 5161 campus.ministry.ls@ateneo.edu FB: ls.ocm

H. Food Services

1. Office for Food Safety and Quality Assurance (OFSQA)

The **Office for Food Safety and Quality Assurance (OFSQA)** subjects all food service providers (whether an in-house food concessionaire a sub-concessionaire, external food providers, and student-run foodservice operators) in the LS to assessment and approval in terms of safety, nutrition and quality (in terms of both product and service).

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).

Food Outlets at the Loyola Schools	Location
<i>Main Concessionaires:</i>	
1. Ateneo Multipurpose Cooperative (AMPC) <i>AMPC Satellite Cafeteria</i>	Gonzaga Hall, Ground Floor Ground Floor, Bellarmine Hall
2. Blue and Gold Catering Services	Gonzaga Hall, 2nd Floor
3. Ebai's	Cervini Residence Hall
4. Ignacio Café	Jose Mari Chan Hall, Level 1, University Residence Halls
5. Pitstop	Physical Education (PE) Complex
<i>Student-Run Food Establishments under the John Gokongwei School of Management:</i>	
JGSOM Student Enterprise Center (JSEC)	School of Management (SOM) Matteo Ricci (2nd Floor) MVP Ground Floor near LS Bookstore New Rizal Library

What do I do if I fell ill after consumption of food/beverage from a food service provider inside Ateneo?

Immediately report to the Loyola School Office of Health Services (OHS). They will attend to your medical needs and will follow protocol regarding food complaints. As much as possible bring any portion/leftover of the food/beverage consumed for laboratory analysis and submit to OHS.

What should I do if I have concerns regarding the food/beverage product I ordered or the food service operator?

For any quality related or food business operations concerns, immediately report this to the Food Safety Compliance Officer (FSCO) or the General Manager/Owner of the food establishment. If you think you were not given proper assistance, submit the Food Incident Form to OFSQA at fsqa@ateneo.edu. The Food Incident Form may be filled up online at the OFSQA website.

What do I do if I have doubts about the food item I bought?

If you sense a problem with any food and/or beverage item bought from the school cafeteria or student/departmental/university activities you attended, whether a catered or food sales event, don't consume it. Approach the manager or a school administrator and report your concern.

OFSQA Contact Details	
Location on Campus	2/F Faber Hall, Rm 202
Contact Details	(632) 426-6001 loc. 4175-76 Email: fsqa@ateneo.edu

I. Merchandising and Commercial Resources

1. Loyola Schools Bookstore (LSB)

The **Loyola Schools Bookstore (LSB)** is the main commercial hub on campus which caters to the entire LS community — alumni, students, and employees. It is a one-stop shop for Ateneo apparel, publications, and souvenirs. It's also the hub for textbook orders for the LS, with in-store printing and photocopying services available. It offers a convenient location for offices and students to purchase frequently used school and office supplies, including lab gowns and exam bluebooks. In addition, the LS Bookstore also provides:

- other required/suggested reading material for the students
- school and office supplies primarily to students and Ateneo employees
- publications from the Ateneo University Press
- publications and musical recordings from Jesuit Communications
- Ateneo apparel and souvenirs primarily to students, Ateneo employees, and Ateneo alumni
- a possible venue for student entrepreneurs to sell their items

LSB Office Hours and Contact Details	
Location on Campus	MVP Basement
Weekday Hours	8:00 AM - 4:30 PM
Saturday Hours	8:00 AM - 11:30 AM
Contact Details	Telefax: 441-0854, Direct Line: 426-2915 Cashier: 5187, Reproduction: 5118, Local: 5184 and 5185

J. International Student and Study Abroad Services

1. Office of International Relations (OIR)

The Loyola Schools acknowledges the special needs of its international students. The **Office of International Relations** (OIR) is dedicated to be of service to international students of the various units of the Ateneo. Orientation programs are offered to facilitate adjustment to the country and campus in cooperation with representatives from the Office of the Associate Dean for Academic Affairs (ADAA), Office of Student Services (OSS), Office and Guidance and Counseling (OGC), and Health Services (OHS).

The Office of International Relations assists (1) international undergraduate and graduate degree students, (2) international undergraduate and graduate exchange students (non-degree), (3) student participants of short-term programs on language and cultural immersions, overseeing their attainment of their educational goals, seeing to their general welfare, and assisting in daily concerns of student life in the Loyola Schools.

As an International Student, what assistance can I expect through OIR?

OIR provides the following basic services for International Students:

- Facilitation of the processing of student visas, special study permits, and other related documents for endorsement to the Commission on Higher Education (CHED), Bureau of Immigration (BI), and the Department of Foreign Affairs (DFA). This includes checking completeness of requirements for international students as may be required by government agencies. Validity of documents (e.g. visa, passport) is also monitored.
- Country and campus orientations
- Temporary lodging identification, booking and transfer assistance (on and off-campus)
- Information dissemination regarding changes in processes (e.g. visa application and immigration rules)
- Liaising with foreign embassies and consulates in Manila on behalf of international students in case of emergencies and other concerns.
- Facilitation of academic enlistment for non-degree exchange and visiting students
- Home country communication needs assistance through in-house courier services in cooperation with the Purchasing Office
- Community building through platforms where international students can interact with one another and with members of the Ateneo community with the help of the student organization Ateneo Student Exchange Council (ASEC)

What opportunities are available for LS students to study abroad?

OIR facilitates the following international programs for LS Students:

- Junior Term Abroad (JTA) program in coordination with LS JTA Coordinators
- Summer Term Abroad (STA) program
- Internship opportunities with partner universities abroad
- Short-term international programs/conferences organized by Ateneo partner universities and international education networks

What kind of support can I expect from the LS if I participate in these?

- Assistance in the application requirements of universities abroad under the JTA/STA programs
- Liaising with JTA coordinators to address administrative concerns of students such as course validation process, learning agreements, etc.
- Liaising with foreign universities on behalf of Ateneo students for application processing and academic registration
- Provision of copies of transcripts of records from JTA/STA host universities abroad
- Pre-departure orientation seminars for students participating in JTA and STA programs
- Logistic support for student representatives in international youth conferences abroad²⁸
- Liaising with Philippine embassies and consulates abroad on behalf of Ateneo students in case of emergencies and other concerns

OIR Contact Details	
Location on Campus	3/F Faber Hall, Rm 304
Contact Details	(632) 426-6001 loc. 4036-38 Fax: (632) 426-5907 Email: oir@ateneo.edu http://www.ateneo.edu/oir https://www.facebook.com/OIR-Ateneo-de-Manila

²⁸ Requests for student subsidies may be made through the Office for Student Services

APPENDICES

A. Guidelines and Procedures for Thesis, Dissertation and Capstone Project

June 2019

This is also available in <http://ateneo.edu/ls/graduate/thesis/dissertation/capstone>
(Updated version available at lsgrad.ateneo.edu)

Thesis/Dissertation

Thesis/Dissertation is a student-conducted research under close supervision by a designated faculty adviser. Research²⁹ is defined as:

“The activity is research if it is a systematic investigation wherein the proponent:

- poses research questions or hypotheses
- collects quantitative or qualitative data in an organized way
- analyzes results and derives conclusions that are intended to contribute to generalizable knowledge, i.e. knowledge that contributes to a theoretical framework of an established body of knowledge, and/or that is to be generalized to a larger population beyond the site of the data collection or population studied, and/or that is intended to be replicated in other settings.”

The aim of the thesis is to reflect the student’s mastery of a relevant specialized area of his/her discipline. It also demonstrates the student’s ability to critically engage the topic through the conduct of scientifically and ethically sound research process.

Meanwhile, a **dissertation’s** aim is to contribute new knowledge, theory or practice in his/her field or discipline. It demonstrates the student’s ability to produce an original body of work by using previous research as guide.

A thesis marks the culmination of the student’s master’s program, while a dissertation marks the culmination of the student’s doctoral program.

A. Writing Phase

After completion of all coursework and passing of comprehensive examinations, the student may enroll for Thesis/Dissertation Direction.

1. The student initially enrolls in Thesis/Dissertation Direction.
2. The student is given an adviser upon the recommendation of the department chair.
3. The student works with the adviser on his/her research topic.
4. The student defends the thesis/dissertation proposal to a panel of three (master’s) or four (doctoral) faculty members. Coordinate with your department for specific guidelines for thesis/dissertation proposal.
5. After passing the proposal, the student makes the revisions based on the suggestion/s of the panel members.
6. Once proposal has been accepted, the student proceeds with data collection. Kindly check with your department if you will be required to secure an ethics clearance prior to data collection.
 - a. If needed, please comply with the University Research Ethics Office (UREO) application procedure and requirements. A student can only start with data collection after securing clearance.
 - b. If not needed, the student immediately proceeds with data collection.

²⁹ University Research Ethics Office Guidance Notes

Ideally, the student is expected to finish his/her thesis/dissertation in two or three semesters. The student should enroll for thesis/dissertation direction every semester until he/ she passed the final defense.

B. Oral Defense Phase

1. The student must be registered in at least two thesis/dissertation direction before he/she can be allowed to defend his/her thesis/dissertation. The student must be registered in Thesis/Dissertation Direction in the semester that he/she intends to defend his/her thesis/dissertation.
2. Some departments require submission to journal/publication and /or presentation to a conference before qualifying for Oral Defense. Consult with your Department Chair/Program Coordinator to verify requirements for oral defense.
3. After completing the research, the student and the adviser coordinate with the Department Chair for the schedule of the final oral defense.
4. The Department Chair chooses the panelists³⁰ in consultation with the thesis adviser. Master's level oral defense consists of 3 panel members and doctoral level oral defense consist of 4 panel members. The dissertation panel should include an external examiner that is non-Ateneo panelist.
5. The Department Chair submits the Announcement of Oral Defense Form to the Office of the Registrar and OADGP for the schedule of the thesis/dissertation defense.
6. The Office of the Registrar will evaluate the records of the student for eligibility to register for Oral Defense.
7. Once cleared by the Office of the Registrar, the student may now enroll and pay for the Oral Defense Fee.
8. The student defends his/her thesis/dissertation.
9. Panel members rate the written work and oral defense of the student.
10. If the student passed the oral defense:
 - a. The student claims from the department the following documents after 10 working days from the date of defense:
 1. Letter from OADGP regarding oral defense result with the consolidated comments/suggestions/recommendation of the panel members, if there is any³¹.
 2. Final Report of Student Performance on the Written and Oral Defense of Thesis/Dissertation
 3. Notice of Deadline for Submission of Final Revised Copy of Thesis/Dissertation
 - b. The student and adviser sign the conforme in the Notice of Deadline for Submission of Final Revised Copy of Thesis/Dissertation and submits back to the OADGP after three working days upon receipt of the grade.
11. If the student failed the initial oral defense:
 - a. The student can re-enroll for the thesis/dissertation direction and second oral defense. Students will be granted two consecutive semesters to complete and defend their thesis/dissertation.
 - b. Repeat steps 1 to 9.
 - c. If the student will not be able to complete their thesis/dissertation or fail the second oral defense, he/she will be automatically dismissed from the Ateneo de Manila University.

C. Submission³² Phase

³⁰ Panelists in the Oral Defense may or may not be the same members who sat down during the proposal defense.

³¹ The OADGP only summarizes comments written by the panelists in the form submitted by the department. The student is responsible for collating the comments and suggestions from his/her panelists for a more comprehensive guide when revising the thesis/dissertation.

³² Refer to the Graduate Student Handbook 2019 Edition for Thesis/Dissertation/Capstone Project submission policy.

1. Once the adviser accepts the revisions made by the student based on the comments/suggestions/recommendations of the panel members, the student forwards the final manuscript to the designated style reader.
2. The student should adhere to the technical guidelines of the department (check with the department) and OADGP (<http://ateneo.edu/ls/graduate/thesis/dissertation/capstone>).
3. After clearance from the adviser and style reader, the student submits a soft copy of the manuscript at this link – <https://forms.gle/Dyz2fiKoCjyjkMUv8> for checking of the formats. This should be done at least 7 working days before the intended submission of the final copies of the thesis/dissertation together with the complete set of documentary requirements as specified in Appendix D: Thesis/Dissertation Submission Form. This is available at <http://ateneo.edu/ls/graduate/thesis/dissertation/capstone>. The OADGP strictly follows a first-in-first-out policy for checking and processing documents including those that concern the thesis/dissertation.
4. After clearance from the OADGP, the student secures the signatures of the following as specified in each form for submission:
 - a. Adviser
 - b. Panel Members
 - c. Department Chair
 - d. Dean
 - e. Style Reader
5. The student submits the complete set of thesis/dissertation requirements according to the OADGP Checklist of Requirements (Appendix D: Thesis/Dissertation Submission Form).
6. The student applies for clearance at the Office of the Registrar three working days after submission of the final thesis/dissertation requirements.
7. Student's graduation date will be the last day of the term within the final thesis/dissertation requirements are submitted.
8. If the student is unable to submit the final thesis/dissertation within the oral defense term:
 - a. The student is given one year from the oral defense term to do so.
 - b. The student must register for THESIS SUBMIT A on the regular registration period.
 - c. Follow steps 1 to 7.
9. The student who has not submitted the final thesis/dissertation requirements within one year after his/her oral defense applies to the department for the late clearing of the thesis/dissertation.
 - a. The student's request for late thesis clearing must be approved by the Department Chair/Program Director.
 - b. The student must have registered for the thesis/dissertation submission and paid the required fees for each term that the thesis/dissertation was being cleared by the Department.
 - c. Follow steps 1 to 7.

Capstone Project

A Capstone Project refers to an investigative project, an action-based research, an integrative paper on a social problem that culminates in the production of knowledge or the implementation of a project. This encourages students to apply what they have learned to real-world issues or problems.

A capstone project marks the culmination of the student's professional master's or doctoral program.

The following professional degree programs are expected to submit capstone project requirements to the Office of the Associate Dean for Graduate Programs:

Master in English Language and Literature Teaching
Master in Religious Education
Master in Science Education
Master in Chemistry
Master in Chemistry Education
Master in Environmental Management
Master in Disaster Risk and Resilience
Master in Information Technology
Master in Innovation through Media Arts Technology
Master in Mathematics Education
Master in Physics
Master in Physics Education
Master in Communication
Master in Journalism
Master in Basic Education Teaching
Master in Educational Administration
Master in Guidance and Counseling
Master in Information Technology Integration
Master in Teaching Chinese as a Foreign Language
Master in European Studies, major in Comparative Regional Relations of Asia and Europe
Master in History
Master in Counseling Psychology
Master in Developmental Psychology
Master in Organizational Psychology
Master in Social Psychology
Master in Applied Sociology and Anthropology

Note: All new/revised professional graduate degree programs offered after publication of this handbook are required to complete a capstone project Enrollment

A student will only be allowed to enroll in the Capstone Project after completion of all coursework and passing of the comprehensive examination.

If a student will not be able to complete the project in one semester, the student will have to re-enroll the capstone project up to oral defense and submission. The AISIS will reflect an asterisk mark if the student is not able to complete the project within the semester.

In the event that the student is unable to complete within the semester, the student will be allowed to re-enroll in the capstone project, provided that he/she does not exceed his/her residency.

A student will have to be enrolled in Capstone Project to be allowed to enroll in Oral Defense, in cases where an Oral Defense is required by the Department.

A. Writing Phase

1. Coordinate with the department for the specific guidelines on writing of the capstone project.
2. In some departments, the student is given an adviser upon the recommendation of the department chair.
3. The student works with the adviser on his/her research topic.
4. The student defends the capstone project proposal to a panel of two or three (master's) or four (doctoral) faculty members. Coordinate with your department for specific guidelines for capstone project proposal.

5. After passing the proposal, the student makes the revisions based on the suggestion/s of the panel members.
6. Once proposal has been accepted, the student proceeds with data collection. Kindly check with your department if you will be required to secure an ethics clearance prior to data collection.
 - a. If needed, please comply with the University Research Ethics Office (UREO) application procedure and requirements. A student can only start with data collection after securing clearance.
 - b. If not needed, the student immediately proceeds with data collection.

B. Oral Defense Phase

In general, below is the procedure for capstone project oral defense:

1. After completion of data collection and write-up, the student and the adviser coordinate with the Department Chair for the schedule of the final oral defense.
2. The department chair chooses the panelists in consultation with the capstone project adviser. The oral defense consists of 2-3 panel members. After confirmation of the panel members, the chair announces the schedule of the capstone project defense. The panel members may or may not be the same members who sat down during the proposal defense.
3. After announcement of the defense, the student registers for Oral Defense at the Office of the Registrar and pay for the Oral Defense Fee.
4. The student defends his/her Capstone Project.
5. Panel members rate the written work and oral defense of the student.
6. If the student passed the oral defense:
 - a. The student claims from the department the letter from OADGP oral defense result after 10 working days from the date of defense.
7. If the student failed the initial oral defense,
 - a. The student can re-enroll for capstone project and second oral defense.
 - b. Repeat steps 1 to 6.
8. If the student will not be able to complete the capstone project or fail the second oral defense, he/she will be automatically dismissed from the Ateneo de Manila University.

C. Submission Phase

1. Once adviser accepts the revisions made by the student based on the comments/suggestions/recommendations of the panel members, student forwards the final manuscript to the designated style reader.
2. Student should adhere to the technical guidelines of the department (check with the department) and OADGP (<http://ateneo.edu/ls/graduate/thesis/dissertation/capstone>).
3. After clearance from the adviser and style reader, the student submits a soft copy of the manuscript at this link – <https://forms.gle/Dyz2fiKoCjyjkMUv8> for checking of the formats. This should be done at least 7 working days before the intended submission of the final copies of capstone project together with the complete set of documentary requirements as specified in Appendix E: Capstone Project Submission Form. This is available at <http://ateneo.edu/ls/graduate/thesis/dissertation/capstone>. The OADGP strictly follows a first-in-first-out policy for checking and processing documents including those that concern the capstone project.
4. After clearance from the OADGP, the student secures the signatures of the following as specified in each form for submission:
 - a. Adviser
 - b. Panel Members
 - c. Department Chair

- d. Dean
5. The student submits the complete set of capstone project requirements according to the OADGP Checklist of Requirements
6. Student applies for clearance at the Office of the Registrar three working days after submission of the capstone project requirements.
7. Student's graduation date will be the last day of the term within the final capstone project requirements are submitted.
8. If the student is unable to submit the final capstone project:
 - a. The student will be allowed to re-enroll in the capstone project, provided that he/she does not exceed his/her residency.
 - b. Repeat steps 1 to 7.

Technical Guidelines for Thesis/Dissertation and Capstone Project

(Automated Manuscript Template available at lsgrad.ateneo.edu. Use your OBF email account to access the drive)

The Office of the Associate Dean for Graduate Programs has prepared this compilation to help the student in the preparation of the thesis/dissertation/capstone proposal and final revised manuscript.

3 General Guidelines:

1. Use size A4 White Bond Paper (80 GSM).
2. Observe formal grammar rules. Do not use casual language such as contractions (e.g., don't).
3. Use Times New Roman font, size 12.
4. Margins*:

Left – 1 ½ inches	Right – 1 inch
Top – 1 inch*	Bottom – 1 inch
5. Page number*:
 - a. 1 inch before the page number
 - b. The top margin of the first page of every chapter is 2 inches.

*See *Sample Templates in Appendices L, M, N* available at <http://ateneo.edu/ls/graduate/thesis/dissertation/capstone>.

B. Sequence and Format of Content of the Thesis/Dissertation/Capstone Project (See *Sample Templates in Appendices L, M, N* at <http://ateneo.edu/ls/graduate/thesis/dissertation/capstone>):

Title Page
 Approval Page for Oral Defense
 Approval Page for Acceptance of the Thesis/Dissertation/Capstone Project
 Abstract
 Acknowledgments
 Table of Contents
 List of Figures
 List of Tables
 List of Abbreviations
 List of Equations
 List of Schemes

Body of the Thesis
 Bibliography or References

Follow the Thesis Technical and Style Guidelines used by your department.

Appendices

- a. Proof of submission or acceptance to journal/publication/conference presentation, *if applicable*
- b. Proof of research ethics clearance, *if applicable*

c. Endorsement of Capstone Project (*only for Psychology students*)

C. Pagination:

1. For the preliminary pages (title, approval pages, abstract, acknowledgements, table of contents, list of figures, list of tables), page numbers are written in lowercase Roman numerals, on the upper right hand corner, 1 inch from the edge of the paper.
2. In general, page numbers are written in Arabic numerals, and are located on the upper right hand corner, 1 inch from the edge of the paper.
3. For the first page of every chapter, the page number should be hidden.
4. Pagination of the body of the paper is continuous from the first page of Chapter I until the last page of the appendices at the end of the paper.

D. Text Lay-out:

1. Text Alignment: Justified
2. Spacing: Double-spaced

NOTE: An example of *double space* is as follows:

CHAPTER II }
REVIEW OF RELATED LITERATURE AND STUDIES }
This chapter presents a review of the literature and studies on Goal Orientation
Dimensions and Existence-Relatedness-Growth Theory.

E. Chapter Numbers and Chapter Titles:

1. Chapters and Titles should all be written in uppercase letters, in bold font, and centered.
2. Chapter numbers are written in uppercase Roman numerals.
3. There should be a double space between chapter number and chapter title.
4. The major heading or, if none, the text, begins 2 double spaces after the chapter title

F. Sections and Subsections of the Body of the Thesis:

Follow the Technical and Style Guidelines of your department.

G. Indention:

Paragraphs are indented with a single tab stop (0.05"). It is important to be consistent with the indention throughout the document.

H. Other Writing Mechanics:

1. Abbreviations and Numbers
 2. Spelling and Punctuation
 3. Capitalization, Italics, and Quotation Marks
 4. Quotations
- Follow the Technical and Style Guidelines of your department.

I. Use of Tenses:

Follow the Technical and Style Guidelines of your department.

- J. Enumeration:
Follow the Technical and Style Guidelines of your department.
- K. Tables:
Follow the Technical and Style Guidelines of your department.
- L. Figures or Illustrations:
Follow the Technical and Style Guidelines of your department.
- M. Presentation and Analysis of Data:
Follow the Technical and Style Guidelines of your department.
- N. Citations, Footnotes and Corresponding Reference List Entries:
Follow the Technical and Style Guidelines of your department.
- O. Format of the Bibliography, Reference List, or References:
Follow the Technical and Style Guidelines of your department.
- P. Appendices:
 1. Appendices are attached after the Bibliography or References. Put appendices that you refer to in the text of your thesis.
 2. When referring to an appendix within the text, do not capitalize the word *appendix*.
 3. The list of each appendix is included in the Table of Contents.
- Q. Specific Instructions for the Manuscripts:
 1. Refer to the attached thesis prototypes for examples.
 2. Edit drafts before submitting to your adviser and panelists.
 3. Proposal and thesis defense copies must be ring bound with a clear front cover (acetate/ transparency).

Frequently Asked Questions

Does thesis/dissertation entail laboratory fee payment?

Kindly check with your department if the Thesis/Dissertation enrollment is tagged with laboratory. If it is, you will be required to pay for the laboratory fee for thesis/dissertation enrollment.

What kind of manual and citation style should I use for writing my thesis/dissertation?

Each department has its own prescribed manual to be followed by their graduate students. Consult with your department for the specific manual for writers you should follow for writing.

Who can be my style reader?

The department has its own style reader that can be assigned to each student.

Can I choose my panel members?

Every department has its own protocol in choosing the panel members for the defense. Please coordinate with your thesis/dissertation/capstone project adviser regarding the selection of your panel members.

What happens when my oral defense is cancelled?

In the event that the oral defense is cancelled, you must coordinate with your thesis/dissertation adviser and department chair.

If the oral defense date is rescheduled within the semester, you need not pay the Oral Defense Fee again.

If the oral defense date is rescheduled for another semester, you must register and pay again the Thesis/Dissertation Writing and Oral Defense Fees. Registration must be done on the semester that you will be defending.

Do I have to submit my thesis/dissertation/capstone project to the OADGP for checking of formats and other requirements?

Yes, all thesis/dissertation/capstone project has to be checked by the OADGP for consistency of the format of the entire manuscript and other requirements. The student submits a soft copy of the manuscript at this link – <https://forms.gle/Dyz2fiKoCjyjkMUv8> for checking of the formats. Manuscript for checking will no longer be accepted beyond 7 working days from the OADGP published deadline.

How long does it take for the Office of the Associate Dean for Graduate Programs to check my thesis/dissertation/capstone project?

The OADGP needs at least 5 working days to review the format of the thesis/dissertation/capstone project and other requirements. It strictly follows a first-come-first-served policy for checking and processing of documents including those that concern thesis/dissertation and capstone project.

What happens after OADGP checks the format of my manuscript?

Once your manuscript has complied with the required formats and other technical matters, you may now secure the signatures of your adviser and members of the panel for the approval sheets that will be attached to your final manuscript. Reproduction of the final copies of manuscript and other requirements can also commence at this point.

What if I was not able to forward my thesis/dissertation/capstone project for checking to the Office of the Associate Dean for Graduate programs?

If thesis/dissertation/capstone project requirements are not checked by Office of the Associate Dean for Graduate Programs prior to submission, submission of final requirements will not be entertained.

What is the deadline for submission of my final revised copies of the thesis/dissertation/capstone project requirements?

The Office of the Associate Dean for Graduate Programs sets the deadline for the submission of the final copies of thesis/dissertation/capstone project and other documentary requirements. Student must check the deadline at <http://ateneo.edu/ls/graduate/thesis/dissertation/capstone> by the 3rd week of June.

Please take note of the different deadline for those who wish to join the graduation ceremony in May.

There will be no extension for submission of final thesis/dissertation/capstone project.

I was not able to submit the submission requirements on the semester I defended my thesis/dissertation, what steps should I do next?

If you intend to submit the final copies of your thesis/dissertation within one year of the oral defense term, you should register for 'Thesis Submit A' during regular registration period on the term you intend to submit the thesis/dissertation requirements. You will have to pay the registration and development fee.

If you are unable to submit the final revised copy of your thesis/dissertation within one year after your oral defense, you need to apply for the late clearing of revised thesis/dissertation and pay a clearing fee. You may check the updated tuition and miscellaneous fees at <http://m.ateneo.edu/ls/graduate/graduate-level-tuition-and-fees>.

Until when I am allowed submit my thesis/dissertation/capstone project?

The deadline for submission of final copies of thesis/dissertation is indicated in the Notice of Deadline for Submission of Final Revised Copy of Thesis/Dissertation/Capstone Project given to you together with your final grade.

Students who were given final extension by the Associate Dean for Graduate Programs must strictly follow deadline specified in the approved Request for Extension Form and Notice of Deadline for Submission of Final Revised Copy of Thesis/Dissertation/Capstone Project. Student will no longer be given another extension if he/she fails to submit on the given deadline by the OADGP.

If you are unable to submit the final thesis/dissertation within the deadline specified in the Notice of Deadline for Submission of Final Revised Copy of Thesis/Dissertation/Capstone Project, you will be automatically removed from the program and no longer be eligible to continue your studies in the Loyola Schools.

When is residency applicable?

A student of a degree program who is not enrolling for thesis/dissertation/capstone project for the coming semester requests to be granted official 'residency status' as a student of the Loyola Schools for that semester.

A residency is allowed if:

1. The student has completed his/her coursework and comprehensive examination and is at the thesis/dissertation/capstone project stage.
2. The student is well within the regular time limit to complete his/her program (five years for Master's and seven years for doctoral).
3. The student is unable to enroll for Thesis/Dissertation Direction/Capstone Project.
4. The student completes the official residency application within the registration period.

If you are enrolled in a 'Residency Status', you are not allowed to enroll for Oral Defense.

Is it required for doctoral students to submit to and/or be accepted in a journal/publication?

The minimum requirement for doctoral students is to submit a manuscript to a journal or publication. Some departments or programs, however, require acceptance of paper by a journal or publication. You must coordinate with your adviser and department chair for specific publication requirements of your program.

Who can I contact when I have other questions that were not addressed in these FAQs or in the "OADGP Thesis/Dissertation and Capstone Project Procedure?"

If you have any further questions, you may contact the Office of the Associate Dean for Graduate Programs staff at +632 426 6001 local 5141, +632 426 5937 or e-mail at adgp.ls@ateneo.edu.

B. Memos and Implementing Guidelines from Various Offices in the Loyola Schools



ATENEUM DE MANILA
UNIVERSITY

1. 2017 Ethics Guidelines for Class Assignment

(Updated UREC Standard Operating Procedures - May 11, 2022)

GUIDANCE NOTE: STUDENT RESEARCH AND OTHER COURSE-RELATED ACTIVITIES THAT INVOLVE INTERACTIONS WITH OTHER INDIVIDUALS

These guidelines refer to activities of undergraduate and graduate students that involve interactions with humans, and define the activities that are under the jurisdiction of the University Research Ethics Committee.

A. CLASS ASSIGNMENTS FOR INSTRUCTIONAL PURPOSES THAT INVOLVE INTERACTIONS WITH OTHER INDIVIDUALS

Student class assignments for instructional purposes include activities that are:

- conducted during or outside of class by students enrolled in the course
- required by the instructor
- typically initiated and completed within a single semester
- may involve interviews, surveys, experiments, video and/or audio recording, etc.
- designed primarily to teach research methods or to help students understand concepts covered by the course
- generally not intended to create new and/or generalizable knowledge or lead to scholarly publication

With some exceptions, such student class assignments do not meet the definition of research³³ that falls under the jurisdiction of the University Research Ethics Committee (UREC) and do not require UREC application, approval, or oversight.

However, such assignments are the responsibility of the class instructors, and the faculty should take special care to ensure that class assignments pose no or only minimal³⁴ risk to students or others. Faculty have a positive obligation to ensure that students understand their ethical responsibilities when completing assignments. Students should understand the potential for harm and take all possible steps to eliminate risks to students or individuals involved in the assignments.

At minimum, students should be oriented and guided by their instructors on key ethical issues. The following measures are recommended:

1. Include content in the syllabus on ethical practices with human participants in research (can request the UREC to provide a class session or materials if necessary)

³³ Research is defined as a systematic investigation wherein the proponent poses questions and/or hypotheses; collects quantitative or qualitative data in an organized way, and analyzes results and derives conclusions intended to contribute to generalizable knowledge.

³⁴ Minimal risk is defined as the probability and magnitude of harm that is normally encountered in daily life.

2. Review students' plans for class or group assignments and eliminate or minimize the possible risks to the welfare of the persons involved in the activity, noting that:

- risks may be physical, psychological, social, economic, or legal and should not go beyond minimal risk
- there are substantial risks in the collection of personal and sensitive information, such as sexual activity, involvement in illegal activities, or mental health problems; these topics are discouraged for assignments that are mainly for instructional purposes
- there are risks that must be mitigated when individuals involved in the assignment are minors, prisoners, pregnant women, or other vulnerable groups such as those who are cognitively impaired, indigent, or indigenous peoples

3. Require anonymous data collection and reporting so that data cannot be linked to individuals

4. Require that voluntary and informed consent be obtained from the participants (see suggested template at the end of this Guidance Note)

5. If students in the class are the data sources, minimize undue influence or coercion by:

- informing students that declining to volunteer as a participant (for reasonable justification) will not negatively affect their grade or class standing
- declining from offering extra/bonus points, higher grades, or other rewards to those who volunteer as participants
- providing other equivalent activities as alternative means to obtain credit and/or extra/bonus points and academic rewards

6. The number of participants in the activity should be reasonable and not be the primary basis of the students' grade (e.g. requiring a sample of 500), so as not to force students to compel others or resort to unethical practices to induce participation

7. Require printed instructions or information on questionnaires that explain the use of the data for coursework and include the name and contact number of the instructor

8. Require destruction of collected data at the end of the course or within a short time afterward

9. Instruct students about the privacy and security vulnerabilities associated with networked computers or other electronic means of data collection/storage

These recommendations (points 1-9) may also be regulated by a designated panel or committee in the department offering the course. Norms and procedures may be devised by the department to regulate such activities.

B. CLASS ASSIGNMENTS OR REQUIREMENTS THAT INVOLVE DATA COLLECTION FROM OTHER INDIVIDUALS AND MAY CONTRIBUTE TO GENERALIZABLE KNOWLEDGE AND MAY BE PUBLISHED

Certain courses are research-intensive, with rigorous instruction in theory and research methodology (e.g. undergraduate / graduate research course), and involve data collection from human participants. These may generate student papers that can develop or contribute to generalizable knowledge and result in publication in a scholarly outlet. Such requirements meet the definition of research that falls under the jurisdiction of the UREC. These class assignments require UREC application, approval, and oversight. Refer to UREC SOP 4.4 (in AIFIS) for more information.

Instructors who require such research assignments must apply to the UREC for review and approval of these assignments before students begin data collection (other preliminary research work can begin, e.g. literature reviews, conceptual exercises, etc. while awaiting approval). It is the instructor who submits the application, and only one application is prepared for the course (even if the instructor is handling several sections).

AdMUREC Form 7 (Request for Approval of Class-Based Research Assignment) is to be completed by the instructor. This is applicable for student research that is characterized by common elements across all the student projects, usually planned or designed by the instructor (i.e. same general methods, sample or community characteristics, recruitment and informed consent process).

It is advisable for the instructor to set the parameters and limit the scope of students' research activities to those that qualify for exempt or expedited review (entailing only minimal risk; see SOP 4.1 and 4.2), since course projects are often conducted in a short timeframe and with novice researchers. This is to avoid risks that may come about given inexperienced researchers, and the longer processing time generally needed for projects that require full committee review.

It is advisable that faculty instructors submit their applications in the semester or weeks prior to the start of their class to assure timely UREC response.

C. INDEPENDENT STUDENT RESEARCH – E.G. THESES, DISSERTATIONS, OR HONORS/CAPSTONE/CULMINATING PROJECTS

For independently-conducted student research projects such as theses, dissertations, honors/capstone/ internship projects that involve human participants, the student applies to the UREC for ethics approval (see SOP 4.2 or 4.3) or validation of exemption (SOP 4.1). The application includes a signed endorsement and acceptance of overall responsibility by a faculty adviser.

Undergraduate student research is limited to those that qualify for exempt status or expedited review. This is because of the constrained timeframe of undergraduate thesis courses and the relative inexperience of undergraduate researchers. Graduate students may engage in research categorized as either for expedited or full review.

It is strongly advised that students submit their applications in the semester prior to their planned data collection (i.e. if the data collection commences in the second semester, the ethics application must be submitted in the first semester) to assure timely UREC response. Students submit their ethics clearance applications after their technical defense so as to reflect the research protocol approved by the panel.

Sample Standard Informed Consent Script/Template for Class Assignments

[Please modify with activity specifics]

Good Morning/Afternoon/Evening

I am a student from Ateneo de Manila University. You are invited to participate in a research assignment for my _____ [describe] class with Prof./Dr. _____ [who is a Professor in Department at Ateneo de Manila University] and I would like to ask you questions about _____ [describe]. The purpose of this assignment is to understand how _____ [describe] by asking you to participate in _____ [describe. e.g., a survey/ participate in an interview]. Your participation will last approximately [hours/minutes].

In our conversation [or in this survey], I will not ask you for your name, address, phone number, date of birth, etc. Please do not mention any of this personal information in our conversation (such as your name, address). Therefore, data collection is anonymous.

[If applicable, please include] I would like for your permission to allow me to audiorecord/ videorecord this conversation for the research assignment. The recording will be used for _____ [describe]. The recording will be submitted to Prof./Dr. _____ [state] for proof of my completion of this assignment. Once I have received my grade, Prof./Dr. _____ [state] will delete the recording.

There are no foreseeable risks to participation in this study, except [if applicable - specify] mild discomfort due to _____ [describe]. [Indicate any foreseeable benefits to participation in the study; do NOT include compensation as a benefit.]

Participation in this study is voluntary. You may choose not to participate. You may withdraw at any time without any penalty or negative consequence to you. In addition, you may choose not to answer any questions with which you are not comfortable.

If you have any questions about the study or study procedures, you may contact Prof./Dr. _____ [state] by phone at _____ [state] or by email at: _____ [state]. [Give the respondent a copy of this contact information]

Do you have any questions before we begin? If not and all is clear with you, by participating in the above stated procedures, then you agree to participation in this study.



2. 2007 Memo from the VPLS on Implementing Guidelines on the Loyola Schools Dress Code

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 Conduct Sec. 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 socioeconomic 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.... 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 of their offices;
3. All Xavier Hall offices, including corridors and waiting areas;
4. The Rizal Library;
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.

The Schools or Departments may also issue more specific guidelines to be enforced within their area of jurisdiction, as stated in Article VII, Section 4 of the Magna Carta of Graduate Student Rights. Violations of these guidelines are considered Offenses against Order under Sec III.D.1 of the Code of Conduct.

SIGNED: DR. MARIA ASSUNTA C. CUYEGKENG

Vice President for the Loyola Schools

6 December 2007



ATENEO DE MANILA UNIVERSITY

3. Privacy Policy for Applicants, Students, and Alumni

(Also available at <https://www.ateneo.edu/privacy/applicants-students-alumni>)

Introduction

Welcome to the Ateneo de Manila University. This Privacy Policy (also known as a Privacy Notice) tells you about our policy regarding the data that we collect, use, or otherwise process your personal data. If you are the parent/legal guardian of an applicant or student (current or former) who is a minor (below 18 years old), understand that this Policy refers to the personal data of your child/ward.

We respect your right to privacy and aim to comply with the requirements of all relevant privacy and data protection laws, particularly the Data Privacy Act of 2012 (DPA). As in the case of the National Privacy Commission (NPC), we also seek to strike a balance between your personal privacy, and the free flow of information, especially when pursuing our legitimate interests and when necessary to carry out our responsibilities as an educational institution.

In this Policy, the terms, “data” and “information” are used interchangeably. When we speak of “personal data”, the term includes the concepts of personal information, sensitive personal information, and privileged information. The first two are typically used to distinctively identify you. For their exact definitions, you may refer to the text of the DPA or you can visit the website of the University Data Protection Office. You should also note that while we give examples here to explain this Policy in simple and clear language, they do not make up an exhaustive list of all the data that we process.

Information We Collect, Acquire, or Generate

We collect, acquire, or generate your personal data in many forms. They may consist of written records, photographic and video images, digital material, and even biometric records. Examples include:

- a. *Information you provide us during your application for admission.* When you apply with us for admission, we collect, among others: (1) directory information, like your name, email address, telephone number, and other contact details; (2) data about your personal circumstances, such as your family background, history, and other relevant circumstances, previous schools attended, academic performance, disciplinary record, employment record, and medical records; and (3) any or all information obtained through interviews and/or during entrance tests or admission examinations.
- b. *Information we collect or generate after enrolment and during the course of your stay with us.* After you join the University, we may also collect additional information about you, including: (1) your academic or curricular undertakings, such as the classes you enroll in, scholastic performance, attendance record, etc.; (2) co-curricular matters you may engage in, such as service learning, outreach activities, internship or apprenticeship compliance; (3) your extra-curricular activities, such as membership in student organizations, leadership positions, and participation and attendance in seminars, competitions, programs, outreach activities, and study tours; and (4) any disciplinary incident that you may be involved in, including accompanying sanctions. There will also be times when we will acquire other forms of data like pictures or videos of activities you participate in, via

official documentation of such activities, or through recordings from closed-circuit security television cameras installed within school premises.

- c. *Unsolicited Information.* There may be instances when personal information is sent to or received by us even without our prior request. In such cases, we will determine if we can legitimately keep such information. If it is not related to any of our legitimate interests, we will immediately dispose of the information in a way that will safeguard your privacy. Otherwise, it will be treated in the same manner as information you provide us.

If you supply us with personal data of other individuals (e.g., person to contact in the event of an emergency), we will request you to certify that you have obtained the consent of such individuals before providing us with their personal data.

How We Use Your Information

To the extent permitted or required by law, we use your personal data to pursue our legitimate interests as an educational institution, including a variety of academic, administrative, research, historical, and statistical purposes. For example, we may use the information we collect for purposes such as:

1. evaluating applications for admission to the University;
2. processing confirmation of incoming, transfer, cross-registering, or non-degree students in preparation for enrollment;
3. recording, generating, and maintaining student records of academic, co-curricular, and extra-curricular progress;
4. recording, storing, and evaluating student work, such as homework, seatwork, quizzes, long tests, exams, term papers, theses, dissertations, culminating or integrating projects, research papers, reflection papers, essays and presentations;
5. recording, generating, and maintaining records, whether manually, electronically, or by other means, of grades, academic history, class schedules, class attendance and participation in curricular, co-curricular, and extra-curricular activities;
6. establishing and maintaining student information systems;
7. sharing of grades between and among faculty members, and others with legitimate official need, for academic deliberations and evaluation of student performance;
8. processing scholarship applications, grants, allowances, reports to benefactors, and other forms of financial assistance;
9. investigating incidents that relate to student behavior and implementing disciplinary measures;
10. maintaining directories and alumni records;
11. compiling and generating reports for statistical and research purposes;
12. providing services such as health, insurance, counseling, information technology, library, sports/recreation, transportation, parking, campus mobility, safety and security;
13. managing and controlling access to campus facilities and equipment;
14. communicating official school announcements;
15. sharing marketing and promotional materials regarding school-related functions, events, projects, and activities;
16. soliciting your participation in research and non-commercial surveys sanctioned by the University;
17. soliciting your support, financial or otherwise, for University programs, projects, and events;
18. sharing your information with persons or institutions as provided below.

We consider the processing of your personal data for these purposes to be necessary for the performance of our contractual obligations to you, for our compliance with a legal obligation, to

protect your vitally important interests, including your life and health, for the performance of tasks we carry out in the public interest (e.g., public order, public safety, etc.), or for the pursuit of the legitimate interests of the University or a third party. We understand that the DPA imposes stricter rules for the processing of sensitive personal information and privileged information, and we are fully committed to abiding by those rules.

If we require your consent for any specific use of your personal data, we will collect it at the appropriate time.

Please note further that we will not subject your personal data to any automated decision-making process without your prior consent.

How We Share, Disclose, or Transfer Your Information

To the extent permitted or required by law, we may also share, disclose, or transfer your personal data to other persons or organizations in order to uphold your interests and/or pursue our legitimate interests as an educational institution. For example, we may share, disclose, or transfer your personal data for purposes such as:

1. posting of acceptance to the University, awarding of financial aid and merit scholarship grants, class lists, class schedules, online, in school bulletin boards, or other places within the campus;
2. sharing of your personal data with your parents, guardians, or next of kin, as required by law, or on a need-to-know basis, as determined by the University, in order to promote your best interests, or to protect your health, safety, and security, or that of others;
3. sharing of some information to donors, funders, or benefactors for purposes of scholarship, grants, and other forms of assistance;
4. publication of scholars' graduation brochure for distribution to donors, funders, or benefactors;
5. distribution of the list of graduates and awardees in preparation for and during commencement exercises;
6. reporting and/or disclosure of information to the NPC and other government bodies or agencies (e.g., Commission on Higher Education, Department of Education, Bureau of Immigration, Department of Foreign Affairs, Civil Service Commission, Bureau of Internal Revenue, Professional Regulation Commission, Legal Education Board, Supreme Court, etc.), when required or allowed by law;
7. sharing of information with entities or organizations (e.g. Philippine Accrediting Association of Schools, Colleges and Universities, ASEAN University Network, and QS World University Rankings, Association of Philippine Medical Colleges, Education Commission for Foreign Medical Graduates) for accreditation and university ranking purposes;
8. sharing of information with entities or organizations (e.g., University Athletic Association of the Philippines and other sports bodies) for determining eligibility in sports or academic competitions, as well as other similar events;
9. complying with court orders, subpoenas and/or other legal obligations;
10. conducting internal research or surveys for purposes of institutional development;
11. publishing academic, co-curricular, and extra-curricular achievements and success, including honors lists and names of awardees in school bulletin boards, website, social media sites, and publications;
12. sharing your academic accomplishments or honors and co-curricular or extra-curricular achievements with schools you graduated from or were previously enrolled in, upon their request;

13. use of photos, videos, and other information in order to promote the school, including its activities and events, through marketing or advertising materials, such as brochures, website posts, newspaper advertisements, physical and electronic bulletin boards, and other media;
14. live-streaming of University events;
15. publication of communications with journalistic content, such as news information in University publications, and social media sites;
16. providing information such as class lists and photos to partner hospitals, local health centers and other similar organizations, in the case of ASMPH students that rotate in these institutions as part of the medical curriculum.

How We Store and Retain Your Information

Your personal data is stored and transmitted securely in a variety of paper and electronic formats, including databases that are shared between the University's different units or offices. Access to your personal data is limited to University personnel who have a legitimate interest in them for the purpose of carrying out their contractual duties. Rest assured that our use of your personal data will not be excessive.

Unless otherwise provided by law or by appropriate University policies, we will retain your relevant personal data indefinitely for historical and statistical purposes. Where a retention period is provided by law and/or a University policy, all affected records will be securely disposed of after such period.

Your Rights with Respect to Your Personal Data

We recognize your rights with respect to your personal data, as provided by the DPA. If you wish to exercise any of your rights, or should you have any concern or question regarding them, this Notice, or any matter involving the University and data privacy, you may contact the University Data Protection Office (UDPO) at:

Questions: info.udpo@ateneo.edu

Complaints / Security Incidents: alert.udpo@ateneo.edu

Landline: +63 2 426-6001, loc. 4801

Website: ateneo.edu/udpo

Address: Rm 200, Manila Observatory, Ateneo de Manila University

Changing This Policy

We may, from time to time, make changes to this Policy. On such occasions, we will let you know through our website and, when permissible, other means of communication. Any modification is effective immediately upon posting on the website.

Other University Policies

Other policies of the University, which are not inconsistent with this one, will continue to apply. If any provision of this Policy is found to be unenforceable or invalid by any court having competent jurisdiction, the invalidity of such provision will not affect the validity of the other provisions, which shall remain in full force and effect.

4. Terms of Agreement - Personal Data Processing

These Terms of Agreement (“Agreement”) constitute our contract with you relative to the processing of your personal data. In the case of parents or legal guardians of students who are minors, such data shall refer to that of your child/ward, unless otherwise indicated. Please review this document carefully before you sign.

I acknowledge that I have read and understood the applicable Privacy Policy of the University, and I agree to be bound by and comply with the following:

- Republic Act No. 10173, or the Data Privacy Act of 2012 (DPA), and other relevant data protection laws apply to the collection and processing of my personal data.
- By registering and/or enrolling as a student of the Ateneo de Manila University (“University”), I am allowing it to collect, use, and process the personal data I provide in the forms and any relevant attachments, in accordance with the relevant provisions of the DPA, other applicable data protection laws, and the University’s relevant Privacy Policy.
- I understand that my personal data is available to University personnel, and, on occasion and where necessary, persons or organizations that provide specific services to, or on behalf of the University.
- In addition to those laid out in the Privacy Policy, I authorize the sharing, disclosure, or transfer of my personal data for purposes such as:
 1. providing academic institutions, companies, government agencies, private or public corporations, or the like, upon their request, with scholastic ranking information, certification of good moral character, and other relevant data for purposes of determining eligibility, awards, admission, student exchange, career employment, apprenticeship, or internship placements;
 2. responding to inquiries verifying that I am a bona fide student or graduate of the University;
 3. sharing my directory information with the University’s alumni association, including the Ateneo Alumni Scholars Association (in the case of scholar graduates), and with student organizations (e.g., COMELEC-Ateneo, AEGIS, etc.) recognized and regulated by the University. They include my name, email address, telephone number and other contact details.
- Moreover, I also give my consent to the following:
 - sharing of my information with potential employers for internship, practicum, training, job placement and screening purposes;
 - sharing of my relevant information with persons or organizations outside of or separate from the University for research purposes.
- All access, sharing, disclosures, or transfers of personal data shall be governed by appropriate access restriction policies and other University policies that aim to ensure the confidentiality and/or security of such data.
- By providing personal data to the University, I am confirming that the data is true and correct. I understand that the University reserves the right to revise any decision made on the basis of the data I provide should any or all of such data be found to be untrue or incorrect. Any false information or omission of any information which I am required to

disclose to the University constitute sufficient grounds for the revocation of my application, admission, or enrolment.

- I likewise confirm that in supplying the personal data of other individuals (e.g., person to contact in the event of an emergency) in the course of the registration or enrolment process, I have obtained their consent in accordance with the applicable provisions of the DPA.
- By entering into this Agreement, I am not relying upon any oral or written representations or statements made by the University other than what is set forth in this Agreement.
- Any issue that may arise in connection with the processing of my personal data will be settled amicably with the University before resorting to the appropriate arbitration or court proceedings within Philippine jurisdiction.

Please check the appropriate statement:

- I am over 18 years of age. I have read this Agreement and agree to be bound by it.
- I am the parent/legal guardian of the student who is a minor (below 18 years old). On his or her behalf, I have read this Agreement and agree to be bound by it.

Signature of Student
Over Printed Name

Signature of Parent / Legal Guardian
Over Printed Name
(in the case of minors)

Date

Date

5. The Student Guide to the Code of Academic Integrity of the Loyola Schools (2018 Ed.)

(Updated Student Guide to the Code of Academic Integrity, 2021 Edition, available at lsgad.ateneo.edu)

Section 1: The Core Principles

The Ateneo de Manila University, realizing that the *preservation, extension, and communication of truth* is necessary for dignifying 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. Truth is fundamental for identifying and doing what is most necessary for the common good.

Only through this can *cura personalis* be practiced. Honesty is necessary for personal dignity to 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 and mores of the community. Students play a vital role in shaping the community through their academic participation. The following responsibilities will aid students in ensuring the commitment to academic integrity:

1. Students should ensure that all submitted work, both individual and group, is the product of their 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, and 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 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 in which they are working.

Part of the Ateneo education is learning to be thankful to others for what one learns, which is shown by proper attribution of the source, because it enables the student 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) students must always be mindful of both their own individual contribution, *and 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. Acts of dishonesty weaken the community of learners by corroding the trust that binds the community together. Each member of the LS bears the responsibility for responding to suspected acts of academic dishonesty through appropriate channels.

Section 3: Acts of Academic Dishonesty - Definitions and Examples

The following section elaborates on the different types of academic dishonesty based on those enumerated in the *Code of Conduct* 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 readers 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 to determine what has been learned. Dishonest behavior can take many forms, as enumerated but not limited to those mentioned here. Unless explicitly allowed by the instructor, the following behavior is unacceptable and will be construed as "academic dishonesty" whether actual cheating occurred:

1. Any form of unauthorized communication
Sample Case 1: Two students were found talking after the test papers had already been passed out. They claimed to have been conversing about the instructions of the test.
2. Making unnecessary noise (e.g. talking to one's self)
Sample Case 2: A student was found to be murmuring during a multiple-choice exam. When confronted, the student claimed to have a habit of reading test questions, as well as the possible answers, "to herself", regardless of being within the hearing range of others.
3. Calling the attention of others; looking at the papers of others
Sample Case 3: A student reported to her teacher that a classmate seated in front of her kept glancing at the paper of the person to his left who tended to lift his answer sheet off the table occasionally.

Sample Case 4: A student found the answers left by the previous class on the computer he accessed for a practical exam, and used some of it.

Sample Case 5: A student kept tapping the chair of the person seated in front of him, purportedly just to ask for the current date and their section.
4. Making one's test paper visible to others
Sample Case 6: A student was asked by his friend before class for help with a difficult part of the test. While he did not agree to it explicitly, during the exam, he let his seatmate copy off his paper.
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 7: While roaming around the classroom, a teacher noticed a piece of paper fall from a student's desk. It contained 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 8: 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 and was checking for an urgent message.

Sample Case 9: 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.

Note for Students: All exams, whether written or oral, take-home or in-class, should be taken seriously as an evaluative tool for determining what was learned by each individual student. As a general rule, **do NOT engage in any behavior that raises doubts about the validity of the results of your exam** – e.g. as with access to the assistance of others and/or the presence of tools that could have placed you in a position of unfair advantage.

- ✓ Read test instructions/guidelines very carefully and follow them strictly. Come early so you don't get flustered and miss out on instructions/reminders.
- ✓ Especially if you know you will be tempted to take your phone out if it starts vibrating, make sure it is not on your person and turn it off for the duration of the test/class.
- ✓ Once a test has started, any form of communication can put you and your classmate in a questionable position. Instead of asking a friend, all queries and communication should be coursed through the teacher/proctor.
- ✓ You need to be aware of, and take personal responsibility for, any actions that may become problematic for you or others during an exam (e.g. like a predisposition for whispering, gesturing, or moving about during tests).
- ✓ In case of health/family emergencies that may affect testing conditions or your fulfillment of guidelines, always ask your teacher/proctor for help.

B. Plagiarism

Plagiarism is an offense that generally strikes at two important educational values – the value of hard work and respect for others' intellectual property. When a person fails to give credit to a source, thereby giving the impression that a borrowed idea or way of saying things is one's own, he/she commits 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 for one to acknowledge sources.

Sample Case 1: Since a student was having difficulty expressing herself in the given language, she decided to take the words in an online article as her own.

Note for students: It can be tempting to resort to (copy-paste) plagiarism out of a lack of confidence in your own ability to express yourself in the language required. Many mention

the difficulties in meeting expectations, and the pressure to produce something at par with everyone else.

- ✓ *Stumbling around with what you want to say is normal. The writing process is not supposed to be easy, as it involves the process of trying to find your own voice as you throw ideas around.*
- ✓ *Ask your teacher if it's possible to write in your preferred language. Some may agree if it helps you express your ideas better.*
- ✓ *If you Google the topic or question given for a paper before you even know what your own thoughts are independent of what you might read, you may end up painting yourself into a corner when you read from someone else what you think you want to say.*
- ✓ *Rather than opt for the easy way out (e.g. copying what other people say), which will undercut what you should be learning in the first place, embrace the challenges which are meant to help your skills expand, your abilities to grow, and your character to form.*

Sample Case 2: A student claimed that since he changed some of the original words of a text and the basic sentence construction, it was no longer necessary to credit the source.

Note for students: *Paraphrasing correctly can be tricky. Simply substituting synonyms or the subject-predicate order of the original does NOT remove the imperative to acknowledge your source/s.*

- ✓ *Even if you're citing "plain facts" (e.g. the description of a company, the process of climate change, the definition of drug dependence, etc.), stating where you got this from (e.g. "According to the official website of product X," "Given the World Health Organization's definition of...", etc.), is not only necessary, but good for the credibility of your paper.*
- ✓ *Ask for help from your teacher before using an existing text/previous work as a "template", so as to avoid misunderstandings, and to clarify the expected academic output.*

Sample Case 3: 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 immediately preceding it.*

- ✓ *If you're taking an entire paragraph verbatim from a source, you need to use a block quote (a separate indented paragraph with its own citation)*
- ✓ *If the material taken verbatim from a source is less than a paragraph, but more than a sentence long, use quotation marks ("") for the entire lifted text (along with the proper footnote/endnote/parenthetical remark) to indicate that all the material within them is taken verbatim from somewhere else.*
- ✓ *Without the use of quotation marks, or a block quote, a person reading your paper will think you came up with the words yourself. That would be dishonest even if those words encapsulate what you indeed wanted to say -- because the phrasing is someone else's, and the omission of the direct credit diminishes the hard work of the actual author.*
- ✓ *Quotation marks, or a block quote, by themselves, without the appropriate footnote/end note/parenthetical remark pointing to a source that is listed in the references section, is also inadequate. Poor references will also disable others from verifying and building on your work, which is a core value in the academe.*

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 your responsibility as a student not to be sloppy in your work.*

- ✓ *Double check your sources before passing a paper to your teacher. Keeping your external sources organized will go a long way to making this easier. Attributions are useless if they point to the wrong source.*

Sample Case 5: A teacher discovered that a student's submission of a 1-page bonus paper she had given those who wanted to pull up their grades was largely taken from someone else's essay.

Note for students: Take note that ANY assessable requirement (i.e. anything you submit) is subject to the standards of academic integrity. While the standards in this Code are school-wide, some teachers may articulate more stringent requirements given certain contexts (e.g. a thesis-writing class compared to a freshman English composition class). How "minor" a requirement is not an excuse to submit something that isn't yours.

- ✓ Make sure you know and understand the standards of academic integrity specific to a particular class.
- ✓ Ask questions at the start of the semester if there is something you do not understand or disagree with in the class policies. You can bring it up to the Chair of the department if need be.

Sample Case 6: A student decided to copy the line of argument of a source for a reflection paper, although he changed some of the 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 to give credit where credit is due. Acknowledging an author's frame, which you then adapted for your purpose, would have been more acceptable.

Sample Case 7: 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 so happy with the improvements and passed it as is, failing to realize that the paper included the reflections of the editor.

Note for students: There is a difference between asking someone to check your grammar, versus letting them affect the substance of your paper.

- ✓ If it is necessary to ask for assistance, make sure to check that the identity of the work as a product of YOUR OWN learning is not compromised.

Sample Case 8: A teacher found that a student lifted a few sentences of a five-page essay from a source without credit. The student reasoned that this is not plagiarism because it falls under the threshold score given by the teacher of 15% for the similarity index of Turnitin³⁵

Note for students: While there are degrees of plagiarism, and some cases are certainly worse than others (e.g. wholesale copying of papers), plagiarizing a little is still plagiarism.

- ✓ Note that Turnitin only provides a Similarity Index. It merely points out what in the submitted text is similar to material that is already in its database. It will say that sentence 1 in submission X, is the same as a sentence in source Y. It cannot detect that sentence 1 has adequate quotation marks, with an appropriate footnote to source Y. By itself, it cannot tell the difference between a properly sourced paper and the same paper lacking its citations.
- ✓ A high similarity score in Turnitin, if all sources are legitimately acknowledged within the text and in the bibliography, can constitute a plagiarism-free submission (although a teacher can deem the paper unfit in other aspects such as amount of original output). Similarly, a low similarity score does NOT mean that a paper is free of plagiarism (any unattributed material can put the paper into question).
- ✓ If there is something questionable in your submission, talk to your teacher and politely ask him/her to explain the basis of their assessment. Explain your writing process and ask how you could have done better.

Sample Case 9: For a computer programming assignment, a student copied existing code on the internet and just changed the subject. In another class, a student submitted "original

³⁵See page 156 for FAQs regarding Turnitin

artwork” that had clear aesthetic similarities to the existent work of another artist, which she used as a “peg” when she started.

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.*

- ✓ *Consult with your teacher prior to submission, show your sources and ask for advice if you feel stuck.*

Sample Case 10: When a student failed to attend the film showing in class, she decided to just submit a reaction paper based on the online reviews she found about the topic.

Note for students: *Apart from plagiarizing the online reviews, the entire paper in this case is a matter of deception if she had not watched the film herself. The vicarious process of insight, if not disclosed, is dishonest since there was no actual experience to base the reaction on. Even if you were successfully able to restate the ideas of others into your own words, and you attribute quotations and paraphrases accurately, it is misrepresentation to portray the submission as having been based on the assigned task when it was not.*

- ✓ *If you have a valid reason for missing the activity, ask your teacher for alternatives on how to proceed with the requirement in question*

Sample Case 11: A student did not cite the text he used during an open-notes exam.

Note for students: *Whether the assignment is done in class, outside of class, for a short or extensive amount of time, with open notes or not, if an idea comes from someone else, give credit to your source.*

- ✓ *Depending on the resources you are allowed to bring for the academic requirement, even partial credit (e.g. “According to our class reading on ___”) is better than nothing.*
- ✓ *Clarify evaluation standards if you are confused about whether to mention a source or not.*

Sample Case 12: For group work, one member contributed plagiarized material for his part, through the group’s use of Google Docs. In the final compilation of the parts for submission, the group included the plagiarized material since each person only looked at their own part, without being critical of the paper as a whole.

Note for students: *Depending on whether the different 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 each student’s duty to be circumspect of everything that you put your name on.*

- ✓ *Remember that group work is NOT about coming up with a patchwork of disparate parts. It’s about several people collaborating for output that they presumably could not have produced alone. Effectively, the whole should be greater than a mere sum of its parts.*
- ✓ *In the digital age, it is especially tempting for groups to dismiss the need to actually meet in person because of programs like Google Docs that let people work ‘simultaneously’ on the same paper, while being in different places. Because of how easily things can get lost in that process, you actually have to be extra careful that nothing is neglected.*
- ✓ *Even if you have a group editor, everybody needs to read the whole paper prior to submission. The mistake of one will affect the grade of the rest, sometimes seriously so.*
- ✓ *The usual red flags to watch out for in checking each other’s work include sudden changes in writing style, unnatural speed of production or length of text, and excessive details.*
- ✓ *Most of the time, this problem is tied to having crammed the requirement in the first place, so one clear way to avoid accidental submission of plagiarized material*

is to work early enough so that everyone can go through the paper carefully.

Sample Case 13: A group borrowed an old business plan from a previous school year and overwrote the file, adjusting it to fit their own product. While they claimed that they just wanted to save on effort in formatting, a significant amount of content from the “template” (the topics they had in common) was copied.

Note for students: *In academic exercises, unless explicitly permitted, the use of templates is generally frowned upon given that their ready use is likely contrary to the objectives of the task. Knowledge, skills and attitudes can only be built by going through the process even if there is a ready answer that can be fished from former classes or online resources.*

- ✓ *When in doubt, ask your teacher whether using some sort of template is acceptable. What you think are the “industry standards” or “acceptable/common practice” are not necessarily applicable or suitable given learning objectives and class policies.*

Sample Case 14: A student submitted part of his old paper for a previous class, to his current class, without mentioning the source. He reasoned this is not plagiarism since he owns the material himself.

- ✓ *Using your old work for current requirements is not, by itself, a problem, IF YOU CITE IT PROPERLY, indicating the text from where it came.*
- ✓ *The larger question is whether your use of pre-existing material conforms to the objectives of the academic requirement. Even if tasks are repeated across different subjects, the point is to go through the exercise, although results may be similar.*
- *Ultimately, there may be something dishonest in passing off old product as current work. Better to point out your situation to the teacher and ask whether this is permissible in relation to the goals of the subject.*

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.

Sample Case 3: A group of students pretended to have interviewed each other for an analysis paper

Sample Case 4: A student asked his questionnaire respondents to lie and pretend to be his target sample.

Note to 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 also in clarifying the importance of the seemingly tedious tasks in the fulfillment of learning objectives.*

Section 4: Appendix

A. FAQs regarding Turnitin

Q: *What is Turnitin?*

A: Turnitin is licensed software available for the use of the Loyola Schools. It is an internet-based plagiarism detection service.

Q: How does it work?

A: Most faculty of the LS have Turnitin accounts where they create classes and specific requirements to be subjected to the scrutiny of the program. Students will be asked to submit soft copies of their requirements to the service. What Turnitin does is compare the text submitted, to its extensive database (which includes print and online material, as well as all the papers ever submitted to it). Given that comparison, it will produce a Similarity Index with an overall similarity score, as well as a breakdown of the percentages of how much material from the submission is similar to what is on the database. It will go as far as to highlight the actual passages from a student's submission, linking it to a located source.

Q: Can Turnitin say that a paper is plagiarized or not?

A: NO. Turnitin, by itself, cannot say whether a paper contains plagiarized material or not. It only matches texts. Even if a sentence in a student's paper is properly sourced, Turnitin will still highlight it as something similar to text stored in their database. It is up to the user to examine and sort what is flagged by the service, and see which highlighted sections are not sourced or inadequately attributed to the located sources.

Q: What similarity score is acceptable?

A: Your teacher may express that he/she will only entertain papers that fall below a certain similarity score. This typically is a peg that a teacher gives in relation to how much of your text should be "original," and it differs from teacher to teacher, from context to context. For example, a personal reflection paper might be given a very low threshold (e.g. 10%) because of how unique to the student the material is expected to be; compared to an annotated bibliography which would, understandably, have a high threshold because of the objective of the requirement (e.g. 50%). This threshold, as well as the actual similarity score generated for a submission, is NOT related to whether there is plagiarism in the paper or not. A paper can legitimately have a high similarity index, and be properly sourced. Similarly, a paper with 1% similarity may have committed plagiarism within that small amount of material taken from other sources.

Q: How can I check my own submission for plagiarism before it is graded?

A: Some classes may allow students to see their Turnitin scores prior to final submission (through a setting in the service). Ask your teacher whether this will be enabled. However, if that is not allowed in a particular class, there are other FREE ONLINE software that function similarly to Turnitin. You may also paste the text in question in a simple Google search query which can provide significant results.

B. Implications of Academic Dishonesty

Academic integrity is at the core of the learning process. Instances of academic dishonesty naturally have implications on one's academic standing. It will also likely be reported for investigation as a disciplinary case.

In terms of the class where the academic dishonesty was committed, at the very least, dishonest behavior can be expected to merit a failing grade in the requirement involved. However, more serious cases involving major requirements (i.e. midterms, final exams, and those that constitute 20% or more of the final grade), can result in failure in the course itself.³⁶ Where there is objective evidence (e.g. the presence of a phone during a test, unauthorized notes during an exam, the black and white correspondence between the unattributed content of submission vis a vis a located source, etc.), and/or the admission of a dishonest act, one can expect an immediate decision from the teacher regarding the academic penalties (i.e. the grades involved), whether or not he/she forwards the case to the Committee on Discipline in addition to issuing the failing mark. In case the Committee on Discipline finds a student NOT guilty of academic dishonesty in the instance alleged, the student may bring said decision to the teacher concerned,³⁷ or appeal for a change of grade to the Standards Committee through the Office of the Associate Dean for Academic Affairs³⁸. In instances where the teacher deems it necessary to wait for the decision of the

³⁶ Please refer to the footnote in the section of *Offenses Involving Dishonesty* in the *Code of Conduct* in the Student Handbook p. 88

³⁷ In cases where the "not guilty" is rendered prior to the entry of the final grade for the course

³⁸ Please refer to the Procedure for Appeals of change of Grade in the Academic Procedures, p. 42.

Committee on Discipline on the matter in question before rendering any decision regarding a student's grade, he/she will inform the student. In those cases, the teacher may also decline to enter a final grade for the class (manifested by an * in the student's AISIS records) until the resolution of the disciplinary case is reached.

For any disciplinary complaint reported, students should refer to Section II of the Code of Conduct in the Student Handbook for the processes involved. In summary, once a complaint is filed, the allegations will be investigated by the Office for Student Services. Respondents will be informed of the complaint against them, and asked to submit their preliminary statements in writing, as well as any exhibits that support their claims. Based on the preliminary investigation, the Director of OSS forwards those cases which are likely major offenses of the Code of Conduct to the Student Discipline Office. The Coordinator for Student Discipline conducts the final evaluation of the merits of the case, decides on the formal charges that will be filed (if any), and forwards those with probable cause to the Committee on Discipline for hearing and deliberation. Student respondents and witnesses can expect to be asked to appear in person during the hearing, after which the committee deliberates and makes its recommendation to the signatory of discipline case decisions, the Associate Dean for Student Formation. It is important to emphasize that the LS does not operate with a formula in determining the sanction/s for a particular offense. Each incident and violation is treated on a case-to-case basis, but precedents are examined to address consistency and honor the historicity of discipline decisions. This result will be communicated to the student respondent when it is available.

All students of the Loyola Schools share in the communal responsibility for the preservation and defense of Academic Integrity. Witnesses to such dishonesty are encouraged to report it to their teacher as it happens/as soon as possible. Assistance from the Office of Student Services (at loc 5022, located at Room X102 of Xavier Hall) can be solicited as well.

6. Ateneo de Manila University Intellectual Property Policy (Available at <https://www.aipo.ateneo.edu/ip-policy>)

SECTION 1 INTRODUCTION

The Ateneo de Manila University (hereinafter “University”), a Jesuit, Catholic and Filipino academic institution, states in its Mission/Vision that (1) it seeks to preserve, extend, and communicate truth and apply it to human development; and that (2) it seeks to identify and enrich Philippine culture and make its own. The University, with its large pool of intellectual and creative resources, encourages and supports research among its faculty, students, and staff, including the practical application and economic use of these researches towards the attainment of its Mission and for the benefit of the general public. The University also promotes and cultivates innovation and the honing of one’s talents in pursuit of nationwide cultural development and growth.

The development of innovative technologies, as well as the creation of various works, which serve the public good is a concrete contribution of the University. Therefore, the University hereby adopts the following Policy on Intellectual Property.

This Policy governs the ownership, protection, and commercial exploitation of all forms of Intellectual Property created by Researchers, Inventors and Creators in the course of their duties or activities at the University, as well as in cooperation with third parties, including other academic, research, industrial, cultural, and business organizations.

Through this Policy, the University envisions to promote, encourage, and facilitate:

1. Relevant scientific, social, artistic, and cultural research and innovation at the University;
2. Effective research and innovation collaboration with third parties;
3. The creation of various literary or artistic works at the University;
4. The protection of the rights of creators and researchers;
5. Efficient and sustainable management of Intellectual Property;
6. Fair distribution of economic benefits arising from commercialization of Intellectual Property among relevant stakeholders; and
7. Enhancement of the University’s goodwill as an academic research institution, as well as a fertile ground for cultural and holistic development.

Nothing in this Policy overrides the provisions of Republic Act No. 8293 or the Intellectual Property Code of the Philippines, as amended by Republic Act 9502 and Republic Act No. 10372 (hereinafter “IP Code”), Republic Act No. 10055 or the Philippine Technology Transfer Act of 2009 (hereinafter “Technology Transfer Act”), Republic Act No. 8371 or the Indigenous Peoples’ Rights Act of 1997, and all laws and treaties that bind the Philippines to which this Policy relates to, and which are deemed incorporated herewith.

SECTION 2 DEFINITIONS

- a. “**Commercialization**” is any means of developing for profit any Intellectual Property, including assignment, licensing, and exploitation within and outside the University.
- b. “**Copyright**” is the bundle of rights, as enumerated in Section 177 of the Intellectual Property Code, given by law to the Creator or Researcher over his work/research.
- c. “**Copyrighted works**” refers to any literary, artistic, scholarly, scientific, and derivative works which qualify for copyright protection under the Intellectual Property Code.

- d. **“Creator”** is the natural person who has created the work. "Creator" is used interchangeably with "Author."
- e. **“Industrial Design”** is an aesthetic, ornamental, and non-functional aspect of an article, and may consist of three-dimensional features such as the shape or surface of an article, or of two-dimensional features, such as patterns, lines, or colors.
- f. **“Intellectual Property”** shall refer to a product of the intellect which can be attributed to specific persons or institutions, such as inventions, technologies, developments, improvements, processes, research results, works of art, visible distinctive signs, undisclosed information, and other matters protected under the Intellectual Property Code.
- g. **“Intellectual Property Rights”** (IP Rights or IPRs) are ownership and associated rights relating to Intellectual Property, as provided for by law, including patents, rights in utility model, plant breeder’s rights, plant variety protection rights, rights in geographic indications, rights in designs, trademarks, service marks, trade names, collective marks, copyrights, topography rights, know-how, and trade secrets, including applications or rights to apply for them, extensions and renewals of such rights, and all rights or forms of protection having equivalent or similar effect anywhere in the world.
- h. **“Invention Disclosure Agreement”** is a written submission of a potential patentable invention which involves all information regarding the invention. The written document should list the name of all collaborating sources, along with the necessary information needed for patenting.
- i. **“Inventor”** is the natural person who has created a patentable Invention under the Intellectual Property Code.
- j. **“Material Transfer Agreement”** is an agreement that demarcates the rights and boundaries of the provider and recipient of research materials to ensure the protection of intellectual and other property rights of the provider, while permitting the use of materials for research.
- k. **“Non-Disclosure Agreement”** is a formal agreement between the parties where confidential information is shared and expressed, and wherein access to such confidential information is restricted against third parties or the public.
- l. **“Patent”** is an exclusive right imbued to the Inventor or his assignee of an Invention that is new, involves an inventive step, and is industrially applicable.
- m. **“Prototypes”** are a model of the final product capable of achieving most of the functions of the final product. It is intended to show prospective sponsors a product without requiring mass manufacture.
- n. **“Researcher”** refers to persons who perform any research task at the University, or participate in any research project administered by the University, including those funded by external sponsors; and in either case, use the University’s resources. Such persons may include:
 - (1) employees of the University, including student-employees and technical staff;
 - (2) students, including graduate and postgraduate students of the University; or
 - (3) any person, not employed or enrolled in the University, fulfilling the above-mentioned requirements, including visiting researchers and exchange students;
- o. **“School”** refers to the individual Loyola Schools, such as the School of Humanities, School of Social Sciences, School of Science and Engineering, and the School of Management; the Ateneo Grade School, Ateneo High School, and the Ateneo Professional Schools, namely, Ateneo Graduate School of Business, Ateneo Law School, Ateneo School of Government and Ateneo School of Medicine and Public Health.
- p. **“Trademarks and Service Marks”** means any visible sign capable of distinguishing the goods (trademark) or services (service mark) of an enterprise and shall include a stamped or marked container of goods.

- q. **“Undisclosed Information”** are proprietary information held in secret or not generally known among or readily accessible to persons within the circles that normally deal with the kind of information, has commercial value because it is secret and has been subject to reasonable steps under the circumstances, by the person lawfully in control of the information, to keep it secret.
- r. **“University”** refers to the Ateneo de Manila University and includes the Loyola Schools, and the Ateneo Professional Schools, namely, Ateneo Law School, Ateneo Graduate School of Business, Ateneo School of Government, and Ateneo School of Medicine and Public Health.
- s. **“University resources”** means any form of funds, facilities or resources, including equipment, consumables, and human resources provided by the University either directly or indirectly.
- t. **“University Use rights”** are the universal, non-exclusive, royalty-free use rights of the University to reproduce, publish, display, perform, and/or publicly distribute works made available to the University for the non-commercial purposes of education, exhibition, accreditation, development, alumni relations, promotion, and the like; as examples of faculty and student work; and for inclusion in its permanent collection and/or archives.
- u. **“Utility Models”** are inventions that are new and industrially applicable.
- v. **“Visiting Researchers”** mean individuals having an association with the University without being either employees or students. “Visiting Researchers” include academic visitors, individuals with honorary appointments in the University and emeritus staff.

SECTION 3 GENERAL PRINCIPLES

3.1 The University recognizes that students, Researchers, Creators, and Inventors have the right to claim ownership of IPRs over works they have created without the University’s support.

3.2 The University recognizes the faculty’s freedom in research and in the publication of their results subject to the adequate performance of their other academic duties.

3.3 The University subscribes to the principle that recognition of Intellectual Property Rights of Researchers enhances accountability and accessibility of the public to the fruits of research.

3.4 The University subscribes to the principle that protection and encouragement of artistic, literary and intellectual self-expression of Creators enriches the culture.

3.5 All Researchers who utilize the facilities of the University have an obligation to disclose patentable and copyrightable works to the University, regardless of ownership.

3.6 The University will endeavor to support all types of research, creation, and innovation, whether basic or applied, which further its Mission and which raise the level of scholarship and artistic self-expression.

3.7 Commercialization of IP may be pursued by the University but in a manner that does not interfere with its mission to “preserve, extend, and communicate truth and apply it to human development and the preservation of the environment.”

3.8 The University may also opt not to seek IP protection even for outstanding discoveries and inventions. Faculty, students and Researchers may then seek IP protection on their own initiative.

3.9 The University, in cooperation with the State, shall endeavor to learn more about, and find ways to protect and respect, indigenous culture, traditions, and institutions, and the intellectual property associated with Indigenous People.

SECTION 4 OBJECTIVES

4.1. The recognition and protection of IP Rights are necessary for the establishment of a strong research environment and the cultivation of creativity and innovation. An effective IPR system provides incentives for research and creativity, facilitates access to research and creative output, protects against misuse and unauthorized use of Inventions and other original creations, and can contribute financial resources for the sustainability of research and creative activities. In addition, a well-crafted IPR system facilitates collaboration with other institutions and external individuals, and provides better protection for the University's rights as an institution.

4.2 Thus, through this Policy, the University seeks:

- a. To encourage innovation and creativity in the development of useful Inventions, technologies, researches, and original creations;
- b. To protect the rights of Researchers to the products of their research endeavors, the rights of Inventors over their inventions, and the rights of Creators over their works;
- c. To encourage and protect freedom of self-expression among students, faculty and other members of the University engaged in literary, intellectual or artistic creation.
- d. To raise funds from the proceeds of Intellectual Property which are generated using its resources;
- e. To enforce IPR in an appropriate manner in order to maintain the academic nature of the University; and
- f. To provide an effective and efficient mechanism that:
 - i. Clarifies the rights and obligations of Researchers, Inventors, and Creators;
 - ii. Monitors and documents research in the University, in particular those which are subject to intellectual property protection.
 - iii. Monitors and keeps records of IPRs owned by the University;
 - iv. Defines the procedures for technology transfer, assignment, licensing, dispute resolution, and other IP matters;
 - v. Ensures that research and the sharing in the benefits of research follow ethical precepts, including matters of conflict of interest and professional and personal responsibility; and
 - vi. Provides for the registration, maintenance, and protection of IPR.

4.3 For purposes of implementing the provisions of this policy, the Ateneo Intellectual Property Office (AIPO) shall be created to handle the University's intellectual property-related rights, matters, and disputes.

SECTION 5 SCOPE OF THE POLICY

5.1 This Policy shall apply to all forms of intellectual property created on or after the date of approval of this Policy by the University Board of Trustees, and to all IP Rights associated with them.

5.2 This Policy shall apply to all University students, faculty, postdoctoral fellows, consultants, Researchers, Visiting Researchers, research assistants, scholars, University employees, and other Inventors or Creators of the University pursuant to legal instruments, including employment

contract, collective research agreement or individual agreement. Visiting students from other universities are also covered by this Policy.

- a. *Employment Contract.* The University Office of Human Resource Management and Organization Development shall ensure that all employment contracts or other agreements to that effect, include a provision binding Researchers, Inventors, and Creators to this Policy.
- b. *Student Agreement.* The University shall require the student to be bound by this policy upon enrollment, or upon entering the University pursuant to an agreement with another institution/university.
- c. *Research Assistants.* Research assistants who are neither students nor employees of the University shall be bound by the provisions of this Policy as regards all their intellectual property output.
- d. *Incoming Visiting Researcher.* The AIPO shall ensure that Researchers not employed by or enrolled in the University, including Visiting Researchers, shall sign an agreement to be bound by this Policy, including an agreement assigning to the University ownership of intellectual property created by them in the course of activities in connection with their association with the University, prior to any engagement of any research activity at the University.
- e. *Outgoing Visiting Researcher.* In cases wherein a Researcher, employed by the University but working in another institution as Visiting Researcher, is required to sign any document which might affect the University's IP Rights, the Researcher shall first obtain a written approval from the head of the AIPO. The approval shall be granted if no University IP Rights are being affected. If the University's IP Rights are affected, the AIPO shall negotiate with the third-party institution for an arrangement which shall not prejudice the interests of the University.
- f. *Surviving Rights and Obligations.* Rights and obligations under this Policy shall survive any termination of enrollment or employment at the University.

5.3 The present Policy shall not apply in cases in which the above mentioned person/s entered into an express agreement with the University before the effective date of the Policy, or the University previously entered into an agreement with a third party, concerning rights and obligations in conflict with those set out in this Policy.

5.4 This Policy shall respect the University's policies on:

- a. Academic standards and ethics, such as plagiarism, dishonesty, and due recognition of work;
- b. Ethics in Research and, where appropriate, decisions of the University's Ethics Board;
- c. Conflicts of interest and guidelines regarding the practice of one's profession; and
- d. Grants, contracts or other arrangements with third parties, including sponsored research agreements, collaboration agreements, license agreements, and the like, if these terms are more beneficial to meet the purposes and principles of these guidelines.

This Policy shall also form part of the University's policies, which include the following:

- a. Faculty, Student, and Employee Manual
- b. Policy on Research Ethics
- c. Decisions of the University Ethics Board
- d. Guidelines on Conflict of Interest
- e. Non-Disclosure Agreement (NDA)
- f. Material Transfer Agreement (MTA)

- g. Invention Disclosure Agreement (IDA)
- h. Guidelines on Technology Transfer and Related Agreements
- i. Other related University policies.

5.5 This Policy does not supersede the University's rules on:

- a. Dishonesty and plagiarism;
- b. Conflict of interest;
- c. The University's right to negotiate and meet its obligations;
- d. Moral and ethical behavior;
- e. Research and editorial policies of its constituent units; and
- f. Other rules deemed essential to its Mission and Vision, and character as a University.

SECTION 6 OWNERSHIP

6.1. *Employees.* All rights in Intellectual Property devised, made, or created by an employee of the University in the course of his or her regularly-assigned duties and activities of employment shall generally belong automatically to the University. This also applies to student employees.

6.2. *Students.* Students who are not employed by the University shall own all Intellectual Property and associated IP Rights they create in the normal course of their studies, subject to applicable University Use rights, EXCEPT when ownership belongs to the University pursuant to Section 7, Section 8, and Section 9 of this Policy on copyright, patent, and trademarks.

6.3 *Others.* Ownership of intellectual property created or made by other persons performing research tasks in the University, who are neither employees nor students, in the course of their research activities in the University shall generally belong automatically to the University, UNLESS there is a separate agreement regarding ownership entered into depending on the status of such person, in which case, Section 2 (n) and Section 5.2 shall be considered alongside Sections 7, 8, and 9.

SECTION 7 COPYRIGHT

7.1 *Copyright.* Copyright and all other economic rights over Copyrightable Works shall be owned by the Creators, EXCEPT in the following cases, where the copyright shall belong to the University:

- a. Works specifically commissioned by the University;
- b. Works that are produced through significant use of University Resources, when such use is not covered by tuition fees and/or scholarship grants;
- c. Works that are produced through significant use of University Resources even though created by an employee outside the course of his or her duties, activities, and employment.;
- d. Works created by an employee in the course of his or her regularly-assigned duties, activities, and employment;
- e. Works developed or created in the course of, or pursuant to, a scholarship sponsored by a third party under a separate agreement, a sponsored research or other third party agreement, the copyright of which shall belong to the University;
- f. Philippine government funded research and development, wherein the copyright belongs to the University pursuant to the Technology Transfer Act of 2009; and

- g. Works whose authorship cannot be assigned despite the application of this Policy, such as those attributed to more than a discrete number of authors, or resulting from simultaneous or sequential contributions over time by multiple authors.

7.2 Contractual Stipulation on Copyright. Notwithstanding Section 7.1 above, the ownership over any Copyrightable Work may be subject to agreement between the University and the Creator.

7.3 Joint Authorship. In the case of works resulting from the contribution of efforts coming from different persons, authorship shall be determined as follows:

- a. By contractual stipulation; or
- b. By application of the rules for joint ownership under the Intellectual Property Code.

7.4 Dispute Resolution. Authorship disputes shall be resolved through alternative modes of dispute resolution, such as mediation and arbitration, to be facilitated by a body convened by the AIPO. Legal action shall only be pursued in the event of a failure of any of these modes of dispute resolution pertaining to the authorship of copyright of works.

7.5 License for Publication. In order to enable the University to perform its mission of transferring knowledge and technology for the public benefit, every Researcher, employee, and student is required to grant a royalty-free license in favor of the University for the reproduction, publication and public distribution of copies of thesis, dissertation and other works, the copyright of which belongs to such Researcher, employee, or student under this Policy

7.6 Exclusive license and assignment of copyright. In cases when the work is owned by or licensed exclusively or permanently assigned to the Creator, the University shall retain the right to a non-exclusive, nontransferable, irrevocable, royalty-free, worldwide license on the work for research, educational and humanitarian purposes.

7.7 Publication of Research, Thesis, or Dissertation. The AIPO may, on its own or upon request of the School concerned, evaluate any thesis, dissertation or research output by students, employees, and researchers, and recommend the postponement of its publication if, after the examination, the AIPO finds that there is a need to pursue IP protection on the part of the University for purposes of commercialization. Such evaluation and examination by the AIPO of the research output shall be made within a reasonable time depending on the circumstances.

7.8 Audio and video recordings. The University does not claim rights in the intellectual, artistic, or literary content of the audio or video recordings of a lecturer or creator of the audio and video recordings; the copyright over the content shall be governed by this Policy.

The lecturer or other Creator of the presentation being recorded reserves the right to disallow the recording of the same and to obtain remedies via the guidelines that may be issued by the AIPO.

SECTION 8 PATENTS & RELATED RIGHTS

8.1 Patent and Related IP Rights. - The right to own a patent shall belong to the Inventor(s), EXCEPT those instances when the patent and all related IP Rights belong to the University, as provided in this Policy, including:

- a. a. Inventions that are supported significantly by the University funds or other University Resources;

- b. Inventions by an employee in the course of his or her regularly-assigned duties, activities, and employment;
- c. Regardless of the source of funding, inventions produced in pursuit of a scientific project or purpose at the direction and control of the University;
- d. Inventions whose ownership cannot be attributed to one or a discrete set of researchers, despite the application of this Policy;
- e. Those that are stipulated by contract as commissioned works;
- f. Inventions developed or created in the course of, or pursuant to, a scholarship sponsored by a third party under a separate agreement, a sponsored research or other third party agreement, the patent of which shall belong to the University; and
- g. Philippine government funded research and development, wherein the patent belongs to the University pursuant to the Technology Transfer Act of 2009.

8.2 Contractual Stipulation on Patents and Related Rights. Notwithstanding Section 8.1 above, the ownership over any invention or patentable work may be subject to agreement between the University and the Inventor.

8.3 License to Commercialize. In case of a University-owned patent and a license granted to an inventor for the commercialization of the invention, the License Agreement shall specify the University's share of the royalties and other benefits that may accrue from the commercialization of the patented invention.

8.5 Exclusive license and assignment of patent. In cases when the invention is owned by or licensed exclusively or permanently assigned to the inventor, the University shall retain the right to a non-exclusive, nontransferable, irrevocable, royalty-free, worldwide license on the invention for research, educational and humanitarian purposes.

8.6 Contractual Obligation. No license shall be granted in violation of any prior contractual obligation of the University.

8.7 Inventorship. Inventorship of inventions arising from collaboration may be sole, primary or joint, and shall be determined as follows:

- a. By contractual stipulation; or
- b. By determination of the extent of contribution to the inventive step.

8.8 Dispute Resolution. Disputes shall be resolved through alternative modes of dispute resolution, such as mediation and arbitration, to be facilitated by a body convened by the AIPO. Legal action shall only be pursued in the event of a failure of any of these modes of dispute resolution pertaining to the authorship of copyright of works.

SECTION 9 TRADEMARK

9.1 Trademarks and Service Marks. Students, faculty, university staff, employees, and other persons who have created Trademarks and/or Service Marks in the course of regular university work or projects shall be afforded the opportunity to register the marks and acquire rights thereto in accordance with the provisions of the Intellectual Property Code. The University shall not require as a condition for finishing a school project or assignment that the Trademark be registered under the name of the University or any of its colleges or affiliated entities.

This Policy shall not govern the use of, transactions, and all matters pertaining to registered Ateneo marks. Said registered marks will be subject to the "*University Business Affairs Office - Policies and Procedures Manual: Sponsorships, Licensing, and Business Partnerships*" and other applicable rules.

9.2 *Dispute Resolution*. - Trademark-related disputes shall be resolved through alternative modes of dispute resolution, such as mediation and arbitration, to be facilitated by a body convened by the appropriate officers/division of the AIPO. Legal action shall only be pursued in the event of a failure of any of these modes of dispute resolution pertaining to the Trademark ownership.

SECTION 10 UNDISCLOSED INFORMATION

10.1 *Research Output, Thesis and Dissertation*. As a general policy, any research output, thesis, dissertation, and other course-related projects, should not depend on Undisclosed Information that will compromise the completion of their academic requirements.

10.2 *Non-disclosure Agreement*. As a policy, the dissemination of Undisclosed Information should be subject to a Non-Disclosure Agreement (NDA) which should include all parties involved in the work.

10.3 *Review of Disclosures*. The AIPO shall implement a system of review and assessment of disclosure of research results in public forums or publications from projects which are covered by NDA.

10.4 *Material Transfer Agreement*. The rights, obligations and/or the restrictions of all materials shared between Researchers of the University and external entities shall be covered by a Material Transfer Agreement (MTA). This shall include Prototypes, biological organisms, devices, and the like.

SECTION 11 IMPLEMENTATION AND PROTECTION OF INTELLECTUAL PROPERTY

11.1 The Ateneo Intellectual Property Office (AIPO) is the main office responsible for the protection and commercialization of the University's Intellectual Property.

11.2 *Functions and Duties*. The AIPO shall:

- a. Resolve disputes arising out of, or in relation to, this Policy;
- b. Oversee the protection of the University's Intellectual Property, in accordance with this Policy;
- c. Determine the patentability of a work;
- d. Supervise the disclosure of all works created and inventions conceived or first reduced to practice by all Researchers;
- e. Assist in the execution of agreements, affidavits, applications, complaints and other documents relating to works and inventions necessary to facilitate the filing of patents;
- f. Register or deposit intellectual property with the IPO Philippines and/or foreign Intellectual Property offices on behalf of the University;
- g. Negotiate contracts related to the commercialization of Intellectual Property owned or assigned to the University;
- h. Monitor the status of royalty payments;

- i. Review and settle disputes regarding the sharing and distribution of royalties in a manner consistent with these policies and guidelines;
- j. Review and recommend, upon consultation with the appropriate personnel and units, appropriate policies for the University which can strengthen science and technology research and development;
- k. Provide assistance by giving information to parties who wish to register/deposit their works/other intellectual property with the appropriate bodies;
- l. Advocate within the University for the protection of intellectual property;
- m. Issue guidelines and implementing rules of the IP Policy;
- n. Approve the licensing or assignment of intellectual property owned by the University;
- o. Recommend changes in this Policy;
- p. Recommend the creation of other offices, when necessary under the circumstances; and
- q. Such other functions as may be necessary to carry out the objectives of this Policy.

Provided, that pursuant to Section 9 of this Policy, all matters pertaining to registered Ateneo marks shall not be handled by the AIPO, but by the Office of the Vice President for Finance and Treasurer.

11.3 Creation of AIPO Departments and Divisions. For purposes of implementing the provisions of this policy, the AIPO shall create its own departments, divisions, and/or units necessary for overseeing the protection of all the University's intellectual property and coordinating with other offices for all activities in relation to their protection and commercialization, as well as other functions that may be necessary to carry out the objectives of this IP Policy.

11.4 AIPO Issuances and Regulations. The AIPO shall issue its own implementing rules and regulations to fulfill its functions under this Policy. All guidelines and implementing rules created pursuant to this Policy by AIPO and/or the individual Schools shall be promulgated, attached herewith, and deemed incorporated by reference into this Policy upon their effectivity.

11.5 Dispute Resolution. In the first instance, disputes in relation to this Policy shall be resolved by the relevant AIPO division. A decision shall be made within a reasonable time depending on the circumstances. Absent directly applicable provisions in this Policy, the relevant provisions of law shall be applied suppletorily.

11.6 Appeals from Division Decisions. Decisions of any AIPO division shall be appealable to the head of the AIPO within thirty (30) days from receipt by the party of the division decision.

11.7 Transition Period. In order to effectively implement this Policy, the AIPO is authorized to retain all the fees, royalties and other income collected by it, for the account of the University under this Policy for use in its operations, subject to existing accounting and auditing rules and regulations of the University. This amount shall be deposited and maintained in a separate account or fund, which may be used or disbursed directly by its divisions, subject to the approval of the head of the AIPO.

The University shall provide the annual budget for the AIPO's operations in the first (5) years or until its revenues become sufficient to fund its operations, whichever comes first.

SECTION 12 BREACHES

12.1 Breach of Policy. Breach of the provisions of this Policy shall be dealt with under the normal procedures of the University and in accordance with the relevant provisions of law.

12.2 *Penalties*. Any person found to have breached any of the provisions shall suffer the following penalties:

- A period of ineligibility not exceeding five (5) years for research grants from the University or any of its affiliated foundation;
- Automatic removal of research load credits and ineligibility to receive these benefits for a period not to exceed five (5) years; and
- If applicable, disqualification for any administrative position and automatic removal from any University administrative position for a period not exceeding five (5) years.

This is without prejudice to any other penalties that may arise from other issuances of the AIPO, the Schools, or from the violation of national and local government rules and regulations, university policies or guidelines, including the Student Handbook.

SECTION 13 EFFECTIVITY

13.1 *Effectivity*. This policy shall be effective fifteen (15) days from the date of first publication on the web page of the Ateneo de Manila University System and/or other forms of appropriate media accessible to all members of the University, after final approval of the Board of Trustees of the University.

Other guidelines, issuances, and implementing rules issued pursuant to this Policy shall contain provisions regarding their own effectivity.

13.2 *Amendments*. The provisions of this policy may be reviewed and amended by the University on a yearly basis, or as they deem necessary. The University shall undertake to notify University employees and students as soon as is practicable of such amendments. The amendments shall be in full force and effect on the date the amendments have been announced by the University to take effect, after final approval of the Board of Trustees.

13.3 *Non-Retroactive Effect*. Agreements entered into by the University and the Researcher(s) prior to the effectivity date shall be governed by the agreement and/or provisions of the Policy in effect at the time of the signing.

7. The Loyola Schools Policy Statement on Building a Gender Inclusive, Gender Responsive, and Gender Safe Community

(Refer to Code of Decorum and Administrative Rules on Sexual Harassment, Other Forms of Sexual Misconduct and Inappropriate Behavior for additional information available at <https://www.ateneo.edu/central/policies/code-of-decorum>)



ATENEO DE MANILA UNIVERSITY

Office of the Vice President
For the Loyola Schools

17 December 2018

MEMO TO: The Loyola School Community

MEMO FROM: **Maria Luz. C. Vilches, Ph.D.**
Vice President

RE: **THE ATENEO DE MANILA UNIVERSITY LOYOLA SCHOOLS
POLICY STATEMENT ON BUILDING A GENDER INCLUSIVE,
GENDER RESPONSIVE, AND GENDER SAFE COMMUNITY**

Filipino, Catholic, and Jesuit, the Ateneo de Manila University Loyola Schools in an academic community that upholds the dignity of every human person. In consonance with the teachings in the Gospels and the Ignatian principles of conscience, competence, compassion, and commitment, it strives to cultivate a strong culture of respect for human rights. It endeavors to promote justice that is rooted in genuine empathy and understanding of the struggle and suffering of others. Within the broader context of a just, humane, and equal world, it rejects and confronts all forms of sexual and gender-based violence and discrimination, True to its belief in a faith that does justice for all, it seeks ways of establishing structures that support gender inclusivity, promote gender responsiveness, embrace the call for gender justice, and build a gender safe community.

An **inclusive community** respects human dignity, one's right to self-identity and self-expression, and diversity.

A **gender-responsive community** promotes gender equality, gender sensitivity, and gender-fair education. *Gender equality* is the recognition that all human beings, regardless of their sex, gender, and sexuality, are equal in dignity and in rights. *Gender sensitivity* refers to the practice of respect, empathy, and compassion embedded in the awareness of conditions that perpetuate gender inequality and gender injustice and the engagement of practices that seek to transform these conditions. *Gender fair education* refers to teaching and learning practices that promote gender equality and justice, including the use of non-sexist language and the avoidance of gender stereotypes and gender biases.

A **safe community** is free of sexual or gender-based violence, discrimination, and harassment. It recognizes the inherent dignity of every person; any form of violation of the body is a violation of a person's dignity and integrity.

The Loyola Schools is dedicated to the building of a gender inclusive, gender responsive, and gender safe community for all by creating an enabling environment, developing transformative practices, and providing adequate responses.

An **enabling environment** institutionalizes policies, standards, and procedures which facilitate the promotion of a gender inclusive, gender responsive, and gender safe Loyola Schools community.

Transformative Practices address existing biased or discriminatory policies, practices and programs, and effect change for the betterment of life for all.

Adequate responses provide appropriate measures and genuine efforts to realize progressively a gender inclusive, gender responsive and gender safe community for all students and employees of the Loyola Schools through clear policies and accessible services including immediate assistance, support services, referral mechanisms, and protective and corrective measures to address all forms of sexual or gender-based violence.

This policy statement applies to the Loyola Schools community as a whole. It shall be interpreted in light of Ateneo de Manila University's vision, mission, and policies.

8. All-gender Restrooms in the Loyola Schools



ATENEO DE MANILA
UNIVERSITY

23 March 2018

MEMO TO: THE LOYOLA SCHOOLS COMMUNITY

FROM: MARIE JOY R. SALITA
ASSOCIATE DEAN FOR STUDENT AND ADMINISTRATIVE SERVICES

RE: ALL-GENDER RESTROOMS IN THE LOYOLA SCHOOLS

In the school's effort to create an environment of inclusivity, and in partnership with the Sanggunian ng mga Mag-aaral, the Loyola Schools would like to inform the community of the availability of all-gender restrooms within the LS campus. Anyone may use these restrooms regardless of gender identity or expression. These restrooms can accommodate only one person at a time. These are also available for the use of persons-with-disabilities.

The location of these restrooms are as follows:

Kostka Hall Ground floor
Berchmans Hall Ground floor
Leong Hall Ground floor West
Dela Costa Hall Ground floor
MVP Student Center Ground floor SEC A Ground Floor
SEC C Ground floor
CTC Ground floor
Bellarmine Hall Ground floor
New Rizal Library Ground floor
LS PE Area, Covered Courts University Dorm lobby
Cervini Hall lobby
Eliazo Hall lobby

Said restrooms will be properly labeled with appropriate signs, as shown below, to signify all-gender use.

Thank you.

Sample All-Gender and PWD Restroom Signage:



9. Ateneo de Manila University's Implementing Rules and Regulations on the Anti-Sexual Harassment Act of 1995

(Refer to Code of Decorum and Administrative Rules on Sexual Harassment, Other Forms of Sexual Misconduct and Inappropriate Behavior for Updated Information available at <https://www.ateneo.edu/central/policies/code-of-decorum>)

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.

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, contractuels, 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, reemployment, 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.

10. Creation of the Loyola Schools Gender Hub & the Provision of Support & Assistance for Cases of Sexual Harassment, Misconduct, & Violence



ATENEO DE MANILA UNIVERSITY

Office of the Vice President
For the Loyola Schools

6 August 2019

MEMO TO: **The Loyola Schools Community**

MEMO FROM: **Maria Luz C. Vilches, PhD**
Vice-President for the Loyola Schools

SUBJECT: **CREATION OF THE LOYOLA SCHOOLS GENDER HUB & THE PROVISION OF SUPPORT & ASSISTANCE FOR CASES OF SEXUAL HARASSMENT, MISCONDUCT, & VIOLENCE**

In the spirit of building a gender inclusive, gender responsive, and gender safe community, the Vice President's Council has approved the creation of the Loyola Schools Gender Hub which commenced operations on August 1, 2019.

The LS Gender Hub is tasked to operationalize the Ateneo de Manila University Loyola Schools Policy Statement for Building a Gender Inclusive, Gender Responsive, and Gender Safe Community (VPLS Memo dated 17 December 2018). It will have three strategic thrusts: (1) developing and coordinating gender-responsive procedures and standards; (2) designing and implementing gender sensitivity training programs and support services for cases of sexual harassment, sexual misconduct, and sexual and gender-based violence; and, (3) providing and organizing positive spaces, including physical safe spaces, social spaces, and online spaces.

The LS Gender Hub will provide holistic care and support for complainants during the handling of cases of sexual harassment, sexual misconduct, sexual and gender-based violence, and other forms of sexual and gender-based offenses. The hub will have licensed psychologists to accompany complainants from the beginning until the end of the grievance process. In efforts to make these support services more accessible, the grievance processes for the intake of complaints in relation to sexual and gender-based offenses are now streamlined and centralized with the LS Gender Hub.

The following structural and procedural changes are in place:

1. **The intake of all complaints of sexual harassment, sexual misconduct, sexual and gender-based violence, and other forms of sexual and gender-based offenses will be handled by the newly constituted Loyola Schools Gender Hub** headed by Dr. Mira Alexis P. Ofreneo. This structural and procedural change centralizes the grievance mechanisms previously housed under the *Office for Student Services (OSS)* for complaints against students and the *H. R. Support Services (VPLS)* for complaints

against employees (faculty, professionals, staff, administrators). In this new structure, all complaints of misconduct of a sexual or gender-based nature will be handled by the *Loyola Schools Gender Hub*.

2. The LS Gender Hub will serve as a center for care, guidance, and support to complainants reporting cases of sexual or gender-based offenses during the entire process of filing and handling a disciplinary case against a student or employee. Complainants, whether students, faculty, professionals, staff, administrators, or outsiders, will be given immediate assistance and the necessary support services, including counseling or therapy, as well as referral services to other offices for care and support.
3. The LS Gender Hub will be an independent and autonomous body to the offices handling the investigation of disciplinary cases against students and employees. It will report directly to the Office of the Vice-President for the Loyola Schools (VPLS). It will liaise between the complainant and these investigative bodies as well as accompany the complainant during investigative proceedings. It will refer and coordinate with the Office of Student Discipline (OSD) for complaints against students, with H.R. Support Services (VPLS) for complaints against employees (faculty, professionals, staff, administrators), and with the University Committee on Decorum and Investigation (CODI) for cases of sexual harassment.

Queries may be addressed to Dr. Mira Alexis P. Ofreneo, Director of the LS Gender Hub, mofreneo@ateneo.edu. The LS Gender Hub may be reached at its physical location on the 2nd floor of Gonzaga Hall (beside the cafeteria). A local telephone number will be announced as soon as it's installed.

As the LS Gender Hub begins its operations, it will develop protocols for addressing issues encountered in the process of handling cases of sexual and gender-based offenses. We request for the community's support in our continuing efforts to provide adequate measures to realize a gender inclusive, gender responsive, and gender safe community.

This memo supersedes the memo on "Attending to Acts of Misconduct of a Sexual Nature" (dated 9 February 2018) and the memo on "Procedures for Filing and Handling Complaints against Acts of a Sexual Nature" (dated 31 May 2017).

(Updates available at <https://www.facebook.com/lsgenderhub>)

II. Ateneo de Manila University Presidential Regulation on Organizations and Societies

Whereas, in the history of Jesuit schools there is a tradition of organizations or societies whose goals include the promotion of excellence on Christian life and various lines of endeavor;

Whereas, there are organizations or societies in the Philippine school system which have the practice of making prospective members undergo initiation rites entailing physical or moral violence on the person of neophytes or affronts on the dignity of the human person;

Whereas, such organizations or societies constitute a serious obstacle to the attainment of the goals of Jesuit and Christian education;

NOW THEREFORE, after having assessed the potential obstacles to the implementation of a regulation on the subject and confident in the moral strength and support of the Ateneo de Manila University community, I hereby promulgate the following disciplinary regulation:

1. After the promulgation of this regulation, any student who knowingly and by overt acts becomes a member, or remains a member of, or recruits prospective members for, any organization or society, whether open or secret, which requires tolerant acts of violence or affronts to personal dignity in any form on any person as part of the initiation rites or of other organization or society activities, or which maintains a tradition which requires or tolerates such acts or affronts as part of initiation rites or of other organization or society activities, shall be dismissed from the Ateneo de Manila University or denied re-enrollment.
2. Every faculty or staff member of the University is expected, as part of his or her responsibility, to respect this regulation and assist in its faithful implementation.
3. Nothing in this regulation shall be interpreted as a restriction on the right of the students to form unions, associations or societies for purposes not contrary to laws and to the ideals and regulations of the University.
4. The school unit heads are hereby instructed to formulate whatever supplemental regulations they may deem needed for purposes of faithful and effective implementation.
5. This regulation shall take effect today, February 28, 1991.

S. No. 1662

1-1. No. 6573



12. 2015 Statement of Principles and Guidelines Against Profiteering

The Ateneo de Manila, Loyola Schools, is a Filipino, Jesuit, Catholic, tertiary-level educational institution that provides access to performances, concerts, athletic events, exhibits, and instructional opportunities, to members of our community in consonance with educational goals. These are offered to expand the mind beyond the classroom, to enhance school spirit, foster camaraderie, and generally enrich the College experience.

As such, may the community find guidance in the following:

1. Participation in the aforementioned (whether as host, entrepreneur, patron, buyer or reseller) should always remain consistent with school values, among them -- Integrity, Fairness, Social Justice and Ethical Consumption.
2. Engaging in any form of profiteering is contrary to the nature of the Ateneo, especially as regards transactions, events, or products related to or available through the school. Members of the community are therefore encouraged to report any activity of this like, and evidence of such, to the Office of Student Services.
3. These opportunities (concretized in the form of UAAP games and tickets, concert passes, seats to plays and musicals, etc.) are not to be treated as "goods" which can be privately owned and therefore resold for profit. If one suddenly finds one's self unable to take advantage of an opportunity already availed, what is acceptable is to allow it to transfer to someone who can, at the cost of acquisition.
4. Neither should members of the community allow themselves to be contracted by people who seek to make a profit from said events, or wish to circumvent implemented measures to ensure equitable distribution of such opportunities. One's time and effort at acquiring the means to attend such opportunities are not "services to be undertaken" for payment or benefit.

SIGNED: DR. ROBERTO CONRADO A. GUEVARA
Associate Dean for Student Formation

MS. MARIE JOY SALITA
Associate Dean for Student and

Administrative Services

13. Protocol on Suspension of Classes and/or Work Due to Inclement Weather Conditions and Other Weather Disturbances



ATENEO DE MANILA UNIVERSITY

Office of the Vice President
For Administration

Date : 7 August 2017
Memo to : The University Community
From : (Sgd.) Fr. Nemesio S. Que, SJ
Vice President
Subject : Protocol on Suspension of Classes and/or Work Due to Inclement Weather Conditions and Other Weather Disturbances

With the onset of the rainy season, I wish to remind the community of the following protocol to be followed regarding suspension of classes and/or work.

A. On Suspension of Classes

1. Automatic Suspension of Classes

As prescribed by the President of the Philippines through Executive Order No. 66, s. 2012 the following shall take effect depending on the Public Storm Warning Signal (PSWS) raised by PAGASA:

Signal #1	classes at the pre-school level, in the affected area, shall be automatically cancelled or suspended
Signal #2	classes at the pre-school, elementary, and secondary levels, in the affected area, shall be automatically cancelled or suspended
Signal #3 or higher	classes at pre-school, elementary, secondary, and tertiary levels, in the affected area, including graduate school, shall be automatically cancelled or suspended
or	
In the event that PAGASA does not raise a PSWS, local chief executives may implement localized cancellation or suspension of classes.	

When Automatic Suspension of Classes applies, parents, students and faculty members need not wait for an official announcement from the University. Nevertheless, the University Communication and Public Relations Office (UCPRO) will post announcements through the University's official channels.

2. During inclement weather conditions and other weather disturbances (e.g. intense rain, serious flooding, etc.) when Automatic Suspension of Classes does not apply, the following shall be responsible for suspending classes for their respective units:

- AGS Headmaster - Ateneo Grade School

- AJHS Principal - Ateneo Junior High School
- ASHS Principal - Ateneo Senior High School
- VP for the Loyola Schools - Loyola Schools
- Respective Deans - Ateneo Professional Schools

For non-automatic suspension of classes, the UCPRO will get in touch with unit heads for the decision to suspend classes.

3. Official University announcements will only come from the UCPRO.

Official forms of Announcements:

- Pre-recorded announcement in the Ateneo trunk line (activated by the Central-Facilities Management Office in coordination with UCPRO)
- University InfoBoard SMS (text message)
- Facebook and Twitter posts via official Ateneo accounts
- Bulletin on the Ateneo website
- Email memo via the Blueboard mailing list
- Message on the LUXID (LED) InfoBoard
- Radio and TV advisories

Time of Announcements:

- First Announcement: 10 pm the previous day; (if no announcement is made by this time – then the)
- Next Announcement: 4:30 am the day of the intended cancellation of classes.

4. Suspension of classes includes suspension of all student activities.

B. On Suspension of Work

1. The Vice President for Administration and/or the Office of Human Resource Management and Organization Development (OHRMOD) shall be responsible for suspending work for Staff and Administrators of the Basic Education Unit, Loyola Schools and Central Administration.

2. The Vice President for the Professional Schools shall be responsible for suspending work for Staff and Administrators of the Law School, Graduate School of Business, School of Medicine and Public Health and School of Government.

3. Suspension of work includes suspension of all activities in campus.

4. In all instances that work has been suspended, the Central Facilities Management Office (CFMO) together with unit facilities management offices and the Campus Safety and Mobility Office (CSMO) shall designate a skeleton force to ensure safety, security and orderliness in campus.

Again, I pray that everyone keeps safe in times when classes and work have been suspended. Everyone's safety and welfare is the University's utmost concern.

14. Guidelines on Lost & Found



ATENEO DE MANILA UNIVERSITY

Loyola Schools
Office for Student Services

25 April 2017

MEMO TO : The Loyola Schools Community
FROM : Michael Jacinto F. Mallillin
Director, Office for Student Services
RE : Guidelines on Lost & Found

The **Office for Student Services** (OSS) enjoins all members of the Loyola Schools to cooperate in efforts to improve our Lost & Found system and mitigate possible incidences of unauthorized possession of others' property which may result in complaints of theft. The following guidelines will ensure proper turnover of all lost and found items to its proper owner.

A. General Guidelines

1. The only authorized custodians of Lost & Found items are the OSS at the G/F of Xavier Hall (for valuable items, e.g. gadgets, cash, jewelry and other expensive accessories, etc.) and the Department of Student Welfare and Services located at the G/F MVP Building (for non-valuable items, e.g. books, school supplies, clothing and other apparel, umbrellas, etc.).
2. Security personnel are tasked to recover and return all found and turned over items to the OSS on a daily basis. Maintenance staff, office staff, and all other employees are instructed to turn over all lost items retrieved from their respective areas promptly to security personnel, who in turn will properly document all received items and provide the finder with a turnover form.
3. Upon finding a lost item anywhere within the premises of the Loyola Schools during business hours (Monday to Friday 8:00 AM to 5:00 PM; Saturday 8:00 AM to 12:00 NN), immediately and directly surrender it to either the OSS or DSWS depending on the type of item.
4. Upon retrieving an item anywhere within the premises of the Loyola Schools outside business hours (Monday to Friday before 8:00 AM and after 5:00 PM; Saturday before 8:00 AM and after 12:00 NN; Sunday or during holidays at any time), please immediately and directly surrender it to either the closest security personnel or the Security Office (Blue Eagle Gym).
5. If the item is a combination of "non-valuable" and "valuable" (bag with laptop, clothes with cash, pencil case with flash drive, etc.), please bring it to the OSS.
6. If you are unable to immediately return the item personally, please call the OSS (local number 5020 to 5022 or 0920-9142372).

We will send someone from security to your location and do a pickup of the item for you. Security should accomplish and provide you a turnover form to document the item's return. The item will then be brought to either OSS or DSWS on the same business day.

B. Other Reminders

1. Lost & Found items currently on one's person, or in one's work space, lounge, office, or department, should be immediately and directly endorsed to OSS, DSWS, or the Security Office. We appeal to all office and department heads to enforce compliance of this rule in their respective areas.
2. Lost & Found items should be in the possession of the finder for the least amount of time possible. Never prolong being in possession of these items for any reason. For students, unauthorized possession of someone else's property is a Major Offense. For employees, this may be misconstrued as stealing University property or the personal property of another which is an offense as per Ateneo Employee Rules and Regulations.
3. Alert OSS and the Security Office for any irregularity or mishandling of Lost & Found items.
4. Any and all complaints regarding Losses and Thefts may be directed to the OSS Window 9.
5. Contact OSS (local numbers 5020-22) and DSWS (local number 5445) for any inquiries, questions, and concerns.

Let us all do our part in ensuring that all lost items are returned to their proper owners. Thank you in advance for contributing to the safety and security of our second home.

15. Registration of Bodyguards, Drivers and Chaperones



ATENEUM DE MANILA
UNIVERSITY

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 Conduct 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 Conduct 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.

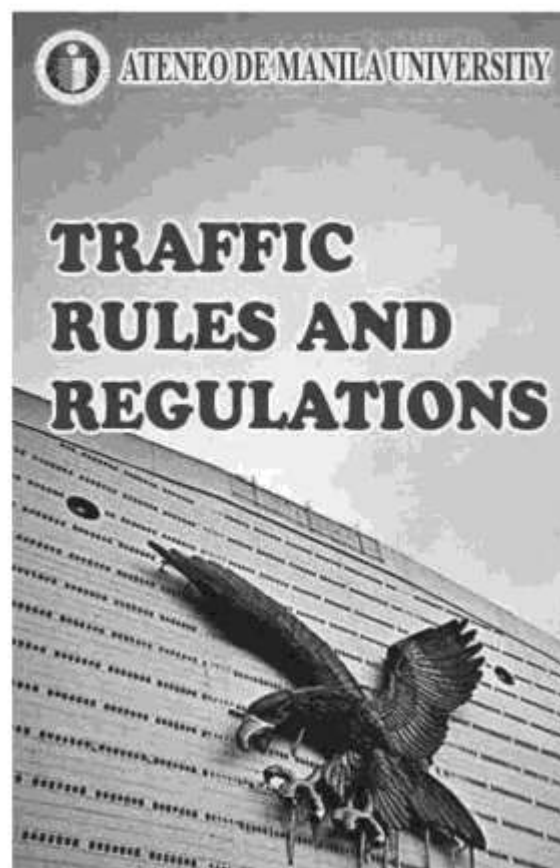
Parking for chauffeur-driven cars is confined to the Northwest Car Park located at the area bounded by C5-Katipunan Road, the Miriam College fence and Fr. Arrupe Road. Drivers and chaperones are also reminded that gambling of any kind is prohibited on campus and violators will be penalized according to University policy.

Application forms are available at the OSS Office, G/F Xavier Hall.

C. Student-related Laws, Ordinances, Administrative Acts and Implementing Guidelines

- Education Act of 1982
- Higher Education Arts of 1994
- Manual of Regulations for Private Higher Education
- Commission on Higher Education Documents
 - a. CHED Memorandum Order No. 36, Series of 1998, 'Policies and Standards on Graduate Education,'
 - b. CHED Memorandum Order No. 9, s.2003, "Addendum to CMO No. 36, s. 1998 entitled Policies and Standards on Graduate Education"
 - c. CHED Memorandum Order No. 19, Series of 2003
 - d. CHED Memorandum Order No. 64, Series of 2017
 - e. CHED Memorandum Order No. 15, Series of 2012
 - f. CHED Memorandum Order No. 63, Series of 2017
 - g. CHED Memorandum Order No. 26, Series of 2015
 - h. CHED Memorandum Order No. 1, Series of 2015
 - i. CHED Statement on Fraternities
[CHED Memorandum Order No. 15, Series of 2019, "Policies, Standards, and Guidelines for Graduate Programs"](#)
- Data Privacy Act of 2012
- Magna Carta for Disabled Persons
- Executive Order No. 66, s. 2012
- RA 11053: An Act Regulating Hazing and Other Forms of Initiation Rites...
- Anti-Violence Against Women and Their Children Act of 2004
- Anti-Sexual Harassment Act of 1995
- Special Protection of Children Against Abuse, Exploitation, and Discrimination Act
- Students' Rights Against Unreasonable Searches and Seizures
- RA 7079: The Campus Journalism Act of 1991
- Electronic Commerce Act of 2000
- Comprehensive Dangerous Drugs Act of 2002
- Dangerous Drugs Board, BR No. 3, Series of 2009
- Tobacco Regulation Act of 2003
- Ecological Solid Waste Management Act of 2000
- RA 8485: The Animal Welfare Act of 1998
- Barangay Ordinance No. 03 S-2012

D. Ateneo Traffic Rules and Regulations



TRAFFIC AND PARKING RULES AND REGULATIONS

The University grounds are private property, giving the University the right to take action against violators of the parking and traffic regulations. Please remember that driving and parking of motor vehicles 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 will abide by these rules and regulations which are enforced 24/7.

Ang pamantasan ng Ateneo ay isang pribadong lugar. Ito ay may karapatang magpatupad ng mga regulasyon, manghuli at magdisiplina sa lalabag ng mga regulasyong ito. Ang pagmamaneha at pagparada ng inyong sasakyan sa loob ng campus ay isang pribilehiyo na maaaring bawlin ng Ateneo anumang oras. Inaasahan ng Pamantasan ng Ateneo na ang lahat ay sumunod sa mga batas trapiko na ipinatutupad sa lahat ng araw at sa lahat ng oras (24/7).

1

PARKING

1. Parking is allowed only in designated areas. It is strictly prohibited to park on main roads, driveways, sidewalks, path walks and loading zones.

Ipinagbabawal ang pagparada ng sasakyan sa main road, driveway, sidewalk, path walk at mga sakayan (Loading Zones).



2

RULES

All vehicles with Ateneo stickers are allowed to park only in designated areas assigned to their units. Ateneo stickers are color coded according to unit (Central Administration: Red, Grade School: Yellow and Orange, Junior High School/Senior High School: Light Blue, Loyola Schools: Navy Blue, Affiliate Units: Gray).

Lahat ng rehistradong sasakyan na may sticker ng Ateneo ay dapat pumarada sa tamang lugar ayon sa kanilang yunit. Ang bawat kulay ng sticker ay nauugnay sa mga yunit.



3

Vehicles with NO Ateneo sticker have NO PARKING PRIVILEGES inside campus, unless they are given a Visitor's Pass, in which case they may park in the designated Visitor's Parking at the Northwest Carpark.

Student-driven vehicles with NO Ateneo sticker park at their own risk of being cited for Parking in Reserved areas.

Using a vehicle once a week is considered regular usage, hence requires a gate pass sticker for the vehicle.

Ang lahat ng sasakyan na walang Ateneo istiker ay walang pribilehiyong pumarada sa loob ng pamantasan maliban na lang kung sila ay bigyan ng "Visitor's Pass" kung saan sila ay maaaring pumarada sa Northwest Carpark.

Ang mga sasakyan na minamaneha ng estudyante na walang Ateneo istiker ay namimiligrong mabigyan ng isang "parking violation" dahil sa pagparada sa paradahang naka-reserba sa mga sasakyang may istiker.

Ang paggamit ng sasakyan isang beses sa isang linggo ay kinakailangang kunan ng sticker.

4

Likewise, parking areas bear signage for Administrators, Faculty / Staff, Students and Visitors.

Ang bawat himpilan / paradahan ay may karatula para sa Administrator, faculty / staff, students at visitors.



5

- 2.** Leaving the engine on while parked is strictly prohibited. Save gas and save the earth. The university promotes a clean and green environment; fumes coming from vehicles are harmful to our health.

Ipinagbabawal ang pag-iwan ng umaandar na makina ng sasakyan habang ito ay nakahinto. Magtipid sa gasolina at panatilihin malinis ang kapaligiran. Ang usok na galing sa umaandar na sasakyan ay hindi makakabuti sa ating kalusugan.



6

- 3.** Overnight parking (past 12:00 MN) is strictly prohibited. Cars may be allowed to park overnight in designated overnight parking areas, only in cases of emergency and official school functions. Permits for overnight parking are secured at the Campus Safety and Mobility Office (CSMO) at the Blue Eagle Gym.

Parking beyond 10:00 pm is NOT ALLOWED at Northwest Parking near Arete.



Ipinagbabawal ang pagparada ng magdamag (lampas alas dose ng gabi) liban kung may emergency o official school function. Maaring kumuha ng Special Permit para sa overnight parking sa CSMO, Blue Eagle Gym.

May sadyang lugar para sa overnight parking. Hindi rin pinapahintulutan ang pagparada sa Northwest Parking pagsapit ng ika-10 ng gabi. Ang Ateneo ay walang aakuing responsibilidad sa pagkawala o pagkasira ng inyong sasakyan kapag ito ay iniwan sa paradahan ng magdamag.

7

Procedure in Securing Overnight Parking Permit
(Mga Patakaran ng Pagkuha ng Overnight Parking Permit)

❖ **Office Hours**

- University personnel and students should secure an endorsement from the school unit prior to the Campus Safety and Mobility Office's approval. (e.g. Office for Student Services for the Loyola Schools students, Department Chair for faculty)

Kinakailangang humingi ng pahintulot mula sa school unit bago aprubahan ng Campus Safety and Mobility Office. (hal. Sa OSS para sa estudyante ng Loyola Schools o sa puna ng departamento para sa guro)

❖ **After Office Hours**

- For Emergency requests after office hours, proceed to the campus security office located at the Blue Eagle Gym and secure a permit for overnight parking.

Sa di-inaasahang paghingi ng pahintulot pagkatapos ng aras ng trabaho, pumunta lamang sa campus security office sa Blue Eagle Gym at kumuha ng overnight parking permit.

8

- 4.** Cars must be parked properly and may not occupy two parking slots. Parking in any manner which obstructs the free flow of vehicles is prohibited. Make sure your car is always within the space allotted for one car.



Iparada nang maayos ang inyong sasakyan. Bawal umokopa ng dalawang parking slots. Ang pagparada na makakasagabal ng maayos na daloy ng trapiko ay ipinagbabawal. Siguraduhing ang sasakyan ay nakaparada sa inilaang lugar para sa isang sasakyan.

9

- 5.** Parking in reserved parking areas is not allowed. This pertains to parking in areas reserved for specified units or types (i.e. Faculty/Staff or Carpool).



Ang pagparada sa mga reserbadong lugar ay ipinagbabawal. Ito ay ukol sa pagparada sa mga lugar na nakatakda para sa mga partikular na unit or sa tipa ng istiker (hal. Faculty/Staff o Carpool)

10

- 6.**



Leaving your vehicle unlocked while parked is not allowed. The University is not responsible for any loss and/or damage to property inside the vehicle parked within the campus.

Ipinagbabawal ang pag-iwan ng sasakyan na bukas. Hindi mananagot ang pamantasan sa mga bagay na mawawala sa loob ng sasakyan at sa anumang pinsala sa mga kagamitan na maiwan sa loob nito habang nakaparada sa loob ng kampus

11

TRAFFIC

- 1.** All traffic / parking rules and regulations are in effect 24/7.



Ang lahat ng batas trapiko at paratnahan sa parking ay ipinapatupad sa lahat ng araw at sa lahat ng oras (24/7).

- 2.** The speed limit on the University streets is strictly 30 kilometers per hour (30kph).



Ang takdang sukdulang bilis ng sasakyan sa mga pangunahing lansangan ng Ateneo ay tatumpung kilometro kada oras (30kph).

- 3.** The speed limit within the University parking zones (e.g. University Dormitory, driveways) is strictly 10 kilometers per hour (10kph).



Ang takdang sukdulang bilis ng sasakyan sa mga parodahan (hal. Dormitory o sa mga lagusan sa tapat ng gasuli) ay sampung kilometro kada oras (10 kph)

12

RULES

- 4.** Drivers of vehicles without the current ADMU gate pass stickers entering the University must surrender a Driver's License upon entering the university premises. Security guards have the Authority to confirm the identity of the people entering the University premises.



Ipinapatupad ng Ateneo ang NO ID, NO ENTRY policy. Ang lahat ng security guards ay may kapangyarihan na siguruhin ang paghahakikilalan ng mga pumapasok ng Ateneo.

- 5.** Pedestrians have the right-of-way AT ALL TIMES on designated areas. Always give way to passing pedestrians. Stop at least 1 meter before a pedestrian lane. Failure to give way to pedestrians is a major traffic violation.



Bigyang daan ang mga tumatawid sa tamang tawiran sa LAHAT NG ORAS. Huminto isang metro bago ang tawiran (pedestrian lane o zebra line). Ang hindi pagtigil para sa tumatawid ay isang malalang paglabag ng regulasyon.

13

- 6.** Motor vehicles (including motorcycles) may only be driven on roadways as sidewalks and path walks are for pedestrians.



Ang bangketa ay para lang sa mga tao. Ipinagbabawal dumuhan dito ang mga sasakyan (kasali na rito ang motorciklo).

- 7.** University motor vehicles may be driven through sidewalks and passageways to allow access for emergency, service and repair.



Ang mga sasakyan lamang ng Pamantasan ang pinahihintulatang gumamit ng mga bangketa upang magbigay daan sa mga sakuna at mga serbisyo / pag-aayos.

- 8.** Cross the streets using the pedestrian lanes. Jaywalking is strictly prohibited. Elevated pedestrian lanes or zebra lines are intended for pedestrians. As a pedestrian, you must look to your left and then to your right before crossing the street.



Tumawid sa lamang tawiran (pedestrian lane) lamang. Mahigpit na ipinagbabawal ang jaywalking. Ang pedestrian lane / zebra line ay sadyang ginawa para sa mga tumatawid lamang. Tuningin sa kaliwa at sa kanan ng kalsada bago tumawid.

14

- 9.** The use of cell phones while driving is strictly prohibited.



Ipinagbabawal ang paggamit ng cell phone habang nagmamaneho.

- 10.** Driving under the influence of alcohol or drugs is strictly prohibited.



Bawal ang nakainom o nakagamit ng bawal na gamot habang nagmamaneho.

- 11.** Headlights must be turned on from dusk until dawn while driving in the University campus.



Buksan ang ilaw ng sasakyan habang nagmamaneho mula sa dupit hapon hanggang madaling araw

15

- 12.** Drivers must follow all traffic and street signs inside the campus. Alteration, removal, and defacing of any of the signage is prohibited.



Saadin ang lahat ng traffic at street sign sa loob ng Ateneo. Ang pagbago, pag-alis o paglipat ng mga ito ay ipinagbabawal.

- 13.** Drivers inside the campus must observe all applicable traffic rules and ordinances of Quezon City and the MMDA in addition to the traffic rules and regulations of the University.



Ipinatutupad sa loob ng Ateneo ang lahat ng batas trapiko at ordinansa sa Lungsod Quezon at MMDA, bukod pa sa loob ng Pamantasan ng Ateneo.

- 14.** Driving, road, and pedestrian courtesy must be observed at all times. Threatening or verbal abuse of students, fellow drivers, parents, traffic enforcers/guards, or any member of the University community is considered a violation of ADMU traffic rules and regulations.



Ipinagbabawal ang pagbabanta, pagmamura sa mag-aaral, kapwa driver, magulang, traffic enforcer / guards. Itimuring na paglabag sa batas-trapiko ng Ateneo ang pagmamura at pagbabanta sa kapwa.

16

- 15.** Always be mindful of traffic enforcers and their signals to stop or proceed. Disregarding traffic enforcers or driving in a manner that is threatening to the safety of a person is a serious traffic violation.



Laging maging mapagmasid sa mga senyales ng guwardiya na huminto o umabante. Ang hindi pagsunod sa mga bantay trapiko o ang pagmamaneho ng nakapamimiligro sa buhay ay may mabigat na kaparusahan.

- 16.** Driving without a valid driver's license inside campus is prohibited. Reckless imprudence leading to serious injury or damage to property is a grave traffic violation and may result in legal proceedings.

Ang pagmamaneho ng walang lisensiya sa loob ng paaralan ay ipinagbabawal. Pagpapabaya sa kaligtasan na nagdudidot ng malubhang pagkawatak sa tao o kagamitan ay maaaring humantong sa demandahan.

17

17. Loading and unloading is allowed at designated areas only.



Magsakay at magbaha ng pasahero sa mga takdang lugar lamang.

(Leong Hall - 8am to 3pm, and 7pm onward, Mondays to Fridays)



Loyola Schools

(Gonzaga Hall)



(JSEC Mall)



High School

(Bays 1, 2, 3 & 4)



Grade School

(Drop off / Pick-up points A, B & C)



VIOLATIONS

The traffic enforcer / personnel designated to enforce these traffic / parking rules and regulations will hand a violation ticket to driver / pedestrian or will place a violation ticket on the front windshield on the passenger side of all motor vehicles / cycles sighted in violation of traffic / parking rules and regulations. This will serve as proof of legal delivery of the violation ticket. Non-receipt of the traffic violation does not invalidate the issuance of the violation ticket. Please settle your traffic violations IMMEDIATELY with your respective units.

Ang mga traffic enforcer ay inatang magpatupad ng mga regulasyon at magbigay ng kaukulang violation ticket sa sinumang lalabag sa mga regulasyong ito. Maaaring ibigay ang violation ticket sa inyo ng personal o iwan sa windshield ng inyong sasakyan. Ito ang katibayan ng inyong paglabag. Ang hindi pagtanggap sa violation ticket ay hindi nangangahulugan ng pagabsuwelta ng paglabag. Mangyaring bayaran ang inyong traffic violations sa naayong opisina.

Persons who receive a violation ticket have the right to appeal. The written appeal must be submitted to their respective units within ten (10) working days from issuance of violation ticket. The appeal must be submitted to:

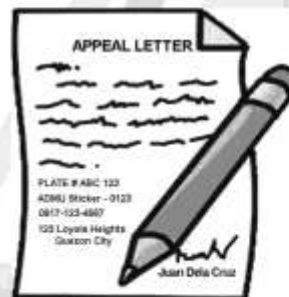
Ang mga makatatanggap ng violation ticket ay may karapatang umapila. Ipadala ang sulat sa inyong school unit sa loob ng sampung araw mula sa araw na ibinigay ang violation ticket. Ang mga apila ay maaaring ipadala sa:

<p>Grade School: Facilities Management and Security Office Loc. 7114 & 7115</p>	<p>Loyola Schools: For Students – Office for Student Services Loc. 5021</p>
<p>Ateneo Trunkline: 426-6001</p>	<p>For Non-Teaching Staff – Office of Facilities and Sustainability Loc. 5101 – to 5103</p>
<p>High School: Facilities Management and Security Office Loc. 6240</p>	<p>For Faculty – Office of the Vice President for Loyola Schools Loc. 5004</p>

The following information must be included in the appeal:

Ilakip ang mga sumusunod kasama ng inyong sulat:

1. Name of Appealing Party
**Pangalan ng nag-aapila*
2. Reason for appeal
**Dahilan ng apila*
3. Plate number of vehicle
**Plate number ng sasakyan*
4. ADMU sticker number of vehicle
**Ateneo sticker number ng sasakyan*
5. Copy of violation ticket
**Kopya ng violation ticket*
6. Appealing party's address and contact number
**Tirahan at contact number ng umaapila*



Campus Parking and Traffic Violations

Traffic:



**Driving on campus without a valid driver's license*
P 2,000



**Reckless imprudence resulting in serious injury or damage to property*
P 3,000



**Obstructing traffic: Driving against or blocking traffic*
P 1,000



**Failure to give way to pedestrian*
P 1,000



**Reckless driving (e.g. violation of speed limit, disregarding traffic signs or traffic enforcers)*
P 3,000

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**Smoke belching*
P 2,000



**Driving vehicle on sidewalks and walkways*
P 1,000



**Loading and unloading in designated no loading and unloading zones.*
P 1,000

Parking:



**Leaving vehicle unlocked while parked*
P 1,000



**Running engine while parked*
P 2,000



**Parking in NO parking zone*
P 1,000

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**Unauthorized overnight parking on campus/parking beyond 10pm in Northwest*
P 3,000



**Parking on sidewalk or driveways*
P 1,000



**Parking on reserved areas*
P 1,000



**Improperly parked vehicle (occupying two slots)*
P 1,000

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Others:



**Fake / Altered gate pass sticker*
P 5,000

**Gate pass sticker not attached on windshield.*
P 1,000

**Gate pass sticker displayed not for the vehicle for which it was issued*
P 3,000



**Discourtesy / Verbal abuse towards other drivers, students, pedestrians, and traffic enforcers*
P 2,000



**Vandalism, removal or defacement of street signs.*
P 1,000

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IMPORTANT NUMBERS

Campus Safety and Mobility Office
426-6001 local 4107

Campus Security Office
426-6001 local 4111

ARMU Ambulance
426-6001 local 4911

Police (Precinct 9, Anonas Rd., Q.C.)
434-3687 / 434-3942

ADDENDUM

List of Addenda

1. [New Policies Concerning Graduate Thesis, Dissertation, and Capstone Projects - September 6, 2022](#)
2. [Revised Thesis, Dissertation and Capstone Project Guidelines - September 6, 2022](#)
3. [Code of Decorum and Administrative Rules on Sexual Harassment, Other Forms of Sexual Misconduct, and Inappropriate Behavior - September 26, 2020](#)
4. [Code of Conduct - 2021](#)
5. [Code of Academic Integrity - 2021](#)
6. [No Smoking Policy - August 26, 2021](#)



ATENEO DE MANILA UNIVERSITY
LOYOLA SCHOOLS
Office of the Associate Dean for Graduate Programs

GRADUATE STUDENT HANDBOOK CONTRACT

Date : _____

To : The Ateneo de Manila University Loyola Schools

I have read, studied and understood the contents of the Ateneo de Manila Loyola Schools Graduate Student Handbook and will abide by the school policies and the LS Code of Academic Integrity.

Signature of student over printed name

ID Number

Graduate Degree Program

(Please indicate the complete graduate degree program title.)

Date

Note:

Student who fails to submit this contract to the Office of the Associate Dean for Graduate Programs within the initial semester of enrollment will be automatically included in the hold order list and will be ineligible to enroll for the next semester.

Do not write below this line.

Received by OADGP:

Name of OADGP staff

Date