



STUDENT HANDBOOK

University of the Philippines Cebu

**NURTURED TO CREATE.
INSPIRED TO INNOVATE.
DESTINED TO SERVE.**

MESSAGE

We are pleased to have you, Iskolar ng Bayan, as a part of the University of the Philippines. At UP Cebu, we want every student to excel and succeed at the earliest possible time. Rest assured we do not want you to stay here in the University any minute longer than needed. So we are committed to work with you to ensure that you can learn and grow in a safe and supportive environment.

As Iskolar ng Bayan, you will undergo many changes during your stay in UP Cebu. You will meet new friends, new teachers, learn new things, and acquire a variety of opportunities. We want to encourage you to take advantage of everything UP Cebu has to offer and to accept the challenges head on.

This handbook has been written to provide information to you and your families about UP Cebu policies and procedures. The following pages will contain important information that will allow you to better understand how UP Cebu operates and for you to be able to successfully navigate yourself inside the University, not just physically, but also emotionally and intellectually.

Any inquiries that will arise that the Student Handbook may not answer, please don't hesitate to approach our Office of Student Affairs, your advisers, or other faculty members as they are more than capable to answer your queries, and of course, including me. I can always be easily contacted by you through varied means of social media.

Again, congratulations for making it to the University of the Philippines and best wishes for a successful university life in UP Cebu!



Atty. Liza D. Corro
Chancellor

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HAVING A BLAST IN UP CEBU

Getting admitted to the University of the Philippines is by itself already a big achievement. It means besting thousands of other aspirants from all over the country and forming the top 25% of the Philippine high school graduate population who are able to qualify for a UP education. The process of education however is quite another thing. It calls for grit and stamina not only of the physical kind, but of the intellectual and psychological as well, to weather and survive the special educational culture of the University. This culture revolves around a set of academic rules and regulations, which every well-meaning student needs to be concerned about.

UP CEBU VISION AND MISSION

Vision

A lead university in pioneering research, creative design, ICT-driven innovation, responsible governance and community service in Central Visayas and the global Society.

Mission

UP Cebu promotes scientific, socio-economic, cultural and environmental progress in Central Visayas, in the nation and the world through creative and innovative instruction, research, intellectual productivity, and public service. UP Cebu:

- offers accessible quality graduate, undergraduate, and continuing education that will produce innovative, critical, nationalist, ethical, gender-sensitive and socially responsible graduates who demonstrates a high level of academic pursuit;
- conducts pioneering research, and develops novel and creative technologies through transdisciplinary collaboration;
- applies products of knowledge generation, dissemination, and intellectual productivity, to improve social welfare; and
- ensures administrative efficiency in the delivery of excellent, responsible service in support of learning, research, intellectual productivity, and public service.

I. CLASSIFICATION OF STUDENTS

UNDERGRADUATE and GRADUATE students are designated as regular and non-regular.

Regular Undergraduate students follow programs of study and comply with requirements which lead to the bachelor's degree. They carry the full semestral load called for by their respective curricula and registration and classification purposes are divided generally into freshies, sophomores, juniors and seniors.

Regular Graduate students are prospective candidates for the master's degrees. They may either be part-time or full-time students.

Non-regular students are: (1) non-degree students, with credits; (2) cross-registrants, with credits; (3) special students, no credit.

II. ACADEMIC POLICIES AND REQUIREMENTS FOR UNDERGRADUATE STUDENTS

1. Academic load

An undergraduate student is not allowed to take more than 18 non-laboratory units or 21 units including laboratory work. However, a graduating student with an academic record better than average may be permitted to carry a heavier load in the last semester of his/her course.

2. Credit Unit

The unit of credit is the semester hour. Classes meet three hours a week; these classes carry 48 clock hours of instruction and three units of credit. Each unit of credit is at least 16 semester-hours of instruction, in the form of lecture, discussion, seminar, tutorial, recitation, film viewing, fieldtrip or other forms of instruction as approved.

3. Transferees

a. From other Universities and Colleges

Students applying for transfer should submit at least one month prior to registration, an official transcript from each college attended and a certificate of honorable dismissal together with the application form (UP Form-3). There is no entrance test administered to transfer applicants.

Requirements for admission:

- A weighted average grade of 2.0, 80%, or B, or better for all the collegiate academic units earned outside of UP;
- At least 33 units of academic courses (excluding P.E. and NSTP in a non-UP college);
- He/she will have to complete in the University not less than 50% of the units required for his course;
- The quota set by the Dean for the College has not been filled up.
- A transfer student must pay a non-refundable fee of ₱100.00.

b. Advanced Credits (Validation)

An admitted undergraduate transfer student must validate all courses he/she is applying for advanced credits at the rate of at least 18 units a semester from the date of admission. His/her admission will be on probation basis until he/she shall have validated or repeated all subjects taken outside UP and which are required for his/her course. The student will not be allowed to enroll in a subject the pre-requisites of which, taken elsewhere, have not yet been validated or repeated, as the case may be.

Application for advanced credits should be made on the prescribed form to the Dean. Validating tests begin two weeks prior to the first day of registration of the opening of each semester and one week after the last day of registration. There is no fee for validating tests taken during the period. A validating test may be held outside of this period with the consent of the division/department and the approval of the Dean and upon payment of a fee of ₱20.00 per subject.

c. From a Regional Unit to Diliman and Vice-Versa

A student who wishes to transfer from a regional unit to Diliman, or from Diliman to a regional unit, should file an application for transfer at the accepting college together with the true copy of grades. If the action of the accepting college is favorable, the student gets a college clearance which he/she presents to the accepting college together with the permit transfer, a true copy grades, and a certification that he/she is not under contract with UP Cebu.

4. P.E. Requirements

Basic Physical Education is a pre-requisite for graduation. All students should comply with this requirement during their first and sophomore years. No student will qualify for honorific scholar's status unless he/she complies with this requirement. Eight (8) units of P.E. are required for all undergraduates.

Required Courses:

P.E. 1 Foundations of Physical fitness which is a required course for all students.

P.E. 2 Elective Physical Education activities for beginners.

P.E. 3 Elective Physical Education activities for advanced students.

A student may take any combination for P.E. 2's and P.E. 3's to fill the eight (8) units.

5. National Service Training Program (NSTP)

NSTP is aimed at enhancing civic consciousness and defense preparedness in the youth by developing the ethics of service and patriotism while undergoing training in any of its three (3) program components such as literacy training service (LTS), civic welfare training service (CWTS), and reserved officers training course (ROTC). Its various components are especially designed to enhance the youth's active contribution to the general welfare.

a. Coverage

All incoming first year students, male and female, enrolled in any baccalaureate program of the University shall be required to complete one (1) NSTP component of their choice as a graduation requirement.

b. Program Components

A student can choose from the following components: Reserve Officers Training Corps (ROTC), Literacy Training Service (LTS), and Civic Welfare Training Service (CWTS).

LTS refers to the component designed to teach literacy and numeracy skills to school children, out of school youth and other sectors of society in need of these services.

CWTS refers to the component or activities contributory to general welfare and betterment of life or enhancement of community facilities, especially those devoted to improving health, education, environment, entrepreneurship, safety, recreation and morale of the citizenry and other social services.

The college shall offer ROTC and at least one other component (CWTS for UP) every semester. If there are less than 300 ROTC

enrollees, ROTC unit cannot be opened but students can cross enroll.

c. Duration and Equivalent Course Unit

The chosen NSTP component shall be undertaken for a period of two (2) semesters, with fifty-six (56) training hours and student load credit of 3 units per semester. No student will qualify for honorific scholar's status unless he/she complies with this requirement.

6. Registration

A student must be officially registered in order to receive credit for course work. The official registration form (UP Form-5 or Form 5-B), which is a record of classes for which the student has enrolled, is filed in the Office of the College Secretary and Registrar.

Special students (without credits) may register at any time without the payment of fine for late registration, subject to other regulations of the University.

Refunds

Students who have paid their matriculation and who withdraw their registration or are granted honorable dismissal or leave of absence shall be entitled for a refund of their matriculation fees, except entrance and registration fees, in accordance with the approved schedule:

| | | |
|-----------------------------------|---|--|
| 80% | - | within one week from the opening of classes |
| 50% | - | within the second to the fourth week from the opening of classes |
| No refund - after the fourth week | | |

In the case of a student who registers after the opening of classes and withdraws thereafter, the number of days shall be counted from the actual date of registration, and the refund of his/her matriculation fees shall be in accordance with the above schedule.

Laboratory fees will not be refunded after one week from the opening of classes, where voluntary change is made from one course to another. Refund of tuition fee for a subject may be allowed only in the case of forced dropping of the subject.

7. Cross Registration

a. Within the University

A student who wants to cross-register in Diliman or another regional unit must fill up the application for cross-registration form available at the OCSR. If the request is approved, he/she accomplishes the cross- registration form (UP Form 5-B). The student must pay the registration fee at the UP Cebu Cashier's Office before bringing his/her UP Form 5-B to the UP unit he/she is cross-registering. The total number of credits for which a student may cross-register in a college should not exceed the maximum allowed by the rules on academic load. No additional fee is charged if the total number of units does not exceed 21 units.

b. From Another Institution

A student registered in another institution and who wishes to cross register in UP must

present a permit from his/her Dean or Registrar. The permit should state, in writing, the total number of units for which the student is registered and the subjects that he/she is authorized to take in the University.

The University gives no credit for any course taken by any of its students in any other institution unless the taking of such course was authorized by the President. This written authorization is to be recorded by the University Registrar and should specify the subjects authorized.

8. Student's Identification Card

The Student's Identification Card is the student's permit to many facilities of the school like the library, etc. It is also a requirement for securing one's copy of grades and enrollment. It is non-transferable and may not be used by anyone except the owner. Loss of this card needs an Affidavit of Loss notarized by a lawyer and must be reported at once to the OCSR. Request for replacement must likewise be made.

9. Waiver of Pre-requisites

Courses approved by the University Council as pre-requisites to others may not be waived. However, in meritorious cases, a student who has previously enrolled and fully attended a course that is a pre-requisite to another may be allowed to enroll and attend the latter course for credit, without having passed or earned credit for the pre-requisite course. This will be acted upon through a Dean's committee that shall decide the merit of the application.

10. Curricular Changes

a. Substitution of Courses

Every substitution of subjects must be based on at least one of the following:

When a student pursuing a curriculum that has been superseded by a new one and the substitution tends to bring the old curriculum in line with the new;

Where there is a conflict of hours between a required subject and another required subject;

When the required subject is not given during the semester the student needs it.

Every petition for substitution:

1. Must involve subjects within the same department, if possible; if not, the two subjects concerned must be allied to each other;
2. Must be between subjects in which the subject substituted carries number of units equal to or greater than the units that required subject;
3. Must be recommended by the adviser and by the division chair concerned.

All petitions for substitution must be submitted to the Office of the College Secretary before 12% of the regular class meetings have been held.

No substitution shall be allowed for any subject prescribed in the curriculum in which the student has failed or received a grade of 5.0 except when, in the opinion of the program adviser, the proposed substitute covers substantially the same subject matter as the required subject.

b. Changing of Classes

All transfers to other classes shall be made for valid reasons. No change of matriculation involving the taking of a new subject shall be allowed after one week of regular class meetings have been held.

Changes in matriculation shall be effected by means of the form for the Change of Matriculation and must be recommended by the adviser and approved by the Dean. The form, after being duly accomplished, shall be submitted to the Registrar through the Office of the College Secretary for assessment and notation.

c. Dropping of Classes

A student may, with the consent of his/her instructor and the Dean, drop a subject by filling out the prescribed-UP Form 26-A before 3/4 of the prescribed hours of the semester has elapsed, and not later. If a subject is dropped after the middle of the term, the faculty member concerned shall indicate the date and the class standing of the student at the time of the dropping as either Passing or Failing solely for administrative guidance.

Dropping fee is ₱10.00 per unit.

11. Attendance

When number of hours lost by absence reaches 20% of the hours of scheduled work in one subject, the student shall be dropped from the subject, provided that a faculty member may prescribe a longer attendance requirement to meet their special needs. If the majority of the absences are excused, the student shall not be given a grade of 5.0 upon being dropped; otherwise, he/she shall be given a grade of 5.0.

Time lost by late enrollment shall be considered time lost by absence. Excuses are for time missed only. All work covered by the class during the absence shall be made up to the satisfaction of the instructor within a reasonable period of time from the date of absence.

12. Leave of Absence (LOA)

A student who withdraws from the college without the formal leave of absence shall have his/her registration privileges curtailed or entirely withdrawn. Prolonged leave of absence should be requested in a written petition to the Dean. The petition should state the reason for which the leave is desired and specifies the period for the leave, which must not exceed one academic year. A college clearance must be accomplished by the student.

Leave of Absence fee - ₱150.00

Fine for Absence Without Official Leave - ₱225.00

If a student withdraws after 3/4 of the total number of hours prescribed for the course has already elapsed, his/her instructor may give a grade of 5.0 if his/her class standing at the time of his/her withdrawal is below 3.0.

13. Grading System

The work of the student shall be graded at the end of each term in accordance with the following system:

| | |
|------|---------------------|
| 1.0 | Excellent |
| 1.25 | Excellent |
| 1.50 | Very Good |
| 1.75 | Very Good |
| 2.0 | Good |
| 2.25 | Good |
| 2.50 | Satisfactory |
| 2.75 | Satisfactory |
| 3.0 | Passed |
| 4.0 | Conditional Failure |
| 5.0 | Failed |
| INC | Incomplete |

Only these grades shall be officially recognized.

A grade of 4.0 may be made up by repetition of the course or by passing a re-examination to be taken within one academic year from the date of the grade of 4.0 has been received. If a student passes the re-examination, he/she is given a grade of 3.0, but if he/she fails he/she is given a grade of 5.0. Only one (1) re-examination is allowed which must be taken within the prescribed time. If a student does not remove the grade of 4.0 within the prescribed time, he may earn credit for the course only by repeating and passing it.

A grade of 4.0 given for the first semester work of a two-semester course shall be converted to a grade of 3.0 if the student passes the second semester part of the same course in the same academic year. If he/she fails, the grade of 4.0 that he/she received for the first semester work shall be converted to a grade of 5.0.

The grade INC is given if the student whose class standing throughout the semester is passing but fails to appear for the final examination or fails to complete other requirements of the course due to illness or other valid reasons. In case the class standing is not passing and the student fails to take the final examination for any reason, a grade of 5.0 is given. Removal of the INC must be done within the prescribed time by passing an examination or meeting all requirements of the course, after which the student shall be given a final grade based on over-all performance.

14. Removal of Grades of Incomplete or 4.0

Examinations for the removal of grades of INCOMPLETE or 4.0 may be taken without fee: 1) during the regular examination period, if the subject in which a student failed to take his/her final examination is included in the schedule of examination for the period during which said removal examination is to be taken; otherwise, said student is to be

charged the fee of P20.00; 2) during the removal examination period, viz. the period covering ten (10) days preceding the registration in each semester; provided, that the examination for the particular subject is taken at the time that is scheduled; 3) within the ten-day period preceding the Christmas vacation in colleges in which there is no inter-semester vacation; provided the examination is taken at the time it is scheduled.

The period for the removal of grades of INCOMPLETE should not exceed beyond one (1) academic year from the date the grade was received.

15. Scholastic Delinquency

a. Warning

Any student who gets a final grade below 3.0 in 25% to 49% of the total number of academic units at the end of the semester for which he/she is registered will be placed on a warning status. He/she shall be de-loaded three (3) units out of the total regular load for the succeeding semester.

b. Probation

At the end of the semester, any student who obtains final grades below 3.0 in 50% to 74% of the total number of academic units enrolled shall be placed on probation in the succeeding semester with a de-loading of six (6) academic units.

Probation may be removed by passing with grades of 3.0 or better in more than 50% of the units in which he has final grades in the succeeding semester.

c. Dismissal

Any student who, at the end of the semester, obtains final grades of below 3.0 in more than 75% but less than 100% of the total number of academic units in which he/she received final grades shall be dropped from the rolls of the college.

Any student on probation who again fails in 50% or more of the total number of units in which he/she received final grades shall be dropped from the rolls of the college.

d. Permanent Disqualification

Any student who, at the end of the semester, obtains final grades of below 3.0 in 100% of the academic units in which he/she is given final grades shall be permanently barred from re-admission to any college or school of the University.

Permanent disqualification does not apply to cases where, on recommendation of the instructors concerned, the faculty certifies that the grades of 5.0 were due to the student's unauthorized dropping subjects and not to poor scholarship. However, if the unauthorized withdrawal takes place after the mid-semester and the student's class standing is poor, his/her grades of 5.0 shall be counted against him/her for the purpose of the scholarship rule.

16. Honorific Scholarship

Honorific scholarship does not entitle the holders to any tuition fee waiver, either partial or full.

a. University Scholarship

Any undergraduate student who obtains at the end of the semester a weighted average of 1.45 or better is given the honorific scholarship. University scholars are listed in the President's list of scholars.

b. College Scholarship

Any undergraduate student, who not being classed as University scholar obtains at the end of the semester a weighted average of 1.75 or better is given this honorific scholarship. College scholars are also listed in the Dean's list of scholars.

In addition to the general weighted average (GWA) prescribed, a student must have taken during the previous semester at least 15 units of academic credits or the normal load prescribed (in the case of graduate students not less than 9 units); must be up to date with all the non-academic requirements (P.E. and NSTP) and must have no grade below

I.1 in an academic or non-academic subject.

17. Maximum Residence Rule

A student must finish the requirement of a course of any college within a period of actual residence equivalent to 1 1/2 times the normal length prescribed for the course (6 years), otherwise he/she shall not be allowed to register further in the college.

18. Graduation Requirements

No student shall be recommended for graduation unless he/she has satisfied all academic and other requirements prescribed for graduation.

All candidates for graduation must have their deficiencies made up and their records cleared not later than five weeks before the end of their last semester except for those subjects that the student is currently enrolled during that semester.

No student shall be graduated from the University unless he/she has completed at least one year of residence work that may, however, be extended to a longer period by the proper faculty. The residence work referred to must be done immediately prior to graduation.

No student who fails to pay the required graduation fee within the specified period set by the College Secretary shall be conferred any title or degree. Such a student may, however, upon his/her request and payment of the necessary fees be given a certified copy of credentials without specifying his/her completion of the requirements toward any title or degree.

Students must file formal applications as candidates for graduation in the Office of the College Secretary. A fine is imposed for late application for graduation.

19. Graduation with Honors

Students who completed their courses with the following grade point average shall be graduated with honors:

| | |
|-----------|------|
| Cum Laude | 1.75 |
| Magna Cum | 1.45 |
| Summa Cum | 1.20 |

Provided:

All grades in all subjects prescribed in the curriculum as well as subjects that qualify as electives shall be included in the computation of the weighted average grades.

Candidates for graduation with honors must have completed in the University at least 75% of the total number of academic units or hours for graduation and must have been in residence therein for at least two years prior to graduation.

In the computation of the final average of candidates for graduation with honors, only resident credits shall be included.

Students who are candidates for graduation with honors must have taken during each semester not less than 15 units or the normal load prescribed in the curriculum.

III. GENERAL RULES AND REGULATIONS FOR MASTER'S DEGREE PROGRAMS (approved during the 6th UP Cebu University Council Meeting on 12 September 2018)

Section 1. Academic Calendar

Article 1. Graduate programs in the University of the Philippines Cebu operate on either of two modes of the academic calendar. For any program, the academic year is made up either of two (2) semesters or three (3) trimesters.

Section 2. Admission Requirements

Article 2. An applicant for admission to a master's degree program must be a holder of a bachelor's degree or its equivalent from any recognized academic institution.

Article 3. A duly accomplished application form addressed to the Dean of the college/school offering the degree program must be submitted together with the following documents:

- a) Original or certified true copy of the official transcript of academic records, in English language, with no remarks and with an explanation of the grading system used, from all tertiary and graduate institutions attended;
- b) For international students, certification from the Office of the University Registrar of previous university attended that the medium of instruction is English (if applicable), or results of Test of English as a Foreign Language (TOEFL) or results of the International English Language Testing System (IELTS), or its equivalent;

- c) Application fee;
- d) Two (2) sealed letters of recommendation from former professors and/or experts in the field of study that the student is seeking admission into; and
- e) Other requirements as may be prescribed by the college/school for specific degree programs.

Article 4. An applicant seeking admission into a master's degree program shall take and pass the entrance examination, except in programs that do not require an entrance examination.

Article 5. The college/school concerned shall determine the acceptability of the applicant based on a set of criteria that may include the applicant's academic background, entrance examination results (if applicable), language proficiency, and research and work experience in the intended field of study.

The Dean of the college/school shall issue an official notice of admission to the applicant based on the recommendation of the designated Admissions Committee of the respective degree-granting units.

Section 3. Registration and Academic Load

Article 6. All students intending to work for a Master's degree will be allowed to register only upon presentation of the letter of admission from the Dean of their respective college/school.

Article 7. At the time of the student's admission, a Program Adviser shall be provided by the department/program concerned to advise and monitor the student in the course work and other requirements of the degree program.

Only full-time members of the graduate faculty shall serve as program advisers.

Article 8. A graduate student on full-time study should take 9-12 units a semester/trimester as prescribed in the study plan of his/her degree program. Unless specified in his/her particular program, a student who takes less than 9 units in an academic term is considered a part-time student.

Under meritorious circumstances, the student may be allowed more than the prescribed academic load by the Dean.

Section 4. Advance or Transfer Credits

Article 9. Advance credits, which are subject to validation, may be earned from courses taken at institutions outside of the UP System.

Transfer credits may be directly earned from courses taken at other UP units. Courses taken that may be considered equivalent to those required in the program pursued are subject to substitution by the department/ program concerned.

Units for undergraduate courses cannot be credited for graduate work.

Article 10. A graduate student may apply for a maximum of nine (9) units of advance or transfer credits for work done at another institution with the appropriate department/program within the first semester/trimester of the student's admission into the program.

Article 11. Advance or transfer credits should have been earned with grades of "2.0" (or its UP equivalent) or better within the last five (5) years prior to admission.

Article 12. No credit shall be given for work that has been credited to a previously earned degree.

Article 13. The validation examination(s) required shall be conducted within the first year of enrollment of the student.

Section 5. Grading System and Requirement

Article 14. The following numerical grades shall be used in graduate courses: 1.0, 1.25 (Excellent), 1.5, 1.75 (Very Good), 2.0, 2.25 (Good), 2.5, 2.75 (Satisfactory), 3.0 (Pass), 4.0 (Conditional), INC (Incomplete), and 5.0 (Fail).

Article 15. A grade of "3.0" or better is a passing grade. A graduate student earns credit for a course when s/he obtains a grade of "3.0" or better.

Article 16. The General Weighted Average (GWA) shall be based on all courses taken by the student in his/her approved Program of Study, including those taken in compliance with the Residence Rules, if applicable.

Article 17. To remain in good standing, a student must maintain a GWA of "2.000" or better in his/her course work at the end of each academic year until the completion of the Program of Study.

Article 18. A student who fails to satisfy the GWA of "2.000" at the end of the academic year shall be disqualified from the master's program.

Section 6. General Requirements (Non-Thesis Option)

Article 19. To qualify for the master's degree under the Non-Thesis Option, a student must satisfy the following requirements:

- a) complete a minimum of thirty (30) units of formal graduate courses;
- b) obtain a General Weighted Average (GWA) of "2.000" or better in all graduate courses taken in his/her Program of Study; and
- c) pass the master's comprehensive examination, or complete a special problem, research project, capstone project, or its equivalent.

Article 20. Additional requirements over and above these minimum University requirements and standards for the master's degree may be adopted by the

colleges/units for their respective master's degree programs with the approval of the appropriate bodies.

Section 7. Comprehensive Examination

Article 21. A student may apply for the comprehensive examination after completing all the academic course requirements and obtaining a GWA of "2.000" or better in all his/her courses, including those courses taken to comply with the Maximum Residence Rules.

Instead of a comprehensive examination, a program may require the completion of a special problem, research project, capstone project, or its equivalent.

Article 22. The Comprehensive Examination Committee shall consist of a minimum of three (3) regular full-time faculty members with doctoral degrees, except in meritorious cases, when those with other credentials may be made part of the Committee, such as Professorial Lecturers and Professors Emeriti may also serve as examiners provided they are at least master's degree holders and/or known experts in their fields and have taught in the unit during the last two (2) years. The exception shall be made only with the approval of the Dean, upon the recommendation of the appropriate bodies.

Article 23. The grades for the comprehensive examination are as follows: "Pass" or "Fail."

Article 24. If a student fails the comprehensive examination, a second examination shall be allowed within one (1) year after the first examination. Failure to pass this second examination shall bar the student permanently from the current master's program.

Article 25. If a student passes the comprehensive examination, s/he shall qualify for the master's degree under the Non-Thesis Option.

Section 8. General Requirements (Thesis Option)

Article 26. To qualify for the master's degree under the Thesis Option, a student must satisfy the following requirements:

- a) complete a minimum of twenty-four (24) units of formal graduate courses;
- b) obtain a General Weighted Average (GWA) of "2.000" or better in all graduate courses taken in his/her Program of Study;
- c) successfully defend a master's thesis; and
- d) submit at least four (4) bound and certified copies of the approved master's thesis.

Article 27. The four (4) bound copies shall be distributed as follows: one (1) copy each for the student, the Thesis Adviser, the College, and the University Library.

Section 9. Thesis

Article 28. The master's thesis must:

- a) embody an original and significant research or creative work in the primary discipline or field of the degree program pursued;
- b) show the student's capacity to make a critical evaluation of previous work done in his/her chosen research topic; and
- c) demonstrate his/her ability to present research findings in a clear, systematic, and scholarly manner.

Article 29. The thesis shall have an equivalent of six (6) units of graduate credit and shall have a numerical grade upon completion of all the thesis requirements. At the end of each semester/trimester, the student shall be marked "IP" (In Progress) until such time that s/he has completed all requirements.

Article 30. The six units of thesis shall be registered in one term for six units (6) or two terms for three units each term (3-3).

Article 31. A student who has already registered a total of six (6) units for thesis but still unable to finish the work should enroll for residency per term until s/he is able to submit the bound copies of the approved manuscript, but only up to a maximum of two years (4 semesters/6 trimesters).

If at the end of this time limit, the student is still unable to submit bound copies of the approved manuscript, s/he shall be given a grade of "U" (Unsatisfactory) and should re-enroll all the six units of thesis. The same policies as in Article 30 shall apply.

Article 32. After the student completes the prescribed academic requirements, with a GWA of "2.000" or better, s/he shall request the head of the unit for a thesis adviser. The Dean shall then appoint the adviser who shall be chosen on the basis of the student's research topic, upon recommendation of appropriate bodies. The adviser shall come from the unit where the student is enrolled.

Article 33. The adviser shall be responsible for:

- a) advising the student in the preparation of the thesis proposal;
- b) guiding and monitoring his/her thesis research; and
- c) endorsing his/her master's thesis for oral defense.

Article 34. A Thesis Committee, consisting of the Adviser, Co-Adviser, if any, and a Reader, shall be constituted upon completion of course work.

The Thesis Committee shall consist of full-time regular faculty members who are master's degree holders except in highly meritorious cases as approved by the Dean upon the recommendation of the appropriate bodies. Professorial Lecturers, Professors Emeriti and experts from external institutions may also serve as Co-Adviser, Reader, and panelists upon approval by the Dean.

Article 35. The functions of the Thesis Committee are to:

- a) approve the thesis proposal; and
- b) endorse the thesis draft for oral defense.

Article 36. The functions of the Reader are to:

- a) evaluate the thesis for defense; and
- b) endorse the thesis to the Oral Defense Panel.

Article 37. If the Adviser/Reader goes on leave for more than one (1) semester/trimester, the Dean shall appoint a new Adviser/Reader upon the recommendation of the appropriate bodies.

A student who wishes to change an Adviser/Reader shall write the Dean, through channels. On the other hand, an Adviser may request to be relieved of his/her duties for justifiable reasons.

Article 38. The student shall submit a written thesis proposal to the Thesis Adviser, Co-Adviser (if any) and Reader. Upon approval of the thesis proposal, the student may then carry out the thesis research. A certified copy of the approved proposal and a form endorsing the thesis proposal, duly signed by the Thesis Committee, shall be submitted to the Dean, through channels.

Article 39. After the student's completed draft has been evaluated favorably by the Thesis Committee members, they shall endorse it for oral defense to the Dean, through channels.

Article 40. The oral defense examination panel shall consist of at least three (3) members and no more than five (5) members who shall be appointed by the Dean upon the recommendation of the appropriate bodies. A maximum of two (2) out of five (5) or one (1) out of three (3) members of the master's oral defense panel may come from an external institution (i.e., outside the Department, College, or University) with whom the University has an existing MOA.

The panel shall be chaired by one (1) of the examiners other than the Adviser or Co-Adviser.

Article 41. The master's defense must be held in the College/Unit at a time recommended by the panel, endorsed by the appropriate heads, and authorized by the Dean.

The time and place of the master's defense shall be officially announced at least two (2) weeks before the scheduled oral defense. The schedule of the defense may be changed only upon the recommendation of the defense panel, through channels, and the formal authorization of the Dean.

Article 42. The defense may be held only if:

- a) the thesis manuscript has been received by each member of the panel at least one (1) month before the scheduled examination;
- b) all members of the examination panel are present, except for programs that require the inclusion of a foreign Co-Adviser or foreign external examiner. If the latter is absent, s/he shall be required to send her/his comments to the Chair of the Panel who shall integrate this in the final report. If any other member of the panel is absent, the oral defense shall be rescheduled.

Article 43. The master's defense shall be a public oral examination, the duration of which shall be left to the discretion of the panel. However, the evaluation and rating of the student's defense shall be done by the panel in a closed-door meeting to be held immediately after the defense.

Article 44. There shall be three (3) ratings for the defense: "Pass," "Provisional Pass," or "Fail." "Fail" means substantial revisions are required by at least two (2) of the five (5) panel members or one (1) of the three (3) panel members. Any member who fails the student must specify the reason(s) in writing, a copy of which shall be attached to the report of the panel.

"Provisional Pass" means minor revisions are required. All members of the panel must agree on the recommended revisions, which must be specified in writing and attached to the final report. A second rating sheet shall be signed only after the student incorporates the revisions and the defense panel certifies that the revisions were made.

The result of the oral defense must be reported by the panel to the Dean, through channels, within the first working day after the examination.

Article 45. If the student passes the defense, his/her master's thesis shall be considered approved.

Article 46. If the student fails the defense, s/he may submit herself/himself to a second master's defense within one (1) academic year after the first defense. Failure to pass the second defense disqualifies the student from her/his current master's program.

Section 10. Residence Rules

Article 47. The graduate student is in residence when s/he is officially enrolled.

Article 48. The student must be officially enrolled in residence at least one (1) academic year prior to the conferment of his/her degree.

Article 49. A graduate student may request in writing for a leave of absence (LOA) for at least a semester/trimester from the Dean of the college/school concerned. Approval of LOA is granted for not more than one (1) year at a time.

Article 50. The student who leaves his/her work during an academic term without a formal LOA permit is considered absent without leave (AWOL) and loses his/her registration privileges.

A student who is considered AWOL for at least one semester/trimester must apply for readmission into his/her graduate program at the concerned college/school.

Article 51. The maximum residence rule (MRR) states that: Students have five (5) academic years from their initial enrollment in the program to fulfill all

requirements for a master's degree. The five-year maximum time of program completion includes all leave periods.

Article 52. The regular period for completion for a graduate student transferring from another university shall be reduced by one (1) semester.

If there are courses taken by the student prior to his/her admission to the program and credited to his/her course requirements, then his/her allowed period of completion will be reduced by a number of semesters equivalent to one (1) semester for every nine (9) units of courses credited to his/her program.

Article 53. In exceptionally meritorious cases, an extension of residence (waiver of MRR) beyond the above regular period of completion may be approved by the Dean upon recommendation of the appropriate bodies.

Each extension shall be for a period not exceeding one (1) semester at a time. In no case shall the extensions exceed more than five (5) years. The student granted an extension shall take additional units of graduate courses in his/her discipline or area (with the approval of the student's Program Adviser) during the extension period at a rate of three (3) units for every two (2) years of extension or a fraction thereof.

Section 11. Graduation Requirements

Article 54. A student shall be considered a candidate for graduation if s/he meets the following requirements:

- a) must have a GWA of "2.000" or better in all courses taken in her/his approved Program of Study, including those taken in compliance with the Residence Rules, if applicable;
- b) must have passed the oral defense of her/his thesis and submitted the required number of approved copies of the thesis; or must have passed the comprehensive examination; or must have successfully completed a special problem, research project, capstone project, or its equivalent;
- c) must satisfy all other requirements prescribed by the degree program; and
- d) must have been in residence one (1) year immediately prior to graduation.

Article 55. The student must file the application for graduation and diploma with the college/school concerned according to the schedule in the academic calendar.

Article 56. After the graduation of the student shall have been recommended by the College Faculty Assembly, endorsed by the University Council, and approved by the Board of Regents, s/he shall be officially conferred the master's degree.

Section 12. Second Master's Degree

Article 57. A student who has earned a master's degree in UP Cebu or any UP unit and wishes to earn another master's degree therein, must satisfy the following requirements:

- a) earn in the University at least eighteen (18) more graduate course credits in the second master's degree in addition to the common course requirements of his/her first master's degree; and
- b) complete all other requirements of the second master's degree.

Article 58. In case of thesis programs, the additional units required for the second master's degree are exclusive of the thesis. In the case of non-thesis programs, the additional units are exclusive of the comprehensive examination.

The additional course work in the program of study shall be in advanced courses that strengthen the area of specialization in the University.

IV. STUDENT RIGHTS AND OBLIGATIONS

The notion that a student's place in an institution of higher learning is but to study has long been rejected in the University of the Philippines. It has been replaced with an entirely different tradition the by-word of which is militancy. The tradition revolves around the idea that thought should transcend the classroom and transform itself into action.

Because of its affinity with the high purpose of national welfare, student militancy is appraised as a cherished value not only in the academe but in the entire Filipino society. As such, it is to be defended and preserved.

The pursuit of this tradition of militancy is moored in certain basic rights guaranteed to students.

1. Rights of Students

Among the basic rights appertaining to students as members of the academic community are:

- a. Freedom of inquiry and expression, within the campus, in curricular activities and in extra-curricular affairs;
- b. Procedural fairness in disciplinary proceedings; and
- c. Participation in the governance of the institution.

The student's right of freedom of inquiry includes the right not only to accurate information, but also to hear any opinion on any subject of public or general concern.

For this purpose, they may have the right to invite outside speakers, and school authorities may not veto their invitation solely on the basis of the credentials of the speakers.

It also includes the right not to be subjected to indoctrination leading to imposed ideological homogeneity.

The student's freedom of expression includes the right:

- a) To hold any kind of peaceful demonstration.
- b) To protest against school policies and national or local policies even though not related to the school.
- c) To circulate literature and petitions for signature.

- d) The student's rights to fair play in disciplinary proceedings include the following rights:
- e) Not to be punished for acts that were not grounds for disciplinary
- f) action when they were committed.
- g) To a written notice of the charges and reasonable time to answer them and prepare for their hearing.
- h) To a hearing before suspension or expulsion, unless summary suspension is clearly authorized in limited cases.
- i) To an impartial judge.
- j) To be assisted by a counsel.
- k) To confront and question adverse witnesses.
- l) To present defense.
- m) To be informed of the decision.
- n) To appeal the decision to higher school authorities, where allowed and thereafter to the courts.

2. Student Conduct and Discipline

The UP Cebu expects from its students at all times a high degree of self-discipline and good moral conduct together with a seriousness of purpose in the pursuit of knowledge.

The Rules and Regulations on Student Conduct and Discipline herein listed, are as approved by the Board of Regents at its 876th meeting on September 1976 superseding all previous rules on the subject, and amended at these BOR meetings: 908th, December 7, 1978; 923rd, January 31, 1980; 1017th, December 8, 1988; 1041st, July 4, 1991; 1051st, June 25, 1992; and 1123rd, August 27, 1998.

For the guidance of all concerned, the following rules and regulations on the conduct and discipline of students are hereby promulgated:

SECTION 1. Basis of Discipline - Students shall at all times observe the laws of the land and the rules and regulations of the University.

No disciplinary proceedings shall be instituted except for conduct prohibited by law or by the rules and regulations promulgated by duly constituted authority of the University.

SECTION 2. Specific Misconduct - A student shall be subject to disciplinary action for any of the following acts:

- a. Any form of cheating in examinations or any act of dishonesty in relation to his studies;
- b. Carrying within University premises any firearm, knife with a blade longer than 2 ½ inches, or any other dangerous or deadly weapon; Provided, That this shall not apply to one who shall possess the same in connection with his studies and who has a permit from the dean or director of his college or school;
- c. Drinking of alcoholic beverages within academic and administrative buildings, dormitories, and the immediate premises thereof, except in places expressly allowed by the University, or drunken behavior within the University premises;
- d. Unauthorized or illegal possession or use of prohibited drugs or chemicals, or other banned substances enumerated in the Dangerous Drugs Act of 1972 (as amended), such as LSD, marijuana, heroin, methamphetamine (shabu), or opiates and hallucinogenic drugs in any form within the University premises;

- e. Gambling within the University premises;
- f. Gross and deliberate discourtesy to any University official, faculty member or person in authority;
- g. Creating within the University premises disorder, tumult, breach of peace, or serious disturbance;
- h. Making a false statement of any material fact, or practicing or attempting to practice any deception or fraud in connection with his admission or registration in, or graduation from the University;
- i. Practicing or attempting to practice any deception or fraud in connection with his application in any University funded or sponsored scholarship or grant;
- j. Damaging or defacing University property;
- k. Disgraceful or immoral conduct within University premises;
- l. Unlawfully taking of University property;
- m. Any other form of misconduct.

SECTION 3. Rules and Regulations Promulgated by Deans or Directors of Units -

Deans or Directors of various units may, after due consultation with the Faculty Student Relations Committee, promulgate rules on conduct and discipline of peculiar application to their respective units, subject to the written approval of the President or Chancellor and to the rules on circularization and date of effectivity, as herein provided.

SECTION 4. Student Disciplinary Tribunal - There shall be a Student Disciplinary Tribunal composed of a chairman, who shall be a member of the Integrated Bar of the Philippines, and two (2) members to be appointed for a period of one (1) year from among the faculty and other staff of the University. In any disciplinary case before the tribunal, a respondent may request that two (2) students be appointed to sit with the tribunal.

The Chairman and non-student members shall render full-time service in the tribunal.

Chairman: ₱1,000.00 per hearing not to exceed ₱4,000.00 per case terminated

Members: ₱700.00 per hearing not to exceed ₱2,800.00 per case terminated

Recording Secretary: ₱600.00 per hearing not to exceed ₱2,400.00 per case terminated

The tribunal shall be under the supervision of the Vice-Chancellor for Student Affairs, who shall designate, whenever requested, the student members to sit with the tribunal.

Autonomous units shall set up their own student disciplinary tribunals in accordance with these rules.

SECTION 5. Jurisdiction - All cases involving discipline of students under these rules shall be subject to the jurisdiction of the student disciplinary tribunal, except the following cases which shall fall under the jurisdiction of the appropriate college or unit:

- a. Violation of college or unit rules and regulations by students of the college, or
- b. Misconduct committed by students of the college or unit within its classrooms or premises or in the course of an official activity;

Provided, that regional units of the University shall have original jurisdiction over all cases involving students of such units.

SECTION 6. *College Investigation* - Investigation of cases falling under the jurisdiction of a college shall be conducted by a committee of three (3) members appointed by the dean, one of whom shall be a student of the college.

SECTION 7. *Filing of Charges* - A disciplinary proceeding shall be instituted *motu proprio* by the appropriate authority or upon the filing of a written charge specifying the acts of omission constituting the misconduct and subscribed to by the complainant or upon submission of an official report of any violation of existing rules and regulations. Upon the filing of said charge or report with the student disciplinary tribunal or the office of the Dean, as the case may be, an entry shall be made in an official entry book kept for the purpose, specifying the person or persons charged, the complainant or complainants, his witnesses, if any, the date of filing, and the substances of the charge.

SECTION 8. *Preliminary Inquiry* - Upon receipt of the complaint or report, the tribunal or the Dean of the College, as the case may be, shall determine whether such complaint or report is sufficient to warrant formal investigation. In all cases where the complaint or report is found sufficient, formal charge or charges shall be drawn up and served upon each respondent. In every case, the parents or guardians of the students charged shall be furnished with a copy of the same.

SECTION 9. *Answer* - Each respondent shall be required to answer in writing within three (3) days from receipt of the charge or charges. Formal investigation shall be held on notice as provided below.

SECTION 10. *Hearing* - Hearings shall begin no later than one (1) week after receipt of the respondent's answer or after the expiration of the period within which the respondent should answer.

SECTION 11. *Duration of Hearing* - No hearing on any case shall last beyond two (2) calendar months.

SECTION 12. *Notice of Hearing* - All parties concerned shall be notified of the date set for hearing at least two (2) days before such hearing. Notice to counsel of record or duly authorized representative of a party shall be sufficient notice for the purpose of this section.

SECTION 13. *Failure to Appear at Hearing* - Should either complainant or respondent fail to appear for the initial hearing after due notice and without sufficient cause, this fact shall be noted, and the hearing shall proceed *ex parte* without prejudice to the party's appearance in subsequent hearings.

SECTION 14. *Postponement* - Application for postponement may be granted for good cause for such period as the ends of justice and the right of the parties to a speedy hearing require.

SECTION 15. *Committee Report* - The college investigating committee shall forward to the dean concerned within fifteen (15) days after the termination of the hearing the complete record of the case, with its report and recommendation. The recommendation signed by a majority of the members of the Committee shall state the findings of fact and the specific regulations on which it is based.

SECTION 16. *Action by the Dean* - The Dean shall, within ten (10) days from receipt of the Committee report, transmit the report, together with his decision or recommendation, to the President of the University or the Chancellor of an autonomous

unit, as the case may be.

SECTION 17. *Decision of the Tribunal* - The tribunal shall decide each case within fifteen (15) days from final submission. The decision shall be in writing and signed by a majority of its members. It shall include a brief statement of the findings of fact and the specific regulations on which the decision is based.

SECTION 18. *Finality of Decision* - Any decision of the tribunal or of a Dean, other than expulsion, permanent disqualification from enrollment, or suspension for more than thirty (30) calendar days, shall become final and executory after fifteen (15) days from receipt of the decision by the respondent unless within five (5) days from receipt thereof a motion for reconsideration of the same is filed, in which case the decision shall be final after fifteen (15) days from receipt of the action on the motion for reconsideration.

SECTION 19. *Appeal to the President or Chancellor* - In all cases in which final decision is not conferred on a Dean or the Tribunal, the respondent may file an appeal with the President or the Chancellor within ten (10) days exclusive of Sundays and official holidays b after receipt of the decision.

SECTION 20. *Action by the President or Chancellor* - Action of the President or Chancellor on recommendation coming from the Dean on appeal from a decision of a Dean or the Tribunal shall be rendered within ten (10) days exclusive of Sundays and official holidays b after receipt of the appeal.

The Executive Committee shall automatically review and decide all student disciplinary cases in which the penalty of suspension for one (1) year or more, expulsion, and withdrawal of registration privileges is imposed.

The authority given to the Executive Committee under this rule is understood to include the power to affirm, reverse, decrease or increase the penalties imposed in the cases under review.

The decision of the Executive Committee shall be final and executory after fifteen (15) days from receipt of the decision by the respondent unless, in the meantime, an appeal is made to, and given due course, by the Board of Regents.

SECTION 21. *Action by the Board of Regents* - The Board may review on appeal decisions of the President or Chancellor when the penalty imposed is expulsion, suspension for more than one (1) academic year, or any other penalty of equivalent severity.

SECTION 22. *Rights of Respondents* - Each respondent shall enjoy the following rights:

- a. Not to be subjected to any disciplinary penalty except upon due process of law;
- b. To be convicted only on the basis of substantial evidence, the burden of proof being with the person bringing the charge;
- c. To be convicted only on evidence introduced at the proceedings or of which the respondent has been properly apprised;
- d. Pending final decision on any charge, to enjoy all his rights and privileges as a student, subject to the power of the Dean or the tribunal to order the preventive suspension of the respondent for not more than fifteen (15) days where

suspension is necessary to maintain the security of the college or the University.

e. To defend himself personally, or by counsel, or representative of his own choice. If the respondent should desire but is unable to secure the services of counsel, he should manifest that fact two (2) days before the date of hearing, and request the tribunal or the investigating committee to designate counsel for him from among the members of the University constituency.

SECTION 23. *Effect of Decision* - Decisions shall take effect as provided in these rules. However, final decisions of suspension or dismissal within thirty (30) days prior to any final examination, shall take effect during the subsequent semester, except when the respondent is graduating, in which case the penalty shall immediately take effect.

SECTION 24. *Records* - All proceedings before any tribunal or Committee shall be set down in writing by a competent stenographer. Original records pertaining to student discipline shall be under the custody of the Vice- Chancellor for Student Affairs. Such records are hereby declared confidential and no person shall have access to the same for inspection or copying unless he is involved therein, or unless he has a legal right which cannot be protected or vindicated without access to or copying of such records. Any University official or employee who shall violate the confidential nature of such records shall be subject to disciplinary action.

SECTION 25. *Sanctions*

- a. Any student found guilty of the misconduct defined in Section 2 (a) shall be penalized with suspension for not less than one (1) year.
 - 1) All cases involving cheating or dishonesty shall be investigated by a College/Unit but shall automatically be subject to review by the Chancellor.
 - 2) Students found guilty of cheating/dishonesty shall be barred from graduating with honors, even if their weighted average is within the requirement for graduation with honors.
- b. Any student found guilty of the misconduct defined in section 2 (b) shall be penalized as follows:
 - 1) For the first offense, suspension for a period not less than fifteen (15) calendar days but not more than thirty (30) calendar days;
 - 2) For the second offense, suspension for a period of not less than thirty calendar days but not more than one (1) semester;
 - 3) For the third offense, the penalty shall be Expulsion; *Provided*, that should the deadly weapon be a firearm, the penalty for first the offense shall be suspension for not less than thirty (30) calendar days but not more than one (1) semester; for the second offense, the penalty shall be Expulsion.
- c. Any student found guilty of the misconduct defined in Section 2 (c) shall be penalized with suspension for not less than seven (7) calendar days, but not more than thirty (30) calendar days; *Provided*, that should the student be found guilty for the fourth time, the penalty shall be Expulsion.
- d. Any student found guilty of the misconduct defined in Section 2 (d) shall be penalized with suspension for not less than fifteen (15) calendar days, but not more than forty-five (45) calendar days; *Provided*, that should the student be found guilty for the third time, the penalty shall be Expulsion.
- e. Any student found guilty of the misconduct defined in Section 2 (e) shall be penalized with suspension for not less than seven (7) calendar days, but not more than thirty (30) calendar days; *Provided*, that should the student be found guilty for the fourth time, the penalty shall be Expulsion.

- f. Any student found guilty of the misconduct defined in Section 2 (f) shall be penalized with suspension for not less than thirty (30) calendar days, but not more than one (1) semester; *Provided*, that the penalty for the second offense shall be Expulsion; and *Provided* further, that should the student assault, strike, or inflict physical violence upon any University official, faculty member or person in authority, the penalty shall be Expulsion.
- g. Any student found guilty of the misconduct defined in Section 2 (g) shall be penalized with suspension for not less than fifteen (15) calendar days, but not more than forty-five (45) calendar days; *Provided*, that should the student be found guilty for the third time, the penalty shall be Expulsion.
- h. Any student found guilty of the misconduct defined in Section 2 (h) shall be penalized as follows:
- 1) For the first offense, by suspension for a period of not less than one (1) semester, but not more than one (1) year;
 - 2) For the second offense, the penalty shall be Expulsion.
- i. Any student found guilty of the misconduct defined in Section 2 (i) shall be penalized as follows:
- 1) For the first offense, by suspension for a period of not less than one (1) semester, but not more than one (1) year;
 - 2) For the second offense, the penalty shall be Expulsion.
 - 3) Any student found guilty of willfully withholding or misrepresenting information in his application to the Socialized Tuition System (STS) shall be subject to the following guidelines on penalties for STS violations:
 - i. If the information withheld involves common appliances, e.g. owned by majority of the population, the recommended penalty is one semester suspension, reimbursement of STS benefits received, plus permanent disqualification from STS and other scholarships.
 - ii. If the information withheld involves appliances which may be used to indicate capacity to pay, the recommended penalty is one year suspension, reimbursement of STS benefits received and permanent disqualification from STS and other scholarships.
 - iii. If the information withheld is substantial such as car, income employment, real properties, the recommended penalty is expulsion plus reimbursement of all STS benefits.
 - iv. If the student is found to have submitted falsified documents, the recommended penalty is expulsion plus reimbursement of STS benefits.
 - v. If the student pleads guilty, he should be made to reimburse all STS benefits received either before the decision is made or reimbursement is made a precondition for enrollment.
- Furthermore, if the information withheld is grave such as in Nos. 3), c and 3), d above, the recommended penalty is two years suspension and permanent disqualification from STS and other scholarships.
- j. Any student found guilty of the misconduct defined in Section 2 (j) shall be penalized with suspension for not less than fifteen (15) calendar days, but not more than forty-five (45) calendar days; *Provided*, that should the student be found guilty for the third time, the penalty shall be Expulsion. In addition, the student may also be required to pay for the repair and/or replacement of the damaged property.
- k. Any student found guilty of the misconduct defined in Section 2 (k) shall be penalized with suspension for not less than seven (7) calendar days, but not more than thirty (30) calendar days; *Provided*, that should the student be found

guilty for the third time, the penalty shall be Expulsion.

- l. Any student found guilty of the misconduct defined in Section 2 (l) shall be penalized with suspension for not less than fifteen (15) calendar days, but not more than forty-five (45) calendar days; *Provided*, that should the student be found guilty for the third time, the penalty shall be Expulsion. In addition, the student may also be required to pay for, or replace, the stolen property.
- m. The disciplinary action that may be imposed for violations of the misconduct in Section 2 (m) may take the form of expulsion, suspension from the University, withholding of graduation and other privileges, withdrawal of registration privileges, permanent disqualification from enrollment, exclusion from any class, reprimand, warning, or expression of apology. The gravity of the offense committed and the circumstances attending its commission shall determine the nature of the disciplinary action or penalty to be imposed.
- n. The Dean or Director of the unit may impose the penalty of suspension for a period not exceeding one (1) calendar year. If he deems suspension for a longer period or expulsion is warranted, he shall so recommend to the Chancellor, who shall refer the case to the Executive Committee for final decision.
- o. Any disciplinary action taken against a student shall be reported to his parents or guardians.
- p. Refusal to submit to the jurisdiction of the University by any student not enrolled at the time a charge against him is filed shall prejudice his future enrollment in any unit of the University.

SECTION 26. Summary Actions - Notwithstanding the provisions of the foregoing sections, a Dean may proceed summarily against a student of a college in the following cases:

Violation of rules and regulations issued by the Dean of the unit in accordance with Section three of these rules;

- a. Misconduct committed in the presence of a faculty member or any official of the University within the classrooms or premises of a college, or in the course of an official function sponsored by the college.

The respondent shall be summoned to appear before the Dean of the unit, informed of the charge against him, and afforded the opportunity to present his side.

Decisions taken under this section shall be in writing, stating the grounds for which disciplinary penalty is imposed. Such decisions shall be final and executory upon the issuance of the order. The penalty imposed shall not exceed suspension for fifteen (15) days exclusive of Sundays and official holidays.

- b. The Vice-Chancellor for Student Affairs may likewise proceed summarily against students in cases of:

- 1) Misconduct committed as provided in paragraph (b) of this Section, when committed within the University premises not falling within the jurisdiction of any college, school or unit or in the course of an official function sponsored by the University or a Unit other than a college, school, or academic unit.
- 2) Misconduct as defined in Section 2 (g) above, whether or not the acts are committed within the premises of, and by persons belonging to, one or several colleges, schools, or units.

SECTION 27. Definitions - The following terms shall have the meaning set forth below for purposes of these regulations:

- a. "Autonomous unit" refers to such universities or units of the University of the Philippines System which have been declared autonomous by law or by the Board of Regents;
- b. "Regional unit" refers to units outside of Diliman and Manila which are not autonomous;
- c. "Student" shall refer to any person (1) admitted and registered, in a degree or non-degree program or cross-registered in any course of the University on a regular or part-time basis, including those who are officially on leave of absence and (2) who has not yet been separated from the University formally through either transfer, graduation, honorable or dishonorable dismissal or expulsion or expiration of the period allowed for maximum residence, at the time *of the commission of the offense*, regardless of whether or not he *is enrolled* in any unit of the University *at the time of the filing of the charge* or during the pendency of the disciplinary proceedings against him;
- d. "Laws of the land" shall refer to general enactments in force in the Philippines;
- e. "Official Report" shall include any report duly submitted in writing to any proper authority in the University by a faculty member, any member of the University security force, any officer of a college or unit, or any officer of the University administration.

SECTION 28. These rules shall supersede all previous rules on student discipline and shall take effect upon approval. Amendments to these rules shall be circularized within ten (10) days after approval and shall take effect fifteen (15) days after circularization, unless a specific date has been set, which date shall in no case be within (5) days after its approval.

V. OFFICE OF ANTI-SEXUAL HARASSMENT (OASH)

OASH adheres to UP's underlying principle which is to establish and maintain an intellectual and moral environment that the human dignity and worth of all members of the academic community are guaranteed full respect. UP Cebu shall be a safe and secured place free from any form of sexual harassment, injustice, and inequalities.

Sexual Harassment defined by the UP Sexual Harassment Code is unwanted, unwelcome, uninvited behavior of a sexual nature or inappropriate sexual advances or offensive remarks about a person's sex, sexual orientation, or gender identity. Sexual harassment constitutes a ground for administrative disciplinary action under the offense of simple misconduct, disgraceful and immoral conduct, conduct prejudicial to the best interest of the service or grave misconduct.

A student found guilty of simple misconduct involving sexual harassment shall be penalized with a suspension for not less than one (1) calendar day but not more than 30 calendar days; provided that, should the student be found guilty for the third time, the penalty shall be expulsion. Grave misconduct involving sexual harassment shall be punishable by expulsion.

VI. UP GENDER AND DEVELOPMENT PROGRAM

UP Gender Development Program started in 1989 as a core of women from the three UPV campuses (Iloilo, Tacloban, Cebu) who were interested in promoting the welfare of other women.

It evolved into the UPV Women's Desk in 1990 as an organization of women and men from the various sectors and colleges of UPV who were interested in women's studies and women's welfare.

It became institutionalized as the UPV Gender and Development Program (GDP) upon the approval of the Board of Regents on April 17, 1997.

In 2000, the Women's Desk became the **Gender and Development Office**. Its mandate is in line with that of the UCWS' -- to encourage and strengthen teaching, research extension and advocacy on and for women in the university.

Until today, UP Cebu GAD continues to play a leading role in engendering the curriculum and in helping transform LGUs, communities and institutions to become gender-responsive and promote rights of women, with the following vision and objectives:

Vision

We envision a Philippine Society that is free from all forms of gender discrimination and inequalities across all sectors, particularly the marginalized. It is a society that is inclusive, equitable, and just. This is enabled by nurturing gender responsive institutions anchored on democratic and feminist ideals geared towards economic, political, social, and cultural empowerment.

Objectives

UP Cebu GAD takes a leading role in engendering the curriculum in the University and in helping transform policy frameworks and programs of government agencies, communities and institutions to become gender responsive and to promote women's rights.

What does UP GDP do? (Projects and Activities)

Conduct seminars and workshops in line with curriculum development, engendering of the curriculum

- Sponsor activities such as fora, symposium and trainings about gender and development in and out of campus
- Link with other offices (government and non-government) for partnerships in programs and activities
- Research and Publications: Conduct of Feminist Researches
- We have modest collections of books and materials on a wide range of topics. Visit our office to see more of our collections and lists of available resource materials.

VII. STUDENT AFFAIRS AND SERVICES

In support to UP Cebu's academic offerings, the Office of Student Affairs (OSA) provides services that respond to various needs of students through the following services:

1. Guidance & Counseling

Counseling

Students are guided in making decisions about personal, vocational and educational concerns with the help of a professional counselor. Counseling sessions are done with individual students or groups. Students are accommodated either as scheduled or as walk-ins.

Group Guidance

Weekly group guidance sessions are held for students to help them adjust to college life and the academic life in UP and help them in their emotional and psychological growth.

Peer Facilitators Program

The program trains a group of selected students to be Peer Facilitators & function as conduits between the students and the Guidance Services Specialists (GSS). They work hand in hand with the Guidance Services Specialists in assisting students to cope with the challenges of college life.

2. Psychological Testing

Psychological test results are used as tools in the counseling process. Aptitude and Interest Tests are administered as requested or as the need arises, for better understanding and awareness of students' potentials

External Testing - Provide testing services to requesting companies and industries.

3. Career Guidance, Job Placement and Follow-up

Students are guided in identifying and developing career paths through career symposium, job fair and campus interviews. These are followed up in subsequent counseling sessions. Students are informed of various educational and occupational opportunities.

4. Scholarships and Financial Assistance

a. RA 10931- Universal Access to Tertiary Education Act of 2017

Filipino Students who are either currently at the time of effectivity of the Free Tertiary Education Act, or shall enroll anytime thereafter, in courses leading to a bachelor's degree in any SUC or LUC shall be exempted from paying tuition and other school fees for units enrolled in. Students will be eligible to receive these benefits provided they qualify under the admission and retention requirements of UP Cebu.

The following students are ineligible to avail of free higher education:

- Students who have already obtained a bachelor’s degree or comparable undergraduate degree from any public or private HEI
- Students who fail to comply with the admission and retention policies of UP Cebu, resulting in the student’s permanent disqualification from enrolling
- Students who fail to complete their bachelor’s degree within a year after the period prescribed in their program.
- Students who voluntarily opt out

In cases where students are ineligible for the RA 10931, they can still avail of free or discounted tuition and other school fees, through UP’s Socialized Tuition System (STS).

b. Socialized Tuition System (STS)

UP created the Socialized Tuition System (ST System) to reduce the cost paid by students during enrollment, based on the paying capacity of the household to which a student belongs. Through the ST System, UP may subsidize a portion or the full cost required during enrollment and, in certain cases, grant additional subsidy to waive miscellaneous fees and grant monthly cash allowances.

The ST System is open to undergraduate students, including students enrolled in Law and Medicine. The ST System was approved by the UP Board of Regents on 16 December 2013. STS application is made through the SFA Online.

c. SFA Online

Application for the Socialized Tuition System is done through the SFA online portal. All students are encouraged to make an application at this portal even those enjoying the benefits of RA 10931 to have the chance to avail of other government and private financial assistance programs.

The SFA Online accepts applications from:

1. Filipino students
2. Bonafide undergraduate UP students, including those enrolled in Law and Medicine programs of UP. Except for students of Law and Medicine, the applicant must not have a bachelor's degree. For new students, the applicant must have an admission slip.
3. Students in need of financial assistance as determined by the guidelines that govern these financial assistance programs.

In certain cases, UP grants additional subsidy to waive miscellaneous fees and grant monthly cash allowances.

Tuition discounts and other financial assistance from STS shall be for one academic year, renewable annually.

Below is the table for Tuition Discount based on the paying capacity of the household to which a student belongs.

| | | |
|--|----------------|--|
| | TUITION | |
|--|----------------|--|

| <i>Tuition Discount</i> | <i>Tuition Discount</i> | <i>Tuition in ₱</i> | <i>Other Financial Assistance</i> |
|--------------------------------|--------------------------------|----------------------------|---|
| Partial Discount 40% | 40% | ₱600/unit | |
| Partial Discount 60% | 60% | ₱400/unit | |
| Partial Discount 80% | 80% | ₱200/unit | |
| Full Discount | 100% | Free Tuition | Free miscellaneous + Free laboratory fees |
| Full Discount + Stipend | 100% | Free Tuition | Free miscellaneous + Free laboratory fees + Monthly Stipend |

Students who will be granted *Full Discount + Stipend* will receive monthly allowance for two semesters.

d. Student Assistantship Program

The program provides students the opportunity to earn ₱60.00 per hour (for a minimum of 30 hours per month) by working for UP. However, priority is given to low income students. *First years are qualified to apply in the 2nd Semester only.*

e. Student Loan Program

A student who is unable to pay the required tuition and other fees due to financial incapacity may apply for, and shall be granted, a loan from the Student Loan Board to complete the registration. Application forms are available at the Office of Student Affairs/Accounting Office.

f. Meal Assistance Program

The program provides qualified students to avail of a free meal at the UP Cebu Canteen equivalent to ₱60.00 per day. This is a sponsored program with donations coming from some of our generous administrators/faculty.

Aside from the STS and UP System Scholarship, there are other government & private scholarships that can be availed of.

g. Donor-funded Scholarship Programs

Donor-funded Scholarship Programs are financial assistance programs funded by private individuals and organizations. These programs are managed by Scholarship and Financial Assistance units in different campuses of the University.

Applicants to donor-funded scholarship programs are required to submit application forms to Scholarship and Financial Assistance units in their campus.

To process applications, Scholarship Affairs personnel use the information submitted by students in SFA Online. Slots are assigned to SFA Online applicants that match the

requirements provided in the donor-funded scholarship program guidelines.

h. The Kadaganan Fund

Kadaganan Fund is a program established by the University of the Philippines Cebu Office of Student Affairs (UP Cebu OSA) to help students who have immediate needs such as food, boarding fees, transportation, or school requirements, but have no money. Any registered student of UP Cebu can borrow money from the fund, with a maximum amount of P500.00, payable within two months.

Kadaganan in Cebuano means “somebody whom anybody can run to for help, protection or refuge.” UP Cebu wants its students to have a “Kadaganan” during times of urgent financial needs through this program. The first donor of the Kadaganan fund was the Uphill Run of UP Cebu through the event organizer Dr. Jonnifer Sinogaya, hence another reason to call this program “Kadaganan”.

Application Process

The Scholarships and Financial Assistance team of OSA headed by the GSS in-charged of Scholarships and Financial Assistance will be the main personnel in-charge of the Fund. Any student who wish to avail of this service must fill up the application form attached (Appendix Form 5). The applicants will then be interviewed to verify the information they have given in the application form and for assessment. The final approval of the application will be from the OSA Director. Upon approval, students can claim the amount they wish to borrow directly from OSA through the Administrative Assistant of STS and Financial Assistance.

Terms of Payment

Student will give payments directly to OSA through the Administrative Assistant of STS and Financial Assistance. Students who are not able to pay their loan within two months will receive a verbal notice. After three months of failure to pay, he/she will receive a written notice and an email to remind him/her of unpaid loan. Any student who have accountabilities from the Kadaganan fund cannot avail of any additional loan and cannot obtain clearance from OSA.

Donation to the Fund

Anyone inside and outside UP Cebu can donate to the Kadaganan Fund. Donations are directly given to the Office of Student Affairs through the Scholarships and Financial Assistance Team.

VIII. RULES AND REGULATIONS GOVERNING STUDENT ORGANIZATION, FRATERNITIES, AND SORORITIES

1. Rationale

The holistic development of the person is not realized only in terms of academics. Among other things, the development of one’s academic, emotional, cultural, physical, social and psychological domains as well as leadership skills are also necessary in shaping the total person. Opportunities for student leadership and involvement in student organizations and activities provide an avenue for the total person to develop outside the four walls of a classroom.

While it is important that student organizations are afforded greater autonomy in managing their affairs, it is but necessary to provide a structure which ensures that student organizations operate in a way that advances the holistic development and growth of their membership.

2. Definition of Terms

Student organization – any group of at least fifteen students (15) that share a common interest and subscribing to similar objectives with a constitution and by-laws and a set of activities for the academic year.

Term of office – the duration of which an officer serves a certain position, as defined in the constitution and by-laws of the organization being served within the academic year.

3. Scope of the Guidelines

The UP Cebu Student Organizations and Activities Guidelines shall cover all student organizations in UP Cebu (both high school and college). Other guidelines for student activities may be formulated by the University (e.g. Guidelines for Fine Arts installation of arts projects, Management guidelines for business plans, SC discipline committee guidelines, etc.)

4. Organizational Structure

Student organizations and activities in UP Cebu will be coordinated by the Office of Student Affairs and under the supervision of the Vice Chancellor for Academic Affairs /or Vice Chancellor for Administration.

5. General Policies

i. Student Organizations are classified as:

- a) Student Council
- b) Student Publication
- c) Program Based Organizations
- d) Cultural Performing Groups
- e) Socio-Civic Organizations
- f) Political Organizations
- g) Fraternities & Sororities (only for college students above 18 years old)
- h) Year level or Batch organizations
- i) Interest Groups
- j) Scholarship Based Group
- k) Sports Club
- l) Regional Groups

ii. Student Council & Student Publication

Student Council & Student Publication whose constitution and by-laws have been approved by higher authorities (BOR) need not apply for annual recognition with the Office of Student Affairs. However, they are still covered by other provisions of the guidelines such as to submit the letter of acceptance of their chosen adviser(s), year-end financial report and year end accomplishment report.

iii. Recognition of Student Organizations

Student organizations with at least ten (10) members, majority of which are bona fide students of the university and whose five (5) officers are UP students with a total of fifteen (15) must apply for recognition in order to enjoy the privileges afforded only to duly recognized student organizations and to operate legitimately. Application for recognition is done annually. The deadline for recognition of student organizations is thirty (30) calendar days after the start of classes in the first semester. However, student organizations who fail to apply for recognition during the first semester may still apply for recognition in the second semester not later than 30 days after the start of classes. The recognition of a student organization is valid from the approval of recognition until the deadline for the application for recognition of the succeeding academic year. Listing of requirements to be submitted are found at the Office of Student Affairs.

Procedure for Recognition of Student Organizations

For any student organization who wants to apply for recognition, one (1) set of printed documents filed in a long folder must be submitted to the Office of Student Affairs not later than 30 calendar days from start of classes in the First Semester of the Academic Year.

Another one (1) set of the submitted documents shall be scanned and sent as e-copy in pdf-file and emailed to osa.upcebu@up.edu.ph in the following order:

- a) Application Letter addressed to the Chancellor signed by Pres./Adviser (SOA Form No.1)
- b) Letter of Acceptance of Adviser and endorsed by Dean/ Admin. Head (SOA Form No. 2A)
- c) Letter of Acceptance of Co-adviser , if applicable (SOA Form No.2B)
- d) List of Officers and their respective ID pictures and specimen signatures, photocopy of their grades for the preceding semester and Form 5 to determine study load and enrolment of the current semester (SOA Form 3)
- e) Roster of Members with course/program enrolled, contact no. and email address as indicated in the Form 5 (SOA Form 4)
- f) Copy of the Constitution and By-Laws (as amended and revised)
- g) Calendar of General Plan of Activities – GPOA with Name of Activities, Person In Charge, and Tentative Amount and Source of Budget (SOA Form5)
- h) Accomplishment Report (SOA Form 6)
- i) Financial Report or Status of Funds (SOA Form 7)

iv. Qualifications & Responsibilities of Advisers & Co-Advisers

Only faculty members who have at least one (1) year teaching experience and/ or administration staff/ REPS with at least two (2) years' experience in UP Cebu may become an adviser of a student organization. Faculty member and administration staff/REPS must consult with their College Dean/ Program Coordinator and/ or Immediate Supervisor respectively before accepting the adviser-ship of a student organization. Others who may not qualify to become advisers may be asked to be co-advisers. Duties and responsibilities of the adviser are to be embodied in the Constitution and by-laws of the organization.

The responsibilities of advisers and co-advisers extend to both on and off-campus activities. The adviser, a more experienced and concerned mentor-elder in the university, provides advice to the members of the organization not only on how to achieve organizational goals but also on the development of individual members as responsible and concerned citizens.

The adviser and co-adviser may only accept at most two (2) student organizations

only.

v. *Qualifications of Student Officers*

(a) *Grade Requirements*

a.1 Student Council Officers must be in good academic standing and must not have incurred a grade of 5.0 in the semester immediately preceding the term of office. A Student Council Officer must have no more than 50% of the enrolled subjects of the immediately preceding semester dropped. The term of office of the student council shall be defined in the constitution of the student council.

a.2 Editor-in-Chief of Student Publication must be in good academic standing and must not have incurred a grade of 5.0 in the semester immediately preceding the term of office. Editor-in-Chief must have no more than 50% of the enrolled subjects of the immediately preceding semester dropped. The term of office of the editor in chief shall be defined in the constitution of the student publication.

a.3 Officers of Student Organizations must be in good academic standing and must have a GWA of 3.0 or better. He/she must have no more than 50% of the enrolled subjects of the immediately preceding semester dropped.

(b) *Academic Load Requirements*

b.1 Officers of all student organizations must be enrolled in at least three (3) units in the semester he/she is serving as an officer.

b.2 Student Council Officers must carry the prescribed academic load for the academic year after the election.

b.3 Editor-in-Chief of the Student Publication must carry the prescribed academic load for the semester(s) within the term of office

(c) *Other requirements*

A student may only hold the position of President /Chairperson or its equivalent in only one (1) student organization.

6. Rights and Responsibilities

A. Rights and Privileges of Duly Recognized Student Organizations are as follows:

a. Use of campus facilities (grounds, classrooms, buildings, etc.) and personal services, subject to the rules and regulations on the use of such, as provided official academic activities are not prejudiced;

b. Representation, through the UP Cebu Student Council, in standing committees which concern student welfare and interest;

c. For duly and fully recognized student organizations, their officers and members may be appointed representatives of the University in community activities are requested or recommended by the Chancellor or his/her representatives (VCAA/VC Admin.).

B. Moratorium on Student Activities

There is a moratorium on student activities starting one (1) month and strictly two (2) weeks before the end of classes until the last day of the final exams period. During this period, no student activities of any kind will be permitted except for business meetings.

C. Guidelines for Fraternities & Sororities

Initiation of students, which inflict physical or moral damage, is strictly prohibited. Fraternities and sororities are not allowed to recruit students who are below 18 years of age.

D. Submission of Reports

a. *Accomplishment Reports (AR)*

Duly recognized student organizations are required to submit an accomplishment report to the Office of Student Affairs every end of the academic year. The deadline for submission of accomplishment report is two (2) weeks before the end of classes in the second semester. Failure to submit the report will be counted against

the renewal for the recognition of the student organization for the next academic year. The accomplishment report must follow the prescribed format from the Office of Student Affairs and bear the written approval & signatures of the President and their Adviser/ Co-Adviser.

b. Financial Status Reports (FSR)

Duly recognized student organizations are required to submit a financial report to the Office of Student Affairs every end of the academic year. The deadline for submission of financial status reports is two (2) weeks before the end of classes in the second semester. Failure to submit the report will be counted against the renewal for the recognition of the student organization for the next academic year. The financial report must follow the prescribed format from the Office of Student Affairs and bear the written signature of President and approval by the Adviser/Co-Adviser.

7. Withdrawal of Recognition of Student Organization

Recognition may be reverted or also withdrawn as the case may be, upon cause and after due process. Grounds for withdrawal may be in the form of willful violation of UP Cebu rules and regulations in general, and the UP Cebu Student Organization and Activities guidelines in particular. Jurisdiction over cases involving student organizations rests on the University committee convened for the purpose, chaired by the OSA Director and whose membership include two (2) faculty representatives, the vice chairperson of the Student Council and the student rights and welfare committee chair of the Student Council.

8. Guidelines for the Conduct of Activities

- a) No organization may start an activity except the holding of business meetings without prior approval of their recognition by the Office of Student Affairs;
- b) For activities that require the use of electricity and/or use of areas within UP Cebu roofed spaces except tambayans and other areas utilized for academic and non-academic purposes, the organization has to complete the general request form (GRF)/event sheet. For activities within campus that do not fall under this provision, the organization shall still inform formally by writing a letter to the Office of Student Affairs Coordinator about the activity.
- c) For activities outside the campus organized or initiated by a recognized student organization, prior approval must be secured from the Office of the Chancellor through proper channels and endorsed by the Office of Student Affairs.
- d) Students participating in activities outside the campus which are organized by non-recognized student organizations, either as individual student or as a representative of an organization, shall inform the Office of Student Affairs of such participation and with the understanding that all other requirements shall have been fulfilled (e.g. waivers);
- e) Permits to hold activities are to be filed three (3) working days before the activity. All forms pass through prescribed proper channels. Any request shall only be considered filed upon reaching the proper office for final approval.
- d) The organization shall be held responsible for damage or defacement of University facilities as well as orderliness and cleanliness of the premises during and immediately after the activity. Solid waste management guidelines must be submitted for putting up of concessionaires. Concessionaire shall pay a bond that ensures cleanliness of the premises and pulling out their facilities after the event.
- e) In evening affairs and activities that involve the attendance of an audience of 200 or more people involving non-UP constituents and/or activities that conclude after the established curfew hours, the organization is required to provide for extra security officers. Security guidelines must be submitted along with the general request form/event sheet and a list of at least ten (10) chaperones from among the ranks of faculty

members and administration staff also be provided.

f) All student activities must observe curfew hours established by the school and the local and national government

g.) For activities conducted in the campus which are open to the general public, organizers will be required to submit their Security Contingency Plan, including supplemental security guards and other law enforcing personnel. They are also required to submit Solid Waste Management Plan, Floor plan of the stage and other booths with listing of names of concessionaires. The campus security officer must countersign the security contingency plan and campus development & maintenance office head must countersign the Solid Waste management plan respectively before the activity will be endorsed for approval by the Chancellor.

(g.a) Activities done in a contained area of the campus, such as AVR, Conference Hall, Interactive Learning Center, and similar venues may be done without need for supplemental security personnel, though they may opt to have one at their expense;

(g.b) For activities done in multiple venues of the campus and other areas other than the ones mentioned above, organizers are required to provide additional security personnel, the number of which will depend on how many areas of the campus will be used;

(g.c) For activities conducted at night, organizers are required to provide at least two (2) additional security officers for the duration of the activity excluding barangay tanods and law enforcement officers;

(g.d) All request for additional security details should be coordinated with UP Cebu's campus security officer. All expenses incurred for additional security detail shall be charged to the account of the organizers.

9. Income Generating Projects/ Fund Raising Activities

a) Applications for fund raising activities must indicate their specific purposes. Fund raising for the enjoyment of the organization members such as parties shall not be allowed.

b) Tickets or their equivalent must be numbered and must bear the signature of duly authorized officers of the organization with necessary permits from respective government agency (e.g. BIR, City Hall, etc.);

c) Any collection, contribution, proceeds, etc. must be duly receipted or listed. They are to be accounted within two (2) weeks after the activity. The financial report must be submitted to the Office of Student Affairs or in case of college organizations, to the College Dean/ for high school Committee Chair of Student Affairs and evidence must be shown that proceeds have been expensed for the approved purpose and given to the beneficiaries, if any.

d. Any reimbursement or procurement must be consulted with the SPMO, BAC, and Accounting Office with proper approval from authorized school officials.

10. Actionable Misconduct and Penalties

These rules shall apply to all fraternities, sororities and other student organizations, regardless of whether or not they are officially recognized by the University and without prejudice to the provisions of R.A. No. 8094, otherwise known as the "Anti-Hazing Law".

Section 1

Members and officers of fraternities, sororities and other student organizations shall be subject to disciplinary action for the following acts and shall be penalized as follows:

A. Any such member or officer who commits or engages in, any of the acts

specified below shall be expelled from the University whether or not the acts are committed within or outside University premises:

1. Participating in any rumble, engaging in fisticuffs with, or physically attacking a member of other fraternities, sororities or other student organizations.
2. Physically attacking any other student or official faculty member or employee of the University or any other person in connection with any matter relating to fraternities, sororities or other student organizations.

A rumble is a violent confrontation between two or more students belonging to different fraternities, sororities or other student organizations.

B. Any such member or officer who engages in any form of physical initiation or hazing resulting in or causing physical injury, as well as the neophyte who allows himself/herself to be subjected to hazing, shall be expelled, unless the student concerned agrees to become a witness for the University.

C. Any such member or officer who commits acts of provocation which result in heated confrontation between fraternities, sororities and other student organizations shall be suspended for one (1) year; provided, however, that in case the provocation results in a rumble, fisticuffs or a physical attack, the erring student shall be expelled from the University.

There is sufficient provocation when a person or party excites, incites or induces another to execute an act; when one irritates or annoys one with improper or unjust acts, or words or deeds that are vexing.

There is a heated confrontation when, as a result of the immediately preceding act of sufficient provocation, words are exchanged in a hostile, challenging, insulting, irritating or annoying manner or conduct between the parties.

D. Any such member or officer who exhibits gross or deliberate discourtesy to any University official, faculty member, employee, disciplining authorities or their agents, in connection with fraternity, sorority and other student organization-related incident, shall be suspended for at least one (1) year.

E. Any such member or officer found carrying or possessing within university premises any firearm, Molotov bomb, pillbox or other explosives, knife with a blade longer than two and a half (2 1/2) inches, metal pipe or any other dangerous or deadly weapon and banned substances enumerated under the Dangerous Drugs Act (R.A. 6425, as amended) shall be expelled from the University; provided, however, that stones, baseball bats, nightsticks, rattan sticks or similar wooden instruments, paper cutter, tear gas, scalpels, icepicks and other similar objects capable of causing physical injuries shall be deemed dangerous and deadly if the erring person possesses them in preparation for or immediately before, during or after an attack, confrontation or rumble.

F. Any such member or officer who willfully fails to comply with summons by the Vice Chancellor for Student Affairs or equivalent official in the autonomous University, the Student Disciplinary Tribunal, Deans or their representative for the purpose of investigation and other proceedings conducted in connection with fraternity, sorority and other student organization-related misconduct shall be automatically suspended by the Chancellor

G. Any such member or officer who causes damage to university property or

property of any private person within the university premises, on the occasion of a rumble, hazing, tumultuous affray or any similar disturbance shall be suspended for at least one (1) year, provided that, if any death or serious or less serious physical injury is caused to another person by reason of, or on the occasion of said destruction of property, the erring student shall be expelled from the University; provided further, that if university property is damaged, he/she shall be required to repair the damage done at his/her expense or to reimburse the University for costs incurred in repairing such damage and no clearance shall be issued until such damage is fully compensated by the respondent.

H. Any such member or officer of fraternities or sororities who recruits a college first year student taking a first undergraduate degree shall be suspended for at least one (1) year and the student recruited as well as all officers of the fraternities or sororities concerned shall likewise be suspended for a similar period.

The recruitment of two or more college first year students, in any manner, shall be taken as evidence of the fraternities or sororities' policy of recruitment in violation of the foregoing provision in which case, all the officers of the fraternities or sororities concerned shall be suspended for at least one (1) year.

As used in these rules, the college first years shall refer to students in the first year of their undergraduate course as well as any college student who has earned not more than 30 units of academic credits in any baccalaureate or certificate program or any non-degree program of the University; provided that a grade of incomplete in any subject or course shall not be construed as a unit earned in the said subject or course.

I. Any such member or officer who commits any other form of fraternity, sorority and other student organization-related misconduct, whether within or outside university premises, which affects the good order and welfare of the University or which has a negative effect on the discipline, general welfare or the good name of the University, shall be suspended for not less than six (6) months but not more than one (1) year.

In case of a second offense committed under paragraph C, D, G, H and I above, the erring students shall be expelled from the University.

Section 2

A. In case any misconduct defined in the preceding section is committed by two or more members or officers of the fraternities, sororities or student organizations and a conspiracy is established, all officers of such fraternities, sororities or student organizations participating in that conspiracy shall be expelled from the University.

A conspiracy shall be deemed to exist if concerted action and unity of purpose is established.

B. Where the acts prohibited under this rule is committed by a member, officer or agent of the fraternities, sororities or student organizations who is not a student of or even if a student is not currently enrolled in the University, all officers of said fraternities, sororities or student organizations shall be suspended for at least one (1) year; provided that, if said acts are committed by bodyguards, domestics or employees of a member or officer, such member or officer and all officers of the fraternities, sororities or student organizations shall be expelled from the University.

Section 3

Penalties of suspension shall take effect immediately upon the finality of the decision. A

student under suspension shall not be allowed to enroll, attend classes, take examinations, use university facilities or graduate during the effectivity of the suspension; provided that, use of university facilities shall be understood to include using library facilities, residing in the residence halls or dormitories owned by the University, undertaking field work or any other academic requirement, entering any academic building, etc.; provided further, that a student under suspension shall not be allowed to enroll until his/her suspension shall have been fully served, except when the period of his/her suspension expires on the last day for late registration.

The period of suspension shall be counted as part of the academic residency requirement of the student, if for any reason the student was able to take an examination or submit any academic requirements during the effectivity of suspension, such examination or submission shall be considered invalid.

Notice of suspension shall be immediately furnished to the parents and/or guardians of the student and all the colleges and units concerned. All concerned faculty members shall be immediately notified of the suspension by their respective deans, institute/center directors and department chairpersons, as the case may be.

Notwithstanding the foregoing, nothing in these rules shall preclude the disciplining authorities from imposing sanctions including but not limited to withdrawal or recognition of fraternities, sororities and other student organizations, under existing university and college rules and regulations.

IX. GENERAL GUIDELINES

1. Use of OSA LCD/Equipment

- a. For use of LCD/equipment, reservation is on a first come first served basis. Only recognized student organizations can borrow the equipment. (To be verified by the GSS In-charge of Student Organizations)
- b. Priority on the use of the LCD/equipment is given to OSA related programs, services and activities.
- c. Recognized Student Organizations/Student Council may use the LCD/equipment upon reservation and approval of request by the OSA Coordinator, three (3) days prior to actual day it will be used.
- d. A request form for the use of LCD/equipment will be accomplished by the borrower signed by the Adviser and approved by the OSA Coordinator. The UP ID or any other valid ID shall be deposited & kept with OSA until the equipment/LCD is returned. The borrower must sign the logbook for easy monitoring.
- e. The borrower must see to it that the equipment will be used properly and with utmost care. The VGA, power cords and remote control of the LCD should be at all times placed inside the bag after use.
- f. For any damage of parts, loss of cords, remote control and/or the equipment, it is the responsibility of the last person/borrower to replace/or pay for the actual damage or loss.

- g. The equipment/LCD can be borrowed only during office hours (e.g. 8 a.m. to 5 p.m.) free of charge and thus OSA can officially release and receive the requested equipment/LCD during such time.
- h. The requested equipment/LCD cannot be taken out of the campus neither can it be requested by any student organization for overnight use.
- i. Each Student Organization may avail of the use of LCD/equipment as priority borrower only once (1) a semester. The said student organization will be on the waiting list as borrower if it has borrowed the equipment more than once to give opportunity for other student organizations to avail of the use of equipment/LCD free of charge.
- j. The deposited-UP ID or any valid ID will be returned to the borrower once the equipment/LCD has been returned, checked and cleared by OSA.

2. Use of U.P. Cebu-Tambayans

- a. The use of the campus tambayans will be from 7:00 AM to 10:00 PM. It is for the use of UP Cebu students, faculty, REPS and admin. staff for the purpose of holding meetings; group study; projects/ thesis group discussions, etc.;
- b. Non-UP constituents are also allowed to use the tambayan without any exclusivity. However, such a group or person who solely use it for a certain event or specific purpose, shall write a letter to the VC Admin./Chancellor to be filed at least two (2) days before the activity for UP constituents and at least three (3) days for non-UP constituents;
- c. Reservations will be on a first come first served basis. During weekdays, approval will be at OSA level only but during weekends, approval will be VC Admin. level subject to payment of fees especially for non-UP constituents/ or activities;
- d. Copy of the approved letter / reservation form will be given to OSA, VC Admin., and Security Guard / Security Officer. Noncompliance of giving the copy of approved letter(s) will mean that person or groups cannot use or stay at the tambayans;
- e. For school wide activities, tambayan should be indicated in the reservation (general request form) as part of facilities for use (esp. involving use of electricity) which is subject to payment and prior approval by proper school authorities indicated in the GRF;
- f. Persons /or groups, officers of organizations who are staying and using

the tambayans and those who are using it with or without the GRF shall still be held accountable and liable for any damage on the structure. The cleanliness and orderliness by the persons/organization and regular facility check and repair shall be done by CDMO.

- g. However, all users of the tambayans (UP or non-UP) have to maintain the cleanliness, orderliness and proper use of school facilities according to the existing school rules and regulations. In case of any violations on these guidelines, due process of investigations shall occur. The offender or any person/ group found out to deliberately violating said guidelines shall immediately repair and replace any damage done to the structure.

3. Posting at Bulletin Boards

- a. All materials for posting must bear the stamp approval of the appropriate office and the signature of authorized school officials after the approval of a letter of request to the Chancellor /or Vice Chancellor for Administration with the endorsement and signature from the following person according to the type of announcement:
 - Job Ads – GSS In Charge for Job Placement/ Job Fair
 - Statements – GSS In Charge for Student Organizations
 - Event Announcement/Contests/Call for Awards/Conference – GSS In Charge for Student Org.
 - Scholarships – GSS In Charge for STS
- b. All materials for posting at the bulletin board must bear the name of sponsors, title of activity, venue of activity and content of all relevant information;
- c. No materials for posting may contain libelous statement(s) or offensively coarse or foul language towards any person/ group and the name of the school. Libelous statement shall refer to defamatory, scandalous and slanderous words;
- d. It will be the responsibility of the owners of materials to post or put up their announcements/ statements/ ads only at the designated green colored bulletin boards/ poster areas and billboard subject to confirmation by CDMO or VC Admin.;
- e. Materials for posting at bulletin boards must not be larger than A3 or A4 size (210mm x 297mm) and not smaller than half size of the bond paper (8 ½ in x 5.5 in). It shall be posted for a maximum of validity of 15 calendar days. Thereafter, said materials will be removed by the officers of the student organization/ company staff, Security Guard or CDMO personnel;
- f. Materials for posting larger than A4 bond paper size are considered streamer, tarpaulin, banners and shall only be posted at the areas assigned for it. Only

one (1) streamer/tarpaulin per event can be posted for a maximum of 15 calendar days. Thereafter, said materials will be removed by the officers of the student organization/ company staff, Security Guard or CDMO personnel;

- g. No posting will be allowed on covered walks, walls, doors, railings, windows, rest rooms, trees and light posts or anywhere outside the designated areas
- h. Violations regarding the Guidelines for Posting will be as follows:
 - First Offense – verbal reprimand to the sponsor or the one making the announcement
 - Second Offense – written letter of warning to the sponsor/ persons
 - Third Offense – committee investigation on the violation by the person, sponsor or organization. The recommendation of the committee will be final and executor

4. University Student Council Elections

a. Qualifications of Candidates (Art. VI, Sec. 1, Constitution of UP Cebu Student Council)

1. One must be a Filipino citizen and bona fide undergraduate student of UP Cebu who is currently enrolled at the time of the filing of candidacy supported by the certified true copy of the Form 5 (certified by the OUR).
2. One must have no failing grade of 5.0 and/or DRP in all subjects during the semester immediately preceding the elections (first semester) supported by the certified true copy of grades by the Office of University Registrar. *However, in the event that one has a grade of 4.0 or INC. it can only be allowed in just one subject and more than one conditional failure or incomplete grade disqualifies the candidate *(SEB guideline as approved by both parties.)
3. One must not have been subjected to disciplinary action involving any act of misconduct directly affecting the welfare of the University.

b. Filing of Candidacy

1. Filing of Candidacy is open to all qualified undergraduate students (as defined in Art. VI, Sec.1, Constitution of UP Cebu Student Council)
2. Duly qualified candidates should file their candidacy with the appropriate form at the Office of Student Affairs. Final schedule and specific dates of filing of candidacy are to be agreed by both parties and approved by the Student Electoral Board (SEB).
3. The SEB will convene at 6p.m. on the deadline for filing of candidacy to confirm the official list of qualified candidates, which will be posted the following working day.
4. After the deadline for the filing of candidacy, no replacement shall be allowed for any candidate. In case there is a withdrawal of candidacy, it shall be made in

writing to the SEB Chair only on the day before the SEB meets to confirm the official list of qualified candidates.

5. Only recognized student organization's name may be used as a political party by prospective candidates.

c. Campaign Strategies

1. Campaign managers and members of the party list directly involved must be currently enrolled during the semester.

2. The official campaign period will be determined by the SEB. Posters, sample ballots, and position papers are allowed as long as distribution of said materials do not interfere with the normal routine of classes. Posters/ campaign materials are allowed to be posted only at the specifically designated places/ areas (per posting guidelines of campaign materials).

3. A room to room campaign within the campaign period will be allowed subject to approval by the Chancellor from on specified dates. Each party and independent candidates are allowed a maximum of 10 minutes only with the proper permission from faculty handling the class.

4. The candidates are allowed to campaign anywhere inside the campus only within the prescribed campaign period and provided that classes are not disrupted and disturbed.

5. An election bond of Php 300.00 per party or per individual if independent, is required.

It will be returned after all campaign materials have been removed.

6. Students ' grand rally will be held on a specified date by the SEB from 1p.m. to 5p.m. with the purpose of presentation by the different candidates and their respective platforms. SC shall write a letter of request to the Chancellor endorsed by SEB Chairperson in order to request (ACLE) alternative class learning exercise/activity.

7. Violations of the guidelines regarding campaign strategies, the following sanctions will be imposed:

a. First offense – verbal reprimand to be given by any member of the Student Electoral Board

b. Second offense – written warning to be given by the Student Electoral Board

c. Third offense – will not be allowed to do room-to-room campaign

8. A written complaint should be submitted to the electoral board signed by 3 witnesses.

d. Conduct of Elections

1. All undergraduate students of UP Cebu who are officially enrolled for the second semester for the Academic Year have the right to vote on the election's day.

2. The election will be held on at a specified date set by the SEB (based on the SC constitution) w/no lunch break at the AS Conf. Hall Canvassing will be at the AS Conference Hall on the same day. Party poll watchers should be present before the ballot boxes will be closed for the start of polling and before ballot boxes are opened for canvassing.

3. The voting procedures are as follows:

- a. Make sure your name is found in the official list of students who are qualified to vote
 - b. Present your UP Form 5 or Invoice or U.P. I.D. or any other valid ID (Library/ TLRC) for verification purposes by the Students Electoral Board.
 - c. Affix your signature on the control sheet prepared by the Electoral Board and the Office of Student Affairs GSS as soon as you receive your official ballot.
 - d. Accomplish the ballot by shading the circle just before the name of the candidate of your choice. For corrections, pls. erase completely and shade the new choice.
 - e. Affix your thumb mark on the ballot and drop your ballot into the box designated for each cluster. Again, affix your signature on the same control sheet after casting your vote.
4. Only members of the Student Electoral Board and two (2) official party poll watchers are allowed within the designated area of the precinct.

e. Canvassing of Ballots and Election Results

1. The canvassing of ballots will start at a time determined by the SEB and shall be conducted by the SEB in the presence of two (2) official party poll watchers representing each of the political party/ independent candidates. It can also be viewed by other UP constituents outside the precinct.
2. Any unnecessary marks, comments or erasures written on the ballot will nullify it. Ballots with no thumb marks will also be invalidated.
3. Election protests must be officially filed in writing addressed to the Chair, Students Electoral Board (SEB) until a specified time **the following day after the elections**.

f. Proclamation of Winners

After the **proclamation of winners**, they will have to wait for proper turn over and submission of the election reports for review and approval of the Chancellor. The Induction to the Office of the University Student Council will be set subject to the availability of the Chancellor which shall be the signal of the new term of the new set of USC officers for the specified academic/school year.

Note: Students Electoral Board has the sole authority in terms of conduct and decisions on the elections which is composed of Chair- Vice Chancellor for Academic Affairs; Vice Chair-OSA Coordinator & GSS In Charge of Student Org-Secretariat & 2 Faculty and 3 Student Reps who are Non-partisan or with no political affiliation.

5. Selection of the Tug-ani Editor-in-chief

a. Qualifications of the Tug-ani Editor in Chief

The post of the Editor-in-Chief is open to **all undergraduate students** of the University of the Philippines (UP) Cebu, **provided that he or she has no failing grade (5.0), conditional failure (4.0) or incomplete grade** of the previous

semester (from date of selections 2nd semester) and of good moral character meaning has not been found guilty of any disciplinary charges.

b. Appointment of the Selection Board/ Committee for Tug-ani EIC

The Office of the Chancellor shall appoint **three (3) faculty representatives and one (1) student representative** to compose the **Tug-ani Editor-in-Chief Selection Board**, who will finalize the guidelines for the written exam and panel interview, which all applicants will be required to undertake and undergo.

c. Posting of Announcements

The posting of announcement for Selection of the Editor-in-Chief will be on specified date in **March**.

It is open to all undergraduate students of the University of the Philippines (UP) Cebu, provided that he or she has no failing, conditional or incomplete grade of the previous semester and of good moral character. The deadline for accepting of applicants for EIC will be set (as indicated in the Tug-ani Constitution and By-laws as endorsed by Chancellor and approved by BOR).

d. Selection Process – Written Exams and Panel Interview

For the EIC selection process, the **written exams** will be administered by the Office of Student Affairs (OSA) GSS in-charge of Student Organization/Activities for **four (4) hours**. However, written exams will be prepared by the Faculty Chair / or representative in the Selections committee (preferably faculty who has experience in student publications and journalism) 2 days before the actual date for test administration. Applicants shall encode their exam answers in the computer at TLRC to facilitate the checking of article length and the review and checking of papers by the selection board. The candidate will indicate only **his or her pen name in the exam papers**. Before the results are released, only the OSA GSS will know the real identities behind the pen names. After which, the shortlist of candidates will undergo the panel interview by all members of the Selections Committee.

Written exam (total: 300 points)

(a.) **News writing (100 pts.)**

(b.) **Editorial writing (100 pts.)**

(c.) **Feature writing (100 pts.)**

Panel Interview (total: 100 points)

a.) The candidates should prepare the following and present these during the interview:

-Portfolio containing the updated curriculum vitae, written works (journalistic, literary or others), and proof of published works (i.e. student publication, newspapers, blogs or other media)

-Dummy or prototype of the Tug-ani redesigned to reflect the innovations and changes he or she is proposing to carry out with his editorial team

6. Use of U.P Cebu facilities

(Fill up the General Request Form / Event Sheet)

a. **The use of classrooms for the sole purpose of holding meetings** of UP

recognized student organization, from 8:00 a.m. to 5:30 p.m. approval at the **OSA level only**. However, if activity is **related to class activity which goes beyond 5:30 p.m. on weekdays and Saturdays, Sundays and holidays, they are subject to written approval made by the Dean/Chancellor.**

- b. Reservations have to be filed at **least three (3) working days before the actual date of the activity** for UP constituents and at **least seven (7) working days/ one week before the actual date of the activity** for non-UP personnel/activities. Any request shall only be considered filed upon reaching the proper office for its final approval. In any case, unit wide UP Cebu activities will supersede any prior reservations;
- c. Reservations will be on a **first come first served basis**. Reservation with CDMO can be made in advance, but it can only be considered a valid reservation **if activity has been approved** in writing and reservation form has been duly accomplished; In case of conflict, the one who filed late has to request for reconsideration from the one who filed earlier.
- d. **Copy of the signed gen. request form (GRF)** will be given to OSA, VC Admin., and Head, Security Guard / Security Officer. Maximum of one (1) week is allowable for reservations of Conf. Hall, AVR 1 and AVR 2, Union building but subject to renewal if activity is beyond one (1) week. Long term reservations are not allowed (e.g. 1-3 months from June to August);
- e. **Activities which will disturb classes and offices shall not be allowed.** Otherwise, the appropriate UP officials may revoke such permit and halt the activity immediately. **Eating and** drinking inside the Arts & Science Conference Halls, AVR 1 & 2, & Performing Arts Hall are also strictly prohibited.
- f. The AS Conference Hall, Performing Arts Hall, AVR 1 & 2 cannot be used for activity involving children below 1 year old and infants.
- g. **For income generating activities**, sponsoring organization shall pay for the use of air con, electricity, and other facilities among others in consultation with Accounting Office for computation of rates.
- h. **Honoraria, & overtime of Technician & Utility personnel** rendering services after office hours will be paid by the sponsoring organization/office.\GRF will be made available in UP website. Flow of signatory: (1) Faculty Adviser/Dean of College (2) OSA-for student org/OUR for-classroom use (3) CDMO for all spaces, PAH/AVR1, AS-PE & SSC/ Cos for AVR2 (4) Vice Chancellor for Admin/or Chancellor for final approval

7. Local Off-campus Activities

Before the off-campus activity

A. In accordance to the CHED Memorandum Order (CMO) No. 63 Series of 2017, UP Cebu requires the faculty/personnel in-charge and stakeholders to comply with the following requirements to the Office of the Chancellor through "Report of Compliance

Form” (See Appendix Form 1) with necessary attachment one month before the conduct of an off campus activity.

Student Organization Activities must have their compliance checked by the GSS-in charge of Student organizations, before it is presented to the OSA Director for endorsement to the VCAA and then to Chancellor.

As for the **Class-related activity**, compliance is checked by the Department Chair/Coordinator before it is presented to the Dean for endorsement to the VCAA and then to Chancellor.

| REQUIREMENTS | PROOF |
|--|---|
| <p>1. Curriculum Requirement - The curriculum should include the off-campus activity with corresponding unit credits and time-allotment whether lecture or laboratory hours, specifying course title and unit credits</p> | <p>Course Syllabus which reflects the relevance of requiring an educational tour and field trip</p> |
| <p>2. Destination - As much as practicable, the destination of off campus activities should be near the concerned HEI in order minimize cost. The destination and schedule should be relevant to subject matter.</p> | <p>Appropriate Report</p> |
| <p>3. Consent/Waiver of the Parents or Student's Guardian</p> | <p>Parents' Consent (See Appendix Form 2) –for Curricular activities, interschool competitions/tournaments or culture and arts performances and competition</p> <p>School Waiver Form (See Appendix Form 3) – for activities initiated by Recognized Student Organizations.</p> |
| <p>4. Medical Clearance of Students</p> | <p>Medical Clearance of the students if appropriate (in case of strenuous activities) duly signed by the HEI or government physician</p> |
| <p>5. First Aid Kit A complete First Aid Kit should be prepared and brought during the activity.</p> | <p>First Aid Kit</p> |

| | |
|--|--|
| <p>6. Personnel in-charge - The designated personnel-in-charge (PIC) must be an employee of the institution and must have appropriate qualifications and experiences related to off campus activities. When necessary, identify overall leader from among the PICs. At least one PIC must have appropriate first-aid and medical emergency training. The ratio of the PIC to students must be 1:20.</p> | <ul style="list-style-type: none"> ● List of PIC with designation ● Relevant certificate on first-aid training |
| <p>7. Fees and Fund Source - The fees to be collected from the students must be duly approved and disseminated to concerned stakeholders. There should be a breakdown of fund sources and other resources properly secured and accounted for.</p> | <p>Appropriate Report</p> |
| <p>8. Insurance- The HEI should provide insurance (individual or group) provision for students, faculty, and other concerned stakeholders for the purpose of the activity</p> | <p>Proof of Insurance Provision</p> |
| <p>9. Mobility of Students</p> | <p>Updated /valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, etc.</p> |
| <p>10. LGUs/NGOs - The PIC/students should duly coordinate with appropriate LGUs/NGOs. Whenever necessary for the safety and convenience of the touring party, advance proper coordination with the local government units with acknowledged letter from the concerned government agency shall be secured before the scheduled date of the activity</p> | <ul style="list-style-type: none"> ● Copy of letter sent to LGU; ● Copy of acknowledgement letter from LGUs |
| <p>11. Activities - Announcement to students/stakeholders must be done at least 1 month before the scheduled date of activity. The students and stakeholders must have a briefing to provide the needed</p> | <ul style="list-style-type: none"> ● Itinerary of Activities |

| | |
|---|--------------------|
| information and materials before the trip. | |
| 12. Emergency Preparedness Plan - An emergency Preparedness Plan must be in place and be given to the students and stakeholders. This Emergency Plan must contain Emergency contact numbers (e.g. nearest hospital, police station), and steps that would be taken in case someone is injured or lost. | Appropriate Report |

A. Certificate of Compliance. After the submission of Report of Compliance, A Certificate of Compliance (See Appendix Form 4) duly notarized, certified correct by the PIC, recommending approval by the VCAA and duly approved by the Chancellor stating that all the requirements have been prepared and duly complied using the prescribed template shall be secured by the PIC

During the off-campus activity

The following requirements should be submitted to the Dean of the College (for curricular activities) or to the Office of Student Affairs (for S.O. activities):

| REQUIREMENTS | PROOF |
|---|---|
| 1. Personnel-in charge, identify overall leader (when necessary) with the following tasks: <ol style="list-style-type: none"> a. accompany students from the time they assemble for the off campus activity up to debriefing b. ensure the provision of the allowable seating capacity of vehicle/s used (No students shall be allowed to ride on the roof of motor vehicle or on the boarding platform) c. ensure that the program of activities is properly followed as planned or activities can be adjusted as the need arises | <ul style="list-style-type: none"> ● List of personnel or attendance ● List of students and/or attendance |

After the off-campus activity

The following requirements should be submitted to the Dean of the College (for curricular activities) or to the Office of Student Affairs (for S.O. activities):

| REQUIREMENTS | PROOF |
|--------------|-------|
|--------------|-------|

| | |
|---|--|
| 1. Learning journals/ output of students | Appropriate Report/grades |
| 2. Assessment report/Evaluation Report | Assessment Report by faculty including breakdown of expenses |
| 3. Expenditure Report | Breakdown of expenses |
| 4. Debriefing of concerned faculty to students to be able to assess acquisition of learning | Report on debriefing program conducted |

X. TEACHING & LEARNING RESOURCE CENTER (TLRC)

The TLRC is an academic center that provides instructional assistance and enrichment programs designed to enable students to meet the demands of a UP education especially in the areas of Communication, Science and Mathematics.

Instructional assistance and enrichment are possible in the following forms:

1. Self-tutorial Modules

Modules in Mathematics (Algebra, Trigonometry, Calculus), Communication, Biology, Chemistry (Gen. Inorganic Chemistry; Organic Chemistry) and Natural Science (I & II) may be availed of at the TLRC during office hours.

Module users have to accomplish the monitoring sheet before every module use. Modules for overnight use may be checked out at 4:00 pm and must be promptly returned at 8:00 am the next day. A fine of P50/day or a fraction of a day will be imposed on the late return of modules used overnight. College and TLRC ID's have to be submitted upon checking out of modules.

Lending of modules for overnight use will be suspended during the Final Exams week of every semester.

2. Compact Discs (CDs)

CD's in Mathematics, History, Chemistry, Accounting, Language, Health, Natural Science, Pre-Algebra, Algebra (I, II), Geometry, History, Literature, Geography, Vocabulary, Typing, Trigonometry, Pre-Calculus, Calculus, Statistics, Science Encyclopedia (Life Sciences, Chemistry, Physics and Mathematics) are available at the TLRC Study Room. Assistance in the use of the CD with the CD ROM and the computer may be requested from the TLRC staff anytime during office hours.

3. Computers

Twelve (12) computers are available for student's use. The installed computer programs that are available include Word, Excel, PowerPoint, Query, PageMaker, Paintbrush, RMiner, Typing Tutor, and SPSS.

The computers are free to use for currently enrolled students.

4. Internet and e-mail

Internet access and e-mail services may be availed of at the TLRC for free during office hours, Monday to Friday from 9:00 AM to 5:00 PM.

5. Face-to-face tutorials

Either one-on-one tutorials or group tutorials on all academic courses, computer and internet use may be availed at the TLRC by arrangement. Faculty tutors are available during their consultation hours. Students interested in being peer tutors have to enlist with the TLRC Coordinator. Semesterly review programs which happen multiple times a week prior to examination month are offered by the office free of charge. Enlist with the TLRC Coordinator.

6. Life Skills Development/Guidance Services

In coordination with the Office of Student Affairs (OSA), the TLRC likewise assists students adjust to the academic environment and provide avenues for personal growth and psychological development.

Copies of the Psychosocial Development modules are also on-hand for individual students use during their convenient time. For matters needing urgent action/assistance, you may approach the TLRC Coordinator or OSA Coordinator or any of the Guidance Services Specialists.

7. Special Skills

Your requests for the use of any TLRC's equipment and facilities for skill development must be in writing addressed to the TLRC Coordinator. Reservation papers must be accomplished and filed at two days prior to the actual use. Student enrichment programs and short seminars are also being offered by the office every semester. Schedules and topics are regularly posted at the TLRC Bulletin Board or at the UP Cebu TLRC Website.

XI.UP NAMING MAHAL

Every student is expected to learn and know how to sing the UP-Naming Mahal (see next page), which is sung at all university programs and exercises.

UP NAMING MAHAL

UP naming mahal
Pamantasang hirang
Ang tinig namin
Sana'y inyong dinggin
Malayong lupain
Amin mang marating
Di rin magbabago ang damdamin
Di rin magbabago ang damdamin
Luntian at pula
Sagisag magpakailan man
Ating ipagdiwang
Bulwagan ng dangal
Humayo't itanghal
Giting at tapang
Mabuhay ang pag-asa ng bayan
Mabuhay ang pag-asa ng bayan

Officers of Administration

UNIVERSITY OF THE PHILIPPINES SYSTEM

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President

Ma. Cynthia Rose B. Bautista
Vice President for Academic Affairs

Nestor G. Yunque
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Vice President for Legal Affairs

Roberto M.J. Lara
Secretary of the University and the Board of Regents

Officers of Administration

UNIVERSITY OF THE PHILIPPINES CEBU

Liza D. Corro
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Ritchelita P. Galapate
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Weena Jade S. Gera
Vice Chancellor for Administration

May Christina G. Bugash
University Registrar

Palmy P. Tuditud
Dean, College of Communication Art and Design

Tiffany G. Tan
Dean, School of Management

Jonnifer R. Sinogaya
Dean, College of Science

Yuleta R. Orillo
Officer in-charge, College of Social Sciences

Ellen Grace M. Funesto
Director, Office of Student Affairs

Appendix Form 1

**LOCAL OFF-CAMPUS ACTIVITIES
REPORT OF COMPLIANCE**

BASIC INFORMATION

| PROGRAM NAME | COURSE | DESTINATION/S AND VENUE | INCLUSIVE DATES | NUMBER OF STUDENTS | LIST OF PERSONNEL IN-CHARGE |
|--------------|--------|-------------------------|-----------------|--------------------|-----------------------------|
| | | | | | |

REPORT BEFORE THE ACTIVITY

| ACTIVITIES | COMPLIANCE | |
|---|------------|---------|
| | YES/NO | REMARKS |
| 1. Curriculum Requirement | | |
| 2. Destination | | |
| 3. Students Consent/Waiver of Parents/Guardians Medical Clearance of the Students | | |
| 4. Personnel-in-charge | | |
| 5. First Aid Kit | | |
| 6. Fees/Funds | | |
| 7. Insurance | | |
| 8. Mobility of students vehicles Owned by the HEI Third Party or Subcontracting Franchisee/Travel Agency/Tour Operator | | |
| 9. LGUs/NGOs | | |
| 10. Activities | | |
| 11. Emergency Preparedness Plan | | |

Certified True and Correct:

Reviewed by:

Personnel-In-Charge

Department Chair/ GSS in charge of S.O.

Endorsed by:

Recommending Approval:

Dean/ OSA Director

Vice Chancellor for Academic Affairs

Approved by:

Chancellor

Appendix Form 2

PARENT'S CONSENT IN OFF CAMPUS ACTIVITIES

Name of Student: _____
Course and Year Level: _____
Activity: _____
Location: _____
Date/s and Time: _____
Class/Organization: _____
Personnel-in-charge: _____
Signature of personnel-in-charge: _____

- I allow my child to join the activity.
 I do not allow my child to join the activity.

I acknowledge and accept that my child's participation in this activity is entirely voluntary. I understand that the school rules and regulations will be in effect. I have also ensured that my child understands that it is important for her/his safety, and for the safety of the group, that all rules and instructions be given by the faculty-in-charge are obeyed.

I understand the risks involved in my son's /daughter's participation in this activity and are aware and accept the precautions that the University will take their control to insure the safety of my child.

Parent/Guardian's Printed Name Parent/Guardian's Signature Date

Student's Printed Name Student's Signature Date

Appendix Form 3

STUDENT WAIVER FORM

Name of Student: _____
Course and Year Level: _____
Activity: _____
Location: _____
Date/s and Time: _____
Class/Organization: _____
Personnel-in charge: _____
Signature personnel-in-charge: _____

- I allow my child to join the activity.
- I do not allow my child to join the activity.

I acknowledge and accept that my child's participation in this activity is entirely voluntary and all risk is voluntarily assumed by my child and me.

I understand that the school rules and regulations will be in effect. I have also ensured that my child understands that it is important for her/his safety, and for the safety of the group, that all rules and instructions be given by the faculty-in-charge are obeyed.

By allowing my child to join this activity, I agree to hold harmless the University of the Philippine Cebu (UP Cebu), its teachers and administrators, and the faculty-in-charge of the activity, from any expense, loss, personal injury, or liabilities which may be incurred as a result of my child's participation in this activity.

Parent/Guardian's Printed Name Parent/Guardian's Signature Date

Student's Printed Name Student's Signature Date

Appendix Form 4

**LOCAL OFF CAMPUS ACTIVITIES
CERTIFICATE OF COMPLIANCE**

This is to certify that all processes, procedures, and requirements before the conduct of the off campus activity/ies pursuant to CMO No. 63, s. 2017 entitled "Policies and Guidelines on Local Off-campus Activities have been duly complied with, and that by virtue thereof, we hereby assume full responsibility for the safety and welfare of the students.

Certified Correct:

Recommending Approval:

Personnel-in-charge

Vice Chancellor for Academic Affairs

Approved by:

Chancellor

SUBSCRIBED AND SWORN to before me on this _____, by _____ who exhibited to me (his/her) competent proof of identification _____ issued at _____, Philippines on _____.

Notary Public

Doc No. _____;

Page No. _____;

Book No. _____;

Series of _____;

Appendix Form 5

Kadaganan Fund Borrower's Application Form

OSA Form KF1 (Please accomplish two copies of this form and attach a photocopy of your ID and Form 5)

Date of Application: _____

Term: _____ Semester,
AY _____

Last Name: _____ First Name: _____ Middle Name: _____

Student Number: _____ Course & Year: _____ SAIS Number: _____

Home Address: _____ Contact Number: _____

Email Address: _____ UP Mail: _____ Facebook Account: _____

Amount intended to be borrowed: _____ Estimated date of payment: _____

Reason for borrowing Money: _____

Signature of Student: _____

Signature and Printed name of interviewer: _____ Date: _____

Approved : _____ Date: _____
Signature & Printed name of OSA Director

Fill up only when borrowed money has been received.

I understand that I am expected to pay this loan within two months after money was received as reflected below. Furthermore, should I have existing accountabilities from the Kadaganan fund, I will not be able to avail of any additional loan and cannot obtain clearance from OSA.

AMOUNT RECEIVED: _____

Signature above Printed Name of Borrower: _____

Date: _____