



ADAMSON
UNIVERSITY



Student Manual

2018 Edition

An Adamsonian's Prayer

Dear Lord,

*Teach me the things that are important:
To be generous with Your gifts,
Compassionate to those who have less,
Just in the face of unfair circumstances,
True when the world's values
 contradict my own,
Gracious when things don't go my way,
And magnanimous when they do.*

*May nothing else matter
Except Faith in Your goodness,
 my neighbor's, and mine,
Hope that things can get better,
And Charity that always sets things right.*

*May Your special Love for the Poor,
The mark of my uniquely Vincentian education,
Be the work I excel in,
The standard I constantly refer to,
And my courage when I meet You someday.*

Amen.

*O, Mary, conceived without sin,
Pray for us who haverecourse to Thee*

*St. Vincent de Paul,
Pray for us*



STUDENT MANUAL

2018 Edition

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(All previous rules, regulations, issuances, or parts thereof which are inconsistent with this Manual are deemed superseded or modified accordingly.)

THIS STUDENT MANUAL BELONGS TO:

Last Name

Given Name

Middle Initial

Program

City/ Address

Contact Number/email address

PLEDGE OF CONFORMITY WITH THE UNIVERSITY RULES

I enrolled in Adamson University, fully aware that it is my duty and responsibility to comply with its rules and regulations and promise to do the following:

1. I promise to uphold the vision-mission and core values of the University and obey all the rules and regulations of the University as well as all laws of the country;
2. I will abide by all academic and other policies of the University and the Code of Student Conduct and Discipline stated in the Student Manual;
3. I will actively participate and support the activities of the Recognized Student Organizations, Adamson University Student Government and of my College and the University;
4. I will behave and conduct myself properly, whether inside or outside the University;
5. I will be honest, courteous, and respectful to the employees and authorities in the University;
6. I will properly wear the prescribed uniform of my College while on the campus;
7. I will always wear my ID within the University premises;
8. I promise to report any member of the University Community engaged in nefarious activities on the campus;
9. I will inform school authorities on the presence of intruders on campus;
10. I am not and will not be a member or supporter of any subversive or illegal associations, nor of any organization not recognized by the University, especially fraternities and sororities, which under the rules is punishable by dismissal;
11. I will not be deliberately involved in any quarrel with any member of the University community;
12. I will not participate directly or indirectly in any illegal assembly, barricade, boycott, rally or the like, which tend to disrupt classes;
13. I will not carry any deadly weapon or explosives;
14. I will never be under the influence of dangerous and prohibited drugs and alcoholic drinks while in the University premises;
15. I will not play cards and/or any form of gambling within the university premises;
16. I will not use profane or improper language and I will not shout or speak in a loud voice anywhere while on the campus;
17. I will not read or carry pornographic materials or access pornographic sites;
18. I will help preserve and maintain cleanliness on the campus and will follow the "CLEAN AS YOU WALK AND CLEAN AS YOU GO" policy;
19. I will not commit vandalism, destroy or deface any school property;
20. I will not smoke within and outside the university premises.

College & Program / Student Number

Signature over Printed Name

Subscribed and sworn to before me, a notary public for the City of Manila
this ____ of 20 ____.

Doc. No.

Page No.

Book No.

20__ Series

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Message from the
PRESIDENT

We welcome you to Adamson University.

This student manual is meant to be a guide for you while you are pursuing your chosen course. A good way to look at the manual is to consider it presenting you all what you have a right to so that you can respond with confidence and generosity to the demands of student life.

It points to norms that guide your activities. It indicates the facilities to which you have access. It gives reminders of what students tend to forget. All these are meant to be “on hand” (manual) so that you will be actively engaged in your own formation.

Happy reading and consulting. And if this manual is not pointed enough, it indicates where and to whom you can go for further clarification and guidance. This is a way of saying that we are all here in Adamson to make your stay with us enjoyable and fruitful.



(Sgd.) REV. FR. MARCELO V. MANIMTIM, C.M.

Message from the

VICE PRESIDENT FOR ADMINISTRATIVE AFFAIRS

I am delighted to welcome you all, especially the freshmen and transfer students. Our Vincentian Catholic educational institution is committed to provide you quality education. Part of our mission is to inspire you to work hard to achieve your goals in life.



In Adamson University, we create a conducive and compassionate Environment for the holistic development of our students through curricular and co-curricular activities. Here, you will have plenty of opportunities to work towards attaining academic excellence. You will be exposed to the inspiring works of our patron saint, St. Vincent de Paul, as part of your personal and spiritual growth with emphasis in social responsibility and cultural awareness.

Your welfare as students in the campus is of utmost importance to us. Hence, we provide you with appropriate and adequate facilities and services so you can participate in various relevant activities designed to develop your people and technical skills for eventual professional practice.

During your stay, you will be required to observe the policies of the Institution and to take responsibility for your learning. I encourage you to persevere and make the right choices during challenging times of your student life while completing your most cherished goal of quality education.

My best wishes to you for a happy and productive years in the Adamson University!

(Sgd.) VENUSMAR C. QUEVEDO, Ph.D.

Message from the
VICE PRESIDENT
FOR ACADEMIC AFFAIRS

Welcome to Adamson University. You are now part of the privileged few who opted to get excellent Vincentian education! I am positive that in your time here, you will discover what makes an Adamsonian student stand out from the rest.



This handbook has been designed to clearly respect your rights and privileges as respectable and crucial members of the Adamson community. Take time to read and internalize all the information in this handbook and with your cooperation, we can help mould conscientious and disciplined students who will be assets in the professional world one day.

Remember that we are already in the 21st Century – the digital age – a period in our time wherein information can be easily accessed for everyone’s consumption. Although information is already at our fingertips, let us use it wisely and for the benefit of everyone. Adamson University will guide you in transforming readily accessible knowledge into skills and competencies which will then assist you in your professional growth and personal advancement.

Holistic development of students is highly prioritized, that is why this institution promotes the assimilation of Vincentian virtues and pro-social principles in its valued students. Keep in mind that success is a product of our intellectual abilities, pleasant personality, and commitment to make a difference in this world, therefore we should exhibit competence with the right character!

We believe that we can work together in creating tomorrow’s workforce who will contribute to nation-building and national development.

Thank you for choosing Adamson University and we wish you all the best in your studies.

(Sgd.) CATHERINE Q. CASTAÑEDA, Ph.D.

Message from the
VICE PRESIDENT
FOR FINANCIAL AFFAIRS

I am pleased to see the new edition of the Student Manual. This undertaking is a major accomplishment for the University in pushing and keeping up our efforts to ensure that our students live up to our Vincentian traditions and values. Our spirit is rooted in competence, character, and charity. These are important elements that shape every member of our Community to be molded into a true Adamsonian. It is a message that is conveyed and outlined in the Manual which sets the direction to our new students upon their admission into the University.



The timely release of the Manual has set in motion another noteworthy endeavor for the Office for Student Affairs to strengthen our students' understanding of Adamson University, its philosophy, and the services it offers to make their campus experience comfortable and worth the journey in their life.

Congratulations to all the men and women behind this notable action. Let us continue to expand our efforts to spread our wings as we strive to make our University soar higher in the years to come.

(Sgd.) REV. FR. RAFAEL K. ELORIAGA, C.M.

Message from the
VICE PRESIDENT
FOR STUDENT AFFAIRS

My dear student,

Thank you for considering Adamson University as your second home.

Adamson University has set standards to pave your future and success.



This revised Student Manual 2018 is an important guide for you. Please review and bring it with you to address your daily concerns in the campus.

If this Manual does not suffice, we welcome you to our offices. The Office for Student Affairs is always willing to assist you for any concern or clarification.

Aside from trying to excel in your academics, please take part in the different activities - whether institutional, or departmental, in your respective colleges or Recognized Student Organizations. These are all intended to develop the different attributes of competence, character and charity - that define a true Adamsonian.

God bless you and your family. Welcome to your Vincentian family!

(Sgd.) REV. FR. ANDREW S. BAYAL, C.M.



ARTICLE I. INTRODUCTION

A brief History of ADAMSON UNIVERSITY



Dr. George Lucas Adamson, a Greek chemist from Athens, founded the Adamson School of Industrial Chemistry (ASIC) on June 20, 1932 to train young men and women along the lines of practical industrial chemistry. It started as a one-classroom school that evolved into the Adamson School of Industrial Chemistry and Engineering (ASICE) on February 19, 1936. Upon approval by the Secretary of Public Instruction of its application for university status on February 5, 1941, it became known as Adamson University (AdU).

George Lucas's cousin Alexander Athos Adamson came to AdU shortly after to help the fledgling school. Alexander joined the administration on July 15, 1932, serving at one time or another as Vice President, Treasurer and Registrar. Much later, Alexander's brother George Athos Adamson also came onboard in 1934, becoming the School Dean, Dean of the College of Engineering and professor. Evdoxia Savaides Adamson, wife of George Lucas, started working and teaching in the University in 1939, then served as Dean of the College of Education and of the College of Liberal Arts and Sciences. Sofia Adamson, George Athos's

wife, taught in the College of Education after arriving in 1939 and briefly served as Directress of the Junior Normal College. Except for George Athos and Sofia who left after the war, all the Adamsons remained working in the University until its turnover to the Vincentian Fathers and Brothers of the Congregation of the Mission in 1964. George Lucas Adamson served as President until 1967, for a total of 35 years, including a three-year holdover stint at the assumption of the Vincentians as administrators.



Before finally settling on its permanent home along San Marcelino Street in 1946 after the war, the school stayed in three different locations: Sta. Cruz (1932-1933), San Miguel (1933-1939) and Intramuros (1939-1941). In San Marcelino, the University expanded with the acquisition of the Meralco building in 1968 and the St. Theresa's College-Manila campus in 1977, both just across the street.

Fr. Leandro I. Montañana, C.M., a Spanish Vincentian was the second President and first under the C.M. administration. He served in that capacity until 1985 when Fr. Rolando S. Dela Goza, C.M. the first Filipino university president, succeeded him and served until 1994. Next came Fr. Jimmy Belita, C.M., president until 2003 and was succeeded by Fr. Gregorio L. Bañaga, Jr., C.M who served until 2015. Fr. Marcelo V. Manimtim, CM became the 6th president when he was officially sworn in on December 7, 2015 and formally installed on September 9, 2016.

Although best known for its chemistry and engineering programs, Adamson gradually added architecture, sciences, pharmacy, business, education, liberal arts, law, graduate school, basic education, and theology courses as it grew bigger. The transfer of ownership in 1964 incorporated the University into the Adamson-Ozanam Educational Institutions, Inc. and led to its transition from a secular to a Catholic institution. St. Vincent de Paul, founder of the C.M., was declared University Patron Saint and the motto *Veritas in Caritate* (Truth in Charity) was adopted. A new vision was articulated, basically that of offering affordable quality education especially for the socially disadvantaged—one not substantially different from that of the Founder's who wanted to help Filipinos gain a livelihood by offering a maximum amount of practical education in a minimum amount of time. To keep up with the challenges and demands of the time, the University responded by offering information systems and technology, nursing, customs administration, and hospitality management courses.

The 21st century saw Adamson University gaining a series of achievements under the dynamic leadership of Fr. Bañaga. The University was declared a historic site by the National Historical Commission of the Philippines in 2007 during the celebration of its Diamond Jubilee. A marker was placed in front of the campus' St. Vincent Building, the oldest edifice in the University, to commemorate this history.

In 2010 the Commission on Higher Education (CHED) granted the Autonomous status and certification for the Institutional Monitoring and Evaluation for Quality Assurance (IQuAME) to the University after passing CHED's rigorous evaluations and visits. This was renewed in 2016. The Autonomous status means that Adamson University has more autonomy or independence in its administration, decision making and implementation; have the privilege to offer new programs and distance courses, among others; and the

authority to grant an Honoris Causa to those deserving following CHED's provisions for granting honorary degrees. The IQuAME certification means that the University has met the requirements and has complied with the standards set forth by CHED to determine the worthiness of its education and service. Seven of its degree programs have also been recognized by CHED as Centers of Development.

In celebration of its 80th anniversary, Adamson University opened the Adamson University Museum-Founder's Wing in August 2012. The Founder's Wing houses memorabilia and personal effects of Dr. Adamson, which were donated by his family. The items featured in it have been carefully preserved by his widow, Mrs. Evdoxia Savaides Adamson, and were sent from Spain where the Adamson family resides. In 2014, the Vincentian Wing of the museum was added. The section presented the era after the university was turned over by the Founder to the Congregation of the Mission or the Vincentians.

Strengthening its efforts to achieve excellence, Adamson University applied for and successfully achieved the prestigious ISO 9001:2008 Management Systems certification by TÜV Rheinland in January 2013. In 2017, this was upgraded to ISO 9001:2015. The certification means that the quality of the university's processes and standards are at par with international management systems and that the University has instituted quality assurance methods in both the academic and support services with procedures for its maintenance. In formalizing and maintaining its quality assurance methods, students, parents, and other customers of the University can be assured that teaching quality remains at its best and that transactions are done efficiently. Many of its programs enjoy different levels of accreditation from the Philippine Accrediting Association of Schools, Colleges and Universities (PAASCU), Philippine Association of Colleges and Universities – Commission on Accreditation (PACU-COA) and other accrediting organizations. In 2015 and 2016, the Philippine Technological Council certified seven engineering programs.

Being a Vincentian institution, the university also has a strong outreach program supported by a university-wide system of volunteerism through the Vincentian Center for Social Responsibility. Its projects and activities have benefited adopted communities and the marginalized.

Adamson University has transformed itself into a dynamic and harmonious community of administrators, faculty, employees, and students teaming up to maintain its level of academic excellence to produce socially responsible and globally competitive graduates. Its continuing quest for excellence tempered by its desire to make an impact in its community renders the holistic education offered by the University as true to its aim of providing education with a heart.





University VISION - MISSION

VISION

Adamson University, a Catholic, Vincentian educational institution, is a recognized leading center for quality education particularly for the socially disadvantaged.

MISSION

As a Catholic University, we diligently pursue truth and knowledge, inspired by Gospel values and guided by the teachings of the Church;

As a Vincentian community, we inspire others to follow the example of St. Vincent de Paul, who led and organized his contemporaries in creatively responding to those who are in need;

As an institution of learning, we assist in the formation of competent, creative, and socially responsible leaders through our commitment to excellence in discovery, learning, and service;

As a catalyst of social transformation, we provide quality services that empower others to become agents of change.

The Man Whose Spirit Lives On: **ST. VINCENT DE PAUL**

Saint Vincent de Paul was born at Pouy in Gascony, Southern France in 1581. He came from a poor family of peasants and spent his early years taking care of swine. A rich benefactor sent him to school. At the age of 19, he was ordained priest.

He had a rather self-seeking start in the priesthood. Under the influence of his spiritual directors, he underwent a striking conversation in which he gave his life over to God in service of the poor. For a few years, he was pastor of a parish and then a chaplain to the galley slaves in Paris. But it was in preaching missions and teaching the peasants in the country side that he found his special calling. He gathered a group of priests who assisted him in conducting missions. The group subsequently became the Congregation of the Mission (1625), a community of priests and brothers whose end is “to preach the good news to the poor.”



Eager to reform the life and training of the clergy, he and his community also organized retreats and established seminaries. In 1633 he gathered together a group of simple girls to minister to the sick poor with the assistance of St. Louise de Marillac. Today this community is known as the Daughters of Charity. He also established the Confraternities of Charity and the Ladies of Charity (lay organizations) to assist the poor.

When he died on September 27, 1660, all of Paris mourned for him. The Church honors St. Vincent on this day. He is known throughout the world today as the patron of all charitable associations. His spirituality lives on in hundreds of thousands of laymen and women, priests, sisters and brothers who follow in his footsteps.

On August 3, 1728, Pope Benedict XIII declared Vincent “Blessed”. Pope Leo XII constituted him “Universal Patron of Charity” on April 16, 1885. His life-size statue stands in St. Peter’s Basilica in Rome.

St. Vincent de Paul is the Patron Saint of Adamson University. Inspired by his example, the Vincentian community at Adamson University is committed to provide education particularly to the socially disadvantaged. They believe that education is one of the best ways to develop the human person and to uplift the social condition of the marginalized sectors of society.

CORE VALUES (5S)

We pursue our vision and accomplish our mission from the following fundamental values that are at the heart of who we are:

SEARCH FOR EXCELLENCE

The highest standards of academic excellence and professionalism in service are the hallmarks of our educative endeavors. We regularly assess and transform our programs to make them effective for learning discovery of knowledge and community service. Our service ethics manifests strong sense of responsibility, competency, efficiency and professional conduct.

SPIRIT OF ST. VINCENT DE PAUL

The spirit of St. Vincent inspires and permeates our learning community, programs and services. This spirit is shown in our sensitivity to the presence of God, compassionate service and the building of supportive relationships towards an effective service to persons in need.

SOLIDARITY

Drawn together by a common vision and mission, we believe education is a shared responsibility and a collaborative effort where the gifts of persons are valued. Our learning community is a “family” where participation, teamwork, interdependence, communication and dialogue prevail. A culture of appreciation builds up our community, encouraging us towards excellence and professionalism.

SOCIAL RESPONSIBILITY

Education at Adamson University aims at developing a sense of social responsibility - a mark of an authentic Christian faith. Social responsibility leads us to empower the marginalized sectors of society through the creation of knowledge and human development. We are committed to work for the building of a society based on justice, peace, and respect for human dignity and the integrity of creation.

SUSTAINED INTEGRAL DEVELOPMENT

Education is a lifelong quest whose primary purpose is the full and integral development of the human person. We are committed to provide programs for holistic development and continuous learning. Networking with other educational institutions, government agencies, industries, business and other groups enhance our educational services.

ATTRIBUTES THAT DEFINE A TRUE ADAMSONIAN

COMPETENCE

- Creative and Critical thinking – A critical and creative thinker who can define, identify and evaluate problem in the workplace and can innovate, create and formulate solutions to problems, and advance knowledge.
- Fluency and articulateness – Articulate in the local and global language in both oral and written forms.
- Expertise and life- long learning – A person who has mastery and in – depth understanding of his/her field of specialization and is a life-long independent learner who is keen on continuing self-improvement.
- Technology savviness – Able to put into good use the many tools, techniques, technology and equipment needed or appropriate to one’s specific discipline.
- Theory and practice – Able to apply theory to practice and impart and implant their expertise among upcoming practitioners and professionals.

CHARACTER

- Leadership and network – Well-equipped with strong leadership and networking qualities and skills.
- Adamsonian identity and integrity – A person who has a sense of identity and pride and an unwavering loyalty to one’s Alma Mater and who has integrity and ethical uprightness.
- Commitment to social transformation – An agent of social transformation and community development
- Patriotism and universal outlook – A person who possesses a universal outlook and respects cultural diversity yet proud of his ethnicity and nationality and ready to help bring his/her country to progress
- Care for the environment – A person who has special concern for the environment and great respect for creation.

CHARITY

- Faith in God – Always in pursuit of truth according to the Catholic tradition but always respectful of other faith traditions; faithful in the practice of religion and has an active relationship with God that makes him/her bear witness to his/her faith and to share it with others.
- Spirit of St. Vincent de Paul – Inspired by the example of St. Vincent de Paul and in solidarity with the poor, he commits himself/herself to use his/her talents to serve others following the Vincentian approach to social development.

INSTITUTIONAL GRADUATE OUTCOMES

1. CREATIVE THINKER.

IGO No. (1) Generate ideas, plans and multiple perspectives in various field to solve current needs and issues of society with preference for the socially disadvantaged.

IGO No. (2) Utilize appropriate technologies, methods and techniques to provide practical and innovative solutions that achieve their intended purpose.

2. EFFECTIVE COMMUNICATOR.

IGO No. (3) Express thoughts and feelings in various medium of communication coherently, clearly, and confidently.

3. ETHICAL LEADER

IGO No. (4) Manifest affective and effective leadership qualities with integrity to contribute positively to the accomplishment of objectives and goals in ethical ways.

4. DISCERNING PRACTITIONER

IGO No. (5) Make decisions and courses of actions by integrating concepts, theories, practical approaches based on Christian principles.

5. LIFELONG LEARNER

IGO No. (6) Develop goals and action plan for continuous self-improvement and capability building.

IGO No. (7) Demonstrate knowledge of entrepreneurial concepts in the profession.

IGO No. (8) Preserve and promote Filipino historical and cultural heritage

6. AGENT OF CHANGE AND A PERSON OF FAITH IN THE SERVICE OF THE POOR.

IGO No. (9) Participate in advocacy through one's profession, organized networks and personal initiative for the upliftment of the socially disadvantaged to demonstrate one's deeply human and religious convictions.

IGO No. (10) Respond to various individuals, groups, experiences, ideas, practices and approaches with respect to ethnical and cultural diversities to promote solidarity and faithfulness to God and individual faith traditions.

THE UNIVERSITY SEAL



The University Seal embodies the ideal, the commitments, and the aspirations of Adamson University.

The central circle bears the figure of Athena, half-circled by three white fleur-de-lis flowers, against a background of blue. Athena, the Greek goddess of wisdom, symbolizes the origin of the University - founded by Dr. George Lucas Adamson, who was assisted by his cousins, Alexander Athos Adamson and George Athos Adamson, all Greeks - and the University's zeal in its quest for knowledge.

The first fleur-de-lis represents Mary in Her Immaculate Conception, the Patroness of the Philippines, to whom the University professes homage and devotion, and on whose feast day, December 8, the Adamson Ozanam Educational Institutions, Inc. was approved by the Securities and Exchange Commission.

The second fleur-de-lis stands for St. Vincent de Paul, founder of the Vincentians who direct the University, and for Frederick Ozanam, founder of the Society of St. Vincent de Paul. The University is placed under the patronage of St. Vincent so that his life may inspire the students and instill in them the moral and social consciousness to help the poor and deprived.

The third fleur-de-lis alludes to the late Pope Paul VI during whose pontificate the University was transformed from secular to Catholic. He had fleur-de-lis in his coat arms.

The Latin motto *Veritas in Caritate* (Truth in Charity) speaks the University's commitment to human development, especially of the poor and the workingman.

The University colors are blue and white, the same colors adopted by its founder.

UNIVERSITY GOVERNANCE

Adamson University is a Catholic learning institution owned and managed by Vincentian priests and brothers. As an educational apostolate of the Congregation of the Mission, the University, consistent to its doctrinal purpose, seeks to cater to the socially disadvantaged students.

In the entire stay of the students in the University, it is expected that the academic, co-academic and extra-curricular activities will form them to individuals, whose ideals are reflective of the values needed in the academic community, and the whole nation. Student services are readily available to complement the conduct of a foresaid activities in accordance with the established policies aimed at maintaining the academic standards of the University.

Enrollment of the student is viewed as a special contract indicative of his acceptance to the University rules and regulations set for thin this Student Manual, pursuant with the role of the University, namely: character formation, discipline, developmental growth and Vincentian education.

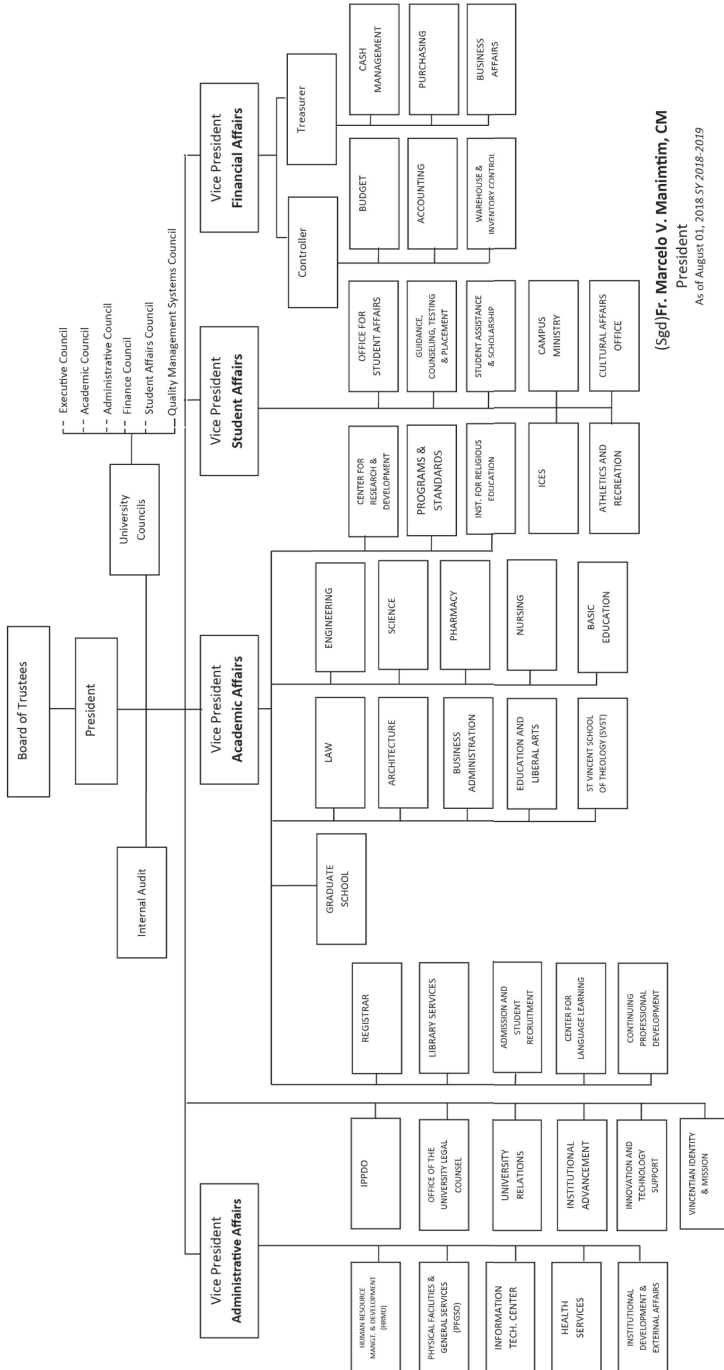
ACCREDITATION

Adamson University is an accredited member of the following national and international educational organizations:

- Association of Southeast and East Asian Catholic Colleges and Universities (ASEACCU)
- Association of Southeast Asian Institutions of Higher Learning (ASAIHL)
- Philippine Association of Colleges and Universities (PACU)
- Catholic Educational Association of the Philippines (CEAP)
- Association of Catholic Universities of the Philippines (ACUP)
- Philippine Association of Colleges and Universities Commission on Accreditation (PACUCOA)
- The Federation of Accrediting Agencies of the Philippines (FAAP)
- Philippine Accrediting Association of Schools, Colleges and Universities (PAASCU)
- South Manila Educational Consortium (SMEC)
- University Belt (U-Belt) Consortium
- Philippine Technological Council (PTC)
- Philippine Association of Engineering Schools (PAES)

Moreover, Adamson University is affiliated with or is an institutional member of several other international and national professional associations and organizations.

ORGANIZATIONAL CHART



(Sgd)Fr. Marcelo V. Manimtim, CM
 President
 As of August 01, 2018 SY 2018-2019

ACADEMIC PROGRAMS



GRADUATE SCHOOL

- Doctor of Philosophy in Education with Specialization in Educational Leadership
- Doctor of Philosophy in Management
- Master of Arts in:
 - Education
 - Psychology
- Master of Science in Pharmacy
- Master in Information Technology
- Master in Business Administration
- Master of Engineering Major in:
 - Civil Engineering
 - Chemical Engineering
 - Computer Engineering
 - Electrical Engineering
 - Electronics Engineering
 - Industrial Engineering
 - Mechanical Engineering
- Master of Science in:
 - Biology
 - Chemistry
 - Civil Engineering
 - Construction Management
 - Management Engineering
- Master of Arts in Communication



ST. VINCENT SCHOOL OF THEOLOGY

- Doctor of Philosophy in Theology
- Master of Arts in Theology Major in:
 - Biblical Studies
 - Moral Studies
 - Liturgical Studies
 - Systematic Studies
 - Vincentian Studies
- Master in Pastoral Ministry (Non-Thesis)



COLLEGE OF LAW

- Bachelor of Laws



COLLEGE OF ARCHITECTURE

- Bachelor of Science in Architecture



COLLEGE OF BUSINESS ADMINISTRATION

- Bachelor of Science in:
 - Accountancy
 - Accounting Technology *
 - Customs Administration
 - Hospitality Management
 - Real Estate Management *
- Bachelor of Science in Business Administration Major in:
 - Financial Management
 - Business Economics,
 - Marketing Management
 - Operations Management

Note: *Not offered effective S.Y. 2018- 2019



COLLEGE OF EDUCATION AND LIBERAL ARTS



- Bachelor of Elementary Education
- Bachelor of Special Needs Education
(Elementary School Education)
- Bachelor of Secondary Education Major in:
 - English
 - MAPEH*
- Bachelor of Physical Education
- Bachelor of Science in Exercise and Sports
Major in Fitness and Sports Management
- Bachelor of Arts in:
 - Communication
 - Philosophy
 - Political Science

Note: *Not offered effective S.Y. 2018- 2019



COLLEGE OF ENGINEERING

- Bachelor of Science in:
 - Chemical Engineering
 - Chemical Process Technology
 - Civil Engineering
 - Computer Engineering
 - Electrical Engineering
 - Electronics Engineering
 - Geology
 - Industrial Engineering
 - Mechanical Engineering
 - Mechanical Engineering Major in Mechatronics (dual degree)
 - Mining Engineering
 - Petroleum Engineering



COLLEGE OF NURSING

- Bachelor of Science in Nursing



COLLEGE OF PHARMACY

- Bachelor of Science in:
 - Pharmacy
 - Clinical Pharmacy



COLLEGE OF SCIENCE

- Bachelor of Science in:
 - Biology
 - Chemistry
 - Computer Science
 - Information Technology
 - Information System
 - Psychology
- Associate in Computer Technology (2-year course)



BASIC EDUCATION

- Pre-School
- Grade School
- Junior High School
- Senior High School

ARTICLE II. ADMISSION REQUIREMENTS AND ENROLLMENT PROCEDURE

The University through the Admissions and Student Recruitment Office and the Office of the Registrar in collaboration with the Office of the Vice President for Academic Affairs (OVPA) and the Institutional Planning and Development Office (IPPDO) is responsible for the development and oversight of a strategy to attract gifted, talented, and creative students to partake of and share with the Vincentian education through the various academic programs of the University. Thus, the following admission requirements, policies and procedures have been set:

SECTION 1. OBJECTIVE

In offering admission to prospective student, the goal is to educate and produce students who will be eligible in learning of a certain program. It is the ways wherein the students obtain a university degree that allow them to fully appreciate and understand the program and attain the appropriate career that could widen, develop and contribute meaningfully to themselves and the society. In doing so, this policy define the admission requirements of incoming students.

SECTION 2. SCOPE

This process defines the admission requirements and procedures of freshmen, transferees, foreign students, old students and returning students. The incoming freshmen students shall be accepted regardless of sex, nationality, religious beliefs, socio economic status or political affiliation provided he/she graduated from any recognized senior high schools and must meet all the prescribed admission requirements of Adamson University.

SECTION 3. ONLINE APPLICATION FOR UNIVERSITY ENTRANCE EXAMINATION (UEE)

- 3.1 Type on the Internet browser's address bar <https://www.adamson.edu.ph/uee/> for online application.
- 3.2 To start the application, click "NEW APPLICANT", choose the corresponding type of exam and fill up the online application form.
For existing Adamson students, click "FOR ADAMSON UNIVERSITY STUDENTS"
- 3.3 Save your information and take note of your applicant number. This will serve as your UEE Account.
- 3.4 Pay the university entrance examination fee as specified in the payment details indicated in the UEE account.
- 3.5 After payment, login using your UEE account to choose your examination schedule.
- 3.6 Open the "Examination Schedule Module" to select schedule. The second tab right beside the application information module is the Examination Schedule Module, the content of this module varies if the applicant has already settled his payment or not.
- 3.7 Print the UEE permit anywhere with internet access after selecting the UEE schedule.

- 3.8 Take the UEE at the examination site as specified in the UEE permit.
- 3.9 Get and print the Entrance Test Result.
- 3.10 The fourth tab right beside the admission requirement module is the “Examination Result Module, this module shows the applicant’s entrance examination result if he passes or fails the exam.

If the entrance exam result is “Passed for Enrollment”, proceed to enrollment process.

If the entrance exam result is “Passed for Advising”, proceed first to the department of the student’s preferred course for evaluation.

- 3.11 Proceed to Admissions and Student Recruitment Office for enrollment with all the needed original requirements, entrance result test and down payment receipt as specified in the Admission Requirements Module.
- 3.12 The third tab right beside the examination schedule module is the Admission Requirements” module, this module contains all the requirements for an applicant whether freshmen or transferee that has been successful in passing the university entrance examination.

SECTION 4. FRESHMEN ENROLLMENT PROCEDURE

- 4.1 Student shall apply and pass the University Entrance Examination (UEE) and submit the original copy of the following requirements upon enrollment:
 - 4.1.1 Copy of the UEE result
 - 4.1.2 Form 138 (Senior High School Report Card)
 - 4.1.3 2 pcs. 2x2 ID picture
 - 4.1.4 Certificate of Good Moral Character signed by the Principal or Guidance Counselor
 - 4.1.5 Authenticated Birth Certificate from the Philippine Statistics Authority (PSA)
 - 4.1.6 Letter of Application for student who did not enroll for a period of one year or more after Senior High school Graduation.
- 4.2 Present original credentials and UEE result to Admissions and Student Recruitment Office.
- 4.3 Proceed to respective college/department chair for interview.
- 4.4 Submit the original compulsory requirements with approval of the college/department to Admissions Office. In case of incomplete or lacking requirements, applicant must accomplish Letter of Undertaking and submit the same to the Admissions and Student Recruitment Section.
- 4.5 If passed in the interview, proceed to no.4.6, If not proceed to Admissions Office to secure another endorsement for new program as advised by department chair/ dean.
- 4.6 Submit UEE result and original credentials to Admissions Office with college/department approval.
- 4.7 Pay the assessed fees at the Cashier.
- 4.8 Proceed to Admissions Office ID room for ID processing.
- 4.9 Proceed to Computer Laboratory for encoding of other Student Information Data into Student Information System.
- 4.10 Proceed to University store for purchase of school uniform.

SECTION 5. OLD STUDENTS ENROLLMENT PROCEDURE

5.1 Regular Student

- 5.1.1 Print or view the pre-advised subjects in Learning Management System (LMS) or e-Learning.
- 5.1.2 Pay at the cash Management Office or any accredited banks or any Bayad Center.
- 5.1.3 Print Certificate of Enrollment

5.2 Irregular Student

- 5.2.1 Print or view the pre-advised subjects in Learning Management System (LMS) or e-Learning.
- 5.2.2 Pay at the Cash Management Office, accredited banks or any Bayad Center.
- 5.2.3 Choose subject/s online
- 5.2.4 Print Certificate of Enrollment

5.3 Re-admission/ Returning Student

- 5.3.1 Apply True Copy of Grades (TCG)
- 5.3.2 Get re-admission form from the respective department
- 5.3.3 Submit the processed re-admission form at the program window.
- 5.3.4 Once the account is generated, follow the enrollment procedure for old student.

SECTION 6. TRANSFEREES ENROLLMENT PROCEDURE

- 6.1 A student who seeks admission must pass the qualifying examination of the UEE.
- 6.2 Student should submit the original copy of his/her requirement:
 - 6.2.1 Honorable Dismissal/Transfer credentials
 - 6.2.2 Certificate of Good Moral Character from the institution last attended
 - 6.2.3 Certificate of true copy of Grades
 - 6.2.4 Letter of Application addressed to the Registrar
 - 6.2.5 4 pcs. 2x2 ID pictures
 - 6.2.6 Authenticated Birth Certificate from the Philippine Statistics Authority (PSA)
 - 6.2.7 Original copy of the UEE result.
- 6.3 Present all original credentials to Admissions Office for verification.
- 6.4 Proceed to college/dean for interview.
- 6.5 If passed the interview, proceed to Admissions Office for submission of UEE results with Subject Accreditation Form approval from the college/department together with the original credential.
- 6.6 Get generated/assigned student number.
- 6.7 Pay the corresponding fees to the Cashier.
- 6.8 For subject enlistment, follow enrollment procedure as provided by the Registrar's Office.
- 6.9 Go to Admission's Office ID Section for ID processing.
- 6.10 Purchase school uniform at University Store.
- 6.11 Attend orientation with parent/guardian as scheduled

SECTION 7. NONRESIDENT STUDENTS (CROSS ENROLLEE) ENROLLMENT PROCEDURE

- 7.1 Requirements
 - 7.1.1 Non-Consortium School Requirements
 - 7.1.1.1 2 pcs. 2x2 ID picture
 - 7.1.1.2 Permit to cross enroll
 - 7.1.1.3 Certificate of Good Moral Character
 - 7.1.2 Consortium School Requirements
 - 7.1.2.1 2 pcs. 2x2 ID picture
 - 7.1.2.2 Permit to cross enroll
- 7.2 Present requirements for evaluation
- 7.3 Accomplish Application Form to Cross Enroll
- 7.4 Submit to the Admissions Office the complete requirements with the approved Application Form to Cross Enroll.
- 7.5 Get student number from Admissions Office
- 7.6 Pay the assessed tuition fees in full
- 7.7 Follow enrollment schedule and procedures for non-block and transferee students provided by the Registrar's Office.
- 7.8 Proceed to the Admissions Office ID Section for the Identification Card processing.

SECTION 8. INTERNATIONAL STUDENTS ENROLLMENT PROCEDURE

- 8.1 Online Application for University Entrance Examination (UEE)-Please refer to Section 3.
- 8.2 Requirements for Admission of International Students
 - 8.2.1 Letter of application to enroll addressed to the University Registrar. Indicate the course that the applicant intends to enroll and name of school last attended.
 - 8.2.2 Five (5) copies of the Students' Personal History Statement (PHS) duly signed by him, both in English, and his national alphabet accompanied by his personal seal, if any, among others, his left and right thumbprints and a 2x2 inch photograph on a plain white background taken not more than six months prior to submission. (PHS Form downloadable)
 - 8.2.3 Official Transcript of Records / Scholastic Records duly authenticated by the Philippine Embassy or Consulate in the students' country of origin or legal residence. ("Seen and Noted stamp is not considered authenticated document and is not acceptable)
 - 8.2.4 Police Clearance duly authenticated by the Philippine Embassy or Consulate in the students' country of origin or legal residence.
 - 8.2.5 Notarized affidavit of support with proof of adequate financial support stating the means to cover expenses for the students' accommodation, subsistence, school dues and other incidental expenses, duly authenticated by the Philippine Embassy or Consulate in the students' country of origin or legal residence.
 - 8.2.6 Photocopy of passport data page (page containing students' full name, date and place of birth, passport number and photo) must be duly authenticated by the Philippine Foreign Service Post.
 - 8.2.7 Photocopy of Quarantine Test (Medical Examination Result).
 - 8.2.8 Four (4) copies of 2x2 I.D. pictures with white background.
 - 8.2.9 Php10, 000.00 for acceptance fee. (onetime payment)

8.2.10 Php5, 000.00 for foreign fee. (every semester)

8.2.11 University Entrance Examination Fee.

8.3 Freshmen

8.3.1 Students shall apply and pass the University Entrance Examination (UEE) and submit the original copy of the following requirements upon enrollment:

8.3.1.1 Copy of the UEE result.

8.3.1.2 Requirements for the admission for international student.

8.3.2 Submit the requirements for admission to SRMES window 1.

8.3.3 If he passes the interview, proceed to respective department for evaluation.

8.3.4 Return to SRMES with approval or note "OK to enroll" from our Office for University Relations (OUR) and academic department.

8.3.5 Pay the acceptance at the Cashier.

8.3.6 Provide student Information Sheet to accomplish.

8.3.7 Provide student number.

8.3.8 Pay the down payment at the Cashier Office.

8.3.9 Proceed to Admission Office for subject encoding.

8.3.10 Proceed to ID Section for ID processing.

8.3.11 Purchase school uniform at university store.

8.3.12 Attend orientation as scheduled.

8.4 Transferee

8.4.1 Student shall apply and pass the University Entrance Examination (UEE) and submit the original copy of the following requirements upon enrollment:

8.4.1.1 Honorable Dismissal/Transfer Credentials

8.4.1.2 Certificate of Good Moral Character from the Institution last attended.

8.4.1.3 Certificate of True Copy of Grades.

8.4.1.4 Copy of Passport (bio page) and updated visa.

8.4.2 Proceed to department and Office for Student Affairs (OSA) for initial interview with endorsement from SRMES Window 1.

8.4.3 If passed the interview, pay the acceptance fee at the Cashier Office.

8.4.4 Provide the student information sheet to accomplish.

8.4.5 Provide student number.

8.4.6 Proceed to Admission Office for subject encoding.

8.4.7 ID Section for ID processing.

8.4.8 Purchase school uniform at university store.

8.4.9 Attend orientation a scheduled.

8.5 International Student Requirements per Visa Type

8.5.1 Right after the enrollment the student should apply for visa conversion.

8.5.2 Conversion from Tourist Visa 9(a) to student visa (9f)

8.5.2.1 Duly accomplished CGAF available at SRMES Window 1.

8.5.2.2 Photocopy of passport bio page. (passport validity should be more than 60 days)

8.5.2.3 Photo copy of latest arrival.

8.5.2.4 Updated tourist visa at least 1 month.

8.5.2.5 Photocopy of quarantine stamp from the passport.

8.5.2.6 2 pcs of 2x2 picture with white background.

8.5.2.7 Long white folder.

8.5.2.8 Conversion fee.

Note: Once the tourist visa has been converted to student visa, it shall have the validity of one (1) year. However, failure to comply with the visa conversion would mean cancellation of enrollment with the university.

8.5.3 Student Visa Extension

- 8.5.3.1 Duly accomplished CGAF available at SRMES window 1.
- 8.5.3.2 Duly accomplished application form (F-REG-328) for issuance of Certificate of Enrollment and copy of grades.
- 8.5.3.3 Photocopy of passport bio page. (passport validity should be more than 60 days)
- 8.5.3.4 Photocopy of latest arrival.
- 8.5.3.5 2 pcs of 2x2 picture with white background.
- 8.5.3.6 Photocopy of ACR I-card front and back.
- 8.5.3.7 Visa Extension Fee

Note: Failure to extend after the semester will be blocked during the next regular enrollment while extension after the validity, the student should pay a corresponding penalty with the Bureau of Immigration. Student Visa extension should be applied two (2) weeks before its expiration.

8.5.4 Special Study Permit (SSP)

- 8.5.4.1 Duly accomplished CGAF from available at SRMES Window 1.
- 8.5.4.2 Photocopy of passport bio page (passport validity should be more than 60 days)
- 8.5.4.3 Photocopy of latest arrival.
- 8.5.4.4 Updated tourist visa at least 1 month.
- 8.5.4.5 Photocopy of quarantine stamp from the passport.
- 8.5.4.6 2 pcs of 2x2 picture with white background.
- 8.5.4.7 SSP Fee

Note: A Special student Permit (SSP) is issued to a foreign national below 18 years old and/or taking non-degree courses in the Philippine, SSP is a permit not a visa and is issued under Temporary Visitor's Visa.

8.5.5 Diplomat

- 8.5.5.1 Photocopy of ACR I-card front and black with updated visa.
- 8.5.5.2 Photocopy of passport bio page.

8.5.6 Refugees

- 8.5.6.1 Certification and valid ID issued by the Department of Justice. (DOJ)

8.5.7 Permanent Resident Visa. (PRV)

- 8.5.7.1 Photocopy of ACR I-card, front and back.

8.5.8 Provision for international students who graduated from Philippine school.

- 8.5.8.1 Admission requirement are the same with the Filipinos.
- 8.5.8.2 Provide copy of passport bio page with updated visa.
- 8.5.8.3 Admission procedure follows the same with International student.

8.5.9 Provision for Dual Citizenship

- 8.5.9.1 Proceed to Admissions Office and follow the admission procedure for Filipinos.

8.5.10 Fees

- 8.5.10.1 Acceptance fee Php 10, 000.00 (one time payment)

8.5.10.2 Foreign fee Php 5,000.00 every semester (will reflect in the student's statement of account)

***Fees are updated as of 22 October 2018 and may change without prior notice.

SECTION 9. STUDENT INFORMATION SHEET

Every freshmen and transferee student must accomplish Student Information Sheet the moment they enroll in this institution. They voluntarily and willfully agree to give their personal data in accordance with the Data Privacy Act of 2012 or R.A.10173 to be processed by the Admission Office. The encoded data shall form part of the permanent record of the student and cannot be amended or modify unless there is proof/document that will support the changes.

9.1 Procedures

- 9.1.1 Submit the requirement for admission.
- 9.1.2 Accomplish Student Information Sheet.
- 9.1.3 Submit accomplished student Information Sheet.

SECTION 10. LETTER OF UNDERTAKING

There shall be a Letter of Undertaking Form to be accomplished by freshmen or transferee student who has deficiency in his/her requirements. The deficient student should execute a Letter of Undertaking using the LOU Form the Admissions Office indicating therein the date of submission and the effect for non-compliance.

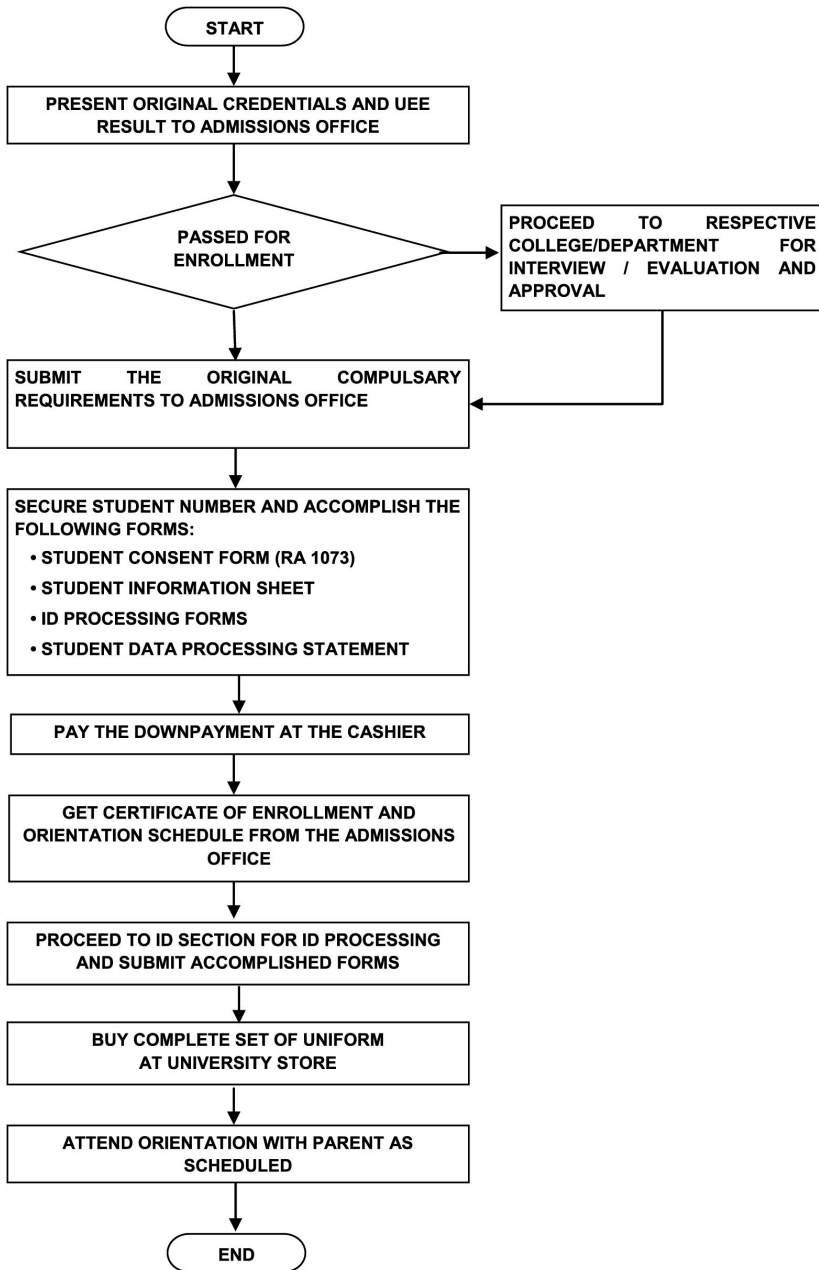
10.1 Procedures

- 10.1.1 Accomplish request for LOU Form.
- 10.1.2 Proceed to reservation/enrollment.

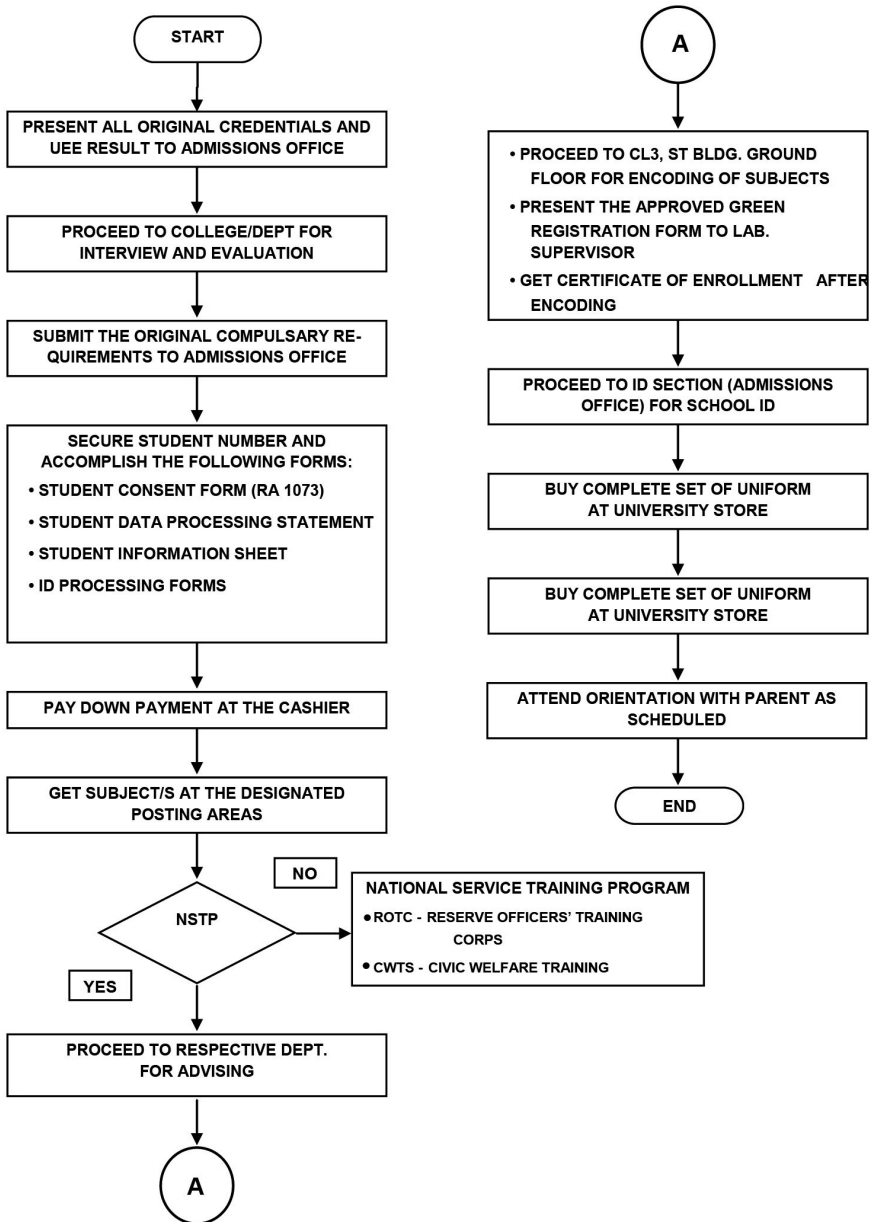
SECTION 11. WITHDRAWAL OF CREDENTIALS AND ENROLLMENT

- 11.1 Students who withdraw their enrollment within one (1) week after the start of classes shall have their credentials returned.
- 11.2 Those who withdraw after two-three (2-3) weeks from the start of classes shall be advised to apply for transfer credentials. Accordingly, the student must follow the rule for refund as provided for by the Vice President for finance.
- 11.3 Accomplish request for Withdrawal of Credentials and Cancellation of enrollment

FLOW CHART FOR FRESHMEN ENROLLMENT PROCEDURE



FLOW CHART FOR TRANSFEREE ENROLLMENT PROCEDURE



ARTICLE III. CLASSIFICATION OF STUDENTS, ACADEMIC STATUS AND RANKING

SECTION 1. CLASSIFICATION OF STUDENTS

1.1 Classification by Year

Students shall be classified by curriculum year based on the number of credits already earned and in accordance with curriculum standards where students are enrolled in.

Reference date shall be the start of the school year.

1.2 Classification by Semestral Load

Students with more than 75% academic load of regular load in the curriculum shall be classified as full time students while students with less than 75% academic load shall be classified as part-time students.

Reference shall be on a semestral basis.

Non-graduating part-time students must secure clearance from the Office for Student Affairs (OSA).

SECTION 2. ACADEMIC STATUS

2.1 Probationary Status

Probationary status is given to a student who has academic deficiency of 30% or more of enrolled academic units at the end of a given semester. Grades of 5.0 (Failed), 6.0 (Dropped), or 0.0 (No Grade) are included in the determination of academic deficiency.

A student on probation is subject to the following restrictions:

- a. Can enroll a maximum of 70% of the regular load during the term.
- b. May be allowed to enroll more units subject to the approval of the Department Chairperson/Dean.

Shall be disqualified:

- a. From applying or holding office as editor and staff member of any official student school paper.
- b. From applying or holding office as officer in AUSG, RSO or any of the school organizations or societies including class organizations.

A student will be placed on probation on the semester/midyear term immediately succeeding the term when the deficiencies were incurred during which period he/she shall undertake to clear all academic deficiencies.

Students who are placed on probation are advised to inquire from their respective departments for possible reconsideration for retention purpose.

SECTION 3. ACADEMIC EXCLUSION

A student on probation who does not pass all previously failed subjects, or who was unable to clear his/her probationary status within the required period granted, shall be excluded from enrollment in his/her program or from the University.

SECTION 4. RESIDENCY

- 4.1 On special circumstances, a student may be allowed to continue in his/her program beyond the Maximum Allowable Residence (MAR) provided he/she takes one (1) major course per semester of extension.
- 4.2 For Undergraduates, the Maximum Allowable Residence (MAR) shall be equal to the required number of years to complete the course multiplied by 1.5.

SECTION 5. LEAVE OF ABSENCE

A student who does not intend to enroll during the following semester is required to file a Leave of Absence at the Registrar's Office. The application for Leave of Absence shall indicate the reasons for the leave, the intended duration and a declaration that the student shall not enroll in any other school for the duration of the leave. Failure to file leave of absence shall have the following effects:

- 5.1 The period covered by the student's absence shall continue to be counted towards his/her Maximum Allowable Residence (MAR) which is equal to the required number of years to complete the course multiplied by 1.5. Official leave of absence shall not be included in counting the years of residency.
- 5.2 If a new curriculum is implemented during his absence, he/she shall be required to follow the new curriculum if his/her absence extends more than two school years after the implementation of the new curriculum and the phase out of the old curriculum.
- 5.3 Students on Leave of Absence may be re-admitted by the Registrar upon recommendation of the Department Chairperson/ Dean and subject to terms and conditions as may be imposed by the college.

SECTION 6. STUDENT RANKING

A student is ranked according to the curriculum year and semester.

First year	- First Semester
First year	- Second Semester
Second year	- First Semester
Second year	- Second Semester
Third year	- First Semester
Third year	- Second Semester
Fourth year	- First Semester
Fourth year	- Second Semester
Fifth year	- First Semester
Fifth year	- Second Semester

Student must earn at least 70% of the total accumulated units earned offered up to the particular year and semester based on the curriculum.

ARTICLE IV. POLICIES ON SCHOOL FEES AND OTHER FEES

SECTION 1. ASSESSMENT OF FEES

Tuition and other school fees for the school year are posted on the Financial Affairs Department bulletin boards prior to and during the enrollment period.

The temporary assessment of tuition and other school fees is available at the E-Learning. Corrections and adjustments in enrollment should be done within one (1) week from the official start of classes at the Registrar's Office. After this period, corrections and adjustments in enrollment and in the computerized assessed fees shall not be entertained anymore.

- 1.1 Graduation fees are included in the assessment of fees after submission of the Application for Graduation Form at the Registrar's Office. A graduating student is advised to fully settle his/her outstanding balance at the Teller's counter, Cash Management Office, before the examination period.
- 1.2 Pre-assessment of fees for some other purposes should be applied for in writing at the Students Accounts Section, Accounting Office for a fee.

SECTION 2. VERIFICATION TERMINALS

The student can verify the account balance at the verification terminals located at Window A of the Financial Affairs Department, Student Accounts Section, and Accounting Office.

SECTION 3. TUTORIAL CLASSES

- 3.1 An off-semester subject with a class size of less than 30 students is considered tutorial classes. Deadline for petition to open tutorial classes and its approval is based on the prescribed period.
- 3.2 A student signing in a tutorial class petition form automatically enters into an agreement with his/her co-petitioners to share equally the additional (tutorial) fees to make up the 30 students to a class for a semester and midyear term.
- 3.3 The fewer the students, the greater is the tutorial fee. A tutorial class is expensive and the student is advised to inform his/ her parents or guardian of the tutorial fee.
- 3.4 Students with tutorial course(s) should verify the additional fee in their e-Learning or with the Students Accounts Section to ensure encoding of grades.

The formula for computing the tutorial fee is:

$$\text{Tutorial fee} = \frac{(30 \text{ minus the actual number of students}) \times \text{number of units} \times \text{rate/unit}}{\text{Actual number of students}}$$

Regular Class Size	Minimum Class Size (Semester/Midyear)
• Undergraduate	30
• Law School	25
• Graduate School	
o PhD	12
o MBA, MA in Education	15
MS ManE, MSChem	
MEP, MIT, MSP	

SECTION 4. TERMS OF PAYMENT

4.1 Cash Basis

A student paying the school fees in full before the start of classes (regular semesters only) enjoys five percent (5%) discount on tuition fees.

4.2 Installment Basis

4.2.1 Down payment, payable on or before enrollment, is about 25% of the total school fees based on incoming freshmen rate.

4.2.2 The student is encouraged to settle the balance of school fees after the down payment either monthly or equally over the three (3) periodical exams: the prelim, midterm and final exams. The installment amount due should be settled before the examination period. Upon payment, the permit shall be issued to the student to take the exams. A STUDENT SHALL NOT BE ALLOWED TO TAKE THE EXAM IF HE/SHE DOES NOT HAVE THE PERMIT.

5.8 Promissory Note (PN)

As a matter of policy, students of Adamson University are required to make a down payment of at least Php10,000 during or before the enrollment period of the regular semester. The University also requires the students to settle the due installment on time.

- 5.8.1 On special cases, a qualified student who is unable to pay his/her due account may secure a promissory note (PN) from the Cash Management Office, Finance Department only once a semester.
- 5.8.2 The note may be secured by a post-dated check, which due date should not be beyond two (2) weeks after the examination period. The PN should be signed by a parent/guardian, if the student is not yet of legal age. It should be approved by the authorized signatory of the Finance Department.
- 5.8.3 The approved PN shall serve as a special permit.
- 5.8.4 Once a postdated check (PDC), intended for prelim exams, is dishonored on due date, the issuer/student is no longer allowed to issue a PDC. A service charge of Php500 shall be imposed for every dishonored check due to insufficient funds and Php1000 if the reason is due to closed account.
- 5.8.5 Promissory Note is not allowed during the final exams. A student must settle his account in full. For a graduating student/transferee, there will be no release of transcript of records and other credentials until account is fully settled.

SECTION 6. DISCOUNTS & SCHOLARSHIPS

- 6.1 Discounts on tuition fees granted to CBA, academic and other scholars of the University shall be applied for every semester in accordance with existing policies.
- 6.2 For Outside-Sponsored Scholarships, the student presents the original copy of the proof of his scholarship to the Students Accounts Section, Accounting Office. The student is responsible for following up the update of his/her account with his/her sponsor or with Office for Student Assistance and Scholarships (OSAS), as the case maybe.
- 6.3 Discounts on tuition fees granted to siblings, as well as children of alumni should be applied for, during enrollment. However, the student can avail himself/herself only one (1) of the aforementioned discount even though he/she qualifies for both.
 - 6.3.1 Application for discounts shall be filed at the Students Accounts Section, Accounting Office of the Finance Department based on the prescribed period.
 - 6.3.2 The PSA issued birth certificate of the students shall be attached to the initial application form for siblings discount while alumni ID card of parent and the birth certificate of the student are required for alumnus child discount application.

- 6.3.3 The discount will be computed on the tuition fee after deducting the full payment discount, if the student paid the school fees in full before the start of classes.

SECTION 7. CHARGES AND REFUNDS

- 7.1 Claims for refund are made according to the memorandum from the Commission on Higher Education (CHED).
- 7.1.1 If classes have already started, the student will be charged 25% and 50% of the total school fees if withdrawal of enrollment is within the first week and second week of classes, respectively, regardless of whether or not he/she has actually attended classes.
- 7.1.2 The student may be charged all school fees in full if he/she withdraws anytime after the second week of classes regardless of whether or not he/she has actually attended classes.
- 7.1.3 For withdrawal due to a justifiable reason such as prolonged illness and accident requiring hospitalization and the like, the charge is proportionate up to the month of notice of withdrawal, or up to the last attendance as determined by the approving officer. Presentation of supporting documents is required. (Example: medical certificate, hospital billing and official receipts).

Note: Changes and Refund of amount paid due to withdrawal of enrollment prior to or during the enrollment period is allowed in accordance with the Finance Policies. For refunds of excess payments, a processing fee will be charged to the student. Refunds of credit card payments are subject to bank's service charge.

ARTICLE V. ACADEMIC POLICIES

SECTION 1. CODE OF ACADEMIC INTEGRITY

All persons involved in the educational programs and services of the university as student, teacher, researcher, staff or academic administrator shall uphold honesty and integrity in their academic activities at all times. They shall avoid acts such as cheating, plagiarism, deceit, fabrication of facts and records, bribery, misrepresentation and all acts of dishonesty. All academic departments and offices are expected to adopt measures to uphold the Code of Academic Integrity especially in learning, teaching, and research.

SECTION 2. STUDENT ACADEMIC LOAD

2.1 Regular Load

The regular load of students is reflected in their curriculum. As a general rule, students should enroll in courses prescribed by the curriculum for the semester in order to complete their degrees within the prescribed period.

A credit unit is equivalent to one hour of lecture a week in a semester. Only graduating students authorized by the University Registrar, upon the written recommendation of the College Dean, shall be allowed to take more than the prescribed curricular unit load.

2.2 Overload

Any overload should not exceed six (6) lecture units or one hundred eight (108) hours in excess of the normal load.

2.3 Midyear Load

In the midyear term, undergraduate students shall carry a maximum academic load of nine (9) units or one hundred sixty-two (162) hours.

2.4 Minimum Study Load

A student cannot enroll less than 50% of his/ her regular semester load without justifiable reason.

SECTION 3. LOAD REVISION

3.1 During Enrollment Period

There shall be load revision which includes inclusion and deletion of courses by the students to give them the opportunity to revise and arrange their schedules except block section.

The inclusion/deletion of courses shall be done using inclusion module in the Record Management System (RMS).

Adding of course shall be allowed if:

- 3.1.1 Change in load is due to dissolved course.
- 3.1.2 Under load and was advised to add the course.
- 3.1.3 Department approved the additional course.

3.2 Procedures of Adding/ Deleting

3.2.1 Adding of Course

- 3.2.1.1 Proceed to the program department/college where the course/s is offered.
- 3.2.1.2 Check whether the course is still available.
- 3.2.1.3 Present the printed final pre-advised course/approved overload/simultaneous permit to process inclusion through the system.
- 3.2.1.4 Check the updated course enlistment at e-Learning.

3.2.2 Deletion of Course

- 3.2.2.1 Get and accomplish Deletion form from the Program Department/College.
- 3.2.2.2 Secure approval from the Course Department.
- 3.2.2.3 Proceed and present the approved deletion form to designated computer laboratories for processing.
- 3.2.2.4 Check the updated enlistment schedule at e-Learning.

3.3 Dropping of Course

Dropping of courses without records should be done within the week after the end of enrollment; while dropping of courses with records shall start immediately after the end of dropping without records until midterm examination.

3.3.1 Without Records

- 3.3.1.1 Get and accomplish F-REG-310 form (pink) from the Registrar's Office.
- 3.3.1.2 Secure the required signature of Dean/Chairperson, Registrar and Cashier.
- 3.3.1.3 Distribute the approved copy to the concerned offices.

3.3.2 With Records

- 3.3.2.1 Get and accomplish F-REG-311 (white) from the Registrar and Cashier.
- 3.3.2.2 Secure the required signature of Instructor, Dean/Chairperson, Registrar and Cashier.
- 3.3.2.3 Distribute the approved copy to the concerned offices.

Note: Courses not officially dropped at any time of the school terms are considered failure and marked 5.0; and will be recorded in the student permanent record book.

3.4 Dissolution and Fusion of Courses

3.4.1 Dissolved Courses

- 3.4.1.1 Off semester courses with less than 30 students enrolled shall be dissolved.
- 3.4.1.2 Sections with less than ten (10) enrollees after the last day of enrollment shall be automatically dissolved by the Registrar, except for the conditions specified by the Registrar's Office.
- 3.4.1.3 Dissolved sections that are not fused with other classes are automatically deleted from the Master List of Sections. Students from the dissolved sections shall be accommodated for inclusion in other sections following the guidelines for inclusion.
- 3.4.1.4 Reactivated dissolved section will be treated as tutorial section if less than 30. The Department/College should furnish the Scheduling and Automation Section a written request to process the same to the approval of Registrar's Office.

3.4.2 Fusion of Courses

Sections with the same course code, course title, number of units and schedules will be the basis for fusing the course provided the combined number of students shall not be less than the minimum class size requirements; otherwise, it will be treated as tutorial class.

Dissolved sections will be deleted from the list of sections enrolled by the students. Once reactivated and converted to tutorials, new sections will appear on the list of enrolled courses of students if he/she signed in the tutorial form administered by the teacher assigned.

After fusion of course, students from the dissolved section will be transferred to the retained section.

3.5 Petition to Offer Tutorial Class

- 3.5.1 Petition is a process whereby students may officially request for the opening of a tutorial class of a course included in a curriculum. Request shall be made by accomplishing the PETITION TO OFFER TUTORIAL CLASSFORM (F-REG-204).
- 3.5.2 Once the petitioned class becomes official, students who signed up for its opening shall not be allowed to drop the course. The department should inform students about this condition before signing up.
- 3.5.3 Petitioned course/s should be included in the teaching load of the faculty member, only after it is officially approved by the Registrar to prevent loading problem in case the petition is disallowed or withdrawn.

3.5.4 The petition must be submitted on or before the date prescribed by the Registrar's Office; otherwise, this may be a ground for disapproval.

3.6 Overload, Simultaneous, and Cross Enrollment

3.6.1 Student Overload

3.6.1.1 Department Chairperson/Dean may allow students who are on their terminal year to enroll up to six (6) lecture units or 108 hours in excess of the regular load

3.6.1.2 For compelling reasons accepted by the Department Chairperson/Dean, enrollment in three (3) Laboratory courses maybe allowed provided the total enrollment will not exceed twenty-one (21) units. The program of study is required.

3.6.1.3 The Chairperson shall endorse an application for overload to the Dean's Office based on his/ her assessment of the ability of the student to take up courses in excess of the regular load. Unless another schedule is announced by the Registrar, applications for over load for the next semester may be filed at the Registrar's Office beginning one (1) week before the final examinations. The last day for filing of applications for overload shall be one week before the last day of enrollment.

3.6.2 Simultaneous Load

3.6.2.1 Simultaneous Load Permit may availed by a student as a one-time privilege on his/her terminal year to take the identified pre-requisite course and its requisite course at the same time as recommended by the Department Chairperson/ Dean and approved by the Registrar. However, if a student passes the PREREQUISITE COURSE, but fails the REQUISITE COURSE; then the grade in the former course will be encoded. On the other hand, if a student fails the PREREQUISITE COURSE, then the REQUISITE COURSE is considered failed.

3.6.2.2 Requirements

- a. Application letter for overload / simultaneous load
- b. Attach latest copy of Automated Evaluation of Student Academic Records (AESAR) from the Registrar's Office
- c. 1 pc 2x2 picture (white background)

3.6.2.3 Procedures

- a. Fill out Request for Overload Form/Request for Simultaneous Load Form. Make a program of study form available at the program department.
- b. Fill out application form for Automated Evaluation of Students Academic Record (AESAR) and pay at the Cashier's Office if credentials are complete; otherwise submit the lacking credentials.

- c. Submit the accomplished Overload/Simultaneous load form, program of study and AESAR to the program department for processing and approval.
- d. Get the approved/disapproved document/s from the program department.

3.6.3 Outbound Students for Cross-Enrollment

- 3.6.3.1 Fill out Request to Cross-Enroll and secure approval from the Dean/Chairperson.
- 3.6.3.2 Pay cross-enrollment permit fee at the Cashier's Office.
- 3.6.3.3 Submit request at the respective program window of the Registrar's Office for processing.
- 3.6.3.4 Get the approved document/s from the program window of the Registrar's Office.

SECTION 4. WITHDRAWAL OF CREDENTIALS AND ENROLLMENT FOR FRESHMEN AND TRANSFEREE STUDENTS

- 4.1 Students who withdraw their enrollment within one week after the start of classes shall have their credentials returned.
- 4.2 Those who withdraw after two (2) weeks from the start of classes shall be advised to apply for transfer credentials, instead.

SECTION 5. POLICIES ON CHANGE OF PROGRAM/MAJOR

- 5.1 A student may apply to shift to another program offered within the University after completing at least one semester of his current program.
- 5.2 Shifting to other programs shall be approved by both releasing and accepting departments and colleges. The appropriate Change of Major / Program Form shall be used.
- 5.3 Students academically excluded from one program but not from the University may be eligible to change program or change major.
- 5.4 Procedures:
 - 5.4.1 Fill-out the Change of Major/Program Form at respective College / Department.
 - 5.4.2 Proceed to accepting college/department for approval.
 - 5.4.3 Proceed to releasing college/department for approval of release.
 - 5.4.4 Forward the form to the Registrar's Office-Program Window for approval and assessment.

5.4.5 Pay shifting form at the Cashier's Office.

5.4.6 Submit accomplished forms to concerned offices (Registrar, Dean, and Cashier).

SECTION 6. POLICIES ON TRANSFER OF SCHOOL

6.1 A student who intends to transfer to another school must apply for Transfer Credentials at the Registrar's Office.

6.2 He/ She shall be required to submit a duly accomplished Application Form with corresponding clearance; (1) ID 2x2 picture white background (digital and cut out picture not accepted) and must be in business/ corporate attire; and surrender school ID.

6.3 The transfer credentials consist of:

6.3.1 True Copy of Grades (Transcript of Records shall be forwarded upon the request of the accepting school).

6.3.2 Certificate of Good Moral Character.

6.3.3 Certificate of Transfer Credentials.

6.4 Procedures

6.4.1 Fill-out the Application form for Transfer Credentials at the respective Program Window.

6.4.2 Secure clearances from different offices (Library, Laboratory, Guidance, Dean, OSA, and Cashier).

6.4.3 Proceed to respective Program Window for submission of required documents. If credentials are complete, assessment will be available for payment, otherwise submit the lacking credentials.

6.4.4 Proceed to Cashier for payment.

6.4.5 Submit accomplished form to the respective Program Window and get claim stub.

6.4.6 Claim Transfer credentials on the date stated in the claim stub and surrender the claim stub at the Program Window.

ARTICLE VI. ACADEMIC ADMINISTRATIVE POLICIES

SECTION 1. POLICIES ON STUDENT ATTENDANCE

1.1 Student Attendance

- 1.1.1 Every student is required to attend no less than 80% of the required contact hours in a given course to earn the corresponding units. The number of allowed absences should not exceed 20% of the required contact hours.
- 1.1.2 As a guide in determining the number of contact hours per course, a one-unit lecture course requires 18 contact hours; one unit laboratory course requires 54 contact hours; and for courses with lecture and laboratory components, contact hours are the combined equivalent.
- 1.1.3 Any student who accumulates absences more than the maximum number of hours allowed in a course:
 - 1.1.3.1 Is disqualified from earning any unit for the course;
 - 1.1.3.2 Is dropped from the class with a final mark of 6.0 (DROPPED) if he dropped officially;
 - 1.1.3.3 Is given a grade of 5.0 (Failed) if he/she is failing at the time of the last allowable absence and failed to drop officially.
 - 1.1.3.4 Is given a grade of 6.0 if he/she is passing at the time of the last allowable absence and failed to drop officially.
- 1.1.4 Parents or guardians will be notified of the absences incurred by the student through the Guidance Office or by an office designated by proper administrative authority

1.2 Student Tardiness

- 1.2.1 Three (3) incidences of tardiness of the student shall be equivalent to one (1) absence.
- 1.2.2 A student who comes to class within 15 minutes shall be marked late. Counting of minutes is based at the start of the official class schedule.
- 1.2.3 A student who comes to class after the allowed time for tardiness shall be marked absent.

1.3 Academic Activities or Subject Matter Missed By Students

- 1.3.1 Academic activities including tests, quizzes and lessons missed by a student on account of excused absences may be substituted with appropriate make-up at the discretion of the teacher, and following policies

and guidelines which may be issued by the Academic Department under whose administration the course is offered.

The student is expected to be responsible to know what he/she missed during his/ her absence.

SECTION 2. POLICIES ON EXAMINATION

2.1 Periodic Examination

- 2.1.1 The Periodic Examinations given each semester are Preliminary, Mid-term and Comprehensive Final Examinations. Departmental Examinations for on-semester courses with more than three sections shall be institutionally administered during periodic examinations.
- 2.1.2 The Periodic Examinations to be administered shall consist of the Prelim, the Midterm and the Comprehensive Final Examination, which shall be constructed following the protocol in test construction/simulating the questions in board examinations (for board programs).
- 2.1.3 The coverage of the examinations shall be as follows:
 - Prelim Period: week 1 to week 6;
 - Prelim Exam on the 6th week
 - Midterm Period: week 7 to week 12;
 - Midterm Exam on the 12th week
 - Final Period: week 13 to week 18:
 - Comprehensive Final Exam on the 18th week

Schedule of Final Examination:
Day 1-4 - Comprehensive Final Exam
Day 5 until encoding period -Remedial Exam
- 2.1.4 Other requirements than the periodic examinations may be given in laboratory courses and field courses as determined by the teacher and approved by the Department Chairperson/Dean.
- 2.1.5 The course coverage and type of tests for periodic examinations shall be determined by the teacher based on the nature of subject matter covered and guided by the approved syllabus.
- 2.1.6 The Registrar's Office shall have the sole responsibility of scheduling periodic examination based on the official school calendar. There shall be no regular classes/make-up classes during final examination week.
- 2.1.7 Students shall secure their examination permits from the Treasurer's Office. "No Permit, No Exam". Faculty members shall check examination permits. Likewise, students with unpaid accounts must secure a temporary permit from the Treasurer's Office.
- 2.1.8 The schedule for periodic examinations shall be STRICTLY followed. Students who have conflict in their examination schedule shall notify the Chairperson/Dean's Office about this matter immediately for appropriate action.

- 2.1.9 Faculty members shall discuss the answers of the examination (for prelim and midterm) and return corrected papers promptly to the concerned students only. Individual scores/grades of students shall not be announced/disclosed publicly.

2.2 Special / Make-Up Examinations

- 2.2.1 Special/Make-Up examinations shall be given to students who failed to take the scheduled examination for any of the following reasons:
 - 2.2.1.1 Illness or injury caused by accident as evidenced by a medical certificate.
 - 2.2.1.2 Death of a member of the family (grandparents, parents, guardian, brother or sister, in some cases, spouse or child) as evidenced by testimony and letter from guardian/parent.
 - 2.2.1.3 Student/s officially representing the university in various activities such as tournaments, quiz bee or seminars/conventions/conferences;
 - 2.2.1.4 Force Majeure (Please refer to CMO No. 15, series of 2012: "Amendment to CMO 34, Series of 2010 titled Guidelines for the Suspension of Classes in Higher Education Institutions HEIs" due to typhoons/storms/flooding and other weather disturbances").
 - 2.2.1.5 Other emergencies or reasons determined as valid and meritorious by the Chairperson/Dean.

2.3 Policy for Giving a Special/ Make-Up Major Examination

- 2.3.1 Make-up examination for the prelim and midterm periods shall be conducted within two weeks after beginning of the next term.
- 2.3.2 A student who missed the final exam shall be given five (5) working days from the scheduled final examination to show proofs of his /her excuse(s).
- 2.3.3 Student shall be required to take the examination immediately after the reason was verified to be valid in accordance to the specified reasons for Special/Make up Examinations.
- 2.3.4 If a student failed to comply, he/she will be given a score of ZERO (0) for the examination and the grade shall be computed accordingly.
- 2.3.5 The concerned faculty shall provide the department/college of the special examination questionnaire, which shall be administered by the Dean or Chairperson for the comprehensive final exam if the concerned faculty is unavailable.

2.4 Qualifying Examination for Some Academic Programs

Some programs with licensure examination require Qualifying Examination as part of their retention policy. Orientation on this matter shall be given by the concerned department/college or program chairperson/dean to their respective students. Furthermore, students are also advised to inquire details on this matter from their respective department/college.

SECTION 3. POLICY ON GRADING SYSTEM

3.1 The University adopts the numerical grading system with the following points and their corresponding description for Undergraduate Programs and Graduate Programs:

Semestral Grade	Grade Point Equivalent	Letter Equivalent	Description
100	1.00	A	Excellent
99			
98			
97			
96	1.25	A-	Superior
95			
94			
93			
92	1.50	B+	
91			
90			
89			
88	1.75	B	Average
87			
86			
85			
84	2.00	B-	
83			
82			
81			
80	2.25	C+	
79			
78			
77			
76	2.50	C	Passed
75			
74			
73			
72	2.75	C-	
71			
70			
<70			
	5.00	F	FAILED
	6.00	DR	DROPPED
	0.00	NG	NO GRADE

3.2 Performance - Based Evaluation and Computation of Semestral Grades - Implementing Guidelines

3.2.1 A "Pass or Fail" policy shall be strictly observed, except in output-based (e.g. thesis or its equivalent, and internship), where "No grade equivalent to 140" may be given.

3.2.2 A student will only earn credits for the course if he/she passes both lecture and laboratory components. The student will be required to re-enroll both lecture and laboratory if s/he failed either of the components.

3.3 Performance – Based Grading System-Due to inherent differences in the course requirement of subjects in the various programs, the parameters to be used for the evaluation of student's performance and their corresponding weight shall be based on the course objectives stipulated in the syllabus. The course requirements and their corresponding weight distributed shall be a consensus of the faculty members handling the same course or shall be decided upon by an individual faculty who is the only one handling the course. In either case the course requirements and their corresponding weight distribution shall be approved by the dean /chair.

3.3.1 Grades in the examinations, quizzes, and other requirements shall be computed as the percentage of raw scores and shall not be transmuted.

3.3.2 The passing grade is 70% for Undergraduate Programs.

3.3.3 The course requirements, their breakdown, and grade computation shall be discussed by the professor at the start of the semester.

3.4 Computation of Semestral Grade (SG)

3.3.1 The Semestral Grade shall be computed as: 30% Prelim Grade + 30% Midterm Grade + 40% Final Term Grade

3.3.2 The Prelim and Midterm grades shall be computed based on the Class Standing and Term Exam Grade (prelim/midterm/); with the class standing including quizzes and other requirements. The following computations are recommended:

60% CS + 40% Term Exam or
65% CS + 35% Term Exam

3.3.3 The Final Term Grade shall be computed as:

50% CS + 50% Comprehensive Final Exam Grade

3.3.4 Computation of Mid-Year Term Grade (MTG)

40% Midterm Grade + 60% Final Term Grade
= Mid-Year Term Grade

3.3.3 There shall be one grade for courses with lecture and laboratory component except when the Program CHED Memorandum Order (CMO) states that the laboratory component is a separate subject.

- 3.3.4 A uniform weight distribution for the lecture and laboratory components of a particular course shall be observed in the University based on the unit credit assigned to the course. However, the college/department may deviate on this provision based on the nature of the course requirements.

Suggested Percentage Weight Distribution for Courses with Lecture and Laboratory Components

- For a 2-unit lecture with 1-unit lab/design
 - a. Lecture – 67%
 - b. Laboratory – 33%
- For a 3-unit lecture with 2-unit lab/design
 - a. Lecture – 60%
 - b. Laboratory – 40%
- For a 3-unit lecture with 1-unit lab/design
 - a. Lecture – 70%
 - b. Laboratory – 30%

- 3.4 Fusing of Lecture and Laboratory Grades -Final grades in lecture and laboratory components shall be combined. A remedial exam can only be given if the combined grade is 65 to 69, provided the minimum grade in one component is 60. The remedial exam shall be administered on the component with a failing grade.

SECTION 4. REMEDIAL EXAMINATION

- 4.1 A semestral grade that is equal to or greater than 65 but less than 70 qualifies for a remedial exam for Undergraduate Programs. A semestral grade of 3.0 will be given in passing the remedial exam and 5.0 will be given for failing it.
- 4.2 The remedial exam shall be administered prior to the encoding of the semestral grade.
- 4.3 A semestral grade of 150 shall be encoded if a student is given a special consideration to take the final examination based on the stipulated circumstances in Special/Make-Up Examinations. A student is given a period of one year to comply with the course requirement(s). Failure to comply within the prescribed period, the grade of 150 shall automatically be converted to a failing grade (5.0).

SECTION 5. ENCODING OF GRADES

- 5.1 The Prelim, Midterm and Final Term Grades shall be encoded following the schedules provided by the Office of the Registrar.
- 5.2 Grades for the lecture & laboratory shall be combined by the faculty members on the Final Term before encoding.

SECTION 6. OUTPUT-BASED COURSES

- 6.1 A grade of 140 may be encoded only in output-based subjects (e.g., thesis or its equivalent, and internship).
- 6.2 A student is given a period of one year to comply with the course requirement(s). Failure to comply within the prescribed period, the grade of 140 shall automatically be converted to a failing grade (5.0).

SECTION 7. GENERAL WEIGHTED AVERAGE (GWA)

- 7.1 The GWA refers to the general weighted average of grades in all enrolled academic units in the university at the end of a given semester except NSTP.
- 7.2 The (GWA) is computed as follows:
- 7.2.1 Multiply the credit units for each course with the corresponding final grade
- 7.2.2 Add all credit grades
- 7.2.3 Divide the total credit grades by the total number of credit units during the semester. GWA is computed up to 2 decimal places.

Sample:

Courses	SG	Credit Unit	Credit Grades
Theology 1	1.25	3	3.75
English Communications 1	1.5	3	4.5
Pilipino 1	1.5	3	4.5
Mathematics 1	1.25	3	3.75
Chemistry 1 lecture. &lab	1.5	5	7.5
Philosophy of Man	1.5	3	4.5
General Psychology	1.5	3	4.5
P.E.	1.25	2	2.5
		<hr/>	<hr/>
		25	35.5

$$\text{G.W.A.} = \frac{\text{Total Credit Grades}}{\text{Total Credit Units}}$$

$$\text{G.W.A.} = \frac{35.50}{25}$$

$$\text{W.G.A.} = 1.42$$

- 7.3 Courses in progress/no grade (140) and Special Consideration (150) are marked NO GRADE in the Computerized Grade Card. Semestral GWA will not be available until completed. However, for some legal purposes such as scholarships, a student may request from the Registrar's Office a computed GWA excluding 140 and 150 grade in the computation.

- 7.4 A grade of 6.0 or dropped shall be treated as 5.0 and included in the GWA computation. On the other hand, a grade of 0.0 or Not Attending is excluded in the GWA computation.
- 7.5 Mid-Year term is considered an extension of the second semester of the regular school year for purposes of computing the GWA and determination of probationary status.

SECTION 8. PROBATIONARY AND RETENTION POLICIES

- 8.1 A selective probationary and retention policy shall assure that a student who continues to pursue his/her studies at the University meets the standard and criteria as set by the various programs where he/she is enrolled:
- 8.2 Common Provision in All Programs
- 8.2.1 Probationary status is given to a student who has academic deficiency of 30% or more of enrolled academic units at the end of a given semester. Grades of 5.0 (Failed), 6.0 (dropped) or equivalent in percentage, are included in the determination of academic deficiency. A mark of NO GRADE or NOT ATTENDING shall be counted as part of the accumulated academic deficiency.
- 8.2.2 Must apply for re-consideration approved by the Chairperson and the Dean and is subject to the following restrictions:

Status	Condition	Remarks
First Probation	30% < % failure < 50%	Report to the Chairperson
	% failure ≥ 50%	Report to the Chairperson and to the Dean with parent /guardian.
Second Probation	% failure ≥ 30%	Report to the Chairperson and to the Dean with parent /guardian, Last Chance.
Third Probation	% failure ≥ 30%	Advise to shift

- 8.2.3 Must report to the guidance counselor.
- 8.2.4 Can enroll maximum of 70% of the regular load during a term. Theology, P.E. and N.S.T.P. courses are excluded in the counting of the allowed maximum units.
- 8.2.5 Summer term is considered an extension of the second semester of the regular school year.

- 8.3 SPECIFIC PROGRAM REQUIREMENT FOR RETENTION (Refer to concerned College/Department for specific retention requirements) In case OF CONFLICT BETWEEN THE COMMON PROVISION AND COLLEGE RETENTION POLICY, SPECIFIC COLLEGE RETENTION POLICY WILL PREVAIL.

SECTION 9. POLICIES ON ACADEMIC GRADE APPEAL

- 9.1 Grades are considered final once they are officially received by the Registrar following prescribed procedures. The grades are considered officially received by the Registrar at the point of encoding by the faculty member. They then become part of the database managed by the Registrar.
- 9.2 The faculty members can no longer change the grades at his/her own initiative or discretion once they are already encoded after the encoding period. The encoded grades are no longer within the faculty member's authority or jurisdiction.
- 9.3 Correction of grades shall be subject to the rules and regulations of the CHED and other competent regulatory bodies. Grades may be corrected only if there is proof of error in:
- a. Recording in the class record
 - b. Encoding of grades
 - c. Checking of answers
 - d. Grade computation
- 9.4 The Registrar shall authorize the correction of grades on the following protocols:
- 9.4.1 Request originating from a faculty member- The request to change a grade shall be initially addressed to the Department Chairperson/Dean accompanied by pertinent supporting documents. The Chairperson / Dean shall determine the merit of the request for endorsement to the Office of Vice President for Academic Affairs (VPAA). The VPAA shall then form a Grades Appeal Committee which shall review the request and submit to the Registrar the appropriate action.
- 9.4.2 Grades appeal from student- The appeal shall be addressed to the concerned faculty member; copy furnished the Department Chairperson/Dean. The faculty member shall be given five (5)working days within which to determine its merit and advise in writing the student and the Department Chairperson/Dean, accordingly. If found meritorious, the faculty member shall request correction of the grade following protocol (4.a) above.
- 9.4.3 In case the request is denied, the student may appeal to the College Dean. The Dean shall determine the merit of the request for endorsement to the Office of Vice President for Academic Affairs (VPAA). The VPAA shall then form a Grades Appeal Committee which shall review the appeal and request the cooperation of the faculty member during the investigation. If the appeal is proven valid, appropriate rectification will be recommended to the Registrar.

9.4.4 In the event that the faculty will not cooperate and the committee finds merit to the appeal, the committee will recommend for the rectification subject for the approval of the VPAA. The concerned faculty will be duly notified of the decision.

9.5 Rectification of grade after one semester shall not be allowed.

9.6 The Grades Appeal Committee shall be composed of the different College Deans.

9.7 Procedures

9.7.1 Student writes a letter to the Dean / Chairperson to correct student's grade/s.

9.7.2 Dean / Chair endorses request to the Office of the Vice President for Academic Affairs, if with merit.

9.7.3 VPAA forms Grades Appeal Committee to review and decide on the merit of the request.

9.7.4 Faculty member presents the facts/other pertinent documents to Grades Appeal Committee.

9.7.5 Grades Appeal Committee submits a recommendation/s after the review to the VPAA for approval.

9.7.6 VPAA forwards the decision to the Registrar.

SECTION 10. POLICIES ON INTERNSHIP/ON THE JOB TRAINING/PRACTICUM PROGRAMS/RELATED LEARNING EXPERIENCE

10.1 The students enrolled in internship/OJT/Practicum program/RLE are required to complete the number of hours stated on the latest CHED-CMO requirements prior to granting a degree.

10.2 Requirements:

10.2.1 Student

10.2.1.1. Must be officially enrolled in the required area of Internship/OJT/Practicum program/RLE;

10.2.1.2. Must have satisfactorily completed the required prerequisite course/courses;

10.2.1.3. Should be physically and mentally fit as certified by the Director, Health Services.

Note: The details and requirements on this matter will be discussed by the respective advisers.

10.2.2 School

- 10.2.2.1 Must have a Memorandum of Agreement (MOA) or Letter of Acceptance (LOA) with the institutional partners;
- 10.2.2.2 Must be a partner institution;
- 10.2.2.3 Must have a MOA/ LOA with the partner school;
- 10.2.2.4 Must ensure that the practice sites should possess adequate facilities and be made available to the students to gain diversified experience and competence in different professional environments;
- 10.2.2.5 Must ensure that a preceptor/supervisor is assigned to supervise the interns, and is accountable to the school for appraising and evaluating the interns.

10.2 Internship Procedures

Please refer to the Institutional Internship Manual from the Career and Placement Office/Guidance Office.

10.3 Accreditation of Institutional Partners

- 10.4.1 The student applying for internship may search for accredited industry partners, companies, institutions from his/her academic department and the Guidance Placement Office.
- 10.4.2 If the student would like to have training in an un accredited industry partner, he/she must request his/her academic department to initiate MOA (Memorandum of Agreement) with the said industry/ company / institution to directly specify the requirements needed in his/her program.
- 10.4.3 If the student decided to have training in an accredited industry partner, he/she must have a copy of the MOA (Memorandum of Agreement) from the office where he/she got the direct referral.

SECTION 11. POLICIES ON GRADUATION

- 11.1 As a general rule, no student should be allowed to graduate unless he/she complies with all the academic, non-academic and other requirements imposed by the University for Graduation. This means obtaining passing grades in all courses in the curriculum, compliance with the National Service Training Program (NSTP) requirements and completion of all admission requirements including the Form-137 or Official Transcript of Records (TOR) from the school of last attendance and PSA Certificate of Live Birth.
- 11.2 A student who expects to graduate in a given semester is required to apply for an evaluation of his/he academic records two months before the end of the school term prior to the semester of his/ her graduation.

- 11.3 A candidate for graduation must file an official application for his/ her graduation with the Office of the Registrar before the midterm examination of his/her last semester in school.
- 11.4 Other requirements for graduation shall be as follows:
 - 11.4.1 In general, a minimum of one school year residency, that is 36 units of Credit and 2/3 of the work in the major field must have been completed at Adamson University. Particular departments have certain special requirements.
 - 11.4.2 A statement of clearance from all financial obligations with the University.
 - 11.4.3 A statement of clearance from OSA-Discipline that the student concerned has no pending disciplinary or administrative case.
 - 11.4.4 Student is required to attend the graduation recollection, community immersion, job fair, exit interview, scheduled orientation and any other requirements as may be prescribed by the university.
 - 11.4.5 Payment of Graduation fee as included in the final assessment must be settled.

11.5 Procedures

- 11.5.1 Fill-out the Application for Graduation and submit to the respective department / college.
- 11.5.2 Proceed to IDEA office (Photography section) for picture taking.

SECTION 12. POLICIES ON HONORS AND AWARDS

Academic Honors for Undergraduate Programs and College of Law

- 12.1 Students who garnered a general weighted average given in the table below and with no grade lower than 2.5 shall be awarded the Academic honors.
- 12.2 To qualify for academic honors or merit award, the student must meet the following conditions:
 - 12.2.1 Must be a regular student taking 100% of the regular semestral load;
 - 12.2.2 Must not have failed nor dropped any course including NSTP;

Academic Honor	GWA Requirement
Summa Cum Laude	≤1.24
MagnaCum Laude	≤1.49
Cum Laude	≤1.74

- 12.2.3 Must not have been found guilty of any major disciplinary case;

- 12.2.4 If a transferee, must have been accepted with zero credit;
- 12.2.5 If an Ozanam grantee, must have completed the program within the prescribed number of years plus one year without leave of absence.
- 12.3 Academic Merit Award shall be given to a student who garnered the required General Weighted Average (GWA) provided that he/she has only a maximum of three (3) deviations of grade lower than 2.5.
- 12.4 A transferee shall have at least taken 75% of the required credits in his/her program at Adamson University to qualify for an Academic Merit Award.
- 12.5 Earned NSTP units shall not be included in the computation of General Weighted Average (GWA).

SECTION 13. RECOGNITION FOR UNDERGRADUATE PROGRAMS

- 13.1 Recognition - is given to outstanding students who attained the required proficiency and exemplary performance that merits special acknowledgment.
- 13.2 Dean's List - At the end of each semester, a regular student who obtains a GWA of 1.25 or above is qualified to be included in the Dean's List of Honor Students. The student shall receive a certificate of recognition from the Dean during one of the college assemblies.
- 13.3 Loyalty Award - shall be granted subject to the policy of the University. Loyalty awards shall be given to students who have attended the University since Kinder to Grade 12, Grade 7 to College and College to Graduate School/Law.

SECTION 14. POLICIES ON ACADEMIC INFRACTIONS

- 14.1 Any violation of the Code of Academic Integrity by any student is considered a grave offense punishable by expulsion. Any sanction lower than expulsion may be considered subject to the approval of the University President.
- 14.2 Any person who allegedly committed academic infractions shall be given chance to explain and defend his/her side in accordance with policies and procedures of the University on due process.
- 14.3 In the case of students, an Incident Report shall be submitted by the teacher or concerned personnel to the Department Chairperson or Dean of the affected student specifying the date, time, subject and nature of offense. The Academic Dean shall handle the cases involving students.
- 14.4 In the case of faculty members or academic or co-academic employees, complaints or charges shall be handled by the Human Resource Management and Development Office (HRMDO) in accordance with established rules and procedures.

Note: In the case of academic officers, the Office of the Vice President for Academic Affairs shall assume the jurisdiction.

SECTION 15. POLICIES ON REQUEST FOR SCHOOL CREDENTIALS

Definition of Terms

Certificate of Graduation (COG): a certificate issued testifying that the recipient has earned a degree or has successfully completed a particular course of study.

Certificate of Good Moral Character (CGMC): a certificate issued to the student who has shown good moral character and has not been disciplined or any violation of the rules and regulation of the university.

Certificate of Enrollment (COE): a certificate issued certifying the student is officially enrolled in a certain period.

Certificate of Student Status (CSS): a certificate issued certifying the student level in a certain program.

Certificate of Units Earned (CUE): a certificate issued certifying the number of earned units taken and passed.

Certificate of General Weighted Average (CGWA): a certificate issued certifying the computation of total units and grades earned by the student.

Certificate of Medium of Instruction (CMOI): a certificate issued certifying that the medium of instruction of Adamson University is English.

Certificate of Subject Description (CSD): description of all subjects taken and passed by the student.

Certificate of Clock Hours (CCH): a certificate issued certifying the total number of hours of every subject by term.

Certificate of Related Learning Experience (CRLE): summary of hour of all Related learning Experience subjects of B.S. Nursing student.

Certificate of Cross-Enrollment Grade (CCEG): a certificate issued certifying the grades and units earned by the student who cross-enrolled from other school.

Cross-Enrollment Permit (CEP): permission to cross-enroll to other University when the subject required by the student was phased out or not currently offered during the semester and the student is graduating.

Certification Authentication Verification (CAV): a request for the authentication of undergraduate/graduate student credentials.

Diploma: document issued to student after completing all the requirements towards the degree/ program set by CHED/TESDA.

Automated Evaluation of Student Academic Records (AESAR): refers to the subjects taken and passed based on the curriculum.

Grading Sheet (GS): refers to the grade of students earned in every grading period.

Transfer Credentials (TC): a certificate of eligibility to transfer and / or admission to other school.

True Copy of Grades (TCG): reflects all academic records of the students from first year up to the latest enrollment.

Official Transcript of Records (TOR): is a document showing the academic records of graduate and undergraduate student and is used for employment, abroad and copy for requesting school.

- 15.1 The following credentials will be issued only after a student has accomplished the Application for School Credentials Form (F-REG-303), has no lacking documents or deficiencies, and accountabilities related to the university-funded research:
- a. Transcript of Records (graduate/undergraduate)
 - b. Diploma
 - c. True Copy of Grades
 - d. Certificate of Graduation and Other Certificates
- 15.2 Release of student credentials/documents is within 1-10 working days depending on the type of the requested credentials/documents.
- 15.3 Request of school credentials must be initiated by the student only. However, a representative shall be allowed provided he/she has an authorization letter signed by the student together with valid identification cards of both parties.

SECTION 16. PROCEDURE FOR APPLICATION OF DOCUMENTS

- 16.1 Get an application form for School Credentials at the Program Window of the Registrar's office.
- 16.2 Submit the accomplished application form with necessary clearances and requirements.
- 16.3 Pay at the Cashier's Office the necessary fees for the requested documents.
- 16.4 Return the application form to the program window.
- 16.5 Get the claim stub
- 16.6 Get the requested credentials on the schedule date.

ARTICLE VII. SCHOLARSHIPS AND GRANTS

SECTION 1. ENTRANCE SCHOLARSHIP (FRESHMEN STUDENTS)

1.1 Rank 1 among the batch of Senior High Graduates

100% free tuition fee for the first semester, and the second semester, provided no grade below 2.5 and must passed the NSTP during the First Semester.

1.2 Rank 2 among the batch of Senior High Graduates

50% free tuition fee for the first semester, and the second semester, provided no grade below 2.5 and must passed the NSTP during the First Semester

1.3 Qualifications and Requirements:

1.3.1 Must be a graduate of a school recognized by the government;

1.3.2 Must be a graduate of a school with at least 100 graduates;

In case his/her former school has less than 100 graduates, his/her qualification is to be determined by the Registrar whether the previous school is of good reputation and at par with the standard of the Senior High School of Adamson University. Once admitted, his/her scholarship is good for one semester only.

1.3.3 Certificate of Honor with school dry seal indicating therein the total number of graduates to be endorsed by the High School Principal of the school last attended;

1.3.4 1 pc. 2x2 colored ID picture.

1.4 Procedure

1.4.1 Upon enrollment at the Admissions and Student Recruitment Office, accomplish the following:

- a. Student Information Sheet
- b. Student Consent Form (pursuant to Data Privacy Act of 2012/ RA 10173)
- c. Student Data Processing Statement (pursuant to Data Privacy Act of 2012/ RA 10173)

SECTION 2. UNIVERSITY ACADEMIC SCHOLARSHIPS

2.1 Full Scholarship - 100% on Tuition Fees (Lec/Lab) for one (1) Semester provided, a student has a General Weighted Average (GWA) of **1.00 to 1.24** with **no grade lower than 90** in previous semester.

2.2 Half Scholarship - 50% Free Tuition Fee (Lec/Lab) for 1st Semester provided, a student has a General Weighted Average (GWA) of **1.25 to 1.49** with **no grade lower than 85** in previous semester.

2.3 Additional Conditions:

Regular student, No Failure (5.0), Dropped (6.0), No Grade (0.0) even with completion grades or withdrawn subjects.

Note: This scholarship is no longer applicable to students who are already enjoying another scholarship, unless he/she opted to choose the academic scholarship and forego the other one.

2.4 Guidelines:

2.4.1 All college academic and non-academic units registered in the semester are included in the computation of general weighted average.

2.4.2 Transferees must have at least 1 school year residence to take the required subjects reflected in the University's curriculum of the previous semester. Taking advance courses is strictly prohibited.

2.4.3 Old student registered as academic scholar must carry the regular load and courses as prescribed on their curriculum.

2.4.4 Abide the Constitution and By-Laws of Academic Scholars Alliance of Adamson University (ASA-AdU).

a. Must have good moral character.

SECTION 3. OTHER UNIVERSITY SCHOLARSHIPS AND GRANT PROGRAMS

3.1 Ozanam Study Grant Program (OSGP)

The OSGP is the scholarship program provided by the university to deserving but financially challenged students. Grantees of the Program render service in the University's various offices, sports facilities, laboratories and libraries in exchange for the 100% free tuition fee and monthly allowance.

The OSGP has three areas of educational development concerns: academic, office and apostolate. The OSGP scholars should be able to maintain a certain General Weighted Average every semester, while keeping satisfactory service outputs in their respective office assignments. They should likewise be able to render apostolic service while enjoying the scholarship.

3.2 Scholarships under the Cultural Affairs Office

3.2.1 Adamson University Chorale

Any Chorale members can avail the Php 10,000.00, 50% and 100% discount from the tuition fee based on the length of services (computed on the actual enrolled courses) upon passing the audition and training;

- Services rendered within 1 year can avail the Php 10,000.00 tuition fee discount.
- Services rendered within 2 consecutive years can avail the 50% tuition fee discount.
- Services rendered within 3 to 4 and 5 consecutive years and 6 consecutive years for those who are enrolled in a 5 year program, can avail the 100% tuition fee discount.

3.2.2 Adamson University Folk Dance Troupe

Any folk dance troupe members can avail the Php 9,000.00, Php 12,000.00 and Php 15,000.00 tuition fee discounts based on the length of services (computed on the actual enrolled courses) upon passing the audition and training;

- Services rendered within 1 year can avail the Php 9,000.00 tuition fee discount.
- Services rendered within 2 consecutive years can avail the Php 12,000.00 tuition fee discount.
- Services rendered with 3, 4 to 5 consecutive years and 6 consecutive years for those who are enrolled in a 5 year program can avail the Php 15,000.00 tuition fee discount.

3.2.3 Adamson University Band (brass, acoustic, strings & chamber orchestra)

Any band members can avail the 50%, 75% and 100% tuition fee discounts based on the length of services and musical instruments provided (computed on the actual enrolled courses) upon passing the audition and training;

- Services rendered within 1 year can avail the 50% tuition fee discount.
- Services rendered within 2 consecutive years either with or without musical instruments (case to case basis) musical instruments provided or involved in 2 or more performing groups can avail the 75% tuition fee discount.
- Services rendered with 3, 4 to 5 consecutive years and 6 consecutive years for those who are enrolled in a 5 year program, either with or without musical instruments (case to case basis) provide or involved in 2 or more performing groups can avail the 100% tuition fee discount.

Note: For Policies and Procedures in Recruitment and Acceptance, please refer to Article IX Section 7.

3.3 Scholarships under the Office for Athletics and Recreation (Please refer to Article IX, Section 11)

3.4 Adamson University Financial Aid Program (AUFAP)

Initiated by Fr.Gimarino, C.M. and the Adamson University Volunteer Center in Japan in 1990, the program serves financially challenged but deserving students. The program is committed to the education, growth and values formation of its beneficiaries.

SECTION 4. CORPORATE / PRIVATE / INDIVIDUAL SCHOLARSHIPS

Scholars of different corporate or individual scholarships receive full (100%) or half (50%) benefit in tuition and miscellaneous fees with the condition that the required General Weighted Average (GWA) is being maintained while under the scholarship without dropped, failed, or incomplete grades. He / she is also required to attend at least two (2) activities of OSAS or of his/her college/ department every semester.

Initial Requirements:

- a. Letter of Application of Intent addressed to VP for Student Affairs
- b. Senior High School graduate/at least 2nd year level in College
- c. Biodata/Resume with 2pcs. of 2x2 picture
- d. PSA Birth Certificate
- e. National College Assessment Exam Results
- f. Must take the required program of the said scholarship & with Good Moral Character
- g. Form 138 with GWA of at least 88% or semestral grade with GWA of at least 2.00 with no dropped, failed, or incomplete course
- h. Must belong to the top 10% to 20% of the graduating class.
- i. Recommendation letters from the Principal. Adviser. Dean, Chairperson (any 3 disinterested parties) stating the academic capabilities of the applicant
- j. Other requirements by Office for Student Assistance and Scholarships (OSAS)

4.1 75th Diamond Jubilee Foundation Scholarship

A scholarship grant initiated by the members of 75th Diamond Jubilee Board of Committee to benefit students who are taking up BS Chemistry program.

4.2 Adamson University Alumni Association Inc.(AUAAI) Scholarship

A scholarship grant given to students taking up any program and who maintain good academic performance without failed/ dropped grades.The scholar is required to render service to the AUAAI Office.

4.3 AdU Calgary Alumni Association Scholarship

Association of Adamson Alumni in Calgary, Alberta, Canada that was incorporated on 7th of July 2012.

4.4 AdU Chemical Engineers Alumni Association Scholarship

A group of Chemical Engineers who provide financial support to deserving students taking the same program.

4.5 AdU Chemistry Alumni Association Scholarship

Adamson University Chemistry Alumni Association Inc. is registered in the Securities and Exchange Commission (SEC) as non-government and non-profit organization. One of its initiatives is to provide financial support (funds permitting) in the form of scholarship and/or allowance assistance to deserving B.S. Chemistry students to ensure completion of their program.

4.6 AdU UAE Dubai Board of Directors Alumni Association Scholarship

A scholarship grant initiated by alumni members who are based in Dubai and other countries in United Arab Emirates to support students who are taking up Chemical Engineering.

4.7 Atty. Ponciano V. Cruz Scholarship

A scholarship grant initiated by Atty. Ponciano V. Cruz, a current faculty member of the College of law. It is extended to students who are financially challenged yet academically excelling in a certain program.

4.8 FCF Minerals Corporation Scholarship

Provides scholarship grant consisting of 100% tuition and miscellaneous fees, books, uniform and other school supplies and monthly allowance for food, transportation and cost of accommodation to qualified students in BS Geology.

4.9 Fluor Daniel Philippines, Inc. Scholarship

Provides scholarship grant in the form of financial assistance of school fees, books and clothing allowance to qualified students in engineering programs.

4.10 Gokongwei Brothers Foundation

(GBF- Petrochem- RLC STEM Scholarship for Excellence)

Provides college scholarships to top ranked students in the fields of Science and Engineering to qualified incoming 3rd to 4th Year students. Qualified scholars will be awarded a fix scholarship amount per academic year until graduation.

4.11 Holcim Philippines Scholarship

Provides scholarship to well-deserving Geology and Mining Students under its CSR program for education called FACE (Foster a Child's Education).

4.12 JG Summit Petrochemicals Group

Provides scholarship grant in the form of financial assistance in the amount of Php 42,500 per semester per school year and applicable fees to deserving students in BS Mechanical, Electrical, Chemical, Electronics and Communication, Petroleum Engineering, and BS Chemistry.

4.13 Kayan Chan Scholarship Foundation

Created by the Co Family, the Foundation provides scholarship grant consisting of 100% tuition and miscellaneous fees, books, and monthly stipend allowance to qualified students in BS Industrial Engineering.

4.14 La FargeHolcim Aggregates, Inc. Scholarship

Provides scholarship grant consisting of 100% tuition and miscellaneous fees and school allowance of Php 5,000 per month to qualified students in BS Geology and BS Mining Engineering.

4.15 Luis Co Chi Kiat Foundation, Inc. (LCCKFI)

Founded and registered on March 28, 2003 by the children of the late Luis Co Chi Kiat. The children believe that the foundation is a vehicle by which the values and ideals of their father will be sustained - to keep alive their father's concept of work and productivity.

Provides scholarship grant consisting of 100% tuition and miscellaneous fees, living, book and uniform allowance per semester to deserving and qualified regular students in any program under the College of Business Administration.

4.16 Megaworld Foundation Scholarship

A company scholarship grant managed by the OSAS and the Megaworld Foundation Inc. open to qualified students who are taking up Architecture, Accountancy, Engineering, Human Resource Management, and any Business related programs. The scholars are required to actively participate with the events conducted by Megaworld Foundation Inc.

4.17 MERCK Scholarship

A company scholarship grant managed by the OSAS and MERCK Inc. given to qualified students who are taking up programs in Chemistry and Geology.

4.18 Mercury Drug Foundation

MDFI's scholarship program covers tuition, miscellaneous school fees, food and transportation expenses of deserving but financially-challenged pharmacy students enrolled in member schools of the Philippine Association of Colleges of Pharmacy (PACOP). Eligible to apply are incoming third and fourth year Pharmacy students with a general weighted average of 2.5 and above; of good moral character, single and not more than 21 years old; not on any other scholarship or educational plan; with a combined family income of not more than P250,000 or less per year; and not a dependent of an employee of Mercury Drug Corporation, Mercury Group of Companies or its subsidiaries.

4.19 Petron Foundation Scholarship

In partnership with the Department of Social Welfare and Development ("DSWD"), the Department of Education ("DepEd") the Philippine Business for Social Progress and the World Vision Development Foundation, the Company continued its Tulong Aral ng Petron ("Tulong Aral"), a long-term, strategic initiative that helps send poor children to school, keep them there and make sure they learn. Tulong Aral has scholarship programs for elementary, high school and college students. The scholars enjoy the benefits of Petron's send-a-child to school program, including the provision of books, school supplies, shoes and uniforms; daily meal allowances for children, as well as capability building and livelihood programs for parents. Graduating college scholars will have an opportunity to join the Petron family.

4.20 Petron Bataan Refinery (PBR) Scholarship

In partnership with the country's top universities, Petron through the Special Campus Recruitment Program-Scholarship Grant that provides scholarships to engineering students who have passed its rigorous evaluation spearheaded by Petron Refinery Audit and Management Systems (RAMS) Manager Engr. Aurelio P. Uapal, Jr.

The scholarship package includes full tuition fee, monthly living allowance, and annual miscellaneous academic expenses. Part of the Scholarship is the opportunity to be selected as an apprentice to be trained in the refinery and eventually earning an opportunity to be employed in Petron. This is PBR's way of giving back to the academe and to the country by helping to shape the next generation of Filipino engineers.

4.21 PHILTRUST Scholarship (formerly known as Dr. Emilio T. Yap Scholarship Grant)

A company scholarship grant managed by the OSAS and the PHILTRUST Scholarship given to qualified students who are taking up any Business program.

4.22 Rotary Club of Manila Bay

Provides scholarship grant through the initiative of Atty. Ponciano V. Cruz consisting of 100% tuition and miscellaneous fees to any students who are financially challenged yet academically excelling on a certain program.

4.23 Sami Al Hamadi Scholarship

Named after a successful Industrial Engineering Alumnus from the United Arab Emirates (UAE), who is also the Managing Director of Emirates Fire Fighting Equipment Factory LLC. He finished his bachelor, master and doctorate studies in Adamson University. Currently, he helps & supports students who are financially disadvantaged but academically deserving.

4.24 Simplicio Gamboa Sr. Foundation, Inc. (SGS Foundation)

A non-stock, non-profit corporation duly organized and registered with the Securities and Exchange Commission dedicated to provide educational opportunities to the less fortunate but deserving youth of the land. Provides and grants scholarship and other form of financial assistance to those who are qualified to undertake studies and or educational endeavors in all fields.

SECTION 5. FINANCIAL ASSISTANCE PROGRAM OR BRIDGE PROGRAM

A special financial assistance program co-founded by Rev. Fr. Gregorio L. Bañaga, Jr., C.M. with the aim of extending financial help to students who are graduating or have only a few semesters to go before graduation. Funds in this program came from solicited efforts of the University President from alumni, friends, partner companies, donations from private individuals and coordinated projects with Finance Department.

The assistance given to the beneficiaries is in the form of down payment.

ARTICLE VIII.

STUDENT CONDUCT AND DISCIPLINE

SECTION 1. STUDENT CONDUCT

Adamson University expects that each student must conduct or behave in a manner that manifests the moral integrity and personal refinement consistent of a true Adamsonian.

A student is expected to present himself/herself with dignity and deportment. It is also expected that he/she shows respect to school administrators, faculty members, employees, fellow students and to every individual.

The OSA Discipline Section monitors and maintains the proper conduct and discipline of students and will constantly put them under its guidance.

SECTION 2. PROPER DECORUM

Students of Adamson University are expected to present themselves with proper decorum at all times within and outside of the school premises.

The student must:

- 2.1 Courteously knock the door before entering any room; and then greet, introduce himself/herself and state his/her purpose or concerns;
- 2.2 Maintain a moderate tone of voice anywhere especially along the corridors and classrooms;
- 2.3 Be friendly but maintain professionalism since too much familiarity may compromise respect for each other;
- 2.4 Observe humility, tactfulness, and respect when dealing with others;
- 2.5 Wear the prescribed complete uniform with dignity and respect;
- 2.6 Not drink alcoholic beverages and/or use or possess prohibited drugs/substances while on campus and its perimeter;
- 2.7 Not smoke within the campus and within 100 meters from the school perimeter;
- 2.8 Be prompt at all times, in all occasions and in any setting;
- 2.9 Not loiter along corridors, hallways, passageways, especially where classes are ongoing;
- 2.10 Must not have sporting moustache/beard;
- 2.11 Must not have exposed Tattoo(s) and body piercing whether male or female.

SECTION 3. GUIDELINES ON STANDARD UNIFORM AND EXEMPTION

- 3.1 All students are required to be in their complete uniform with unfaded logo within the school premises EXCEPT during Washday & Activity Day.
- 3.2 Identification cards must always be worn with the school uniform within the school premises.
- 3.3 P.E. uniform must only be worn during P.E classes.
- 3.4 Male students are not allowed to wear earrings, shirt and/or armbands with signage of fraternity/sorority, tongue bullets and the like while in the school premises.
- 3.5 Hair Code: All students must follow the prescribed hair code as follows:
 - 3.5.1 For Male
 - 3.5.1.1 Prescribed haircut: Barber's cut and/or short trimmed haircut.
 - 3.5.1.2 Hair on top must not reach beyond the eyebrow while hair at the nape must not touch the collar.
 - 3.5.1.3 Bangs must be kept away from the face.
 - 3.5.1.4 Only subtle hair colors will be allowed.
 - 3.5.2 For Female
 - 3.5.2.1 Hair must be kept neat.
 - 3.5.2.2 Bangs must be kept away from the face.
 - 3.5.2.3 Only subtle hair colors will be allowed.

Some programs or courses such as the NSTP require specific hair code. Students enrolled in these programs or courses must follow the required hair code as specified.

- 3.6 Shoes Code:

All students must wear the prescribed shoes under 3.6.1 and 3.6.2 of this section or the prescribed shoes of their respective college/department and must be kept clean at all times.

 - 3.6.1 For Male
 - 3.6.1.1. Black formal shoes
 - 3.6.1.2. No wearing of slippers, step-ins, wooden shoes, clogs, sling-back or rubber shoes.
 - 3.6.2 For Female
 - 3.6.2.1. Black closed shoes preferably with heels at least 1 to 2 inches.
 - 3.6.2.2. No open-toe or open heel shoes.
 - 3.6.2.3. No wearing of slippers, step-ins, wooden shoes, clogs, sling-back, or rubber shoes.
- 3.7 Request for exemption from wearing the prescribed uniform shall be approved by the Office for Student Affairs (OSA) on the following cases:
 - 3.7.1 On-the-Job Training Students
 - 3.7.2 Full-Time Working Students
 - 3.7.3 Accident/Health-related Incidents

SECTION 4. STUDENT DISCIPLINE

4.1 Committee on Student Discipline (CSD)

The Committee on Student Discipline is responsible for the implementation of the university rules and regulations on student discipline. A permanent committee may be constituted for the purpose of hearing and deciding the cases filed against students for infractions. To guarantee impartiality and probity of the committee, additional members may be appointed by the Vice-President for Student Affairs (VPSA) upon the recommendation of the OSA Director.

The following are the regular members of the Committee on Student Discipline:

- a. The OSA Director or the Discipline officer;
- b. The Dean of the concerned student or authorized representative;
- c. The Director or authorized representative of the Guidance Office; and
- d. The AUSG President or authorized representative.

The following may be appointed as additional members of the Committee:

- a. A representative from the Faculty/Employee Association
- b. Department chairperson of the concerned student
- c. Any member in good standing of the community

4.2 Procedures in Disciplinary Cases of Students

Considering that the Code of Student Conduct and Discipline (CSCD) contains rules of conduct that the student should observe all throughout his/her life in and out of the school premises, it is imperative for the Office for Student Affairs (OSA) to maintain and ensure the implementation of such rules for the good of the students and for the preservation of order, integrity and reputation of the entire academic community.

The following shall be the rules of procedure in in disciplinary cases:

4.2 Jurisdiction

All cases pertaining to discipline of college students are cognizable by the Discipline Section (DS) under the Office for Student Affairs. This includes disciplinary cases between college student and senior high school student.

The deans of the College of Law and the Graduate School exercise primary jurisdiction over discipline cases involving their students.

The concerned deans of other colleges may take cognizance of discipline cases involving their students on academic grounds provided due process is observed.

The decision of the deans in the preceding paragraphs is subject to review by the Office for Student Affairs.

4.3 Sanction and Penalty

The sanctions/penalties for student cases are imposed not as a retribution for the offense committed but as a corrective mechanism for reform, exemplary in nature so as not to be imitated by other students.

4.3.1 Preventive Suspension from School Premises

- 4.3.1.1. A student who poses an imminent or continuing threat to school safety may be temporarily barred from the school premises by the Vice-President for Student Affairs (VP SA), upon the recommendation of the Director of Student Affairs/Director of Security and Safety, with the concurrence of the Department Chair/ Dean, for a maximum period of five (5) school days during the regular semester. Extension of suspension beyond this period requires the approval of the VP SA/OSA Director.
- 4.3.1.2. The period of preventive suspension shall be deducted from any penalty of suspension that may later be imposed on the student.
- 4.3.1.3. In the event of a finding of innocence in a subsequent hearing, the absence incurred during the period of preventive suspension shall not be counted against the student and shall not hinder him/her from taking any missed examinations and other academic requirements.

Disciplinary sanctions shall be imposed for the commission of any offense defined in this manual or offenses similar thereto. Such sanction may take the form of:

4.3.2 Warning, Reprimand, or Censure

These sanctions are meted out in writing (in the case of minor offenses) or by verbally admonishing the erring student that the repetition of the offense shall subject him/her to graver disciplinary measures.

- 4.3.2.1 Oral and written warning/reprimand is given for a first incident of a minor offense which warning/reprimand is recorded in the OSA.
- 4.3.2.1 A second incident of a minor offense related or unrelated to the first offense committed is meted a written warning.

4.3.3 Community Service

This sanction requires the student to render a designated number of hours/ days as specified service to the university/community. Student is assigned to serve within the school premises only.

4.3.4 Suspension

This involves barring a student from a particular class or from the school for a prescribed period. Suspension for more than three days will require the approval of the Vice-President for Students Affairs upon the recommendation of the Director for Student Affairs/Director of Security and Safety, with the concurrence of the Department Chair/ Dean. Suspension is considered as absence voluntarily incurred.

4.3.5 Non-Readmission

This measure allows a student to finish the semester but thereafter excludes him/her from enrolling in the school. This shall be meted out when a student commits a major offense and upon recommendation by the Committee on Student Discipline.

4.3.6 Exclusion/Dismissal

A penalty that allows the school to immediately exclude or drop the name of an undesirable student from the school rolls and issue him/her transfer of credentials. This measure shall be taken only against students guilty of major offense/s and when circumstances of extreme urgency necessitate his/her immediate exclusion.

4.3.7 Expulsion

An extreme penalty on a student consisting of his/her exclusion for admission to any public or private school in the Philippines; this requires the prior approval of the Commission on Higher Education (CHED).

4.3.8 Additional Sanction and Penalty

Violation of the conditions of the sanctions/penalties imposed shall subject students to other additional penalties such as, but not limited to, community service, attendance to value formation activities, and non-issuance of certificate of good moral character depending upon the gravity of the offense.

For students with pending or unserved disciplinary sanction, a certificate of Good Moral Character shall be released only upon completion of the given sanction.

SECTION 5. OFFENSES AND PENALTIES

5.1 For Minor Offenses

The following are considered by the Committee on Student Discipline (CSD) as minor offenses committed during class hours, and within the campus:

- a. Littering and loitering
- b. Using vulgar words & displaying rough behavior
- c. Using of abusive or obscene language
- d. Wearing of Improper uniform
- e. Wearing of:
 - Miniskirts, above the knee dresses and pants
 - Tight fitting pants, leggings and Tattered/Ripped pants with skin exposure
 - Walking shorts
 - Tight fitting blouses
 - Sleeveless shirt/blouse
 - Backless blouse/dress

- Off- shoulder blouse/dress
 - See-through shirts/blouses
 - T-shirt/Blouses with indecent pictures/prints
 - Hanging Blouse
- f. Non-wearing of ID
 - g. Improper wearing of ID/ Using unauthorized college ID lace
 - h. Wearing of earrings for boys
 - i. Wearing of elaborate earrings for girls.
 - j. Sporting improper haircut for boys
 - k. Sporting dyed-hair
 - l. Wearing of Make-up/Cross dressing for Gays and Lesbians
 - m. Wearing of unprescribed shoes
 - n. Unauthorized use of school facilities including classroom
 - o. Playing pranks, putting up feet on chairs, tables & walls
 - p. Using faded school logo on uniform.
 - q. Unauthorized entry of wine, liquor or any intoxicating beverages on the campus.
 - r. Non-compliance with the required physical and medical examination (for freshmen).
 - s. Non-compliance of the required Teachers Behavioral Inventory(TBI)
 - t. Violation of traffic rules along San Marcelino Street.

5.1.1 Penalties/Sanctions

5.1.1.1 First Commission

Oral reprimand from the Discipline Section Officer, and written apology from the student noted by the Chairperson/Dean.

5.1.1.2 Second Commission

Oral and written reprimand from the OSA Director/DS Officer and written apology from the student noted by the Chairperson/Dean.

5.1.1.3 Third Commission

The case shall be treated as a major offense and shall be endorsed to the Committee on Student Discipline (CSD).

5.2 For Major Offenses

Commission of major offenses warrants a student's the penalty from suspension to expulsion. Furthermore, since a student carries the name of the University, commission of any of these offenses does not excuse him/her from guilt when committed outside the school premises.

Any violations not included in this Manual and to which no specific penalty is prescribed thereof shall subject the erring student to any or several of the following penalties in the discretion of the Committee on Student Discipline depending on the gravity and seriousness of the offense or violation committed.

- Reprimand
- Community service
- Suspension
- Non-readmission

- Exclusion/Dismissal
- Expulsion

The following are considered major offenses by the Committee on Student Discipline (CSD):

5.2.1 Under this section, Penalty/ Sanction:

From Suspension to Exclusion/Dismissal/Expulsion

- a. Possession/Distribution in any form of pornographic material, sexual objects and contraceptives or access to pornographic sites while on campus;
- b. Carrying/Playing cards and other forms of gambling within the University;
- c. Public Display of Intimate gestures of affection which constitutes obscene and immoral conduct inside the University;
- d. Recruiting or attempting to convert from one religion, belief or casting of insulting opinion against and/or maligning the Catholic Church, her teachings and practices or to any other religious affiliation or denomination;
- e. Shouting and creating noise inside and outside the classroom;
- f. Unauthorized entry on the campus, pretending to be a visitor, or another person;
- g. Forcible entry into Adamson University campus;
- h. Using fake/unauthorized ID/another person's ID, lending of ID; using two or more IDs;
- i. Tampering, mutilating of Student ID for the purpose of fraudulent entry into the University premises;
- j. Coercing students to join any illegal/unrecognized group or organization;
- k. Bullying in all forms-verbal, non-verbal, cyber and physical;
- l. Using the car pass of another student, lending of car pass sticker, including tampering, defacing and issuing car pass sticker for the purpose of illegal entry on campus.
- m. Cheating during examinations;
- n. Staying on the campus beyond the 10:00PM curfew hours or staying overnight on the campus without permission;
- o. Disruption of academic functions like seminars, convocations, symposia and other school activities that tend to create public disturbance or disorder;
- p. Vandalism or any willful and deliberate destruction of school property including acts such as defacing or writing on walls, desks, armchairs, etc;
- q. Entering the school premises under the influence of wine/ liquor or any intoxicating beverages, or drinking alcoholic beverages inside the premises;
- r. Acts such as public and malicious imputation of a crime, of a vice or defect, or any act, omission, condition, status, or circumstances tending to cause dishonor, discredit or contempt to the name of the University or any faculty member, employee or student;
- s. Oral /Written Defamation;
- t. Portrayal of untoward behavior designed to cause sexual excitement and/or depiction or description of licentiousness or lewdness;
- u. Indiscriminate Use of all Forms of Musical Instruments (radio, cassette recorder) Megaphones, Bullhorns, Cameras, Cellular Forms, Videos and other Game Devices during Class Hours;

- v. Posting and/or distribution of unauthorized announcements/notices, propaganda or articles;
- w. Smoking within the school premises;
- x. Cybercrimes-related activities/offenses.

5.2.2 Under this section, Penalty/ Sanction:

From Exclusion/ Dismissal to Expulsion

- a. Unauthorized solicitation/collection or extortion of money, checks or instruments in the guise for University collection purposes;
- b. Bribing or receiving bribe from faculty members, administrators, employees and students;
- c. Having somebody else take an examination for another (in which case both shall be liable);
- d. Violation of Anti-Sexual Harassment Law (RA7877);
- e. Involvement in any form of assault to another person such as rumble, fist-fighting, punching or armed combat;
- f. Willful /Gross act of disrespect in words and deeds, which tend to put any member of the faculty, administration or staff in ridicule or contempt;
- g. Acts that prevent, coerce, force or intimidate others from entering the campus or attending classes or other school functions;
- h. Theft of school or personal property or attempts to do such criminal acts;
- i. Direct/Physical assault upon students, faculty members, administrators, or non-teaching staff or any person in authority;
- j. Act of conspiring together to dishonor, humiliate, embarrass and/ or malign the integrity of the institution, administration, faculty, staff, employee and student;
- k. Grave threats to inflict harm on another person's honor or property, such as death threats, kidnapping, rape, blackmail and the like;
- l. Final conviction before any court for criminal offense involving moral turpitude, against person or property other than through reckless imprudence;
- m. Forging, falsifying or tampering any academic or official records or documents; making a false statement of any material fact; or practicing or attempting to practice any deception or fraud in connection with his admission, registration, examination, enrollment or graduation from the University;
- n. Tampering, manipulation or changing of school documents, files, records, etc;
- o. Membership to any unrecognized ASSOCIATION/ORGANIZATION OR FRATERNITY/ SORORITY;
- p. Violation of the Anti-Hazing Law and/or recruitment of a student to any unrecognized ASSOCIATION/ORGANIZATION/FRATERNITY and the like (R.A. #8049 amended by R.A. #11053);
- q. Wearing of T-shirts/blouses, ID laces, necklace, bracelets, anklet and knuckles with unrecognized fraternities/ sororities insignia;
- r. Serious physical injury;
- s. Carrying or possession of firearms, deadly weapons (e.g. lead pipes, ice picks, bladed weapon such as: Swiss knife, ballpen knife and belt knife, brass buckles, etc.)and explosives including pillbox, firecrackers and pyrotechnic devices and parts of their devices, or the manufacture thereof within the premises of the University;

- t. Violation of the Dangerous Drugs Act of 2002 and other related laws(R.A. #9165);
- u. Immoral and sex-related acts/abortion;
- v. Showing, exhibiting, display and/or exposing nude or half naked in any of the following forms/modes:
 - Print media (articles, tabloids, newspapers, magazine, etc.)
 - Broadcast(internet, cable, satellite, TV, etc)
 - Social Media
 - Others (films, movies, video, tapes, CDs, DVDs, Blueray, USB, smart phone and the like).
- w. Misappropriation or embezzlement of Organization/Class/University Fund;
- x. Visible tattoos(permanent);
- y. Gross misconduct or continuous disregard or repeated violation of school policies and/or regulations;
- z. Dishonesty in any form;
- aa. All acts in violation of the Revised Penal Code and/or special laws.

SECTION 6. ADMINISTRATIVE DUE PROCESS

A student charged for violating any University rules and regulations is entitled to administrative due process.

6.1 Procedures in Filing Complaint/s

Any member of the Adamson University community may file with the DS-OSA a verified written complaint against a student which may contain all evidences to prove the cause of the same.

- 6.1.1 The Discipline Officer may initiate a complaint against a student for and in behalf of any member or non-member of the academic community.
- 6.1.2 An incident report from the Office for Safety and Security and/or any other office in the University pertaining to any infraction of the Code of Student Conduct and Discipline or the Student Manual shall be deemed as a formal complaint against the involved student.
- 6.1.3 Upon the filing of said charge or report with the Discipline Section, Office for Student Affairs or the office of the Chair/Dean, as the case may be, an entry shall made in an official entry book kept for the purpose.
- 6.1.4 Upon receipt of the complaint or report, the Discipline Officer/ Chair/ Dean of the College, as the case may be, shall determine within three (3) working days whether such complaint or report is sufficient to warrant formal investigation. Where the complaint or report is insufficient and without basis, the concerned authorities mentioned must dismiss the complaint.
- 6.1.5 Within three (3) working days from receipt of the decision of the Discipline Officer/ Chair/ Dean of the College on the sufficiency of the complaint, any party may appeal to the Director, Office for Student Affairs who will decide within five (5) working days. Such decision is final.

6.1.6 Where the complaint/report is found sufficient, formal charge or charges shall be drawn up and served upon each respondent with copy furnished to their parents/guardians.

6.3 Hearing Procedures

6.3.1 Student shall be informed in writing of the nature and cause of accusation.

6.3.2 Student shall answer charges in writing within the specified period and may be assisted by the parent/guardian/ counsel, if so desired.

6.3.3 Student shall be informed of the evidence/s against him/her.

6.3.4 Student shall have the right to provide an evidence or proof to defend himself/ herself.

6.3.5 Evidence must be considered by the Committee on Student Discipline (CSD)/ School Authority in hearing and deciding the case.

SECTION 7. DECISION AND APPEAL

7.1 The finding of facts of the Committee on Student Discipline (CSD) shall be conclusive and final.

7.2 Within three (3) working days from receipt of the decision by the Committee on Student Discipline, any party may file an appeal to the Vice President for Student Affairs only on the question of the appropriateness of the penalty imposed, and/or on matters involving questions of law.

7.3 The Vice President for Student Affairs shall render his/her decision within five (5) working days from the receipt of the appeal, which decision shall be final and executory.

SECTION 8. POLICY ON PREGNANCY

A student who gets pregnant shall apply for a leave of absence at the start of her pregnancy for safety reasons.

ARTICLE IX. STUDENT SERVICES

SECTION 1. GUIDANCE, COUNSELING, TESTING AND PLACEMENT SERVICES

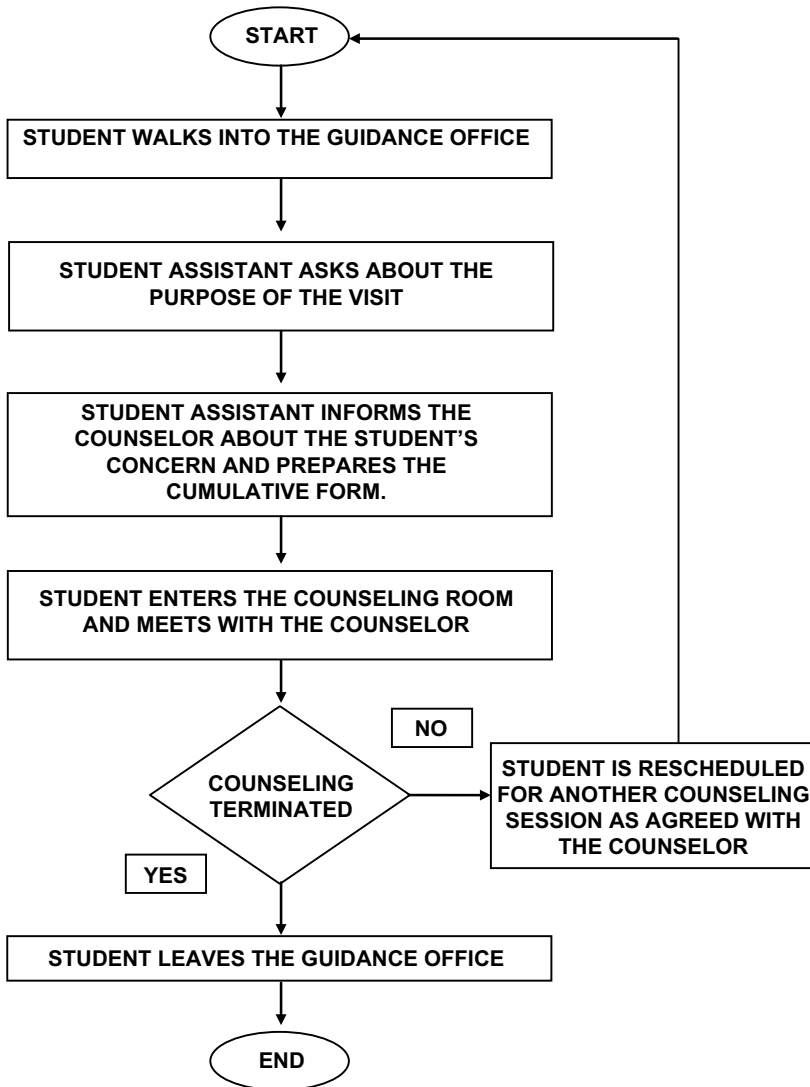
The Guidance Office is one of the academic offices that provide services leading to healthy development of students in acquiring knowledge and skills essential for life adjustments. The office provides individual and group counseling programs to assist students to become aware and responsible towards achieving their optimum goals in life.

The Basic Education and College Guidance facilitate decision making process of students for their "best fit" vocation or career choices. The department assesses the abilities, aptitude, personality traits and issues of students, employees and other clients for counseling intervention, institutional planning and evaluation purposes. The special needs are also organized through special counseling programs for vulnerable groups.

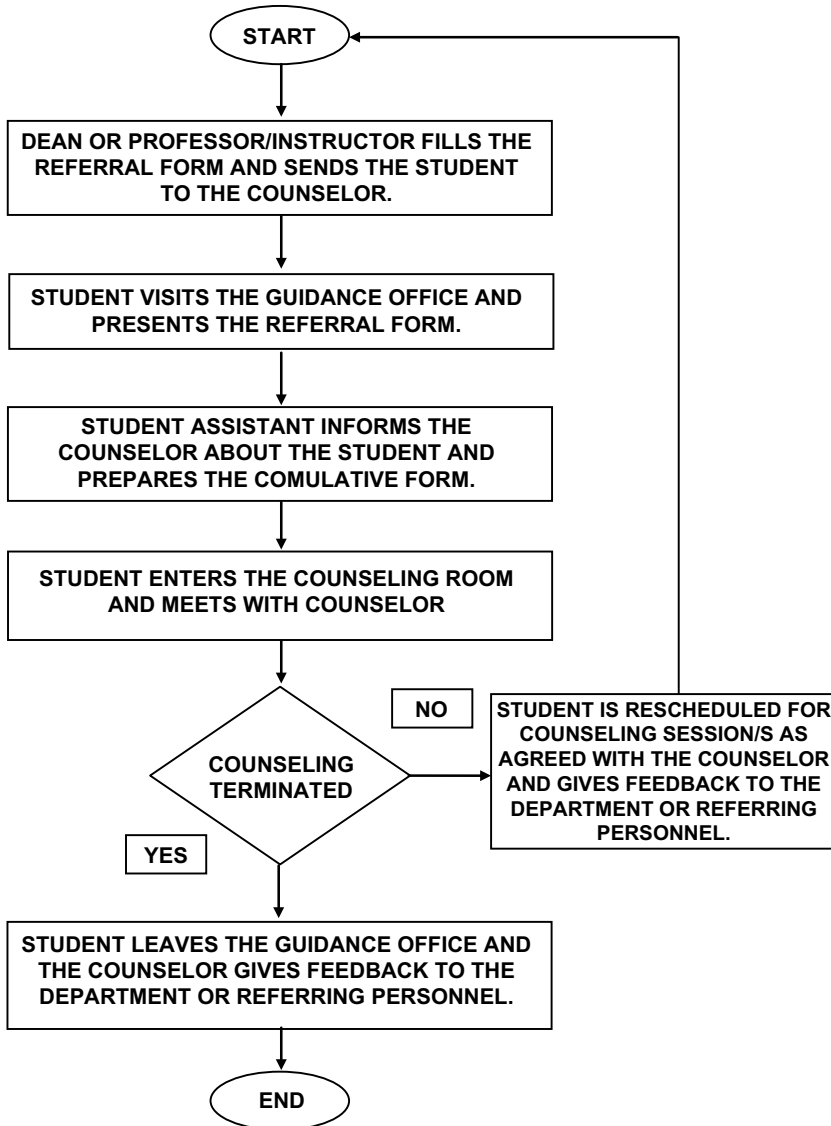
1.1 Basic Services:

- 1.1.1 Conducts Guidance Orientation for freshmen students, Exit Seminar and Career Development Seminar for Graduating Students, Guidance Classes for every year level and Group Counseling Sessions for Specific Groups;
- 1.1.2 Conducts Initial/ Intake Interview for First year students and Filling Out of Personal Data Form (PDF);
- 1.1.3 Provides walk-in and referral counseling including Academic, Career, Personal, Classroom Re-admission, Transferring, Shifting and other behavioral issues;
- 1.1.4 Conducts test administration, preparation, and result dissemination of the University Entrance Test, Psychological Test to Shifters and Referrals, Developmental testing per year level and psychological testing for employees who are applying to the university;
- 1.1.5 Plans, organizes, implements and evaluates university semestral job fairs and Industry Partners Appreciation Night;
- 1.1.6 Assists students and industry partners through In- Campus Pre-Employment Examination, Career Assessment Test, Industry Partners' Job Ad Posting in College Bulletin Boards -News & Updates on Career Opportunities and Job Requirements from Industry Partners and Students' Internship Program;
- 1.1.7 Coordinates the Alumni Tracer Study and other request for meetings from the Industry partners.

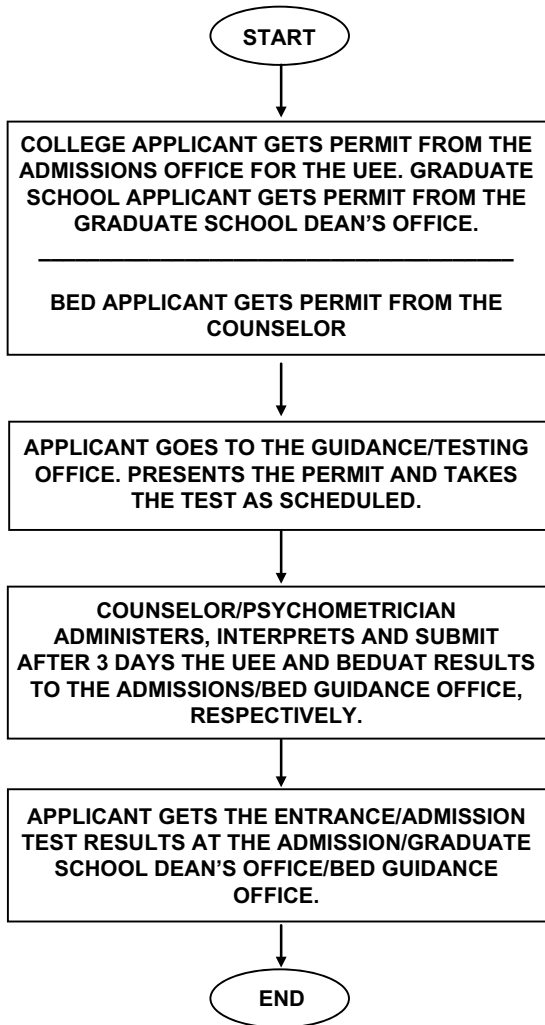
COUNSELING PROCEDURES (FOR WALK-IN)



COUNSELING PROCEDURES (FOR WALK-IN)



TESTING



COLLEGE APPLICANTS FILL OUT ADMISSION FORM AT THE ADMISSIONS OFFICE BEFORE UEE SCHEDULE. BED APPLICANTS ARE INTERVIEWED FIRST BY THE BED PRINCIPAL OR GUIDANCE COUNSELOR. THEY THEN FILL OUT INITIAL ADMISSION FORM AT THE BED GUIDANCE OFFICE BEFORE BEDUAT SCHEDULE

OFFICE SCHEDULE, CONTACT NUMBERS AND SPECIFIC LOCATION

Guidance Office	Office Hours	Working Days	Local Numbers/ Specific Location
Guidance Main (Office of the Director/College Guidance Head), Guidance CELA and Guidance Nursing/Pharmacy	8:00 to 5:00	Monday to Friday	207 & 301 / ST Bldg, 2nd floor
Guidance Counseling Office	7:00 to 5:00	Monday to Friday	Guidance Architecture -157 OZ Bldg 2nd Floor Guidance Engineering - 415 & 229 / ST320 Guidance Science -212 / ST 315 Guidance BA -247/ ST Ground (Theater Bldg.) Guidance BED -136/ FRC Bldg. Ground Floor
Guidance Testing Office	8:00 to 5:00	Monday to Friday with Saturdays (if needed)	241 / ST Ground Floor (near ST Gate)
Guidance Placement Office	7:00 to 5:00	Monday to Friday	232 / ST Ground Floor (near ST Gate)

SECTION 2. LIBRARY SERVICES

The library primarily exists to serve the library and information needs of the students and faculty of the University. Since it is designated for everyone's use, it must necessarily operate within the framework of regulations. These are designated to facilitate rather than restrict the services of the library.

2.1 General Policy

Library users are expected to observe the following rules while using the library services and resources; any violation of these rules will incur appropriate disciplinary action.

2.2 Borrowing Regulations

- 2.2.1 A valid AdU ID must be presented in order to borrow and return any library material.
- 2.2.2 Borrowers are required to sign their names and student number legibly on the book card, and give it to the Library Staff.
- 2.2.3 Borrowing privileges (Students)
 - Four (4) circulation books may be borrowed for one (1) week at a time, renewable if not in demand.
 - One (1) Reservebook may be borrowed for room use on an hourly basis and may be renewed if not requested by another borrower or may be borrowed for overnight use from 5:00pm and must be returned at 9:00am the following day; or
 - One (1) Filipiniana, Architecture, Nursing, Hospitality Management, and Pharmacy book may be borrowed for overnight use.
- 2.2.4 All materials checked out are subject to recall immediately, if needed by another user.
- 2.2.5 One week before the final examinations, all books are for library use only.

2.3 Non-Circulating Materials

- Periodicals and General References are strictly for library/classroom use and photocopy only.
- Theses, Dissertations and Special Collections are strictly for library use only.

2.3.1 Overdue Books and Fines

2.3.1.1 Fines charged for overdue library materials:

LIBRARY USERS	NO. OF ITEMS	LOAN PERIOD	OVERDUE FINE PER BOOK/ITEM
1. Undergraduate			
a. Circulation	4	1 week	Php 5.00/day
b. Reserve	1	hourly basis	Php 5.00/hour
c. Filipiniana/ Architecture/ Nursing/ HM/ Pharmacy	1	Overnight	Php 5.00/day
d. AV Materials	1	Campus Use	Php 20.00/hour
2. Graduate School/Law			
a. Circulation	4	1 week	Php 20.00/day
b. Reserve	1	hourly basis	Php 20.00/hour
c. Filipiniana/ Architecture/ Nursing/ HM/ Pharmacy	1	Overnight	Php 20.00/day
d. AV Materials	1	Campus Use	Php 20.00/hour

2.3.1.2 Failure to return books on due dates shall mean suspension of borrowing privileges for the rest of the semester.

2.3.1.3 Overdue books may not be renewed.

2.3.1.4 No delinquent borrower is allowed to borrow any library material unless all library accounts are settled.

2.3.1.5 Payments for overdue fines and lost library materials may be made at the DOL Clearance counter or at Cashier's Office. Official receipt must be presented to the Circulation counter.

2.4 Library Registration (Entrance/Exit)

2.4.1 Every user must present his/her currently validated AdU ID upon entry. NO IDENTIFICATION CARD, NOENTRY

2.4.2 All users and visitors are required to leave their bags at the baggage counter before entering the library circulation area (he/she should bring all his/her valuables, e.g. wallets, cellphones, etc.). Library staffs are not liable for any missing or loss item/s due to the negligence of the users.

2.4.3 Depository number tags is issued for retrieval of bags, however, it should not be brought out of the library premises. A Php50.00 is charged for lost tags.

2.4.4 Users leaving the library are requested to present their things for inspection at the Control Counter if the electronic security alarmed.

2.5 Lost or Damaged Library Materials

2.5.1 Lost library materials must be reported at once. Failure to notify the librarian means accumulation of fines and the amount will be added to the cost of the book. A lost book must be paid or replaced one week after it was reported lost.

2.5.2 A lost or damaged book may either be replaced with the same title or another related title subject to the approval of the Director of Libraries or paid at a cost based on the current market price of the book, shipping fee plus a processing fee of fifty pesos (Php50.00) and the accrued fines if there are any.

2.5.3 Damaged, torn or missing pages must be reported immediately to the librarian before borrowing the book or library material.

2.5.4 Failure to replace or pay lost or damaged book within the allowed period means suspension of borrowing privileges.

Contact Numbers:

Director's Office/Ground Floor:	(02)524-2011	loc. 131
Circulation Counter (2nd-3rd Floor):		loc. 242
Graduate School Library:		loc. 312
Law Library:		loc. 308
Elementary Library:		loc. 231
High School Library:		loc. 328

LOCATION

SECTIONS / BRANCHES OF THE LIBRARY

Fr. Leandro Montañana, C.M. (LM) Building
- Ground Floor

- Office of the Director of Libraries
- Library Audio Visual Room
- Technical Services Section
- Internet Section
- Periodicals Section
- Reference Section
- Filipiniana/Theses Section

Fr. Leandro Montañana, C.M. (LM) Building
- 2nd Floor

- Instructional Media Section
- Circulation Counter
- Discussion Rooms
- Engineering Library

- Fr. Leandro Montañana, C.M. (LM) Building - 3rd Floor
- Architecture Library
 - Business Administration Library
 - College of Education and Liberal Arts (CELA) Library
 - Nursing and Pharmacy Library
 - Science Library

- Saint Vincent (SV) Building - Ground Floor
- Graduate School Library
 - Law Library

- Cardinal Santos (CS) Building Annex- Ground Floor
- Basic Education-Elementary Library

- Francis Regis Clet (FRC) Building - 4th Floor
- Basic Education – High School Library

OFFICE HOURS

Library Hours:

Library	Regular Semester		Summer	
	Weekdays	Saturday	Weekdays	Saturday
Main Library (L.M. Library)	8:00am -8:00pm	10:00am-6:00pm	8:00am – 5:00pm	Closed
Law Library	9:00am-9:00pm	9:00am-8:00pm	9:00am-9:00pm	9:00am-8:00pm
Graduate School Library	12:00nn-8:00pm	8:00am-8:00pm	12:00nn-8:00pm	8:00am-5:00pm
Elementary Library	7:00am-4:00pm	Closed	Closed	
Junior & Senior High School Library	7:00am-5:00pm	Closed	Closed	

SECTION 3. HEALTH SERVICES

The Adamson University Center for Health Services (CHS) espouses the University's vision-mission guided by its core values. The CHS is one with the entire Adamson community in delivering to its clientele (the students, the administration, and its entire workforce) quality health services with a strong sense of responsibility, competency, efficiency, and professional conduct. The Spirit of St. Vincent de Paul serves as the department's inspiration in giving compassionate services to patients who are in need of health care. The enhancement and maintenance of one's health through compassionate, efficient, and timely delivery of basic health services is further bolstered by the medical information and health education.

3.1 Medical Services

University Entrance Physical Examination

3.1.1.1 Students

All freshmen students and transferees are required to undergo physical examination and chest x-ray examination upon entrance to the university.

For applicants to the College of Nursing and Hospitality Management Department, they are required to undergo medical clearance prior to enrollment. The medical exam shall include the following:

- a. Physical examination
- b. Complete Blood Count
- c. Urinalysis
- d. Hepatitis B Antigen screening
- e. Chest x-ray

The Nursing or Hospitality Management student applicant together with the parent/guard shall be advised if there will be pertinent findings in the medical examination that may influence his/her future professional career.

3.1.1.2 Student-athletes and Student Assistants

All students prior to participation/ acceptance to the varsity/ university are required to undergo annual physical and laboratory examination which includes a complete blood count and chest x-ray.

3.1.1.3 Others

Physical examinations are also done on a per request basis for officers of Recognized Student Organizations, applicants for student assistantship (SA's) and scholarships, students who will undergo on-the-job trainings/internship programs as part of their college's curriculum, applicants for officers' training for the NROTC (NOCC's), athletes prior to competition in school-sanctioned sports activities, educational tours and other activities that may require such.

A recent Chest x-ray result (within the last 6 months) is needed for on-the-job and internship medical clearances. For student assistant and scholarship applicants, a complete blood count is needed in addition to the chest s-ray examination.

3.1.2 Issuance of Medical Certificates

- 3.1.2.1 A medical certificate will only be issued upon the patient's request for absences incurred due to an illness/injury provided the patient consulted the University physician prior to the absence/s incurred.
- 3.1.2.2 In case another physician was consulted by the patient, he/she shall be required to present a medical certificate issued by his/her attending physician. Such medical certificate will only be endorsed by the University physician and shall not bind him/her as to the authenticity of the certificate or the illness stated thereon.
- 3.1.2.3 NO MEDICAL CERTIFICATE SHALL BE ISSUED TO ANY STUDENT FOR USE OUTSIDE THE UNIVERSITY OR FOR EMPLOYMENT PURPOSES.

3.1.3 Accident Insurance

- 3.1.3.1 In case of accidents or physical injuries, all students, faculty and employees have an insurance coverage.

3.1.4 Dental Services

The scope of dental services shall include the following:

- 3.1.4.1 Oral examination for diagnosis and treatment of oral and dental diseases and conditions.
- 3.1.4.2 Every student is entitled to one (1) dental service per semester which can be any of the following:
 - a. Scaling or “Cleaning”
 - b. Restorative Fillings, either temporary or permanent
 - c. Tooth Extraction

Contact Numbers

ST (MAIN CLINIC)	–	5242011 loc. 200
CS CLINIC	–	5242011 loc. 104
SV CLINIC	–	5242011 loc. 300

Location

The main clinic is situated at the ground floor of the St. Theresa’s building near the Adamson University Theater. There are two (2) auxiliary clinics located at the SV and CS buildings to attend to the medical needs of students and personnel in the area.

Clinic Hours

ST Clinic: 7:00 AM to 9:00 PM (Monday to Friday)
7:00 AM to 3:00 PM (Saturday)

Dental: 7:00 AM to 7:00PM (Monday-Friday)
10:00AM to 6:00PM (Saturday)

CS Clinic: 7:00 AM to 4:00 PM (Monday to Friday)

SV Clinic: 7:00 AM to 9:00 PM (Monday to Friday)
1:00 PM to 9:00 PM (Saturday)

Dental: 1:00PM to 9:00PM (Monday to Friday)

SECTION 4. SECURITY AND SAFETY SERVICES

The Office for Security and Safety, a service department of Adamson University is committed to providing a secure, safe, and peaceful educational milieu that is conducive for employment, learning, and the total well-being of the members of the community.

4.1 Services

- 4.1.1 Provides 24/7 Campus Security and Safety services;
- 4.1.2 Implements and enforces University policies, rules, regulations, and procedures pertaining to security and safety such as:

- 4.1.2.1. Personnel access and identification cards for University personnel, students, non-organic personnel, and visitors.
- 4.1.2.2. Vehicular control and access.
- 4.1.2.3. Entry/exit and transfer of materials, equipment, and properties.
- 4.1.3. Monitors events and activities conducted on the campus;
- 4.1.4. Performs security and safety surveys and evaluations;
- 4.1.5. Conducts investigations on reported complaints, crimes, and incidents;
- 4.1.6. Plans and prepares response to emergencies such as fire, earthquake, accidents, and other incidents;
- 4.1.7. Conducts orientations and seminars pertaining to safety, peace, and order in the campus;
- 4.1.8. Coordinates with the Adamson University community, government agencies, non-government organizations (NGO's), and other schools pertaining to campus security and safety.

4.2 Lost and Found

Any found or unclaimed property can be turned in to the Lost and Found Section at ST Security Office and kept for safekeeping up to sixty (60) days until they are claimed. Unclaimed cash will be donated to the university scholarship or the Bridge Program. Other useful unclaimed items will be donated to the Integrated Extension Services (ICES)

Contact Numbers

Security Office (24/7):
 Trunk line: 524-2011 local 215
 Direct line: 474-1075

OSS (Monday to Friday during office hours):
 Trunk line: 524-2011 local 103 Direct line: 523-2626

Location: Near PFGSO and RISO Office, CS Bldg.

SECTION 5. FOOD SERVICES

The canteen concessionaires serve meals daily during the week. The canteens are open from 8:00 AM to 6:00 PM, and are located at CS, ST, SV, OZ, BA and FRC Buildings.

SECTION 6. CAMPUS MINISTRY (CMO)

The Campus Ministry Office provides activities, plans and programs that promote values, faith formation and growth in spiritual life. These programs exemplified by the Spirit of St. Vincent De Paul aim at creating a Catholic and Vincentian culture within the campus.

CMO programs and activities include liturgical and para-liturgical celebrations, recollections and retreats, psycho-spiritual, social and pastoral formations, advocacies, reception of sacraments, assistance to popular missions, vocation promotions, catechesis, popular devotions and prayers, seminars and forums on religious issues, youth activities and Vincentian spirituality.

6.1 Religious Organizations

The Campus Ministry Office serves as moderators and advisors for Student Religious Organizations such as the Children of Mary Immaculate, Luisas, Society of St. Vincent de Paul, Apostleship of Prayer, Christus Vincit Community and Youth for Christ.

Requirements for Acquiring Recognition under Campus Ministry Office

6.1.1 Religious Organizations in Adamson University should be Catholic in nature.

6.1.2 Religious Organizations may fall under the following categories:

- a. Vincentian
- b. Charismatic
- c. Trans-Parochial
- d. (CMO has the right to deny any Group that runs counter to the teachings and ministry of the Catholic Church, CMO also considers the Vincentian bearing of a Group)

6.1.3 The Organization should have a complete set of officers, enough number of members and properly commissioned advisers.

6.1.4 The Organization must not have a pending record on disciplinary cases in the University or outside the University.

6.1.5 The Organization or Members of the Organization must be considered active in Major activities of the Campus Ministry such as:

- a. Daily Masses and Rosaries
- b. Site Masses, Novenas and Feast days
- c. Recollections and Retreats
- d. Baccalaureate Mass
- e. Representations to outside Religious Activity Delegations
- f. Involvement in National Issues and Advocacies
- g. Etc.

6.1.6 The Organization must have its Rules and By-Laws approved by the Mandate of the Church and/or by the Campus Ministry Office.

6.1.7 The Organization, before asking for accreditation from CMO should be seen and observed to be faithful to their Mission and Vision.

6.1.8 The Organization is required to submit their Minor Monthly Activities and at least three (3) Major activities for the School Year. These activities must be approved by the Director of CMO.

6.1.9 The Religious organization must not collect membership fees or any other fees. However, in case there would be collections, it is required to accomplish and submit a report of such collections.

6.1.10 All requirements must be submitted on or before the start of the Academic Year.

6.2 Campus Ministry Special Ministries Clubs and Movements

Campus Ministry also provides training and opportunities for its special Group Ministries, Clubs and Movements such as the Altar Servers, Vincentian Vocation Club, Music Ministry and Liturgical Artists Groups.

6.3 Facilities

The Campus Ministry takes care of the following facilities which may be requested for use by students and the ADU Community - Chapel, CMO Foyer, Student Religious Center and Prayer Room. ISO Form F-CMO-001 for Venue Reservation is used for this request. Use of these facilities is strictly for religious and related activity purposes only. CMO also prohibits the students to post tarpaulins and any advertising materials on the railing facing the quadrangle at the side of the Chapel to preserve its aesthetic and religious appeal.

6.4 Provisions and Sanctions on Student Discipline

Campus Ministry may refer to the Office for Student Discipline any student who in one way or another shows disrespects (in any form) on any of the provisions of the CMO with regards to morals and good behavior. Proper sanctions may be applied as provided for by CMO and the Office for Student Discipline.

SECTION 7. CULTURAL AFFAIRS

The Cultural Affairs Office dedicates itself to presenting a wide variety of professional performing arts programs and events to the Adamson University community. Through its activities, a well-balanced non-formal education of culture and the arts are being promoted.

The CAO offers five (5) Services and Programs: Cultural Presentations, Performance Requests, Artist Development Programs, Cultural Education Programs, Culture and Arts-Related Information Center.

The CAO consists of seven (7) performing groups whose members are all trained to be excellent performers: Adamson University Brass Band, Adamson University Acoustic Band, Adamson University String Ensemble, Adamson University Folk Dance Troupe, Adamson University Chorale, Adamson University Chamber Orchestra, and Adamson University Acapellas.

7.1 Policies and Procedures in Recruitment and Acceptance

7.1.1 Adamson University Chorale

- 7.1.1.1 Membership is open from first year to fifth year bonafide students of Adamson University currently enrolled, intellectually capable, with pleasing personality, and of good moral conduct and integrity. Membership is also open to alumni.

An official announcement for the search for applicants will be posted by the Cultural Affairs Office.

- 7.1.1.2 The CAO Director and the Chorale Master shall facilitate the recruitment and acceptance process.

7.1.1.3 The acceptance of an applicant is determined by an audition and an interview.

7.1.1.4 To pass the audition one must possess the following.

- Vocals
- Good ear for listening
- Trainable
- With high values in life

7.1.1.5 Applicants who have passed the audition and interview must submit the following requirements:

- Application/ Information Form
- Computerized schedule and Certified true copy of grades.
- Letter of Consent from parent/ guardian.
- Copy of AdU Chorale Policies and Guidelines signed by parents.

7.1.1.6 Once accepted, he/she will attend the orientation program as scheduled by the Chorale Master.

- All applicants who have passed are first classified as Trainees.
- A Regular Member is a trainee who has passed the training program of the organization.

7.1.2 Adamson University Folk Dance Troupe

7.1.2.1 Membership is open to first year and fifth year bonafide students of Adamson University currently enrolled, intellectually capable, with pleasing personality, and of good moral conduct and integrity. Membership is also open to alumni.

An official announcement for the search for applicants will be posted by the Cultural Affairs Office.

7.1.2.2 The CAO Director and the Dance Choreographer shall facilitate the recruitment and acceptance process. Criteria are as follows:

- Pleasing Personality
- Dance Skills
 - a. Gracefulness
 - b. Timing/ Coordination

7.1.2.3 The acceptance of an applicant is determined by an audition and an interview.

7.1.2.4 Applicants who have passed the audition and interview must submit the following requirements:

- Application/ Information Form
- Computerized schedule and certified true copy of grades (applicants should not have any failing grade).

- Letter of consent from parent/ guardian.
- Copy of AdU Folk Dance Troupe Policies and Guidelines signed by parents.

7.1.2.5 Once accepted, he/she will attend the orientation program as scheduled by the Dance Choreographer and Cultural Affairs Office.

7.1.3 Adamson University Band (Brass, Acoustic, Strings & Chamber Orchestra)

7.1.3.1 Membership shall be open to all qualified students of the University who can read musical notes and play the required instruments. Current members of the Band shall conduct a recruitment drive to fill-up vacancies created by graduating members and through other reasons.

7.1.3.2 Approval by the CAO is necessary prior to recruiting new members in the band.

7.1.3.3 Candidates must be able to provide their own instrument to be used in the Band, except for bass and percussion instruments (bass drum, snare drum, cymbals), which will be provided by the school.

7.1.3.4 The candidate must undergo an audition wherein:

- The Band Master will prepare a piece to be performed by the candidate for audition.
- The instrument section of the candidate, together with the Band Master will evaluate their performance and determine whether the candidate passed or failed the audition based on simple majority vote.

7.1.3.5 Priority instruments (instruments immediately needed by the band) may be given added consideration during the evaluation of a candidate.

7.1.3.6 Applicants who have passed the audition and interview must submit the following requirements:

- Application/ Information Form
- Computerized schedule and Certified true copy of grades.
- Letter of Consent from parent/ guardian.
- Copy of AdU Band Policies and Guidelines signed by parents.

7.1.3.7 Once accepted, he/she will attend the orientation program as scheduled by the Band Master

- All applicants who have passed are first classified as Trainees.
- A Regular Member is a trainee who has passed the training program of the organization.

Note: For Benefits and Privileges please refer to Article VII. Scholarships and Grant Programs

SECTION 8. STUDENT ASSISTANCE AND SCHOLARSHIPS

The Office for Student Assistance and Scholarships (OSAS) takes charge to centralize efforts in the supervision of scholars and scholarship programs and the dissemination of information on matters related to scholarship and study grants offered, both internal and external to the University.

It also provides training programs that contribute to the integral development of the scholars.

8.1 Services

- 8.1.1 Manages all student assistance and scholarship programs offered in the university; either sponsored by the University or by external organizations, private or public;
- 8.1.2 Monitors students' performance and provides support services to help them achieve their learning objectives, complete their programs and prepare them to assume responsibilities.
- 8.1.3 Packages scholarship programs and innovative financial schemes designed to help the economically disadvantaged students;
- 8.1.4 Establishes strong linkages with sponsors or benefactors and widens the source of financial assistance from all sectors of society using innovative scholarship schemes or systems;
- 8.1.5 Strengthens linkages with the alumni network to actively support the University's scholarship programs.

SECTION 9. STUDENT AFFAIRS AND SERVICES

The Office for Student Affairs (OSA) commits to the integral formation of students through the development of their potentials and skills and the acquisition of virtues that will enable them to gain mastery of self.

This will be realized by

- a. Providing opportunities and programs for co-curricular and extracurricular activities that enhance leadership skills, formation of values, professionalism, social responsibility, and care for the environment and promotion of peace and order in coordination with the other sectors of the university;
- b. Formulating and implementing policies towards the realization of the integral formation of students.

Headed by a Director, it is composed of the Student Development Section and the Discipline Section.

Pursuant to the Vision-Mission and Core Values of Adamson University, the OSA operates both as an administrative and a service office.

Administratively, it enforces and implements all policies, rules, and regulations of the University as provided in the Student Manual as well as those of the Commission on Higher Education (CHED) with respect to:

- The Students' general conduct, behavior, and discipline, and;
- The institutional organizations (Adamson University Student Government or AUSG and The Adamson Chronicle or TAC) and the Recognized Student Organizations' (RSOs) programs, forums and activities

9.1 Student Development Section

The Student Development Section provides academic support and opportunities through various development programs and activities in line with the strategic goals of the University.

9.1.1 Programs and Services Offered

- a. Orientation Services
- b. Leadership Formation
- c. Student Development Training
- d. Student Organization Management and Quality Assurance

9.1.2 Objectives for Recognized Student Organizations (RSOs)

9.1.2.1 To encourage the students to form associations pursuant to the vision-mission, policies, rules and regulations set by the university.

9.1.2.2 To provide opportunities and activities for students' holistic formation and service to the community.

9.1.3 Accreditation Procedure

Submission of a written application and compliance of all the requirements prescribed by the Office for Student Affairs

9.1.4 Classifications of Organizations

- a. Academic Organizations are those formed under the respective programs of the concerned department or college.
- b. Co-Academic Organizations are those formed under a particular program-area recognized by the concerned department or college.
- c. Socio-civic Organizations are those formed not as an academic or co-academic but are granted accreditation as special interest groups.

9.1.5 Authorized Activities

These refer to organizational and extra-organizational activities included in the Operational Plan of the RSOs, AUSG and TAC and approved by the Office for Student Affairs. Such activities are to be conducted during activity day and/or Saturday only.

- 9.1.5.1 Organizational related activities are those that directly promote the vision and mission of the organization. A maximum of five (5) activities are to be conducted by each organization per school year provided, there is sufficient fund to cover the same.
- 9.1.5.2 The Core Values enumerated below must be achieved in the RSOs, AUSG and TAC authorized activities.
- Search for Excellence
 - Solidarity
 - Social Responsibility
 - Spirit of St. Vincent
 - Sustained Integral Development
- 9.1.5.3 The organization must have an official paper and must produce at least one(1) issue in a year to be distributed to its members.
- 9.1.5.4 Each organization shall participate to one coordinated activity in a year. However, the coordinated activity must be participated by two (2) organizations only. The coordinated activity should be related with any of the following:
- Research
 - Religious
 - Outreach Program
 - Environmental
- 9.1.5.5. Special credit will be given to those who will choose research.
- The coordinated activity shall no longer be included in the search during the Students Awards.
 - The search is for each category.
- 9.1.5.6 Any officer or member of each organization may be permitted to attend as delegate to the national, regional or inter- school conference/convention once every semester.
- Expenses incurred are chargeable to organization's available funds. However, only one attendance to any delegation or convention maybe considered as official excuse from classes.

9.2 Off-Campus Activities

Student Off-Campus activities shall comply with the requirements prescribed by CHED Memorandum Order No. 63 Series of 2017.

Approval of curricular/ academic activities shall be under the authority of the Vice President for Academic Affairs.

Approval of RSO activities shall be under the authority of the Vice President for Student Affairs.

9.3 Departmental Activities

These refer to authorized academic or co - curricular activities initiated by the concerned department or college held during Activity Days or such days as approved by the dean/ VPAA as per Joint VPAA, VPSA & Finance Memo# 33 of Series of 2007 or as maybe amended, revised by latest memorandum.

- College/Department Day refers to activities held during University
- Foundation Week celebration to be determined by the respective
- Colleges and/or departments.
- General Assembly/Orientation
- Exhibits
- Academic Recognition

9.4 General Guidelines in the Conduct of Student Activities

9.4.1. Classes must be prioritized at all times.

9.4.2. All activities to be conducted must be reflected in the organizations' Operational Plan for the coming Academic Year. Except for seminars or conferences organized by national association or federation, all seminars or conferences must be properly scheduled. Hosting or coordinated activity by NGO or external organization may be allowed. However, such activity is included in the operational plan with an allotted budget and approved by Office for Student Affairs (OSA).

9.4.3. Recognized Student Organizations are encouraged to organize activities for the benefit of their members. Campus wide activities such as concert shall be initiated or organized only by the AUSG.

9.4.4. The College Council will take charge of its college wide activities.

9.4.5. The foresaid rationalization is aimed at avoiding duplication of activities and to maximize the organization's financial resources.

9.4.6. Membership Fee of Fifty Pesos (P50.00) or such amount agreed by students in compliance with the requirements of appropriate CHED memorandum on Tuition Fee and Miscellaneous Fee Increase shall be charged to each student as reflected in the Student Assessment. This applies only to academic organizations. The amount collected by the Office of the VP for Financial Affairs shall be transferred to the RBMS (RSO Budget Monitoring System) account of each organization under the name of the newly elected/appointed president. Inquiry and budget request by the RSO shall be coursed through OSA.

Below is the schedule of fund transfer by the Finance Department:

FOR 1ST SEMESTER:

1st week of August - 80% of the students enrolled

1st week of November - 20% remaining

FOR 2ND SEMESTER:

1st week of January - 80% of the students enrolled

1st week of April - 20% remaining

FOR MIDYEAR TERM:

1st week of June - 100% of the students enrolled

(Note: As per the advice of Finance Department, there will be a minimal deduction of 4% from the total number of students enrolled in view of drop outs or non - attendance)

- 9.4.7 Co-academic and Socio-Civic organizations shall collect their own membership fee on voluntary basis subject to OSA rules and regulations. The collected fees must be deposited within the day at the Cashier's Office and to be transferred in their respective RBMS account. No officer shall be allowed to bring the collection at home for safety reasons.
 - 9.4.8 All activities to be conducted must have been presented to and approved by the Operational Plan and Budget Committee of OSA during the scheduled defense. The said defense is held after the Adamson Leaders Congress.
 - 9.4.9 RSO T-shirt printing shall be subject to the rules and regulations of the Business Affairs Office. For Fund Raising activity, it shall be declared in the Operational Plan.
 - 9.4.10 Ticket selling in view of registration fee or solidarity share for food and other expenses must be reasonable in the pursuit of an authorized activity subject to approval of OSA. However, if the total amount to be collected reaches twenty thousand pesos (Php 20,000.00) and above, the payment shall be through the Cashier's Office or control purposes. On the other hand, if the total amount to be collected is less than twenty thousand pesos (P20,000.00), the organization shall secure the controlled collection format OSA pursuant to the Centralized Collection Policy of the Finance Department.
 - 9.4.11 For recognition purposes, RSO activities must be conducted on or before the month/date as prescribed by OSA.
 - 9.4.12 Each RSO may request service of the university vehicles (van or bus if available) once per semester for authorized activities. Reservation at the Physical Facilities and General Services Office (PFGSO) must be made two (2) weeks before the scheduled activity. However, the overtime pay of the driver shall be at the account of the RSO. If the vehicle is not available, a request for subsidy of Five Thousand Pesos (Php 5,000.00) for transportation shall be filed to PFGSO. The liquidation of the said subsidy shall be submitted to PFGSO within one (1) week after the conduct of said activity.
- 9.5 Student Activity Processing, Monitoring, Requisition & Disbursement of Fund
- 9.5.1 Objectives
 - 9.5.1.1 To provide guidelines on processing and monitoring student activities.

9.5.1.2 To monitor student activities to ensure compliance to University requirements.

9.5.2 SCOPE

9.5.2.1 The procedure includes guidelines on processing and monitoring student activities.

9.5.3 Policies on Student Activity Processing & Monitoring

9.5.3.1 The Recognized Student Organizations (RSOs) shall submit plan of activities (Operational Plan) for approval by OSA during Midyear term prior to the beginning of the academic year.

The basis for approval shall be as follows:

- Relevance to organization's objectives
- Objectives relevant to the University's trusts
- Compliance to OSA Policies and Procedure

9.5.3.2 Before the actual conduct of each activity, the RSO shall accomplish the Student Activity Form and all supporting documents or requirements for approval by OSA.

9.5.3.3 Once approved, the activity will be officially logged for record and monitoring purposes.

9.5.3.4 Within ten (10) days from the conduct of the activity, the RSO shall submit a narrative report and summary of activity evaluation.

9.6 Requisition and Disbursement of Funds

9.6.1 The concerned Recognized Student Organization (RSO) shall submit the Budget Requisition Slip seven (7) working days before the conduct of the activity. Approved request will be encoded in the RSO Budget Monitoring System.

9.6.2 A maximum of three (3) budget requests by the RSO may be entertained provided the same RSO concerned has no pending unliquidated cash advances.

9.6.3 Checks will be released within 3-5 working days from certification/encoding by the Accounting Office.

9.6.4 Liquidation shall be done within ten (10) days after the activity.

9.6.5 Attendance sheet shall be attached for reference.

9.6.6 All receipts must be official.

9.6.7 Petty cash voucher is limited to Php500.00 per liquidation.

9.6.8 Acknowledgement receipts shall be attached if they are allotted for cash prizes, token or honorarium.

CONTACT INFORMATION

Contact Nos: OSA Main: 524-2011 loc. 243
OSA Development: local 256 OSA Discipline: local 257
Location: G/F FRC (Francis Regis Clet) Building Office
Hours: 8:00am -5:00pm

SECTION 10. UNIVERSITY RELATIONS

The Office for University Relations (OUR), as the lead office of the university in international students' relations, lines up activities year-round that lead towards the integration of international students with the campus community. Starting off every school year, the OUR organizes an annual gathering to receive the new batch of international students. It is an initiative to welcome the new students in the community in the spirit of belongingness and solidarity.

Highlighting the aspiration to unify the international students, the OUR launched the International Students' Association of Adamson University or **ISAAD**, an organization that is established first and foremost to bring together the efforts of international students under one banner in their quest for educational excellence while fostering harmonious fraternal ties among its members.

With the international students working hand in hand with the OUR, a lot more can be achieved to rise above socio-cultural and religious barriers, and fulfill the university's mission leading to the formation of competent, creative and socially responsible individuals through commitment to excellence in discovery, learning and service.

SECTION 11. ATHLETICS AND RECREATION

The Office of Athletics and Recreation (**OAR**) is dedicated to empower and inspire student-athletes' greatest potentials by being catalyst for action, utilizing unique abilities and talents, displaying sports ethics, and maintaining positive and winning attitude.

11.1 Programs

- Athletics/ Sports Development
 - o Physical Training and Drills
 - o Participation in Sports Competitions
 - o Sports Clinics
 - o Sports Psychology
- Academic Development
 - o Tutorial Services or Academic Advising
 - o Special Classes for Student-Athletes
- Personal Development
 - o Personality Development
 - o Leadership Training
 - o Career Talks
 - o Socialization

- Spiritual and Moral Development
- Retreats and Recollection
 - Regular Masses
- Community Services
 - Outreach Programs

11.2 Athletics Policy

11.2.1 Recruitment Process

The Office for Athletics and Recreation (OAR) shall facilitate the recruitment process of student-athletes. A qualified athlete shall be identified as Falcon student-athlete.

11.2.2 Guidelines

- 11.2.2.1 A student-athlete applicant must accomplish the following forms:
- Athletes Application Form
 - Information Sheet
- 11.2.2.2 A student-athlete applicant requirements:
- Senior High School Graduate
 - Form 137/ Transcript of Records
 - PSA Birth Certificate
 - Certificate of Good Moral Character
- 11.2.2.3 Only those student-athlete applicants who have complete requirements shall undergo the screening process.
- 11.2.2.4 Acceptance of student-athlete applicant is determined by passing the screening process.
- 11.2.2.5 Pre-qualified student-athlete applicant signs up Letter of Intent (LOI).
- 11.2.2.6 Pre-qualified student-athlete applicant is scheduled for try-out as recommended by the Coach.
- 11.2.2.7 All qualified applicants are recommended by the Coach and interviewed by the OAR Director and/or Vice President for Student Affairs (VPSA).
- 11.2.2.8 The successful student-athlete applicant will be issued a certification as Falcon athlete.
- 11.2.2.9 The University Athletic Association of the Philippines(UAAP) rules will be applied to student-athlete applicants of other nationalities with Filipino descent.

11.2.3 Screening Process Recruited Applicants

A student-athlete recruited to the Falcon Team must have performed exemplary in interschool leagues, local or national sports competitions, or in any sports clinics.

11.2.3.1 The recruited student-athlete applicant will be subject to screening interview by the OAR Director and the VPSA.

11.2.3.2 If the recruited applicant passes the screening interview, he/she will be officially declared as one of the Falcon student-athletes through signing a contract.

11.2.4 Walk-in Applicants

11.2.4.1 The student-athlete applicant will be required to submit all the required documents for application.

11.2.4.2 Upon submission of the complete requirements, the student-athlete applicant will be referred to the concerned Coach for a try-out.

11.2.4.3 If the student-athlete-applicant passes the try-out and is recommended by the Coach, he will undergo the screening interview. Passing the interview, he/she is officially declared as one of the Falcon student athlete upon signing the contract.

11.2.5 Requirements for Walk-in Applicants

Any recruited or walk-in student-athlete applicant must comply the following requirements:

11.2.5.1 Senior High School Graduate Applicants

- a. Must have an exemplary playing experience as a school athlete.
- b. Must satisfactorily qualify in all academic requirements prescribed for the program.
- c. Must quality in the UAAP requirements for eligibility.
- d. Must pass the medical and physical tests conducted by the Team Physician.
- e. Must qualify in the try-out series given by the Coaches.
- f. Must undergo and complete all required trainings after passing the tryout.

11.2.5.2 Transferees

- a. Must have an exemplary playing experience as a school athlete.
- b. Must satisfactorily qualify in all academic requirements prescribed for the program.
- c. Must quality in the UAAP requirements for eligibility.
- d. Must pass the medical and physical tests conducted by the Team Physician.
- e. Must qualify in the try-out series given by the Coaches.
- f. Must undergo and complete all required trainings after passing the try-out.
- g. A transferee may qualify provided that eligibility to play for the University is at least three years.

11.2.5.3 Currently Enrolled Students

- a. Must have an exemplary playing experience as a school athlete.
- b. Must satisfactorily qualify in all academic requirements prescribed for the program.
- c. Must qualify in the UAAP requirements for eligibility.
- d. Must pass the medical and physical tests conducted by the Team Physician.
- e. Must qualify in the try-out series given by the Coaches.

11.2.6 The Falcon Teams

Adamson University is represented by the following Falcon teams:

- a. Basketball Team
- b. Volley Ball Team
- c. Softball Team
- d. Baseball Team
- e. Athletics
- f. Badminton
- g. Chess
- h. Table Tennis
- i. Judo
- j. Swimming
- k. Pep Squad/ Drummers/ CAST

TEAM A- is the team that plays or will play in a particular UAAP season.

TEAM B- is the reserved team for Team A players.

11.2.7 Maximum Allowable Residence (MAR)

The allowable years for a Falcon student-athlete to stay in the University are the following:

11.2.7.1 Five (5) playing years

Playing Years- is the number of years an athlete can play in the UAAP or maximum of five (5) years.

- 11.2.7.1 In excess of 5 years. A student-athlete is allowed to complete the course and enjoy the scholarship for 2 semesters provided he/she has good academic standing, and has not been given any disciplinary action.

11.3 Athlete Retention

The Office for Athletics and Recreation decides the retention of student athletes.

Retention is the inclusion or continuity of an athlete as a member in the team (A or B).

11.3.1 Guidelines

11.3.1.1 All Falcon student-athletes are subject to pass the requirements on the following, at the end of each semester and at the end of each school year:

- Academic requirements
- Health Status
- Psychological Status
- Performance Status

11.3.1.2 Failure to comply with any of the aforementioned requirements would mean disqualification of the student-athlete.

11.3.2 Procedure

11.3.2.1 The OAR and the Academic committee evaluate the academic grades of all student-athletes every end of the semester and school year.

11.3.2.2 If a Falcon student athlete academically qualifies, the OAR in coordination with the Health Services checks his/her health status.

11.3.2.3 If a Falcon student-athlete is physically and mentally fit, the OAR in coordination with the Guidance Office checks his/her psychological status.

11.3.2.4 If a Falcon student-athlete is psychologically fit, the OAR in coordination with the Team Coaches evaluates his/her playing performance during the school year.

11.3.2.5 If a Falcon student-athlete has displayed at least a very satisfactory playing performance, he/she will be retained in the Falcon team.

11.4 Grounds for Athletes' Disqualification

Any Falcon student-athlete may be disqualified as determined by the following grounds:

11.4.1 Academics

11.4.1.1 Academic deficiency in terms of:

- Less than 75% passing rate of enrolled units per semester
- Failure to comply with the grade requirements (See Table 1)

11.4.1.2 Any violation or infraction of academic policies as provided in the Students' Manual and Athletes' Manual will be subject to OSA Discipline policies.

11.4.2 Athletics

- Age
- Eligibility
- Termination of Playing Years
- Physical and Mental Disabilities
- Grave Offenses

11.4.3 Others

- Separation
- Withdrawal/transfer
- Negligence of Duties and Responsibilities
- Violation of UAAP Rules and Regulations

11.5 Event Policy

The Office for Athletics and Recreation shall declare the events to be participated in the UAAP Game Competitions and in other similar leagues for every school year.

11.6 Sports Competition

- a. UAAP- The University will officially recognize one pre and one post UAAP Tournament/league per school year. Exceptions shall be determined by the OAR, whenever necessary.
- b. Participation in other local tournaments shall be arranged and approved by the Office for Athletics and Recreation and the Vice President for Student Affairs upon the recommendation of the coaches.
- c. Athletes are not allowed to join any league without the consent and approval of the Head Coach and the OAR Director.
- d. Expenses incurred during approval tournaments shall be shouldered by the University, unless sponsored otherwise.
- e. Team Travel For International competitions where the University is invited to participate, all expenses covering the processing of visa, transportation, food, lodging, insurance, health and other financial requirements shall be shouldered by the inviting host.

Local Competitions held outside Metro Manila shall be approved by the Office for Athletics and Recreation and the VP for Student Affairs. Travel and meal expenses are shouldered by the University.

11.7 Uniform Policy

The official uniform of Falcon Teams shall be at the Adamson University Logo and the Falcon logo. The official uniform must be blue with streaks of white, or white with streaks of blue. All Falcon student-athletes must wear the official uniform with pride.

All Falcon student-athletes shall be provided with proper set/ sof uniform/ s prescribed to be completely worn in sports events or competitions participated by the University. The official uniform of Falcon Teams must be strictly worn only during official games or events.

All Falcon student-athletes must show reverence to their official uniform by refraining from any of the following:

1. Putting on other designs or markings on it
2. Destroying or distorting it
3. losing or misplacing it
4. Sharing or giving it to others during the playing season
5. Wearing it as casual jersey in events not officially related to sports
6. Wearing it as casual shirt in places not officially designated as venues for sports competition

11.8 Academic Policy

11.8.1 General Requirements

11.8.1.1 Admission and Enrollment

The existing University policies on Admission and Enrollment shall be followed.

11.8.2 Guidelines

11.8.2.1 Program/ courses to be taken by Falcon student-athletes are evaluated by the OAR and the Academic Committee before enrollment to cluster common courses/subjects.

11.8.2.2 Falcon student-athlete must enroll a minimum of four (4) courses, but not less than 12 units per semester unless graduating.

11.8.2.3 Falcon student-athletes with at least more than five (5) common courses will be clustered for possible section/class.

Upon the recommendation of the OAR, a student-athlete may enroll following the existing University enrollment procedures.

11.8.3 Procedures

11.8.3.1 A student-athlete fills up the White Form for the courses to be taken for a particular semester.

11.8.3.2 11.8.3.2 The OAR and the Academic Committee evaluate and cluster student-athletes with common courses/programs.

11.8.3.3 The OAR submits the list of clustered student-athletes to the respective departments..

11.8.3.4 The OAR and the concerned departments submit the same list to the Registrar's Office to open a section/class.

11.8.3.5 The concerned departments will assign a faculty member for the said section/class.

11.8.3.6 The student-athletes will enroll the said section/class following the usual enrollment procedures and gets his/her official registration form.

11.8.4 Class Attendance

Falcon student-athlete is required to attend class regularly and consistently. However, in cases of participation in competition, absences from classes cannot be avoided, it is imperative that the student-athlete takes the full responsibility to make up for missed lessons. The OAR and the Coaches shall not condone poor academic performance due to excessive absences.

Absences due to illness and injury-related to supervised sports activities will be handled by the OAR by informing the instructors accordingly.

11.8.5 Academic Performance

The OAR through the assistance of the Team Coaches and the Athletes Academic Committee monitors the academic performance of Falcon student-athletes.

11.8.5.1 Guidelines

- a. A student-athlete is subjected to the provisions specified in Academic Performance Policies for Athletes, OAR Policies and Guidelines 2007.
- b. The academic standings of all student-athletes are reviewed by the Athletes Academic Committee at the end of each semester. This Committee evaluates the semestral grades of the student-athletes as basis for a) eligibility in the UAAP and other leagues, b) continuity in scholarship, and c) financial accountability due to Failed subjects/courses (5.0); Dropped courses (6.0); or Non-attendance in the course (0.0).

Eligibility- is the satisfaction of twin requirements, that:

- At least 60% percent of enrolled courses and units must have been passed in a particular semester;
 - Must have enrolled 12 units equivalent to at least 4 courses or more.
- c. The student-athletes must maintain grades not lower than the required General Weighted Average.

Table 1. Required GWA

PROGRAMS	Required GWA
Engineering (all programs)	2.50
BS Mathematics	2.50
BS Chemistry	2.50
BS Computer Science	2.50
BS IT and Information	2.50
BS Pharmacy	2.50
BS Accounting	2.50
Management Programs	2.50
Other Programs not mentioned	2.50

Failure to comply with the required GWA subjects the student-athlete to the following actions:

Table 2. Actions to Failure of GWA

First Offense	Verbal and Written Reprimand
Second Offense	One (1) semester suspension of scholarship
Third Offense	Termination from Scholarship

Student-athletes must have passed the required number of courses in a semester immediately preceding the competitive season.

- d. Grades of "Dropped", "Withdrawn", "Conditioned" "4", "Inc.", or its equivalent shall be considered as non-passing marks.
- e. All student-athletes with cumulative GPA of below 2.50 will be conformed to the Student Habits Program.
- f. A student-athlete who officially dropped and/or filed an official Leave of Absence (LOA) will be eligible provided he/she passed the required number of courses in a semester prior to his /her LOA.
- g. Tuition fees of failed and/or dropped courses shall be charged to the student-athlete.
- h. In monitoring the student-athletes' grades at the end of each semester, the following will be observed:
 - The OAR requests copies of Prelim, Midterm and Final grades of all student-athletes from the Registrar's office.
 - The OAR gives a copy of grades to the Coaches for monitoring and evaluation purposes.
 - The OAR and the Coaches review, acknowledge student athletes' academic performance, and remind the concerned athletes regarding their grades:

- The OAR reports to Finance Office the names of student athletes with failed and dropped subjects to effect proper payments.
- The OAR informs the student-athlete who will be disqualified due to his / her academic deficiency.
- Disqualified student athlete shall follow the existing athlete exit process of the University.

g. PE, ROTC, CWTs Grades

11.8.6 Non Attendance Privilege in Enrolled PE Courses

All Falcon student-athletes are given non-attendance privilege in enrolled PE courses.

11.8.6.1 Guidelines

1. In order to avail the non-attendance privilege, a student athlete must:
 - Apply to avail the non-attendance privilege by informing the OAR not later than two (2) weeks from the start of regular classes of his/her enrolled PE course.
 - Attend the first two weeks of his/her class.
 - Inform his/her professor that he/she is an athlete, and ask permission for non-attendance
 - Express in writing his/her intention to avail the said privilege to his/her professor.
2. The OAR checks and acknowledges the application.
3. The OAR consolidates and endorses the list of student-athletes taking the concerned courses to the respective departments.
4. The Coach determines the grade either a passing grade or otherwise, that a student-athlete deserves for any of those courses.
5. The grade submitted by the Coach, and noted by the OAR Director will be forwarded to the Physical Education Department.
6. The teacher may at his/her discretion increase the grade given by the Coach.

11.9 Medical Policy The OAR incoordination with the Team Physician and Director for Health Services set the following medical care policies and programs for wellness and health maintenance of all Falcon student-athletes. Medical policies shall be subject for review and revisions every end of school year or as needed.

11.9.1 Guidelines

In case of major injuries requiring hospitalization, the student-athletes or their

representative shall secure a referral letter to accredited hospitals from the Finance Department for the Center for Health Services.

Automatic isolation shall be required for an athlete if found having infections and communicable disease/s attested by medical records.

11.9.2 Health Services

11.9.2.1 Physical examinations are given to all student-athletes by the Team Physician in each sports/event prior to the opening of the UAAP season. These are among others:

- Systematic and complete healthcare evaluation and physician examination
- Supervision and consultation on programs related to cardiovascular condition, sound muscular and good flexibility practices
- Diagnosis and evaluation for every injury or illness
- Providing health counseling to student-athletes
- Reinforcing healthy practices that insure greater quality of life
- On-going program injury prevention program

11.9.2.2 The physical capability of an injured or ill student-athlete to participate in any University athletic competition is determined by the Team Physician with the assistance of the trainer; and/or upon medical consultation with another physician when circumstances warrant it.

11.9.2.3 The OAR/ Adamson University will not be responsible for the payment of medical treatment related/unrelated to athletics including but not limited to:

- a. Common illness (such as tuberculosis, dengue, etc.).
- b. Injuries incurred in some activity other than those supervised by the coaches during regular schedule of practices and games (such as PBL, World Series, etc.).
- c. Injuries in an unauthorized competition.

11.9.2.4 Payments for authorized prescriptions approved by the Team Physician due to athletic related injuries will be processed under the provisions of the insurance or directly under OAR.

11.9.3 Pregnancy

A student-athlete who is pregnant will not be allowed to practice and participate in the event/competition. All women athletes will be required to undergo pregnancy test every year by the accredited clinic of the University.

11.9.4 Insurance

Falcon student-athletes are covered with Accident Insurance under the OAR's sponsored accident insurance program in the event of injuries during organized sports activities and competitions.

Any student athlete may increase his/her premium contract with the issuance at his/her own expense, aside from the University's insurance.

11.9.5 Sport-related Injuries/Sickness

The OAR in coordination with Health Services and Campus Security and Safety (CSS) facilitates the hospitalization needs of Falcon student-athletes.

However, not all sickness may be financially supported by Adamson University. Sickness or injury due to or as a result of participation in any event without knowledge and permission of the University or its Coach in particular, holds the University free from any medical expenses or liabilities.

11.9.5.1 Guidelines

- Injury sickness and other health related cases must be reported immediately to the OAR and the Health Services.
- The Health Services determines whether to transfer the hospitalization of the injured/sick student-athlete to the University's accredited hospital.
- The Insurance Company and the Finance Offices shall facilitate the settlement of hospital bills subject to the existing Medical Policy for student-athletes.

11.9.5.2 Procedures

On-campus cases:

1. The injured/ sick student-athlete through the Team Coach informs the OAR and the Health Services of his/her health condition.
2. The University Physician gives his/her initial diagnosis for hospitalization whenever necessary.
3. In minor cases, the Center Health Services provides first aid treatment, medication, and advises the injured/sick student-athlete for follow up check-up.
4. In case the injured/sick student-athlete needs hospitalization, the Health Services prepares referral letter, and the CSS will provide the transportation.
5. Representatives from the OAR and the Health Services will assist the injured/sick student-athlete for the hospital requirements.
6. The OAR through the Coach will inform the family of the injured/ sick student-athlete.

Off -Campus Cases:

1. The OAR, Health Services and CSS must be informed immediately of the hospitalization.

2. Representatives from the OAR and the Health Services will assist the injured/sick student-athlete for the hospital requirements.
3. The OAR through the Coach will inform the family of the injured/ sick student-athlete.

SECTION 12. ALUMNI RELATIONS

The Office for Institutional Advancement (OIA) supports the University's mission and vision by advancing and strengthening relationships with alumni, donors, students, parents, friends, community members, and company partners. The office provides the framework to strong support and lasting relationships with a variety of constituencies. The OIA is responsible for attracting resources for the university, and to encourage and secure financial support from alumni, friends, and company partners. The office is composed of the Worldwide Alumni Relations and Fund Raising units. It also provides the following services to the community:

- Alumni Services
- Spiritual Services
 - o Free Masses conducted by Vincentian Priests
 - o Advent and Lenten Recollection
- Lecture series, training, and seminars for students
- Free training and seminars to AdU faculty and employees
- Alumni OFW credentials
- Organization of local and international Alumni Associations chapters
- Sports development and sponsorship
- Organization of the Alumni Global Reunion
- Search for the Outstanding Adamsonian awardees
- Alumni donors and sponsorships for the University's scholarship programs
- Sports events:
 - o President's Cup Golf Tournament
 - o President's Bowl
 - o Falcon Run

The OIA is headed by the Director and assisted by the Alumni Relations Coordinator and Fund Raising Coordinator.

Donations Course through Adamson University Account

PNB-Savings Account No.	369496000105-(Peso)
PNB-Savings Account No.	369496000113-(Us Dollar)
Account Name:	Adamson University –(OIA)
Bank/Branch:	Philippine National Bank-UN Branch G/F, UMC Bldg, 900 United Nations Avenue, Ermita, Manila, Phils.
Contact Details:Telefax:	(632) 5259858
Trunkline:	(632) 5242011 loc. 314
MobileNos.	Globe (+63) 917-8588804 Sun (+63) 922-8589935 Smart (+63) 939-9253897
Email Add:	oia@adamson.edu.ph
Facebook Account Name:	Adamson Institutional Advancement

SECTION 13. PHYSICAL FACILITIES AND GENERAL SERVICES

The Physical Facilities & General Services Office (PFGSO) is primarily responsible for providing excellent facilities and efficient general services in maintaining a clean and functional service facilities and infrastructures for a conducive, safe, peaceful, and secure educational milieu.

13.1 Vision

An Office rendering dedicated services to support the attainment of the Adamson University Vision/Mission and its Programs in providing excellent educational system.

13.2 Services

- 13.2.1 Conducts preventive and corrective maintenance of all civil, architectural, electrical and mechanical facilities of the University to ensure quality;
- 13.2.2 Facilitates outsourcing of identified special institutional projects and ensures that they are carried out according to the approved plan;
- 13.2.3 Provides transportation services based on availability and on a first come first serve reservation basis but only for the University official business only;
- 13.2.4 Provides and maintains venues for school activities also on a “First Come, First Serve” reservation basis;
- 13.2.5 Ensures cleanliness and good housekeeping in all school areas and continuously upgrades greening and beautification of the environment;
- 13.2.6 Provides security and safety services^{24/7}.
 - Campus Safety & Security (CSS)---daily except weekends and holidays
 - Contracted Security Agency/Security Personnel - available 24 hours daily

SECTION 14. INFORMATION TECHNOLOGY CENTER SERVICES

In general, the Information Technology Center (ITC) is responsible for the supervision of computing facilities, the development and monitoring of administrative computerized systems, generation of information systems reports, and the provision of the maintenance services. The IT Center as a whole is a partner in the progress of the University. Its highly effective technological support to administrators in their diversified functions makes the University globally competitive.

Provide IT resource and services to the entire University through the following section offices:

14.3 Systems Development

Responsible for the development, installation, Maintenance of the different systems application in the University and develops and maintains the University web site in coordination with the different offices in the campus.

14.4 Systems Maintenance

Responsible for the maintenance of the University computer machines distributed in the different offices and laboratories in the campus. The office is also responsible for the operation and maintenance of the different computer laboratories.

14.5 Network Infrastructure

Responsible for the installation and maintenance of the University network facilities particularly in fiber optic backbone and the different data cabinets housing the switches and hubs of the network and Responsible for the Internet services and facilities of the University.

SECTION 15. UNIVERSITY STORE

The University Store is located at the CS building. The store sells school supplies, textbooks, gift & souvenir items, uniforms and Adamson merchandise. It is open from Monday to Friday, 8 AM to 5PM.

SECTION 16. DISASTER AND RISK MANAGEMENT

Disaster and Risk Reduction Management (DRRM) at Adamson University aims to reduce the damage caused by natural hazards and disasters like fire, earthquakes, tsunami, typhoon and floods, through an ethic of prevention that covers four thematic areas, namely, (1) Disaster Prevention and Mitigation; (2) Disaster Preparedness; (3) Disaster Response; and (4) Disaster Rehabilitation and Recovery.

ARTICLE X. STUDENT ACTIVITIES

SECTION 1. ADAMSON UNIVERSITY STUDENT GOVERNMENT (AUSG)

1.1 Vision - Mission



ADAMSON UNIVERSITY STUDENT GOVERNMENT envisions itself towards student empowerment and the promotion of unity among the students.

Through this, AUSG serves as a bridge and channel of communication to initiate activities that will mold students as true Adamsonians.

Thus, AUSG hopes to attain this with explicit cooperation between the AUSG Executive Council, Legislative Council of Leaders, the School Administration and other sectors of the community.

Guided by the Vincentian Spirit in following the footsteps of Jesus Christ,

AUSG dedicates this commitment in God's name.

1.2 Student's Bill Of Rights (Article III of the 2014 AUSG Constitution)

1.2.1 Every student shall have the right to:

- a. enjoy freedom of expression not contrary to laws of the AUSG and existing regulations of the university;
- b. have its transcript of records and clearances speedily processed and the confidentiality of his academic records maintained;
- c. Participate in Recognized Student Organizations.

1.2.2 Students shall individually or collectively, be entitled to:

- a. have their grievances heard and speedily redressed;
- b. organize and assemble for purposes not contrary to law and existing regulations;
- c. present their views to appropriate bodies and authorities concerning any policy or decision affecting their rights, interests and welfare.

- 1.2.3 No student shall be subjected to disciplinary action, suspension, and expulsion without due process.
- 1.2.4 The enumeration of certain rights in this Constitution of AUSG shall not be construed to deny or disparage others retained by students in their capacity as members of the student body or as citizens of the community at large.

SECTION 2. STUDENT PUBLICATION

The Adamson Chronicle is the Official Student Publication of Adamson University. It strives to be critical and objective entity that would act as a vanguard of truth without compromising a healthy and constructive, and diplomatic environment.



SECTION 3. RECOGNIZED STUDENT ORGANIZATIONS (RSOS)

The University through the Office for Student Affairs (OSA) recognizes the existence of the Recognized Student Organizations. These RSOs provide mechanism for the efficient conduct of student activities on and/or off-campus. With the University's Vision-Mission serving as their guiding principle, they help their members to:

- Create opportunities to serve their fellow students and the community;
- Develop skills and talents;
- Enhance their communication skills and inter-personal relationships

SECTION 4. EXTENSION PROGRAMS

Students are encouraged to participate in social action and in the community extension services of the University. They are invited to be actively involved in sharing their time, talents and resources implementing community organization and development programs, activities and services for the marginalized. These programs are under the office of Integrated Community Extension Services (ICES) in coordination with the academic and co-academic offices.

ARTICLE XI. CULTURAL AND SPORTS FACILITIES

SECTION 1. ADAMSON UNIVERSITY THEATER

The Adamson University Theater is the former auditorium of St. Theresa's College- Manila (STC-Manila) that was built in 1940 under the supervision of Engineer Carlos Quisumbing.

The auditorium was a favorite venue for cultural activities, artistic events, academic and social gatherings by students and professionals alike before and after STC-Manila became part of Adamson University in 1977.

In 2005, the major renovation that was started a couple of years back was completed. R.T. de Leon Construction undertook the project based on the design plan of Architect Joel Lopez. The project was accomplished during the presidency of Fr. Gregorio L. Bañaga, Jr., CM.

The Adamson University Theater is a premier venue for staging plays, pageants, concerts, screening films and conducting lectures and conferences.

SECTION 2. ADAMSON UNIVERSITY MUSEUM

2.1 The Founder's Wing

The Founder's Wing is the section dedicated to the memory of Prof. Dr. George Lucas Adamson. The Greek chemist and educator who established the Adamson School of Industrial Chemistry in 1932 in Manila, which became Adamson University in 1941. Dr. Adamson ran the university until 1967 when ownership and administration of the school was passed on to the Vincentian Fathers and Brothers of the Congregation of the Mission (Vincentians).

The Founder's Wing is a collaborative effort between the family of Dr. Lucas George Adamson. The founder's son, and the administration of Adamson University led by University President Fr. Gregorio L. Bañaga, Jr., C.M. The former donated the memorabilia of the late founder while the latter provided the space and continuing curatorship of the museum. Contracted to do the planning, research, and concept development, including the construction management, was the Ayala Museum curatorial team headed by Mr. Kenneth Esguerra.

The Founder's Wing exhibits the memorabilia of Dr. Adamson from his brief sojourn in Australia to his retirement as president of Adamson University.

2.2 The Vincentian Wing

The Vincentian Wing exhibits the history of the university from 1964, the year it was turned over to the Vincentian priests and brothers of Congregation of the Mission, to the present.

The four Vincentian presidents who successfully steered the school to its present status as an institution offering quality Catholic education are given recognition together with the milestones that transpired during their respective terms. Included in this section of the museum are photos of the two Adamson Brothers-Alexander Athos and George Athos-who were cousins and partners of the founder.

The Adamson University Museum is located on the ground floor of the St. Vincent Building.

SECTION 3. ADU ART GALLERY

Located at the left side of the AdU Theater, the gallery's latest transformation is the handiwork of Arch. Sylvester Seño, faculty member of the College of Architecture, who was commissioned to design the makeover. From just being a part of the St. Theresa's Auditorium and its surroundings, the gallery now invites a second look because of its interesting Brutalist architecture that carries modernist and deconstructivist elements.

The Brutalist design that Arch. Seño applied is particularly evident in the wavy texture of the lower facade, in the cubist-looking surface of the upper facade, in the triangular shapes carved or embossed on the boundary wall at the terrace and even on the slender grass boxes embedded in the terrace itself. The linear and angled character of the design is echoed in the two-floor interior, notably in the stair case, ceiling and glass panels.

The art gallery has mounted several arts and photo exhibits and serves as holding area for special guests of the theater.

SECTION 4. ADAMSON UNIVERSITY GYMNASIUM AND COVERED COURT

The gymnasium and covered court are the training facilities for the athletic sport teams of the University especially the Adamson Falcons. They are also used for intramural sports events and even for extramural competitions especially in University Athletic Association of the Philippines (UAAP) and others. These two facilities are located next to each other at the back of the St. Vincent Building.

ARTICLE XII. APPENDICES

APPENDIX A. POLICIES AND GUIDELINES IN THE CONDUCT OF CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

INTRODUCTION

Adamson University recognizes the value of the co-curricular and extra-curricular activities and affirms their importance in assisting students develop their knowledge, skills, and personal qualities to be successful in a diverse society. The co-curricular and extra-curricular activities are integral part of the total school program and the opportunities for participation shall be opened to all students. It is, however, the primordial concern of the management that the conduct of these activities will not be to the disadvantage of the academic activities.

Representatives of Adamson University when they perform in public are expected to conduct themselves properly at all times in a manner that will reflect the high standards and ideals of the school and the entire academic community. As a result, participants and organizers of co-curricular and extra-curricular activities shall be governed by policies and guidelines and the appropriate standards of behavior.

SECTION 1. PURPOSE AND SCOPE

The policies for curricular and co-curricular activities are formulated for the following purposes:

- 1.1 To ensure that these activities shall not interfere nor supplant the regular academic curriculum.
- 1.2 To provide clear guidelines for rationalized conduct of student activities, both co-curricular and extra-curricular in nature
- 1.3 To ensure the quality of educational and social activities sponsored by any organization or office inside and outside the University.
- 1.4 To protect students and other members of the academic community from abuses that relate to the conduct of these activities.
- 1.5 The policy applies to the following:
 - a. Academic activities - These are activities which are integral to the subject and other curricular requirements which result in a course grade and credit.
 - b. Co-curricular activities - These are activities which relate to the subject and other curricular requirements but do not result in a course grade or credit.
 - c. Extra-curricular activities - These are activities which are not part of the curricular requirements such as those by Recognized Student Organizations (RSOs)
 - d. Selling of tickets, solicitation and vending - This is in relation to activities conducted within and outside the campus organized by a member or any unit of the University.

SECTION 2. GENERAL POLICIES AND PROCEDURES

- 2.1 Repeated disruption of classes by co-curricular and extra-curricular activities affecting delivery of lessons is strictly prohibited. Faculty members are required to fulfill the contact hour's equivalent to the unit credit of the subject in accordance to CHED regulations.
- 2.1 Plant Visit/Fieldtrip as part of the Curriculum:
 - a. If the CHED approved curriculum includes a subject for Plant Visits/Fieldtrips, for students in the terminal year of their major courses, such activity is allowed. Plant visits/Fieldtrips in general education and service subjects is not allowed.
 - b. Approved plant visits/fieldtrips shall be conducted within one-day but overnight stay is not allowed. Side trip to places unrelated to the academic activity is prohibited.
 - c. Plant visit/fieldtrip as a curricular requirement needs the approval of the Department Chair, Dean and the Vice President for Academic Affairs. A Permit to Travel shall be issued prior to the conduct of the activity.
 - d. Point of departure and arrival of participants shall be at Adamson University. Faculty advisers are required to accompany and supervise the students during the entire duration of the activity.
 - e. Plant visit/fieldtrip requiring air travel and exorbitant fees is not allowed.
 - f. Plant visit/fieldtrip shall be conducted on days with regular classes.
- 2.2 Academic Departments/Offices are not allowed to conduct extra curricular activities.
- 2.3 Students and student organizations are required to observe the policies in the Student Manual at all times and in all occasions in the conduct of extra-curricular activity.
- 2.4 Suspension of classes for non-academic/extra-curricular activities, in general, is not allowed, to avoid disruption of classes. Suspension of classes needs the approval of the Vice President for Academic Affairs after evaluating the merit of the request.

SECTION 3. AUTHORIZED ACTIVITIES

Major co-curricular or extra-curricular activities shall be declared at the start of the school year for scheduling and planning purposes. Among the authorized activities that shall be declared are:

- 3.1 College/Department General Assembly conducted once during school year and to be held on Saturdays.
- 3.2 College/Department Days celebration to be held during the University Foundation Week celebration.
- 3.3 Activities conducted by outside organizations requiring the attendance of students and faculty members, i.e., UAAP Games, and other activities of organizations where Adamson University is an institutional member.

- 3.4 Non-academic activities and meetings shall be conducted on a designated Activity Day every month by the Academic Council to avoid the disruption of classes.
- 3.5 Faculty members/employees are not allowed to contract out activities for students. Only academic heads or officers are authorized to contract a third party and only when there is no alternative way to acquire the service needed. Such contract needs the approval of the Vice President for Academic Affairs or Vice President for Student Affairs.
- 3.6 The conduct of co-curricular activities and extra-curricular activities must be approved or authorized by the Office for Student Affairs.

SECTION 4. RECOGNIZED CONFLICTS

Sometimes conflicts arise for students between academic commitments and co-curricular/extra-curricular activities. Students, faculty, staff, and administrators all share the responsibility of recognizing, minimizing and resolving these conflicts. These complementary programs include athletic, cultural, educational, volunteer activities and others of the same nature.

When a conflict arises for a student between a regularly scheduled class and a co-curricular/extra-curricular activity, the College Dean is responsible for identifying "College Recognized Conflicts." The recognition of a conflict between academic commitments and other activities does not imply that a student is excused from class and other academic responsibilities, such as a laboratory or periodical examination. There are no conflicts for which students are automatically excused from class or other academic commitments.

Practice for a co-curricular/extra-curricular activity and preparation for practice will not be recognized as a genuine conflict.

Students who are on probation may not miss a regularly scheduled class or other academic responsibilities related to the class to participate in a co-curricular/extra-curricular activity.

Reasonable accommodation that resolves the conflict without sacrificing the academic integrity and rigor of the course (conflict between varsity players and college faculty) should be worked-out by the student and the faculty member at no instance that a co-curricular and extra-curricular activity shall supplant an academic activity.

SECTION 5. USE OF UNIVERSITY PROPERTY OR FACILITY

All offices and departments shall include in their annual budget an allocation for the use of school facilities. i.e., venues, transportation. Rates for the use of a facility shall be in accordance with the guidelines set by Physical Facilities Office (PFO) and the Finance Department.

For student activities, appropriate miscellaneous charges shall be included in their enrollment assessment to allow the free use of facilities in accordance to set guidelines by the Finance Department.

Using different venue, facility or time schedule other than those assigned to an activity is not allowed unless the change is approved by PFO due to valid reasons.

The loss or misuse of equipment or facility will be the financial obligation of the participant. Application for use of school facilities shall follow the policies and guidelines of the PFO.

Use of the University Theater shall be coursed through the Cultural Affairs Office (CAO) for processing and scheduling.

SECTION 6. COLLECTION, SOLICITATION AND VENDING IN THE CAMPUS

- 6.1 Only the Cashier's Office is authorized to collect fines, payments, charges, contributions or donations. No other office or person may collect without the specific and expressed authorization from the University President. All entities shall abide to the Policy on Centralized Collection.
- 6.2 Selling of tickets or collection of any contribution in any form or for any purpose or project from students in connection with the conduct of academic, co-curricular or extra-curricular activity without the proper authorization from the President or his authorized representative is not allowed.
- 6.3 Enticing students to buy tickets or attend extra-curricular/co-curricular activity by giving points. Exemption in quizzes or passing grade is strictly prohibited and is considered a major offense. Likewise, profiting from students in the conduct of such activities is strictly prohibited.
- 6.4 Solicitation of students to fund campaign outside the University is not permitted. However, the University believes in and contributes to community and welfare organizations. For these and other charities, the Office of the President considers each case on its merits and makes donations as warranted in the name of the University.
- 6.5 Financial report must be submitted to the Office for Student Affairs or to the approving office after the conduct of the activity for audit purposes.
- 6.6 Printing off-shirts by the different departments/organizations and selling of these shall need the approval of the Office for Student Affairs. The department/organization shall coordinate with the Business Affairs Office for the printing and selling. Likewise, the printing of souvenir programs, brochures, tickets and others shall be through the University Printing Press.
- 6.7 Vending inside the campus or selling consumer goods or services, which are not all part or related to any subject or approved activity, by faculty members, employees or students is not allowed. Items sold inside the campus shall be through the bookstore or authorized outlet of the BAO.
- 6.8 Bus companies that provide transportation services to students' activities must be accredited by the Physical Facilities Office (PFO). The PFO will assist organizers in choosing a transportation company that can offer the most reasonable rate to keep the cost of the activity low.
- 6.9 No one is authorized to use the University name and seal without the approval of the Office of the President.

SECTION 7. VIOLATIONS AND SANCTIONS

When a faculty member or employee violates policy, his/her offense can generally be classified as either major or minor. In general, disciplinary action may be anything from a warning (verbal or written) to suspension or dismissal. All cases of violation will undergo due process.

The President shall convene a hearing committee to investigate and recommend appropriate sanction for reported violations. Hence, penalties and sanctions for similar offenses cited in the Manual of Regulations for Private Schools and the labor Code of the Philippines shall be adopted.

Major Offense

The following violations are considered major offenses and merit dismissal of the employee on the first offense, if proven guilty:

- a. Conducting plant visits, fieldtrips or any out-of-town campus activities in violation of set guidelines.
- b. Selling of tickets, whether voluntary or involuntary for whatever purpose without the approval of concerned University officials.
- c. Unauthorized collection of fees for school activities for and in behalf of the University.
- d. Malversation of activity funds.
- e. Failure to remit to the Treasurer's Office any excess amount from the fees charged after conducting the activity within the reglementary period required by the same office.
- f. Contracting agreements with any third party in relation to any activity which is blatantly onerous to the students or any office/department of the University.
- g. Unauthorized use of the University name and seal without the approval of the Office of the President.
- h. Willful disobedience of lawful orders, or willful breach of trust and other causes analogous to the foregoing.

The following violations considered of lesser degree have the following sanctions:

Violation	1st Offense	2nd Offense	3rd Offense
a. Failure to file an accomplishment and financial report on designated time to the immediate superior or any appropriate office in the University.	Reprimand	Suspension	Dismissal
b. Willful disregard in observing house rules of the University facility used in conducting activity.	Reprimand	Barred from using the facility	
c. Using the University facility different from what is declared in the permission granted	Warning	Reprimand the user	Barred from using the facility
d. Using media coverage for the activity without the directive and consent of the IDEA Office.	Suspension	Dismissal	

Other analogous cases from the Code of Ethics, Manual of Regulations for Private Schools and the Labor Code of the Philippines are not precluded from applicability.

In the case of students, the Student Manual should be applied and if some offenses are not contained therewith, it ought to be added.

Penalties or sanctions are imposed not in a retributive manner, rather a corrective mechanism, so as not to be repeated and exemplary, so as not to be imitated.

The hearing committee shall have a wide discretion in deviating from the defined rules, bearing in mind, that the penalty should commensurate to the offense committed and take into consideration their responsibility towards the student by subscribing to the highest level of ethical practice and service as teachers and employees of Adamson University.

References:

1. *Revised Policies on Centralized Collection*
2. *Guidelines from the Office of the Cultural Affairs*
3. *Physical Facilities Office: Revised Policies and Guidelines*
4. *VPAA Memo. No. 14 s. 2005 & No. 31s.2005*
5. *Adamson University Student Manual*
6. *Manual for Academic Policies (revised 2005)*
7. *Manual of Regulations for Private Schools*
8. *Labor Code of the Philippines*
9. *CHED Circular Memoranda*

Approved for implementation, June 18, 2007

APPENDIX B. GUIDELINES IN THE CONDUCT OF MEETINGS, GENERAL ASSEMBLY AND CURRICULAR ACTIVITIES

Adamson University is committed to fostering an environment that promotes successful conduct of academic activities at all levels. The achievement of such success is dependent on an environment free of behaviors which can undermine the important mission of our institution. Conduct of non-curricular activities is a privilege earned through compliance with all applicable rules and regulations. This set of guidelines is intended to be a positive statement in support of our teachers and students as they strive to engage in various activities outside their classes.

A. College/Department's Meetings

Guidelines:

1. To minimize conflict with classes, conduct meetings outside teaching schedule;
2. Colleges are enjoined to limit monthly meetings to three hours and departments to two hours;
3. Maximize the use of memos for announcements of important matters;
4. Submit a copy of the minutes of the monthly meeting as exhibit for IQUAME and other accreditation purposes;
5. Schedule meetings and other activities on designated Activity Day of the Month;
6. Always inform HRMDO about meetings for the faculty attendance.

B. General Assembly

Guidelines:

1. College/Department's General Assembly shall be conducted on a Saturday and the venue shall be within the campus.
2. Secure approval from appropriate offices.
3. General Assembly shall be half-day only to give way to other colleges/ departments that will use the same venue.
4. General assemblies shall be used as a forum to present the following:
 - a. New/Existing curricular programs
 - b. Co-curricular/Extra-curricular activities
 - c. Department's accomplishments/plans
 - d. Faculty members and student officers
 - e. Student concerns and other relevant concerns
5. As college/department has approved budget for the General Assembly, collection for registration fee/certificates is not allowed. Serving and collecting contribution for food should not be compulsory.
6. In general, General Assembly is conducted once during the school year.

C. Curricular Activities

Guideline:

Conduct of curricular activities shall fall under the supervision of the VP for Academic Affairs, College Dean and Department Chair in accordance with the CHED Guidelines and University Policies. Expenses of students are limited to declared items that are necessary for the conduct of the academic activities in the subject. Collection of these fees shall be in accordance with the Policy on Centralized Collection.

D. Activity Day

Activity Days are either Saturdays or regular class days as declared by management. There shall be no suspension of classes.

- For offices that do not have meetings/activities.
- Outside the schedule of the meetings/activities
- For students/faculty members who are not part of the meetings/ activities

GUIDELINES IN HOLDING OFF – CAMPUS DEPARTMENT ACTIVITIES

1. Off-campus activities in the form of outing and teambuilding activities if feasible should be scheduled outside of class hours such as weekends or during the semestral break;

2. If the activity is to be conducted on a weekday, approval shall be for one (1) regular working day only for every semester which can be applied only once in any of the following activities such as {a} Teambuilding, {b} Planning, {c} Outing, {d} Retreat/Recollection.

Any extension would constitute an absence of the employee in the office/ classes unless a prior leave application has been filed and approved for the succeeding days so as not to effect a deduction in pay.

3. Any Off-campus activity such as the conduct of an out-of-town trip has to be supported with a program schedule/agenda to be attached to the department's letter request and sent to the following offices for approval:
 - For the Academic group-approval by VPAA
 - For the Co-academic group - approval by VPA
4. The department/office with a scheduled off-campus activity shall be responsible for disseminating the appropriate notices at least one week before the scheduled department date for the guidance of the students and other clientele.
5. Offices which are involved in the enrollment season (e.g. Treasurer, Registrar, ITC, Academic departments) should schedule their off-campus activity outside of the enrollment period.
6. Department heads bringing along their student assistants in their off-campus activity should comply with the requirements of the OSAS such as securing insurance, parent's waiver, etc., failing which, the student assistants will be prohibited from joining the activity.
7. For purposes of attendance and for appropriate excuses to be granted, a copy of the approved activity signed by the VPA/VPAA together with the listing of participants should be forwarded to HRDO no later than the next day after the conduct of the activity. Said listing should also include those employees who are not part of the department but are officially invited by the host department as program facilitators or speaker in their team building activity.
8. Following the University's budget guidelines, the department should ensure that the expenses to be incurred in the department activity should be within the approved budget. Any excess amount cannot be charged on other department activities nor will a reimbursement for the excess amount incurred be considered.
9. Activities that are institutional in nature or activities organized by top management involving administrators are excluded from these guidelines.
10. The administration reserves the right to cancel the approval granted earlier and/or have the department activity rescheduled should there be priority assignments (e.g. accreditation visit, major examination schedule) that may conflict with a scheduled off campus activity.

APPENDIX C. AN ACT REGULATING HAZING AND OTHER FORMS OF INITIATION RITES IN FRATERNITIES, SORORITIES, AND ORGANIZATIONS AND PROVIDING PENALTIES THEREFORE (REPUBLIC ACT NO.8049)

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

Section 1. Hazing as used in this Act is an initiation rite or practice as a prerequisite for admission into membership in a fraternity, sorority or organization by placing the recruit, neophyte or applicant in some embarrassing or humiliating situations such as forcing him to menial, silly, foolish and similar tasks or activities or otherwise subjecting him to physical or psychological suffering or injury.

The term organization shall include any club or the Armed Forces of the Philippines, Philippine National Police, Philippine Military Academy, or officer or cadet corps of the Citizen's Military Training, Citizen's Army Training. The physical, mental and psychological testing and training procedure and practices to determine and enhance the physical, mental and psychological fitness of prospective regular members of the Armed Forces of the Philippines and the Philippine National Police as approved by the Secretary of National Defense and the National Police Commission duly recommended by the Chief of Staff, Armed Forces of the Philippines and the Director General of the Philippine National Police shall not be considered as hazing for the purposes of this Act.

Section 2. No hazing or initiation rites in any form or manner by a fraternity, sorority or organization shall be allowed without prior written notice to the school authorities or head of organization seven days (7) days before the conduct of such initiation. The written notice shall indicate the period of the initiation activities which shall not exceed three days (3), shall include the names of to be subjected to such activities, and shall further contain an undertaking that no physical violence be employed by anybody during such initiation rites.

Section3. The head of the school or organization or their representatives must assign at least two (2) representatives of the school or organization, as the case maybe, to be present during the initiation. It is the duty of such representative to see to it that no physical harm of any kind shall be inflicted upon a recruit, neophyte or applicant.

Section 4. If the person subjected to hazing or other forms of initiation rites suffer any physical injury or dies as a result thereof, the officers and members of the fraternity, sorority or organization who actually participated in the infliction of physical harm shall be liable as principals. The person or persons who participated in the hazing shall suffer:

- a. The penalty of reclusion Perpetua if death, rape, sodomy or mutilation results therefrom.

- b. The penalty of reclusion temporal in its medium period if in consequence of the hazing the victim shall become insane, imbecile, impotent or blind.
- c. The penalty of reclusion temporal in its medium period if in consequences of the hazing the victim shall have lost the use of speech or the power to hear, or shall have lost an eye, a hand,
- d. A foot, an arm or a leg or shall have lost the use of any such member shall have become incapacitated for the activity or work in which he was habitually engaged.
- e. The penalty of reclusion temporal in its minimum period if in consequence of the hazing the victim shall become deformed or shall have lost any other part of his body, or shall have lost the use thereof, or shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for a period of more than ninety (90) days.
- f. The penalty of prison mayor in its maximum period if in consequences of the hazing victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for more than thirty (30)days.
- g. The penalty of prison mayor in its medium period if in consequence of the hazing the victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for ten days (10) days or more, or that the injury sustained shall require medical attendance for the same period.
- h. The penalty of prison mayor in its minimum period if inconsequence of the hazing the victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged from one (1) to nine (9) days, or that the injury sustained shall require medical attendance for the same period.
- i. The penalty of prison correctional in its maximum period if in consequence of the hazing the victim sustained physical injuries which do not prevent him from engaging in his habitual activity or work nor require medical attendance.

The responsible officials of the school or of the police, military or citizen's army training organization may impose the appropriate administrative sanctions on the person or persons charged under this provision even before their conviction.

The maximum penalty herein provided shall be imposed in any of the following instances:

- a. when the recruitment is accompanied by force, violence, threat, intimidation or deceit on the person of the recruit who refuses to join;
- b. when the recruit, neophyte or applicant initially consents to join but upon learning that hazing will be committed on his person, is prevented from quitting;

- c. when the recruit, neophyte applicant having undergone hazing is prevented from reporting the unlawful act to his parents or guardians, to the proper school authorities, or to the police authorities, through force, violence, threat or intimidation;
- d. when the hazing is committed outside of the school institution or
- e. when the victim is below twelve (12) years of age at the time of the hazing.

The owner of the place where hazing is conducted shall be liable as an accomplice, when he has actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring. If the hazing is held in the home of one of the officers or members of the fraternity, group, or organization, the parents shall be held liable as principals when they have actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring.

The school authorities including faculty members who consent to the hazing or who have actual knowledge thereof, but failed to take any action to prevent the same from occurring shall be punished as accomplices for the acts of hazing committed by the perpetrators.

The officers, former officers, or alumni of the organization, group, fraternity or sorority who actually planned the hazing although not present when the acts constituting the hazing were committed shall be liable as principals. Officers or members of an organization, group, fraternity or sorority who knowingly cooperated in carrying out the hazing by inducing the victim to be present thereat shall be liable as principals. A fraternity or sorority's adviser who is present when the acts constituting the hazing were committed and failed to take any action to prevent the same from occurring shall be liable as principal.

The presence of any person during the hazing is prima fade evidence of participation therein as a principal unless he prevented the commission of the acts punishable herein.

Any person charged under this provision shall not be entitled to the mitigating circumstances that there was no intention to commit so grave a wrong.

This section shall apply to the president, manager, director or other responsible officer of a corporation engaged in hazing as a requirement for employment in the manner provided herein.

Section 5. If any provision or part of this Act is declared invalid or unconstitutional, the other parts or provisions thereof shall remain valid and effective.

Section 6. All laws, orders, rules or regulations which are inconsistent with or contrary to the provisions of this Act are hereby amended or repealed accordingly.

Section 7. This Act shall take effect fifteen (15) days after its publication in at least two (2) national newspapers of general circulation.

Approved, June 7, 1995.

APPENDIX D. AN ACT PROVIDING FOR THE DEVELOPMENT AND PROMOTION OF CAMPUS JOURNALISM AND OTHER PURPOSES (REPUBLIC ACT NO. 7079)

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled.

Section 1. Title. -This act shall be known and referred to as the "Campus Journalism Act of 1991."

Section 2. Declaration of Policy. - It is declared policy of the State to uphold and protect the freedom of the press even at the campus level and to promote the development and growth of campus journalism as means of strengthening of ethical values, encouraging critical and creative thinking, and developing moral character and personal discipline of the Filipino youth. In furtherance, of this policy, the State shall undertake various programs and projects aimed at improving the journalistic skills of students' concerned and promoting responsible and free journalism.

Section 3. Definition of Terms. -

- a. School. - An institution for learning in the elementary, secondary or tertiary level comprised of the studentry, administration, faculty and non-faculty personnel;
- b. Student Publication. - The issue of any printed material that is dependently published by and which meets the needs and interest of, the studentry;
- c. Student Journalist. - Any bona fide student enrolled for the current semester or term, who has passed or met the qualification and standards of the editorial board. He must likewise maintain a satisfactory academic standing.
- d. Editorial Board. - In the tertiary level, the editorial board shall be composed of student journalists who have qualified in placement examinations. In case of elementary and high school levels, the editorial board shall be composed of duly appointed faculty and adviser, the editor who qualified and a representative of the Parents-Teachers' Association, who will determine the editorial policies to be implemented by the editor and staff members of the student publication concerned.

At the tertiary level, the editorial board may include a publication adviser at the option of its members.

- e. Editorial Policies. - A set of guidelines by which a student publication is operated and managed, taking into account pertinent laws as well as the school administration's policies. Said guidelines shall determine the frequency of publication, the manner of selecting articles and features and other similar matters.

Section 4. Student Publication. - A student publication is published by the student body through an editorial board and publication staff composed of students selected by fair and competitive examinations.

Once the publication is established, its editorial board shall freely determine its editorial policies and manage the publication's fund.

Section 5. Funding of Student Publication. - Funding for the student publication may include the savings of the respective school's appropriations, student subscriptions, donations, and other sources of funds.

In no instance shall the department of Education, Culture and Sports or the school administration concerned withhold the release of funds sourced from the savings of the appropriations of respective schools and other sources intended for the student publication. Subscription fees collected by the school administration shall be released automatically to the student publication concerned.

Section 6. Publication Adviser. - The publication adviser shall be selected by the school administration from a list of recommendees submitted by the publication staff. The function of the adviser shall be limited to one of technical guidance.

Section 7. Security of Tenure. - A member of the publication staff must maintain his/her status as student in order to retain membership of the publication staff. A student shall not be expelled or suspended solely on the basis of articles he/she has written, or on the basis of the performance of his/her duties in the student publication.

Section 8. Press Conferences and Training Seminars. - The Department of Education, Culture and Sports shall sponsor periodic competitions, press conferences and training seminars in which student-editors/writers and teachers-advisers of student publication in elementary, secondary and tertiary levels shall participate. Such competitions, conferences and seminars shall be held at the institutional, divisional, and regional levels, culminating with the holding of the annual national elementary, secondary or tertiary School Press Conference in places of historical and/or cultural interest in the country.

Section 9. Rules and Regulations.-The Department of Education, Culture and Sports, in coordination of the officers of the national elementary, secondary and tertiary organizations or official advisers of student publications, together with the student journalist at the tertiary level and existing organizations of student journalists, shall promulgate the rules and regulations and necessary for the effective implementation of this Act.

Section 10. Tax Exemption. - pursuant to paragraph 4, Section 4, Article XIV of the Constitution, all grants, endowments, donations, or contributions used actually, directly and exclusively for the promotion of campus journalism as provided for in this Act shall exempt from donor's or gift tax.

Section 11. Appropriations. - For the initial year of implementation, the sum of Five million pesos (P5,000,000.00) is hereby authorized to be charged against the savings for the current appropriations of the Department of Education, Culture and Sports. Thereafter, such amount as maybe necessary shall be included in the General Appropriations Act.

Section 12. Effectivity. - This Act shall take effect after fifteen (15) days following the completion of its publication in the Official Gazette or in at least two (2) newspapers of general circulation. (87 OG 37, Sept. 16, 1991, p. 5337.)

Approved, July 5, 1991.

APPENDIX E. AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL IN THE EMPLOYMENT, EDUCATION OR TRAINING ENVIRONMENT, AND FOR OTHER PURPOSES (REPUBLIC ACT NO. 7877)

Section 1. This act shall be known as the Anti-Sexual Harassment Act of 1995.”

Section 2. Declaration of Policy - The state shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.

Section 3. Work, Education, or Training-related Sexual Harassment Defined. Work, education or training-related sexual harassment its committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, trainer, or any other person who, having authority, influence or moral ascendancy over another on a work or training or education environment, demands, requests, or otherwise requires any sexual favor from the other regardless of whether the demand, request or requirement for submission is accepted by the object said Act.

- a. In a work-related or employment environment, sexual harassment is committed when:
 1. The sexual favor is made as a condition on the hiring or in the employment, re-employment or continued employment of said individual, or in granting said individual favorable compensation, terms, conditions, promotions, or privileges: or the refusal to grant the sexual favor results in limiting,
 2. Segregating or classifying the employee which in anyway would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee:
 3. The above acts would impair the employee's rights or privileges under existing labor laws: or
 4. The above acts would result in an intimidating, hostile, or offensive environment for the employee.
- b. In an education or training environment, sexual harassment is committed:
 1. Against one who is under the care custody or supervision of the offender;
 2. Against whose education, training, apprenticeship or tutorship is entrusted to the offender:
 3. When the sexual favoritism adea condition to the giving of passing grade, or the granting if honors and scholarships, or the payment of a stipend, allowance or other benefites, privileges, or considerations; or
 4. When sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

Any person who directs or induces another or commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another without which it would not have been committed shall also be held liable under this Act.

Section 4. Duty of the Employer or Head of Office in a Work-related Education or Training Environment. It shall be the duty of the employer or the head of the work-related, educational or training environment or institution to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment. Towards this end, the employer or head of the office shall:

- a. Promulgate appropriate rules and regulations in consultation with and jointly approved by the employees or students or trainees, through their duly designated representatives, prescribing the procedures for the investigation of sexual harassment cases and the administrative sanctions therefore.

Administrative sanctions shall not be a bar to prosecution in the proper courts for unlawful acts of sexual harassment.

The said rules and regulations issued pursuant to this sub-section shall (or) include, among others, guidelines on proper decorum in the workplace and educational or training institutions.

- b. Create a committee on decorum and investigation of cases on sexual harassment. The committee shall conduct meetings, as the case may be, with officers and employees, teachers, instructors, professors, coaches, trainers and students or trainees to increase understanding and prevent incidents of sexual harassment. It shall also conduct the investigation of alleged cases constituting sexual harassment.

In the case of work-related environment, the committee shall be composed of at least one (1) representative from the management, the union, if any, the employees from the supervisory rank, and from the rank and file employees.

In the case of educational or training institutions, the committee shall composed of one (1) representative from the administration, the trainers, instructors, professors or coaches and students or trainees, as the case maybe.

The employer or the head of the office, educational or training institution shall disseminate or post a copy of this Act for the information of all concerned.

Section 5. Liability of the Employer, Head of Office, Educational or Training Institution. - The employer of head of office, educational or training institution shall be solidarity liable for damages arising from the acts of sexual harassment committed in the employment, education or training enrichment if the employer or head of office, educational or training institution is informed of such acts by the offended party and no immediate action is taken thereon.

Section 6. Independent Action for Damages. - Nothing in this Act shall preclude the victim of work, education or training-related sexual harassment from instituting a separate and independent action for damages and other affirmative relief.

Section 7. Penalties – Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of not less than one (1) month nor more than six (6) months, or a fine of not less than Ten thousand pesos (P10,000) or more than Twenty thousand pesos (P 20,000), or both such fine and imprisonment at the discretion of the court.

Any action arising from the violation of the provision of this Act shall prescribe in three (3) years.

Section 8. Separability Clause. - If any portion or provision of this Act is declared void or unconstitutional, the remaining portions or provisions here of shall not be affected by such declaration.

Section 9. Repealing Clause. - All laws, decrees, orders, rules and regulations, other issuances, or parts thereof consistent with the provisions of this Act are hereby repealed or modified accordingly.

Section 10. Effectivity Clause. - This Act shall take effect fifteen (15) days after its complete publication in at least two (2) national newspapers of general circulation.

APPENDIX F. STUDENT DATA PROCESSING STATEMENT

STUDENT DATA PROCESSING STATEMENT

Adamson University collects, maintains and processes personal data relating to its students. It is essential to do so in order for the University to carry out its functions and manage its operations and to provide services to you. These activities are carried out in accordance with the Data Privacy Act of 2012.

The University as defined in the Data Privacy Act of 2012 is the Personal Information Controller (PIC) for processing of personal data which you will provide. To comply with the said law, the University is notifying the students of its implementation.

During enrollment and re-enrollment, you give your consent for the University to process your personal data. The University provides this Statement, which explains how and why we typically process and share your personal data. It also explains how you can opt out of some aspects of the processing, where applicable.

1. Why the University collects and processes your personal data.

To meet certain legal requirements, the University will process and maintain your personal data which are mainly obtained from the details you provide through University application forms and the University registration/enrollment process. Additional personal data is collected during and after your studies including re-enrollment and graduation. This may include sensitive personal data and could include photographs and moving images.

Types of personal data may include name, address, date of birth, program studied, fee payments, information about examinations, assessments and results. Examples of the purposes for which the University uses your personal data include:

- a. processing your enrollment application;
- b. enrolling you as a student and maintaining your student record;
- c. administering your course and academic progress;
- d. administering the financial aspects of your studies, including tuition and accommodation fees;
- e. providing or offering facilities and services to you during your time as a student and thereafter as part of the University's legitimate business (e.g. library access, computing, sports facilities, accommodation, recognized student organization membership, alumni membership and activities);
- f. submitting reports and statistics, which the University is required to comply with.

The University also needs to collect and process some sensitive personal data as defined by the Data Protection Act ('DPA') of 2012 including:

- a. your health and disabilities, to provide support and access to University services;
- b. your ethnic origin and sexual orientation, for equal opportunities monitoring;
- c. previous criminal convictions, before a place can be offered on certain programs.

2. How the University processes and shares your personal data.

2.1 Within the University

Your personal data may be shared between University departments as necessary for the following purposes:

Monitoring: Your personal data is used to administer the University's services and facilities, such as the IT facilities and the Library and Information Service. Access controls may be applied to particular services, such as computing facilities and some entrances. This personal data is processed for security purposes and may be used as evidence of breach of University regulations or breach of law in the prevention, detection and prosecution of crime.

The University also monitors your engagement with your course including attendance to assist the University in the compliance and meeting statutory and regulatory body requirements. The University uses CCTV systems throughout the campus to assist in safeguarding your personal security and to aid in the prevention, deterrence and detection of crime. Such processing is carried out in accordance with its CCTV Policy and Procedure.

In some circumstances, the University may use a third party to process your personal data on our behalf. It will maintain a contract or data sharing agreement with the third party that ensures that your data is processed only for specific purposes under our instruction and is handled securely and in line with the Data Protection principles.

2.2 Outside the University

The University will only share your personal data with external third parties where:

- a. we have your consent, or
- b. we are required to do so under a statutory or legal obligation, or
- c. we are permitted to do so in accordance with the Data Privacy Act 2012.

Said external parties may include the following organizations:

- a. Commission of Higher Education (CHED), Higher Education (HE) funding councils or organizations and other government bodies: The University will share some of your personal data with CHED, HE funding councils, other government bodies and/or third party organizations working on their behalf.
- b. Police agencies: The DPA 2012 allows the University to disclose your personal data to police authorities without your consent relating to the prevention/detection of crime, the apprehension and prosecution of offenders, the protection of an individual's vital interests/welfare or safeguarding national security.
- c. Financial sponsors: If your tuition fees are paid under a sponsorship, scholarship or loan arrangement by an external organization (e.g. local government offices), the University may share personal data relating to your attendance and academic progress.
- d. Education institutions and placement providers: If you are involved in study arrangements with other organizations, e.g. exchanges, placements, the University may disclose some of your personal data to the relevant provider.
- e. Turnitin®: The University uses the Turnitin® system as a plagiarism detection source. The Turnitin® system compares the student's work against a variety of sources. You will be required to provide basic personal data (e.g. name, e-mail address, course details) to use the Turnitin® service. Turnitin's Privacy Statement provides further information regarding the collection and processing of your personal data.
- f. Debt recovery/credit control: Your personal data may be shared with collection agency attempting to recover debt on behalf of the University where internal debtrecovery procedures have been unsuccessful. The University may also include details of an outstanding debt in any reference or verification of results supplied to a third party.
- g. Insurance: The University may share your personal data with its insurers for the purpose of providing insurance cover or in the event of a claim.

- h. Parent's Portal: Your grades will be posted in the parent's portal. Voluntarily and willfully, you agree to give consent or authority to your parents or named guardian access to view or check my Grades and Certificate of Enrollment through the Student and Parent Portal provided by Adamson University through its official website.
- i. Graduation: Graduate names, programmes and classifications are published within the University, printed in the graduation brochure and released to the local media. Graduation ceremonies are regarded as public events and may be recorded and/or live streamed by the University.

2.3 After you graduate

The University will need to maintain some records relating to you after you graduate. This includes: verifying your award, providing transcripts of your grades, opportunities for further study, academic references, careers support, alumni and networking services.

- a. Tracer Study and Surveys: The University participates in the conduct of tracer study and surveys about the destinations of its graduates. Approximately 6 months after you graduate, we will contact you to ask you to participate in the said tracer study and survey. You may also be included in a sample of alumni who are surveyed again a few years after they graduate.
- b. Alumni: When you graduate/complete your course, you will automatically be included as a member of the University's Alumni Association. You will receive e-mails from alumni about the benefits of staying in touch.
- c. Award verification: University awards are a matter of public record. The University may therefore disclose to third parties whether or not you have received an award and if so, the date and classification, without notifying you. Such a disclosure would be subject to a check regarding the origin of the request.

3. Your Rights

Your rights relating to your personal data include:

- a. To be informed what personal data the University maintains about you and what it is used for.
- b. To access your personal data.
- c. To update the personal data the University maintains or rectify inaccurate data.
- d. To be informed how the University is complying with its obligations under the DPA 2012
- e. To complain if you do not believe that the University's Data Protection Policy has been followed.

- f. To obtain from the University a copy of data of your personal information undergoing processing in an electronic or structured format.
- g. Upon discovery and substantial proof that the personal information are incomplete, outdated, false, unlawfully obtained, used for unauthorized purposes or are no longer necessary for the purposes for which they were collected, to suspend, withdraw or order the blocking, removal or destruction of your personal information from the University's records system.
- h. To be indemnified for any damages sustained due to such inaccurate, incomplete, outdated, false, unlawfully obtained or unauthorized use of personal information.

Object/Opt Out: To object to or opt out of any data processing or data sharing by the University, please e-mail dpo@adamson.edu.ph. The University will consider your request however, it may not be possible to facilitate such. The University is required by law to collect and process some personal data and it may not be possible for you to continue as a student of the University, if the University ceased processing your personal data, as we would not be able to carry out our educational purpose.

4. Your Responsibilities

- a. Updating your details: The DPA 2012 requires that personal data is accurate. It is essential that you let the University know if your contact details change. If the University does not have the correct contact details, we cannot take responsibility if any information you require is sent to the wrong address. This could have serious consequences.
- b. Processing Personal Data of Others: You must comply with the University's Data Protection Policy and the Data Protection Act 2012 if as a student you have access to the personal data of others; or if you wish to collect or process any personal data as part of your studies or research. If you are processing personal data other than as part of your studies, you should contact the Data Protection Officer (DPO) as you will not be covered under the University's registration.

5. Retention

Adamson University will only retain your personal information for as long as it is necessary for the stated purpose, taking into account also our need to answer queries or resolve problems, provide improved and new services, and comply with legal requirements under applicable laws. When the personal information that we collect is no longer required, we destroy or delete it in a secure manner.

6. Changes to Our Privacy Statement

The University may modify or amend this Student Data Processing Statement from time to time to keep up with any changes in relevant laws and regulations applicable to us or how we collect, use, protect, store, share or dispose of your personal information. Any relevant updates will be posted on the University website.

With my signature below, I hereby certify that I have read and accept the above Student Data Processing Statement.

Signature Over Printed Name

Date

If below 18 years old

Parent's Signature Over Printed Name

Date

APPENDIX G. WHAT TO DO IN CASES OF EMERGENCY

In times of emergency, the heads of offices with regards to their staff, and faculty members as second parents of students under their mentorship, are deemed Evacuation Officers who are primarily and morally responsible to guide their students toward the designated mustering or evacuation area for safety.

EARTHQUAKE/FIRE:

Phase 1. ALARM

First intermittent ringing of bells, megaphones or whistles shall be sounded off for ONE (1) MINUTE to signal that an earthquake is going on.

Phase 2. RESPONSE

Everyone inside the classroom shall execute "DUCK, COVER AND HOLD" wherever possible. Protect the head using hands, bags, etc.

Phase 3. EVACUATION

Second Continuous Ringing of bells, megaphones or whistles signals the

START OF EVACUATION to gathering area. Protect your head with hands or bags at all-time during the evacuation process. The Disaster Risk Reduction Team per building and the Teachers shall lead the evacuation in an orderly manner toward their Designated Gathering Area as follows:

Building Saint Vincent de Paul (SV)	Gathering Area SV Ground near SVP Statue
Saint Therese (ST) / Leandro Montañana (LM/OzanamOZ)	OZ Court/Ground
Cardinal Santos (CS)/Old Chem. Lab & Comp Lab 16-19	CSTutuban Area/Garden Cafe
Francis Regis Clet (FRC) /John Perboyre(JP)	BED Court

Phase 4. ASSEMBLY

While at the designated evacuation area/safety zone, students must be grouped together according to the class where they belong.

Phase 5. HEAD COUNT

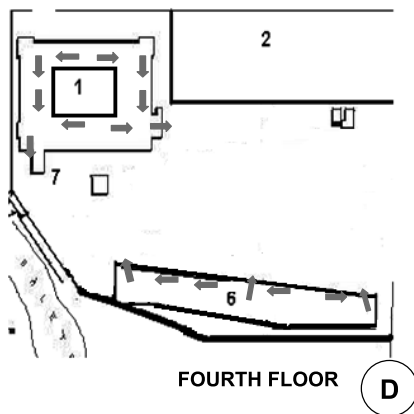
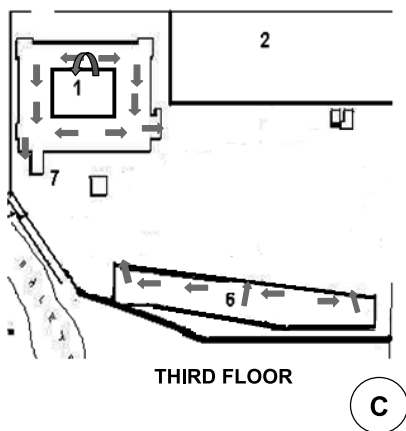
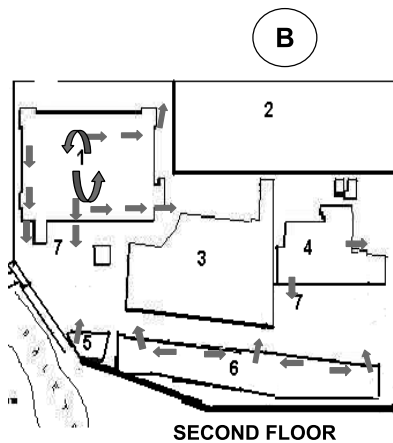
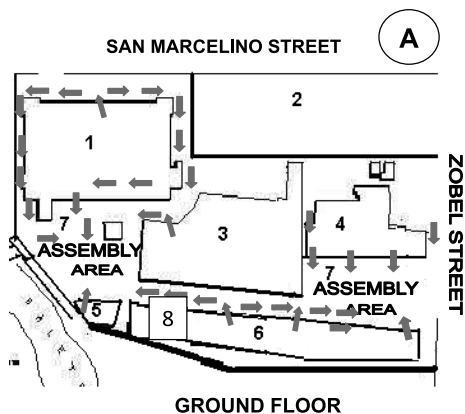
Teachers should check and make sure that all students are accounted for.

APPENDIX H. ACCESS TO PHYSICAL FACILITIES AND SPACES

In consideration of Person with Disabilities in the campus, Adamson University has put up access ramps in CS building, SV building and other ramps are to be constructed in the future.

APPENDIX I.

FIRE AND EARTHQUAKE EVACUATION PLAN FOR CS,JP &FRC BLDGS.

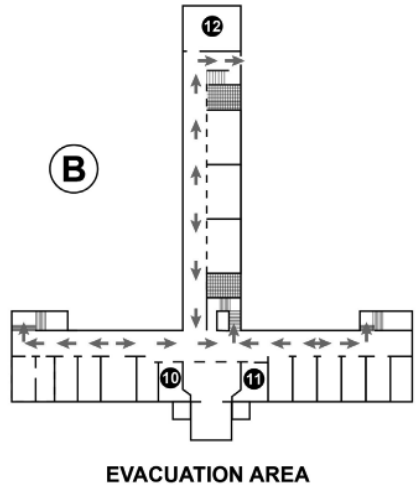
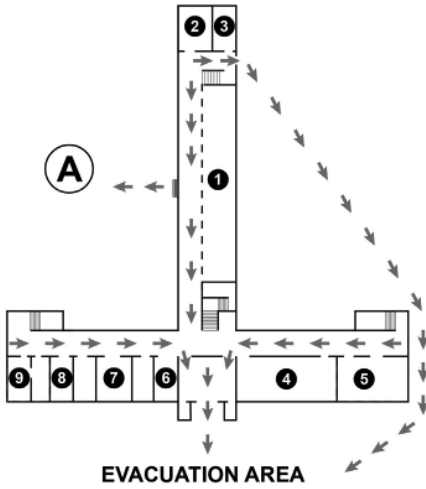


LEGEND:

- ① CS BLDG.
- ② OLD MERALCO
- ③ CS OLD CHEM. BLDG.
- ④ JP BLDG.
- ⑤ COMPUTER LAB. 16 & 17
- ⑥ FRC BLDG.
- ⑦ ASSEMBLY AREA
- ⑧ OFFICE FOR STUDENT AFFAIRS

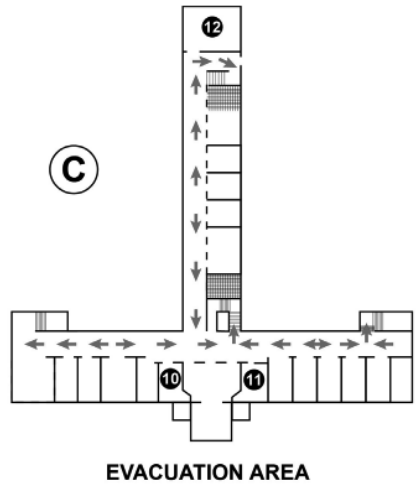
Prepared by: PFGSO-CSS

FIRE AND EARTHQUAKE EVACUATION PLAN FOR SV BLDG.

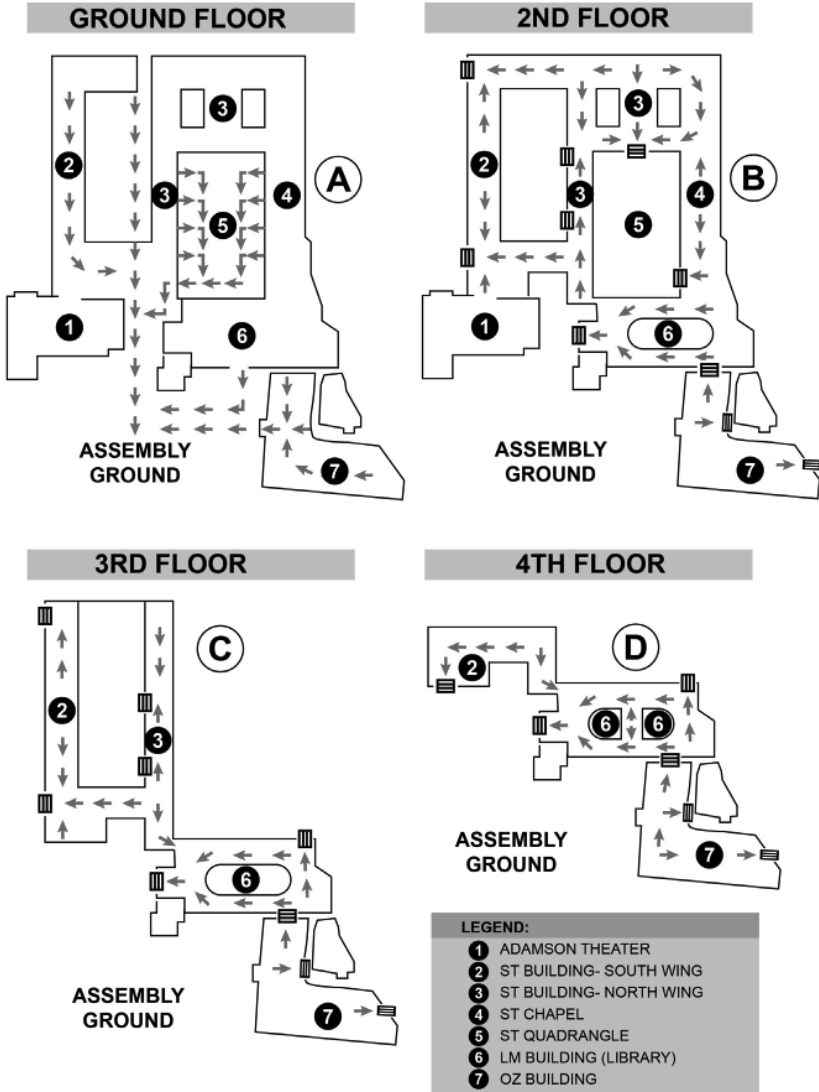


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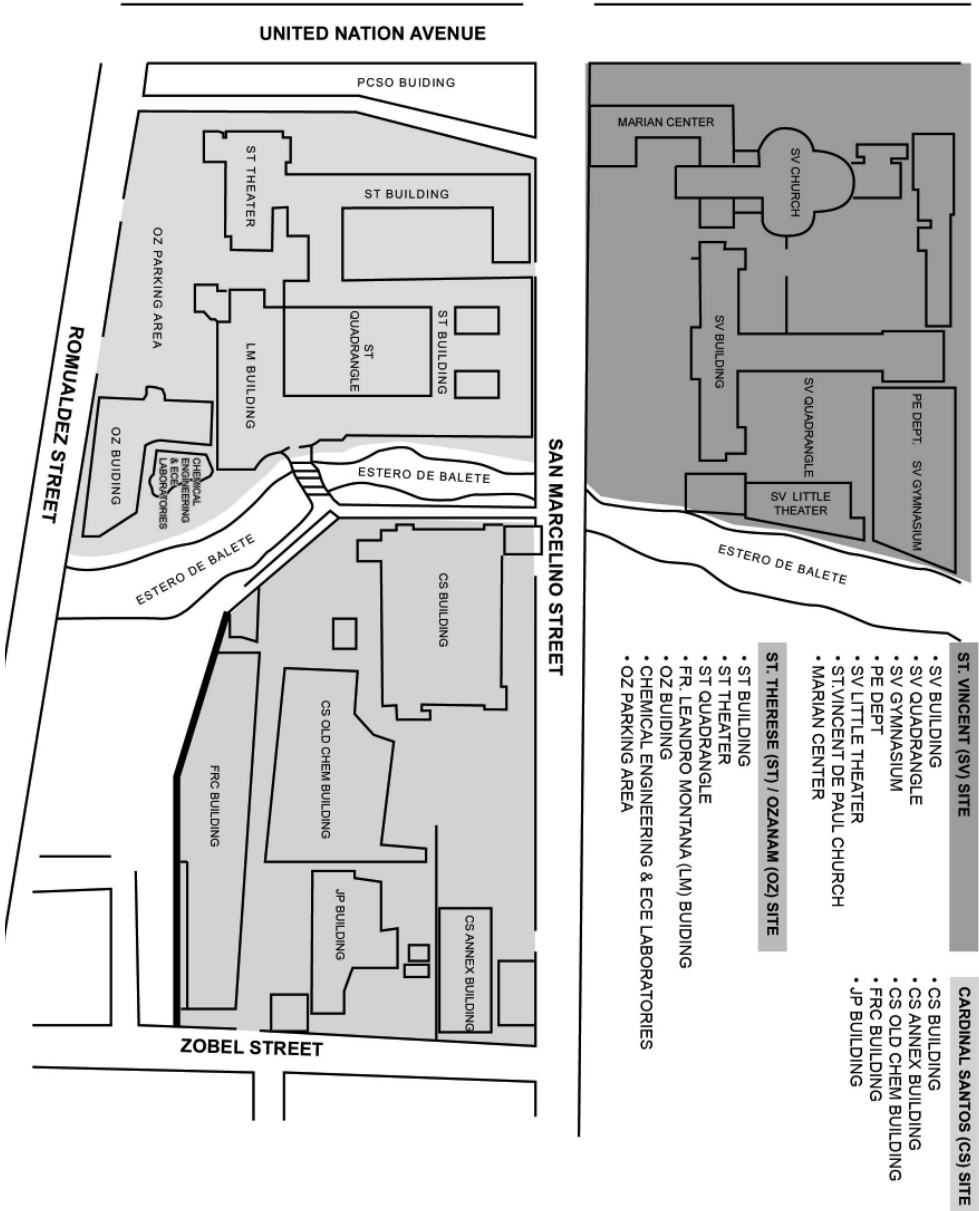
- 1** ARCHIVES MUSEUM
- 2** I.T. DEPT.
- 3** CLINIC
- 4** LAW LIBRARY
- 5** GRADUATE SCHOOL LIBRARY
- 6** ALUMNI OFFICE
- 7** AUFEA OFFICE
- 8** OFFICE FOR INSTITUTIONAL ADVANCEMENT
- 9** OFFICE FOR VINCENTIAN IDENTITY AND MISSION
- 10** GRADUATE SCHOOL
- 11** COLLEGE OF LAW
- 12** COMPUTER SCIENCE DEPT.
- 13** COMPUTER LAB.
- 14** DISPENSING ROOM



EARTHQUAKE EVACUATION PLAN FOR ST, LM & OZ BUILDINGS



ADAMSON MAP



Adamson Alumni Theme Song

ISANG GANAP NA ADAMSONIAN

I

Katulad ko'y isang umaga
Na laging may pag-asa. Hinubog ng
tadhana sa paaralang sinta. Likas sa
pagkatao ang pagtulong sa iba.

II

Yaman ko'y aking karunungan, Si
San Vicente ang naging gabay.
Mga guro't kaibigan naging laging sandigan
Salamat sa isang magandang kinabukasan.

KORO:

(Na) Ako'y isang ganap na Adamsonian Sa puso, sa gawa at sa isipan.
Pasasalamat at pagpupugay
Sa Pamantasan kong mahal alay.
At muling magbabalik sa 'king pinagmulan
Tagumpay ang hatid ng isang ganap na Adamsonian.

III

Sa kapwa ako'y laging mapagmahal, Hindi lumilimot sa Maykapal.
Nagsisilbi ng tapat sa bayang sinilangan.
Taas noo sa buong mundong ipagsisigawan.

Tulay:

Patuloy na lilipad ang isang Adamsonian,
Magiging matatag sa hamon ng buhay!

Koda:

...tagumpay ang hatid, hindi padadaig, Laging
mananaig ang isang ganap na Adamsonian!

**Erick F. Sta. Maria - Composer, Arranger and Vocals
B.S. Psychology Batch 1989**

FALCON LET'S GO!

Falcon let's go! Falcon let's fight!
Falcon let's go and win this fight!
(4x)

And win this fight!

SPELL FALCONS

F! F! F - A - L!
C! C! O- N -S!
(2x)
F-A-L!
C - O - N - S!

F! A! L! C! O! N! S! (3x)

SPELL ADAMSON

A! D! A - M! S - O - N!
(3x)
A! DAM! SON!
(3x)
U!

UNAWAKANAHIMO

UNAWAKANAHIMO!
UNAWAKAHIMAI
UNAWAKANAHIMO!
RA! RA! RA!

Aaah Falcons!
Aaah Fight!
Aaah Falcons!
FIGHT! TEAM! FIGHT!

0, MIGHTY FALCONS

O, mighty Falcons blue & white
O, mighty Falcons win this fight!

A! - D! - U!
A - D - U fight! (2x)

We are the Adamson falcons
ready to fight, ready to fight (2x)

A! - D! - U!
A - D - U fight!

A! - D! - U!
A - D - U FALCONS!

SPELL ADAMSON

A! D! A - M! S - O - N!
(3x)
A! DAM! SON!
(3x)
U!

UM-AH

Um! Um-ah!
Falcons got the power, say ..
(3x)
Bang Bang!
Choo choo train!
C"mon falcons do your thing!
(3x)

WE ARE THE ADAMSON FALCONS

We are the Adamson Falcons,
Ready to fight, ready to fight!
We are the Adamson Falcons Doing it right, doing it right!

II

We are going to face you
With all our might, with all our might.
We are going to blow you
Way out of sight, way out of sight.

III

We are so cool, Blue Falcons rule!
(Repeat I, II, III)

We are the Adamson Falcons Ready to fight!

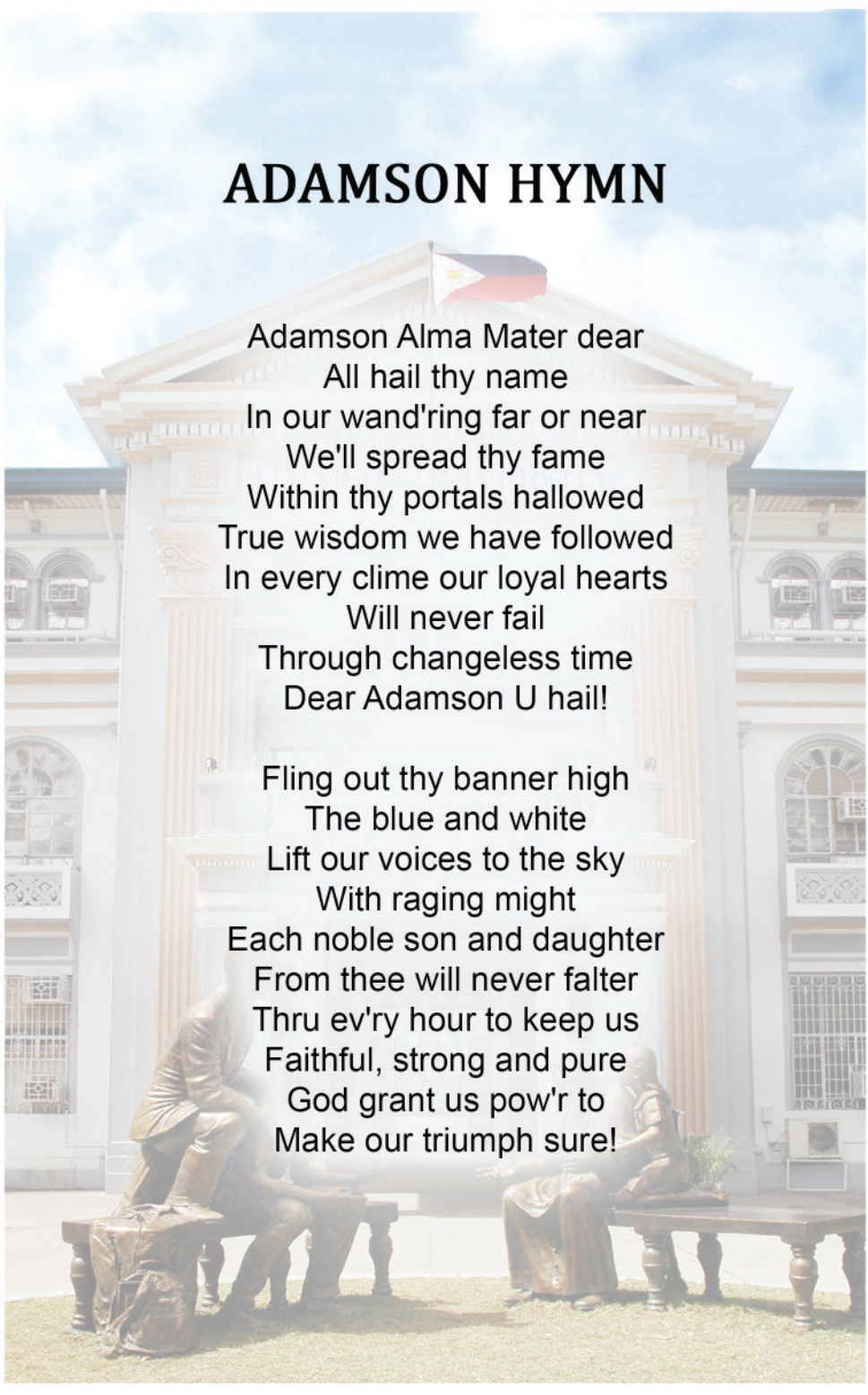
**STUDENT MANUAL
WORKING COMMITTEE**

Office of the Vice-President Student Affairs
Office of the Vice-President Academic Affairs
Office of the Vice-President for Financial Affairs
(Student Account Section)

Office for the Institutional Planning and Policy Development
Office of the Registrar
Office for Student Affairs

Office for University Relations
(Admission Section)

ADAMSON HYMN



Adamson Alma Mater dear
All hail thy name
In our wand'ring far or near
We'll spread thy fame
Within thy portals hallowed
True wisdom we have followed
In every clime our loyal hearts
Will never fail
Through changeless time
Dear Adamson U hail!

Fling out thy banner high
The blue and white
Lift our voices to the sky
With raging might
Each noble son and daughter
From thee will never falter
Thru ev'ry hour to keep us
Faithful, strong and pure
God grant us pow'r to
Make our triumph sure!



AUTONOMOUS STATUS

Granted by the Commission on Higher Education

ISO 9001:2015 MANAGEMENT SYSTEM CERTIFIED

by TUV Rheinland



ADAMSON UNIVERSITY



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