

Foreword

The first UP Diliman Faculty Manual was published in 1989. Since then many rules and regulations have been amended and new ones instituted. These changes made it imperative to update the Manual.

The information contained in this revised version are based on the University Code, resolutions of the UP Board of Regents, decisions of the University Council and the Executive Committee of the University Council, Executive Orders and memoranda at the System and UP Diliman levels, and relevant documents from various units of the University and some government agencies.

This revised Faculty Manual adopts a reader-friendly format without sacrificing accuracy of content. Great care was taken to ensure faithfulness to the original documents. However, should there be any variance in the presented information and the original, the latter shall prevail. Some portions were quoted verbatim from the source materials such as some provisions of the Revised University Code of the UP System (i.e., Articles) the Implementing Rules and Regulations of the Anti-Sexual Harassment Act, and Rules and Regulations on Student Conduct and Discipline. Monetary values such as fees and grants were omitted on purpose so as not to date the Manual. Where the original documents used “he” or “him”, such were replaced with “s/he” or “her/him” to avoid gender bias.

It is hoped that faculty members, administrators, and staff will find the revised Manual useful. The information herein may change as the University responds to new conditions. Thus, they are advised to keep in touch with the appropriate offices for any updates.

1.0 GOVERNANCE AND ADMINISTRATION

The State shall give priority to education, science and technology, arts, culture, and sports to foster patriotism and nationalism, accelerate social progress, and promote total human liberation and development.

Art. II, Sec. 17

The Constitution of the Republic of the Philippines

1.1 Vision

The University of the Philippines System is a public non-sectarian, non-profit institution of higher learning. [Art. 2, amended at 828th BOR meeting, Dec. 21, 1972 pursuant to P.D. No. 58, Nov. 20, 1972] The purpose of the University System shall be to provide advanced instruction in literature, philosophy, the sciences and arts; to give professional and technical training; and to encourage and undertake research and contribute to the growth and dissemination of knowledge. [Art. 3]

The University of the Philippines, as the nation's leading institution devoted to higher education, research, and community service, through the concerted application of science, technology, and the behavioral sciences to the problems of society, serves as an effective instrument of national development, while maintaining its commitment to the arts, letters, and humanities, as well as to the pursuit of truth and the highest standards of academic excellence. [from Resolution Reorganizing the University of the Philippines into a UP System and Establishing the University of the Philippines at Los Baños as an Autonomous Member of the System Effective January 1, 1973 as adopted at the 828th BOR meeting, Dec. 21, 1972]

1.2.1 The powers of the University, in addition to those provided for in the Constitution of the Philippines, shall be those set forth in its Charter, those granted to corporations in general under the Corporation Law, and such other powers as may be further provided by law. [Art. 5; amended at 828th BOR meeting, Dec. 21, 1972]

1.2.2 The government of the University of the Philippines System shall be vested in the "Board of Regents of the University of the Philippines System" as constituted by law. The administration of said University System and the exercise of its corporate powers are vested exclusively in the Board of Regents and the President of the University System insofar as authorized by the said Board. [from Art. 8; amended at 828th BOR meeting, Dec. 21, 1972]

1.2.3 *The Board of Regents*

The Board of Regents is composed of the following:

Chair of the Commission on Higher Education, *Ex officio* Chair

President of the University of the Philippines, *Ex officio* Vice-Chair

Chair of the Senate Committee on Education, *Ex officio* member

Chair of the House Committee on Education, *Ex officio* member

- President of UPAA, *Ex officio* member
- Faculty Regent (appointed by the President of the Philippines for a 1-year term)
- Student Regent (appointed by the President of the Philippines for a 1-year term)
- Five (5) other members, appointed by the President of the Philippines, at least three (3) of who are alumni of the University. They shall hold office for a term of two (2) years, or until their successors are appointed. [*E.O. no. 204, Office of the President of the Philippines, June 30, 1987; amended by E.O. no. 204-A, Office of the President of the Philippines, July 15, 1987; R.A. 8292, June 6, 1997*]

The Secretary of the University is *ex officio* Secretary of the Board.

1.3.1 *University of the Philippines System*

The University of the Philippines is administratively organized as a System, consisting of the following Constituent Universities (CU):

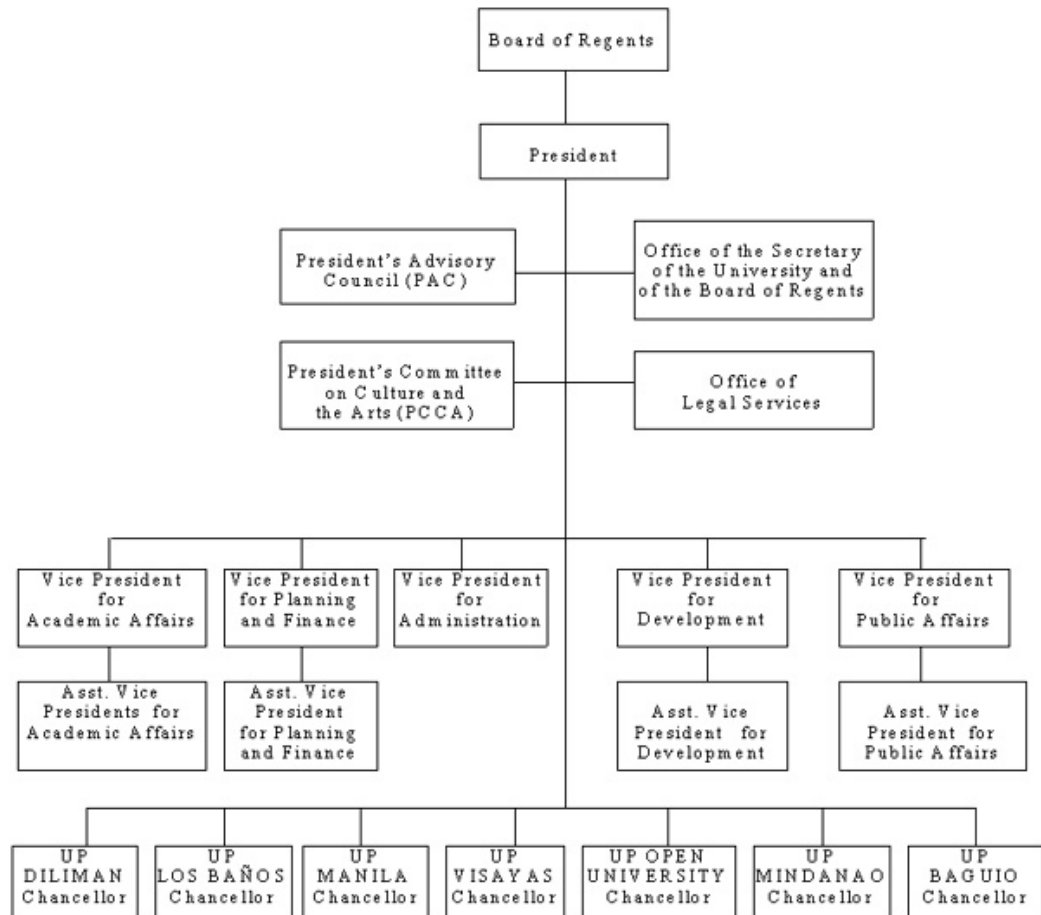
- **UP Diliman (UPD):** the flagship campus of the UP System was established on Apr. 26, 1982 (976th BOR meeting, Apr. 23, 1985). It houses more than half of the student population of the UP System and has the biggest faculty complement among the Constituent Universities. Having the most number of degree-granting academic units and the largest library collection, it offers the widest range of academic programs in the undergraduate and graduate levels. Considered a Center of Excellence in the natural, physical, mathematical and social sciences as well as in the arts and humanities, UPD is recognized for advancing the frontiers of knowledge in these fields through high-quality education, research and extension. With its vast creative and scientific resources, it leads in the advancement of science and technology in the country, continues to shape Philippine culture and the arts, and exercises leadership in responding to the needs of the nation and the global community for sustainable development and social transformation. UPD has extensive alliances with international institutions of higher learning for joint academic programs, research, and student and faculty exchange.
- **UP Los Baños (UPLB):** the Constituent University of the UP System established on Jan. 1, 1973 (828th BOR meeting, Dec. 21, 1972) is a national and international center of academic excellence in agriculture, forestry, and related sciences in Asia. Through the years, it has also strengthened its leadership position in engineering, biotechnology, food science, environmental science, and information technology.

- **UP Manila (UPM):** the Health Sciences Center of the University of the Philippines System established on Oct. 28, 1977 (*894th BOR meeting*) that seeks and emphasizes the highest standard in training and research in the various health sciences. It provides health services through its various colleges and units through patient care, training of medical practitioners, and formulation of health policies through research and advocacy.
- **UP Visayas (UPV):** the Constituent University of the UP System established on May 31, 1979 (*914th BOR meeting*) with the most far-reaching influence in three regions – Regions 6, 7, and 8, having campuses in Miagao (Iloilo), Iloilo City, Cebu City, and Tacloban City. UPV continues to pursue its mandate as the national center of excellence for fisheries and marine sciences with the mission to help promote and accelerate the development of the Visayas and the country. With regional studies centers in three campuses, UPV aims to help in the preservation, dissemination, and enhancement of the national heritage and the culture of the Visayas.
- **UP Open University (UPOU):** the Constituent University of the UP System established on Feb. 23, 1995 (*1084th BOR meeting*) that delivers instruction via the distance education mode, providing educational opportunities beyond the physical boundaries of a conventional university. It offers programs in the arts and sciences utilizing various delivery modes – course materials in multiple media, online, multimedia packages, face-to-face and online tutorials, and tele/video conferencing.
- **UP in Mindanao (UPMin):** the Constituent University of the UP System established on Mar. 23, 1995 (*1085th BOR meeting*) that serves as a multi-functional institution of higher learning committed to excellence in instruction, research, and extension in Mindanao. Its goal is to upgrade science, technology, and agricultural education in the region; to train leaders in agribusiness, regional and local government and education; and to develop programs on Mindanao and East ASEAN culture, geopolitics, economy, and the environment. It offers undergraduate programs in the arts and sciences and a graduate program in management in its campus in Davao City.
- **UP Baguio (UPB):** the Constituent University of the UP System established on Dec. 2, 2002 (*1166th BOR meeting*) that has become a prime educational institution in Northern Luzon. It delivers quality instruction in relevant and innovative academic programs in the fields of humanities, social sciences, natural and physical sciences, and mathematics. It focuses its research programs on Cordillera issues and concerns, working towards a fuller understanding of the region and its indigenous peoples, its culture and institutions, with the view to making contributions not only to scholarship, but also to policy making and program formulation, for Cordillera and Northern Luzon peoples.

Each Constituent University enjoys autonomy in the administration of its own affairs within the context of the purposes of the University of the Philippines System and the policies laid down by the Board of Regents. Each Constituent University has its own set of officials. *[from Resolution Reorganizing the University of the Philippines into a UP*

System and Establishing the University of the Philippines at Los Baños as an Autonomous Member of the System Effective January 1, 1973 as adopted at the 828th BOR meeting, Dec. 21, 1972]

Organizational Structure of the
University of the Philippines System



Units under the Vice President for Academic Affairs

- Office of Admissions
- Office of Institutional Linkages (OIL)
- University Center for Integrative and Development Studies (UCIDS)
- University Center for Women Studies (UCWS)
- GE Council
- UP Press

Units under the Vice President for Administration

- Cash Office
- Supply and Property Management Office (SPMO)

Units under the Vice President for Planning and Finance

- Budget Office
- Accounting Office

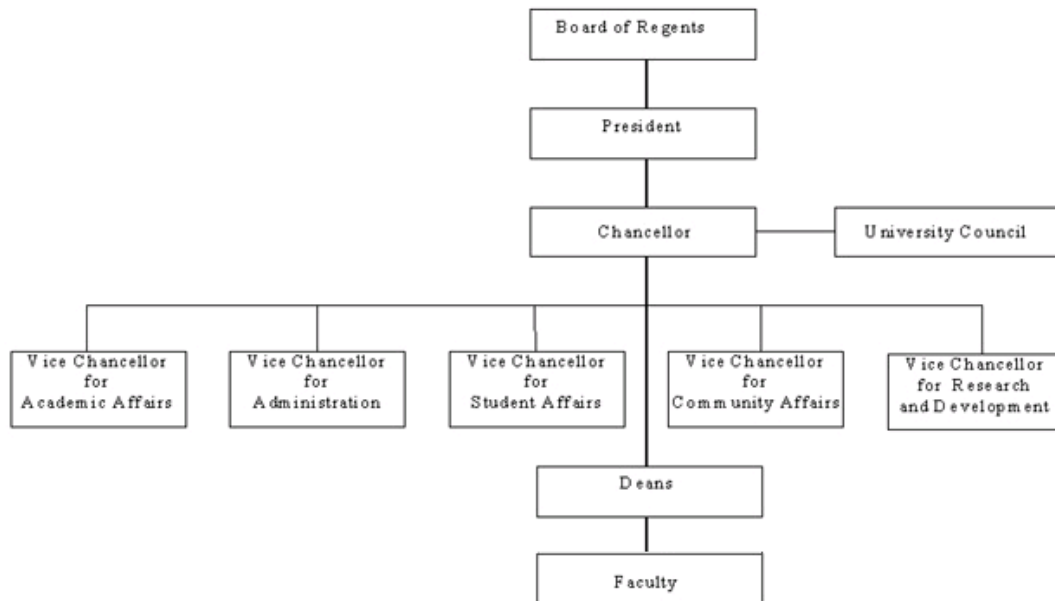
Units under the Vice President for Development

- Intellectual Property Office

Units under the Vice President for Public Affairs

- Information Office
- Office of Alumni Relations

Organizational Structure of the University of the Philippines Diliman



Units under the Chancellor

- Diliman Information Office (DIO)
- Diliman Legal Office (DLO)
- Balay International
- Technology Management Center (TMC)
- Archeological Studies Program (ASP)
- Office for Initiatives in Culture and the Arts (OICA)
- Center for Ethnomusicology
- Center for International Studies (CIS)
- Computer Center
- University Theater
- Sentro ng Wikang Pilipino

Units under the Vice Chancellor for Academic Affairs

- Office of the University Registrar (OUR)
- Office of Extension Coordination (OEC)
- Office of the Director of Instruction (ODI)
- University Library
- Diliman Interactive Learning Center (DILC)

Offices under the Vice Chancellor for Administration

- Budget Office
- Supply and Property Management Office (SPMO)
- Human Resource and Development Office (HRDO)
- Accounting Office
- Cash Office
- PABX Office and Utilities Monitoring Team

Units under the Vice Chancellor for Student Affairs

- University Health Service
- Diliman Learning Resource Center (DLRC)
- Office of Counseling and Guidance (OCG)
- Office of Student Housing
- Student Disciplinary Tribunal (SDT)
- University Food Service (UFS)
- Office of Scholarships and Student Services (OSSS)
- Office of Student Activities (OSA)
- DOST Core Group

Units under the Vice Chancellor for Community Affairs

- Office of the Campus Architect (OCA)
- Campus Maintenance Office (CMO)
- Office of Community Relations (OCR)
- Staff Housing Office
- Business Concessions Office (BCO)
- UP Police Force

Units under the Vice Chancellor for Research and Development

- Project Management and Resource Generation Office
- Research Dissemination and Utilization Office

1.3.2 Officials of the University System

The officials of the University System are the President, the Vice President for Academic Affairs, the Vice President for Administration, the Vice President for Development, the Vice President for Planning and Finance, the Vice President for Public Affairs, and the Secretary of the University.

- **The President.** Leadership in the University of the Philippines is vested in the President who is the Chief Executive Officer of the University. S/He is *ex officio* head of the University of the Philippines System faculty and the Vice-Chair of the Board of Regents. S/He is also an *ex officio* member of the University Council of each autonomous unit and presides over its meetings whenever present. [E.O. no. 4, Mar. 23, 1983, Office of the President, UP on the Reorganization of the University of the Philippines, Sec. 10]

The Vice President for Academic Affairs (VPAA). The Vice President for Academic Affairs is charged with reviewing academic personnel policies, learning

and instructional advancement, research, developing academic standards, setting the direction of academic linkages, review of student programs and policies, and performing all other functions as assigned by the President of the University. [1134th BOR meeting, Aug. 26, 1999]

The Vice President for Administration (VPA). The Vice President for Administration is charged with reviewing administrative personnel policies, fiscal policies and operations; security, peace and order; and performing all other functions as assigned by the President of the University. [1134th BOR meeting, Aug. 26, 1999]

The Vice President for Development (VPD). The Vice President for Development is charged with developing and implementing programs for expanding the financial endowments of the University through donations and grants; identifying, initiating, and implementing income-generating activities for the University; and performing all other functions as assigned by the President of the University. [1134th BOR meeting, Aug. 26, 1999]

The Vice President for Planning and Finance (VPPF). The Vice President for Planning and Finance is charged with planning, budgeting, treasury and cash management, controllership, and performing all other functions as assigned by the President of the University. [1134th BOR meeting, Aug. 26, 1999]

The Vice President for Public Affairs (VPPA). The Vice President for Public Affairs is charged with developing and maintaining relations with government agencies that affect the operations of the University, with alumni associations and individual alumnus/alumna here and abroad, with private sector and media; managing the publication of the UP Newsletter and other periodicals of the University; conducting a regular review and rationalization of policies on extension work and developing extension services programs; monitoring legislative initiatives related to the University in Congress; and performing all other functions to be assigned by the President. [1134th BOR meeting, Aug. 26, 1999]

- **Secretary of the University.** S/He shall take charge of central records and communications of the University and provide secretarial services to the Board of Regents. [Resolution Reorganizing the University of the Philippines into a UP System and Establishing the University of the Philippines at Los Baños as an Autonomous Member of the System Effective January 1, 1973 as adopted at the 828th BOR meeting, Dec. 21, 1972]

1.3.3 Officials of UP Diliman

- **The Chancellor.** S/He is the executive officer and the head of the faculty of the Constituent University, *Ex officio*. The Chancellor is directly responsible to the President for the administration of UPD. S/He also performs other functions that the Board of Regents or the President may delegate to her/him. [E.O. no. 4, Sec. 11, Office of the President, UP, Mar. 23, 1983; E.O. no. 5, Sec. 1, Office of the President, UP, Mar. 24, 1983; 1016th BOR meeting, Sept. 22, 1988]

- **The Vice Chancellor for Academic Affairs (VCAA)** assists the Chancellor in coordinating curricular, instructional, extension, library, and other academic programs in UP Diliman. [*E.O. no. 5, Sec. 3, Office of the President, UP, Mar. 24, 1983*]

The following offices are under the VCAA: Office of the University Registrar, Office of Extension Coordination, Office of the Director of Instruction, University Library, and the Diliman Interactive Learning Center.

The Vice Chancellor for Research and Development (VCRD) assists the Chancellor in formulating policies and guidelines on research and development.

The following units are under the VCRD: Resource Generation and Project Management Office and Research Dissemination and Utilization Office. [*1124th BOR meeting, Sept. 24, 1998*]

- **The Vice Chancellor for Administration (VCA)** assists the Chancellor in the administrative management of UP Diliman.

The following offices in charge of administrative services are under the VCA: Human Resource Development Office, Accounting Office, Cash Office, Budget Office, PABX Office, Utilities Monitoring Team, and Supply and Property Management Office. [*E.O. no. 5, Sec. 10, Office of the President, UP, Mar. 24, 1983*]

- **The Vice Chancellor for Student Affairs (VCSA)** assists the Chancellor in promoting the welfare of and maintaining discipline among students.

The following offices and units in charge of student services and welfare are under the VCSA: Office of Student Affairs, Office of Student Activities, Office of Scholarships and Student Services, Office of Counseling and Guidance, University Health Service, Office of Student Housing, University Food Service, Student Disciplinary Tribunal, UP-DOST Core Group, and Diliman Learning Resource Center. [*E.O. no. 5, Sec. 18, Office of the President, UP, Mar. 24, 1983*]

The Vice Chancellor for Community Affairs (VCCA) assists the Chancellor in promoting close relations between the University and the residents of the Diliman community, and appropriate local governments; and ensuring to the maximum extent possible a safe, clean, orderly, and peaceful environment for the community. [*E.O. no. 5, Sec. 22, Office of the President, UP, Mar. 24, 1983*]

The following offices are under the VCCA: Office of Community Relations, Campus Maintenance Office, UP Police Force, Office of the Campus Architect, and Staff Housing Office.

1.3.4 *Officials of Colleges/Units*

- **Dean**

The Dean is appointed by the Board of Regents upon recommendation of the Chancellor and the President of the University. S/He shall act as presiding officer of the faculty of the college or school, as provided for by the Charter of the University System, and exercise such other administrative duties which the Board of Regents, on recommendation of the President of the University System, may prescribe. No Dean shall serve as academic head of any department or division in his/her college or school. *[from Art. 80]*

The term of office of all Deans shall be three (3) years from the date of their appointment without prejudice to reappointment and until their successors shall have been appointed; *Provided*, That they may serve for two (2) terms in the aggregate; *Provided further*, That only in highly exceptional cases shall they be allowed an additional term or terms. *[from Art. 79; amended at these BOR meetings: 779th, Jan. 31, 1969; 826th, Nov. 27, 1972; 827th, Dec. 11, 1972; 1016th, Sept. 22, 1988; 1020th, Apr. 25, 1989; 1122nd, July 30, 1998; and 1127th, Dec. 18, 1998]*

Associate Dean *[970th BOR meeting, Aug. 30, 1984]*

The Dean of the college may recommend the appointment of an Associate Dean provided the college has fifty (50) or more regular faculty and two hundred (200) or more student majors.

The term of office of an Associate Dean in any unit of the University shall be determined by the Chancellor upon the recommendation of the incumbent Dean; provided that an appointment to said position shall not extend beyond the expiration date of the term of the incumbent Dean or his/her resignation/separation from the deanship.

- **Director**

An Institute shall be headed by a Director whose role shall be that of academic leader and administrator to be appointed by the Chancellor for a term of three (3) years; *Provided*, That the Directors of national institutes shall be appointed by the President. *[The Faculty of Arts and Sciences, 962nd BOR meeting, Oct. 6, 1983]*

No Director shall serve as academic head of any department or division of his/her institute. *[from Art. 80]*

- **Deputy Director**

The Director of a center/institute may recommend the appointment of a Deputy Director provided that the center/institute has fifty (50) or more full-time professional and administrative staff. *[970th BOR meeting, Aug. 30, 1984]*

The term of office of a Deputy Director in any unit of the University shall be determined by the Chancellor upon the recommendation of the incumbent Director; provided that an appointment to said position shall not extend beyond the expiration

date of the term of the incumbent Director or his/her resignation/separation from the directorship.

- **College Secretary**

The College Secretary is appointed by the Chancellor upon the recommendation of the Dean for a term of three (3) years. The duties of the Secretary in relation to the college student body shall be to:

- inform students during registration of their schedule, curricula, and other matters;
- assist in the supervision of student activities;
- help execute decisions of committees of the college/school and of the University authorities affecting students;
- see that requirements for graduation are fulfilled; and
- perform other duties assigned to him/her by the Dean/Director. *[from Arts. 95, 97–98; 790th BOR meeting, Dec. 19, 1969]*

- **Chair of the Department**

The Chair of the Department shall be appointed by the Chancellor after consultation with the Dean or Director concerned. S/He shall determine the administrative organization and conduct of the work of her/his department. The term of office shall not exceed three (3) years, without prejudice to reappointment for a second term of not more than three (3) years, or a maximum of six (6) years. Under exceptionally meritorious cases, the Chancellor may approve the renewal of appointment of a chair beyond the sixth year for a final term, also not exceeding three (3) years. In no case shall a department chair serve more than nine (9) consecutive years. *[from Art. 102; amended at 828th BOR meeting, Dec. 21, 1972; from Art. 103; amended at these BOR meetings: 703rd, Dec. 7, 1962; 714th, Oct. 4, 1963; 783rd, June 25, 1969; 826th, Nov. 27, 1972; 1054th, Oct. 29, 1992]*

Administrative matters affecting a department shall be subject to the control of the dean or director of the college or school, but academic matters shall be under the jurisdiction of the department chair within the limitations set under the divisional scheme. *[Art. 104]*

Assistant to the Dean, Director or Chair *[970th BOR meeting, Aug. 30, 1984]*

The Dean, Director or Chair may appoint an assistant provided that the unit has twenty-five (25) or more regular faculty/staff members and/or one hundred (100) student majors. Another Assistant may also be appointed, if the number of regular faculty/staff members is fifty (50) or more and/or two hundred (200) student majors provided that an Associate Dean/Deputy Director has not been recommended.

The term of office of the Assistant to the Dean/Director/Chair shall be determined by the incumbent Deans/Directors/Chairs. The appointment to said position shall not extend beyond the expiration date of the term of the incumbent Dean/Director/Chair, or his/her resignation/separation from the position.

Except as specified in the paragraph immediately following, the creation of the positions of Associate Dean, Deputy Director, Assistant to the Dean, Assistant to the Director and Assistant to the Chair (of a department) and appointment thereto shall be subject to the approval by the Chancellor; *Provided*, That the authority delegated to the Chancellor shall be without prejudice to the authority delegated to the institute directors and department chairs of the College of Arts and Letters, College of Science and College of Social Science and Philosophy to appoint their respective assistants, subject to the rules prescribed in the reorganization of the former College of Arts and Sciences in Diliman into the three aforementioned colleges.

Whenever the need arises and upon recommendation of the Dean and/or Director and the concurrence of the Chancellor, the President may create an additional position of Associate Dean in any academic unit or Deputy Director in any research or training center/institute and approve any appointment thereto notwithstanding the foregoing rules. No administrative salary shall be attached to any position created by the President or the Chancellor. [970th BOR meeting, Aug. 30, 1984]

1.4 The University Council (UC)

Each autonomous unit shall have its own University Council composed of the Chancellor, professors, associate professors, and assistant professors of the autonomous campus. The Chancellor shall serve as Chair and the University Registrar as Secretary. The President shall also be an *ex officio* member of the University Council of each autonomous unit and shall preside over its meetings whenever present. [828th BOR meeting, Dec. 21, 1972; E.O. no. 4, Sec. 7 and 10, Office of the President, UP, Mar. 23, 1983]

1.4.1 Powers

Subject to the approval of the Board of Regents, upon the recommendation of the President and in accordance with the policies and standards established by the Board, the University Council shall:

- a. Prescribe the courses of study, curricula, and rules of discipline;
- b. Fix the requirements for admission^{*} to any college or unit of the University and for graduation and the awarding of degrees;
- c. Recommend recipients of degrees or diplomas; and
- d. Exercise disciplinary powers over the students, through the Chancellor or the Council's appropriate Committee (e.g., Executive Committee for UPD), pursuant to the rules of discipline prescribed by the Board of Regents. [Art. 19; amended at 828th BOR meeting, Dec. 21, 1972]

* At its 1001st meeting on July 30, 1987, the BOR confirmed the BOR's Statement on the Entrance Requirements of the University System. In conformity with the provisions of Section IX of the University Charter, the Statement re-affirmed the rule that "The determination of all admission requirements in any college of the UP System is the prerogative of its faculty, subject to the approval of the University Council of the autonomous campus. It is understood that the act of fixing cut-off scores in any entrance examination required in any college in the University is within the authority of the college faculty. Any question regarding the exercise of such act should be elevated and resolved finally by the University Council of the autonomous campus."

1.4.2 *Council Meetings*

The University Council meets at such times as the Chancellor may determine. However, s/he shall issue a call for a special meeting when requested by a majority vote of the Executive Committee or upon the written request of one-third (1/3) of the members of the Council. [Art. 22; amended at 828th BOR meeting, Dec. 21, 1972]

Every member of the University Council is required to attend all its meetings but any member may be excused from attendance for reasons his/her Dean or Director considers satisfactory. [from Art. 23; amended at 828th BOR meeting, Dec. 21, 1972]

Members of the faculty who have to attend Council meetings are authorized to assign some work their students need to do within the meeting time. [Art. 24]

A quorum of the University Council shall consist of seventy-five (75) members. [Art. 25]

1.4.3 *Amendment of By-Laws*

Save as to matters specifically provided for by law, provisions of this Chapter (i.e., Title One, Chapter 2 of the Revised University Code) and other by-laws of the University Council may be amended at any regular meeting of the Council by a unanimous vote of the members present; *Provided, however*, That in case a proposed amendment has been submitted to the Council at a previous meeting, or copies thereof have been furnished all the members of the Council at least three (3) days in advance, such amendment shall take effect if approved during any meeting of the Council by not less than three-fourths ($\frac{3}{4}$) of all its members. [Art. 26]

1.4.4 *University Council Committees*

a. The Executive Committee

- Membership
 - Chancellor, *Ex officio* Chair
 - Vice Chancellors
 - Deans/Directors of Colleges and Schools
 - University Registrar
 - Three (3) members-at-large, to be elected by the University Council from

among the members thereof for a term of three (3) years. *[Art. 27–30; amended at 924th BOR meeting, Feb. 28, 1980]*

- Duties *[Art. 28]*
 - Considers matters of policy and reports on the state of the University to the meetings of the Council;
 - Decides cases of discipline in accordance with the rules promulgated by the Council on this subject;
 - Acts for and in behalf of the Council in matters expressly delegated to it and such other matters requiring immediate action;
 - Serves as the central agency for the various committees of the Council to the end that their functions may be performed with greater coordination and dispatch;
 - Acts as a committee in all matters not falling within the jurisdiction of the other committees of the Council;
 - Acts in an advisory capacity to the Chancellor on all matters pertaining to the office for which s/he seeks its advice.

The Executive Committee shall meet at the call of the Chancellor or on the written request of the majority of the members. *[Art. 29]*

- b. University Council Standing Committees: Membership and Duties *[46th UC meeting, Apr. 15, 1996]*

Except for the Steering Committee, the Executive Committee, the Committee on Curriculum, and the Committee on Ethics, membership to the various standing committees is as follows:

- $\frac{1}{3}$ junior faculty and $\frac{2}{3}$ senior faculty,
- $\frac{2}{3}$ of all members to be elected at large, $\frac{1}{3}$ to be appointed by the Chancellor, upon recommendation of the Vice Chancellors

Furthermore, the committees should have only nine (9) members, each of whom shall have a full term of three (3) years, without prejudice to renewal. Should a position be vacated before the term expires, a replacement is elected/appointed to serve the remainder of the term.

1) Steering Committee

- Membership
 - Chair of the Council, presiding officer
 - Secretary of the University Council, secretary
 - All chairs of UC standing committees, members

- Duties
 - Coordinates the functions and activities of the various standing and special committees of the Council;
 - Assists the Chair and the Secretary draw up agenda for Council meetings;
 - Prepares special reports on advanced instruction and educational policy of the University on the basis of its own studies and the recommendations submitted to it by various standing committees, and submits its recommendations for the Council's consideration.

2) Committee on Curriculum

- Membership

The committee is composed of representatives of the different colleges/units in the following clusters:

Cluster A: Arts and Letters Cluster

College of Arts and Letters
College of Fine Arts
College of Human Kinetics
College of Mass Communication
College of Music

Cluster B: Management and Economics Cluster

Asian Institute of Tourism
College of Business Administration
National College of Public Administration and Governance
School of Economics
School of Labor and Industrial Relations
School of Urban and Regional Planning
Technology Management Center

Cluster C: Science and Technology Cluster

College of Architecture
College of Engineering
College of Home Economics
College of Science
Institute of Library and Information Science
School of Statistics
Archaeological Studies Program

Cluster D: Social Sciences and Law Cluster

Asian Center
College of Education
College of Law
College of Social Sciences and Philosophy
College of Social Work and Community Development

Institute of Islamic Studies
Center for International Studies

The representatives from the College of Mass Communication and the College of Home Economics may also sit in the Social Sciences and Law Cluster.

The representative from UP Extension Program in Pampanga shall be assigned to the cluster s/he chooses based on her/his expertise and academic background. However, the curricular proposals of this unit shall be referred to the appropriate cluster(s). The same shall be true for proposals from the College of Home Economics.

- Duties
 - Reviews programs proposed for institution by various colleges and schools including requirements for admission and graduation, which should be submitted to the Committee as a package, and makes appropriate recommendations to the Council;
 - Reviews all matters relating to the institution, modification, and abolition of courses or curricula of the various units of the University and makes recommendations to the Council.

3) Committee on Academic Policies and Programs

- Reviews ongoing academic programs;
- Engages in project development and program conceptualization;
- Formulates policies concerning academic requirements and recommends rules on academic standards.

4) Committee on University Instruction

- Reviews, examines and evaluates faculty performance in classroom teaching on a continuing basis;
- Formulates policy guidelines on such for the consideration of the Council.

5) Committee on Ethics

- Membership

Fifteen (15) faculty members whose qualifications are as follows:

- full professors of UP Diliman,
- with no administrative duties equivalent to more than 50 percent (50%) of their time, and
- with no pending case nor found guilty of any offense.

They serve as a pool from which will be drawn five-member committees.
[Refer to Chapter 10 Conduct, Restrictions and Discipline]

- Duties
 - Formulates policies and guidelines on ethical conduct;
 - Hears cases on intellectual dishonesty and unethical conduct and makes recommendations on the disposition of these cases.
- 6) Committee on Faculty Development, Conduct and Welfare
 - Takes charge of policies, standards and rules concerning faculty appointments, tenure, and promotions;
 - Sets rules governing faculty welfare and conduct in the University.
- 7) Committee on Student Admissions, Progress and Graduation
 - Follows the students' progress from admission to graduation;
 - Sets standards and rules for admission;
 - Deals with questions regarding compliance with academic standards, fellowships, honors, and scholarships and makes appropriate recommendations to the Council;
 - Acts on behalf of the Council on all special cases of graduation of students whose graduation has been recommended by the faculty of the college or school concerned.
- 8) Committee on Student Organizations, Activities and Welfare
 - Reviews and recommends to the Council policies on student organizations, activities, and welfare

The Vice Chancellor for Student Affairs shall be an *Ex officio* member of this Committee.
- 9) Committee on Extension Services
 - Reviews policies and programs relative to extension services and recommends ways and means for monitoring extension services and enhancing faculty capabilities and resources;
 - Recommends for the University Council's consideration and approval, suitable extension policy guidelines for generating and managing additional funds and resources;
 - Reviews guidelines on faculty special details with national and international agencies.
- 10) Committee on Finance
 - Gathers information for and reports, at least once a year, to the Council developments in UP finances, both from budgetary and non-budgetary sources, which have a strong impact on the University's academic programs and/or the welfare of academic personnel;

- Presents for the Council's consideration and endorsement proposed reforms and policies on UP finances and financial administration which it deems beneficial to the University;
- Performs such other tasks and functions as the Council may assign from time to time.

11) Committee on University Governance and Administration

- Formulates, reviews, and clarifies rules and policies on University administration, such as delegation of authority, relationships between levels of governance, and relations between administrative and academic units;
- Reviews the rules that govern the University, such as those of collegiality and consensus-taking.

12) Committee on Campus Policies and Issues

- Develops policies on land use, housing, campus security, beautification, traffic, parking, and other related matters

13) Committee on National Policies and Programs

- Reviews, on a continuing basis, policies and programs of the national government and its various entities and instrumentalities, more specifically legislative programs and policies – bills and laws – as well as other issues and problems of national significance which, in the Committee's judgment, are of immediate relevance and importance to the mission of the University;
- Prepares background papers, reports, and recommendations on the above for the information and deliberation of the Council.

1.5 College Faculty

Subject to the approval of the University Council, each College faculty has the following powers:

- Determines the entrance requirements of the college and the courses of study to be pursued for each degree program offered;
- Recommends to the University Council qualified candidates for degrees, titles, and certificates;
- Administers the educational and internal life of the college within the limits prescribed by the rules of the University System, and by the President/Chancellor; and
- Makes recommendations to the Board of Regents, the University Council, or the Executive Committee through the President/Chancellor. [Art. 7]

2.0 ACADEMIC FREEDOM OF FACULTY MEMBERS

Academic freedom shall be enjoyed in all institutions of higher learning.

Art. XIV Sec. 5 (2)

The Constitution of the Republic of the Philippines

- 2.1 Members of the teaching staff enjoy academic freedom; *Provided however*, That no instructor in the University shall inculcate sectarian tenets in any of the teachings, nor attempt either directly or indirectly, under the penalty of dismissal by the Board of Regents, to influence students or attendants at the University for or against any particular church or religious sect or political party. [Art. 175]
- 2.2 Academic freedom is the right of the teacher to teach the subject of her/his specialization according to her/his best lights; to hold, in other subjects, such ideas as s/he believes sincerely to be right; and to express her/his opinions on public questions in a manner that shall not interfere with her/his duties as a member of the faculty or render her/him negative in her/his loyalty to the school, college, or university that employs her/him. Within this specific framework, the following principles are hereby declared:
- a. The University of the Philippines shall not impose any limitation upon the teacher's freedom in the exposition of his/her own subject in the classroom or in addresses and publications;
 - b. No teacher may claim as his/her right the privilege of discussing in his/her classroom controversial topics that are not pertinent to the course of study that is being pursued;
 - c. The University of the Philippines should not place any restraint upon the teacher's freedom in the choice of subjects for research and investigation undertaken on his/her own initiative;
 - d. The University of the Philippines should recognize that the teacher, in speaking or writing outside of the institution on subjects beyond the scope of his/her own field of study, is entitled to the same freedom and is subject to the same responsibilities as attached to all other citizens but in added measure;
 - e. It is clearly understood that the University of the Philippines assumes no responsibility for views expressed by members of its staff; and the faculty members themselves should, when necessary, make it clear that they are expressing only their personal opinions;
 - f. If the conduct of a teacher in her/his classroom or elsewhere should give rise to doubts concerning her/his fitness for her/his position, the question should in all cases be submitted first to a committee of the faculty, and in no case should any member of the teaching staff be dismissed before the normal termination of her/his period of appointment without full and open hearing before the Board of Regents, should s/he desire it, and only upon sufficient notice. [Art. 176]

Note: The word *System* has been taken out in Art. 176 wherever *University of the Philippines System* is mentioned.

3.0 ACADEMIC STAFF

The academic staff of the University shall be classified as Teaching Staff/Faculty and Non-teaching Staff. [*from Art. 153*]

3.1 Teaching Staff/Faculty

The body of instructors of each college or school constitutes its faculty, classified as regular members and non-regular members. [*from Art. 71 and Art. 153-A*].

3.1.1 *Regular*

The regular members of the teaching staff shall include the following: Professors, Associate Professors, Assistant Professors, and Instructors. [*Art. 154; amended at 1010th BOR meeting, Mar. 11, 1988*]

It also includes the Research/Extension Faculty. [*1144th BOR meeting, Aug. 31, 2000*]

a. Professors, Associate Professors, Assistant Professors, Instructors

The qualifications of a professor, associate professor, assistant professor and instructor are included in *Chapter 5 Faculty Appointment, Promotion, Tenure, and Separation from Service, Section 3 Appointment to Specific Ranks and Tenure*.

University Professors are professors who are conferred the title for exemplary achievement in their respective fields. [*Refer to Chapter 8 Honors and Recognition, Section 5 Special Appointments*]

b. Research/Extension Faculty

Qualified researchers/extension specialists who are given teaching assignments are called "Research/Extension Faculty". They are appointed to the ranks of Research/Extension Professor/Associate Professor/Assistant Professor depending on their qualifications.

The principal function of the Research/Extension faculty is to conduct research/extension. In addition, they are required to teach at least one (1) course each year in the discipline of their specialization in any suitable teaching department or unit of the University. The CUs may formulate their respective minimum qualifications subject to the approval of the BOR. These qualifications must meet the same qualification standards prescribed for the respective faculty

ranks as stipulated in the Revised University Code and such other requirements for research and extension specialists as the Board may prescribe. [1098th BOR meeting, June 21, 1996]

In UPD, Research faculty positions have been established at the Marine Science Institute (MSI), a degree-granting unit that has distinguished itself as a Center of Excellence in marine science, to a large extent, because of its research output. It continues to maintain and intends to pursue a research culture for which the Institute would need highly trained individuals whose principal function would be to conduct research.

The following guidelines for the conversion of Research staff to Research faculty at the Marine Science Institute shall apply: [1144th BOR meeting, Aug. 31, 2000]

- *Qualification*: Research, Extension, and Professional Staff (REPS) with Ph.D.
- *Publication requirements*: Applicants will have to comply with the minimum requirements shown in the table that follows.
- *Appointment*: Research faculty shall initially have temporary appointment and follow the same faculty procedure for tenure.
- *Salary/Rank*: This shall follow University rules but shall at least be the same as the REPS' salary grade at the time of conversion.
- *Privileges*: Research faculty shall be entitled to the same privileges as that of a regular faculty member.
- *Responsibilities*: Research faculty shall continue their research commitments at MSI and, at the same time, discharge the responsibilities of a regular faculty member.
- *Promotion*: It shall follow the procedure set by the College of Science.
- *Teaching load*: A minimum of 3 units per semester is required depending on the exigencies of the service; if it exceeds 3 units, no overload honorarium shall be paid.

Minimum Publication Requirements for Appointment to
Research Faculty at MSI

| Salary Grade | Step | Academic Position | No. of Sole/Lead Authorship in Primary Publication |
|--------------|------|--------------------|--|
| 18 | 1 | Res. Asst. Prof 1 | 1 |
| 19 | 1 | Res. Asst. Prof 2 | 1 |
| | 3 | Res. Asst. Prof 3 | 1 |
| 20 | 1 | Res. Asst. Prof 4 | 1 |
| 21 | 1 | Res. Asst. Prof 5 | 2 |
| | 3 | Res. Asst. Prof 6 | 2 |
| | 5 | Res. Asst. Prof 7 | 2 |
| 22 | 1 | Res. Assoc. Prof 1 | 3 |
| | 3 | Res. Assoc. Prof 2 | 3 |
| 23 | 1 | Res. Assoc. Prof 3 | 3 |
| 24 | 1 | Res. Assoc. Prof 4 | 4 |
| 25 | 1 | Res. Assoc. Prof 5 | 4 |
| | 3 | Res. Assoc. Prof 6 | 4 |
| | 5 | Res. Assoc. Prof 7 | 4 |
| 26 | 1 | Res. Prof 1 | 6 |
| | 3 | Res. Prof 2 | 6 |
| | 5 | Res. Prof 3 | 6 |
| 27 | 1 | Res. Prof 4 | 7 |
| | 3 | Res. Prof 5 | 7 |
| | 5 | Res. Prof 6 | 7 |
| 28 | 1 | Res. Prof 7 | 8 |
| | 3 | Res. Prof 8 | 8 |
| | 5 | Res. Prof 9 | 8 |
| 29 | 1 | Res. Prof 10 | 8 |
| | 3 | Res. Prof 11 | 8 |
| | 5 | Res. Prof 12 | 8 |
| | 6 | Res. Prof 12 | 8 |

3.1.2 *Non-regular*

The non-regular members of the teaching staff shall include the following:

- Lecturer
- Visiting Professor
- Exchange Professor
- Affiliate Faculty
- Adjunct Professor
- Teaching Associate/Fellow

[Art. 155; amended at BOR meetings: 759th, June 15, 1967; 845th, Apr. 25, 1974; and 1048th, Mar. 26, 1992; 1092nd BOR meeting, Nov. 29, 1995]

The appointment of non-regular members of the teaching staff follows the same process as that of the regular faculty. *[Refer to Chapter 5 Faculty Appointment, Promotion, Tenure, and Separation from Service, Section 1.5 Processing of Original Appointments]*

a. Lecturer

The "Lecturer" designation is given to a non-regular member of the teaching staff who is on a temporary status and paid on an hourly basis. Depending on his/her qualifications, a rank of "Lecturer", "Senior Lecturer", or "Professorial Lecturer" may be given.

A Professorial Lecturer is equivalent to an associate professor or full professor in the regular faculty rank. Unless the candidate for the position is outstanding in her/his line of study and her/his competence and prestige entitle her/him to recognition as an expert by her/his colleagues in the field, s/he shall not be recommended for a rank higher than that of senior lecturer. *[Art. 162; amended at 759th BOR meeting, June 15, 1967 and 845th BOR meeting, Apr. 25, 1974]*

The maximum allowable teaching load of a lecturer is six (6) units per semester/trimester/term at any one time in ALL units of the University or an aggregate maximum of 18 units teaching load in a year, unless otherwise authorized by the Chancellor in meritorious cases.

b. Visiting Professor

The "Visiting Professor" designation is given to a faculty member of another academic institution who will teach in the University. The terms of employment will depend on the memorandum of agreement executed by the University with the home institution of the professor concerned or upon the terms of the invitation. Compensation will be on a case-to-case basis. Requests for funding, however, should be made in advance by the requesting unit for purposes of allocation of funds. *[123rd PAC meeting, Jan. 17, 1995]*

Arrangements for a Visiting Professor shall be governed by the following guidelines *[Exec. Com. meeting, Aug. 8, 2001]*:

- 1) The unit must submit to the Office of the Chancellor a proposal containing its projections of the number of Visiting Professors in one (1) year on or before November of the preceding fiscal year.
- 2) The approval of the proposal shall be subject to the availability of funds.
- 3) No Visiting Professor shall be invited without prior approval of the Chancellor upon the recommendation of the dean.
- 4) Terms of reference (TOR) for a Visiting Professor is required whether or not s/he comes from a university with which UPD has a Memorandum of Agreement (MOA). The TOR shall contain the following information:

- Minimum qualifications of the Visiting Professor
- Duration of stay of the Visiting Professor
- Expectations of the host unit from the Visiting Professor
- Obligations of both UPD and the home university of the Visiting Professor

5) The following entitlements may be granted by UPD to a Visiting Professor:

- a) For short-term/long-term visits of professors from universities with which UPD has a MOA

Pursuant to the terms and conditions of the MOA between UPD and the home institution of a Visiting Professor, s/he may be entitled to free housing or a corresponding salary of a UPD rank equivalent to her/ his position at the home institution.

- b) For short-term/long-term visits of professors from universities with no existing MOA with UPD

| Duration of Stay of Visiting Professor | Entitlement(s) |
|--|--|
| ten (10) working days or less | P1,000.00 allowance/day and accommodations at Balat kalinaw or Innotech (if available) |
| more than ten (10) working days but not over forty (40) working days (8 weeks) | <p>Option 1: Accommodations at Balay kalinaw or Innotech (if available) plus P1,000.00 allowance/day if the unit so recommends. The latter will be charged against the host unit's MOOE.</p> <p>Option 2: P15,000.00/month honorarium (prorated) if Visiting Professor pays for his/her own accommodations</p> |

- c. Exchange Professor

An "Exchange Professor" is a professor of another university with approximately equal rank as a UP professor or associate professor who has been permitted to exchange his/her position with that of his/her UP counterpart, for a period of one (1) year or less. *[from Art. 168]*

- d. Adjunct Professor *[1081st BOR meeting, Nov. 17, 1994; 123rd PAC meeting, Jan. 17, 1995]*

The "Adjunct Professor" designation shall be given to a recognized expert in a particular field from another institution willing to devote part of his/her time to teaching and/or research in the University without compensation.

In case the Adjunct Professor is sponsored by a company or an institution, the company or institution shall have the following obligations:

- Assign the Adjunct Professor at least one (1) day a week, or its equivalent, on official time in the college to teach, do research, and provide consultation to students;
- Ensure that the Adjunct Professor diligently performs his/her duties as teaching staff of the college by minimizing assignments that would cause absences or interfere in the performance of his/her academic duties;
- Provide compensation for the Adjunct Professor;
- Subsidize training materials and course handouts of the Adjunct Professor.

The University shall have the following commitments:

- Provide the appropriate University appointment without compensation to the Adjunct Professor;
- Provide office space and secretarial and other support services;
- Provide a graduate assistant whenever needed;
- Provide the necessary teaching aids.

e. *Affiliate Faculty [from 123rd PAC meeting, Jan. 17, 1995]*

The "Affiliate Faculty" designation is given by a UP unit to a faculty member from another UP unit who has been invited to teach in accordance with pertinent teaching policies.

f. *Teaching Associate/Fellow [1092nd BOR meeting, Nov. 29, 1995]*

The designation "Teaching Associate/Fellow" shall be given to a master's/doctoral student who is assigned to teach undergraduate courses in the department where s/he is enrolled in.

1) **Employment status**

A Teaching Associate/Fellow is appointed on a yearly contractual basis to teach part-time. In return, s/he shall be given full-time graduate study privileges.

2) **Duties and responsibilities**

A Teaching Associate/Fellow shall be required to handle a teaching load of at least 6 units and at most 9 units a semester and to carry a semester's study load of 6-9 units of graduate course work or 12 units of thesis/dissertation work. The teaching duties of a Teaching Associate/Fellow may cover any of the following:

- Teaching undergraduate lecture courses;

- Handling laboratory recitation and discussion classes;
- Assisting a regular faculty member in the supervision of undergraduate field work courses or special projects;
- Carrying out other teaching duties and responsibilities related to the aforementioned functions.

In case a Teaching Associate/Fellow is officially sent abroad for training or dissertation research (as part of a "sandwich" MA/MS/Ph.D. program), his/her teaching obligations may be waived. The actual part-time teaching services of a Teaching Associate/Fellow within a year shall be counted as equivalent to T/24 of a year of government service, where T is the total teaching credit for the year, excluding summer credit.

3) Compensation, benefits, and privileges

- Salary as approved by the BOR depending on whether s/he is a Fellow or an Associate
- Book allowance
- Waiver of tuition and miscellaneous fees except student fees
- Thesis/dissertation grant to be paid in accordance with University regulations
- Standard summer honoraria in case s/he is given teaching assignments during summer sessions

4) Conditions for appointments and renewal of appointments

The original appointment and renewal shall be subject to the following conditions:

- To qualify for original appointment as a Teaching Associate/Fellow in an institute/department, an applicant must have been evaluated to possess teaching potential and admitted to the MA/MS/Ph.D. program of that institute/ department.

In the case of faculty members whose institutes/ departments do not have graduate programs, they must be admitted into graduate programs in other units of the University that are within the priority fields of their home units.

- To qualify for the renewal of appointment, a Teaching Associate/Fellow must be in good standing as a master's/doctoral student and must have shown satisfactory teaching performance.
- The contractual appointment may be renewed from year to year subject to the conditions above and up to the maximum residence period allowed by the University for master's/doctoral students (i.e., 5 years for master's students; 6 years for Ph.D. students who already have a master's degree upon admission into the Ph.D. program; and 8 years for those who are doing the straight Ph.D. program).

3.2 Non-teaching Staff *[UP Position Description and Qualification Standards Manual for Research, Extension, and Professional Staff and Administrative Positions as adapted from Civil Service Commission's Prescribed Qualification Standards under MC no. 46, s. 1993]*

The academic non-teaching staff, referred to as Research, Extension, and Professional Staff (REPS), are as follows:

a. University Research Service Group

- University Research Associate (URA)
- University Researcher (UR)

This group, depending on the rank, assists in the preparation and evaluation of research proposals and instruments including the collection, compilation, analysis and interpretation of data, and the presentation of research results.

b. University Extension Service Group

- University Extension Associates
- University Extension Specialists

This group, depending on the rank, assists in the design and conduct of training and extension courses/programs as well as the preparation and dissemination of training and extension materials.

c. Law Reform Group

- Law Reform Associates
- Law Reform Specialists

This group, depending on the rank, assists in the conduct of legal studies and research concerned with law reform and the development of proposals for legislation and for administrative rule-making for the improvement of the legal system.

d. Law Education Group

This group is composed of Law Education Specialists who assist in the design, planning, and conduct of the various programs and seminars/institutes hosted by the UP Law Center as well as the establishment of linkages with other institutions for the teaching of elementary knowledge in law and the dissemination of studies, articles, and other works or writings on law.

e. Science Education

- Science Education Associates
- Science Education Specialists

This group, depending on the rank, assists in curriculum development and

conceptualization of development projects in science and the evaluation of curricular program materials as well as the preparation and conduct of training programs or short-term courses on science and mathematics teaching.

f. Guidance Service Group

- Guidance Service Associates
- Guidance Service Specialists

This group, depending on the rank, deals with the counseling of students with unsatisfactory progress in schoolwork and in finding workable solutions to their problems; takes charge of the testing program of the college/institute; and conducts studies on student needs inventory, study habits, attitude inventory, etc.

g. Library Service Group

This group, composed of College Librarians, deals with cataloging and classifying of books and the indexing of periodicals according to generally accepted systems; advises students and faculty on materials available for subjects under research and conducts physical inventory of library stocks and records.

h. Development Management Group

This group, composed of Development Management Officers, assists in formulating development plans and programs, monitoring and evaluating development projects, and rendering technical assistance on policy/program formulation and organization and management to offices/agencies.

i. Museum Research Service Group

This group, composed of Museum Researchers, deals with collecting, identifying, classifying, accessioning, and cataloging botanical, zoological, anthropological, or paleontological specimens as well as conducting research on such specialized fields of work and the mounting, preserving, and proper display of collections.

4.0 DUTIES AND RESPONSIBILITIES OF FACULTY MEMBERS

The University of the Philippines as the nation's leading institution devoted to higher education, research, and community service bears a special responsibility in that regard. *[Resolution Reorganizing the University of the Philippines into the University of the Philippines System, 828th BOR meeting, Dec. 21, 1972].* Thus, UP faculty members are scholars who are able to integrate teaching, research, and a broad appreciation of extension work, into the specific contours of their respective fields and disciplines. *[from UPD Faculty Workshop, Nov. 6-7, 2001]*

In the performance of their duties, faculty members enjoy academic freedom. While academic freedom gives the faculty members the right to teach the subject of their specializations according to their best lights, freedom in the choice of subjects for research

and investigations, and to hold and to express ideas they believe to be right, faculty members are expected to perform their duties as prescribed by University rules and regulations.

4.1 Working Hours

Full-time members of the faculty and employees of the University shall be on duty for a minimum of 40 hours during each week in accordance with a time schedule to be approved by the Chancellor. [Art. 215; amended at 828th BOR meeting, Dec. 21, 1972]

When the interests of the University service so require, the head of any office may request the proper authorities to extend the daily hours of duty for any or all of the employees under him/her, and may likewise require any or all of them to do overtime work not only on workdays but also on holidays. [Art. 217]

4.2.1 **Required Teaching Load** [Chapter 18, Sec. 11, University Code; as amended at these BOR meetings: 861st, May 29, 1975; 1020th, Apr. 25, 1989; 1023rd, July 27, 1989; and 1092nd, Nov. 29, 1995]

A normal teaching load of 12 units per semester or its equivalent in colleges or units observing the trimester or other systems shall be required of each faculty member;

Provided, That no member of the faculty shall teach less than six (6) units per semester.

Provided, further, That the President or Chancellor may reduce the teaching load to not less than three (3) units per semester of any faculty member who is actively engaged in research/creative work, community service, and/or other authorized activities;

Provided, finally, That no faculty member shall be allowed an aggregate teaching load of more than 36 course credit units for the first and second semesters of any given academic year, including authorized teaching outside the University of the Philippines System, unless otherwise given prior authorization by the President or Chancellor due to exceptional circumstances.

4.2.2 **Computation of Teaching Load** [1048th BOR meeting, Mar. 26, 1992; OP memo no. 40, July 21, 1992; 1091st BOR meeting, Oct. 24, 1995]

a. Undergraduate courses

In general, an undergraduate class is opened when there are at least 10 students. Any exception to this rule must have the approval of the Chancellor on or before the last day of registration. While small classes might be best for academic reasons, the reality of budget constraints dictate that as much as possible small classes should be avoided or offered only once a year.

In the computation of teaching load, at least 16 hours, evenly distributed

throughout the term, devoted to lecture, discussion, or recitation, or to any combination of these, or at least 32 hours supervision of laboratory work, field work, or related student activity, shall be credited as one (1) unit of teaching load; *Provided*, That in exceptional cases, the President or Chancellor, in his/her discretion, may consider at least 24 hours of laboratory or similar work as the equivalent of one (1) unit of teaching load.

A faculty member who combines, merges, or meets two or more sections as one (1) class shall be credited for teaching one (1) section only.

Thesis advising shall not be given any teaching load credit but shall be given honorarium in accordance with University rules and regulations.

1) Teaching load credit

The teaching load credit of a faculty per semester/term is the sum of the teaching units of all the courses s/he teaches. It is based on teaching units and not on course credit.

Course credit (CC) is based on the number of contact class hours per week, for example a 3-hour/week lecture class has three (3) units of course credit. *Teaching units* (TU) refer to the course credit multiplied by a number that is determined by class size, course category (whether GE or non-GE) and course level (undergraduate or graduate).

The regular teaching load of 12 units is reckoned using course credit. For example, a faculty member has to teach four (4) courses with 3-unit course credit each to satisfy the required 12-unit regular teaching load or three (3) courses, each with 4-units of course credit.

2) Large classes

If a faculty member handles a large class (i.e., more than 40 students), s/he shall be entitled to a credit load multiplier determined as follows:

$$LARGE\ CLASS\ CREDIT\ LOAD\ MULTIPLIER = \left[1 + \frac{N - 40}{120} \right]$$

where: N = actual number of students in the class,
 $41 \leq N \leq 160$

The teaching unit (TU) for a large class is computed as follows:

where TU = teaching unit
 CC = course credit

$$TEACHING UNIT (TU) = CC \times \left[1 + \frac{N - 40}{120} \right]$$

Hence, for a subject with a course credit of 3 units and with 100 students, the teaching units will be:

$$TEACHING UNIT (TU) = 3 \times \left[1 + \frac{100 - 40}{120} \right] = 3 \times 1.5 = 4.5 \text{ units}$$

The maximum large class multiplier is 2.00 and it is attained when class size reaches 160. It is deemed non-optimal for a faculty member to have more than this number of students.

The multiplier shall be used for claiming overload or summer teaching honoraria.

3) General Education (GE) classes

GE classes with at least 25 students shall be given a credit load multiplier of 1.33. Thus, faculty members handling general education courses with at least 25 students shall be credited with a teaching unit equal to 1.33 times the GE course credit. However, this 1.33 GE multiplier shall NOT be used for complying with the required 12-unit teaching load per semester. The multiplier shall be used only for claiming overload or summer teaching honoraria.

The distinction is important to avoid unduly reducing the teaching capacity of colleges handling GE courses. The aim of the 1.33 multiplier is not to reduce the teaching loads of GE teachers but to increase their compensation.

For example, a GE teacher meets his/her 12-unit normal teaching load per semester by teaching four (4) subjects, each with 3-units of course credit. If one (1) of his/her four (4) courses is a GE subject, then with the use of the GE multiplier (1.33), the faculty member shall get additional compensation. However, the multiplier cannot and should not be used as a basis for reducing the faculty load, say, from four (4) courses, each with 3-course credit units, to 3 GE courses.

When a GE class has more than 40 students, then the GE and large class multipliers are applied in computing the teaching units for the faculty member. For example, the teaching units of a faculty member teaching a Natural Science 1 (with a course credit of 3 units) class with 100 students shall be computed as follows:

$$\begin{aligned} \text{TEACHING UNIT (TU)} &= 3 \times \left[1 + \frac{100 - 40}{120} \right] \times 1.33 \\ &= 3 \times 1.5 \times 1.33 = 5.98 \text{ units} \end{aligned}$$

4) Physical Education (PE) courses

The normal faculty teaching load in the College of Human Kinetics shall be 12 units, as in other units of the University.

Practical (activity) PE courses for college students shall be treated as laboratory courses. As such, one and one-half (1½) hours of practical PE class per week or 24 hours a semester of 16 weeks, is equivalent to one (1) unit.

Theoretical PE courses for college students shall be considered lecture classes. As such, one (1) hour of class per week or 16 hours a semester is equivalent to one (1) unit. [*Office of General Services Memo, Dec. 5, 1974*]

b. Graduate courses

In general, a graduate class is opened when there are at least five (5) students. Any exception to this rule must have the approval of the Chancellor on or before the last day of registration.

- 1) If the offering of a graduate course with less than five (5) students cannot be postponed or avoided, the teaching load credit for the teacher equals the course credit. There shall be NO exception to this rule.
- 2) If a graduate class has five to nine (5-9) students, the teaching units shall be 1.25 times that of the course credit.
- 3) If a graduate class has ten (10) or more students, the teaching units shall be 1.50 times that of the course credit.

In all cases, it is understood that only officially registered graduate students, fully paid as of the last day of late registration, shall be counted. Auditors or sit-ins shall not be counted.

A faculty member who combines, merges or meets two (2) or more sections as one (1) class shall be credited for teaching one (1) section only.

Thesis advising shall not be given any teaching load credit but shall be given honorarium in accordance with University rules and regulations.

c. Pre-collegiate courses

These are given nine-tenths ($\frac{9}{10}$) the credit of undergraduate courses.

4.3 Non-teaching Activities

The normal 12-unit teaching load requirement may be partially satisfied by any of the following:

- Authorized graduate studies
- Research, creative work, and other forms of productive scholarship
- Extension
- Administrative work

Provided, That priority shall be given to teaching and that the total maximum credit for the aforementioned non-teaching activities shall not exceed six (6) units, unless otherwise authorized by the President or the Chancellor. [from Art. 194-195]

The President, Chancellor, Vice President for Academic Affairs, Vice Chancellor for Academic Affairs, Deans, Directors of institutes, and Chairs of departments/divisions shall enforce the rules governing teaching load. The Dean shall submit to the Chancellor for his/her approval all the names of faculty members for whom non-teaching credit is allowed. [from Art. 201]

4.3.1 Assignment of Credit

The Dean may assign credit for non-teaching activities under the following conditions:

- a. The maximum credit for research work (Research Load Credit or RLC), creative work (Creative Work Load Credit or CWLC), or any other form of productive scholarship or community service shall be six (6) units. This shall not be used as basis for claiming honorarium for overload teaching. [Refer to Section 3.3 Research Load Credit/Creative Work Load Credit, of this Chapter]
- b. A faculty member enrolled for study can have his/her teaching load reduced by the same number of units enrolled in, but not to exceed six (6) units; *Provided*, That this shall not be used as basis for claiming honorarium for overload. [Refer to Section 3.2. Study Load Credit, of this Chapter]
- c. A faculty member working on his/her master's thesis may be granted study leave with pay for one-half ($\frac{1}{2}$) calendar year or be on a reduced teaching load (6 units) for not more than one and a half ($1\frac{1}{2}$) calendar years, whichever arrangement may best promote the interest of scholarship as well as meet the exigencies of the service.

For a faculty member doing his/her dissertation, such study leave with pay may be for one (1) calendar year or for not more than three (3) calendar years, if on reduced

load.

- d. Administrative load credit (ALC) may be given to a faculty member with administrative assignment at the unit, college or University level according to an approved schedule. *[Refer to Section 3.5 Administrative Work, of this Chapter]*

A faculty member given administrative assignment or permitted to do research/creative work by the University may be granted administrative load credit (ALC) or research/creative work load credit (RLC/CWLC). The monetary value of this ALC or RLC/CWLC shall be deemed to compensate such assignments, either partially or fully. For instance, a faculty member granted a 3-unit ALC may be deemed to have been compensated, partially or fully, with the equivalent of one-fourth ($\frac{1}{4}$) of his/her regular faculty salary. *[OP Memo no. 40, July 21, 1992]*

4.3.2 **Study Load Credit (SLC)** *[OP memo no. 40, July 21, 1992]*

Study load credit (SLC) is given to faculty members who are enrolled, while carrying a teaching load, so they can have more time to study and finish their degree programs in the shortest time possible. As a general rule, faculty members with SLC should not be assigned any overload teaching. If the student faculty member is being considered for overload honorarium, the SLC shall NOT be counted --- EXCEPT under an emergency situation as in the following example: a faculty member, in the middle of a semester, leaves the service (for whatever reason), and the department cannot find a replacement/substitute except a student faculty. *[See also Chapter 6 Faculty Privileges, Section 1.1 Study Privileges for Full-Time Faculty Members Not on Leave]*

4.3.3 **Research Load Credit (RLC)/Creative Work Load Credit (CWLC)** *[Revised University Guidelines on Research and Creative Work Load Credit, UPD Exec. Com. meeting, June 19, 2002; OVCRD memo 29, June 24, 2002; revised UPD Exec. Com. meeting, Oct. 1, 2003]*

In line with the University's mission to contribute to the stock of human knowledge and forms of expression, UP Diliman encourages and supports undertakings of its faculty members in research and creative works. The University believes that research or creative work is an essential part of the faculty's functions as it results to enhanced teaching as well.

Faculty members doing research/creative works may be granted Research Load Credit (RLC)/Creative Work Load Credit (CWLC) which may partially satisfy the faculty members' required load of 12 units. *[Refer to payment of honoraria for overload teaching of faculty members given RLC/CWLC in Section 4.2 of this Chapter]*

- a. Load credit for research/creative work shall ordinarily range from 1 to 3 units per semester.

All applications for research/creative work load credit must be accompanied with

a description of the work, timetable/duration of the project and funding information. They must be recommended by the Chair of the Department and approved by the Dean.

- b. Whenever load credit is claimed for research/creative work, a report of accomplishment or progress report shall be submitted to the Office of the Vice Chancellor for Research and Development (OVCRD) at the end of the semester when load credit is claimed and upon renewal of application. It is the responsibility of the Dean to see to it that such reports are submitted on time. There shall be attached to the report an evaluation of the research output/creative work by the College Research Committee or its equivalent, including recommendation by the Dean for the renewal or non-renewal of the load credit.

A final report shall be submitted to the OVCRD at the end of the project period indicated in the timetable.

- c. A load credit for research/creative work in excess of 3 units per semester but not exceeding a total of 6 units may be requested from the Chancellor in very meritorious cases. Such applications for a load credit shall be evaluated and endorsed by the Dean.

All applications for research/creative work load credit in excess of 3 units shall be submitted to the Office of the Chancellor before the beginning of the semester but not later than the first day of registration.

All applications for load credit that are submitted to the Office of the Chancellor after the first day of registration shall not be given more than 3 units of credit.

- 1) RLC/CWLC may be given for module/textbook writing. However, this will not be counted for purposes of overload if the faculty receives honorarium for this work.
 - 2) RLC for projects that are completed in the middle of the semester shall be pro-rated based on the portion of the semester when the project was completed.
 - 3) RLC/CWLC is not granted for editing of printed work and for thesis/ dissertation work.
- d. Personally-funded research or creative work may be granted RLC/CWLC; *Provided*, That it is part of the College agenda and has been properly endorsed by the unit.

Applications for RLC for personally-funded researches should be accompanied with proposals following the regular prescribed proposal format.

4.3.4 **Extension** [77th UC meeting, Apr. 16, 2002]

Extension is the provision of service by an academic unit, faculty, staff, and students (outside of course requirements), individually or as a group, to the people and other organizations. This function of the University is a contribution to achieving excellence in social and public service. Extension generates, validates, and applies knowledge that can enrich instruction and research.

Extension includes services utilizing expertise and talent related to one's discipline, outside instruction and research, such as non-degree training, seminars, workshops, conferences, review classes [except UP College Admission Test (UPCAT)], advisory/technical/information services, exhibits, performances, consultancies (without professional fee), networking, advocacy, and volunteer/community work.

A college may have an extension committee to oversee extension activities and assist the faculty involved. Extension activities shall be considered and credited in the faculty and staff promotion, using college-determined criteria/guidelines.

4.3.5 *Administrative Work*

Faculty administrators are regular faculty members who are appointed to administrative positions for a fixed term of office. The administrative assignment is given equivalent administrative load credit (ALC) to partially or fully compensate such assignment.

Notwithstanding the provision of total maximum credit for non-teaching activities, the following are the ALCs corresponding to administrative positions in the University [1142nd BOR meeting, May 26, 2000; amended at 1166th BOR meeting, Dec. 2, 2002]:

a. Fixed ALCs

| Administrative Position | ALC |
|--|-----------|
| <ul style="list-style-type: none"> President, Vice Presidents, University Secretary, Chancellors, Assistant Vice Presidents, Assistant University Secretary, University General Counsel, Vice Chancellors, PGH Director | 12 units |
| <ul style="list-style-type: none"> Faculty Regent, Deans, University Registrars, System Directors, Directors of principal units¹ | 9 units* |
| <ul style="list-style-type: none"> Assistant Directors of System Offices, Constituent University Directors, Directors of sub-units², Directors of National Centers of Excellence and High School Principals | 6 units** |

b. Variable ALCs – The specific ALCs for each position shall be determined by the Chancellor

| Administrative Position | ALC |
|---|-----------|
| <ul style="list-style-type: none"> College Secretaries, Associate/Assistant Deans, Chairpersons of Divisions/Departments | 3-6 units |
| <ul style="list-style-type: none"> Faculty members with regular administrative duties not included above (e.g., coordinators, assistant chairs, deputy directors, assistant college secretaries, student relations officers) | 1-3 units |

A faculty member appointed to two (2) or more academic administrative positions, other than those specified in first bullet under *a. Fixed ALCs*, may be granted the ALC for said positions; *Provided*, That the total ALC shall not exceed nine (9) units. The appointee, however, shall be entitled to receive honoraria fixed for the positions to which s/he is appointed, subject to pertinent Commission on Audit (COA) rules (e.g., No one may receive honoraria exceeding fifty percent (50%), in the aggregate, of his/her basic salary.)

The President/Chancellor, as the case may be, shall be authorized to assign ALCs to other positions as they deem necessary.

¹ Principal units are academic or non-academic units whose heads report directly to or are supervised by the President, Chancellor, Vice President, Secretary of the University.

* The Chancellor may lower the ALC as s/he deems appropriate for Directors of principal units.

² Sub-units are those that are attached to a principal unit and, therefore, do not fall under the category of principal unit, i.e., units under the supervision of Vice Chancellors/Deans.

** The Chancellor may lower the ALC as s/he deems appropriate for Directors of sub-units.

4.4 Overload

The University discourages overload teaching by its faculty members. High quality student and faculty performance are best assured when faculty members take on combined teaching, research, extension, administration and study loads within the normal load of 24 units per academic year. To protect faculty members from being assigned too much teaching and/or to prevent them from voluntarily taking on too much teaching, to the detriment of teaching efficiency and effectiveness, there shall be limits on the overload and summer teaching which will be compensated with honoraria. There shall be limits per semester/trimester/summer session.

Faculty members may be given ALC for administrative duties and/or RLC/CWLC for research/creative works. A faculty member who has a teaching load and at the same time, ALC and/or RLC/CWLC, may be entitled to an overload teaching honorarium if the total load is beyond the normal 12 units. However, the maximum combined sum of ALC and RLC/CWLC which shall be counted for purposes of overload shall be 12 units, even if the actual sum is more than 12. [OP memo no. 40, July 21, 1992]

4.4.1 Faculty Members with Teaching Duties Only

To fairly compensate faculty members while at the same time safeguarding the original intent of the rule on overload, the following guidelines have been formulated [1091st BOR meeting, Oct. 24, 1995]:

- a. No faculty member shall be paid overload honoraria for more than nine (9) units course credit of overload per semester/trimester; *Provided*, That the overload payment is based on teaching units and not on course credit.
- b. For the summer session, no faculty member shall be paid summer teaching honoraria for any load beyond two (2) courses or six (6) units course credit; *Provided*, That the overload payment is based on teaching units and not on course credit.

The limit for overload teaching shall be set at nine (9) units course credit per semester and two (2) courses or six (6) units course credit for summer.

4.4.2 Faculty Members with Research/Creative Work in Addition to Teaching

The research load credit (RLC) or creative work load credit (CWLC) given a faculty member shall NOT be counted in determining overload if the faculty member receives honorarium (regardless of the source) for the research/creative work for which the RLC/CWLC was granted, except in highly meritorious cases as defined by the Dean.

However, if the faculty member does not receive honorarium from any source (UP or outside UP) for such research/creative work, then the RLC/CWLC, up to a maximum of three (3) units per semester, may be counted; *Provided*, That:

- a. the research/creative work is officially recognized by the College and
- b. a progress or final report on that research/creative work has been submitted by the faculty member and accepted by the proper authorities or bodies BEFORE the overload honorarium payment is made. [Refer to Section 4 Overload, of this Chapter for the maximum ALC/RLC/CWLC for overload honorarium]

4.4.3 Faculty Members with Administrative Duties in Addition to Teaching [OP memo no. FN-01-18, Feb. 26, 2001]

To ensure the highest quality of teaching while promoting the effective and efficient administration of the University, the following guidelines apply:

- a. For purposes of overload, the teaching load of faculty administrators (i.e., UP officials, Deans, Directors, Department Chairs and heads of units) shall be limited to six (6) course credit per semester or twelve (12) course credit per year; *Provided*, That overload payment is based on teaching units and not on course credit. At least three (3) course credit of the overload must be taught after office hours.

- b. As a general rule, faculty members with administrative or research load credit may not teach in other educational or training institutions.

Note: Administrative personnel and REPS may teach as lecturers only after office hours and after written permission has been granted. The maximum teaching load they can handle is six (6) course credit per semester, to include their load within and outside UP (if any).

4.5 Attendance in Classes *[from Exec. Com. meeting, July 28, 1993]*

Faculty members are expected to meet their classes as scheduled during the semester/term. Vacation leaves may be taken only during the regular vacation periods of the University. *[from Art. 225]*

A faculty member may, however, be allowed to go on special detail to attend conferences, seminars and the like, or serve as consultant or resource person, during a semester if the total amount of class missed is not more than 20% of the time for each course s/he is handling during that semester.

The faculty member must make up for the days s/he will be absent, either prior to the trip or immediately after return. The arrangement should be with mutual agreement with the students. If another faculty member is requested to handle the class, a written *conformé* to this effect should accompany the application for travel or leave.

The Department Chair and unit head or Dean, should see to it that the arrangement for substitute teachers or make up classes are complied with in order to ensure that the students are not short-changed.

As much as possible, foreign travel to attend international conferences and seminars should not be scheduled during registration days, the first two (2) weeks of classes, and final examination days.

4.6 Consultation Hours

Each member of the faculty shall be available for consultation for at least ten (10) hours a week during regular office hours. The Dean or Director, in consultation with the faculty member, shall determine these hours at the beginning of every semester or term and shall designate the particular students and their number who shall consult with the teacher at the designated hours and rooms. In place of consultation work, the President may give the faculty member a different assignment, other than class recitation work, should s/he consider such assignment necessary. *[Art. 221]*

Whenever the class schedule of a student conflicts with the faculty member's consultation schedule, a special time for consultation shall be arranged by the faculty

member with the approval of the Dean or Director. [Art. 222]

4.7 Submission of Grades

Every faculty member shall submit his/her report of grades as soon as possible after the final examination at the end of each term. A period of five (5) days is ordinarily allowed for each section for the grading of papers and the preparation of the report of grades. In case a faculty member handles several sections and the interval between examinations is less than five (5) days, s/he shall submit the report of grades for the various sections at the rate of one (1) report at the end of every five-day period after each examination; *Provided*, That all reports of grades must be submitted not later than seven (7) days after the last day of the examination period. In justifiable cases, deviation from the above rules may be authorized by the Chancellor. [Art. 372]

Penalties are provided for by University rules for faculty members who fail to submit grades within the prescribed period. [Refer to Chapter 10 Conduct, Restrictions, Discipline; Section 2.1 Teaching]

4.8 Keeping of Class Records [1161st BOR meeting, July 25, 2002]

Faculty members are required to keep class records for five (5) years after teaching the course and surrender these records to their Department Chair or Institute Director in the event of leave of absence, sabbatical, or separation from the University within said time. Class records are defined as grade sheets (signed hard copy) and record books.

4.9 Registration Duties

The inter-semester period shall not be a vacation for faculty members but shall be for the purpose of giving them time to grade examination papers, prepare reports of students' grades, clear up all other pending academic and committee work, and help in the registration for the following semester. [Art 229]

4.10 Attendance at Meetings

The University Faculty, being a collegial body, subscribes to a process where decisions are arrived at in a consensual manner or through consultations. Thus, faculty members are expected to attend meetings at the department, college, and university levels.

4.10.1 Faculty Meetings

Each college/school faculty shall hold at least one (1) meeting each semester or term

where all members are expected to attend. *[from Art. 75]*

Members of the faculty of one (1) college giving instruction in another college may attend the faculty meetings of the latter, and shall have the right of speech and vote on questions involving the courses they are handling in the latter or the students registered in the said courses. *[Art. 73]*

4.10.2 *University Council Meetings*

Every member of the University Council shall be required to attend all its meetings but any member may be excused from attendance for reasons his/her Dean or Director considers satisfactory. *[from Art. 23]*

Members of the faculty who have to attend University Council meetings are authorized to assign some work their students need to do within the meeting time. *[Art. 24]*

5.1.1 *General Guidelines*

- a. All appointments to the faculty shall be made strictly on the basis of merit. No religious test shall be applied, nor shall the religious opinions or affiliations of the instructors of the University be a matter of examination or inquiry. *[Art. 157]*
- b. Members of the faculty shall be exempt as such from any civil service examination or regulation as a requisite to appointment. *[Art. 158]*

However, faculty members assigned to teach subjects for licensure examinations on all professions shall be holders of valid certificates of registration/professional licenses and professional identification cards, or special temporary permits, or a valid certificate of competency for the profession issued by the Professional Regulation Commission. *[from R.A. 8981, PRC Modernization Act of 2000]*

- c. Every recommendation to the Board of Regents for appointment or promotion shall be accompanied with a complete statement of the qualifications, training, service record, publications, or research of the candidate and such other matters which may be called for by the rules of the University. *[Art. 159]*
- d. Recommendations for appointments and promotions in the faculty shall be made in accordance with such rules of procedure as may be prescribed by the President and shall be strictly in consonance with a plan of standardization of faculty positions. The Board of Regents shall not approve any appointment which shall take effect earlier than thirty (30) days before the meeting of the Board at which the recommendation for promotion is presented. *[Art. 160; amended at 818th BOR meeting, Mar. 23, 1972]*

- e. It is the policy of the University to discourage nepotism^{*} in appointments to the academic and administrative staff of the University except in cases where the interests of the University require otherwise and the Board of Regents so decides. This policy shall be observed and applied within the individual units of the University, such as the colleges and schools. *[Art. 163, amended at 754th BOR meeting, Jan. 20, 1967]*
- f. No person shall be eligible for appointment or reinstatement as a regular member of the faculty of the University during the term for which s/he has been elected to any political office. *[Art. 164]*
- g. No person who has been defeated as a candidate for any political office in an election shall be eligible for appointment or reinstatement as a regular member of the faculty within a year after the election. *[Art. 165]*
- h. No person shall be appointed member of the faculty without compensation unless, in the opinion of the President/Chancellor of the University, such a person possesses high professional or scholastic competence and the immediate requirements of the University justify the appointment. *[Art. 166]*
- i. No person shall be appointed to the faculty on part- or full-time basis, with or without compensation, if the said person is on the staff of any private university or college in the Philippines; *Provided*, That when the immediate requirements of the University justify the appointment and no other applicant approximates the needed high professional and scholastic competence, such a person may be appointed on a year-to-year basis until another, who possesses the desired competence and is not connected with other educational institutions, is available and willing to accept such an appointment. *[Art. 167]*
- j. In all appointments to the positions of lecturers, senior lecturers, or professorial lecturers in the University, nominees who are connected with other branches of the Government shall present written permits from the department head concerned, and shall state the total number of hours a week they are teaching in other schools. *[Art. 161, amended at 759th BOR meeting, June 15, 1967 and 845th BOR meeting, Apr. 25, 1974]*

^{*} Nepotism is prohibited insofar as administrative and other non-teaching personnel are concerned *[Sec. 49, P.D. 807]*

5.1.2 Other Terms and Conditions of Appointment

The precise terms and conditions of every appointment shall be stated in writing. In case of non-renewal of a temporary appointment, the person concerned shall be so informed in writing by the Dean at least sixty (60) days before the expiration date. *[from Art. 179b; amended at 834th BOR meeting, June 28, 1973; 1009th BOR meeting, Feb. 26, 1988; 1017th BOR meeting, Dec. 8, 1988]*

Nothing herein provided shall preclude the University from making appointments to the faculty on a contract basis for a fixed term. *[Art. 179d, as originally adopted at the 834th BOR meeting, June 28, 1973]* Appointments to the faculty on a contract basis shall not be governed by the rules on tenure but by the terms of the contract. *[Art. 180]*

The President is granted authority by the BOR to approve temporary appointments to the ranks of Instructor, Assistant Professor, Associate Professor, and Professor beyond the respective maximum number of years of temporary appointment prescribed for these ranks. This authorization shall be exercised only if due to circumstances beyond his/her control, the proposed appointee does not yet qualify for permanent appointment.

The normal rule is that if the appointee qualifies for permanent appointment after serving the maximum probationary period, s/he shall be issued permanent appointment, if the intention is to retain her/him in the service; in other words, her/his appointment cannot be continued any further on temporary basis without violation of the rule.

If the incumbent does not yet qualify for permanent appointment even after serving the maximum probationary period, s/he cannot be issued any further appointment even on temporary basis. It is on behalf of the faculty members that fall under this category that the authorization of the President is sought, so that they could be given further chance to qualify and prove their worth. In many cases, the failure of temporary faculty members to acquire the required qualifications within the maximum probation prescribed for their respective ranks is due to some causes not under their complete control. *[929th BOR meeting, Apr. 16, 1980]*

5.1.3 *Salary Grades*

UP faculty ranks are given corresponding salary grades as follows:

| Faculty Rank | Salary Grade |
|-------------------|--------------|
| Instructor 1 | 14-1 |
| Instructor 2 | 15-1 |
| Instructor 3 | 15-3 |
| Instructor 4 | 16-1 |
| Instructor 5 | 16-3 |
| Instructor 6 | 17-1 |
| Instructor 7 | 17-3 |
| Assistant Prof. 1 | 18-1 |
| Assistant Prof. 2 | 19-1 |
| Assistant Prof. 3 | 19-3 |
| Assistant Prof. 4 | 20-1 |
| Assistant Prof. 5 | 21-1 |
| Assistant Prof. 6 | 21-3 |
| Assistant Prof. 7 | 21-5 |
| Associate Prof. 1 | 22-4 |
| Associate Prof. 2 | 22-5 |
| Associate Prof. 3 | 23-4 |
| Associate Prof. 4 | 24-3 |
| Associate Prof. 5 | 25-2 |
| Associate Prof. 6 | 25-3 |
| Associate Prof. 7 | 25-5 |
| Professor 1 | 26-4 |
| Professor 2 | 26-5 |
| Professor 3 | 26-6 |
| Professor 4 | 27-5 |
| Professor 5 | 27-6 |
| Professor 6 | 27-7 |
| Professor 7 | 28-6 |
| Professor 8 | 28-7 |

5.1.4 ***Role of Academic Personnel Committees*** [E.O. no. 6, Office of the President, UP, Aug. 5, 1970; amended at E.O. no. 9, Office of the President, UP, Aug. 31, 1970; 1159th BOR meeting, Mar. 21, 2002]

- a. The **Department Academic Personnel Committee (DAPC)** shall assist in the review of the recommendations initiated by the Department Chair with regard to recruitment, selection, performance evaluation, tenure, staff development, professorial chairs, and promotion of the academic personnel of the department in accordance with the general guidelines formulated by the University Academic Personnel Board (now the Diliman Academic Personnel and Fellowship Committee) and the implementing details laid down by the College Academic Personnel Board.

Disagreement between the Department Chair and members of the Department Academic Personnel Committee on specific recommendations shall be placed on record and shall be forwarded to the College Academic Personnel Committee for action.

The DAPC shall be composed of the Department Chair and two (2) or four (4) faculty representatives as members who shall be elected at large by the regular full-time faculty of the department; *Provided, however,* That the following guidelines shall be observed:

- All full-time faculty members of the department shall be ranked from the most junior to the most senior (e.g., Instructor 1 to 7, Assistant Professor 1 to 7, Associate Professor 1 to 7, Professor 1 to 12). The upper half of the ranking list shall be considered the senior level and the lower half, the junior level.
 - In case there are two (2) or more faculty members in the same rank or step, priority in ranking should be based on the dates of their appointment to the step.
 - For faculty members appointed to the same step at the same time, priority will be based on their appointment to the rank.
 - For those who were appointed at the same time to the same rank and step, the one with the longer length of service as faculty member in the University shall be ranked higher in the list.
- A department with at least nine (9) but not more than fourteen (14) full time faculty members shall have two (2) faculty representatives, one (1) from the senior level, and one (1) from the junior level.
- A department with at least fifteen (15) full-time faculty members shall have four (4) faculty representatives, two (2) from the senior level and two (2) from the junior level.
- A department of less than nine (9) full-time faculty members shall be merged by the Dean with one (1) or more departments within the college for purposes of the

DAPC, *Provided*, That the Chair of the department with the bigger or biggest number of faculty members shall serve as Chair of the Committee; and *Provided, further*, That merged departments shall have at least one (1) representative, elected by the faculty of that department, in the Committee.

- A department with at least six (6) part-time faculty members and lecturers, or a combination of both, shall have a representative of part-time faculty members and/or lecturers in the DAPC. The representative shall be elected at large by the part-time faculty members and/or lecturers of the department, and shall attend Committee deliberations only when part-time faculty members and/or lecturers are involved; *Provided*, That the same rule shall apply in the case of academic non-teaching personnel in the department.

Members of the DAPC shall have a term of two (2) years; *Provided, however*, That for the first set of elective representatives, one-half (½) of the membership shall have a term of two (2) years and the other half a term of one (1) year as determined by the department faculty; *Provided, further*, That the representatives of the part-time faculty members and lecturers or the academic non-teaching personnel shall have a term of one (1) year.

- b. The **College Academic Personnel Committee (CAPC)** shall be composed of the Dean as Chair and the Chairs of the various DAPCs of the College as members; *Provided*, That the Academic Personnel Committee of a college or unit without departments or an academic non-degree granting unit shall be formed in a manner similar to a DAPC.

The CAPC shall have the following functions:

- 1) To assist the Dean in setting up details for the implementation of policies, rules, standards, or general guidelines as formulated by the University Academic Personnel Board (now the Diliman Academic Personnel and Fellowship Committee);
- 2) To review the recommendations submitted by the DAPC with regard to recruitment, selection, performance evaluation, tenure, staff development, professorial chairs, and promotion of the academic personnel of the college;
- 3) To establish departmental priorities in the allocation of available funds for promotion;
- 4) To act on cases of disagreements between the Chair and the members of the DAPC, particularly on personnel matters; and
- 5) To act on complaints against personnel actions by the Department Chair and/or the DAPC.

- c. **University Academic Personnel and Fellowship Committee (APFC)** [*Exec. Com.*]

meeting, Dec. 3, 2002]

1) Functions

The APFC shall review, evaluate and endorse to the Chancellor recommendations from academic units with regard to the following:

- Appointment, tenure, and promotions of faculty and REPS (salary grade 18 and above)
- Award of local and foreign fellowships, study leaves, special details, professorial chairs, and faculty grants
- Financial assistance for participation in conferences, seminars, workshops, and training programs
- Other related functions assigned by the Chancellor

2) Membership

- Vice Chancellor for Academic Affairs, *Ex officio* Chair
- Vice Chancellor for Administration, *Ex officio* Vice-Chair
- HRDO Director, *Ex officio* Member and Head of Secretariat
- 2 representatives each from the 4 curriculum clusters
- 2 REPS

5. 1.5 *Processing of Original Appointments*

a. Supporting papers

The following documents should be attached to the recommendation for original appointments:

- Fully accomplished basic papers (HRDO B-1)
- Personal Data Sheet with two 2 x 2 pictures
- Justification
- Original Transcript of Records (TOR) and Diploma or True Copy of Grades certified by the College Secretary, if TOR and Diploma are not available
- NBI clearance
- Marriage Certificate, authenticated by NSO, if married
- Birth Certificate, authenticated by NSO
- Medical Certificate with documentary stamp

Additional documents are required in the following cases:

- For Teaching Associates/Teaching Fellows: Photocopy of Form 5
- For those who transfer from another government office/institution: Complete statement of Service Record, Certification of leave credit, Certification of last

- salary received, approved transfer and clearance from former agency
- For foreigners: Working visa and employment permit from Department of Labor and Employment (DOLE), if there is no MOA with reciprocal terms

b. Procedural flow

Appendix A summarizes the process flow of appointment and the documents to be submitted depending on the type of appointment.

c. Payment of first salary

The following documents should be submitted to HRDO to facilitate payment of the faculty member's first salary:

- Oath of Office (3 copies) with documentary stamp
- Report for duty (3 copies)
- Residence certificate
- Tax Identification Number (TIN) (Apply for TIN at BIR; application form may be obtained from HRDO)
- Bank account number for ATM purposes (Application may be made at Philippine National Bank, Veterans Bank and Land Bank located inside the campus)

5.2 Promotion

Promotion is meant to recognize the faculty's accomplishments, growth and development as a teacher and as a scholar, and service to the University, the academic community, and the general public. It involves an assessment of the faculty's effectiveness and commitment in performing his/her duties based on minimum criteria set by the University, in support of its vision of academic excellence.

Promotion in rank shall not necessarily carry tenure with it; that is, promotion is a separate matter from faculty tenure. *[Art. 179c; amended at 834th BOR meeting, June 28, 1973; and 1017th BOR meeting, Dec. 8, 1988]*

A salary promotion may be given to a faculty member beyond the regular scale when his/her services are greatly needed even if for valid reasons his/her academic performance and scholarly competence do not justify promotion in rank. *[from Art. 174]*

5.2.1 *Criteria for Promotion*

In determining promotions in the faculty, careful consideration shall be given to the following factors: teaching ability of the candidate, research competence and productivity, scholarly performance, dedication to service, positive evidence of educational interest and marked academic growth, moral integrity, and good personal

character and conduct. *[from Art. 174]*

Individual units may impose more stringent standards as long as these are consistent with the intent and framework of the System-wide standards, applied consistently within the unit and made clear to the unit's faculty.

Promotion implies selectivity and choice; it is awarded for academic, scholarly, and professional accomplishments, not for seniority nor length of service.

5.2.2 Automatic Promotion for Ph.D. *[990th BOR meeting, Aug. 28, 1986; amended at 1147th BOR meeting, Dec. 21, 2000]*

A faculty member who obtains from a reputable institution a Ph.D. or its equivalent in a field relevant to the unit to which the faculty member belongs shall be given automatic promotion in accordance with the rules and regulations promulgated by the Board of Regents;

- *Provided*, That such promotion shall take effect upon completion of the Ph.D. or its equivalent;
- *Provided, moreover*, That the rank attained through merit increase/promotions earned by a faculty member pursuing a Ph.D. program while simultaneously teaching or performing other functions in the University shall be taken as basis for the automatic promotion.

A faculty member with the rank of Instructor or Assistant Professor who obtains a Ph.D. degree from a reputable university shall be promoted in accordance with the following schedule subject to the provisions above.

| Rank Prior to Obtaining Ph.D.* | Rank Upon Obtaining Ph.D. |
|---------------------------------|--|
| Instructor 1-2 | Assistant Professor 3 |
| Instructor 3-4 | Assistant Professor 4 |
| Instructor 5-7 | Assistant Professor 5 |
| Assistant Professor 1 | Assistant Professor 5 |
| Assistant Professor 2 | Assistant Professor 6 |
| Assistant Professor 3 and above | Shall be given rank promotion or salary step increases based on their respective merits upon completion of their degree and return to duty, provided that in the case of Assistant Professors 3 to 5, the rank and salary step to be given shall not be lower than Assistant Professor 6 |

Automatic promotions will be made effective on the date of report for duty, provided that there is a certification from appropriate officials of the University concerned that all the requirements for the doctoral degree have been met. *[825th BOR meeting, Oct. 26, 1972]*

* or as of last promotion as per provision above

5.3 Appointment to Specific Ranks and Tenure

Tenure or permanency is granted to a faculty member who meets the requirements for the position to which s/he is being appointed after a trial period in accordance with the rules and standards set by the University.

The criteria for tenure set by the University ensure that each faculty satisfactorily performs his/her teaching duties as well as contribute to the pool of knowledge in his/her chosen field or discipline. The inextricable link between teaching and research/creative work/extension, which is an essential requirement for faculty promotion, must also be reflected in the grant of tenure.

[Refer also to Section 1.2 Other Terms and Conditions of Appointment, of this Chapter]

5.3.1 Instructors

- a. The initial appointment in the University to the rank of Instructor shall be temporary in character, for a period not exceeding one (1) year.
- b. A temporary appointment shall automatically terminate at the end of that one-year period unless the Chancellor, upon recommendation of the Dean of the unit, renews that appointment for a period of one (1) year.

In no case, however, under normal circumstances, shall such renewal exceed five (5) years from the date of the initial appointment.

- c. After an Instructor has served for three (3) years, it shall be mandatory for the head of the academic unit (e.g., department) to review his/her eligibility for tenure, and to inform him/her of possible non-renewal of appointment at the end of the fourth year.

After the Instructor has served for four (4) years, the same review should be undertaken. These reviews shall be regularly reported to the Dean.

- d. After that five-year period, reckoned from the date of original appointment as Instructor (regardless of status as casual, substitute, or with item), the appointment shall automatically terminate, unless the Instructor is promoted to the rank of Assistant Professor, with or without tenure; *Provided*, That in the case of those pursuing master's studies who are already in the thesis stage, the appointment may be extended but not to exceed two (2) years, provided that the instructor is properly informed of said condition.
- e. Promotion to the rank of Assistant Professor shall be given only when the Instructor shall have obtained a graduate degree, or accomplished outstanding academic, creative, or professional work.

f. Other rules on tenure to the contrary notwithstanding, an Instructor may be given tenure under the following conditions:

- Appropriate academic bodies have acted favorably on his/her tenure as well as promotion to Assistant Professor, except that there is no funding for the promotion to Assistant Professor;
- S/He has satisfied the minimum qualifications for tenure of an Assistant Professor [*Refer to Section 3.2 Assistant Professors, of this Chapter*], and
- S/He has already served meritoriously for at least five (5) years.

[Art. 177; amended at 834th BOR meeting, June 28, 1973; 888th BOR meeting, June 30, 1977; 932nd BOR meeting, Sept. 18, 1980; 1017th BOR meeting, Dec. 8, 1988; 1031st BOR meeting, June 28, 1990; 1081st BOR meeting, Nov. 17, 1994; 1142nd BOR meeting, May 26, 2000; 1153rd BOR meeting, Aug. 30, 2001]

5.3.2 Assistant Professors

- a. No person without a graduate or professional degree shall be initially appointed to the rank of Assistant Professor.
- b. The initial appointment in the University to the rank of Assistant Professor shall be temporary in character, renewable every year for a period not exceeding three (3) years.
- c. Such appointment shall automatically terminate at the end of that three-year period unless the Assistant Professor is given tenure as provided in paragraph (d) below.
- d. The minimum qualifications for tenure shall be the following. Units may impose stricter standards.
 - At least a master's or equivalent degree or a professional degree;
 - Satisfactory or better teaching performance; and
 - Sole or lead authorship of a refereed journal article (local or international) or academic publication by a recognized academic publisher or literary publisher in the case of literary work; or in the field of visual arts, creative work that was exhibited and juried, or a similar requirement in music and other performing arts.

[Art. 178; amended at 834th BOR meeting, June 28, 1973; 1017th BOR meeting, Dec 8, 1988; 1153rd BOR meeting, Aug. 30, 2001]

For the School of Economics, the maximum period of temporary appointment as Assistant Professor is six (6) years. At the end of this maximum period, either the

appointment terminates or the appointee must be promoted to Associate Professor with tenure. This rule shall be observed for as long as the School continues to hire faculty members already with Ph.D. [1026th BOR meeting, Nov. 23, 1989]

5.3.3 *Associate Professors*

- a. No person without a graduate or professional degree, or outstanding academic, creative, or professional achievement shall be initially appointed to the rank of Associate Professor.
- b. The initial appointment in the University to the rank of Associate Professor shall be temporary in character, for a period not exceeding two (2) years, after which it shall automatically terminate.
- c. A renewal after that two-year period shall be with tenure on the basis of criteria set for faculty promotions.

[Art. 179; amended at 834th BOR meeting, June 28, 1973; 1017th BOR meeting, Dec. 8, 1988]

5.3.4 *Professors*

- a. No person without a graduate or professional degree, or outstanding academic, creative, or professional achievement shall be initially appointed to the rank of Professor.
- b. The initial appointment in the University to the rank of Professor shall be for a period of one (1) year. A renewal shall be with tenure.

[Art. 179a; amended at 834th BOR meeting, June 28, 1973; 1017th BOR meeting, Dec. 8, 1988]

5.4 **Separation from Service**

An appointment with tenure may be terminated by resignation, retirement or removal for cause. [from Art. 179b]

5.4.1 *Resignation*

No resignation presented by any member of the faculty shall be considered unless notice thereof has been given to the Chancellor through the Dean or Director concerned, at least sixty (60) days before it takes effect. Resignations within an autonomous university are within the authority of the Chancellor to accept. [Art 182; 828th BOR meeting, Dec. 21, 1972]

No resignation shall take effect until the services of a successor or temporary substitute have been secured. Failure to report for duty six (6) months after appointment without the Chancellor's written permission automatically cancels the appointment. [Art. 183]

The above rules shall not apply to resignations on account of serious illness, or when, in the judgment of the Chancellor, it is in the interest of the University that the resignation be accepted to take effect immediately. Acceptance of a resignation does not carry with it any waiver of the financial and property obligations of the person concerned to the University. [Art. 184]

5.4.2 *For Cause*

A faculty member may be separated from the University for cause. [Refer to Chapter 10 Conduct, Restrictions, and Discipline, Section 6 Rules and Regulations on the Discipline of Faculty Members and Employees and Appendix B]

No member of the faculty, officer, or employee shall be suspended or removed for cause, except after an investigation and hearing shall have been had. [from Art. 263]

Notwithstanding the provisions of Art. 263, the President may suspend any member of the teaching staff, officer, or employee during the pendency of the administrative charges against him/her. [Art. 264]

The President may suspend or remove, after due hearing, administrative officers and employees without prejudice to an appeal to the BOR within 30 days after the receipt of the decision. [Art. 265]

5.4.3 *Retirement*

a. Mandatory

Under R.A. 660, P.D. 1146, and R.A. 8291, retirement is compulsory at age 65. [Refer to Chapter 7 Faculty Benefits and Welfare, Section 2.2 Social Security Protection Benefits]

b. Optional (Under R.A. 660)

- 1) At age 63 – The member must have completed at least 18 years of service, the last 3 of which must be continuous.
- 2) At age 60 and 62 – The member must have met the age and service requirements in accordance with the schedule below, the last 3 years of which must be continuous.

| Age | Years of Service |
|-----|------------------|
| 60 | 24 |
| 61 | 22 |
| 62 | 20 |

- 3) At age 52 or over but below the age of 60 – The member must have met the age and service requirements in accordance with the schedule below, the last 3 years of which must be continuous.

| Age | Years of Service |
|-----|------------------|
| 52 | 35 |
| 53 | 34 |
| 54 | 33 |
| 55 | 32 |
| 56 | 31 |
| 57 | 30 |
| 58 | 29 |
| 59 | 28 |

5.5 Extension of Service in the University

As a matter of policy, the services of officials or employees who attain the compulsory retirement age of 65 years are not extended unless the extension of the services of these officials or employees is absolutely necessary in the interest of public service.

5.5.1 *Beyond the Compulsory Retirement Age of 65*

The BOR may extend the tenure of faculty members of the University beyond the age of sixty-five (65), any other provision of law to the contrary notwithstanding, on recommendation of the President of the University, whenever in his/her opinion their services are specially needed; *Provided, however*, That no extension of service shall be made beyond the age of seventy (70). [from Section 6, paragraph k of UP Charter]

Even the special power of the Board to extend faculty appointments beyond the compulsory retirement age of 65 years must be availed of only sparingly and should not be taken for granted by the units. Deans, directors of academic units, and department chairs are all advised to review the age profile of their respective faculty and carefully

plan the faculty complement needed for the offering of their programs. In highly justifiable cases when requests for extensions cannot be avoided, such as when the retiree's 65th birthday falls in the middle of a semester, all concerned are reminded to initiate the process early enough. [OC memo no. 98-247, June 18, 1998]

5.5.2 Age 70 and Above

The appointment of faculty members beyond the age of 70 by way of extension of service or appointment is not permissible. Neither the Board of Regents nor the President of the Philippines can approve such appointment.

Appointments of retired personnel beyond age 70 may, however, be allowed in the following situations:

- a. The appointment involves a non-career service position as provided for in Section 9 of the Civil Service Law, (Book V, E.O. no. 292, Office of the President of the Philippines) to wit:

Non-career service includes...

(4) Contractual personnel or those whose employment in the government is in accordance with a special contract to undertake a specific work or job, requiring special or technical skills not available in the employing agency, to be accomplished within a specific period, which in no case shall exceed one year, and performs or accomplishes the specific job or work, under his own responsibility with a minimum of direction and supervision from the hiring agency.

Contractual appointments like professorial lecturers are not subject to Civil Service rules as they are in the category of non-career service category.

- b. The appointment to highly technical positions is temporary. Appointment on a contractual basis is not subject to Civil Service rules.

The appointees are competent, physically and mentally. Government employees who have reached retirement age should not be discriminated upon from being appointed as professorial lecturers when they have more expertise in teaching than outsiders who may not have the necessary experience in teaching. [Office of the Chief Presidential Legal Counsel, Office of the President, Malacañang, Mar. 30, 2000]

6.0 FACULTY PRIVILEGES

To be a member of the UP faculty is a privilege in itself. In addition, there are other privileges attached to it such as the following:

- Study
- Leave
- Library
- Housing
- Special detail
- Privileges of retired faculty members
- Others

6.1 Study Privileges of Faculty Members Not on Leave [836th BOR meeting, Aug. 30, 1973; amended at 990th meeting, Aug. 28, 1986; 1048th BOR meeting, Mar. 26, 1992; 1053rd BOR meeting, Aug. 27, 1992 and clarified at 1054th BOR meeting, Oct. 29, 1992; OVPPF memo no. 93-19, June 15, 1993; 1175th BOR meeting, Sept. 25, 2003]

As a University policy, UP faculty members are encouraged to pursue graduate studies in fields that are within the academic priorities of their departments, colleges and the University. Faculty members may be given tuition waiver and full or partial load reduction from their teaching. While the grant of full or partial load reduction is designed to help faculty students complete their studies in the soonest time possible, it is subject to conditions which ensure that units are able to meet their teaching responsibilities.

6.1.1 Full-Time Faculty Members (permanent or temporary, regular incumbents or substitutes)

a. Study/Enrolment privilege

Members of the faculty, officers and employees shall have the privilege of enrolling in the University for not more than nine (9) units at the undergraduate level or six (6) units at the graduate level a semester at reduced rates in courses that shall be beneficial to their regular work in the University or their career development, subject to the approval of the Chancellor or his/her authorized representative. In the case of non-teaching personnel, the courses shall be taken after office hours. [Art. 243]

No member of the faculty shall enrol as a student in the University System or in an outside institution without the permission of her/his dean or director and the Chancellor. Permission may be granted only when, considering the teaching load of the faculty member, the nature and scope of the course s/he intends to take, and the time the course requires, such study shall not impair her/his efficiency as a member of the faculty. [Art. 260, amended at 836th BOR meeting August 30, 1973].

[Refer to Chapter 10 Conduct, Restrictions, and Discipline, Section 2.2 Studies]

All full-time University personnel may enrol in university courses to obtain advanced degrees relevant to their field or discipline and shall be entitled to 100% waiver of tuition, laboratory and miscellaneous fees (except Student Fund fees) subject to the following conditions:

- 1) Prior to enrolment, approval of their immediate supervisor, head of unit, and Chancellor have been obtained. For faculty members, the tenured faculty of the college, as a body, shall decide which fields are deemed relevant, taking into account new developments in the discipline and the growing multi-disciplinary nature of certain fields of knowledge.
- 2) The total teaching and study load shall not exceed 18 units per semester unless with prior approval by the Chancellor.
- 3) The appointment shall be at least co-extensive with the semester or term of enrolment.
- 4) The renewal of this privilege for the succeeding semester shall be subject to satisfactory scholastic performance in the previous semester.
- 5) The faculty shall submit a true copy of grades to the dean or head of unit and to HRDO as prerequisite for renewal or extension of the privilege.

Regular full-time faculty members who have completed their Ph.D.s or terminal degrees in the relevant discipline can enrol in any field without paying tuition, laboratory and miscellaneous fees (except Student Fund fees). Approval from the head of unit and the Chancellor shall be required only for registration purposes.

b. Study load reduction or Study Load Credit (SLC)

In addition to the 100% waiver of tuition, laboratory and miscellaneous fees (except Student Fund fees), a faculty member may be granted a partial load reduction for study referred to as Study Load Credit (SLC). This privilege permits a partial de-loading from the faculty's regular 12 unit teaching load.

Provided, That SLC shall NOT be used as basis for claiming honorarium for overload teaching;

Provided further, That the faculty member's teaching load shall be reduced by the same number of units, but not more than six (6), that s/he is enrolled for study; and

Provided finally, That a faculty member working on her/his master's thesis or doctoral dissertation shall be granted study leave with pay of normally one-half ($\frac{1}{2}$) calendar year for a master's thesis or one (1) calendar year for a doctoral dissertation or be on a half load (6 units) for not more than three (3) calendar years for a dissertation, whatever arrangement may best promote the interest of scholarship as well as meet the exigencies of the service.

Since the grant of partial de-loading to a particular faculty member would mean more load to the rest of the faculty, the grant shall be a collective faculty decision subject to consultation with the entire department or college faculty.

The following shall be satisfied prior to the grant of SLC:

1) Qualification

- Full-time faculty member (regular incumbent or substitute)
- Enrolled in a graduate program which is one of the academic priorities of the department and college. No study load credit shall be given for courses outside the relevant discipline or program of study. However, faculty members may apply for tuition waiver as provided for in the revised rules on study privileges for UP personnel.

2) Conditions

- For study load credit of 3 units or less
 - Approval by the Dean, upon recommendation of the department Chair, and reported to the Chancellor immediately after the last day of registration
- For study load credit of 4–6 units
 - Approval by the Chancellor, upon recommendation of the department Chair and the Dean after consultation with the department (by the Chair) or the college faculty (by the Dean)
- For study load credit of 7 units or more
 - Same procedure and requirements as full study leave with pay as indicated in *Section 2.1 of this Chapter*.

The total load per semester (teaching load plus study load) of a faculty member receiving study load credit shall be subject to limits to be determined by the President.

The study load credit is granted on a per semester basis but may be renewed subject to:

- satisfactory academic performance in the previous semester and
- the need of the department or college for his/her regular faculty services.

The faculty shall submit the true copy of grades to the Dean or head of unit and to the HRDO as a prerequisite for renewal or extension of privilege.

3) Limitations

No faculty member in the first semester of teaching shall be granted more than 3 units of SLC or be allowed to enrol in more than 6 units of graduate courses.

A faculty member with study load credit cannot be given administrative or

research duties, regardless of whether or not reduced load credit was previously granted. A faculty member given SLC is supposed to be concentrating on teaching and studying and not research or administration. [1053rd BOR meeting, Aug. 27, 1992]

6.1.2 *Part-Time Faculty Members*

All regular part-time faculty upon the approval of their immediate supervisors, heads of unit, and the Chancellor, may enrol in university courses to obtain advanced degrees relevant to their field or discipline and shall be entitled to 100% waiver of tuition, laboratory and miscellaneous fees (except Student Fund fees). The tenured faculty of the college, as a body, shall decide which fields are deemed relevant, taking into account new developments in the discipline and the growing multi-disciplinary nature of certain fields of knowledge.

Part-time faculty members who have completed their Ph.D.s or terminal degrees in the relevant discipline can enrol in any field without paying tuition, laboratory and miscellaneous fees (except Student Fund fees). Approval from the head of unit and the Chancellor shall be required only for registration purposes.

Lecturers are NOT classified as regular faculty members and therefore, NOT entitled to this study privilege.

6.2.1 *Study Leave* [836th BOR meeting, Aug. 30, 1973; 973rd BOR meeting, Nov. 29, 1984; amended at 1142nd BOR meeting, May 26, 2000]

Subject to the exigencies of the service, faculty members may be granted study leave with or without pay. They may be allowed to enrol full time in the University or in other educational institutions subject to the following:

- Approval of the Chancellor
- The restriction cited in Enrolment Without Permission [Refer to Chapter 10 Conduct, Restrictions, and Discipline, Section 2.2 Studies] and Rules on the Privilege to Study [Refer to Section 1 Study Privileges for Faculty Members Not On Leave, of this Chapter]

a. Study leave with pay

- 1) Qualifications [1053rd BOR meeting, Aug. 27, 1992; amended at 1101st BOR meeting, Sept. 26, 1996; 1137th BOR meeting, Nov. 25, 1999; amended at 1174th BOR meeting, Aug. 27, 2003]

To avail of full study leave with or without pay or faculty fellowship, a faculty member must meet ALL the following conditions:

- a) The faculty member must have:
 - proven teaching ability and commitment to serve as UP faculty member

- a good undergraduate record or (if any) good graduate academic record
- positive evidence of interest in further academic and professional development
- good physical health
- the potential to complete advanced graduate studies and research

b) The faculty must:

- be occupying his/her own faculty item (i.e., not a faculty substitute or contractual faculty) at the start of the award; *Provided*, That a faculty member substituting for one who is temporarily on sick, maternity, or study leave, shall not be entitled to study leave with pay
- not hold rank higher than Assistant Professor
- have served at least one (1) year as a regular UP faculty member
- be tenured or being considered for tenure
- not be more than forty (40) years old

In highly meritorious cases, the conditions on maximum rank or age may be waived upon the recommendation of the APFC and approval of the Chancellor. The age limit may be raised from forty (40) years to forty-five (45) years for graduate studies abroad and to fifty (50) years for local graduate studies.

c) The graduate program that s/he will enrol in must be one of the academic priorities of her/his department, college, and Constituent University (CU) as indicated in their faculty development program.

The choice of degree program and the college of enrolment must be approved by the following:

- Department APC (if any)
- Department Chair (if any)
- College APC or Executive Committee
- Dean
- CU Academic Personnel and Fellowship Committee (APFC)
- Chancellor

2) Privileges

Faculty members on full study leave with pay or on fellowship shall enjoy the following privileges:

- Full de-loading from regular faculty duties
- Full faculty salary and other benefits for regular faculty in the active service (including eligibility for promotions)
- 100% waiver of tuition, laboratory and miscellaneous fees (except Student Fund fees) in University courses provided study load is approved by the faculty member's graduate advisor and department chair
- Rights to some suitable faculty office or desk space (for local Fellows, to the extent available), but no further entitlements

- Thesis or dissertation allowance may be granted subject to the recommendation of the APFC, the availability of funds and approval by the Chancellor (During the leave with pay, the faculty member retains his/her faculty item.)

3) Obligations and other conditions

- Before the start of the full study leave with pay or fellowship, the Fellow (also those on full study leave with pay) must execute a return service contract with the University and the corresponding surety agreement.
 - For local Fellows, the contract shall stipulate (among other things) a return service of one year (12 months) for every year spent, or a fraction thereof, on fellowship.
 - For Fellows abroad, the return service shall be at the rate of two years (24 months) return service for every year, or fraction thereof, spent on fellowship or full study leave.
- In case the Fellow does not fulfil the return service requirements, then s/he must reimburse the following to the University:
 - All expenses incurred, plus
 - An equity charge of 50% of the total amount expended, and
 - Interest at the prevailing legal rate at the time of the breach or revocation of the contract.

A member of the UP faculty or staff may act as guarantor in the surety agreement only if s/he is a relative of the faculty Fellow.

- The Fellow must commit to the following conditions:
 - Complete, in the soonest time possible, the graduate program for which the fellowship was granted;
 - Study full-time (i.e., carry at least the normal load);
 - Not engage in any other employment or practice of profession during the period of the award;
 - Submit at the end of each semester a true copy of grades and a progress report duly certified by the Fellow's faculty adviser to the chair, dean, and Diliman Academic Personnel and Fellowship Committee.

4) Duration [*1053rd BOR meeting, Aug. 27, 1992; 1156th BOR meeting, Nov. 29, 2001*]

Faculty members on study leave may enjoy a fellowship or full study leave with pay as follows, subject to availability of funds, exigencies of service, and based on merit.

- Master's degree: at most two and a half years (30 months)
- Doctoral degree:

- Up to four years (48 months) after a master's degree or its equivalent has been earned
- Up to five years (60 months) for straight Ph.D. program

In very exceptional cases, and on the recommendation of the CU APFC, the Chancellor may authorize an extra semester for those pursuing a master's degree or an extra year for those pursuing a doctoral degree.

Furthermore, fellowship (local or abroad) shall be awarded on a year-by-year basis, depending on the academic performance of the Fellow. On the other hand, full study leave with pay (local or abroad) shall be awarded only on a semester-by-semester basis, depending on the academic performance of the faculty student and the need by the department or college for his/her regular faculty services.

5) Additional conditions

- a) When a faculty member is awarded a faculty fellowship or goes on study leave without pay, his/her department gets the right to hire a substitute. Thus, the total teaching capacity of the department or college is not impaired. This is NOT the case when a department or college allows a faculty member to go on full study leave with pay because there are no funds to hire a substitute.
 - In recommending a full study leave with pay, the rest of the department and/or college faculty commits itself to take over the teaching load and other duties to be left behind by the faculty going on full study leave.
 - The decision to allow a faculty member to go on study leave with pay should be a COLLECTIVE faculty decision. Before a chair or dean recommends full study leave with pay, the rest of the department should be informed in writing (by the chair or dean) and there should be, at least, a consensus among the faculty on their commitment to shoulder the additional load.
- b) Faculty Fellows or those on study leave with pay, specially those enrolled abroad or who, at some point during the leave, go abroad as part of their study program, may be further subject to other requirements imposed by the National Government (e.g., NEDA, DFA, etc.).

It shall be the duty of the Vice Chancellor for Academic Affairs to keep abreast of these rules, keep the faculty informed, and enforce the rules.

b. Study leave without pay

Faculty members on full study leave without pay shall enjoy complete de-loading from regular faculty duties and 100% waiver of tuition, laboratory and miscellaneous fees (except Student Fund fees) provided the study load is approved by the faculty

member's graduate advisor and department chair, subject to normal academic progress but no other entitlements. Those on such leave (local or foreign) are subject to the same requirements as local faculty Fellows, except in the matter of the return service obligation. Faculty on full study leave without pay shall render one (1) year of service for every two (2) years of leave or a fraction thereof. The same limits on the total number of years imposed on faculty Fellows shall be imposed on those on full study leave without pay. [1142nd BOR meeting, May 26, 2000]

6.2.2 Teacher's Leaves [Art. 224–228; amended at 828th BOR meeting, Dec. 21, 1972; Art. 233; amended at 1030th BOR meeting, Mar. 29, 1990]

Teacher's leave shall be granted to full- and part-time regular members of the faculty who do not normally perform administrative functions. It shall consist of vacation and sick leaves, neither of which shall be cumulative. [from Art. 224]

a. Vacation leave

- 1) Teacher's vacation leave shall consist of one (1) month in each academic year in addition to the usual Christmas vacation.
- 2) Such vacation leave shall be applied for and may be taken only during the regular vacation periods of the University, which is from the day after commencement to the day before the first day of registration for the first semester; *Provided, That:*
 - the Chancellor may, in his/her discretion, on recommendation of the deans and directors of the respective colleges and schools, grant to members of the faculty whose services are not required, vacation leave in excess of one (1) month during such vacation period;
 - in case of sickness for more than 15 days during the regular class periods, vacation leave with pay not exceeding one (1) month in lieu of the summer vacation may be allowed during the regular class periods; and
 - the load of the faculty who has been granted the leave is duly taken care of without the need of a new appointee. [Art. 225]
- 3) Notwithstanding the aforementioned article (Art. 225), the Chancellor may detail such members of the faculty as s/he may consider necessary to teach during the summer sessions of the University, but such members so detailed and who actually teach throughout the summer sessions shall be entitled to vacation leave throughout the next succeeding summer. [Art. 226]
- 4) In the event of failure to render service without good reason as required in number 3) above (paragraph immediately preceding), the teacher in question shall NOT be entitled to the regular salary corresponding to that summer session. [Art. 227]
- 5) The inter-semester period shall NOT be a vacation for faculty members but shall

be for the purpose of giving them time to:

- grade examination papers
- prepare Reports of Grades of students
- clear up all other pending academic and committee work
- help in the registration for the following semester [Art. 229]

b. Sick leave

1) Teacher's sick leave shall consist of not more than fifteen (15) days, excluding Saturdays, Sundays, and holidays, in any one (1) academic year. Application for sick leave for more than two (2) days at a time shall be approved only if:

- a doctor's certificate is submitted, or
- the physical appearance clearly shows that the faculty member has been sick or seriously indisposed. [Art. 228]

2) Sick leave shall be granted only on account of sickness on the part of the person concerned or any member of the immediate family. In no case shall sick leave be used as a reason for seeking employment anywhere.

6.2.3 Cumulative Leave [Art. 230; amended at 710th BOR meeting, June 7, 1963 and 828th BOR meeting, Dec. 21, 1972; E.O. no. 3, Office of the President, UP, July 13, 1989]

Cumulative leave shall be granted to faculty members who:

- a. regularly perform administrative functions in offices which are normally necessary in the management of the affairs of the University and its units;
- b. are engaged in assignments which involve reporting for work beyond the normal office hours, and therefore cannot take advantage of the teacher's vacation leave, both conditions being certified to by the appropriate Dean or Director. This privilege may be granted only when the assignment carries an official designation or appointment, lasting at least one (1) academic year, with the previous approval of the Chancellor;
- c. are engaged in research under the following conditions:
 - The faculty carries an official designation as program/ project/study leader lasting at least one (1) academic year;
 - The assignment as program/project/study leader prevents him/her from taking advantage of the teacher's vacation leave;
 - The faculty shall be entitled to cumulative vacation and sick leave credit only during the summer period, to be computed based on the following: for 30 calendar days of service during the summer period, 1.25 vacation leave credit

and 1.25 sick leave credit shall be earned.

After at least six (6) months of continuous, faithful, and satisfactory service, the persons mentioned in Article 230 shall be entitled to vacation and sick leaves, both with full pay and exclusive of Saturdays, Sundays and holidays for each calendar year of service. [Art. 231]

Vacation leave of 15 days and sick leave of 15 days may be granted to officers and employees of the University at such times during the calendar year as may be approved by the Chancellor. Both leaves shall be cumulative and any part thereof which may not be taken within the calendar year in which it is earned may be carried over to the succeeding years; and whenever any officer or employee referred to herein shall voluntarily resign or be separated from the University through no fault of her/his own, s/he shall be entitled to the commutation of all accumulated vacation and/or sick leave to her/his credit;

Provided, That the total vacation leave and sick leave that can accumulate to the credit of any officer or employee shall in no case exceed ten (10) months;

Provided, further, That the Chancellor may, in his/her discretion, authorize the commutation of the salary that would be received during the period of the vacation and sick leave of any permanently appointed officer or employee and direct its payment on or before the beginning of such vacation and/or sick leave from the fund out of which the salary would have been paid;

Provided, furthermore, That no person whose leave has been commuted following the separation from the University shall be re-appointed or re-employed in the University before the expiration of the leave commuted unless s/he first refunds the money value of the unexpired portion of the leave commuted.

For the purpose of granting leave of absence to employees required to observe service schedules which extend to six (6) or more days a week, leave credit shall be charged with only the number of hours that are supposed to be rendered on that day. [Art. 232; amended at 764th BOR meeting, Nov. 21, 1967 and 828th BOR meeting, Dec. 21, 1972]

6.2.4 ***Academic Leave for Faculty Administrators*** [1150th BOR meeting, May 24, 2001]

The entitlement to academic leave shall apply to faculty administrators with 9-12 units of administrative load. An annual academic leave of ten (10) working days is given to faculty administrators to:

- enable them to pursue their intellectual interests while performing administrative functions; and
- somehow compensate for the loss in research time they would otherwise enjoy as faculty without any administrative load.

The terms of the academic leave shall be as follows:

- a. Only faculty members with an administrative load of nine (9) to twelve (12) units shall be entitled to an annual academic leave.
- b. The administrator may enjoy 10 working days of academic leave for every year s/he has 9-12 units of administrative load. When administrative service is less than a year, the academic leave shall be pro-rated accordingly.
- c. The academic leave shall not be cumulative (i.e., may not be charged to leave credit) and may not be monetized. But the administrator may spread out the leave in one (1) year, provided his/her administrative duties shall not be prejudiced.
- d. Should a faculty administrator avail of academic leave and then resign from office, the leave shall be charged against his/her regular leave credit.
- e. The academic leave shall be enjoyed in addition to the fifteen (15) days of vacation leave. As in the case of vacation leave, the faculty administrator shall apply for academic leave.

6.2.5 *Special Leave Privileges (SLP)* [Sec. 21, Rule XIV of the Omnibus Rules on Leave]

All University personnel including faculty members designated to perform administrative functions are entitled to THREE (3) days of Special Leave Privileges (SLP). These leave privileges are non-cumulative and non-commutable. Faculty members without administrative duties are not entitled to the 3-day SLP but are granted Teacher's Leave under University and CSC rules.

The 3-day SLP may be any one (1) or a combination of the leaves shown in the following table.

| Type of Leave | No. of Days |
|---|-------------------|
| Birthday | Maximum of 1 day |
| Emergency, in case of earthquake, typhoon, flood and other natural and/or manmade disasters or calamities, subject to certification from the proper authorities | |
| Enrolment | Maximum of 1 day |
| Graduation | Maximum of 1 day |
| Hospitalization for immediate members of the family | |
| Wedding and Honeymoon | |
| Wedding Anniversary | Maximum of 1 day |
| Relocation, subject to the submission of a certification from the barangay captain | Maximum of 2 days |
| Burial/Mourning, in case of death of the spouse or any of the children, parents, brothers or sisters | |
| Government transactions | Maximum of 3 days |
| Domestic emergencies | Maximum of 3 days |

6.2.6 Maternity Leave [E.O. no. 3, Office of the President, UP, July 13, 1989; Art. 235; amended at 685th BOR meeting, April 14, 1961 and 828th BOR meeting, Dec. 21, 1972; amended at 891st BOR meeting, Aug. 25, 1977; CSC Resolution no. 021420, Oct. 22, 2002]

Every woman in the government service who has rendered an aggregate of two (2) or more years of service, shall, in addition to the vacation and sick leave granted to her, be entitled to maternity leave of sixty (60) calendar days with full pay.

Maternity leave of those who have rendered one (1) year or more but less than two (2) years of service shall be computed in proportion to their length of service, provided that those who have served for more than a year shall be entitled to sixty (60) days maternity leave with half pay.

It is understood that enjoyment of maternity leave cannot be deferred but should be enjoyed within the actual period of delivery in a continuous and uninterrupted manner not exceeding 60 calendar days.

Every woman, married or unmarried, may be granted maternity leave more than once a year. Maternity leave shall be granted to female employees in every instance of pregnancy irrespective of its frequency.

Maternity leave shall also be enjoyed by the adoptive parents if the adoptee is below seven (7) years of age as of the date the child is placed with the adoptive parents through the Pre-adoptive Placement Authority issued by the Department of Social Welfare and Development. R.A. 8552 An Act Establishing the Rules and Policies on the Domestic Adoption of Filipino Children and for Other Purposes provides that the adoptive parents shall, with respect to the adopted child, enjoy all the benefits to which biological parents are entitled.

In addition, under UP guidelines, faculty members shall be entitled to maternity leave of six (6) months, two (2) months before and four (4) months after delivery; *Provided, That:*

- 1) such leave shall be paid subject to the provisions of the Maternity Leave Law (i.e., 60 days with pay);
- 2) if the health of the mother or of the child requires it, as evidenced by a medical certificate, such leave may be extended by the Chancellor;
- 3) if the health of the mother or of the child so warrants, as evidenced by a medical certificate, and her services are urgently needed, the Chancellor may reduce the leave after delivery from four (4) to two (2) months;
- 4) in special cases the Chancellor may waive the provisions of the two (2) preceding clauses if the health of the mother and her child so warrants as evidenced by a medical certificate, but in no case shall the period of leave be less than 30 days before and 30 days after delivery.

The President and/or the Chancellor is/are authorized to waive the University rules on maternity leave in individual cases.

6.2.7 *Paternity Leave* [R.A. no. 8187 The Paternity Leave Act of 1996]

Paternity leave is a privilege granted to a married male employee allowing him to not report for work for seven (7) days while continuing to earn the compensation therefore, on the condition that his legitimate spouse has delivered a child or suffered a miscarriage, for purposes of enabling him to effectively lend support to his wife in her period of recovery and/or in the nursing of the newly born.

This is true for the first four (4) deliveries of the legitimate spouse with whom he is cohabiting.

Paternity leave shall also be enjoyed by the adoptive parents if the adoptee is below seven (7) years of age as of the date the child is placed with the adoptive parents through the Pre-adoptive Placement Authority issued by the Department of Social Welfare and Development. R.A. 8552 An Act Establishing the Rules and Policies on the Domestic Adoption of Filipino Children and for Other Purposes provides that the adoptive parents shall, with respect to the adopted child, enjoy all the benefits to which biological parents are entitled.

6.2.8 *Military Service Leave*

- a. Military service leave shall be granted to members of the faculty, officers, and employees who may be called in accordance with the National Defense Act, or any other law for trainee instruction or for regular active duty training, and shall be paid the salary during the absence for such purpose. [Arts. 236 – 237]
- b. When the employee goes for training voluntarily with the Armed Forces of the Philippines, without being obliged to go, the employee shall apply for leave of absence. In case the application is approved, no compensation shall be drawn from the University during the absence; *Provided*, That the absence shall not curtail the vacation leave privileges in the University. [Art. 238]

6.2.9 *Leave Without Pay* [Art. 239; amended at these BOR meetings: 828th, Dec. 21, 1972; 987th, Apr. 24, 1986; 1169th, Mar. 27, 2003; Art. 240; amended at 75th BOR meeting, Jan. 20, 1967]

The Chancellor may, upon recommendation of the Dean or head of office, grant leave of absence without pay not to exceed one (1) year at a time, provided it does not go beyond two (2) consecutive years, the absence to be planned in advance so as not to interfere with the work schedule of the University. If the faculty has a temporary appointment, the leave may be granted **ONLY FOR THE PURPOSE OF STUDY**, in which case the existing rules on study leave shall apply. Failure to report back to UP shall be considered absence without leave.

Any member of the academic staff, officer, or employee of the University System shall be dropped from the service for unexplained absence for at least 30 days after the expiration of the period of the leave granted.

6.3 *Special Detail* [from Art. 241; amended at the following BOR meetings: 754th, Jan. 20, 1967; 760th, July 14, 1967; 762nd, Sept. 15, 1967; 801st, Oct 29, 1970; 828th, Dec. 21, 1972; 839th, Nov. 29, 1973; and 987th, Apr. 24, 1986]

A member of the academic staff or an administrative officer may be assigned by the President or the Chancellor, as the case may be, on a special detail in the Philippines or abroad for the benefit of the University or of any of its units under conditions to be fixed by him/her in each case;

Provided, That members of the faculty who are married at the time of the detail may be granted an extra family allowance per month, to commence from the date of departure from a Philippine port to the date of their arrival in the Philippines if in the opinion of the President, or of the Chancellor, as the case may be, the circumstance warrant;

Provided, further, That the President, or the Chancellor, as the case may be, may authorize the commutation in advance of salaries and/or family allowances, such commutation to be limited to not more than three (3) months;

Provided, finally, That, upon request of another agency, government or private, and when the needs of the University so permit, University personnel may be detailed by secondment to the requesting agency subject to certain conditions. [Refer to Chapter 10 Conduct, Restrictions, and Discipline, Section 3.6a Secondment]

Special detail shall include participation in an official capacity in conferences, workshops, seminars, short-term courses, and similar activities subject to prior authorization and to such conditions as may be attached thereto and to applicable laws and regulations. *[Refer to Chapter 4 Duties and Responsibilities, Section 5 Attendance in Classes]*

6.4 Sabbatical *[987th BOR meeting, Apr. 24, 1986; amended at 1029th BOR meeting, Mar. 1, 1990; adopted provisions 1030th BOR meeting, Mar. 29, 1990; further amended at 1048th BOR meeting, Mar. 26, 1992; further amended at 1138th BOR meeting, Dec. 17, 1999]*

A sabbatical is a privilege given to a faculty member that exempts him/her from performing regular duties. This privilege may be granted to faculty members to encourage study, investigation, and research; and to improve their competency to better serve the University.

Subject to the exigencies of the service, a sabbatical may be granted for a period not exceeding one (1) year, with full salary under the following conditions:

- a. The faculty member has served the University not less than six (6) consecutive years immediately prior to the sabbatical, at least as associate professor in the last two (2) years; *Provided, That:*
 - 1) s/he shall have been in active service in the University at least two (2) years before the sabbatical;
 - 2) any vacation or sick leave without pay of not more than five (5) months shall not be considered a break in the six-year period;
 - 3) active service in this particular case shall be understood to mean actual direct service to the University, which shall also include special detail.
- b. In no case shall the sabbatical be granted, within two (2) years before the faculty member's 65th birthday.
- c. For more effective planning of class schedules, the application for sabbatical should be filed with the immediate heads of units at least one (1) semester before the intended effectivity of the sabbatical.
- d. The faculty member shall report back for service to the University immediately after the sabbatical. Report back for service is understood to mean resumption of teaching duties or assumption of administrative assignment for at least two (2) years.
- e. The start of the sabbatical should be synchronized with that of a regular semester/trimester/quarter or summer, whichever is applicable, so that the date of report for service will coincide with, or be close to, the beginning of another

semester/trimester/quarter or summer.

- f. The faculty member shall be free to choose the purpose for which the sabbatical will be spent including study, research, scholarly or creative work, consultancy, fellowship, rest, renewal, provided existing University rules are not violated.
- g. If the sabbatical is for study or research and the faculty member applies, in addition to the salary, for transportation costs, per diems and other forms of assistance, the grantee shall give a seminar/public lecture on his/her research or study at the end of the sabbatical; *Provided, however*, That this requirement shall be optional in the case of those who have not received transportation costs, per diem, and other forms of assistance.

Those going on sabbatical can have their salary during the current fiscal year commuted. For example, if the effective date of the sabbatical is from January 1, 2002 to December 31, 2002, the salary is given only once. However, if the sabbatical is from July 1, 2002 to June 30, 2003, there will be two (2) commutations – one for 2002 and the other will be released in 2003. If the faculty is recalled to duty prior to the expiration of sabbatical s/he should refund the unused portion to avoid double compensation. [OVPA memo no. MVG-02-29, Mar. 13, 2002]

6.5 Library Privileges

Faculty members may use library resources, subject to the rules and regulations governing their use.

6.6 Housing Privileges

Faculty members may apply for housing privileges subject to University rules and rates governing housing.

6.7 E-mail Account

Faculty members are entitled to an official e-mail account through the UP WebMail Service.

6.8 Privileges of Retired Faculty Members [Art. 205; 207; amended at BOR meetings: 704th, Jan. 11, 1963; 765th, Dec. 19, 1967; 845th, Apr. 25, 1974; 937th, Mar. 5, 1981; 1017th, Dec. 8, 1988; 1043rd BOR meeting, Aug. 29, 1992; OVPA memo no. MVG-03-59, June 11, 2003]

Retired faculty members shall:

- be issued UP Retiree I.D. Card (marked "Retired"), similar to the Senior Citizen's I.D., that is effective for life;
- enjoy University library privileges;

- receive, upon request, publications of the University which are furnished to the faculty, generally;
- be given University and/or Campus newsletters (e.g., UP Newsletter, UP Forum, UPdate)
- be invited to attend in major University programs and activities;
- be exempted from tuition and miscellaneous fees as students and auditors in University courses, seminars, workshops etc., provided regular personnel in the service also enjoy these privileges.

Upon request of the Dean of a college or school, a retired University officer or faculty member may be detailed, with the faculty's consent, by the President or Chancellor to some pending academic project or program or a special activity of the college or school concerned. *[Art. 206]*

Dependents of UP retirees may be given study privileges subject to conditions stated in *Chapter 7 Faculty Benefits and Welfare, Section 4.1b Study Privileges of Non-Earning Dependents of UP Retirees*. Moreover, a retired faculty with the rank of Professor may be appointed Professor Emeritus based on the conditions stated under Article 207 of the University Code.

7.0 FACULTY BENEFITS AND WELFARE

As government employees, UP faculty members receive benefits such as health, life and other forms of insurance; social security protection; disability, sickness and death benefits. In addition, the University has established some programs for the welfare of the faculty.

7.1 Philippine Health Insurance Corporation (PhilHealth) Benefits

Before 1995, the Medicare Program was the government's health insurance program whereby the healthy subsidized the sick who found themselves in sudden need of financial assistance when they were hospitalized. The Program was administered by the Philippine Medical Care Commission. *[The Medical Primer, Jan. 1995]*

In 1995, this function was placed under the National Health Insurance Program (NHIP) by virtue of Republic Act (R.A.) 7875 popularly known as the National Health Insurance Act of 1995. R.A. 7875 mandates the Philippine Health Insurance Corporation (*PhilHealth*), a government-owned and controlled corporation, to provide health insurance coverage and ensure affordable, acceptable, available, and accessible health care services for all the citizens of the Philippines.

7.1.1 Compulsory Health Insurance

All citizens of the Philippines shall be required to enrol in the National Health Insurance Program.

a. Membership

Any person whose premiums have been regularly paid to the NHIP is considered a member. S/He may be a paying member, an indigent member, or a pensioner/retiree member.

b. Qualifications for entitlement to benefits

- 1) At least three (3) monthly contributions have been paid within the immediate six month period prior to the month of confinement.
- 2) Confinement (in-patient case) in an accredited hospital for not less than 24 hours due to an illness or injury requiring hospitalization. The coverage also applies to minor surgical procedures (done in the operating room complex) or when receiving chemotherapy, radiotherapy, hemodialysis, and cataract extraction even on an out-patient basis.
- 3) The 45 days allowance for room and board has not been consumed yet.

c. Qualified dependents

- 1) Legitimate spouse who is currently not a member.
- 2) Children (*whether legitimate, illegitimate and legitimated or adopted*) below 21 years old, unmarried and unemployed; *Provided, however*, That child-dependents who are 21 years old and above, but are suffering from any illness or disease, congenital or acquired even after reaching the age of 21, are automatically covered.
- 3) Parents who are 60 years and above, not qualified as lifetime members, and are wholly dependent on the member for support.

d. Designation and change of beneficiaries

Beneficiaries are designated by the member by filling out the "Information for Membership". The member may change or designate additional beneficiaries at any time while the insurance is in force by filing the prescribed form with the GSIS.

e. Availing of benefits

1) Prior to hospital discharge

Benefits are automatically deducted from the total hospital bill if a properly accomplished *PhilHealth* Claim Form 1 (available at the HRDO) is submitted to the hospital billing section prior to discharge.

2) Reimbursement

In case of failure to avail of the benefits before discharge, benefit claims can

still be filed by submitting the following documents to *PhilHealth* within sixty (60) days from the date of discharge:

- *PhilHealth* Form 1 (to be filled out by the member and employer)
- *PhilHealth* Form 2 (to be filled out by the hospital and doctors)
- *PhilHealth* Form 3 (to be filled out by the hospital in case the patient is confined in a primary care hospital)
- Supporting documents (as required)
- Original official receipts or hospital waiver

3) Filing claims

- a) Through the hospital
- b) Directly to the NHIP Claims Dept.
- c) Directly to the *PhilHealth* Regional Health Insurance office
- d) Through registered mail or any courier services. The postmark date shall be considered as the date of filing.

4) Processing period

It takes about 60 days to process and adjudicate the claims for a refund of benefits. Check payments are sent to the member/health care provider (depending on who filed the claim) through registered mail.

7.1.2 Benefit Package

The insurance will pay for the following subject to certain conditions:

a. Room and board in *PhilHealth*-accredited hospitals

- Not exceeding 45 days annually for each member and another 45 days to be shared by dependents
- Number of days is NOT cumulative, i.e., unused benefit for the given year is NOT carried over to the succeeding year

b. Drugs and medicines

Paid per single period of confinement, i.e., a series of, or successive confinement for the same illness, injury, or condition not separated from each other by more than 90 days for the following:

1) Catastrophic cases

- Cerebrovascular attack
- Massive hemorrhage
- Meningitis
- Encephalitis
- Myocardial infarction
- Cancer cases requiring chemotherapy

- Rheumatic heart disease—grade III
- Cirrhosis of the liver
- Renal conditions requiring dialysis or transplant

2) Intensive cases

- All confinements in intensive care unit (ICU) other than those classified as catastrophic
- Other similar serious illnesses or injuries
 - Kidney disease
 - Typhoid fever
 - Severe injuries
 - Septicimia
 - H-fever
 - Diarrhea with severe dehydration
 - Pneumonia
 - Black water fever
 - Chronic obstructive pulmonary disease
 - Moderately and far advanced pulmonary tuberculosis and its complications
 - Diseases of the heart
 - Cardiovascular attack
 - Liver disease
 - Cancer
- Surgical procedures or multiple surgical procedures done in one sitting with a total Relative Unit Value of 20 and above such as coronary bypass, open heart surgery or neurosurgery

3) Ordinary cases: illnesses and injuries other than those enumerated above

c. X-ray, laboratory, etc. fees

d. Professional fees

- General practitioner
- Specialist (Surgeon, Anesthesiologist)

e. Operating room

f. Surgical family planning procedures

- Vasectomy
- Tubal ligation

Note: *PhilHealth* DOES NOT PAY for the following services and procedures:

- Non-prescription drugs and devices
- Cosmetic surgery
- Optometric services
- Home and rehabilitation services
- Drug and alcohol abuse or dependency treatment
- Outpatient psychotherapy and counseling for mental disorders
- Other cost ineffective procedures as defined by *PhilHealth*
- Normal obstetrical delivery (Medical practitioners agree that giving birth is not an illness nor an injury but a part of the natural process of reproduction.)

7.2 Government Service Insurance System (GSIS) Benefits

Life and social security protection of government employees is administered by the Government Service Insurance System (GSIS). [*Republic Act No. 8291, otherwise known as the "Government Service Insurance System Act of 1997" amended the 20-year old revised charter of the GSIS, P. D. No. 1146*]

7.2.1. Compulsory Life Insurance

All members of the GSIS shall be covered with compulsory life insurance.

a. Membership

1) Compulsory coverage

Membership is compulsory for all employees who have not reached the compulsory retirement age at the time of election or appointment.

- a) Temporary, casual, permanent, or contractual with employee-employer relationship
- b) Those receiving basic pay or salary but not per diems, honoraria, or allowances

2) Classification of membership

- a) Active members – those covered by the GSIS with the complete social security program and paying the integrated contributions under R.A. 8291;
- b) Retired members – GSIS retirees and pensioners and those who have received their lump sum but are still in their guaranteed period;
- c) Policy holders – those who have separate retirement schemes under special laws and are covered by a life insurance policy only, such as the members of the Armed Forces of the Philippines (AFP), Judiciary, Constitutional Commissions, and other similarly situated government officials; and
- d) Separated from service or inactive members – those who have paid the integrated contributions for the complete GSIS social security program but are separated from the service or whose coverage has ceased but have yet to

receive future benefits from the GSIS.

b. Information for membership

- 1) All employees shall accomplish and submit to the GSIS the "Information for Membership" form as required by the GSIS. The service record portion of the "Information for Membership" shall be duly certified to by the Heads of Offices or their duly authorized representatives. Failure to submit the said document within thirty (30) days from the promulgation of these Rules or in case of new employees, from assumption of duty shall be a ground for withholding the benefits under these Rules.
- 2) For purposes of the immediately preceding paragraph, all heads of offices shall submit to the GSIS within thirty (30) days from the promulgation of Rules the names and specimen signatures of their duly authorized representatives, otherwise, only the said heads of offices can certify to the "Information for Membership" forms.

c. Effectivity of membership

- 1) Upon the employee's assumption of duty pursuant to a valid appointment or election and oath of office, or
- 2) June 24, 1997, the effectivity of this Act, for non-permanent employees in service as of this date.

d. Designation and change of beneficiaries

- 1) A member shall designate the beneficiaries in the "Information for Membership". S/He may change or designate additional beneficiaries at any time while the insurance is in force by filing the prescribed form with the GSIS during her/his lifetime.
- 2) Pursuant to Article 2012 of the Civil Code of the Philippines, any person who is forbidden from receiving any donation under Article 739 of the Civil Code cannot be named beneficiary of a life insurance policy by the member.

Specifically, the invalid designations of beneficiary shall be the following:

- a) Those made between persons who were guilty of adultery or concubinage at the time of designation;
 - b) Those made between persons found guilty of the same criminal offense in consideration thereof; and
 - c) Those made to a public officer or his/her spouse, descendants and ascendants by reason of his/her office.
- 3) Unless otherwise indicated by the member in the "Information for Membership" or in a written request filed with the GSIS, the beneficiaries shall share equally in the proceeds of the insurance in the event the member dies prior to the maturity of the insurance.

e. Plan of insurance

Members are given a life insurance policy known as endowment insurance, i.e., a type of insurance with a definite maturity. The insurance plan pertaining to the employee's age at the time of effectivity, is as follows:

| Age Bracket | Plan of Insurance |
|----------------------------|-------------------|
| 30 years and below | Endowment at 45 |
| 31 years to 40 years | Endowment at 55 |
| 41 years to below 60 years | Endowment at 65 |
| 60 years and over | Ordinary Life |

1) Benefit features

The compulsory life insurance for all employees has the following benefit features:

- a) Maturity benefit – Upon maturity of the life insurance, the face amount less any indebtedness, shall be paid to the member;
- b) Death benefit – When a member dies prior to the maturity of his/her insurance and during the continuance, the GSIS shall pay to the designated beneficiaries or to the legal heirs, as the case may be, the face amount less any indebtedness;
- c) Accidental Death Benefit (ADB) – When the death of the member is accidental in accordance with Section 11.9.2 of Rule XI of GSIS Act of 1997, the GSIS shall pay the designated beneficiaries or the legal heirs, as the case may be, an additional amount equivalent to the face amount of compulsory insurance.

| Benefit | Recipient |
|--------------------------------|---------------|
| Maturity Benefit | Member |
| Death Benefit | Beneficiaries |
| Accidental Death Benefit (ADB) | Beneficiaries |

Note: If the age of the member had been misstated, the amount of insurance shall be adjusted to the sum that corresponds to his/her correct age. The date of birth appearing in the "Information for Membership" shall be adopted unless the birth certificate or baptismal certificate is presented showing a different date. In such a case, the birth certificate, then the baptismal certificate, shall take precedence.

2) Other related benefits

- a) Waiver of premiums – When a member is separated from service due to total and permanent disability, the contributions that may become due and payable during the period of disability shall be deemed waived and considered paid.
- b) Cash Surrender Value (CSV) – After his/her insurance shall have been in force

for one (1) year, a member separated from the service prior to the maturity of the insurance may be paid the cash value less any indebtedness thereon unless the terms of separation provide otherwise.

- c) Insurance loans – Upon application, a member who has been insured for at least one (1) year may be granted an insurance loan in an amount not exceeding fifty percent (50%) of the cash value of his/her insurance at the time of application.
- d) Dividends – An annual dividend may be granted to all members of GSIS whose life insurance is in force at least one (1) year, based on records submitted by the employer. A Dividend Allocation Formula shall be determined and circularized by the GSIS for this purpose.

7.2.2 *Social Security Protection Benefits*

All members of the GSIS are covered not only with life insurance but with the following social security protection benefits as well.

- Retirement
- Disability
- Separation
- Survivorship
- Unemployment

a. Retirement benefits

- 1) Eligibility – A member who satisfies all of the following conditions is eligible for retirement:
 - a) Has rendered at least 15 years of service;
 - b) At least 60 years of age at the time of retirement; and
 - c) Not receiving a monthly pension benefit for permanent total disability.

At age 65, retirement is compulsory.

2) Mode of payment

Under the new law, a retiree has two (2) basic options:

- a) The 5-year lump sum (60 x Basic Monthly Pension) plus the Basic Monthly Pension for life starting at the end of the 5-year-guaranteed period, or
- b) The cash payment (18 x Basic Monthly Pension) plus the Basic Monthly Pension starting immediately upon retirement.

3) Other retirement options – The following retirement options are available to those who were in the service before June 1, 1977:

- a) R.A. 8291 and P.D. 1146 for those who have rendered at least fifteen (15) years service and are at least 60 years of age upon retirement
- b) R.A. 1616 for those who have rendered at least twenty (20) years service
- c) R.A. 660 for those who pass the "Magic 87" criteria, that is, when the length of

- service and the age at retirement are summed up, the total is at least "87"
- d) R.A. 8291 and P.D. 1146 for those who came into the service after May 31, 1977
 - e) R.A. 8291 for those who came to the service on or after June 24, 1997

4) Other features

- a) Employees who entered the service before June 1, 1977 and who have not received any separation or retirement benefits have the option to retire under Republic Act Nos. 1616, 660, or 8291.
- b) Retirement benefits shall be paid on the last day of service in government if all requirements are submitted to the GSIS at least thirty (30) days prior to the effective date of retirement.

b. Separation benefits

The two (2) types of separation benefits and their corresponding eligibility requirements are the following:

- 1) A member who has rendered at least 3 years but less than 15 years of service is eligible for separation benefit in the form of a cash payment equivalent to 100% of the Average Monthly Compensation for every year of service. This is payable upon reaching the age of 60 or upon separation, whichever comes later, as long as the member is not receiving a monthly pension benefit in the form of a cash payment equivalent to 18 times the Basic Monthly Pension payable at the time of separation plus the Basic Monthly Pension for life starting at age 60.
- 2) Transfer/Separation options
 - a) A member who transfers from one employer to another or from one station to another under the same employer shall continue to be insured under the same insurance. However, s/he shall immediately notify the GSIS of the said transfer and of any change in salary.
 - b) A member who is separated from the service for any reason other than dismissal for cause or total and permanent disability after having been insured for at least one (1) year, shall have the following options:
 - To terminate the insurance and collect its cash value; or
 - To continue the insurance and pay the premiums as determined by the GSIS.
- 3) Unless the terms of the separation provide otherwise, a member who is dismissed for cause shall automatically forfeit to the GSIS one-half ($\frac{1}{2}$) of the cash value of the insurance. The other half, less indebtedness, shall be paid to the member and in case of death, to beneficiaries and/or legal heirs.

c. Unemployment benefits

The unemployment benefit is paid when a permanent employee is involuntarily separated from the service as a result of the abolition of office or position usually resulting from reorganization.

1) Eligibility

A permanent employee who has paid the monthly integrated contribution stipulated in R.A. 8291

2) Payment

Unemployment benefits are in the form of monthly cash payments equivalent to 50% of Average Monthly Compensation. The duration of the benefit depends on the length of service and ranges from 2 months to a maximum of 6 months.

Unemployment benefits shall be paid in accordance with the following schedule:

| Contributions Made | Benefit Duration |
|---|------------------|
| 1 year but less than 3 years | 2 months |
| 3 or more years but less than 6 years | 3 months |
| 6 or more years but less than 9 years | 4 months |
| 9 or more years but less than 11 years | 5 months |
| 11 or more years but less than 15 years | 6 months |

Those who have more than 15 years service may either avail of retirement or separation benefits as the case may be.

d. Disability benefits

Disability benefits are granted to a member due to the loss or reduction in earning capacity caused by a loss or impairment of the normal functions of his/her physical and/or mental faculties as a result of an injury or disease;

The loss in earning capacity shall be determined not only on the basis of the member's actual loss of income from the usual occupation but also on the capacity to continue engaging in any other gainful occupation because of the impairment.

1) Permanent total disability

If the permanent disability is total, the member shall receive a monthly income benefit for life equal to the basic monthly pension effective from the date of disability;

a) *Provided*, That the member is:

- in the service at the time of disability; or
- if separated from the service, has paid at least thirty-six (36) monthly contributions within the five (5) year period immediately preceding disability or has paid a total of at least one hundred eighty (180) monthly contributions, prior to disability;

- b) *Provided, further*, That if at the time of disability, the member was in the service and has paid a total of at least one hundred eighty (180) monthly contributions, s/he shall receive a payment equivalent to eighteen (18) times the basic monthly pension in addition to the monthly income benefit;
- c) *Provided, finally*, That a member cannot enjoy the monthly income benefit for permanent disability and the old-age retirement simultaneously.
 - If a member who suffers permanent total disability does not satisfy conditions in a) above but has rendered at least three (3) years service at the time of her/his disability, s/he shall be advanced the cash payment equivalent to one hundred percent (100%) of the average monthly compensation for each year of service with paid contributions but not less than twelve thousand pesos (PHP12,000.00) which should have been the separation benefit.
 - Unless the member reached the minimum retirement age, disability benefit shall be suspended when s/he:
 - is re-employed; or
 - recovers from the disability as determined by GSIS, whose decision shall be final and binding; or
 - fails to present her/himself for medical examination when required by the GSIS.
 - The following are considered permanent total disabilities:
 - Complete loss of sight of both eyes
 - Loss of two (2) limbs at or above the ankle or wrist
 - Permanent complete paralysis of two (2) limbs
 - Brain injury resulting in incurable imbecility or insanity
 - Other cases as may be determined by the GSIS

2) Permanent partial disability

- a) If the disability is partial, the member shall receive a cash payment in accordance with a schedule of disabilities to be prescribed by the GSIS; *Provided*, That the member satisfies either conditions a) and b) or 2) of Section 9.4.1 of *The Implementing Rules and Regulations, GSIS Act of 1997 (R.A. 8291)*.
- b) The following are considered as permanent partial disabilities:
 - Complete and permanent loss of the use of:

- any finger
- any toe
- one arm
- one hand
- one foot
- one leg
- one or both ears
- hearing in one or both ears
- sight of one eye

- Such other cases as may be determined by the GSIS

3) Temporary total disability

This accrues or arises when there is complete but temporary incapacity to continue with a member's present employment or engage in any gainful occupation due to the loss or impairment of the normal function of the physical and/or mental faculties of the member. In effect, this loss or impairment can be reversed to the point where the member can continue with his/her previous employment or engage in another gainful occupation.

- a) A member who suffers temporary total disability for reasons not due to any of the conditions enumerated in Section 15 R.A. 8291 shall be entitled to seventy-five percent (75%) of the current daily compensation for each day or fraction thereof of temporary disability benefit. This shall not exceed one hundred twenty (120) days in one (1) calendar year after exhausting all sick leave credit and collective bargaining agreement sick leave benefits, if any, but not earlier than the fourth day of the temporary total disability;
 - *Provided, That:*
 - s/he is in the service at the time of disability; or
 - if separated from the service, has rendered at least three (3) years of service and has paid at least six (6) monthly contributions in the twelve-month period immediately preceding disability.
 - *Provided, however,* That a member cannot enjoy the temporary total disability benefit and sick leave pay simultaneously;
 - *Provided, further,* That if the disability requires more extensive treatment that lasts beyond one hundred twenty (120) days, the payment of the temporary total disability benefit may be extended by the GSIS but not to exceed a total of two hundred forty (240) days.
- b) The temporary total disability benefit shall in no case be less than seventy pesos (PHP70.00) a day.
- c) The notices required of the member and the employer, the mode of payment, and other requirements for entitlement to temporary total disability benefits shall be provided for in the rules and regulations to be prescribed by the GSIS.

4) Non-scheduled disability

For injuries or illnesses resulting in disability not listed in the schedule of partial/total disability, the GSIS shall determine the nature of the disability and the corresponding benefits thereof.

e. Survivorship and death benefits

Survivorship and death benefits are granted to surviving and qualified beneficiaries of the deceased member or pensioner to cushion them against the adverse economic, psychological, and emotional loss resulting from the death of a wage earner or pensioner.

When a member or pensioner dies, the beneficiaries shall be entitled to survivorship benefits provided for in Sections 21 and 22 of R.A. 8291 subject to the following conditions:

1) Survivorship benefits

- a) The survivorship benefits payable to the beneficiaries shall be either or both of the following:
 - Survivorship pension - The basic survivorship pension for the spouse is fifty percent (50%) of the basic monthly pension while the survivorship pension for dependent children shall not exceed the remaining fifty percent (50%).
 - A cash payment equivalent to one hundred percent (100%) of the average monthly compensation for each year of service the deceased member has paid contributions.
- b) The survivorship pension shall be paid as follows depending who the surviving beneficiaries are:

| Survivors | Entitlements |
|---|---|
| Dependent spouse only | Basic survivorship pension for life or until remarriage |
| Dependent children only | Basic survivorship pension for as long as qualified plus the dependent children's pension equivalent to 10% of basic monthly pension (for every dependent child not exceeding five (5), counted from the youngest and without substitution) |
| Dependent spouse and dependent children | Basic survivorship pension for spouse for life or until remarriage and dependent children's pension |

- c) If at the time of death the member was in the service and has rendered at least three (3) years service
- The primary beneficiaries shall receive the survivorship pension plus the cash payment; or
 - In the absence of primary beneficiaries, the secondary beneficiaries shall receive the cash payment; or
 - In the absence of both the primary and secondary beneficiaries, the legal heirs shall receive the cash payment.
- d) If at the time of death the member was in the service with less than three (3) years service or was separated from the service with at least three (3) years of service and has paid thirty-six (36) monthly contributions within the five-year period immediately preceding the death; or has paid a total of at least one hundred eighty (180) monthly contributions prior to the death:
- The primary beneficiaries shall receive the survivorship pension; or
 - In the absence of primary beneficiaries, the secondary beneficiaries shall receive the cash payment; or
 - In the absence of both the primary and secondary beneficiaries, the legal heirs shall receive the cash payment.
- e) Upon the death of a retiree-pensioner or a member receiving the monthly income benefit for permanent total disability, the primary beneficiaries shall receive the survivorship pension.
- In the case of a pensioner who dies within the period covered by the lump sum, the survivorship pension shall be paid only after the expiration of the said period.
- f) If the cause of death is accidental, the above life insurance benefits also accrue. The GSIS shall pay the accidental death benefit upon receipt of written notice within thirty (30) days from the date of death of the member if the following conditions are met:
- Due proof that such death resulted, directly and independently of all other causes, from bodily injury and while his/her insurance is in force at the time of death; and
 - That said death was caused solely by external, violent, and accidental means and not intentionally caused or provoked by the member and occurred within ninety (90) days from the date of the accident.
- g) However, the accidental death benefit shall not be paid if the member's death shall result, either directly or indirectly, from any of the following causes:
- Suicide or self-inflicted injuries, whether the member be sane or insane;
 - Any violation of the law by the member;

- Assault provoked by him/her;
- Strike, riot, insurrection, or war, or any act incident thereto;
- Submarine expedition or operation except as fare-paying passenger;
- Physical or mental infirmity, sickness or disease of any kind, pregnancy, or childbirth;
- Poisoning or infection, if not occurring simultaneous with and as a consequence of a cut or wound sustained in an accident;
- Nuclear energy explosion of any nature whatsoever;
- Habitual intoxication;
- Use of dangerous drugs without physician's prescription;
- Intentional exposure to unnecessary danger; or
- Injuries of which there is no visible contusion or wound on the exterior of the body, except in cases of drowning and internal injuries as revealed by autopsy.

The GSIS may, before payment, examine the body and make an autopsy.

2) Funeral benefits

- a) Funeral benefits shall be determined and specified by the GSIS rules and regulations and shall be paid upon the death of:
 - an active member as defined under Section 2e of R.A. 8291; or
 - a member who has been separated from the service, but who may be entitled to future separation or retirement benefits pursuant to Section 4 of this Act; or
 - a pensioner, as defined in Section 2o of this Act; or
 - a retiree who at the time of retirement was of pensionable age under this Act but who opted to retire under R.A. 1616 or R.A. 8291.
- b) The funeral benefits shall be paid to one of the following, in the order in which they appear below:
 - the surviving spouse;
 - the legitimate child who spent for the funeral services; or
 - any other person who can show incontrovertible proof of having borne the funeral expenses.
- c) The following are not entitled to funeral benefits:
 - All survivorship pensioners;
 - Those who have optional life insurance coverage only

Note: Prescription period – Claims for benefits other than life and retirement shall prescribe after four (4) years from the date of contingency. Life and retirement claims therefore do NOT have any prescription period.

7.2.3 *Loans*

a. Salary loan

A member of the System may apply for a salary loan with one's salary as security under the following schedule:

| Premium Paid | Salary Loan Available | Interest Rate |
|--------------|-----------------------|--------------------------|
| 20 months | 1 month | 8% |
| 40 months | 2 months | 8% |
| 60 months | 3-5 months | 8% - 1st 3 mos. |
| 120 months | 6-8 months | 12% - 4th mo. and beyond |

b. Policy loan

A policy loan is granted to a member after the policy has been in force for one (1) year, with the policy as security.

7.3 Pag-IBIG Benefits

The Home Development Mutual Fund, popularly known as Pag-IBIG Fund (Pagtutulungan sa Kinabukasan: Ikaw, Bangko, Industriya at Gobyerno), is a provident savings system, supported by matching contributions of employers with housing as the primary investment, to assist employees in acquiring or constructing their own homes. It is open to all government and private employees and other working groups (contract workers and self-employed) who are willing to contribute the prescribed amount monthly to the Fund. [P.D. 1530; amended by P.D. 1752; E.O. no. 35, Office of the President of the Philippines; R.A. 7742; R.A. 8501]

A member of good standing shall be eligible to apply for housing loan, under such terms as may be authorized by the Board of Trustees, taking into account ability to pay.

7.3.1 *Expanded Housing Loan* – finances any or a combination of the following:

- Purchase of residential unit or a fully developed lot
- Purchase of a lot and construction of a house
- Construction or completion of a residential unit on a lot owned by the member
- House improvement

7.3.2 *Pag-IBIG Multi-Purpose Loan (MPL)* – provides assistance for the following:

- Medical and educational expenses
- Livelihood

- Minor home improvement
- Purchase of appliance and furniture, etc.

7.3.3 **Provident Benefit** [*Home Development Mutual Fund: Questions and Answers on the Pag-IBIG Membership*]

Membership maturity is reached at the end of a 20 year-period of membership with Pag-IBIG, when a member would have completed 240 monthly contributions. A member can then withdraw his/her provident benefit.

a. Qualification

All Pag-IBIG members who have completed 20 years of membership, starting from the month that they made their initial contribution, and who have made a total of 240 monthly contributions at the time of maturity may claim their provident savings from Pag-IBIG.

At the same time, members with gaps in their membership due to valid suspensions of their contributions are also qualified to withdraw their savings. The valid reasons for suspension are: unemployment due to termination, resignation, suspension, company closure, or health reasons; leave without pay.

b. Amount to be received

Members shall receive an amount equivalent to their total personal contributions, employer counterpart shares (if any) and credited dividends. However, the balance of their loans from Pag-IBIG, if any, shall be deducted from the proceeds of their provident benefit.

c. Procedure for application

An employed member shall file his/her application for provident benefits through his/her Fund Coordinator or employer upon completing 240 monthly contributions. Pag-IBIG shall notify the member when his/her provident savings benefit is ready for payment.

7.4.1 **Study Privileges of Non-Earning Dependents of Faculty Members** [*551st BOR meeting, Oct. 13, 1951; amended at these BOR meetings: 552nd, Dec. 20, 1951; 816th, Jan. 27, 1972; 846th, May 30, 1974; 894th, Oct. 28, 1977; 936th, Jan. 29, 1981; 968th, May 31, 1984; and 973rd, Nov. 29, 1984; adopted at these BOR meetings: 1031st, June 28, 1990 and 1039th, Mar. 14, 1991; clarified at the 1054th meeting, Oct. 29, 1992; 1078th BOR meeting, June 23, 1994*]

For purposes of study privilege, "dependents" of UP personnel shall refer to non-earning spouse and non-earning children, regardless of status (i.e., single or married) and age. [*1078th BOR meeting, June 23, 1994*]

a. *Non-earning dependents of faculty members in actual service* [*1039th BOR meeting,*

Mar. 14, 1991; amended at 1053rd BOR meeting, Aug. 27, 1992; clarified at 1054th BOR meeting, Oct. 29, 1992 (clarified by OVPPF memo no. 93-19, June, 15, 1993); amended at 1078th BOR meeting, June 23, 1994]

- 1) Non-earning dependents, regardless of age and status, of regular full-time faculty members (i.e., permanent faculty members or, if temporary, with at least five (5) years of aggregate service in the UP system) shall be entitled to 100% waiver of tuition, laboratory and miscellaneous fees, except Student Fund fees.
- 2) Non-earning dependents of regular part-time faculty members (i.e., permanent faculty members or, if temporary, with at least five (5) years of aggregate service in the UP System) shall be entitled to 50% discount of tuition, laboratory fees and miscellaneous fees except Student Fund fees. It shall be noted that lecturers and Clinical Professors without compensation are not classified as regular faculty.
- 3) As a general rule, this study privilege shall apply only to dependents of personnel in actual service to the University and shall NOT apply when the personnel is on leave without pay or on secondment outside the University without pay from UP; *Except* if the personnel is on:
 - secondment to another government agency or
 - secondment outside the country on an academic assignment; or
 - sick leave with or without pay from UP.

The non-earning dependents under the exceptions above shall be entitled to the privileges for as long as the UP personnel are still deemed to be on officially approved leave from the University.

- 4) The continued entitlement of a non-earning dependent shall be subject to the dependent's passing of at least 60% of all units enrolled in the previous semester or term, unless the dependent's failure to meet the condition is due to illness, in which case the full entitlement shall be given in the next semester or term.

If the dependent fails to pass at least 60% and illness is not a reason, then the dependent shall pay Bracket 7 rates for the number of units enrolled in but not passed in the previous semester or term before the entitlement is resumed in a succeeding semester/term. [1137th BOR meeting, Nov. 25, 1999]

- 5) The duration of the privilege for any dependent cannot exceed the period set by the Maximum Residence Rule.

b. *Non-earning dependents of UP retirees [1053rd BOR meeting, Aug. 27, 1992; clarified at the 1054th meeting, Oct. 29, 1992; amended at 1137th BOR meeting, Nov. 25, 1999]*

- 1) The non-earning dependents of UP personnel who retire upon reaching the compulsory retirement age or, who at the time of death, or permanent disability are deemed retirable under University rules, shall continue to be entitled to the

tuition, laboratory, and miscellaneous fees privileges s/he was entitled to prior to the retirement of the UP personnel.

If any non-earning dependent is already enrolled in a UP college at the time of the personnel's retirement, death or disability, then the dependent shall be entitled to the privileges until the degree in progress is finished.

If any non-earning dependent is not enrolled in a UP college at the time of retirement, death, or disability of the employee, then the dependent shall be entitled to the privileges if and when the dependent earns admission into the University (pre-collegiate or collegiate level) until the first undergraduate UP degree is finished.

- 2) If a UP employee avails of optional retirement (i.e., before reaching compulsory retirement age), or dies or incurs permanent disability while in the service after having served UP an aggregate of at least ten (10) years, then his/her non-earning dependents who are already enrolled in a UP college at the time of retirement, death, or disability shall be allowed to continue enjoying the privileges until the degree in progress is completed. [*Refer to Chapter 6 Faculty Privileges, Section 8 Privileges of Retired Faculty Members*]
- 3) The same academic rules, including the Maximum Residence Rule, imposed on dependents of UP personnel in active service shall apply to dependents of UP retirees or those who die or incur permanent disability while in the service of UP.

c. *Non-earning dependents of deceased UP personnel*

For benefits of non-earning dependents of deceased personnel who at the time of death are retireable, refer to *Section 4.1b of this Chapter*; for deceased personnel who at the time of death have served an aggregate of at least 10 years, refer to *Section 4.1b-2 of this Chapter*.

Non-earning dependents of other deceased UP personnel who qualify for admission to the University or who are already enjoying enrolment privileges prior to the death of the UP personnel shall be allowed to continue enjoying the same privileges for the rest of the school year with an extension of another school year; *Provided*, That children enrolled for the first time after the said death shall be entitled to this privilege up to the end of the second school year immediately following the said death. [*990th BOR meeting, Aug. 28, 1986; amended at 991st BOR meeting, Sept. 26, 1986*]

7.4.2 **Health Services** [*E.O. no. 6, Office of the President, UP, 1983*]

- a. Every employee of the University shall enjoy health services while in the service of the University.

- b. Some services of the University Health Service are provided free of charge to all UP employees, except for pre-employment medical examination and chest X-ray.
- c. All dependents as defined by *E.O. no. 6* shall enjoy health services at the rates fixed for them.
- d. University employees who wish to have their dependents avail of the health services provided by the University Health Service shall, within the first half of January each year, register with the University Health Service the names of their dependent children and/or parents.

7.4.3 *Use of Athletic Facilities*

Faculty members (active or retired) may avail of the use of a number of sports facilities in the University subject to the rules and regulations of the College of Human Kinetics.

7.4.4 *Use of Cultural and Recreational Facilities*

The University provides activities for the enhancement of employees' cultural consciousness, sportsmanship, and realization of their potential. Year-round cultural presentations and recreational activities are sponsored by different organizations, such as concerts, plays, art exhibits, movies, sports competition, chess tournaments, etc., which an employee may enjoy free or for a minimal fee.

7.4.5 *UP Diliman Computer Loan Program* [1153rd BOR meeting, Aug. 30, 2001; amended at 1177th BOR meeting, Nov. 27, 2003]

This loan was established as part of the capability enhancement program for the faculty and staff of UP Diliman. Full-time regular faculty members (temporary or permanent) and permanent staff may avail of this loan. The maximum loanable amount is PHP100,000.00, payable in twelve (12) months at 8% annual interest rate or twenty-four (24) months at 9% annual interest rate starting two (2) months after the grant of the loan. Application forms may be obtained from the HRDO.

7.4.6 *Longevity Pay* [Joint Civil Service Commission and Department of Budget and Management Circular No. 1, s. 1990]

a. Coverage

All officials and employees in the national and local governments, including those in government-owned and controlled corporations with original charters, state universities and colleges, judiciary and legislature, who are appointed on a permanent status in the career service are covered.

b. Selection criterion

Step increments shall be granted to those who have rendered continuous satisfactory service in a particular position for at least three (3) years.

A one (1) step increment shall be granted to officials and employees for every three (3) years of continuous satisfactory service in the position. Years of service in the position shall include the following:

- 1) Those rendered before the position was reclassified to a position title with a lower or the same salary grade allocation; and
- 2) Those rendered before the incumbent was transferred to another position within the same agency or to another agency without a change in position title and salary grade allocation.

7.4.7 Loyalty Award [*CSC Resolution No. 020295, CSC Memorandum Circular No. 06, s. 2002*]

This award is granted to an employee of the government who has completed at least 10 years of continuous and satisfactory service to the particular government office granting the award. The following policies apply:

- a. A loyalty award is granted to all officials and employees in government, including those in state universities and colleges (SUCs) and government-owned and controlled corporations (GOCCs) with original charter, who rendered ten (10) years of continuous and satisfactory service in the government.
- b. The particular agency where the employee or official completed the ten (10) years of continuous and satisfactory service shall grant the award.
- c. An official or employee who incurred an aggregate of not more than 50 days authorized vacation leave without pay within the 10-year period shall be considered as having rendered continuous service for purposes of granting the loyalty award.

In the same way, an official or employee who incurred an aggregate of not more than twenty-five (25) days authorized vacation leave without pay within the 5-year period may qualify for the 5-year milestone loyalty award.

- d. Effective January 1, 2002, continuous and satisfactory services in government for purposes of granting loyalty award shall include services in one (1) or more government agencies without any gap.

Services rendered in other government agencies prior to January 1, 2002 shall be considered for purposes of granting loyalty award.

- e. The awardee shall receive a loyalty memorabilia/souvenir as follows:

- | | | |
|----------------------|---|------------------------|
| 10 and 15 years | - | bronze service pin |
| 20 and 25 years | - | silver service ring |
| 30, 35, and 40 years | - | gold service medallion |

or other memorabilia/souvenir as may be provided in the agency's Program on Recognition and Incentives for Service Excellence (PRAISE).

- f. In addition to the loyalty memorabilia/souvenir, a cash gift which shall not be less than PHP500.00 but not more than PHP1,000.00 for every year of service shall be given to qualified officials or employees.

7.4.8 *UP Provident Fund Benefits*

The UP Provident Fund is an employee's retirement fund created and organized by the University of the Philippines pursuant to the University Charter (Act 1870, as amended) and the General Appropriations Act for 1994 (R.A. 7663) and Malacañang Administrative Order no. 279 s. of 1992 to increase employee benefits and welfare. UP employees contribute 1% of their respective salaries or a higher percentage if they so desire, while the University contributes a counterpart absolute amount as decided by the BOR every year.

The Fund's establishment was approved by the BOR in 1994 [1075th BOR meeting, Mar. 24, 1994]. Its objectives are as follows:

- To maximize the benefits accruing to its member officials and employees of the University as a fitting reward for their loyal, faithful and dedicated service, aside from the retirement and other benefits provided for under existing laws, rules and regulations
- To improve and enhance the asset accumulation and net worth build up of its members, while at the same time preserving the soundness and growth of all its investments that would ultimately redound to the benefit of all its members, especially the retirees.

The UP Provident Fund, Inc. (UPPFI) was set up to manage the Fund and was SEC-registered in 1997.

a. Eligibility for membership

- The following UP employees are eligible for membership:
 - Regular full time
 - Half time
 - Permanent
 - Temporary and substitute
 - All those receiving compensation on daily and monthly basis as casuals, contractual, and substitutes

- Those whose salaries are charged to the General Appropriations Fund of UP
- Membership to UPPFI becomes effective upon:
 - Payment of initial membership fee equivalent to at least 1% of basic monthly pay (UP gives a counterpart contribution); and
 - Approval by the Fund Manager and Co-Fund Manager
- Membership shall be confirmed by the Board of Trustees.

b. Benefit package

1) Payment of Provident Fund benefits

Upon retirement, total or permanent incapacity, or separation from the University, a member of the Fund shall be entitled to a refund of his/her equity balance consisting of his/her contribution, UP contribution, and earnings, less any outstanding loan balance with the Provident Fund (PF).

If separation from service is for cause, the member shall be entitled only that part of the Fund contributed by him/her and the earnings thereon, without the contributions of the University, and less any claim that the Fund or the University may have on his/her account.

In the event of death of a member, his/her legal heirs shall be paid the member's equity less any outstanding obligation, plus an insurance of PHP100,000.00.

2) Loan availment

The PF has several expanded loan portfolios aimed at providing additional assistance to its members. A member can have only one (1) loan at any one time and must have been a member for at least one (1) year.

The available loan packages are the following:

- Equity loan - The loanable amount is based on the borrowing member's equity, which shall be up to 100% of equity for members with 15 years or more of service to the University and up to 75% of equity for members with less than 15 years of service.
- Multi-purpose loan - The loanable amount shall be up to ten (10) times the borrowing member's net pay per month but not exceeding PHP50,000.00.
- Bridge "Pampatawid" loan – equivalent to the member's accumulated earnings. This is for members whose monthly net take home pay is less than the statutory amount required by the General Appropriations Act (presently, PHP3,000.00 a month)
- Death assistance benefit – granted to the beneficiaries of the deceased member, in good standing at the time of death, of UPPFI

8.0 HONORS AND RECOGNITION

The University of the Philippines is an institution that embodies excellence in teaching and in the generation and dissemination of knowledge. In recognition of this, the University gives the following awards:

- Professorial chair
- Faculty grant
- Academic distinction
- Special appointments
- Awards for service

8.1 Professorial Chairs [959th BOR meeting, May 26, 1983; amended at 993rd BOR meeting, Nov. 28, 1986; further amended at 1005th BOR meeting, Sept. 24, 1987; confirmed at 1017th BOR meeting, Dec. 8, 1988 and amended at 1057th BOR meeting, Jan. 25, 1993; further amended at 1159th BOR meeting, Mar. 21, 2002]

A professorial chair is a form of recognition for achievement in the academe, established to advance knowledge and learning in various fields or disciplines. Chairs are positions supported by special endowments and awarded to members of the faculty at the tertiary level who have distinguished themselves in the fields they represent.

8.1.1 Professorial Chairs in Specialized Fields

a. Criteria for appointment

A candidate for a professorial chair should be a regular member of the faculty with the rank of Assistant Professor or higher and, as a general rule, should have served the University as a faculty member for at least five (5) years. In addition, the candidate should have shown outstanding performance in the following:

- 1) *Teaching*: Has mastery of the subject, conscientious in preparation for teaching, explains clearly and well, and earns respect of students on account of intellectual superiority;
- 2) *Intellectual productivity*: Active in scholarship, publishes in academic venues; or in visual and performing arts, exhibits or performs artistic work; contributes to the body of knowledge;
- 3) *Service to the University and the larger community*: Participates in University committees and activities, helps strengthen the institution, engages in public service.

Faculty members in the pre-collegiate level who have been handling regular courses in the tertiary level in the last two (2) years immediately preceding the appointment may be considered qualified for appointment to professorial chairs:

Provided, That they shall teach at least one (1) tertiary level course in each semester for the duration of their appointment to the Chair;

Provided, further, That the non-assignment or lack of a tertiary-level course to

teach through no fault of theirs in any semester during which their appointment to a professorial chair is in force shall not operate to terminate such appointment;

Provided, finally, That all the other applicable rules and procedures governing professorial chairs provided for herein below, as well as those prescribed in other sets of rules or procedures, if any, shall also apply in their case.

b. Selection

- 1) Nominations for appointment (original, renewal, or reappointment) to a professorial chair shall be initiated by the Department Academic Personnel Committee (DAPC) (or its equivalent in colleges which have no departments) and screened by the College Academic Personnel Committee (CAPC).

Nominees shall fill out the appropriate form, indicating the proposed research for the period of appointment.

On the basis of the screening by the CAPC, the Dean shall submit to the Chancellor the recommendations for the appointment of the nominees. If the Dean disagrees with the Committee, s/he should forward her/his comment to the Chancellor.

- 2) For System-wide chairs, the nomination may be initiated by the Department, through the chairperson; by the College, through the Dean; or by the Academic Personnel and Fellowship Committee (APFC) or the CU Committee on Professorial Chairs, through the VCAA and the Chancellor.

The President's Committee on Professorial Chairs and Faculty Grants, whose members are appointed by the President, shall evaluate the nominations and recommend the candidates to the President.

c. Appointment

- 1) All recommendations for original appointment to professorial chairs shall be submitted to the President for the BOR's approval.
- 2) Renewal of appointment to a professorial chair without any change in rank and/or honorarium as well as reappointment to a professorial chair with the same rank and honorarium as that of the last appointment shall be subject to the President's approval.

The President may also approve the transfer from one chair to another without any gap between the last and the new appointment.

- 3) No faculty member may hold more than one (1) professorial chair at any given time.
- 4) No faculty member may be appointed to a professorial chair while on leave for more than three (3) months, on secondment, or on detail with another agency. A faculty member on sabbatical is eligible for appointment.

d. Honorarium

Each professorial chair carries with it an honorarium the amount of which is approved by the BOR.

e. Term

- 1) Initial appointment to a professorial chair shall be for one (1) year, without prejudice to renewal unless otherwise stipulated in the donation establishing the Chair, or as previously approved by the BOR.
- 2) A faculty member may be reappointed to a chair for a term of one (1) year, without limit to the number of times of renewal/ reappointment, provided s/he competes with all other qualified candidates for the Chair.

The decision on whether to renew the appointment of a chair holder or to award the Chair instead to another faculty member, shall be based strictly on merit and compliance with the obligations including timely submission of grades. A chair holder who was unable to comply with any or all of the obligations of the Chair within a year from the date of her/his appointment and who is now being recommended for reappointment shall not be eligible for the Chair. However, should s/he clear the obligations after the appointment has lapsed, s/he may be considered in the next round of selection.

- 3) The appointment (original, renewal, or reappointment) to professorial chairs shall start on the 1st of January or July of each year.

f. Obligations

Holders of professorial chairs are required to do any of the following within a year after their appointment and every year thereafter for the duration of their appointment:

- 1) Deliver a public scholarly lecture within their area of specialization. The lecture must be announced to the intended audience as a professorial chair lecture; or
- 2) Publish a scholarly paper written in a reputable journal under single authorship or as principal investigator; *Provided*, That a written acceptance of the paper for publication shall suffice as a basis for considering the condition fulfilled; or
- 3) In the case of visual or performing arts, present the creative work in an artistic performance or exhibition. This shall be announced to the intended audience as the product of a professorial chair.

One (1) copy of the lecture or published scholarly paper shall be given to the library through channels. In the case of an artistic performance or exhibition, a copy of the printed program and appropriate photographs shall be submitted to the Dean. This must be done within every twelve-month period from the date of appointment or renewal.

The Dean shall provide the donor with at least a copy of the abstract of the paper or the printed program of the performance or exhibition.

The CAPC and APFC shall set standards and ensure the quality of the research,

scholarly papers, or creative works. [1159th BOR meeting, Mar. 21, 2002]

g. Termination of appointment

An appointment to a professorial chair shall automatically terminate under any of the following circumstances:

- 1) Upon termination of faculty appointment in the college where the professorial chair is allocated;
- 2) At the start of a secondment or any form of leave (except sabbatical), fellowship or special detail beyond three (3) months;
- 3) Upon failure to meet the obligations spelled out in f. above.

h. Nomenclature

Professorial chair rank shall correspond to the basic rank of the appointee and shall bear a title appropriate to the field in which it is established.

A professorial chair may, subject to the approval of the BOR, be named after the donor or his/her designee provided the required endowment is established to support it.

i. Acceptance of donation

Donations or grants for professorial chairs shall be subject to acceptance by the BOR.

No donation or grant for a professorial chair imposing any condition inimical to the interest of the University shall be accepted.

8.1.2 *General Education (GE) Chairs*

The GE Chairs are System-wide chairs intended to promote the objectives of the general education program, contribute to the philosophy or practice of general education, and encourage faculty members to apply pedagogical innovations toward the attainment of the goals of the program.

a. Criteria for appointment

The following criteria shall be considered in the selection of nominees for professorial chairs in General Education:

- 1) A candidate for a GE professorial chair should be a regular member of the faculty with the rank of Assistant Professor or higher and, as a general rule, should have served the University as a faculty member for at least five (5) years. In addition, the candidate should have taught a GE course for at least one (1) semester in the year prior to the appointment.
- 2) A candidate recommended for the GE Chair shall have shown commitment to the

program by his/her teaching or research on general education. Particular attention shall be given to the candidate's ability to instill in students a desire for learning.

b. Selection and appointment

- 1) In addition to the usual procedure described under Specialized Chairs, nominations for the GE Chair may emanate from the GE committee or a similar body created by the Chancellor at the CU level for the purpose of overseeing and revitalizing the GE program.
- 2) At the System level, the GE Council shall evaluate the nominations of the CU and recommend the appointment of chair holders to the President.
- 3) All other rules and procedures pertaining to the appointment and reappointment of professorial chair holders that are not inconsistent with those stated under Specialized Chairs shall apply to the GE Chairs.

c. Honorarium

The GE Chair carries with it an honorarium the amount of which is approved by the BOR.

d. Conditions of appointment and obligations

- 1) The general rules on the length and termination of appointment shall apply to the GE Chairs.
- 2) GE Chair holders are required to teach one (1) GE course during the year of their appointment. In addition, within a year from the date of appointment or renewal, they are required to do any one of the following:
 - a) Deliver a public lecture on general education, which must be announced as a professorial chair lecture; or
 - b) Publish a scholarly paper on any aspect of general or liberal education; or
 - c) Demonstrate an innovative pedagogical strategy, for which a special GE seminar may be organized.
- 3) The chair holder shall submit a copy of the lecture or paper to the System GE Council and the Interactive Learning Center or the campus GE Committee.

If the chair holder opts to demonstrate an innovative pedagogical strategy, s/he shall provide the Interactive Learning Center with a sample of the teaching innovation.

8.2 Faculty Grants [959th BOR meeting, May 26, 1983; amended at 993rd BOR meeting, Nov. 28, 1986; further amended at 1005th BOR meeting, Sept. 24, 1987; 1159th BOR meeting, Mar. 21, 2002]

Aside from professorial chairs, faculty grants may be awarded. However, no holder of a professorial chair shall, at the same time, be given a faculty grant. The Chancellor shall approve the grant subject to the selection process provided for professorial chairs.

a. *Criteria for the Grant*

Faculty Grants shall be awarded based on the following criteria:

- Regular faculty
- Teaching/Research potential
- Academic credentials – preference shall be given to faculty members who hold a graduate degree

b. *Requirement*

A faculty member applying for a Faculty Grant shall present a one-year plan of activities that may include:

- Preparation of instructional aids or instructional materials
- Book writing
- Research or other project

c. *Honorarium*

A Faculty Grant carries with it an honorarium the amount of which is approved by the BOR.

d. *Term*

The duration of a Faculty Grant shall be for one (1) year without prejudice to renewal for the same period. A Faculty Grant shall start on the 1st of January or July of each year.

e. *Obligation*

Within 12 months from the date of appointment or reappointment, the recipient of a faculty grant shall submit a report of his/her accomplishments with one (1) copy each given to the DAPC and the CAPC.

f. *Termination of appointment*

The Grant shall automatically terminate for failure of the grantee to comply with the conditions of the Grant.

8.3 Academic Distinction Awards

The Academic Distinction Awards aim to recognize outstanding academic and scholarly works through a system of merit-based incentives. Some Awards hope to raise the level of

scholarship to internationally accepted standards. [1137th BOR meeting, Nov. 25, 1999]
Awards are given in the following categories:

- International Publication Award
- International Award for the Arts
- Gawad sa Natatanging Publikasyon sa Filipino
- President's Award for Innovation in Teaching
- University Professor Grant

Except for the University Professor Grant, which has a specific set of grantees, the Awards are open to faculty members and REPS who meet the qualifications for each of the Awards. Each Award carries with it a cash component and a Presidential Certificate of Academic Distinction.

8.3.1 *International Publication Award (IPA)* [1137th BOR meeting, Nov. 25, 1999; VPAA memo no. 25, Feb. 18, 2000; revised on Aug. 11, 2003]

The purpose of the Award is to encourage faculty members and REPS to contribute to the body of knowledge in their respective fields/disciplines by publishing in internationally respected peer-reviewed journals or recognized publishers that adhere to high standards of scholarship.

Regular faculty members, regular REPS in active service (including regular UP contractual and casual employees as defined in "Matrix of Regulations on Contractual Employment in the University", MVG memo no. 03-065, June 18, 2003. Non-UP contractual and externally-funded project staff are not regular UP employees.), clinical faculty, and Professors Emeriti whose publications meet the set standards are eligible for the Award.

Authors who meet the standards set in the guidelines shall receive a cash award.

a. Journal articles

1) Requirements

- Only articles published in journals listed as of the date of publication in the Institute for Scientific Information (ISI) Master Journal List of selected journals may qualify for the Award. The database lists some 8,000 international journals in the natural sciences, social sciences, arts and humanities chosen on the basis of the following:
 - Publication on time, which implies the journal is well stocked with manuscripts and is thus able to come out on schedule, is also a sign of

viability;

- Editorial content, meaning the journal enriches existing coverage rather than simply takes up topics already adequately covered;
- Peer review;
- International diversity of authors of both source articles and cited articles;
- Citation analysis, which varies according to the nature of the discipline but in general includes citation rate; impac factor and immediacy index; and for new journals, the publishing record of authors and of editorial board members, where they are published and their citation index.

Each year ISI's editorial staff reviews close to 2,000 new journals, of which 10-20% qualify for inclusion in the database. For more information about ISI journals, visit their website at www.isinet.com.

- The article must fall within the discipline or related field of the author. For example, a work of poetry shall not be entertained if authored by faculty members or REPS outside the field of creative writing unless there is sufficient proof of prior recognition of the author as a serious practitioner in the field of creative writing as determined by the OVPAA consultation with known literary figures.
- The article must be a complete, solid piece of research. If one's work (e.g., poem) is included or cited in an article authored by another, the cited portion shall not qualify for the Award. In addition, certain articles (e.g., tribute/testimonial to a known figure, book review, letter to the editor, editorial, commentary) shall not qualify. The OVPAA shall evaluate all articles as to their eligibility.
- The author(s) must clearly be identified as belonging to UP. If the article was produced while on sabbatical abroad or as a result of a joint project with foreign scholars, and proper acknowledgement was given the foreign institution that accommodated the faculty or supported the project, the UP address/affiliation of the author(s) must nonetheless be indicated in the publication (either in a footnote or as a byline).

2) Applying for the Award

To apply for the Award, the faculty or REPS shall send a copy of the published article to the OVPAA. Evidence of the author's identification with UP shall also be attached. No prior screening at the campus level shall be necessary.

3) Conditions

- Authors eligible for the Award may receive it as often as they publish in an

ISI journal. However, an article may be awarded only once.

- An article for which an IPA was granted shall not qualify again for an IPA if it appears as a chapter in a book published by a reputable international publisher.
- However, if an article for which the author was awarded an IPA is developed by the author into a book that is published by a reputable international publisher, the author may be eligible for an IPA in the book category.
- In the case of co-authorship, the Award shall be divided equally among the number of authors, local and foreign. Only UP authors eligible for the Award shall receive it, provided the article was published while they are in active service or before their retirement or resignation from the University.
- Should a publication for which a faculty member or REPS was awarded later be withdrawn or retracted by the publisher owing to misrepresentation of data or authorship, plagiarism or some unethical act, the author(s) shall return the full amount of the Award, without prejudice to the application of other University sanctions.

b. *Books or Chapters of Books*

1) Requirements

- Only books published by recognized and reputable international academic book publishers, prestigious university presses and other highly regarded international publishers, such as the following:

| | |
|-----------|-----------------------|
| Blackwell | Harcourt, Brace & Co. |
| Cambridge | Macmillan |
| Elsevier | Oxford |
| Garland | Routledge |

- Books or chapters of books published by international publishers must have gone through a rigid blind referee or review process.
- The author(s) must clearly be identified as belonging to UP. If the chapter or book was produced while on sabbatical abroad or as a result of a joint project with foreign scholars, and proper acknowledgement was given the foreign institution that accommodated the faculty or supported the project, the UP address/affiliation of the author(s) must nonetheless be indicated in the publication (either in a footnote, as a byline, or in the book's author information).
- The chapter or book must fall within the discipline or related field of the

author. For example, a work of poetry shall not be entertained if authored by faculty members or REPS outside the field of creative writing unless there is sufficient proof of prior recognition of the author as a serious practitioner in the field of creative writing as determined by the OVPAA consultation with known literary figures.

- The chapter must be a complete, solid piece of research or creative work. If one's work (e.g., poem) is included or cited in a chapter or book authored by another, the cited portion shall not qualify for the Award. In addition, certain articles (e.g., tribute/testimonial to a known figure, filler between chapters) shall not qualify. The OVPAA shall evaluate all articles as to their eligibility.

2) Applying for the Award

To apply for the Award, the author shall submit a copy of the book (to be returned to the author) or the book chapter to the VPAA for evaluation. Copyright pages, table of content, prefaces, list of authors, evidence of author(s)' identification with UP, and other pertinent pages shall accompany the copy of the book/chapter. No prior screening at the campus level shall be necessary.

Evidence that the publication has undergone a review process such as comments/communication from the reviewer(s) and/or editor shall be submitted along with the documents. Additional information from the publisher regarding review policies and other relevant information may also accompany the application for the Award.

3) Conditions

- Books published by foundations, government agencies, NGOs, professional societies, international commissions and non-academic bodies shall not qualify.
- The publication date of recently updated book shall be reckoned from the date of first publication. This is because the Award is intended to recognize new contributions to knowledge. Book published before 1999 shall not qualify for the Award.
- Authors eligible for the Award may receive it as often as they publish. However, a book/chapter may be awarded only once.
- An article for which an IPA was granted shall not qualify again for an IPA if it appears as a chapter in another book or in an ISI-indexed journal.
- However, if a chapter for which the author was awarded is developed by the author into a book published by a reputable international publisher, the author may be eligible for an IPA in the book category.

- In the case of co-authorship, the Award shall be divided equally among the number of authors, local and foreign. Only UP authors eligible for the award shall receive it, provided the book/chapter was published while they are in active service or before their retirement or resignation from the University.
- A committee to be created by the Vice President for Academic Affairs shall evaluate all applications for the Award. The Committee may consult specialists who can provide additional information on the reputation of the publisher and the quality of its publications.
- Should a publication for which a faculty member or REPS was awarded later be withdrawn or retracted by the publisher owing to misrepresentation of data or authorship, plagiarism or some unethical act, the author(s) shall return the full amount of the Award, without prejudice to the application of other University sanctions.

8.3.2 *International Award for the Arts* [1143rd BOR meeting, June 29, 2000]

The International Award for the Arts gives due recognition to our artists, as part of the University's commitment to promote excellence.

a. Divisions

- 1) *Visual arts*: painting, sculpture, graphic arts, installation art, performance art, computer art, exhibition design, film, video, illustration, animation, architecture, interior design, advertising design, editorial design, industrial design, product design, fashion design
- 2) *Performing arts*: music and dance forms and theatre arts

b. Qualifications

Regular faculty, individually or as a group, in the field of visual and performing arts, who meet the criteria may be nominated for this Award.

c. Criteria

- 1) The Nominee's artistic output must have had international exposure in the year immediately preceding the deadline for nominations in the following areas:
 - Public performance and/or
 - Exhibition(s), or
 - Commissioned works for public places or for important public and private collections outside the Philippines

- 2) Nominees must have earned commendations, citations or testimonials for excellence and distinction; and
- 3) Nominees must be endorsed by a panel of experts/referees appointed by the UP President for the purpose of evaluating nominations.

d. Prize

The Award carries a cash component to be divided equally in the case of a group of artists.

e. Selection process

- 1) Preliminary review by the Committee on Culture and the Arts (CCA) (or its equivalent) of each CU. The CU CCA shall:
 - a) receive nominations,
 - b) ensure that the nominations comply with the guidelines, and
 - c) recommend to the Chancellor those who qualify for the final review.
- 2) The Chancellor reviews and forwards recommendation to the OVPAA.
- 3) Final review by a group of experts appointed by the President from the various fields represented in the list of nominees.

f. Requirements

- 1) A curriculum vitae in the case of individual artists, and a record of their performance in the case of performing groups; and
- 2) Relevant documentation including, but not limited to the following:
 - a) Slides, still photographs or reproductions for painting, sculpture, graphic arts, illustration, animation, advertising design, editorial design, computer art, installation, architecture, and interior design.
 - b) Architectural plans and illustrations are required for architecture and interior design, in addition to slides and/or still photographs.
 - c) Illustrations are required for industrial design, product design and fashion design in addition to slides and/or photographs of the finished products.
 - d) Full-length copies of nominated works including musical scores, where necessary, are required for film and video.

- e) Video-documentation of performance art is required, along with the concept paper of the work.
- f) Lighting design, lay-out for theatre and film sets, designs for scenery, props and costumes are required for theatre arts in addition to slides and/or photographs.
- g) Librettos, arrangements for instruments and the orchestra, as well as for choral ensembles, are required for music performances.
- h) Dance notations and choreography are required for music performances.
- i) Film/video documentation and sound recording are required for music and dance performances as well as for stage plays.
- j) Announcements of exhibitions and copies of commendations, citations or testimonials should be provided. Press releases may also be submitted.

The deadline for submitting nominations to the Office of the Vice President for Academic Affairs is October 31 of every year. The Award shall be given in January of the following year.

The President's Committee on Culture and the Arts shall facilitate the selection process in coordination with the OVPAA.

8.3.3 *Gawad sa Natatanging Publikasyon sa Filipino* [1147th BOR meeting, Dec. 21, 2000; VPAA memo no. 01-011, Jan. 26, 2001; amended at 201st PAC meeting, Nov. 21, 2003]

Ang Gawad ay alinsunod sa patakaran sa wika ng Unibersidad. Inaasahan din na lalong huhusay ang mga publikasyon sa Filipino ng mga fakulti at REPS sa pamamagitan ng pagkilalang idudulot ng Gawad.

a. Kategoriya

- 1) 1) Gawad sa Malikhaing Panulat
- 2) Gawad para sa Publikasyon ng Orihinal na Pananaliksik (sa anumang disiplina maliban sa malikhaing panulat)

b. Kwalipikasyon/Kriteriya

- 1) Regular na fakulti o REPS lamang ang magagawaran.
- 2) Ang publikasyon ay dapat inilimbag ng prestihiyoso at mapaniniwalaang tagapaglathala o sa refereed at kilalang dyornal.
- 3) Sakop ng mga gawad ang mga nailathala sa nakaraang taon.

- 4) Hindi kasama ang mga publikasyon na inedit o sinalin mula sa ibang wika. Orihinal na akda lamang ang kwalipikado.

c. Pagpili

- 1) Ang mga malikhain at orihinal na publikasyon ay isusumite sa Opisina ng Bise Presidente para sa Gawaing Pang-akademiko.
- 2) Magbubuo ang Presidente ng komite upang suriin at piliin ang pinakatanging publikasyon sa bawat kategorya na siyang irerekomenda sa Presidente.
- 3) Magtatakda ang komite ng nararapat na kriterya para sa ebalwasyon ng mga akda.

d. Gawad

Dalawa ang kategorya ng gawad at isa ang gantimpala sa bawat kategorya na may angkop na gantimpalang halaga para sa buong aklat, kabanata ng aklat o artikulo sa dyornal. Hahatiin ang gantimpala nang pantay-pantay kung higit sa isa ang may-akda.

Ang huling araw ng pagtanggap ng lahat ng mga nominasyon o aplikasyon sa OVPA ay Oktubre 31.

8.3.4 ***President's Award for Innovation in Teaching*** [1150th BOR meeting, May 24, 2001; amended at 201st PAC meeting, Nov. 21, 2003]

This Award aims to encourage and recognize excellent pedagogical innovations. A teaching innovation may be a novel teaching style, strategy, approach as reflected in class exercises, activities, active/interactive learning materials, etc. The purpose of the innovation is to:

- Facilitate the understanding of especially difficult concepts, theories or methodologies, and/or
- Stimulate learning by either making the learning process more effective and/or infusing students with the desire to learn.

A faculty member may be awarded only once for the same innovation. The Award carries with it a citation and a cash component.

a. Categories

There shall be four (4) awards:

- 1) One (1) for the arts and humanities

- 2) One (1) for the social sciences (including philosophy, law, economics and management)
- 3) Two (2) for the natural sciences (basic and applied) and mathematics. There are two (2) slots for this category because it has the largest number of faculty System-wide.

b. Requirements

- 1) A statement of the candidate's philosophy and practice of teaching, which includes his/her views on teaching in general, perspective on pedagogical methodology, and reflections on his/her teaching experience;
- 2) Explanation of the teaching innovation – what it is, why it was undertaken and how it meets the objectives of the Award – with the teaching/learning materials, activity sheets, examination questions, class exercises, etc. attached;
- 3) Course syllabus (including reading list and requirements), and information on how many semesters the candidate has taught the course, when the innovation was introduced and why, improvements made after initial use;
- 4) Other relevant materials and information (e.g., comparison of the innovation with the usual way of teaching the course);
- 5) Feedback from students, including special instruments devised to gauge the effectiveness of the teaching innovation, and report on student performance to demonstrate the effect of the innovation; and
- 6) Information on previous awards received.

c. Disqualification

Not eligible for the Award are faculty members with a poor track record in teaching (e.g., frequently absent, consistently late in class, delayed in submitting grades, subject of complaints regarding unfairness in treatment of students or unethical teaching practices).

d. Criteria for evaluation

In judging the most outstanding innovation, the following shall be examined:

- 1) Substance and form of the innovation;
- 2) Its connection to the specific objectives and requirements of the course and the teaching methodology in the discipline of the subject; and

3) Its effectiveness as a pedagogical tool.

e. Selection process

Faculty members who believe they qualify for the Award shall send the above information to the Chancellor. The screening process shall be two-tiered:

1) At the campus level, the Chancellor shall form a committee to screen out faculty who do not qualify for the Award, either because their track record is poor or their technique is not innovative or effective; and prioritize all the rest.

The Chancellor shall forward to the OVPAA the list of candidates and the necessary documentation no later than October 31.

2) The President shall create a System committee to recommend the recipients of the Award.

a) The Committee (and the President) may interview the candidates and ask them to demonstrate their innovations.

b) In addition, the candidates' peers and former students may also be interviewed.

8.3.5 University Professor Grant

In recognition of their outstanding scholarship and achievement in their respective fields, University Professors in active service shall receive an annual grant in the form of a research contract in order to support their research and creative work. Fifty percent (50%) shall be paid upon submission of the project title and the balance upon submission of the manuscript or creative work. [1137th BOR meeting, Nov. 25, 1999]

University Professor is the highest rank conferred by the Board of Regents upon a select few among the faculty in active service for exemplary achievement in their field. It is a faculty position with a salary at least matching that of a Chancellor. [Refer to Chapter 3 Academic Staff, Section 1.1 Regular Teaching Staff/Faculty and Section 5, Special Appointments, of this Chapter]

8.4 Gawad Chanselor

Members of the UP Diliman community who have demonstrated outstanding individual/group performance in various fields of University work (teaching, research and creative work, extension, administration, student activities, etc.) are recognized annually through the Gawad Chanselor. The Award carries with it a certificate of recognition, a medal and a cash incentive. The criteria for the selection of the awardees are formulated by committees created for the purpose.

a. Categories

The Gawad Chanselor is awarded for various categories, among which are the following:

- Pinakamahusay na Guro
- Pinakamahusay na Guro sa Pagtuturo sa Filipino
- Pinakamahusay na Guro/ Yunit/ Programa sa Gawaing Ekstensiyon
- Pinakamahusay na Alagad ng Sining
- Pinakamahusay na Mananaliksik
- Pinakamahusay na Nilathalang Pananaliksik
- Pinakamahusay na REPS
- Pinakamahusay na Imbensiyon at Inobasyon
- Pinakamahusay na Estudyante/Lider-Estudyante
- Pinakamahusay na Organisasyon ng Estudyante
- Pinamahusay na Atleta/Koponang Varsity
- Pinakamahusay na Administrador
- Pinakamahusay na Empleyadong Administratibo
- Katangi-tanging Pook

b. Gawad Chanselor Hall of Fame

Those who have received the Award three (3) times in the same category or in 3 different categories are elevated to the Gawad Chanselor Hall of Fame. The awardee is given a trophy.

8.5.1 **University Professor** [1009th BOR meeting, Feb. 26, 1988; revised at 1109th BOR meeting, May 29, 1997]

a. Conferment

University Professor shall be the highest rank in the University of the Philippines. It shall be conferred by the Board of Regents, on recommendation by the University President, upon a select few among the faculty in active service, for exemplary achievement in their field. Once conferred, it shall be co-terminus with service to the University unless revoked for very serious cause.

The University Professors may be assigned to do research, give lectures, or conduct seminars on the subject(s) of their specialization in any college or unit of the University; and they shall be directly accountable to the University President. They may receive allowances or honoraria for various services rendered.

b. Benefits

- 1) *University Professor* is a faculty position with a salary equivalent to that of a Chancellor.

- 2) Since University Professor is a faculty position, a University Professor shall be entitled to all benefits that accrue to that position, including salary increases and salary adjustments.
- 3) Appointment to the rank of University Professor shall carry with it entitlement to a professorial chair.
- 4) In recognition of their outstanding scholarship and achievement in their respective fields, University Professors in active service shall receive an annual grant in the form of a research contract in order to support their research and creative work. Fifty percent (50%) shall be paid upon submission of the project title and the balance, upon submission of the manuscript or creative work.

8.5.2 **Artist-in-Residence** [851st BOR meeting, Aug. 29, 1974; superseded at 887th BOR meeting, May 26, 1977; amended at 927th BOR meeting, May 29, 1980; further amended at 985th BOR meeting, Feb. 28, 1986]

Highly qualified and deserving faculty members in the creative arts (literature, fine arts, music, etc.) may be appointed to the position of *Artist-in-Residence* on recommendation by the President to the Board of Regents.

a. Appointment

- 1) The title *Artist-in-Residence* shall specify, whenever feasible, the artistic field, e.g., Playwright-in-Residence.
- 2) More than one deserving faculty member in each category may be appointed at the same time; for example, there may be 10 or 12 artists-in-residence at any given time and, among these, there may, for example, be 3 playwrights-in-residence, 2 sculptors-in-residence, etc.
- 3) Except in highly meritorious cases, no faculty member who is regularly performing administrative functions may be appointed *Artist-in-Residence*.
- 4) Members of the Artist-in-Residence Committee and holders of UP Professorial Chairs are NOT eligible to an *Artist-in-Residence* appointment.

b. Term

- 1) An *Artist-in-Residence* shall serve for a term of one (1) year, without prejudice to renewal for the same period, provided that no artist-in-residence shall serve for more than three (3) consecutive years.
- 2) Reappointment may be recommended after three (3) years have elapsed from the termination of the last appointment as *Artist-in-Residence*.

c. Privileges

- 1) A teaching load of not more than six (6) units but not less than three (3) units per semester or trimester;
- 2) An honorarium in addition to the full salary;
- 3) Temporary enjoyment of cumulative vacation and sick leaves during the period of appointment.

d. Obligations

The *Artists-in-Residence* shall, at least once a year:

- 1) share with the University Community their creation and insights into art through some appropriate activity (e.g., art exhibit, poetry reading, dramatic performance, etc.)
- 2) report to the Committee on Artist-in-Residence on the progress of their work.

8.5.3 Professor Emeritus [845th BOR meeting, Apr. 25, 1974; amended at 937th BOR meeting, Mar. 5, 1981 and 1017th BOR meeting, Dec. 8, 1988; Exec. Com. meeting, Aug. 8, 2001]

A retired faculty member with the rank of professor may be appointed Emeritus Professor, if s/he has rendered at least 20 years of active and faithful service to the University and has achieved marked distinction as a productive scholar, artist or scientist, or is widely acknowledged as an effective and dedicated teacher. [from Art. 207]

The rank of *Professor Emeritus* is a title for life. In other words, once a faculty is appointed as such, his/her appointment need not be renewed. A Professor Emeritus may be given a teaching or research assignment by the Dean of a college, subject to the approval of the Chancellor. If there is a need for the teaching services that can not be met by any regular faculty member or lecturer, a Professor Emeritus even over 70 years old may be given a teaching assignment subject to the approval of the President. [E.O. no. 3, Office of the President, UP, June 9, 1993]

a. Selection criteria

Candidates for the honorific title of Professor Emeritus must:

- 1) be retired faculty, with full Professor rank, who at the time of the retirement, have had twenty (20) years or more of active and faithful service to the University;
- 2) be acknowledged in UP to have demonstrated significant leadership in raising the standards of the University with respect to teaching, research or creative activity and/or have demonstrated excellent teaching skills and contributed significantly to the education of students who subsequently have achieved recognition or

excellence in their fields;

- 3) be acknowledged leaders in their field of research or creative activity. This national and international leadership would be documented by a) notable contributions to research published in leading refereed journals and/or books and creative accomplishments widely recognized for excellence, b) prestigious awards and citations, and c) substantial records of invited lectures or performances delivered at prestigious institutions;
- 4) not be connected to another academic institution at the time of appointment, and
- 5) have not been found guilty of any administrative and/or criminal charge.

b. Nomination and selection process

- 1) A committee shall be formed by the Chancellor to:
 - Evaluate the accomplishments of all Professors who retired the previous year
 - Submit to the Chancellor the names of professors who the Committee recommends for the title, with justifications
- 2) All qualified professors shall be automatically considered for the title. Colleges/units may nominate, but such nominations are neither necessary nor sufficient for granting the title.
- 3) Lobbying of any sort is discouraged.
- 4) Members of the Committee will be provided with the curriculum vitae; nominations, if any, brief of each candidate, and other pertinent documents. Endorsement of at least four (4) out of five (5) members (or 80%) of the Committee is a requirement for a favorable recommendation to the Chancellor. After reviewing the Committee's recommendations, the Chancellor will make his/her recommendations to the System Committee.
- 5) Appeals for reconsideration will be directed to the System Committee. The Diliman Committee shall re-evaluate the appeals, if asked by the System Committee, only if additional information is submitted; otherwise, the original recommendation of the Diliman Committee stays.
- 6) Professors who meet the high standards of excellence reflected in the selection criteria will be designated Professor Emeritus by the Board of Regents upon recommendation of the President.

c. Privileges of a Professor Emeritus

The title of *Professor Emeritus* is honorific and as such, does not carry monetary remuneration.

However, if the Professor Emeritus provides service to the University through teaching, upon the request of the college or unit, s/he shall receive remuneration and transportation allowance for the service. Alternatively, the Professor Emeritus can do research on a specific topic, covered by a MOA. Progress/terminal reports shall be submitted to the Office of the Vice Chancellor for Research and Development and a contract fee will be paid following the usual mode of payment for contract research.

Emeritus status is an honor that includes the following lifetime privileges:

- 1) Certificate indicating Professor Emeritus status
- 2) Inclusion in the faculty listing in the catalogue and directory
- 3) Inclusion in the Directory of Professors Emeriti (to include short biography) both in print (to be made available in the libraries and UP offices) and in electronic version (to be included in the UP web page)
- 4) UP ID card
- 5) Library privileges
- 6) Inclusion in UP mailing list for UP Newsletters and similar publications
- 7) Access to a common Professors Emeriti room with computer facilities, e-mail and other amenities
- 8) E-mail account
- 9) Health service privilege at the UP Health Service (for Prof. Emeritus only, family not included)
- 10) Invitation to conferment of honorary degrees and graduation exercises
- 11) Free admission to cultural shows in UP

9.1 Fellowship/Study Leave [828th BOR meeting, Dec. 21, 1972; 959th BOR meeting, May 26, 1986; 993rd BOR meeting Nov. 28, 1986; 1053rd BOR meeting, Aug. 27, 1992; 1137th BOR meeting, Nov. 25, 1999; 1156th BOR meeting, Nov. 29, 2001]

As a University policy, faculty members are encouraged to pursue graduate studies in fields that are within the academic priorities of their department/institute, college and the University. The faculty students are granted full or partial load reduction to help them complete their studies in the soonest time possible. However, this is subject to conditions that will ensure the University's continued ability to meet the demands of teaching, research, extension, and academic administration.

Fellowships are given to the most capable, promising, and deserving faculty members in areas of study according to University priorities and selected on the basis of qualifications.

The appointment of Fellows is made by the Chancellor.

Fellowships in the University are supported either by the University or by institutional grants or both. Institutional grants are scholarships and financial grants given by outside institutions through or upon endorsement of the University. The terms of financial assistance for fellowships vary.

Deserving faculty members may also be allowed to go on study leave with pay to pursue graduate studies in an area within the thrust of the unit. *[Refer to Chapter 6 Faculty Privileges, Section 2.1 Study Leave]*

9.1.1 *General Guidelines*

Faculty fellowships are awarded to faculty members to pursue a graduate degree in an area consistent with the faculty development plan of the college.

In general, faculty Fellows are covered by the same general guidelines as those on study leave with pay. *[Refer to Chapter 6 Faculty Privileges, Section 2.1 Study Leave]*. In addition, the following also apply. There are, however, specific guidelines that apply only to the Doctoral Studies Fund and the Ph.D. Incentive Grant. *[Refer to Section 1.4 – 1.5 of this Chapter]*

a. Privileges

Faculty Fellows (local or foreign) shall enjoy the following privileges:

- 1) Full de-loading from regular faculty duties
- 2) Full salary and other benefits of a regular faculty in active service (including eligibility for promotions)
- 3) Entitlements such as tuition assistance, book allowance, thesis or dissertation allowance, travel assistance or additional living subsidies at rates to be set by the University;
- 4) Rights to suitable faculty office or desk space for local Fellows, to the extent available;
- 5) Retention of his/her own faculty item during the period of the award.

Provision for a substitute faculty item or sufficient funds shall be made for the hiring of a substitute in the faculty Fellow's department or college.

b. Duration

- Master's degree: at most two and a half years (30 months)
- Doctoral degree:
 - Up to four years (48 months) after a master's degree or its equivalent has been earned

- Up to five years (60 months) for straight Ph.D.

In very exceptional cases and on recommendation of the CU APFC, the Chancellor may authorize an extra semester for those pursuing a master's degree or an extra year for those pursuing a doctoral degree.

Furthermore, fellowship (local or abroad) shall be awarded on a year-by-year basis, depending on the academic performance of the Fellow. On the other hand, full study leave with pay shall be awarded only on a semester-by-semester basis, depending on the academic performance of the faculty student and the need by the department or college for his/her regular faculty services.

c. Obligations and other conditions

The obligations of a faculty Fellow are the same as those on study leave with pay [Refer to Chapter 6 Faculty Privileges, Section 2.1 Study Leave].

In addition, the faculty Fellow may change his/her master's/dissertation topic and retain the fellowship provided the adviser agrees with the change of topic. However, if the faculty member wishes to change his/her program or area of specialization and keep the fellowship, the change must first be approved by the unit's Academic Personnel Committee. Without such approval, the Fellow may not retain the fellowship. [1159th BOR meeting, Mar. 21, 2002]

9.1.2 **Foreign Fellowship** [E.O. no. 129, Office of the President of the Philippines, May 6, 1968; amended by E.O. no. 367, Office of the President of the Philippines, Aug. 21, 1989; 1053rd BOR meeting, Aug. 27, 1992; E.O. no. 248, Office of the President of the Philippines, s. 1995; 1101st BOR meeting, Sept. 26, 1996]

In addition to the *General Guidelines* in Section 1.1 of this Chapter and Section 2.1 of Chapter 6, the following apply.

a. Full fellowship

Faculty members may be awarded a full foreign fellowship if they pursue a Ph.D. program in a field of specialization that falls within the priority fields that need faculty strengthening, as recommended by the units and approved by the appropriate committee of the University, provided that the field of study is not available in the University or in any other quality institution in the Philippines. [Refer also to Section 1.4 Doctoral Studies Fund, of this Chapter]

1) Qualifications

The following are the qualifications for faculty fellowships which are the same as those for full study leave with pay.

- With at least one (1) year of service
- Tenured or being considered for tenure

- Occupying a faculty item, not mere substitute for regular faculty incumbent
- Does not hold rank higher than Assistant Professor
- Not more than 40 years old

In highly meritorious cases, the conditions on maximum rank or age may be waived upon the recommendation of the APFC and approval of the Chancellor. The age limit may be raised from forty (40) years to forty-five (45) years for graduate studies abroad and to fifty (50) years for local graduate studies.

2) Entitlements

- Pre-travel allowance
- Air fare
- Tuition and all authorized school fees
- Other fees that may be required
- Book allowance
- Thesis aid
- Monthly stipend
- Clothing allowance on a graduated basis, depending on the length of stay and the season of the year [*Malacañang memo Jan. 10, 2000*]
- Family allowance equivalent to monthly salary, if Fellow is married or with dependent

The CU shall provide the Fellow's salary and other entitlements attached to the position and salary of substitute faculty, with a rank no higher than Instructor 1, or overload pay of the faculty taking on the load.

3) Requirements

- Accomplished application form (available at the HRDO)
- Letter of acceptance/admission from the University where the Fellow intends to enrol
- Strong justification from the Chair and the Dean on the necessity for the proposed program of study in terms of their course offerings both in the undergraduate and graduate levels

4) Obligations

- Execution of a contract with the University and the corresponding surety agreement – The contract stipulates among others, a two-year return service for every year of fellowship, or the reimbursement of all expenses incurred before leaving, during, and upon return plus an equity charge of 50% of the total amount expended, and interest at the prevailing legal rate at the time of

the breach or revocation of the contract.

- Execution of the Training/Scholarship Contract with NEDA
- Accomplishment of the University clearance and clearance from administrative charges before leaving
- Submission of progress report, copy of grades, and a certification from the adviser on the progress of the study. The renewal of the fellowship is contingent upon the submission of these documents.
- Submission of a final report within 60 days upon return to the Philippines

Fellows supported by the Fund are bound by the University rules on study leave. [*Refer to Chapter 6 Faculty Privileges, Section 2.1 Study Leave*] Furthermore, those who fail to do return service or are unable to reimburse University expenditures plus interests shall be considered reneging Fellows.

b. Partial fellowship

A faculty member who has obtained a fellowship or scholarship from another institution to pursue a graduate degree may be granted partial fellowship by the University if the financial support provided by the other institution is not adequate.

1) Qualifications

The same as for full fellowship

2) Entitlements

The entitlements are determined on the basis of the reasonable need of the applicant and availability of funds.

3) Requirements

- Duly accomplished application form for fellowship (available at the HRDO)
- Letter of acceptance/admission from the university where the Fellow intends to enrol
- Copy of the scholarship award, teaching, research, or graduate assistantship, etc.
- Endorsement of the Department Chair/Institute Director and the Dean/Head of unit

4) Obligations

The same as for full fellowship

9.1.3 Local Fellowship

Faculty members may avail of local fellowships for advanced degrees in the University subject to the following guidelines and other conditions that the University

may prescribe:

a. Qualifications

- Instructor or Assistant Professor with a regular item
- Must pursue a master's or doctoral program that is consistent with the priority areas set by the University and falls within the faculty development plan of the college/unit
- Not more than 40 years old; in highly meritorious cases, the age limit may be raised to 50 years for local graduate studies upon recommendation of the APFC and the approval of the Chancellor.

b. Duration

- Shall initially be for one (1) year
- May be renewed for another year depending on the Fellow's academic performance

[For maximum number of years, refer to Section 1.1b Fellowships, Duration of this Chapter]

c. Requirements

- Proof of acceptance into a Graduate Program
- Duly accomplished application form (available at the HRDO) supported by the following:
 - Curriculum vitae
 - Transcript or copy of grades
 - Program of study
- Endorsement of the Department Chair/Institute Director and the Dean/Head of unit

d. Entitlements

- Salary

If the unit needs to hire a substitute, the salary shall be drawn from the Fellowship fund. The rank of the substitute shall be no higher than Instructor 1.
- Free tuition and all other authorized school fees
- Book allowance per semester
- Thesis/dissertation aid, given only once, when the Fellow is on the thesis or dissertation stage
- Two (2) round-trip bus fare per year for Fellows from regional units of the University

e. Obligations

- Execution of contract and surety agreement with the University
- Submission of progress report and copy of grades to the unit before renewal of the fellowship
- Return service to the unit of one (1) year for every year of fellowship or a fraction thereof

9.1.4 ***Doctoral Studies Fund*** [1152nd BOR meeting, July 26, 2001; amended at 1161st BOR meeting, July 25, 2002]

The UP Modernization-Doctoral Studies Fund aims to produce 100 faculty members with Ph.D.s in selected disciplines in the next three (3) to four (4) years, starting 2002, through two (2) means:

- Local faculty fellowship in UP
- Foreign faculty fellowship for full Ph.D. study in a reputable university abroad

The choice of Fellows is intended to develop a critical number of specialists in the field, enough to direct the faculty in that discipline/field toward a strong research orientation.

Full-time local and faculty fellowships for Doctoral Studies shall be supported by the Doctoral Studies Fund. Applications may also be submitted in rare cases where a masters degree or its equivalent is the highest or terminal degree offered in a particular field, but priority shall be lower. The following guidelines shall govern the operation of the Fund:

a. Identification of discipline/field

To determine the key areas of development, the CUs shall submit the profile of the faculty in the fields/disciplines they recommend to be developed, specifying the areas of concentration to be developed and why. It is thus imperative that the CUs identify their respective disciplinal thrust or focus. The VPAA shall evaluate the recommendations across campuses and recommend to the President the disciplines/fields to be supported by the Fund.

b. Qualifications of applicant

- 1) Only regular faculty with MA/MS (and equivalent) degrees from the designated fields/disciplines above may apply for doctoral support.
- 2) The applicant must have a good track record and display a potential for contributing to the field.
- 3) His/her rank may not be higher than Assistant Professor and his/her age, below 45,

at the time of application.

- 4) The grant may be awarded only if the candidate has been admitted into a reputable doctoral program.

c. Local Fellowship

- 1) The Fund shall support three (3) years of local fellowships, subject to satisfactory progress and submission of all requirements. The faculty member or his/her CU shall support any extension of study beyond this period.
- 2) The Fund shall provide the following:
 - Salary of the substitute faculty (Instructor 1)
 - Monthly stipend for 12 months of the year for Fellows studying in their home university or a fixed amount for those studying in another CU who require relocation
 - Book allowance per semester
- 3) The CU shall provide:
 - Fellow's salary and other entitlements attached to the position
 - Dissertation allowance

d. Foreign Fellowship

- 1) The Fund shall also support full study abroad up to three (3) years, subject to satisfactory progress and compliance with all other requirements of the fellowship. If the faculty anticipates more than three (3) years of study, s/he shall apply for a teaching assistantship or find other means of support.
- 2) The Fund shall provide the following:
 - Pre-travel and clothing allowances
 - Tuition and related fees
 - Foreign travel
 - Living allowance for grantee excluding family (amount depends on place of study)
 - Other fees that may required (subject to availability of funds and evaluation by the VPAA)
- 3) The CU shall provide:
 - Fellow's salary and other entitlements attached to the position
 - Salary of substitute faculty (or overload pay of remaining faculty)
- 4) The applicant shall submit a budget, including tuition and other school fees, estimated living and other expenses, and a basis for the proposed amounts.

- 5) Grantees shall inform the OVPAA if they receive funding from other sources (such as private grants, teaching assistantships, and the like). If the external funds are insufficient, for which proof must be provided, the amount of the fellowship shall then cover the balance needed.
- 6) Fifty percent (50%) of the first year grant amount shall be paid upon signing the contract. The release of the balance shall be arranged by the OVPAA.
- 7) Recipients who fail to comply with the terms of the grant and those whose grants are terminated for cause during the grant period shall return the full amount received. S/He shall also be subject to such other sanctions as prescribed by pertinent University rules. Furthermore, s/he shall be disqualified from all University grants.

e. Obligations of Fellows

Faculty supported by the Fund shall be bound by University rules on study leave with pay. *[Refer to Chapter 6 Faculty Privileges, Section 2.1 Study leave]*

- 1) The Fellow shall carry a full load of study or undertake dissertation research. Fellows are expected to enrol during the summer. In the absence of suitable courses to enrol in, the Fellow shall propose a research or study plan, duly endorsed by the adviser.
- 2) The local Fellow shall submit his/her grades to the OVPAA at the end of each semester. The foreign Fellow is required to submit mid-year and end of the year reports, including his/her grades, and reports from foreign adviser.

9.1.5 Ph.D. Incentive Grant and Sandwich Program *[1142nd BOR meeting, May 26, 2000; amended at 1153rd BOR meeting, Aug. 30, 2001; amended at 201st PAC meeting, Nov. 18, 2003]*

The Grant is designed for faculty members or REPS who are in the final year of their Ph.D. program in a foreign university and need financial support to complete their degree. It also covers up to one (1) year of study abroad under the Ph.D. "sandwich" program (in which the doctoral student enrolled in UP spends a year in a foreign university working on his/her dissertation).

a. Those on their final year in a foreign university

- 1) Eligible to apply for the Grant are faculty members who are:
 - enrolled in a Ph.D. program abroad at the time of application;
 - not enjoying any other grant or support except their salary;
 - close to completing their Ph.D. (in their final year), proof of which must be submitted;

Also eligible for the Grant are UP faculty members who are studying abroad for

a year under the Ph.D. "sandwich" program.

- 2) In rare cases where a master's degree or its equivalent is the highest degree offered in a particular field (because the field is a pioneering one or is highly technical), a faculty member enrolled in such a program abroad may apply for the grant, provided s/he meets the conditions above. Full justification must be supplied.
- 3) The grant shall cover a period of up to 12 months.
- 4) The applicant shall commit himself/herself to complete the program within one (1) year at most and indicate the expected date of completion.
- 5) Each CU shall prioritize the eligible faculty members according to the needs of the CU: which type of expertise is most needed at the moment and/or the thrust of the CU.
- 6) In addition, the CU shall consider the applicant's track record:
 - Performance in graduate school and likelihood of completing the degree
 - If the applicant previously enjoyed a grant, why it was stopped
 - Applicant's potential contribution to his/her unit (indicate if with tenure or on tenure track)
- 7) The following documents shall be attached to the priority list of the CU:
 - Itemized budget of each applicant and basis for proposed amounts; and
 - Proof of applicant's program status; must indicate what remains to be done (e.g., how many chapters, if any, have been written up, etc. and certified by adviser), copy of grades, letter of recommendation from adviser.
 - For applicants for Sandwich Program, in addition to the above, justification for studying abroad, work/research plan, letter of acceptance from host supervisor and recommendation from local adviser.
- 8) System-level committee shall evaluate the recommendations of the CUs and rank the best according to the criteria stated in these guidelines. The VPAA and VPPF shall finalize the individual budgets of applications recommended by the System Committee and shall make the necessary adjustments, if necessary, so as to ensure that the costs are justified and the rates are reasonable. The recommendations shall be submitted to the President for approval.
- 9) Grant recipients shall sign a contract with the University upon acceptance of the

award and shall be bound by UP rules on study leave with pay.

10) Fifty percent (50%) of the grant amount shall be paid upon signing the contract. The release of the balance shall be arranged by the OVPAA.

b. Those on "Sandwich" program [*Establishment of the UP Modernization-Doctoral Studies Fund, 1152nd BOR meeting, July 26, 2001; 1153rd BOR meeting, Aug. 30, 2001, amended at 201st PAC meeting, Nov. 18, 2003*]

- The grant shall provide at most one (1) year of support. The faculty member or his/her CU shall support any extension of study beyond this period.
- The grant recipient shall be given the following:
 - Pre-travel and clothing allowances
 - Foreign travel
 - Living allowance (amount depends on place of study)
 - Other fees that may be required (subject to availability of funds and evaluation by the VPAA)
- The CU shall provide:
 - Faculty Fellow's salary and other entitlements attached to the position; and
 - Salary of substitute faculty (or overload pay of remaining faculty)

Recipients who fail to comply with the terms of the Grant – which includes the date pledged to complete the program – and those whose grants are terminated for cause during the grant period shall return the full amount received. They shall also be subject to such other sanctions as prescribed by pertinent University rules. Furthermore, they shall be disqualified from all University grants.

9.2 UP Creative and Research Grants [*1138th BOR meeting, Nov. 25, 1999; OVPAA memo. no. 00-11, Jan. 17, 2000; amended at 201st PAC meeting, Nov. 18, 2003*]

The UP Creative and Research Grants aim to recognize works of scholarship and provide the necessary incentives to strengthen research/ creative work and publication by UP faculty. Towards these ends, the grants shall support, on a System-wide competitive basis, research/creative work and publication endeavors of regular, full time faculty members (excluding faculty members on sabbatical and those on secondment to other agencies) and REPS who meet the qualifications for each category of the scholarship. The grants are as follows:

- Post-doctoral Research Grant
- Textbook Writing Grant
- Research or Creative Work Grant

- Support for International Publication of Literary Works
- Research Incentive for Lateral Entry Ph.D.s

The Grants shall be awarded in the form of research contracts. In addition, faculty members and REPS may apply for only one (1) type of grant at a time.

9.2.1 *Post-Doctoral Research Grant*

a. Qualifications

- Regular, full-time faculty member or REPS who obtained their Ph.D. in the last three (3) years preceding the Grant
- Priority shall be given to those who obtained their Ph.D. from UP or from a Philippine university in order to expose them to another academic environment

Applicants who have published in reputable journals or whose works have been published by recognized publishers shall rate higher than those who have not.

b. Requirements

- Proof of acceptance by a foreign institution (university, research institute, laboratory, teaching hospital, art institute, or museum) where research will be carried out. Such institution must be well-recognized in the applicant's field.
- Two (2) sealed references from senior colleagues familiar with the applicant's work, which shall assess the applicant's potential to contribute to the growth of the discipline and generate new knowledge.

c. Duration

Minimum of six (6), maximum of 12 months

d. Entitlements

- Airfare (economy class)
- Living expenses (excluding the applicant's family); applicant shall submit a budget along with his/her application
- Those who receive funding from other sources may not apply for the grant, unless their funds are clearly insufficient, proof of which shall be required. In such a case, and upon the recommendation of the CU and System screening committees, the grant shall cover only the balance needed.

e. Selection process

- Applications shall be sent to the CU screening body created for this purpose, which shall select the best applications and prioritize them according to merit.
- The CU Committee shall forward its recommendations to the System Committee on Post-Doctoral Grants, which shall select the best applications from among all the CUs and rank them accordingly.
- The VPAA and the VPPF shall finalize the individual budgets of applications recommended by the System Committee and shall make adjustments, if necessary, so as to ensure that the costs are justified and the rates for travel and accommodation are reasonable.
- Once approved, grantees may apply for pre-travel and clothing allowances from their respective CUs.

f. Obligations of grantees

- Sign a contract with the University upon acceptance of the grant and be bound by University rules on reneging Fellows
- Commence research within a year from the notice of the Award
- Submit a mid-term report to the Chancellor and a final report within a month after the grant ends. Any publication resulting from the post-doctoral research shall be attached to the report. In the absence of published work, a preprint of a technical paper resulting from the postdoctoral research shall be required. Comments of the supervisor at the collaborating university, institution, or laboratory shall likewise be attached. The Chancellor shall regularly provide the VPAA with a brief status report on each grantee.
- Acknowledge UP support in any publication resulting from the grant
- Return the entire sum received, if they do not leave for study, or balance, if they shorten their stay abroad
- Return the full amount received if grant is terminated for cause during the period of study. In case of resignation or retirement, payments shall be made directly to the University; in other cases, through salary deduction.

g. Sanctions

Failure to comply with the terms of the Grant shall disqualify the recipient from all UP grants and open them to such other sanctions as may apply to reneging Fellows and violations of pertinent University regulations.

9.2.2 *Textbook Writing Grant*

a. Coverage

- 1) The Grant shall support the writing of textbooks, including the following: reference books and creative works, workbooks, and laboratory manuals in print or other media, in whatever language the course is taught.
- 2) The Grant shall NOT cover proposals for non-degree (informal) and graduate programs.
- 3) The Grant shall not provide for publication costs.

b. Qualifications

Any regular, full-time faculty member, with the rank of Assistant Professor or higher except those on secondment to other agencies may apply for the Grant, provided they meet the qualifications stated in the Table of Minimum Qualifications. In highly meritorious cases, Instructors may also be considered for the Grant.

Current recipients of a textbook writing grant (including grants to translate textbooks) from any center, institute, or unit of UP may not apply for this Grant. Faculty members may apply individually or as a group. In the case of a group, the total amount of the Grant shall be pro-rated according to the rank of the applicants and the proportion of work to be done by each.

The track record of applicants in completing creative/research projects (whether UP-funded or not) shall be examined by the screening committees of the CU and the System. Faculty and REPS with poor track record shall not qualify for the Grant.

c. Duration

- One (1) year and, in exceptional cases, may be extended up to six (6) months at most, which extension must be justified. Proof of work thus far completed must also be presented.
- In no case shall the Grant be renewed or an application from the same grantee be entertained for any other grant under the Creative Research and Scholarship Fund until the final manuscript in print or multimedia is submitted to the Chancellor.

d. Application

Applications shall be sent to the CU Screening Committee for Textbook Grants. The CU Committee shall forward its recommendations to the System committee, ranking them according to the content, contribution of the proposal, and other

relevant criteria.

e. Selection process

- The System Committee on Textbook Writing Grants shall evaluate the recommendations of the CUs and rank the best according to merit.
- The President shall approve the recommendations, the total number of grants depending on the availability of funds.
- Priority shall be given to the following:
 - Textbooks for core courses of undergraduate programs
 - Difficult courses
 - Courses with high student enrolment
 - Courses for which no good (foreign or local) textbooks are available. It is understood that a textbook, laboratory manual, teaching module, or other original works are prescribed by the Department faculty.

f. Conditions

- The Grant shall be awarded in the form of a research contract indicating the purpose, expected output, and intellectual property rights of the parties involved. Fifty percent (50%) of the Grant shall be paid upon signing the contract.
- The schedule of contract rates for faculty shall be based on the following assumptions: *
 - months work a year (12 months minus semester and summer breaks), 22 working days per month, and 8 hours per working day and
 - about 400 hours work per semester (4.5 months) spent on the project
- For REPS, the hourly fee shall be reckoned from the assumption that they work 12 months a year, at 22 working days per month, and 8 hours per working day. The hourly and annual contract fee shall then be set according to rank.
- In the case of a group, the total amount of the Grant shall be pro-rated according to the rank of the applicants and the proportion of work to be done by each.
- The final instalment of the Grant shall be released after the manuscript has passed a blind review by two (2) referees.
- Grantees shall continue to perform the functions of faculty/REPS during the grant period. In no case shall the faculty be given overload pay for the research. Should the recipients resign before completing the project, they shall

automatically lose the Grant and return the amount unused.

- Should the manuscript be published or produced, the University shall be acknowledged as the source of the grant. The provisions on intellectual property rights shall likewise be implemented.

g. Obligations

- Grantees shall submit a mid-term report to the Chancellor six (6) months after the award commences and an acceptable manuscript within two (2) months after the Grant ends. The Chancellor shall regularly provide the VPAA with a brief status report on each grantee.
- Grantees who fail to comply with the terms of the Grant and those whose grants are terminated for cause during the project period shall return the full amount received. Furthermore, they shall be disqualified from all University grants.

* This schedule of contract rates is being revised to accommodate faculty grantees on sabbatical.

9.2.3 Research and Creative Work Grant [OVPA memo no. 00-11, Jan. 17, 2000; revised by OVPA memo no. 00-45, Mar. 27, 2000; amended at 201st PAC meeting, Nov. 18, 2003]

a. Coverage

The Grant shall support research and creative projects in any field (basic and applied) provided the proposed project is within the discipline/field of the applicant. The final result of the project must be a manuscript in acceptable form, invention or artistic work or performance.

The Grant shall not support research relating to the General Education Program, which has a separate GE Fund.

b. Qualifications

- Regular, full-time faculty or REPS, with the rank of Assistant Professor or higher, except those on sabbatical and secondment to other agencies, may apply for the Grant provided they meet the minimum qualifications. In highly meritorious cases, Instructors may also be considered for the Grant.
- With good track record in completing creative/research projects

Faculty and REPS currently engaged in UP-funded projects may not apply for this Grant. Since these grants are awarded yearly on a competitive basis, faculty and REPS who received them the previous year may apply the following year provided they comply with the obligations of the Grant.

Applicants may apply individually or as a group. For group applicants, the total amount shall be pro-rated according to their rank and in proportion to the work to be done by each.

The track record of applicants in completing creative/research projects (whether UP-funded or not) shall be examined by the screening committees of the CU and the System. Faculty and REPS with poor track records shall not qualify for the grant.

For Minimum Qualifications of Applicants in specific academic fields, see Table below.

c. Duration

One (1) year, and in exceptional cases, may be extended for at most six (6) months, which extension must be justified. Proof of work thus far completed must be presented.

d. Schedule of contract rates

Contract rates shall be determined based on the following assumptions:

- For faculty:
 - months work a year (12 months minus semester and summer breaks), 22 working days per month, and 8 hours per working day and
 - about 400 hours per semester (4.5 months) spent on the project
- For REPS: 12 months work a year, at 22 working days per month, and 8 hours per working day

The hourly and annual contract fees shall then be set according to rank.

e. Selection procedure

- Applications shall be sent to the CU Screening Committee for Research Grants and Creative Work. The Committee shall forward its recommendations to the System committee, ranking the applicants according to the strength of the proposal and the value and contribution of the proposed project to the field.
- The System Committee on Research Grants and Creative Work shall evaluate the recommendations of the CUs and rank them according to merit.
- The President shall approve the recommendations, the total number of grants depending on the availability of funds.

f. Terms and conditions

- The Grant shall be awarded in the form of a research contract indicating the purpose, expected output and intellectual property rights of the parties involved. Fifty percent (50%) of the Grant shall be paid upon signing the contract.
- Grantees shall continue to perform the functions of faculty/REPS during the grant period. In no case shall the faculty be given overload pay for the research.
- Grantees shall submit the following:
 - Mid-term report to the Chancellor six (6) months after the award commences, and
 - Final output in the form of a manuscript, invention, or artistic work, in acceptable form, within two (2) months after the Grant ends

The Chancellor shall regularly provide the VPAA with a brief status report on each grantee.

- Should the recipient resign before completing the project, s/he shall automatically lose the Grant and return the amount unused.
- The final instalment of the Grant shall be released after the result of the project has passed a blind review by two (2) referees. In no case shall the Grant be renewed or an application from the same grantee be entertained for any other grant under the Creative and Research Scholarship Fund until the final result of the review is submitted to the Chancellor.
- Should the result of the project be published or publicly presented or exhibited, the University shall be acknowledged as the source of the grant. The provisions on Intellectual Property Rights shall likewise be implemented.

g. Sanctions

Grantees who fail to comply with the terms of the Grant and those whose grants are terminated for cause during the project period shall return the full amount received. Furthermore, they shall be disqualified from all University grants.

**Minimum Qualifications of Applicants for
Research and Creative Work Grants in Specific Academic Fields**

| Applicant Status | Academic Field | |
|--|---|---|
| | Natural and Social Sciences | Arts and Humanities |
| Junior (Asst. Prof. and below or Univ. Researcher III and below) | Ph.D.: Author or co-author of at least one (1) article in a refereed journal or its equivalent chapter or monograph in the last five (5) years | Visual/Performing arts: Artistic contribution or outstanding achievement (solo exhibition or equivalent in performing arts) in the last five (5) years |
| | MA/MS: Author or co-author of at least three (3) articles in a refereed journal or the equivalent in book or monograph form, the latest of which was published in the last five (5) years | Literature/Culture studies: (a) Ph.D.: Author or co-author of at least one (1) article in a refereed journal or its equivalent in an anthology or book in the last five (5) years; (b) MA: Author or co-author of at least three (3) articles in a refereed journal or the equivalent in anthology or book form, the latest of which was published in the last five (5) years |
| Senior (higher ranks) | Ph.D.: Author or co-author of at least three (3) articles in a refereed journal or their equivalent in book or monograph form, the latest of which was published in the last five (5) years | Visual/Performing arts: Artistic contribution or outstanding achievement (solo exhibition or equivalent in performing arts) in the last five (5) years |
| | MA/MS: Author or co-author of at least six (6) articles in a refereed journal or their equivalent in book or monograph form, the latest of which was published in the last five (5) years | Literature/Culture studies: (a) Ph.D.: Author or co-author of at least three (3) articles in a refereed journal or the equivalent in an anthology or book, the latest of which was published in the last five (5) years; (b) MA: Author or co-author of at least six (6) articles in a refereed journal or their equivalent in anthology or book form, the latest of which was published in the last five (5) years |

9.2.4 *Support for International Publication of Literary Works* [OP memo. no. 01-41, June 5, 2001]

The University provides support for international publication of the best literary works of talented writers of the University, whose works deserve to be read not just in the country but also abroad. In so doing, these authors get wider recognition and as a consequence, honor accrues to the University.

The System shall assist literary endeavors of UP faculty by providing support to help get outstanding works gain international recognition through publication in international literary publishing houses and presses.

a. Coverage

- Fees for editing, translation, and external reviewers
- University liaison with foreign literary agents and publishing firms

b. Qualifications

Literary works, e.g., novels, plays, short stories, poems, literary essays, and other types of creative non-fiction should be:

- in book form,
- written in English or translated into English,
- published by a reputable local publisher at least a year before they are submitted to the OVPAA (Original unpublished works and works published less than a year before submission will not be accepted except when the author's track record warrants an exception.),
- potentially marketable (of interest) to an international audience, as determined by the external reviewer, and
- of international editing standards. The author should be willing to submit his/her work for editing.

c. Requirements

Submission of the following to OVPAA:

- Published and manuscript versions of the literary work
- Synopsis of submission
- Bio-data including contact information

d. Condition

Should the work be accepted for publication, the name of UP will appear as the author's institutional affiliation.

9.2.5 *Research Incentive for Lateral Entry Ph.D.s* [1142nd BOR meeting, May 26, 2000; amended at 1153rd BOR meeting, Aug. 30, 2001; amended at 201st PAC meeting, Nov. 18, 2003]

The research incentive aims to attract highly qualified Ph.D.s to the UP Faculty through a financial package that includes a research contract and budget for laboratory and other equipment and materials.

- 1) Only faculty hired through lateral recruitment may be recommended for the grant of the incentive. Faculty whose doctoral study was supported by the University in any way, including the grant of salary, shall not be eligible for the incentive.
- 2) To be eligible for the incentive, the applicant must:
 - have a Ph.D. from a reputable university;
 - present recent publications/creative work;
 - have an outstanding research and publication track record or equivalent creative and other scholarly output;
 - display high potential for further contributions to knowledge through teaching and research; and
 - propose a two-year research/creative work project
- 3) The recipient shall receive an amount as a research incentive in the form of an annual research or creative work grant for two (2) years. The grant amount shall be based on the contract rates for System Research and Creative Work Grants. The recipient may also propose a budget for laboratory, computer and other equipment and materials. The full financial package shall not exceed PHP500,000.00 a year.
- 4) The grantee is expected to complete the research project at the end of two (2) years.
- 5) During the two-year period, the recipient may not compete for other research grants offered by the University. S/He, however, shall be eligible for the International Publication Award or International Award for the Arts subject to the implementing guidelines.

The recommendation for the grant of the incentive shall emanate from the department. Strong justification shall be provided by the college and CU. A special committee shall be formed by the President to evaluate the recommendation prior to the President's decision.

9.3.1 *Attendance in Conferences, Seminars, Workshops* [959th BOR meeting, May 26, 1983; amended at 993rd BOR meeting, Nov. 28, 1986]

Conferences, seminars and workshops are usually of short duration, but, especially

when they take place abroad and involve the presentation of papers, they can be of immense benefit to both the faculty member and to the University. They can also serve as an incentive for joining and staying within the ranks of the faculty, therefore, provision is made for them.

In UPD, major sources of support for these activities are the Faculty Development Fund (FDF)/Research Dissemination Grant (RDG) for the faculty and the Administrative Development Fund (ADF) for the non-teaching personnel. The support gives them the opportunity for exposure and eventual collaboration with colleagues in the national and international academic communities through paper presentation and attendance. Interaction of UP faculty and staff with other national and international experts in the different fields brings in new knowledge and reduces the effects of inbreeding.

a. Requirements – The following documents must be submitted together with the application:

- Invitation from the organization or agency sponsoring the conference, meeting or workshop
- Copy of abstract and paper to be presented, if paper presenter
- Endorsement from the department chair/institute director and dean

b. Entitlements

- Salary for the duration of the grant
- Other forms of allowances allowed by the Philippine Government for travel abroad, e.g., pre-travel allowance, clothing allowance, subject to availability of funds, accounting and auditing rules

9.3.2 *Attendance in Training Programs*

Training/scholarship grants made available to the Philippine government may be applied for by the different colleges and units of the University with the proper endorsement from higher University officials.

a. Guidelines [*Civil Service Commission Memo Circular no. 13, Aug. 5, 1987*]

- 1) Pursuant to M.C. no. 29 series of 1963, only permanent employees should be nominated to foreign-assisted training/scholarship grants. Present conditions, however, warrant a more flexible policy that would conform with the various international commitments of the Philippine government in the pursuit of its development goals. Employees with non-permanent appointments, therefore, may

subsequently be granted a waiver from the aforementioned Memo Circular, provided they fall under any of the following categories:

- Employees of government agencies, including state colleges and universities and government-owned or controlled corporations, directly involved in the undertaking and implementation of foreign-assisted projects in which the agreement entered into between such government agencies and the foreign entity includes training/scholarship grants for project staff members under the auspices of the lending or assisting foreign institution;
 - Members of the Academic Staff of a chartered state college or university whose appointments are non-permanent in nature on account of lack of either master's or doctoral degrees as embodied in the charter of the state college or university, and whose availment of a scholarship/training grant shall satisfy the deficiency thereby qualifying the proposed nominees for permanent appointments upon completion of the training/ scholarship grants; or those who lack a specified residency requirement, also embodied in the charter of the state college or university, whose residency requirements shall have been complied with within three (3) years after the grant has been availed of;
 - Employees engaged in highly scientific fields critical to national development where there are only a few educationally qualified personnel as certified by the Department of Science and Technology; or
 - Employees who have been personally invited by a sponsoring entity; or employees who are proposed for nomination by agencies which have been directly invited by a foreign entity to avail of its training/scholarship grants.
- 2) If a candidate/nominee had previously availed of any foreign-assisted scholarship/training grant from any sponsoring entity, in no instance shall said candidate/nominee be allowed to avail of another grant unless s/he has completed serving the required number of years with the nominating agency as provided for in the scholarship contract entered into between the candidate/nominee and the nominating agency, provided such grant is not a direct consequence of her/his previous grant.
- 3) The duration of the scholarship/training grant shall not exceed the period of the candidate/nominee's temporary or contractual appointment, and in no case shall it go beyond one (1) year, unless the contractual or temporary appointment is renewed and approved by the Civil Service Commission.

b. Entitlements

The awardee is entitled to his/her salary for the duration of the grant. Other allowances such as clothing allowance, pre-travel expenses, and book allowances may be granted as requested by the awardee, subject to the availability of funds, accounting and auditing rules.

c. Obligations

Everyone granted authority to travel abroad shall submit within ten (10) days upon return a brief written report about the trip. [*E.O. no. 6, Office of the President, UP, s. 1989*]

9.3.3 ***Incentive Scheme for Administrators*** [*1161st BOR meeting, July 25, 2002; amended at 1177th BOR meeting, Nov. 27, 2003*]

Faculty administrators are given, in addition to their salary, entitlements such as honorarium, administrative load credit, representation, and transportation allowances. These, however, have been found to be inadequate considering the demands of administrative positions. Furthermore, during the period of appointment, faculty administrators are hardly able to pursue research activities. Since the present promotion system assigns greater weight to scholarly activities like teaching, research and publications, faculty administrators face the prospect of lagging behind their colleagues.

Recognizing the invaluable role of faculty administrators in the attainment of the University's mission and realizing the need to entice more qualified members of the faculty to accept administrative assignment, the incentives shown on the following table are granted.

In addition, a "Period for Re-energizing" is granted to administrators to enable them to take time off from their routine functions and responsibilities during the summer months. This period, which serves to save administrator from burning out, may be done on a shifting arrangement as decided by each unit. Entitled to this are the following: [*E.O. no. 03-11, Office of the President, UP, Mar 14, 2003; OSU memo no. 03-22, Apr. 29, 2003*]

- | | |
|--------------------|-----------------------|
| • President | • Heads of Units |
| • Vice Presidents | • Associate Deans |
| • Chancellors | • Deputy Directors |
| • Vice Chancellors | • College Secretaries |
| • Deans | • Department Chairs |
| • Directors | |

Incentive Scheme for Administrators

| Administrative Position | Incentive | Funding Source |
|--|---|--|
| President Chancellors Vice Presidents University Secretary Assistant Vice Presidents Assistant Secretary University General Counsel | Research support for a paper or creative work in the form of research (dissemination) grant every year during the term of the faculty administrator | UP System |
| President Chancellors Vice Presidents University Secretary Assistant Vice Presidents Assistant Secretary University General Counsel Vice Chancellors | Limited financial assistance for the annual executive check-up at PGH | UP System (for System officials) Constituent Unit (for campus level officials) |
| Vice Chancellors Deans Registrars Directors of System Offices (Admissions, CIDS, UP Press, CWS) | Research support for a paper or creative work in the form of one (1) research (dissemination) grant during the term of the faculty administrator | Constituent Unit (for campus level officials) UP System (for System Directors) |
| Faculty Administrators with 12-unit ALC applying for a professorial chair | Requirement of research track record in lieu of teaching performance for eligibility for the Chair except for GE Chairs; removal of requirement that faculty administrator must teach while occupying the Chair except for GE Chairs, provided requirements are met (read or published the Chair lecture) | |

10.0 CONDUCT, RESTRICTIONS, AND DISCIPLINE

Faculty members of the University are not only expected to be outstanding scholars in their respective fields. They ought to embody the values that the University upholds which, apart from academic freedom and rigorous scholarship, also include honesty, integrity, and openness to change. *[from UPD Faculty Workshop, Nov. 6-7, 2001]*

Rules governing the conduct of the faculty and other members of the academic staff include statements and guides on what they shall and shall not do. In the case of the latter category, they are classified as "restrictions" in the *Revised University Code of the University of the Philippines*.

10.1 Code of Ethics *[Approved at 63rd UC meeting, Dec. 8, 1998; noted at 1128th BOR meeting, Jan. 28, 1999]*

| Kodigo ng Etikang Pangkaguruan | Code of Ethics for Faculty Members |
|--|---|
| <p>Kami, mga kasapi sa kaguruan ng Unibersidad ng Pilipinas – taglay ang pagtitiwala sa tao at sa pagtuklas sa kaalaman, at buo ang loob sa pakikiisa sa mapagpalayang propesyon ng edukasyon – ay sumusumpa na:</p> <ol style="list-style-type: none"> I. Una at higit sa lahat, isusulong ang dangal ng Unibersidad ng Pilipinas; II. Isasakatuparan ang kagalingan sa pagtuturo, pananaliksik, at serbisyong panlabas at ipag-papatuloy ang gawaing mag-susulong sa aming kaalaman at kahusayan na kaalinsabay ng pamantayang pandaigdig; III. Itataguyod ang tunay na diwa ng nasyonalismo at marubdob na pagkapit sa panlipunang katarungan, kasariang pagkakapantay, kapakanang pang-komunidad, at pangangalagang pangkapaligiran; IV. Ipagpapatuloy ang katatagan ng kalayaang akademiko sa pag-papatupad ng aming mga gawain at responsibilidad bilang mga guro at iskolar nang may karangalan, katapatan, pagkamalikhain, kawastuhang asal, pagkakapantay, at taos-pusong paglilingkod; | <p>With faith in humankind and the quest for knowledge and with commitment to the best in our profession as educators in order to liberate the human spirit, we, the members of the faculty of the University of the Philippines hereby, pledge to:</p> <ol style="list-style-type: none"> I. Uphold the honor of the University of the Philippines, first and foremost; II. Pursue excellence in instruction, research and extension, and work continuously towards advancing our knowledge and skills to a level comparable with the best in the world; III. Promote a strong sense of nationalism and enduring concern for social justice, gender equality, cultural values, community welfare, and protection of the environment; IV. Keep academic freedom inviolate in the performance of our roles and responsibilities as teachers and scholars with integrity, honesty, creativity, propriety, fairness, and devotion; |

| | |
|---|---|
| V. Ipupunla sa kaisipan ng mga mag-aaral ang matinding pagmamahal sa kaalaman kaugnay ng pagsulong ng kagalingan, katapatang pangkaisipan, at paggalang sa pagkamakatao; | V. Instill in our students the passion for learning, the discipline attendant to the pursuit of excellence, intellectual honesty, and respect for the humane; |
| VI. Isasabuhay ang pagtutulungan, kasiyahan, at propesjonalismo sa pakikipag-ugnayan sa mga kasamahan; | VI. Relate with our colleagues in the spirit of cooperation, camaraderie, and professionalism; |
| VII. Ipagpapatuloy ang katapatan at pagkakapantay sa pakikibahagi sa kasamahan, mag-aaral, at iba't-ibang tao o ahensya sa labas ng Unibersidad; | VII. Maintain honesty and fairness in our dealings with colleagues, students, and entities outside of the University; |
| VIII. Iwawaksi ang mga gawain at interes na salungat sa aming tungkulin bilang mga guro, at taliwas sa interes ng Unibersidad; | VIII. Reject activities and interests that interfere with our responsibilities as faculty members and conflict with the interests of the University; |
| IX. Isusulong ang epektibong pamamalakad at pagpapaunlad sa mga institusyon ng Unibersidad sa pamamagitan ng aktibong pakikilahok, at | IX. Participate actively in the effective governance and institutional development of the University; and |
| X. Tatalima sa mga batas ng bansa at mga probisyon ng Charter ng Unibersidad at Kodigo ng Unibersidad, at alituntuning isinabatas ng mga pinagkatiwalaang awtoridad ng University System. | X. Abide by the laws of the land and provisions of the Charter of the University and the University Code, as well as the lawful rules and regulations of the duly constituted authorities of the University System. |

10.2.1 Teaching

- a. Attendance in classes [*Refer to Chapter 4 Duties and Responsibilities, Section 5 Attendance in Classes*]
- b. Change of class size/schedule

- 1) No class shall be divided into sections for either of the following causes:
 - To suit the personal preference of the individual instructors in regard to time and place, and
 - To enable the instructors to comply with the regulations governing teaching load. [Art. 317]
- 2) No faculty member shall postpone the holding of her/his class to any other hour than that officially scheduled nor shall s/he meet her/his students for class or consultation purposes in any unscheduled room or place except when expressly permitted to do so by the Dean or Director concerned. [Art. 323]
- 3) A faculty member who combines, merges, or meets two (2) or more sections as one (1) class shall be credited for teaching one (1) section only. [OP memo no. 40, July 21, 1992]

c. Inviting outside lecturers

A faculty member may invite an expert who is not officially connected with the University to give a lecture or talk before his/her class or group of students in order to supplement or enrich the course/discussion; *Provided*, That the total number of lecture hours does not exceed nine (9) hours in a given semester. The faculty member must be present in all the lectures.

The faculty member must obtain the consent of:

- the Department Chair or Institute Director, when the lectures by outside experts total four and a half (4½) hours or less in a given semester or
- the Dean, when the lectures total more than four and a half hours (4½) up to nine (9) hours

If the faculty member concerned is the Department Chair, Institute Director or Dean, s/he shall obtain the consent of the next higher official.

This rule shall not apply to cases where, under a memorandum of agreement, part of the course is to be taught by a visiting professor.

Violation of this rule shall subject the faculty member concerned to disciplinary action. [Art. 261; amended at 1159th BOR meeting, Mar. 21, 2002]

d. Private tutoring

No member of the faculty shall be permitted to give private lessons to any student enrolled in his/her college or school and to accept payment therefor without the previous approval of the President. [Art. 256]

- e. Acceptance of valuable considerations from students

No member of the faculty shall have dealings with any student involving money, property, or other valuable considerations which might have an influence on the scholastic standing of such student in the University System. [Art. 255]

10.2.2 *Studies*

No member of the faculty shall enrol as a student in the University System or in an outside institution without the permission of her/his Dean or Director and the Chancellor. Permission may be granted only when, considering the teaching load of the faculty member, the nature and scope of the course s/he intends to take, and the time the course requires, such study will not impair her/his efficiency as a member of the faculty. [Art. 260]

[Refer to Chapter 6 Faculty Privileges, Section 1 Study Privileges of Faculty Members Not on Leave]

10.2.3 *Administrative Work*

- a. As a general rule, faculty members with administrative or research/creative workload credit shall not be allowed to teach in other educational or training institutions. [1031st BOR meeting, June 28, 1990]

[Refer to Chapter 4 Duties and Responsibilities, Section 3.3 Research Load Credit/Creative Work Load Credit and Section 4.3 [Overload] Faculty Members With Administrative Duties in Addition to Teaching]

- b. No Dean or Director shall serve as academic head of any department or division in his/her college, school or institute. [Art. 80]

No Dean or Director shall, unless expressly authorized by the Board of Regents, accept other assignments involving administrative duties and responsibilities in other units of the University or in any branch of the government service. [Art. 251]

- c. Officer-in-Charge, Office of the Dean/Head or Director of Principal Unit

- 1) Deans, Directors or Heads of Principal Units may appoint for a certain period not exceeding thirty (30) calendar days officers-in-charge of departments, institutes and other sub-units of the college or unit.
- 2) A Dean/Director/Head of Unit may appoint an officer-in-charge of the college/unit for a certain period not exceeding fifteen (15) calendar days.
- 3) Appointments shall not be distributed among two (2) or more appointees just to circumvent the thirty (30) or fifteen (15) days limitation prescribed herein above.

10.2.4 ***Limit on Honoraria*** [P.D. 1177, July 30, 1977; National Compensation Circular no. 75, Mar. 1, 1995]

Honoraria is a form of compensation or reward paid over and above the regular pay in recognition of gratuitous services rendered by government personnel. In general, honoraria is paid to government personnel for additional work rendered which is not among his/her regular functions, but may also be paid to non-government personnel for special services or for membership in projects.

Any official or employee may be permitted to participate in more than one (1) project, provided that the total honoraria received shall in no case exceed fifty percent (50%) of his/her annual salary.

This provision does not apply to teaching personnel of SUCs engaged in actual classroom teaching whose teaching load is outside regular office hours and/or in excess of regular load. It also does not apply to teaching personnel of SUCs designated as heads of departments. The 50% limit, therefore, does not cover overload honoraria and honoraria received by faculty administrators. The limit applies to honoraria received from projects including research projects.

Professors, instructors, teachers, or members of the faculty of government schools, colleges and universities, when required to teach more than their regular teaching load may be paid additional compensation not exceeding seventy-five per centum (75%) of their basic salary.

10.2.5 ***Absence Without Leave*** [987th BOR meeting, Apr. 24, 1986]

University personnel who is absent without leave (AWOL) for at least thirty (30) days shall be dropped from the rolls.

10.2.6 ***Use of University Information***

No member of the academic staff, officer, or employee of the University shall publish or discuss publicly the following:

- a. The proceedings of the Board of Regents or its decisions, not yet released for publication, without the written permission of the President [Art. 245; amended at 754th BOR meeting, Jan. 20, 1967]
- b. Any information concerning a particular college or school, not released for publication, without the written permission of its Dean or Director and the President [Art. 246; amended at 754th BOR meeting, Jan. 20, 1967]

All information concerning a particular college or school shall be given by its Dean or Director; *Provided*, That the information has to do with his/her college or school only and not with any other college or school of the University System; *Provided, further*, That the President may prohibit the publication or the release of any news affecting the University. [Art. 248]

10.2.7 *Conduct of Review Classes*

The use of UP's name by groups/organizations/centers conducting review classes for entrance/qualifying exams such as the UPCAT, LAE, NMAT and the use of UP facilities for this purpose are prohibited. [1144th BOR meeting, Aug. 31, 2000]

No permission will be granted for any participation by the faculty and staff in the conduct of review classes. The posting of announcements or billboards on UP land and property shall also not be allowed. [OC memo no. ERR- 00-131, Sept. 12, 2000]

10.2.8 *Expression of Views*

While the University respects academic freedom, no teacher may claim as his/her right the privilege of discussing in the classroom topics that are not pertinent to the course of study that is being pursued.

It is clearly understood that the University assumes no responsibility for views expressed by members of its staff; and the faculty members themselves should, when necessary, make it clear that they are expressing only their personal opinions. [from Art. 176]

Furthermore, authors of articles appearing in University publications shall be severally responsible for the opinions expressed therein. [Art. 249]

10.2.9 *Membership in Organizations and Associations*

a. Faculty organizations

An organization or association of faculty members, employees and laborers, when authorized, shall submit to the President for approval a copy of its constitution and by-laws and shall be subject to such other conditions as may be prescribed by the President. [Art. 270; amended at 830th BOR meeting, Feb. 22, 1973]

b. Professional associations [OVPA memo no. 31, Mar. 28, 2001]

As a general rule, members of the faculty as well as the administrative staff may join professional organizations. They shall be guided by the following:

- 1) Membership/application fees to these organizations shall not be charged against the funds of the office.
- 2) Office supplies, equipment and utilities shall not be used to promote the organization.
- 3) Attendance in meetings/conferences of these organizations especially during office hours should have the permission of head of office/immediate supervisor.
- 4) Attendance in conferences and travels/visits abroad should, as much as possible, be rotated among members of the same organization.

- 5) Due to budgetary constraints, the University cannot sponsor the attendance of its faculty and staff to conferences here and abroad.

10.2.10 *Foreign Travels*

No faculty member shall be allowed to travel for more than a month without prior clearance from academic responsibilities. [821st BOR, June 29, 1972]

Travel requiring Malacañang clearance should be requested as early as possible. Malacañang requires a lead time of ten (10) working days (before actual date of travel) to process papers. Malacañang returns travel requests without action if papers are submitted less than 10 working days before actual travel date. Without Malacañang action, travel shall not be allowed.

Malacañang clearance is required under the following situations:

- If government funds (except pre-travel expenses and clothing allowance) will be used, and
- If more than one (1) faculty member are going to the same destination for the same purpose regardless of the source of funding

[Malacañang memo, Oct. 20, 1999; OC memo no. 03-91, Sept. 3, 2003]

[See also Chapter 4 Duties and Responsibilities, Section 4.5 Attendance in Classes and Chapter 9 Incentives, Section 3.1 Attendance in Conferences, Seminars, Workshops]

10.2.11 *Complaints Against Other Faculty Members*

No member of the faculty, officer, or employee shall publish or discuss publicly charges or complaints against any other member of the faculty, officer, or employee concerning his/her official duties or his/her private life or conduct. Any such complaint or charge shall be addressed to the proper authorities of the University for action before resorting to any other remedy available to the complaining party. [Art. 247]

10.3.1 *Coverage*

Outside activities of University personnel shall include: limited practice of profession, management of private enterprises, outside consultancy, secondment, teaching in other educational or training institutions with which the University has a Memorandum of Agreement, as well as research and other activities or projects under the auspices of outside agencies which are not considered integral functions of the University. Such activities shall not be considered a part of the regular workload of the personnel concerned.

10.3.2 *Prior Authorization*

No member of the University personnel shall engage in outside activities without prior authorization from the Chancellor, upon endorsement by the Dean, Director, or head of office concerned, subject to the exigencies of the service.

10.3.3 *Duration*

Except as otherwise provided for in these rules, permission to engage in outside activities shall be for a period not exceeding one (1) year, renewable for the same period at the discretion of the Chancellor, upon recommendation of the Dean, Director or head of office concerned; *Provided, however,* That such permission may be terminated or withdrawn at any time by the Chancellor.

10.3.4 *Reports and Disclosure*

Any person authorized under these rules to be involved in outside activities shall make periodic reports on and full disclosure of such activities, through channels, to the Chancellor.

10.3.5 *Penalties*

Violation of any of the rules on outside activities shall be ground for disciplinary action. The immediate superior of the faculty/staff member shall immediately submit a report on any violation of the rules to the Office of the Chancellor, through channels.

Disciplinary action on any faculty/staff member may be imposed, but only in accordance with the law, and after due process.

10.3.6 *Types*

a. Secondment [*1031st BOR meeting, June 28, 1990*]

Upon request of another agency, government or private, and when the needs of the University so permit, University personnel may be detailed by secondment to the requesting agency, subject to the following conditions:

- 1) Secondment to a private agency or to a career position in the government shall not exceed one (1) calendar year, renewable for a like period;

Provided, That should the person seconded fail to return to the University after the expiration of two (2) calendar years, the position in the University shall be vacated *ipso facto*;

Provided, further, That secondment to accept academic positions with an

academic institution with which the University has a memorandum of agreement shall be for the duration of the term of the position to which the secondment is made.

- 2) Secondment to a policy-determining, primarily confidential or highly technical position in the civil service, may initially be for two (2) calendar years, renewable for a like period;

Provided, That should the person seconded fail to return to the University after the expiration of four (4) calendar years, the position in the University shall be vacated *ipso facto*;

Provided, further, That in the case of those seconded to the position of secretary or undersecretary in the executive, judiciary or legislative branch, two (2) two-year renewals may be allowed;

Provided, moreover, That the second renewal may be allowed only if the faculty member resumes teaching in the University during such second renewal;

Provided, finally, That should a person seconded to the position of secretary or undersecretary fail to return to the University after the expiration of the six (6) calendar years, the position in the University shall likewise be vacated *ipso facto*.

In very meritorious cases, the Board may, upon recommendation of the unit head concerned, the Dean, the Chancellor and the President, waive the rule on the number of years a faculty/staff member may be allowed to be on secondment. In no case, however, shall a faculty/staff member be allowed to be on secondment for more than six (6) years. [1039th BOR meeting, Mar. 14, 1991]

- 3) If a full-time secondment is with pay, honorarium or allowance equivalent to or higher than the salary and allowance in the University, such secondment shall be without pay from the University.
- 4) Secondment to international agencies or organizations shall be initially for one (1) year, renewable for a like period. In meritorious cases, the Chancellor may allow a final extension of not more than six (6) months.

b. Teaching in other educational institutions

No member of the faculty on full-time basis may engage in teaching outside of the University, unless so authorized under a memorandum of agreement duly entered into with another educational institution; *Provided*, That, in exceptional cases, the President or the Chancellor, as the case may be, may grant permission to faculty members to teach in another institution even in the absence of an institution-to-institution agreement between the University and the other institution. [Art. 254; amended at 793rd BOR meeting, Apr. 7, 1970; and 842nd BOR meeting, Feb. 28, 1974]

As part of outside activities, teaching in other educational institutions is not considered an integral function of the University and shall not be considered a part of the regular workload of the personnel concerned. [987th BOR meeting, Apr. 24, 1986]

1) Rules

Teaching in another university shall be governed by the following rules [1168th BOR meeting, Feb. 27, 2003]:

- a) The other University must be recognized by UP by means of a memorandum of agreement.
- b) The faculty member or academic staff may teach in that university only with specific authorization from the Office of the Chancellor.
- c) Such authorization shall require the prior concurrence of the Dean and the Chair of department, institute director or division head concerned and the written consent of the faculty member or academic staff whose services are being requested.
- d) In evaluating the request for a faculty member to teach in another university, administrators shall consider the needs of the unit, the current level of the faculty member's responsibilities to the department and unit and his/her overall load (teaching, research and, where applicable, extension).
- e) Department chairs/Institute directors shall be furnished copies of all communications between UP (at the level of the Dean and the Chancellor) and the other university regarding their faculty member(s) or academic staff whose services are being requested.
- f) The authorization, whether original or renewal, shall be for a period not exceeding one (1) semester at a time, provided the length of service shall not go beyond the term of the Memorandum of Agreement.
- g) The request to teach in another university shall be made at least ninety (90) days before the start of the semester when the teaching is to take place.
- h) The maximum permissible outside teaching load is six (6) units a semester, provided the total faculty load (teaching, research, and extension, if any), INCLUDING COURSES TAUGHT OUTSIDE UP, does not exceed 21 units a semester.
- i) Faculty members with study load, on fellowship or who are enrolled in graduate programs, including those preparing for comprehensive examinations or at the thesis/ dissertation stage, may not teach outside UP.
- j) Faculty members who submit grades late or are habitually absent for student

consultation may not be allowed to teach outside UP.

- k) Faculty administrators may not teach outside UP.
- l) Teaching hours in another university shall fall outside the unit's regular office hours, provided exceptions may be made by the Chancellor in meritorious cases.
- m) Faculty members and academic personnel teaching in another university may not in any manner and capacity assume any administrative function or position in the other university.
- n) Teaching outside UP may not be used as a reason to beg off from committee or other assignments, attendance at meetings, and more generally from the responsibilities as UP faculty members or REPS. Neither may outside teaching commitments be used to justify failure or inability to undertake or complete research and other academic projects.
- o) A faculty member or staff who teaches in another university shall be liable to that university for any infraction of the latter's rules and regulations committed while teaching in the other university.
- p) A faculty member or staff who violates any of these rules shall be subject to disciplinary action.

2) Procedure

Requests (initial or renewal) by another university for the teaching services of UP faculty members or academic personnel shall be processed in the following manner:

- a) The President of the other university addresses his/her request for the services of UP faculty or academic staff to the Chancellor specifying, among others, the following:
 - Name and unit of all faculty members or academic personnel whose services are sought;
 - Nature of projected assignment or involvement, including course title and number of units;
 - Projected service hours; and
 - Approximate duration of assignment.

The request shall be submitted at least ninety (90) days in advance of the semester.

- b) The Chancellor refers the request to the unit concerned.
- c) The department Chair, institute Director or division Head evaluates the request and 1) endorses it to the Dean together with the written consent of the faculty

member or academic staff concerned; or 2) finding that the services of the faculty member or academic staff cannot be made available, communicates directly with the other university. In the latter case, the Chair need not forward the request to the Dean.

- d) The Dean either 1) endorses the request to the Chancellor, or 2) finding that the services of the faculty member or academic staff cannot be made available, communicates directly with the other university. In the case of the latter, the Dean need not forward the request to the Chancellor. The Dean shall, however, inform the department chair and the faculty member concerned.
- e) The Chancellor approves or disapproves the Dean's recommendation and informs the other university as well as the Dean and department chair of his/her decision in writing.

c. Limited/private practice of profession

Permission to engage in private practice of the profession of faculty members may be granted only if such private practice may enhance their usefulness to the University or improve their efficiency. *[Art. 252]*

The privilege of private practice, when granted, shall be for a definite period of one (1) year, renewable at the discretion of the Chancellor for one-year periods, and under such conditions as may be prescribed by him/her regarding the nature of the work, the time of performance, and other circumstances. *[Art. 253; amended at BOR meetings: 839th, Nov. 29, 1973; 1031st, June 28, 1990]*

The limited practice of one's profession shall be governed by the following guidelines:

- 1) No member of the academic staff, officer, or employee of the University shall, without prior permission from the Chancellor, practice any profession or manage personally any private enterprise which in any way may be affected by the functions of her/his office; nor shall s/he be directly financially interested in any contract with the University unless permitted by the Board. Violation of this provision shall be punishable by reprimand, suspension, or dismissal from the service. *[Art. 250; amended at 1031st BOR meeting, June 28, 1990]*
- 2) Permission to engage in private practice of profession may be granted provided that such practice:
 - is NOT ADVERSE to the interests of the University;
 - shall NOT be conducted on official time;
 - will improve the person's efficiency and usefulness to the University; and
 - shall be subject to such other requirements as may be imposed by law or University rules and regulations.

- 3) Permission to engage in management of a private enterprise shall be subject to the conditions imposed on practice of profession.
- 4) Faculty member/staff requesting permission shall state the:
 - exact nature of the proposed limited practice of profession/management of private enterprises;
 - amount of time to be spent; and
 - reasons for pursuing these outside activities.

They shall fill up HRDO Form No. F-12.

- 5) The department chair or office head concerned shall see to it that a faculty or staff member granted permission to engage in limited practice of profession or in any other outside activity shall continue to faithfully discharge his/her duties as a faculty or staff member of the University and that conditions on prior authorization specified above are complied with.
- 6) At the end of the period authorized, a written report on the practice of profession/management of private enterprise shall be submitted to the Chancellor through channels. Moreover, request for renewal shall not be processed without a report on the past year's outside activities.

d. Undertaking research for an outside organization

Before a member of the faculty can undertake any research work under the auspices of an organization outside of the University, s/he shall obtain the consent of the proper Division or Department Chair, Dean or Director, and of the Chancellor; and in the publication of such research, the University of the Philippines shall be credited, side by side with the outside organization. *[Art. 262]*

The BOR delegated to the President the authority to approve research agreements or contracts entered into by the University with one (1) or more members of its own staff. *[1022nd BOR meeting, June 29, 1989]*

The OVCRD, through its Project Management Office (PMO), manages funds of projects supported by non-UP funds, government or private. A MOA is required between UP and the funding agencies. These external funds shall be managed in the same manner as OVCRD funds except when specified otherwise by the funding agency. *[Researcher's Handbook (Frequently Asked Questions), Sept. 2002, OVCRD, UPD]*

In accordance with UP policies and guidelines, a percentage of all project funds shall be allocated for University administrative overhead costs based on approved schedules and governed by the following System guidelines: *[Policy and Guidelines on the Use of University Administrative Overhead Funds; amended at 1037th BOR meeting, Jan. 31, 1991 and 1147th BOR meeting, Dec. 21, 2000]*

1) Rationale for University administrative overhead fund

University administrative overhead fund refers to the fund maintained by the administration derived from its share of the administrative overhead cost charged against externally-funded researches/projects/programs.

The University, as a matter of policy, shall charge externally-funded researches/projects/programs of University units or its constituents an administrative overhead cost for the following considerations:

- The use of the UP name and the honor attached to it
- The use of University resources and facilities – personnel, library, laboratories, utilities, etc.

2) Uses of the Fund

The Fund shall be used for the following purposes:

- Help shoulder the utilities and maintenance bills
- Provide assistance to academic programs, such as the acquisition of equipment and supplies and materials in support of such programs
- Help upgrade the library collection of the University
- Grant salaries/honoraria/incentive pay to deserving personnel and/or offices providing service to the research/project/program

The amount to be allocated as salaries/honoraria/ incentive pay to deserving personnel shall in no case exceed fifty percent (50%) of the share of the administration for the research/project/program and in no case shall any part or portion of that honoraria be paid to any personnel of the University who is not involved in providing administrative support to the projects as approved by the appropriate University official.

3) Negotiation of contracts

All contracts for researches/projects/programs negotiated with external funding agencies by the University or any of its units or personnel shall include a charge by the University for administrative overhead costs.

All such contracts shall first be reviewed by the Vice President for Administration/Vice Chancellor for Administration and by the appropriate officer(s) or unit in the University, in accordance with existing rules and procedures, before the signature of the parties concerned.

4) Rates of administrative overhead

- a) A percentage of all research/project/program funds shall be allocated for University overhead cost in accordance with the following schedule:

- | | |
|---------------------------------|----------------|
| • Less than PHP100,000.00 | minimum of 5% |
| • PHP100,001.00 – PHP200,000.00 | minimum of 7% |
| • PHP200,001.00 above | minimum of 10% |

In meritorious cases, administrative overhead charges may be waived by the President for researches/ projects/programs with total budgets of more than one million pesos (PHP1,000,000.00); the Chancellor, for total budgets not exceeding one million pesos.

- b) The administrative overhead cost charged per research/project/program shall be shared by the System/Consistent University administration and the unit which generated the research/project/program at the ratio of sixty percent (60%) - forty percent (40%) or as otherwise determined by the Vice President for Administration/Chancellor concerned upon consultation with the units concerned.
- No more than fifty percent (50%) of the amount given to the System/CU shall be used to pay for honoraria, twenty-five percent (25%) of which shall go to accountable officers and seventy-five percent (75%) to the staff who processed documents and otherwise assisted in expediting the flow of papers.
 - The balance of the amount given to the System/CU shall constitute savings of the System/CU which may be used for utilities, equipment, etc. as authorized by the VPA/Chancellor concerned.
 - Of the forty percent (40%) received by the generating unit, fifty percent (50%) shall go to payment of honoraria of staff involved in the project and who are to be recommended by the head of the unit, for the approval of the VPA/Chancellor; fifty percent (50%) shall go to the savings of the unit which may be used for utilities, equipment, etc. as authorized by the VPA/Chancellor concerned.
 - In no case shall the honorarium of any accountable officer/administrative staff for a particular project be bigger than that of the project leader/principal investigator.

e. Community and similar activities

Community and similar services or Extension [*See also Chapter 4 Duties and Responsibilities of Faculty Members, Section 3.4 Extension*] by the various units of the University, in support of its primary functions of teaching and research, shall include the conduct of short term, non-degree courses, refresher or review classes, seminars, conferences, special training, or continuing education programs. These activities may

be initiated by the unit or undertaken at the request of persons or agencies, whether foreign or domestic, governmental, for conducting research, training, policy or other studies. Any such activity shall be subject to the conditions on prior authorization by the University.

Conduct of community and similar activities are governed by the following: [*Rules on Teaching Load, Community Service, and Outside Activities for University Personnel, 839th BOR meeting, Nov. 29, 1973; amended at 851st BOR meeting, Aug. 29, 1974*]

1) Responsibility of heads of units

Heads of units of the University shall have primary responsibility for the planning and conduct of non-degree courses or special training programs and contract for professional and technical services.

2) Budget and other requirements

Proposals for the conduct of community or similar services in response to the request of other agencies, and contracts for professional and technical services shall include, among other requirements, a budget indicating the major items of expenditures which shall form a part of the contract or memorandum of agreement, and a staffing pattern indicating the number of and positions required, as well as the corresponding honoraria or salary rates and/or allowances, which shall, in no case, indicate names of particular persons.

3) Administrative overhead expenses

Provision shall be made in the budget for the payment to the University of administrative overhead expense based on the guidelines in *Sub-section d. Undertaking research for an outside organization; Provided, however, That all contracts between the University and any government department, office or agency involving community or similar service projects shall be exempted from this requirement if the undertaking concerns a priority program of the government and has the official endorsement of the Office of the President of the Philippines. [1980th BOR meeting, Aug. 29, 1985]*

4) Appointments

Appointments, as well as the corresponding honoraria, salary rates, or allowances of personnel, shall be in accordance with University policies, rules and procedures.

5) Honoraria for University personnel

University personnel appointed to a project shall be entitled to honoraria or allowances; *Provided, That their services to the project shall be rendered outside their regular office hours in their respective units or offices, or their equivalent.*

The total honoraria or allowances that such personnel may receive from several projects shall not exceed 100% of their basic salaries from the University.

6) Honoraria for lecturers

Payment of honoraria for special lecturers, resource persons or panelists shall be determined by the heads of units depending on such factors as official status, rank, academic degrees, professional, technical or other qualifications; *Provided*, That the rate shall not exceed the allowed rate per lecture hour set by the University. Certification by the heads of units of service rendered by such persons shall serve as basis for the payment of honoraria.

7) Applicability of University salary scale

Employees or personnel in projects shall be subject to the University salary scale and classification plan; *Provided*, That the hiring rate for contractual employees shall not exceed the third step of the particular range. However, in cases where the University employees are detailed to the project, they shall continue to enjoy leave privileges as well as compulsory GSIS membership and may receive compensation from the project fund up to 100% of their current salaries.

8) Administration of funds

The sponsoring agency shall turn over the funds for the project to the University. The administration and disbursements of funds shall be in accordance with University policies and procedures as well as the usual accounting and auditing rules and regulations.

9) Periodic reports

It shall be incumbent upon the heads of units to make periodic reports to the President or the Chancellor with regard to community or similar services undertaken while the project is in progress, and a terminal report upon the completion of the project.

f. Invitation to speak in other educational institutions

Members of the faculty of the University shall be permitted to accept invitations to speak at graduation exercises and other similar activities of other schools or colleges, and the time spent in going to and returning from the place shall be counted as official. [Art. 259]

University personnel may, subject to the exigencies of the service, and with permission of the Dean of the college or head of office, accept speaking and similar engagements on official time. [987th BOR meeting, Apr. 24, 1986]

10.4 Ethics Committee: Academic Settlement of Cases [75th UC meeting, July 25, 2001]

Academic settlement of cases is done through the Ethics Committee of the University Council. The Committee is composed of fifteen (15) members who serve as a pool from which will be drawn five-member-committees that will hear cases of intellectual dishonesty and/or unethical conduct. The work of the Ethics Committee shall not be construed as a legal procedure; rather, it should be seen as a peer review of cases brought before the Committee.

10.4.1 *Functions*

- Formulates policies and guidelines on ethical conduct,
- Hears cases on intellectual dishonesty and unethical conduct, and
- Makes recommendations on the disposition of cases.

10.4.2 *Qualifications of Members*

- Full professors of UP Diliman;
- With no administrative duties equivalent to more than 50 percent (50%) of their time;
- With no pending case nor found guilty of any offense.

10.5 Sexual Harassment

Republic Act 7877, *An Act Declaring Sexual Harassment Unlawful in the Employment, Education or Training Environment, and For Other Purposes*, also known as *Anti-Sexual Harassment Act of 1995*, states, among others, that:

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 2]

Work, education, or training-related sexual harassment is committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, trainor, or any other person who, having authority, influence, or moral ascendancy over another in 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 of said Act. [Section 3]

10.5.1 *UP Implementing Rules and Regulations of the Anti-Sexual Harassment Act of 1995* [1121st BOR meeting, June 25, 1998]*

Pursuant to its powers vested by law, the Board of Regents of the University of the Philippines System hereby promulgates the following rules and regulations to effectively carry out Republic Act No. 7877, otherwise known as the Anti-Sexual Harassment Act of 1995, within the premises and jurisdiction of the said University.

Section 1. *Affirmation of Policy*

In affirmation of the Declaration of Policy set forth in Section 2 of Republic Act No. 7878, the University of the Philippines System shall establish and maintain an intellectual and moral environment in which the dignity and worth of all members of the academic community are guaranteed full respect.

The University affirms its commitment to provide a secure and conducive learning and working environment for students, faculty members, and employees free from sexual harassment and all forms of sexual intimidation and exploitation.

Section 2. *Definitions*

As used in these Rules and Regulations—

- (a) "Student" means a person duly enrolled for a degree course or in a short-term training or review program in any academic unit or training center of the University;
- (b) "Employee" means any person who holds an official appointment or designation in any unit or office (academic or administrative) of the University and includes casual or contractual employees as well as graduate or student assistant; and
- (c) "Faculty member" means any member of the teaching staff of the University, regardless of academic rank or category and includes librarian, researcher or research associate, coach, trainor or training specialist, and extension worker as well as graduate student with teaching responsibilities.

Section 3. *Sexual Harassment Defined*

- (a) Sexual harassment is committed by an officer, faculty member, employee, coach, trainor, or any person who having authority, influence or moral ascendancy over another in any aspect of academic or administrative work in any campus, unit, office, or classroom of the University demands, requests or otherwise requires any sexual favor from the other, without regard as to whether such demand, request, or requirement is accepted by the latter.

(b) In a work-related environment, either academic or administrative, sexual harassment is deemed to exist when:

- (1) The sexual favor is made as a condition in the hiring or employment or reemployment of the individual who is the object of sexual harassment, or in granting such individual favorable compensation or promotion or any other terms, conditions, or privileges; or the refusal to grant the sexual favor results in limiting, segregating, or classifying a faculty member or employee which would discriminate, deprive him/her of/or diminish employment opportunities or otherwise co-adversely affect such faculty member or employee;
- (2) The above acts would impair the rights or privileges of the faculty member or employee under the Civil Service law, rules or regulations;
- (3) The above acts would result in an intimidating, hostile, or offensive employment environment for the faculty member or employee.

(c) In the academic, teaching or study environment, sexual harassment is committed:

- (1) Against a student, trainee or one who is under the care, custody, supervision, or advisorship of the offender;
- (2) Against one whose education, training, apprenticeship, or tutorship is entrusted to the offender;
- (3) When the sexual favor is deemed to be a condition to the giving of a passing grade, the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or considerations; or
- (4) When sexual advances result in an intimidating, hostile, or offensive environment for the student, trainee, or apprentice.

Section 4. *Inducement or Cooperation to Commit Sexual Harassment*

Any person connected with the University as an officer, faculty member, employee, or a student, who directs or induces to 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 be held accountable under these Rules and Regulations.

Section 5. *Policy Standards and Guidelines Concerning Sexual Harassment*

In furtherance of the Declaration of Policy affirmed in Section 1 hereof, the following standards and guidelines shall be observed within the University of the Philippines System:

- (a) These Rules and Regulations cover all officials, faculty members, employees, and students within the jurisdiction of the University of the Philippines System. Included in this coverage are applicants for academic or administrative positions and for admission as students in any unit or campus of the University System, after the application has been received by such unit or campus.
- (b) Sexual harassment under these Rules and Regulations is not limited to cases involving abuse of authority or power but includes as well those in peer relationships, such as in faculty-faculty, employee-employee, or student-student relations, or those involving harassment of faculty members or employees by students. It contemplates cases of harassment involving persons of the same or opposite sex.
- (c) Sexual harassment is a reprehensible conduct which subverts the mission of the University and undermines the careers of students and faculty members as well as those of the research and administrative personnel. The University shall take measures to prevent sexual harassment and eliminate conditions which give rise to sexual intimidation and exploitation within the purview of these Rules and Regulations.
- (d) Accordingly, sexual harassment is hereby declared a ground for administrative disciplinary action and may constitute grave misconduct, simple misconduct, disgraceful or immoral conduct, or conduct prejudicial to the best interest of the service, as each case may warrant.
- (e) All reported incidents or cases of sexual harassment shall be investigated and appropriate disciplinary, criminal or any other legal action will be taken by the University authorities, with the consent of the victim and taking into account the integrity and other preponderant interests of the University.
- (f) University officials, faculty members, employees, and students entrusted with duties or functions connected with the implementation or enforcement of these Rules and Regulations are required to observe confidentiality and respect individual privacy to the greatest extent possible in dealing with reports and complaints of sexual harassment.
- (g) The University will provide all possible support services to students, faculty members, or employees who are victims of sexual harassment.
- (h) Retaliation against parties directly or indirectly involved in any incident case or report concerning sexual harassment will not be tolerated. Any act of retaliation in itself shall be a ground for disciplinary action.

Section 6. *Procedures*

- (a) Each campus of the University, or where appropriate, its constituent institution,

shall provide facilities for both informal and formal procedures for resolving cases or dealing with incidents of sexual harassment.

- (b) Informal procedure refers to University action through appropriate officials or committees which does not involve formal investigation nor filing of formal charges. It may consist of counseling, providing information, or other means of support. However, incidents of sexual harassment dealt with in this manner will be documented to determine whether patterns of sexual harassment are present.

The Chancellor shall establish facilities for informal procedures. Until the Sexual Harassment Office is created as provided in Section 7 hereof, the Center for Women's Studies or the Women's Desk of the Chancellor's Office shall provide informal facilities.

- (c) If the case or situation requires resort to formal charge of sexual harassment, the procedure set out in Annex "A", together with the definition of penalties therein, shall be complied with.

Section 7. *Responsible Officials*

Under the general supervision of the President of the University, Chancellors shall be directly responsible for the effective implementation of the policy on sexual harassment as provided in the present Rules and Regulations.

Section 8. *Sexual Harassment Office*

- (a) A Sexual Harassment Office is hereby created in each autonomous campus of the University under the Office of the Chancellor. It shall be composed as follows:
- (1) As Chairperson on a rotating basis, the Vice Chancellor for Academic Affairs, the Vice Chancellor for Administration, the Vice Chancellor for Student Affairs and other Vice Chancellors, or equivalent officials; *Provided, however,* That the Vice Chancellor for Academic Affairs, or equivalent official, shall, under the jurisdiction of the Chancellor, be the chairperson in charge of organizing the Office and shall preside over its initial business meeting;
 - (2) One (1) representative each from the faculty, employees, and student sectors, who shall be appointed by the Chancellor upon consultation with the respective sectors, for a term of two (2) years each;
 - (3) The Director of the Women's Studies Center, or Chairperson of the Women's Desk of the Chancellor's Office; and
 - (4) The Coordinator of the Office, who shall be a non-voting member.

(b) The Office shall:

- (1) Undertake information and educational activities to the end that the University policy, rules, regulations, and procedures on sexual harassment are disseminated and become part of the academic culture;
- (2) Creatively design or formulate informal procedures of such nature as to elicit trust and confidence on the part of interested parties in resolving problems arising from cases or incidents of sexual harassment, including counseling and grievance management;
- (3) Provide security and support measures to aggrieved parties or victims in sexual harassment cases; and
- (4) In every appropriate case, constitute a Hearing Committee as required in formal procedure set out in Annex "A" hereof.

(c) The Coordinator shall be appointed by the Chancellor to serve on full-time basis for a term of three (3) years, which may be renewed. S/He shall be the executive officer of the Office and shall be responsible for the efficient implementation of the decisions of the Office and of the Chancellor involving sexual harassment cases.

(d) The Office shall every year constitute a pool of such number of students, faculty members, and officers or employees as may be necessary, from which shall be drawn the members of a Hearing Committee in every case where formal procedure is preferred or is deemed necessary. The members of the pool shall acquaint themselves with University policy, rules, regulations, and procedures concerning sexual harassment.

(e) Within sixty (60) days from the effectivity of these Rules and Regulations, the Chancellor shall complete the organization of the office and shall by appropriate public notice inform the academic community of the date it becomes thereby operational.

Section 9. *Annual Report*

The Chancellor shall submit an annual report to the President of the University, which shall contain an evaluation of the sexual harassment problem vis-à-vis the implementation of the University policy, rules and regulations contained herein, together with his/her recommendations.

Section 10. *Effectivity*

These Rules and Regulations shall take effect seven (7) days from publication in the *Philippine Collegian* or its counterpart University student publication of the autonomous university.

* These Implementing Rules and Regulations are under review to make them compliant with Civil Service Commission Resolution no. 01-0940, *Administrative Disciplinary Rules on Sexual Harassment Cases*, May 21, 2001

10.5.2 *Formal Procedure for Sexual Harassment Cases*

a. Complaint

- 1) A formal complaint requires that the complainant be willing to identify the respondent so that a thorough investigation and hearing of the charge shall be conducted. A formal charge of sexual harassment will be filed only on a subscribed sworn complaint. Complaint procedures must conform to the principles of due process.
- 2) The complainant shall file a written complaint with the Sexual Harassment Office which shall, upon receipt of the complaint, determine whether probable cause exists before giving due course to the complaint. Upon a finding of probable cause, a Hearing Committee shall be constituted with members drawn from a pool as established under Section 7d of the Rules and Regulations.
- 3) The complaint shall forthwith be referred to the Committee.
- 4) No particular form is required for the complaint, but it must be in writing, signed and sworn to by the complainant. It must contain the following:
 - Full name and address of the complainant,
 - Full name and address of the respondent,
 - Specification of the charge or charges, and
 - Brief statement of the relevant and material facts.

Where the complaint is not under oath, the complainant shall be summoned by the Committee to swear to the truth of the allegations in the complaint.

- 5) In support of the complaint, the complainant may submit any evidence s/he has, including affidavits of witnesses, if any, together with the complaint.
- 6) A withdrawal of the complaint made or filed at any stage of the proceedings shall not preclude the Committee from proceeding with the investigation of the case.
- 7) The Committee shall notify the respondent in writing of the sexual harassment charge.

b. Answer

- 1) Unless a different period is indicated in the notice issued by the Committee, the respondent shall be given not less than seventy-two (72) hours after receipt of the complaint to answer the charges.
- 2) The answer shall be in writing, signed and sworn to by the respondent, and copy furnished the complainant. No particular form is required but it is sufficient if the answer contains a specific admission or denial of the charge or charges and a statement of the relevant facts constituting the respondent's defense.
- 3) The respondent shall indicate in her/his answer whether or not s/he elects a formal investigation.
- 4) In support of the answer, the respondent shall submit any evidence s/he has, including affidavits of witnesses, if any, together with the answer.
- 5) Unless otherwise directed by the Committee, failure of the respondent to file an answer or to appear in the investigation shall be construed as a waiver to present evidence in his/her behalf.

c. Hearing

- 1) After all the pleadings have been submitted, the Committee shall conduct a hearing not earlier than five (5) days nor later than ten (10) days from the date of receipt of the respondent's answer or complainant's reply, if any, and shall as far as possible conclude the hearing or investigation within thirty (30) days from the filing of the charges.
- 2) The Committee shall prepare a report within fifteen (15) days after the conclusion of the investigation or hearing and submit the report and its recommendations to the Sexual Harassment Office.

d. Preventive Suspension

- 1) On the recommendation of the Sexual Harassment Office, the Chancellor may suspend any subordinate officer, faculty member or employee for not more than ninety (90) days pending an investigation, if the charge is for grave misconduct and the evidence of guilt is strong which would warrant the respondent's removal from the service.
- 2) If the case against the officer, faculty member or employee under preventive suspension is not finally decided within a period of ninety (90) days after the date of suspension, respondent shall be automatically reinstated in the service; *Provided*, That if the delay in the disposition of the case is due to the fault, negligence or petition of the respondent, the period of the delay shall not be counted in computing the period of suspension.

e. Decision

- 1) Within fifteen (15) days from receipt of the Committee report and recommendation, the Chancellor shall render the decision.
- 2) The decision of the Chancellor shall be final and executory ten (10) days after receipt of the copy thereof by the parties.
- 3) Any appeal of the decision shall be filed in accordance with the University rules and regulations regarding administrative cases.

f. Penalties

Sexual harassment is punishable as follows:

1) As Simple Misconduct

First offense: Suspension for 1 month and 1 day to 6 months
Second offense: Suspension for one (1) year
Third offense: Dismissal

2) As Conduct Prejudicial to the Best Interest of the Service or Disgraceful and Immoral Conduct

First offense: Suspension for 6 months and 1 day to one (1) year
Second offense: Dismissal

3) As Grave Misconduct

First offense: Dismissal and permanent disqualification from government employment within the University System

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

10.6 Rules and Regulations on the Discipline of Faculty Members and Employees

The Rules and Regulations on the Discipline of Faculty Members and Employees as approved by the BOR in its 704th meeting on January 11, 1963 are in Appendix B. The UP Office of Legal Services is in the process of updating these rules to make them compliant with the Civil Service rules, specifically Commission Memorandum Circular No. 19, s. 1999 on Revised Rules on Administrative Cases in the Civil Service which took effect on September 27, 1999.

10.7 Powers of the Chancellor and Deans or Heads of Principal Units with Regard to Discipline of Faculty Members and Other University Personnel [*E.O. no. 1, Office of the President, UP, Mar. 13, 1984*]

- a. The investigation of academic and administrative personnel shall be in accordance with regulations of the University System.
- b. Decisions in disciplinary proceedings involving academic and administrative personnel shall be rendered as follows:
 - 1) In cases involving an administrative employee of a unit, by the Dean or head of principal unit; *Provided*, That if the penalty imposed is admonition, reprimand, suspension of not more than fifteen (15) days, or a fine not exceeding his/her compensation for such period, the decision shall be final.
 - 2) In cases involving academic personnel and administrative personnel of UP Diliman not falling under paragraph 1 above, by the Chancellor; *Provided*, That if the penalty imposed is suspension for a period of not more than thirty (30) days, or a fine not exceeding the compensation of the employee for such period, the decision shall be final.
 - 3) In all other cases involving academic and administrative personnel not falling under paragraphs 1 and 2 above, by the President, whose decisions shall be final; *Provided*, That decisions involving dismissal or removal of academic and administrative personnel may be appealed to the BOR.

For this purpose, Deans and other heads of principal units are authorized to create their own investigating committees. In cases within the jurisdiction of the Chancellor or the President, the Office of the University Legal Services shall make the investigation.

11.1 Academic Calendar

The general framework of the academic calendar shall be approved by the Executive Committee and the details prepared by the University Registrar, subject to the approval of the President. [*Art. 305; amended at BOR meetings: 789th, Nov. 25, 1969; 790th, Dec. 19, 1969; 861st, May 29, 1975*]

The Academic Year is divided into two (2) semesters of at least 16 weeks each, exclusive of registration and final examination periods. Each semester shall consist of at least one hundred (100) class days. A summer session of 6 weeks follows the second semester. Class work in the summer session is equivalent to class work in one (1) semester. [*Art. 306b*]

The first semester begins in June, the second semester in November, and the summer session in April.

All academic units of UP Diliman operate under the semestral system, except for the evening Master of Business Administration program and the Master of Science (Finance) program of the College of Business Administration, which are under the trimestral system. [926th BOR meeting, Apr. 16, 1980]

11.2 Admission Requirements

Admission into the University is highly competitive. In the undergraduate level, applicants compete through the UP College Admission Test (UPCAT) and/or talent test/audition. In the graduate level, aside from a Bachelor's degree from a recognized institution of higher learning, an applicant must show proof of intellectual capacity to tackle the demands of graduate work.

A student who has earned the required number of units in another university may apply for transfer into UP. In such cases, the applicants have to satisfy the transfer admission requirements of the University as well as those of the college/degree program to which the student seeks to transfer.

No student shall be denied admission to the University by reason of age, sex, nationality, religious belief, or political affiliation. [Art. 327]

Every applicant for admission shall undergo a thorough health examination. No person shall be admitted to this University who is found by the University Health Service to be suffering from a dangerous, communicable, contagious, or infectious disease or who is physically unfit to take courses in any college of the University. [Art. 328]

Every student shall, upon admission, sign the following pledge:

In consideration of my admission to the University of the Philippines and of the privileges of a student in this institution, I hereby promise and pledge to abide by and comply with all the rules and regulations laid down by competent authority in the University and in the college in which I am enrolled.

Refusal to take this pledge or violation of its terms shall be sufficient cause for summary dismissal or denial of admission. [Art. 329]

11.2.1 Undergraduate

a. Bachelor's degree program

The University of the Philippines in its commitment to the pursuit of academic excellence and in light of its mandate as the national university seeks to democratize admission into the University through the Excellence-Equity Admissions System (EEAS). The EEAS aims for a greater geographic distribution as well as socio-economic equity among the students admitted to UP while maintaining high academic standards. [from 1107th BOR meeting, Apr. 17, 1997]

Admission into a bachelor's degree program is covered by the following guidelines:

- 1) Graduates of Department of Education-accredited high schools may be admitted as freshmen into the University based on their performance in the UP College Admission Test (UPCAT) and their weighted average in the first three (3) years of high school. *[798th BOR meeting, Aug. 27, 1970]*
- 2) Applicants who are holders of the Philippine Educational Placement Test (PEPT) Certificate, in lieu of a high school diploma, may be admitted to the University provided they qualify in the UPCAT. *[1034th BOR meeting, Aug. 30, 1990]*
- 3) Applicants who graduated from high schools abroad and who have not enrolled in college may be admitted as beginning freshmen into a non-quota program without taking the UPCAT; provided, that they meet the following requirements:
 - Completion of the high school program in the country where they had their education^{*}; *[933rd BOR meeting, Oct. 30, 1980]*
 - Passing a college-qualifying national or international foreign-administered examination such as the General Certificate of Education (GCE) Examination or the Scholastic Aptitude Test (SAT) or equivalent examination:

GCE: 3 ordinary level passes and 2 advance level passes
SAT: minimum total score of 1200
IBE: International Baccalaureate Diploma; and
 - In the case of an applicant whose native language or whose medium of instruction in the secondary school is not English, a minimum score of 500 in the paper-based Test of English as a Foreign Language (TOEFL) or a minimum score of 173 in the computerized form.
- 4) A graduate from a high school abroad who fails to satisfy the requirements for automatic admission (i.e., second bullet under item 3 above) may take the UPCAT.
- 5) A Filipino who graduates from a secondary school abroad and applies for freshman admission to the University must satisfy the same requirements as those for foreign students.

b. Undergraduate Certificate or Diploma programs

Undergraduate certificate or diploma programs do not require UPCAT for admission. However, applicants must pass a test given by the college – a talent test in the College of Arts and Letters (CAL), College of Fine Arts (CFA) and the College of Music (CM), or a sports test in the College of Human Kinetics (CHK). Application to any of these programs is made directly to the college concerned.

| Program | Duration | College |
|--|----------|---------|
| Certificate in Sports | 2 yrs | CHK |
| Certificate in Theater Arts | 2 yrs | CAL |
| Sertipiko sa Malikhaing Pagsulat sa Filipino | 2 yrs | CAL |
| Certificate in Fine Arts | 3 yrs | CFA |
| Certificate in Music | 3 yrs | CM |
| Diploma in Creative & Performing Musical Arts | 4 yrs | CM |

c. Transfer admission

Applicants seeking transfer admission into the University have to satisfy the requirements of the University as well as those of the college/degree program to which they seek to transfer. The following students are disqualified [*1158th BOR meeting, Jan. 31, 2002*]:

- Students who have been permanently disqualified from the University. A student, however, who had been previously permanently disqualified from UP may apply for admission to a second bachelor's degree or to a graduate program after completing a bachelor's degree outside the University
- Students who have been dismissed for cause
- Students whose admission was withdrawn due to submission of fake/falsified entrance credentials/ documents
- Students found guilty of dishonesty or any form of misconduct

1) From other UP Constituent Universities

Students from another UP Constituent University, who have completed at least 30 collegiate academic units may be admitted as transfer students subject to the rules of the admitting college. Subjects previously cross-enrolled in UP Diliman, if any, will not be considered for the purpose of meeting the 30-unit requirement. [*1067th BOR meeting, July 7, 1993*]

2) From other universities [*Art. 359; 76th UC meeting, Dec. 12, 2001*]

a) Admission requirements

Students with previous college work from another university who want to transfer to UP Diliman shall satisfy all admission requirements of the University and that of the accepting unit/college. Applicants for transfer shall be

considered for admission to the University only during the first semester of each academic year. Applicants shall:

- have completed, outside the University, at least 33 academic units equivalent to UP courses
- meet the General Weighted Average (GWA) requirement of the program applied for. Depending on the degree program the GWA requirement can be at least 1.5 or 1.75 or 2.0 for all the collegiate academic units taken outside of UP.

University rules prescribe a minimum GWA of 2.0 for transfer admission into any degree program in the University.

- satisfy other admission requirements prescribed for each degree program such as interview, aptitude test, talent test or written or oral examination.
- fall within the quota of the program at the time of application upon evaluation based on the program admission requirements. All applicants shall be ranked according to the criteria set by the admitting program and the cut-off shall be determined by the college/unit based on their quota.

Transferees shall complete in the University not less than 50% of the units required to graduate in their new programs. Furthermore, all upper division courses required in the program shall be taken in the University. *[For graduation with honors, refer to Section 20.2 Graduation with Honors, of this Chapter]*

Any or all of the above may be set aside in exceptional cases upon the recommendation of the unit's Committee on Admission or by the dean or director concerned, upon approval of the Chancellor.

The admitting unit/college sends to the Office of the University Registrar the list of applicants qualified for admission for a particular year. The OUR shall issue the admission slips to the qualified applicants.

b) Validation for advance credit *[from Art. 359 – 366; Art. 362 and 363 amended at BOR meetings: 790th, Dec. 19, 1969; 861st, May 29, 1975]*

- The admission of transfer students shall be on probation basis until such time s/he shall have validated or repeated all subjects taken outside the University according to the rule stated in the next succeeding paragraph.
- An admitted transfer student must validate all the courses s/he is offering for advanced credit at the rate of 18 units a semester within a period not exceeding three (3) semesters from the date of her/his admission. Failure to

comply with this requirement would mean the cancellation of her/his registration privileges.

- An admitted transfer student may not be allowed to enrol in a subject or subjects the prerequisites of which, taken elsewhere, have not been validated or repeated in the University.

Any or all of the above may be set aside in exceptional cases upon the recommendation of the Committee on Admission in units where admission of student is passed upon by this committee or by the dean or director concerned, upon approval of the Chancellor.

- Students transferring from any recognized institution who possess an Associate in Arts or its equivalent of 66 units of work may be enrolled without validation. Before a student is allowed to major in any discipline, however, the unit may prescribe up to 18 additional units of general education subjects and/or preparatory subjects for the major.
- Application for advance credit should be made, using the prescribed form, to the University Registrar or to the Dean or Director of the college where they have been admitted. Validation tests begin two (2) weeks before the first day of registration of each semester and shall end one (1) week after the last day of registration. There is no fee for validation tests during this period. A validation test may be held outside of this period with the consent of the department or division chair and approval of the Dean or Director and upon payment of the required fee per subject.
- Advance standing may also be granted by the University Registrar to students graduated from an institution recognized by the University Council for subjects listed in the course or courses duly recognized. Advance credit for work constituting only part of courses recognized by the Council shall be awarded by departments or divisions concerned in accordance with the above provision on application for advance credit.
- The decision to grant advance credit for subjects which are completed in other institutions, but which have no equivalent in the University, shall rest on the faculty of the unit concerned.
- Each college or school may promulgate rules for the admission of transfer students and the granting of advance credit provided they are not inconsistent with the general rules set by the University Council.

- d. Shifting to another degree program [1067th BOR meeting, July 7, 1993; 74th UC meeting, Apr. 17, 2001]

Shifting refers to the change of a student's major or degree program within a college or Constituent University. This is allowed only after completion of at least 30

units in the first program and subject to the compliance with the admission requirements of the new program.

For shifting purposes, the Curriculum Weighted Average (CWA) is used as basis in evaluating admission into the new program. In the computation of the CWA, only the grades in courses that will be credited into the new program will be considered. This will be applied to regular students and non-majors shifting to a new program. However, the existing rules on the computation of GWA for graduation, including graduation with honors, shall remain.

Enrolment in courses not prescribed in the student's curriculum will be allowed if a student intends to shift, subject to the following guidelines:

- Student shall indicate intention to shift by writing to the Department Chair/Institute Director of the home unit.
- Student must shift within one (1) year, subject to compliance with the admission requirements of the admitting unit.
- If a student cannot shift within one (1) year, for whatever reason, s/he shall follow the curriculum of the original degree program.
- Student must be informed by the registration/program adviser of the consequences of enrolling in courses outside the curriculum like added burden on academic load and possible delay in graduation.

* Includes the completion of one or two-year university education in a country where such is a prerequisite for admission to a bachelor's degree program.

11.2.2 **Graduate** [*General Rules for Graduate Programs, 1126th BOR meeting, Nov. 26, 1998; UPD Exec. Com. meeting, June 19, 2002*]

a. Post-baccalaureate Diploma programs

The requirements for admission into a Diploma Program are the following:

- Bachelor's degree from a recognized institution of higher learning; GWA to be set by unit but not lower than 3;
- High intellectual capacity;
- Language proficiency; and
- Submission/satisfaction of other requirements like health clearance and others that may be imposed by the unit.

Proof of English and/or Filipino proficiency shall be required of students whose native language is not English or Filipino, except those who graduated from institutions where the medium of instruction is English or Filipino. For proficiency in English, a score of at least 500 in the paper-based or a minimum score of 173 in the computerized form of the Test of English as a Foreign Language (TOEFL) shall be required. For proficiency in Filipino and other Philippine languages, a certification shall be required from a duly authorized unit of the University.

Each applicant shall submit to the head of the unit concerned a duly accomplished application form, official transcript of records, and written recommendations from two (2) former professors or experts in the field.

b. Master's Degree program

The requirements for admission into a Master's program are the following:

- Bachelor's degree from a recognized institution of higher learning; GWA to be set by unit but not lower than 3;
- Intellectual capacity and aptitude for advanced studies and research;
- Language proficiency; and
- Satisfaction of additional University requirements such as health clearance and other special admission requirements that may be imposed by the unit concerned and/or appropriate Graduate Committee/Office.

The Language proficiency requirement is the same as in the Diploma program.
[Refer to section immediately preceding]

Each application for admission into a Master's program shall be accomplished in the official application form and accompanied with the official transcript of records, and written recommendations from two (2) former professors or experts in the field.

c. Doctoral programs

The requirements for admission into a doctoral program are the following:

- Bachelor's degree, in the case of a direct doctoral program, or a Master's degree or its equivalent, from a recognized institution of higher learning; GWA to be set by unit but not lower than 3;
- Intellectual capacity and aptitude for advanced studies and research;
- Language proficiency; and

- Health certificate and other additional and special admission requirements imposed by the University and the college/unit or Graduate Office/Committee concerned.

The language proficiency requirement is the same as in the Diploma program.
[Refer to (a) of this Section]

Each application for admission into a doctoral program shall be accomplished in the official application form and accompanied with the official transcript of records, and written recommendations from two (2) former professors or experts in the field.

d. Transfer admission

Transfer admission requirements at the master's and doctoral levels are the same as their admission requirements. *[Refer to Section 8 General Rules for Graduate Programs, of this Chapter]*

Subject to the recommendation of the appropriate bodies and the approval of the Dean/Director, graduate courses taken by students in another university may be credited towards his/her graduate program provided that 1) these courses were taken within the last five (5) years prior to admission; 2) these were validated through appropriate means by the college/unit committee or graduate office/committee concerned; and 3) the total units credited from his/her previous school shall not exceed three-eighths ($\frac{3}{8}$) of the total number of units required in the student's degree program in UP.

However, condition no. 2) above shall not apply if the courses were taken in an institution with which the University of the Philippines has a special academic arrangement and if these courses are part of the student's approved program of study.

Subject to the recommendation of the appropriate bodies and the approval of the Dean/Director, graduate courses taken by students in another program of the University of the Philippines may be transferred for credit to his/her new program provided that 1) these courses were taken within the last five (5) years prior to admission or transfer to the program; 2) these units have not been credited to a degree previously obtained by the student; and 3) these courses are relevant to his/her new program.

[For complete information on general rules for graduate programs, refer to Section 8 General Rules for Graduate Programs, of this Chapter]

11.3 General Entrance Requirements

The entrance requirements for each degree program shall be as prescribed by the faculty of the College offering the course and approved by the University Council and the President of the University. *[from Art. 324; 830th BOR meeting, Feb. 22, 1973]*

11.4 Classification of Students

Students of the University may fall under any of the following categories:

a. Regular [Art. 338]

- 1) Regular undergraduate students follow organized programs of study and comply with requirements that lead to the bachelor's degree or undergraduate diploma/certificate. They carry the full semester's load prescribed by their respective curricula and are classified into freshmen, sophomores, juniors, and seniors.
 - A *freshman* is a student who has not finished the prescribed subjects of the first year of his/her curriculum, or 25 percent (25%) of the total number of units required in the entire course;
 - A *sophomore* is a student who has satisfactorily completed the prescribed subjects of the first year of his/her curriculum, or has finished not less than 25 percent (25%) nor more than 50 percent (50%) of the total number of units required in the entire course;
 - A *junior* is a student who has completed the prescribed subjects of the first two (2) years of his/her curriculum, or has finished not less than 50 percent (50%) nor more than 75 percent (75%) of the total number of units required in the entire course;
 - A *senior* is a student who has completed the prescribed subjects of the first, second, and third years of his/her curriculum, or has finished not less than 75 percent (75%) of the total number of units required in the entire course.
- 2) Regular graduate students follow organized programs of study and comply with requirements that lead to a master's or doctoral degree. They may be either part-time or full-time.

b. Irregular [Art. 337]

Irregular students are students registered for formal credit but who carry less than the full load called for in a given semester by the curriculum for which they are registered.

c. Non-regular

- 1) *Non-degree students, with credit* [682nd Exec. Com. meeting, Mar. 20, 1978]

Non-degree students are those who are enrolled for credit but do not follow an organized program of study. They are either degree holders or undergraduate

students not currently enrolled in any other institution of higher learning who satisfy appropriate requirements for admission to the University at the graduate and/or undergraduate levels. They shall not be allowed to enrol for more than one (1) semester, except by special permission of the Dean of the college concerned and the University Registrar.

Since they do not follow any organized program of study, non-degree students are not prospective candidates for graduation for any degree in the University.

2) *Non-majors, with credit* [1067th BOR meeting, July 7, 1993; 67th UC, Dec. 8, 1999]

Non-majors are students dismissed from their respective colleges, but not from the University, for failure to meet the retention requirements including grade point average or number of units passed. Their supervision shall remain with their respective colleges, during which time they shall be advised by the college secretaries, until they have transferred to another college. They shall also be assessed/counseled by the Office of Guidance and Counseling.

However, students can be non-majors only for one (1) year, during which time, they are expected to seek admission to another college. Units earned as non-major can be credited towards the new degree program to which the student will be readmitted.

3) *Cross-registrants, with credit*

Cross-registrants are students who enrol in a unit in UP Diliman for a specific period of time but are primarily enrolled in their home units in UP Diliman or in another UP Constituent University or in another institution of higher learning. Such enrolment is subject to the approval of the Deans of the home and the accepting units/colleges. [from Art. 333–334]

4) *Special students, without credit*

A special student is one who is not earning formal academic credit for his/her work. [Art. 337-c]

Mature students, even if they do not fully satisfy the entrance requirements, may be admitted as special students and may enrol in such subjects for which, in the opinion of the instructor and the Dean, they have the necessary background knowledge and ability to pursue profitably. They shall not be allowed to enrol for more than 9 units a semester or to register for more than two (2) years, except by special permission of the Dean. They are not earning formal academic credit. However, subjects taken even though without credit may be reported at the end of each semester as "satisfactory" or "unsatisfactory". [138th UC meeting, Sept. 11, 1937]

Special students pay the same fees as regular students. They may register at any time without the payment of fine for late registration, subject to other regulations

of the University. They may register for particular subjects within a semester when permissible under the system of instruction adopted by the college.

11.5 Registration

Registration is usually scheduled during the first week of June for the first semester, and of November for the second semester. Advance registration for first semester is usually scheduled in May for incoming freshmen.

A student must be officially registered in order to receive credit for course work. "Officially registered" means that the student has already gone through all the processes involved in registration up to payment of fees. Upon payment of fees, the student's official registration form (UP Form 5, which is a record of classes for which the student has enrolled) is stamped "REGISTERED" to indicate official registration. The Form 5 is filed with the Office of the University Registrar.

No student shall be registered in any subject after one (1) week of regular class meetings have been held, unless the Dean, on the basis of his/her scholastic record, permits his/her registration;

Provided, That if registration is made outside the regular registration period indicated in the University calendar the student shall be subject to fine for late registration;

Provided, further, That special students may register at any time without the payment of the fine for late registration subject to other regulations of the University. Students may register for particular subjects within a semester when permissible under the system of instruction adapted by the college or school. [Art. 332; amended at 232nd UC meeting, May 4, 1967]

No person who has not duly matriculated may be admitted to the classes. In exceptional cases, the University Registrar may, on the recommendation of the Dean concerned, authorize the admission of a visitor to a class for not more than five (5) sessions. [Art. 330]

11.5.1 Class Schedule

A 3-unit course is equivalent to a 3-hour class period per week. Classes are usually scheduled Mondays and Thursdays (MH), Tuesdays and Fridays (TF), and Wednesdays and Saturdays (WS) with 1½ hours per meeting. Classes can also be scheduled on Wednesdays or Saturdays with three (3) hours per session.

As a general rule, classes should be dismissed at least 10 minutes before the end of the period, with the option to make it 15 minutes for students who need more time to get to their next class. The last class (5:30 – 7:00 pm) is not covered by this rule. [Exec. Com. meeting, Aug. 8, 2001]

The section is determined by the hour and the day the class is held. The codes for the

classes held during a specific time of the day are as follows:

| | |
|----------------------|--------------------|
| Q - 7:00 – 8:30 am | W - 1:00 – 2:30 pm |
| R - 8:30 – 10:00 am | X - 2:30 – 4:00 pm |
| U - 10:00 – 11:30 am | Y - 4:00 – 5:30 pm |
| V - 11:30 – 1:00 pm | Z - 5:30 – 7:00 pm |

Thus, a class held 7:00-8:30 am Mondays and Thursdays has a section of MHQ; if on Tuesdays and Fridays, the section will be TFQ. Classes with multiple sections scheduled at the same time (parallel sections) would have the same day/time code. However, to differentiate one section from another, they are numbered e.g., MHQ1, MHQ2, etc.

11.5.2 *Fees*

Regular and special fees in the University shall be fixed by the Board of Regents, subject to such exemptions or reductions as may be provided. The term matriculation or regular fees shall include tuition, laboratory, library, medical, and other fees to be paid by students in connection with their enrolment in the University. [Art. 331]

Information on current rates may be obtained from the Office of the University Registrar.

a. Matriculation or Regular Fees

Tuition (per unit)

Miscellaneous fee

Library fee

Athletic fee

Medical fee

Registration fee

Cultural fee

Student Contributions: Philippine Collegian, Student Council, Community Chest. Some colleges charge a special fee for their college journals or publications.

Laboratory fee per subject, if any

b. Special Fees

Entrance

Deposit (refundable after graduation)

Photo-ID

Graduation fee (commencement fee, UP Alumni Association fee)

c. Educational Development Fee

In addition to the regular and special fees, all foreign students shall be charged the Education Development Fee (EDF).

d. Refund of Fees [*Art. 347 – 349; 933rd BOR meeting, Oct. 30, 1980*]

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

| | |
|---|------|
| Before the opening of classes..... | 100% |
| Within one (1) week from the opening of classes..... | 80% |
| Within the second and fourth week from the opening of classes..... | 50% |

After the fourth week, no refund shall be paid.

In the case of students who register after the opening of classes and withdraw thereafter, the number of days shall be counted from the actual date of registration, and the refund of their matriculation fees shall also be in accordance with the above schedule. In case of death of a student during the semester, all fees may be refunded if so requested by his/her family.

Laboratory fees will not be refunded after one (1) week from the opening of classes where change of subject is voluntary. Refund of tuition for a subject may be allowed only in cases where students are constrained to drop for reasons such as lack of prerequisite, ill-advising or dissolution of class.

Any student who is drafted for trainee instruction in accordance with the National Defense Act by reason of her/his ineligibility to be a regular member of the CMT of the University may be refunded the proportional part of the total amount s/he paid for her/his matriculation fees for the term during which s/he is drafted.

11.5.3 Socialized Tuition and Financial Assistance Program (STFAP) [*1012th BOR meeting, Apr. 28, 1988*]

The Socialized Tuition and Financial Assistance Program (STFAP) is based on the principle "From each according to his/her means, to each according to his/her needs". As students avail themselves of the privilege of studying in UP, those among them who can better afford, under the principle of socialized tuition and financial assistance, pay a greater portion of the regular tuition; whereas those who can less afford are entitled to free tuition and other fees and, in addition, monthly stipends and book allowances. The objective is towards a more just and democratic access to the University.

The Program is divided into four (4) basic components:

- Subsidized Education for every UP student regardless of his/her capacity to pay

and financial need, tuition and other fees paid to UP being much less than the direct cost of education in the University.

- Socialized Tuition by which UP grants subsidies covering tuition and other fees, the subsidy level being based on capacity to pay and financial need of the student.
- Scholarships consisting of living subsidies which are based on both financial need and academic performance.
- Student Assistantships which give undergraduate students the opportunity to earn while working for UP.

In general, all undergraduates are charged tuition, laboratory fees, miscellaneous fees (e.g., medical, athletic, etc.) and contributions to student-controlled funds (e.g., Student Council, student paper, etc.). Laboratory fees may vary according to subject. However, with the STFAP, the actual amount to be paid by a student may be lower depending on the income bracket to which the student is assigned. In addition, low-income students who meet the academic requirements of the program will receive scholarships under the STFAP consisting of living and book subsidies, transportation, and lodging allowances.

There are nine (9) income brackets but actual cutoffs vary according to the size of the student's family and its place of residence – Metro Manila, other urban areas (e.g., Cebu City) or rural areas. Students in Bracket 1 are the most needy while those in Bracket 9 are comparatively the most well-to-do.

STFAP benefits for each income bracket are summarized in the following table.

| STFAP Income Bracket | Benefits |
|----------------------|---|
| 1 – 4 | Pay no tuition and miscellaneous/ laboratory fees; receive book allowance and monthly stipends |
| 5 | Pay no tuition but are charged miscellaneous and laboratory fees; no book allowance nor stipend |
| 6 - 8 | Pay tuition with discounts ranging from 25-75 percent; pay miscellaneous and laboratory fees; no book allowance nor stipend |
| 9 | Pay full tuition; no book allowance nor stipend |

11.5.4 *Change of Matriculation (Change of Subjects/Sections)*

Change of matriculation is the addition or cancellation of a subject/course or change of section after a student has been officially registered. Within the allowed period, a change of matriculation may be considered if:

- student was ill-advised;
- student lacks prerequisite for the subject;
- student's class schedules are in conflict; or
- class was dissolved.

Changes in matriculation shall be effected by filling out Form 26A and must be recommended by the adviser and approved by the Dean. No change of matriculation to add a new subject shall be allowed after one (1) week of regular class meetings. Form 26A, after being duly accomplished, shall be submitted to the University Registrar for assessment, payment, and notation.

11.5.5 *Change of Class Size/Schedule By the Faculty* [from Art. 317, 323]

No class shall be divided into sections for either of the following reasons:

- To suit the personal preference of the faculty with regard to time and place; or
- To enable the faculty to comply with the regulations governing teaching load

Furthermore, no faculty member shall change the officially approved class schedule nor meet the students for class or consultation purposes in any unscheduled room or place except when expressly permitted to do so by the Dean concerned.

11.5.6 *Residence*

Students who have finished all their course work and are just working on their thesis may enrol for residence. Similarly, students who are not enrolled in any subject but who want to complete an "Inc" or remove a grade of "4", must also enrol for residence. Registration for residence should be done during the regular enrolment period.

No student shall be graduated from the University unless s/he has completed at least one (1) year of residence work which may, however, be extended to a longer period by the proper faculty. The residence work referred to must be done immediately prior to graduation in the following cases: [Art. 408; amended at 1082nd BOR meeting, Dec. 16, 1994]

- Transferees from schools other than the University of the Philippines. This residence requirement is in addition to completion of at least 50% of the required units for the course.
- Students who have been readmitted after being absent without official leave

[For graduation with honors refer to Section 20.2 Graduation with Honors, of this Chapter]

11.5.7 *Cross-registration*

Cross-registration refers to enrolment in another academic unit outside the home unit. It may fall under any of the following categories:

- Registration of a UP Diliman student in another academic unit within UP Diliman
- Registration of a UP Diliman student in another UP Constituent University
- Registration in UP Diliman of a student from another UP Constituent University
- Registration of a UP Diliman student in an institution of higher learning outside of the UP System
- Registration in UP Diliman of a student from another institution of higher learning outside of the UP System

Cross-registration shall be governed by the following guidelines:

- a. Registration of a UP Diliman student in another academic unit within UP Diliman
 - Must have the permission of the Deans of the home and accepting units
 - Total number of units of credit for which a student may register in two (2) or more colleges in the University shall not exceed the maximum allowed by the rules on academic load
- b. Registration of a UP Diliman student in another UP Constituent University
 - Must have the permission of the Deans and Registrars of the home and accepting units
 - Total number of units of credit for which a student may register in two (2) or more colleges in the two (2) Universities shall not exceed the maximum allowed by the rules on academic load
- c. Registration in UP Diliman of a student from another UP Constituent University
 - Must have the permission of the Deans and Registrars of the home and accepting units
 - Total number of units of credit for which a student may register in two (2) or more colleges in the two (2) Universities shall not exceed the maximum allowed by the rules on academic load
- d. Registration of a UP Diliman student in an institution of higher learning outside of the UP System

The University shall give no credit for any course taken by its students in another university, college, or school unless the taking of such course was expressly authorized by the Chancellor upon the recommendation of the Dean concerned. The authorization shall be in writing, to be recorded by the University Registrar or by

his/her representative, and shall specify the subjects authorized. *[from Art. 336]*

- e. Registration in UP Diliman of a student from an institution of higher learning outside of the UP System

No student registered in any other institution shall be admitted into the University without a written permit from her/his Dean, Director or Registrar. The permit shall state the total number of units for which the student is registered and the subjects that s/he is authorized to take in the University. *[Art. 334]*

11.6.1 *Undergraduate*

- a. Academic unit requirements

For undergraduate students, the maximum academic load is 18 non-laboratory units, or 21 units including laboratory, except in programs where the prescribed load for the semester is more than 18 units. However, graduating students with very good academic records may be permitted to carry a heavier load in their last year. During the summer session, the normal load is 6 units, but in justifiable cases, the Dean may allow enrolment up to 9 units. *[Art. 340 - 341]*

Students who are candidates for graduation with honors must take during each semester/trimester/quarter no less than 15 units of credit or the normal load prescribed in the curriculum in cases where such normal load is less than 15 units. However, a lighter load may be allowed for justifiable causes such as health reasons, the unavailability of subjects needed in the curriculum to complete the full load, or the fact that the candidate is a working student.

To justify underloading, the submission of pertinent documents to the Office of the University Registrar through Office of the College Secretary is required as follows:

- For health reasons – medical certification to be confirmed by the University Health Service
- For unavailability of subjects – certification by the adviser and copy of schedule of classes
- For employment – copy of payroll and appointment papers indicating, among others, the duration of employment

It is the responsibility of the student to establish the veracity of the cause(s) of underloading. It is required that documents submitted to establish the cause(s) of the light loading must be sworn to. **THESE DOCUMENTS MUST BE SUBMITTED DURING THE SEMESTER OF UNDERLOADING.** *[from Art. 414; amended at 884th BOR meeting, Mar 31, 1977]*

- b. Other requirements

1) Physical Education (PE)

Basic Physical Education is a prerequisite for graduation. All students should comply with this requirement during their freshman and sophomore years. [166th UC meeting, Apr. 9, 1948]

Eight (8) units of PE are required of all undergraduates with the following exceptions: [155th UC meeting, Nov. 22, 1941; Exec. Com. meeting, Sept. 16, 1974; approved by UP President, Sept. 29, 1976; 273rd UC meeting, Apr. 14, 1990]

- Students who hold the Associate in Arts title (or equivalent) or a Bachelor's degree;
- Members of the ROTC Band;
- Members of the Rayadillo;
- Students 30 years old or older;
- Veterans of the armed forces, navy, or air force; and
- Students who have served on a full-time basis for at least two (2) years in the armed forces, navy, or air force.

2) National Service Training Program (NSTP) [R.A. 9163, NSTP Act of 2001]

The National Service Training Program Act of 2001 (R.A. 9163) was enacted in response to public clamor for reforms in the Reserved Officers Training Corps (ROTC) Program. This Act affirms that the prime duty of the government shall be to serve and protect its citizens. In turn, it shall be the responsibility of all its citizens to defend the security of the State; thus, the government may require each citizen to render personal, military or civil service. In the pursuit of these goals, the youth shall be motivated, trained, organized, and mobilized in military training, literacy, civic welfare, and other similar endeavors in service to the nation.

The NSTP is a program aimed at enhancing civic consciousness and defense preparedness in the youth by developing the ethics of service and patriotism while undergoing training in any of its program components. Its various components are specially designed to enhance the youth's active contribution to the general welfare of the nation.

All male and female students enrolled in any baccalaureate or in at least two (2)-year technical/vocational or associate courses are required to complete the equivalent of two (2) semesters of any one of the NSTP components listed below as a requisite for graduation:

- Reserve Officers' Training Corps (ROTC)
- Literacy Training Service (LTS)

- Civic Welfare Training Service (CWTS)

Under the NSTP law, state universities are required to offer ROTC and at least one other NSTP component. Furthermore, for NSTP courses, schools may collect not more than 50% of the current basic tuition.

While the NSTP law requires the courses as a requisite for graduation, it does not make reference as to when students should enrol in these courses. Thus, these can be taken anytime before a student graduates.

Students who finished all their academic requirements on or before the second semester of AY 2001-2002 but who were not graduated because they lacked the required ROTC subjects maybe graduated as of 2nd semester 2001-2002, after application for graduation and without the required one-year residence prior to graduation. [1161st BOR meeting, July 25, 2002]

c. Advance credit

1) Advance Placement Examination (APE)

New freshmen who qualify for and pass the prescribed advance placement examination in basic courses in the freshman year such as the languages, College Algebra, Plane Trigonometry, etc., within one (1) year of their enrolment in the University, shall be given credit for the corresponding subjects in their academic program provided that this privilege is not given for more than six (6) units in any one discipline. These examinations are usually scheduled two (2) weeks before the advance freshmen registration every first semester. [from 234th UC meeting, June 27, 1968; amended at 257th UC meeting, Feb. 8, 1975]

Application forms and other information regarding advance placement examinations may be obtained from the Office of the College Secretary, College of Arts and Letters, or College of Science.

Holders of the International Baccalaureate (IB) diploma/certificate may apply for advance credit for certain subjects they have taken. However, the total credit that may be granted, including automatic credit, shall not exceed 15 units per subject area. [682nd Exec. Com. meeting, Mar. 20, 1978; 684th Exec. Com. meeting, Sept. 11, 1978]

2) Proficiency Examination in Physical Education (PEPE)

Proficiency examinations (or credit by examination) in PE courses are given to enable students who are already skillful in one (1) or more sports to acquire advance units in PE. Any student who passes a PEPE shall be given credit for the corresponding PE course. Students may take proficiency examinations in one (1) or more courses to meet the PE requirements. The examination is given twice a year, i.e., before the start of every semester.

A student who is graduating at the end of a given semester but who failed to enrol in a required PE course may take a special proficiency examination upon presentation of a certificate of candidacy for graduation from his/her College Secretary. The fee for the special PEPE is double the regular fee.

Proficiency examinations may be taken in the following areas:

- *Team sports*: baseball, basketball, soccer, softball, volleyball
- *Individual sports*: archery, bowling, ice-skating, power lifting, rifle/pistol marksmanship, track and field, weight training
- *Dual sports*: badminton, fencing, table tennis, tennis
- *Martial Arts*: aikido, arnis, judo, karate, taekwondo
- *Dance*: ballet, modern dance, modern jazz, Philippine folk dance, social dance, street jazz, tap dance
- *Aquatics*: skin diving, swimming
- *Fitness*: aerobics, running, tai-chi
- *Theory*: PE 1
- *Alternative activity*: sports wall climbing

11.6.2 *Graduate*

On the graduate level, full-time students are allowed the normal load of 9-12 units per semester or 8-10 units per trimester. During the summer session, the normal load is 6 units. [*General Rules for Graduate Programs in UP Diliman, 1126th BOR meeting, Nov. 26, 1998*]

No graduate student employed on a full-time basis shall be allowed an academic load of more than 10 units in any semester, unless s/he has the prior approval of the head of the graduate unit to which s/he belongs. [*from Art. 342*]

11.7 Curricular Matters

The prescribed terms for Curricular Nomenclature are summarized in Appendix C.

11.7.1 *Program, Course, and Subject*

The name or title of a program consists of the degree (e.g., BS) and the discipline or field of study (e.g., Business Administration). It is also called *academic program*, *degree program*, or *curricular program*.

A *subject* is a collection of topics that form a coherent whole, intended to be taught by a faculty member within a specific number of hours in a semester. The breadth and

depth of the topics is designed to fill the mandated number of hours, spread out over 16 weeks of a semester. A *subject* is also referred to as a *course*.

In general, courses in the lower division (freshman and sophomore years) are numbered 1 to 99; courses in the upper division (junior and senior years) are numbered 100 to 200; and graduate courses are numbered 201 to 400. Courses numbered 301 and above are generally courses in the doctoral program. [284th UC meeting, July 30, 1983]

11.7.2 *Medium of Instruction*

The UP Language Policy provides for the development and use of the Filipino language while maintaining English as a global lingua franca. The Policy states that Filipino shall be the medium of instruction in the University at the undergraduate level, within a reasonable time-frame or transition period. Graduate courses of study shall be in English, though there could very well be graduate courses of study in which the medium of instruction is Filipino. English shall be maintained as the primary international language in the University to serve as its chief medium of access to the world's intellectual discourse. [1021st BOR meeting, May 29, 1989]

11.7.3 *Revitalized General Education Program (RGEP)* [76th UC meeting, Dec. 12, 2001; 79th UC meeting, Dec. 11, 2002]

The General Education Program is a mix of subjects in the Arts and Humanities, Social Sciences and Philosophy, and Mathematics, Science and Technology domains that gives students knowledge and competencies that will better prepare them for the basic understanding of various ways of knowing. This makes the UP student a well-rounded person ready for lifelong learning skills.

The liberal education thrust of GE aims to mold the UP student to becoming a holistic person, a more independent, creative and critical thinker, a morally sound and intellectual individual of high integrity, and well able to adapt to the fast changing pace of today's living.

The GE Program was first adopted in 1958 [203rd UC meeting, June 21, 1958] and underwent several revisions thereafter. In 2001, the GE Program was revitalized. The Revitalized GE Program (RGEP), premised on freedom of choice and no prerequisites, was implemented 1st semester AY 2002-2003.

a. RGEP objectives

1) General

- To broaden the student's intellectual and cultural horizons
- To foster a commitment to nationalism balanced by a sense of internationalism
- To cultivate a capacity for independent, critical and creative thinking

- To infuse a passion for learning with a high sense of moral and intellectual integrity

2) Specific

- To acquire basic skills and competencies in mathematics, reasoning, and communication
- To develop an awareness, understanding and appreciation of the various disciplines of the natural sciences, social sciences, humanities and philosophy
- To develop the ability to integrate and/or adapt the knowledge and skills acquired from the various disciplines

b. RGEP framework

The RGEP framework lays down the requirements of the Program and defines the character of the GE courses.

- 1) The RGEP ensures that the domains of knowledge contain a healthy mix of disciplines.

The RGEP framework requires that students take 15 units in each of the 3 domains of knowledge – Arts and Humanities, Social Sciences and Philosophy, and Mathematics, Science and Technology – 6 units of which must be in Philippine Studies, to be taken from any of the domains.

- 2) Every GE course, existing or to be instituted, must:

- satisfy at least three (3) of the following four (4) objectives
 - broaden the student's intellectual and cultural horizons
 - foster a commitment to nationalism balanced with a sense of internationalism
 - develop an awareness of various disciplines
 - integrate knowledge and skills
- apply at least one (1) of the following modes of inquiry
 - quantitative and other forms of reasoning
 - interpretive and aesthetic approaches
- develop the following competencies
 - communication (oral and written) and
 - independent, creative, and critical thinking

- 3) A GE course must not have a prerequisite

- 4) Academic units that offer GE courses must take into account the attributes of the

ideal GE faculty.

c. RGEF approach

The RGEF adopts a semi-structured approach with common goals and learner-customized content instead of a fully prescriptive, structured approach, with fixed common content, provided that:

- students select courses within the GE framework;
- prerequisites of major courses are respected; and
- students who perform below a certain cut-off in UPCAT Math and/or English proficiency and comprehension sub-tests shall enrol in *Practical Mathematics* (Math 2) and/or *Basic College English* (English 1) during the first semester of their first year in UP. [79th UC meeting, Dec. 11, 2002; 1167th BOR meeting, Jan. 30, 2003]

11.7.4 ***Prerequisites to Courses*** [745th BOR meeting, Apr. 21, 1966]

Courses approved by the University Council as prerequisites to others may not be waived.

However, in meritorious cases, students who have previously enrolled and fully attended a course that is a prerequisite to another may be allowed to enrol and attend in the latter course for credit, without having passed or earned credit for the prerequisite course. Permission shall be granted only upon application by the student. The application shall be accompanied with certifications from a) the student's instructor in the prerequisite course that the student had fully attended said course; and b) the Vice Chancellor of Student Affairs that the student's failure to pass or earn credit in the prerequisite course was not due to disciplinary action imposed upon him/her.

Each college shall be authorized to grant the permission, and shall act through a dean's committee, which shall determine the merit of the application. The said committee shall include the College Secretary.

The student who is granted permission under these rules is required to enrol in the prerequisite course simultaneously with the course to which the former is a prerequisite, or immediately in the next semester.

11.7.5 ***Substitution*** [from Art. 354 – 358]

Substitution of subjects must be based on at least one (1) of the following conditions:

- A student is pursuing a curriculum that has been superseded by a new one and the substitution brings the old curriculum in line with the new

- There is conflict of hours between a required subject and another required subject
- The required subject is not offered

Every petition for substitution must:

- involve subjects within the same department; if not, the two (2) subjects concerned must be allied with each other;
- be between subjects carrying the same number of units (or the substitute subject may have more number of units); and
- be recommended by the adviser and by the heads of departments concerned.

All petitions for substitution must be submitted to the office of the Dean concerned before 12% of regular class meetings have been held. Any petition submitted thereafter shall be considered for the following semester.

No substitution shall be allowed for any subject prescribed in the curriculum in which the student has failed or received a grade of "5", except when, in the opinion of the department offering the prescribed subject, or of the faculty in units without any departments, the proposed substitute covers substantially the same subject matter as the required subject.

All applications for substitution shall be acted upon by the Dean concerned. In case the action of the Dean is adverse to the recommendation of the adviser and the head of the department concerned, the student may appeal to the Vice Chancellor for Academic Affairs, whose decision shall be final.

11.7.6 *Enrolling in Subjects Outside the Curriculum* [74th UC meeting, Apr. 17, 2001]

a. For enrichment purposes

Enrolment in subjects outside the curriculum for enrichment purposes may be allowed under the following conditions:

- The student must be in good academic standing and up-to-date with the requirements of his/her curriculum;
- The student may enrol in one (1) or two (2) courses per semester as long as the total load does not exceed 21 units per semester;
- Enrolment shall be endorsed by the program adviser and approved by the Department Chair/Institute Director; and
- The student must be informed by the registration/program adviser of the consequences of enrolling in courses outside the curriculum, like added burden on academic load and possible delay in graduation.

b. For shifting purposes

Enrolment in subjects outside of the curriculum in preparation for shifting may be allowed under the following conditions:

- The student must indicate intention to shift by writing the Department Chair/Institute Director of the home unit;
- The student must shift within one (1) year, subject to compliance with the admission requirements of the admitting unit;
- If the student cannot shift within one (1) year, for whatever reason, the student shall follow the curriculum of the original degree program; and
- The student must be informed by the registration/ program adviser of the consequences of enrolling in courses outside of the curriculum like added burden in the academic load, possible delay in graduation.

11.8.1 *General Policies*

a. Academic standards for graduate programs

The highest standards of academic excellence, integrity, and academic freedom shall be promoted and upheld in all graduate programs of UP Diliman.

b. Faculty qualifications for graduate programs

Only doctoral degree holders shall be qualified to teach graduate courses and sit in Thesis/Dissertation Committees or graduate examination panels, except in meritorious cases. Waiver of this policy shall be obtained with the approval of the Dean or Director upon the recommendation of the head of the Institute, Department, or Inter-disciplinary Graduate Program concerned and/or College Graduate Office in consultation with the appropriate Graduate Committee.*

Cases considered meritorious are the following:

- Master's degree holders with appropriate expertise and/or who are pursuing doctoral studies may be allowed to teach courses at the master's level, sit in master's thesis panels and master's examination panels.
- Faculty with good research and publications record and known expertise in the field (and in some degree programs, specifically possess both applied and practical experience) may be allowed to teach graduate courses.

c. Student qualifications for graduate programs

Academic qualifications shall be the primary basis for the admission of students into the graduate programs.

d. College requirements

Colleges/Units may adopt additional or stricter requirements for their respective graduate programs with the approval of the appropriate bodies.

These are the usual channels involved in the processing of requests and other matters pertaining to graduate studies. Elsewhere in this document, these channels shall be briefly referred to as "through channels" or "upon the recommendation of the appropriate bodies". "Graduate Committee" may refer to either College, Institute, or Department level committees. "Unit" refers to a School, an Institute, a Center, a Department, a Program, etc. It may or may not belong to a College.

11.8.2 *Administration*

a. Graduate Faculty Council

Each college/unit shall have a Graduate Faculty Council constituted by all qualified faculty as indicated in *Section 8.1b of this Chapter*. This Graduate Faculty Council shall have the Dean as the presiding officer. It shall act on the recommendations forwarded to the Dean/Director, through channels, on the following:

- Policies, standards, rules and guidelines pertaining to graduate programs
- Particular issues and problems concerning graduate programs and graduate students which may be raised by the Dean/Director or the college/unit Graduate Office/Graduate Committee

b. Dean/Director of UP System or UP Diliman-based Programs *

The Dean/Director shall be responsible for the planning and implementation of the graduate programs. In particular, the Dean/Director shall exercise the following powers and responsibilities based on the recommendations forwarded to him/her, through channels:

- Approve the membership of the Graduate Committees of the college/unit, and the Interdisciplinary Graduate Program
- Approve a student's request for transfer of credit from another university or from another college/unit within the University
- Approve the admission and readmission of a student into the graduate programs, including readmission beyond the master student's regular five (5) years or the doctoral student's regular 6-8 years program of study
- Approve the student's continuation in, or disqualification from, a graduate program
- Approve the composition of the Thesis, Dissertation or Special Project ** Committees and Master's or doctoral examination/oral defense panel for each student

- Authorize Master's degree holders/faculty that fall under meritorious cases (e.g., noted writers, artists, performers) and those indicated in *Section 8.1b of this Chapter*, to teach graduate courses and/or become members of Special Project, Thesis and/or Dissertation Committees and/or Examination Committees in exceptionally meritorious cases
- Authorize the scheduling or rescheduling of the oral defense of master's theses, doctoral dissertations and special projects, as well as other examinations, such as Qualifying, Language, and Comprehensive Examinations
- Sign and accept bound copies of theses, dissertations or special projects, where applicable
- Present before the College Graduate Faculty Council and/or College Faculty Assembly all unresolved issues and problems concerning graduate programs and graduate students

c. College/Unit Graduate Committee

Each Institute and Department shall have a Graduate Committee whose members shall be appointed by the Institute/Department Chair. In addition, each college or unit shall have a Graduate Committee consisting of representatives recommended by their respective heads and appointed by the Dean/Director.

Where a college has an Interdisciplinary Graduate Program, the Dean shall appoint the members of the Interdisciplinary Graduate Program Committee and/or Interdisciplinary Program Coordinator/Head who shall be responsible for the administration, supervision, and coordination of the Interdisciplinary Graduate Program of the college/unit.

The College/Unit Graduate Office/Committee and/or their respective heads shall have the following responsibilities:

- Recommend to the College/Unit Graduate Faculty Council or designated body, through channels, the adoption of special policies, standards, and rules pertaining to the Institute, Department, Interdisciplinary Program, provided these are consistent with the college/unit and UP Diliman guidelines;
- Recommend to the Dean/Director, through channels, or if necessary to the Graduate Faculty Council, the authorization of a master's degree holder to teach a graduate course, or become a member of a Thesis/Dissertation/special project Committee, a graduate examination panel, or the College/Unit Graduate Committee itself;
- Recommend to the Dean/Director, through channels, the admission or re-admission of a student into a college/unit and/or Interdisciplinary Graduate Program;
- Recommend the student's Program Adviser/Program Committee members to the head of the college/unit or Interdisciplinary Graduate Program concerned;
- Conduct a yearly evaluation of the academic performance and progress of

graduate students in the college/unit and Interdisciplinary Graduate Program and to recommend to the Dean/Director, through channels, such student's continuation in, or disqualification from, a graduate program;

- Recommend to the Dean/ Director, through channels, the appointment of examiners in candidacy/ comprehensive and other examinations;
- Recommend to the Dean/Director, through channels, the appointment of the members of Thesis, Dissertation, or Special Project Committees and master's or doctoral oral defense panels;
- Recommend to the College/Unit Faculty and/or designated body, through channels, the graduation from the College/Unit and Interdisciplinary Graduate Programs; and
- Raise to the Dean/Director and, if necessary, the College/Unit Graduate Faculty Council any unresolved issue or problem concerning the unit and Interdisciplinary Graduate Programs and/or their graduate students.

* System programs such as those based in UPD or those not anchored to one (1) college/unit.

**The form of research/creative work required varies across the different disciplines and will be determined by the unit concerned, for example, "Individual Show" for the College of Fine Arts, "Recital" for the College of Music.

11.8.3 *Guidelines for Doctoral Programs*

a. Admission

- Admission into a doctoral program shall require 1) a Bachelor's Degree, in the case of a direct doctoral program, or a Master's degree or its equivalent, from a recognized institution of higher learning; 2) intellectual capacity and aptitude for advanced studies and research; 3) language proficiency; and 4) satisfaction of additional University requirements, such as a health clearance, and other special admission requirements that may be imposed by the College/unit or Graduate Office/Committee concerned approved by appropriate bodies. [*Refer to Section 2.2 Graduate Admission Requirements, of this Chapter*]

Proof of English and/or Filipino proficiency shall be required of students whose native language is not English or Filipino, except those who graduated from institutions where the medium of instruction is English or Filipino. For English proficiency, a score of at least 500 in the Test of English as a Foreign Language (TOEFL) shall be required. For Filipino proficiency, a certification shall be required from a duly authorized unit of the University.

- Each application for admission into a doctoral program shall be accomplished in the official application form and accompanied with the official transcript of records, written recommendations from two (2) former professors or experts in the field, and the officially prescribed application fee.

- Each application shall be submitted to the appropriate Graduate Office/Committee, and referred to the head of the College/Unit concerned for evaluation. The deserving applicant shall be recommended for admission by the latter to the Dean/Director, through channels.

Applications for a System program shall be submitted to the appropriate body in the autonomous unit where the System program is being offered.

b. General Requirements

- Completion of a Program of Study consisting of at least forty-five (45) units of formal graduate courses, excluding dissertation, in the case of a student admitted into the doctoral program with only a Bachelor's Degree in the discipline or a Master's degree in an unrelated field; and of at least twenty-four (24) units of formal graduate courses, excluding dissertation, in the case of a student admitted into the doctoral program with a Master's degree in the discipline;
- Maintenance of a Cumulative Weighted Average Grade (CWAG) of 1.75 or better at the end of each academic year until completion of the Program of Study;
- Passing of a Qualifying Examination after completion of the core courses in the Program of Study, where applicable;
- Passing the Candidacy Examination after completion of all course work in the student's Program of Study and those units stipulated by the Residence Rules [*Refer to j. Residence Rules of this Section*], if applicable;
- Being in residence in the program during the following phases:
 - Candidacy examination period;
 - Defense of the research proposal;
 - Duration of the research; and
 - Oral defense of the dissertation;
- Completion of a doctoral dissertation based on independent and original research;
- Successful oral defense of the doctoral dissertation in a public doctoral examination;
- Submission of at least five (5) certified bound copies of approved doctoral dissertation; and
- Submission of a Pre-Print.

c. Program Adviser/Committee and Program of Study

- The Program Adviser/Committee

Each student admitted into a doctoral program shall be assigned a Program Adviser/Committee composed of three (3) professors, all of who have doctoral degrees. The College/Unit Graduate Committee concerned shall recommend the Program Adviser/Committee members to its respective head.

The Program Adviser/Committee shall advise, monitor and evaluate the student until s/he advances to candidacy and is assigned a Dissertation Adviser/Committee.

- Program of Study

Within the first semester of the student's initial year in the doctoral program, a Program of Study shall be designed by the Program Adviser/Committee, in consultation with the student on the basis of the latter's academic preparation and desired specialization. A copy of this Program of Study shall be submitted to the appropriate Graduate Office/Committee, through channels. Subsequent revisions in the Program of Study must be authorized by the Program Adviser/Committee and communicated as soon as possible to the Graduate Office/Committee, through channels.

- Study Load per Semester and Trimester

The normal study load of a full-time student shall be nine (9) to twelve (12) units of formal graduate courses per semester or eight (8) to ten (10) units per trimester.

d. Transfer of Credit

- Transfer of Credit from Another University

Subject to the recommendation of the appropriate bodies and the approval of the Dean/Director, graduate courses taken by a student in another university may be credited towards his/her doctoral program provided that 1) these courses were taken within the last five (5) years prior to admission; 2) these were validated through appropriate means by the College/Unit Committee or Graduate Office/Committee concerned; and 3) the total number of credit transferred shall not exceed three-eighths ($\frac{3}{8}$) of the total number of units in the student's doctoral course requirements.

However, condition 2) shall not apply if the courses were taken in an institution with which the University of the Philippines has a special academic arrangement and if these courses are part of the student's approved Program of Study.

- Transfer of Credit from Another Program

Subject to the recommendation of the appropriate bodies and the approval

by the Dean/Director, graduate courses taken by the student under another program of the University of the Philippines may be transferred for credit to his/her new doctoral program provided that 1) these courses were taken during the last five (5) years prior to the student's admission or transfer to the doctoral program; 2) these units have not been credited to a degree previously obtained by the student; and 3) these courses are relevant to his/her new program.

- **Processing of Transfer of Credit**

Transfer of credit shall be done within the first semester of the student's admission into the program. The course(s) credited shall be specified in the student's record by the Graduate Committee/head of the College/unit concerned and the College Graduate Office/Committee. A copy of the approval shall be sent to the University Registrar.

e. **Grade Requirement**

- **Grading System**

The following numerical grades shall be used in graduate courses: 1.0 (Excellent), 1.25, 1.5 (Very Good), 1.75, 2.0 (Good), 2.25, 2.5 (Satisfactory), 2.75, 3 (Pass), 4 (Conditional), Inc (Incomplete), and 5 (Fail).

A grade of "3" or better is a passing grade. A graduate student earns credit for a course when s/he obtains a grade of "3" or better.

- **Cumulative Weighted Average Grade (CWAG)**

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

To remain in good standing, a student must maintain a CWAG of "1.75" or better in his/her course work at the end of each academic year until the completion of the Program of Study. This CWAG shall be computed by the Program Adviser/Committee and reported by the latter to the Graduate Office, through channels.

- **Failure to Satisfy the Grade Requirement**

A student who fails to satisfy the CWAG of "1.75" at the end of the academic year shall be disqualified from the doctoral program unless the Dean/Director decides, on justifiable ground and upon the recommendation of the student's Program Adviser/Committee, through channels, to waive the rule.

f. **Qualifying Examination**

- **Nature of examination**

The Qualifying Examination shall be a written and/or an oral examination

taken by the student after completion of the core courses in his/her Program of Study. The core courses must be taken within the first three (3) semesters of the student in the program. This Examination shall aim to test the student's mastery of the fundamentals of his/her discipline or area provided by the core courses.

A student who enters the doctoral program with a master's degree in the discipline/area may be exempted from the Qualifying Examination by the Graduate Committee concerned, with the approval of the Dean/Director.

- Qualifying Examination Committee

The Qualifying Examination Committee shall consist of doctoral degree holders, except in highly meritorious cases. [*Refer to Section 8.1b Faculty Qualifications for Graduate Programs, of this Chapter*]

- Administration

The Qualifying Examination in each doctoral program shall be scheduled and administered by the appropriate Graduate Committee/Office. The Dean/Director, based on the recommendation of the appropriate bodies shall appoint an Examination Committee which will formulate the questions and evaluate the results of the examination. Results of the Qualifying Examination must be submitted by the Examination Committee to the Graduate Office within two (2) weeks after the last day of the examination.

- Rating

A student's performance in the Qualifying Examination shall be rated "High Pass," "Pass," or "Fail". A student who fails the Qualifying Examination shall be allowed to re-take the examination within one (1) year after the first examination. A second failure or failure to re-take the examination within the prescribed period shall disqualify the student from the doctoral program.

g. The Candidacy Examination

- Nature of Examination

The Candidacy Examination shall aim to test the student's mastery of the discipline/area acquired in the Program of Study. [Some colleges/units refer to this as Comprehensive Examination.]

The Examination shall be a written and/or oral examination that must be taken by the student after 1) completing the course work in his/her Program of Study; 2) satisfying the language requirement, if any; 3) obtaining a CWAG of "1.75" or better in his/her course work; and 4) completing the courses stipulated by the Residence Rules, if applicable.

A student enrolled in an Interdisciplinary Graduate Program who is also taking the Candidacy must have taken 6–9 units of cognate courses in each

area identified in his/her Program of Study.

- **Candidacy Examination Committee**

The Candidacy Examination Committee shall consist of a minimum of three (3) regular full-time faculty members with doctoral degrees, except in meritorious cases. Master's degree holders may serve as examiners in doctoral Candidacy Examinations only in highly meritorious cases and upon approval by the Dean/Director.

Professorial Lecturers and Professors Emeriti may serve as examiners, provided they are doctoral degree holders and/or known experts in their field and have taught in the unit during the last two (2) years.

- **Administration**

The Program Adviser/Committee shall recommend to the Dean/Director, through channels, when to administer the Candidacy Examination. The examination shall be administered by the Graduate Office at intervals of at least two (2) days in the officially designated examination room with the approval of the Dean/Director upon the recommendation of the Graduate Committee.

The result must be officially reported by the Examination Committee to the Dean/Director, through channels, not later than two (2) weeks after the examination is administered.

- **Rating**

The grades for the Candidacy Examination are as follows: "High Pass," "Pass," or "Fail."

If a student fails the Candidacy Examination, a second examination shall be allowed within one (1) year after the first examination. Failure to pass this second examination shall bar the student permanently from the doctoral program.

Moreover, the student shall be disqualified from admission into other doctoral programs within the same Department.

- **Advancement to Doctoral Candidacy**

A student who passes the Candidacy Examination advances to candidacy for the doctoral degree.

h. **Doctoral Dissertation**

- **Standards for the Doctoral Dissertation**

The doctoral dissertation shall 1) embody an original, independent, significant, scientific research or creative work; 2) show the student's capacity to make a critical evaluation of previous work done in his/her chosen research topic; and 3) demonstrate his/her ability to present research findings in a clear, systematic, and scholarly manner.

- Dissertation Committee

Upon advancement to candidacy, the student shall be assigned a Dissertation Committee composed of the Adviser and two (2) Readers. In special cases requiring joint advising, the Dissertation Committee may consist of an Adviser, a Co-Adviser, and a Reader.

The Dissertation Committee shall consist of full-time regular faculty members with doctoral degrees, except in highly meritorious cases [*Refer to Section 8.1b Faculty Qualifications for Graduate Programs, of this Chapter*]. Either the Adviser or the Co-Adviser shall belong to the College/Unit where the student is enrolled. The Co-Adviser and one (1) of the Readers may belong to an external institution (i.e., an academic institution or qualified agency outside the College). A Professorial Lecturer or Professor Emeritus may serve as Co-Adviser. For an Interdisciplinary Graduate Program, majority of the Committee members must come from the University.

The Dissertation Committee members shall be appointed by the Dean/Director, upon recommendation of the heads of the Institute, Department, or Inter-Disciplinary Program concerned and/or Graduate Office.

- Dissertation Adviser and Co-Adviser

The Adviser/Co-Adviser shall be appointed by the Dean/Director, in consultation with the student, soon after the student passes the Candidacy Examination and chosen on the basis of the former's expertise in the student's research topic. The adviser must come from the unit where the student is enrolled. In cases of joint advising, the Co-Adviser may come from outside the unit.

The Adviser shall be responsible for 1) advising the student in the preparation of the dissertation proposal; 2) guiding and monitoring his/her dissertation research; 3) submitting a yearly evaluation report to the appropriate Graduate Office/Committee; and 4) endorsing his/her doctoral dissertation for defense.

- Dissertation Reader

The functions of the Reader are to: 1) evaluate the dissertation for defense; and 2) endorse the dissertation for oral defense.

- Change of Adviser/Reader

If a faculty adviser/reader shall go on leave for more than one (1) semester, the Dean/Director shall appoint a new adviser/reader, upon the recommendation of the appropriate bodies.

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

The completion of a thesis or dissertation within a reasonable length of time is the joint responsibility of both student and adviser. Both make a commitment to work together to ensure that the output will be of acceptable merit and scholarship and that it is completed on an agreed upon date. A good working relationship between the two (2) parties is thus crucial to this effort. The following are adopted to help ensure the satisfactory progress and successful completion of this partnership [*Exec. Com. meeting, Dec. 3, 2002; 79th UC meeting, Dec. 11, 2002*]:

- 1) The adviser and advisee, together, shall devise a work plan that shall determine the amount, direction and pace of work involved for both parties. This may include a timetable (identifying the start and expected date of completion), schedule of consultations, mutually agreed upon deadlines for partial submissions of the work as well as the adviser's schedule for returning the drafts with comments and suggestions for revision.
- 2) While it is best to adhere to this timetable, particularly as deadlines are concerned, the work plan can be renegotiated by both parties in response to such circumstances as may arise in the course of work.
- 3) Differences may arise between adviser and advisee. More often, these differences are easily dealt with and resolved to the satisfaction of both parties. However, there may be instances when these differences prove difficult to resolve and adversely affect both the relationship as well as the progress of work. In such an instance, upon the request of the adviser and/or advisee, the head of the graduate program of the department or unit and/or the department chair/institute director will sit with both parties to discuss the problem and try to effect a resolution.
- 4) One possible outcome of the mediation may be the decision to end the adviser-advisee relationship. The adviser may opt to withdraw from the project; the student may opt for a change of adviser; or both may come to a mutual decision regarding the change. An instance wherein a change of adviser may be necessary will be when the student opts for another research topic that is outside the current adviser's field of expertise.
- 5) The department chair/institute director will then inform the Dean of the

situation and its resolution. In other cases, the Dean may have to sit with the parties involved to discuss the situation and arrive at a satisfactory solution. The student will then write the Dean a formal letter requesting change of adviser, which is noted by the adviser. As the Dean had previously been informed and/or involved in the discussion, there is no need to detail the reasons involved in the letter.

- 6) The Dean then appoints a new adviser, following the usual procedure for appointment of an adviser.
- 7) The head of unit (Dean, Chair or Head of Graduate Program) will sit with the previous and new adviser to jointly determine the sharing of honorarium, acknowledgement and use of the former adviser's contributions. If appropriate, the previous adviser may be appointed co-adviser according to the usual rules on co-advising.

- Number of Dissertation Advisees

The number of advisees (inclusive of thesis and dissertation students) shall be left to the discretion of the College Graduate Faculty Council.

- Dissertation Proposal

The student shall submit a written dissertation proposal to the Dissertation Adviser/Committee. The proposal shall be defended orally before the Dissertation Committee members. A certified copy of the approved dissertation proposal and a form endorsing the proposal duly signed by the Dissertation Committee shall be submitted by the Dissertation Committee to the Dean/Director, through channels.

- i. Defense of the Doctoral Dissertation

- Oral Defense Panel

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

The Oral Defense Panel shall consist of at least five (5) members inclusive of the members of the Dissertation Committee (i.e., Adviser, possibly a Co-Adviser, 1 or 2 Readers and, at least, 2 additional members.) A maximum of two (2) members of the dissertation Oral Defense Panel may come from an external institution, i.e., outside the Department/ Institute/College/University.

The doctoral examination panel shall be chaired by one of the dissertation examiners other than the dissertation adviser.

- Administration

The doctoral defense must be held in the College/Unit at a time recommended by the panel, endorsed by the appropriate heads and Graduate Committees concerned and authorized by the Dean/Director.

The time and place of the doctoral defense shall be officially announced by the Graduate Office/Committee concerned at least two (2) weeks before the scheduled oral defense. The schedule of the defense may be changed only upon the recommendation of the doctoral defense panel, through channels, and the formal authorization of the Dean/Director.

The doctoral defense may be held only if 1) the dissertation manuscript has been received by each member of the doctoral examination panel at least two (2) weeks before the scheduled examination; and 2) all members of the examination panel are present, except for programs that require the inclusion of a foreign co-adviser or foreign external examiner. If the latter is absent, s/he shall be required to send her/his comments to the Chair of the panel who shall integrate this in the final report. If any other member of the panel is absent, the defense shall be rescheduled.

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

- Rating

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

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

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

- Passing or Failing the Doctoral Defense

If the student passes the defense, his/her doctoral dissertation is considered approved.

If the student fails the defense, s/he may submit herself/himself to a second doctoral defense within one (1) academic year after the first defense. Failure to pass the second defense disqualifies the student from her/his current doctoral program. Moreover, a rating of "Fail" in the second defense shall disqualify the student from being admitted into other doctoral programs offered by the same Department or Institute.

j. Residence Rules

- One-Year Residence before Graduation

The student must be officially enrolled at least one (1) academic year prior to the conferment of the doctoral degree.

- Regular Period for Completion

The time limit for the completion of all doctoral requirements shall be six (6) years for a student who enters the doctoral program with a master's degree or its equivalent in the same discipline and eight (8) years for one who enters the doctoral program with a bachelor's degree or a master's degree in an unrelated discipline.

The counting of the period of residence shall start from the student's first enrolment in a graduate course after admission into the doctoral program and shall include all leaves of absence from the program. The regular period for completion for a graduate student transferring from another University shall be reduced by one (1) semester.

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

- Extension of Residence

In exceptionally meritorious cases, extensions of residence beyond the above regular period of completion may be approved by the Dean/Director upon the recommendation of the appropriate bodies. Each extension shall be for a period not exceeding one (1) calendar year at a time. In no case shall the extensions exceed five (5) years. The student granted an extension shall take additional units of graduate courses in his/her discipline or area during the extension period at a rate of three (3) units for every two (2) years of extension or a fraction thereof.

- Non-Compliance with Residence Rules

Any student who fails to complete all requirements of the degree within the regular period and any approved extension thereof shall be disqualified from the doctoral program.

k. Leave of Absence (LOA)/Absence Without Leave (AWOL)

A student who goes on leave of absence (LOA)/absence without leave (AWOL) from a doctoral program shall seek readmission into the program from the Dean/Director, through channels.

l. Graduation

- Application for Graduation

After the student passes the doctoral defense, s/he shall be qualified to apply for graduation to the University Registrar through the College/Unit Graduate Office.

- Submission of Bound Copies

The applicant for graduation must submit to the College/Unit Graduate Office five (5) bound copies of the approved doctoral dissertation as a prerequisite for graduation. The bound copies must conform to the standard format of the College/Unit and contain the official approval of the dissertation by the members of the defense panel, the College/Unit Graduate Office/Committee and the official acceptance of the dissertation by the Dean/Director.

- Conferment of the Doctoral Degree

After the graduation of the student shall have been recommended by the College Faculty Assembly, or appropriate body, endorsed by the University Council, and approved by the Board of Regents, s/he shall be officially conferred the doctoral degree.

11.8.4 *Guidelines for Master's Programs*

a. Admission

Admission into a master's program shall require 1) a bachelor's degree from a recognized institution of higher learning; 2) intellectual capacity and aptitude for advanced studies and research; 3) language proficiency; and 4) satisfaction of additional University requirements, such as a health clearance, and other special admission requirements that may be imposed by the unit concerned and/or appropriate Graduate Committee/Office as approved by appropriate bodies. [*Refer to Section 2.2 Graduate Admission Requirements, of this Chapter*]

- Each application for admission into a master's program shall be accomplished in the official application form and accompanied with the official transcript of records, written recommendations from two (2) former professors or experts in the field and officially prescribed application fee.
- Each application shall be submitted to the appropriate Graduate Office/Committee and referred to the head of the College/Unit concerned for evaluation. The deserving applicant shall be recommended for admission by the latter to the Dean/Director, through channels.

Applications for a System program shall be submitted to the appropriate body in the autonomous unit where the System program is being offered.

b. General Requirements

The Master's Degree may be obtained through either of the following two (2) options:

- Thesis Option

To qualify for the Master's Degree under the Thesis Option, a student must satisfy the following requirements: 1) complete a minimum of twenty-four (24) units of formal graduate courses; 2) maintain a Cumulative Weighted Average Grade (CWAG) of "2.0" or better in his/her graduate courses at the end of each academic year; 3) successfully defend a Master's Thesis; and 4) submit at least five (5) bound and certified copies of the approved Master's Thesis.

Students are encouraged to produce a pre-print paper.

- Non-Thesis Option

To qualify for the Master's degree under the Non-Thesis Option, a student must satisfy the following requirements: 1) complete a minimum of thirty (30) units of formal graduate courses; 2) maintain a Cumulative Weighted Average Grade (CWAG) of "2.0" or better in his/her graduate courses at the end of each academic year; and 3) pass the Master's Comprehensive Examination.

Additional requirements over and above these minimum University requirements and standards for the master's degree may be adopted by colleges/units for their respective master's degree programs with the approval of the appropriate bodies.

c. Program Adviser/Committee and Program of Study

- Program Adviser/Committee

Each student admitted into a master's program shall be assigned a Program

Adviser or a Program Committee composed of professors who are master's degree holders, except in highly meritorious cases. The Graduate Committee of the College/Unit concerned shall recommend the Program Adviser/Committee members to its respective Head.

The Program Adviser/Committee shall advise, monitor, and evaluate the student until s/he finishes all the requirements of the program (non-thesis option) or until s/he advances to the thesis stage and is assigned a Thesis Adviser/Committee (thesis option).

- Program of Study

Within the first semester of the student's initial year in the master's program, a Program of Study shall be designated by the Program Adviser/Committee in consultation with the student on the basis of the latter's academic preparation and desired specialization. A copy of this Program of Study shall be submitted to the appropriate Graduate Committee/Office, through channels. Subsequent revisions in the Program must be authorized by the Program Adviser/Committee and communicated as soon as possible to the Graduate Office, through channels.

- Study Load per Semester and Trimester

The normal study load of a full-time student shall be nine (9) to twelve (12) units of formal graduate courses per semester or eight (8) to ten (10) units per trimester.

d. Course Requirements

- Thesis Option

Every student under the master's thesis option shall be required to complete at least twenty-four (24) units of formal graduate courses, excluding thesis.

- Non-Thesis Option

Every student under the master's non-thesis option shall be required to complete at least thirty (30) units of formal graduate courses.

e. Transfer of Credit

- From Another University

Subject to the recommendation of the appropriate bodies and the approval of the Dean/Director, graduate courses taken by a student in another university may be credited towards his/her master's program provided that 1) these courses were taken within the last five (5) years prior to admission; 2) these

were validated through appropriate means by the College/Unit or Graduate Office/Committee concerned; and 3) the total number of credit transferred shall not exceed three-eighths (3/8) of the total number of units in the student's master's course requirements.

However, condition 2) shall not apply if the courses were taken in an institution with which the University of the Philippines has a special academic arrangement and if these courses are part of the student's approved Program of Study.

- From Another Program

Subject to the recommendation of the appropriate bodies and the approval by the Dean/Director, graduate courses taken by the student under another program of the University of the Philippines may be transferred for credit to his/her new master's program provided that 1) these courses were taken during the last five (5) years prior to the student's admission or transfer to the master's program; 2) these units have not been credited to a degree previously obtained by the student; and 3) these courses are relevant to his/her new program.

- Processing of Transfer of Credit

Transfer of credit shall be done within the first semester of the student's admission into the program. The course(s) credited shall be specified in the student's record by the Graduate Committee/ Office/Head of the College/Unit concerned. A copy of the approval shall be sent to the Office of the University Registrar.

f. Grade Requirement

- Grading System

The following numerical grades shall be used in graduate courses: 1.0 (Excellent), 1.25, 1.5 (Very Good), 1.75, 2.0 (Good), 2.25, 2.5 (Satisfactory), 2.75, 3 (Pass), 4 (Conditional), Inc (Incomplete), and 5 (Fail).

A grade of "3" or better is a passing grade. A graduate student earns credit for a course when s/he obtains a grade of "3" or better.

- Cumulative Weighted Average Grade (CWAG)

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

To remain in good standing, a student must maintain a CWAG of "2.0" or better in his/her course work at the end of each academic year until the

completion of the Program of Study. This CWAG shall be computed by the Program Adviser/Committee and reported by the latter to the Graduate Office, through channels.

- Failure to Satisfy the Grade Requirement

A student who fails to satisfy the CWAG of "2.0" at the end of the academic year shall be disqualified from the master's program unless the Dean/Director decides on justifiable grounds and, upon the recommendation of the student's Program Adviser/Committee, through channels, to waive the rule.

g. Master's Thesis (Thesis Option)

- Standard for Master's Thesis

The Master's thesis must 1) embody an original and significant research or creative work; 2) show the student's capacity to make a critical evaluation of previous work done in his/her chosen research topic; and 3) demonstrate his/her ability to present research findings in a clear, systematic, and scholarly manner.

- Thesis Adviser

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

The adviser shall be responsible for 1) advising the student in the preparation of the thesis proposal; 2) guiding and monitoring his/her thesis research; 3) submitting a yearly evaluation report to the Graduate Committee; and 4) endorsing his/her master's thesis for oral defense.

- Thesis Committee

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

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

- Functions of Thesis Committee

The Thesis Committee shall 1) approve the thesis proposal; and 2) endorse the thesis draft for oral defense.

- Functions of Reader/Critic

The functions of the Reader are to 1) evaluate the thesis for defense; and 2) endorse the thesis to the Oral Defense Panel.

- Change of Adviser/Reader

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

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

[Refer to Section 8.3h Doctoral Dissertation, of this Chapter, for guidelines on change of Adviser]

- Number of Thesis Advisees

The number of advisees (inclusive of thesis and dissertation students) shall be left to the discretion of the Graduate Faculty Council.

- Thesis Proposal

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

h. Defense of the Master's Thesis

- Defense Panel

After the student's completed draft is evaluated favorably by the Thesis Committee members, they shall endorse it for oral defense to the Dean/Director, through channels.

The Oral Defense Panel shall consist of at least three (3) members and no more than five (5) members who shall be appointed by the Dean/Director upon the recommendation of the appropriate bodies. A maximum of two (2) out of five (5) or one (1) out of three (3) members of the Master's Oral Defense Panel may come from an external institution, i.e., outside the Department, Institute,

College or University.

The Panel shall be chaired by one (1) of the examiners other than the Adviser.

- Administration of Defense

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

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

The defense may be held only if 1) the thesis manuscript has been received by each member of the Panel at least two (2) weeks before the scheduled examination; and 2) all members of the examination panel are present, except for programs that require the inclusion of a foreign Co-Adviser or foreign external examiner. If the latter is absent, s/he shall be required to send her/his comments to the Chair of the Panel who shall integrate this in the final report. If any other member of the panel is absent, the oral defense shall be rescheduled.

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

- Rating

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

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

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

- Passing or Failing the Master's Defense

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

If the student fails the defense, s/he may submit herself/himself to a second master's defense within one (1) academic year after the first defense. Failure to pass the second defense disqualifies the student from her/his current master's program. Moreover, a rating of "Fail" in the second defense shall disqualify the student from being admitted into other master's programs offered by the same Department/Institute.

i. Comprehensive Examination (Non-thesis Option)

- Nature

The comprehensive examination shall be a written examination that must be taken by a student in the Non-Thesis Option. It shall aim to test the student's mastery of his/her discipline or area.

- Comprehensive Examination Committee

The Comprehensive Examination Committee shall consist of a minimum of three (3) regular full-time faculty members with doctoral degrees, except in meritorious cases. The exception shall be made only with the approval of the Dean/Director, upon the recommendation of the appropriate bodies.

Professorial Lecturers and Professors Emeriti may also serve as examiners provided they are master's degree holders and/or known experts in their fields and have taught in the unit during the last two (2) years.

- Administration

The student may apply for the comprehensive examination after 1) completing the course work; 2) obtaining a Cumulative Weighted Average Grade of "2.0" or better in all his/her courses, including those courses taken to comply with the Maximum Residence Rules; and 3) satisfying the foreign language requirement, if any.

The Program Adviser/Committee shall recommend to the Dean/Director, through channels, the schedule of the Comprehensive Examination. The Dean/Director shall then appoint a Comprehensive Examination Committee of three (3) members who shall schedule, conduct, and evaluate the Comprehensive Examination.

The examination shall be administered only in the officially designated

examination room by the appropriate Graduate Committee/Office. The duration of the examination shall be at the discretion of the unit concerned.

The result must be officially reported by the Comprehensive Examination Committee to the Dean/Director, through channels, not later than two (2) weeks after the examination is administered.

- Rating

The grades for the comprehensive examination are as follows: "High Pass," "Pass," or "Fail."

If a student fails the comprehensive examination, a second examination shall be allowed within one (1) year after the first examination. Failure to pass this second examination shall bar the student permanently from the master's program. Moreover, the student shall be disqualified from admission into other master's programs within the same Department.

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

j. Residence Rules

- One-Year Residence Before Graduation

The student must be officially enrolled in residence at least one (1) academic year prior to the conferment of the Master's degree.

- Regular Period for Completion

The time limit for the completion of all master's requirements shall be five (5) years.

The counting of the period of residence shall start from the student's first enrolment in a graduate course after admission into the master's program and shall include all leaves of absence from the program. The regular period for completion for a graduate student transferring from another university shall be reduced by one (1) semester.

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

- Extension of Residence

In exceptionally meritorious cases, extensions of residence beyond the above

regular period of completion may be approved by the Dean/Director upon the recommendation of the appropriate bodies. Each extension shall be for a period not exceeding one (1) calendar year at a time. In no case shall the extensions exceed more than five (5) years. The student granted an extension shall take additional units of graduate courses in his/her discipline or area during the extension period at a rate of three (3) units for every two (2) years of extension or a fraction thereof.

- Non-Compliance with Residence Rules

Any student who fails to complete all requirements of the degree within the regular period and any approved extension thereof shall be disqualified from the Master's program.

- k. Leave of Absence (LOA)/Absence Without Leave (AWOL)

A student who goes on leave of absence (LOA)/absence without leave (AWOL) from a master's program shall seek readmission into the program from the Dean/Director, through channels.

- l. Transfer From One Master's Option to Another

Any student in the master's program may be allowed to transfer to another master's option, subject to the approval of the Dean/Director, through channels.

- m. Graduation

- Application for Graduation

After the student passes the Master's defense, s/he shall be qualified to apply for graduation to the University Registrar through the College/Unit Graduate Office.

- Submission of Bound Copies

The applicant for graduation must submit to the Graduate Office five (5) bound copies of the approved master's thesis as a prerequisite for graduation. The bound copies must conform to the standard format of the college/unit and contain the official approval of the thesis by the members of the defense panel, the College/Unit Graduate Office/Committee and the official acceptance of the thesis by the Dean/Director.

- Conferment of the Master's Degree

After the graduation of the student shall have been recommended by the College Faculty Assembly, or appropriate body, endorsed by the University

Council, and approved by the Board of Regents, s/he shall be officially conferred the master's degree.

11.8.5 *Guidelines for Diploma Programs*

a. Admission into a Diploma Degree Program

Admission into a Diploma Degree program shall require 1) a bachelor's degree from a recognized institution of higher learning; 2) high intellectual capacity; 3) language proficiency; and 4) satisfaction of additional University requirements such as a health clearance and other special admission requirements that may be imposed by the head of the College/Unit, through channels. *[Refer to Section 2.2 Graduate Admission Requirements, of this Chapter]*

- Each application for admission shall be accomplished in the official application form of the College/Unit and accompanied with the official transcript of records, written recommendation from two (2) former professors or experts in the field, and the officially prescribed application fee.
- Each application shall be submitted to the appropriate Graduate Office/Committee and referred to the head of the unit concerned for evaluation. The deserving applicant shall be recommended for admission by the latter to the Dean/Director, through channels.

b. General Requirements

To qualify for the Diploma degree, a student must satisfy the following requirements: 1) complete a minimum of 18 units of formal graduate courses; and 2) maintain a Cumulative Weighted Average Grade (CWAG) of "2.0" or better in his/her graduate courses at the end of each academic year.

c. Program Adviser/Committee and Program of Study

- Program Adviser/Committee

Every student admitted into a Diploma program shall be assigned a Program Adviser/Committee by the appropriate bodies. The Program Adviser/Committee shall advise, guide, and evaluate the student.

- Program of Study

Within the first semester of the student's initial year in a Diploma program, a Program of Study shall be designed by the Program Adviser/Committee, in consultation with the student and on the basis of the latter's academic preparation and desired specialization. A copy of this Program of Study shall be submitted to the Graduate Office/Committee, through channels. Subsequent

revisions in the Program of Study must be approved by the Program Adviser/Committee and communicated as soon as possible to the Graduate Office, through channels.

- Study Load per Semester and Trimester

The normal study load for full-time students shall be nine (9) to twelve (12) units of formal courses per semester or eight (8) to ten (10) units per trimester.

d. Course Requirements

Every student in a diploma degree program shall be required to complete a minimum of eighteen (18) units of relevant courses set by the Graduate Faculty Council.

e. Grade Requirement

- Grading System

The following numerical grades shall be used in graduate courses: 1.0 (Excellent), 1.25, 1.5 (Very Good), 1.75, 2.0 (Good), 2.25, 2.5 (Satisfactory), 2.75, 3 (Pass), 4 (Conditional), Inc (Incomplete), and 5 (Fail).

A grade of "3" or better is a passing grade. A graduate student earns credit for a course when s/he obtains a grade of "3" or better.

- Cumulative Weighted Average Grade

To remain in good standing in the Diploma program, a student must maintain a Cumulative Weighted Average Grade (CWAG) of "2.0" or better in his/her course work at the end of each academic year until the completion of his/her Program of Study. The student's CWAG shall be computed by the Program Adviser/Committee at the end of each academic year (two (2) semesters and one (1) summer) and reported by the latter to the Graduate Office, through channels.

The CWAG shall be based on all courses taken by the student in the approved Program of Study, including those taken in compliance with the Residence Rules, if applicable.

- Failure to Satisfy the Grade Requirement

A student who fails to satisfy the CWAG of "2.0" at the end of the academic year shall be disqualified from the diploma program, unless the Dean/Director decides on justifiable grounds and upon the recommendation of the student's Program Adviser/Committee, through channels, to waive the rule.

f. Residence Rules

- One-Year Residence Before Graduation

The student must be officially enrolled at least one (1) academic year prior to the conferment of the diploma degree.

- Regular Period For Completion

The time limit for the completion of all diploma degree requirements shall be no more than two (2) years. The period of residence shall start from the student's first enrolment in a graduate course after admission into the diploma program and shall include all leaves of absence from the program.

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

- Extension of Residence

In exceptionally meritorious cases, extensions of residence beyond the above regular period of completion may be approved by the Dean/Director upon the recommendation of appropriate bodies. Each extension shall be for a period not exceeding one (1) semester at a time. In no case shall the extensions exceed more than one (1) year. The student granted an extension shall take three (3) additional units of graduate courses in his/her discipline or area during the extension period.

- Non-Compliance with Residence Rules

Any student who fails to complete all requirements of the degree within the regular period and any approved extension thereof shall be disqualified from the diploma program.

g. Leave of Absence (LOA)/Absence Without Leave (AWOL)

A student who goes on leave of absence (LOA)/absence without leave (AWOL) from a diploma program shall seek readmission into the program from the Dean/Director, through channels.

h. Option to Proceed to a Master's Degree

A student in a diploma program may opt to proceed to a master's program upon the recommendation of the Program Adviser and approval of the Dean.

i. Graduation

- Application for Graduation

After completion of all requirements for the diploma degree, the student shall be qualified to apply for graduation to the University Registrar through the College/Unit Graduate Office.

- Conferment of Degree

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

11.9 Attendance

When the number of hours lost by absence of a student reaches 20% of the hours of recitation, lecture, laboratory, or any other scheduled work in one (1) subject, s/he shall be dropped from the subject. However, a faculty member may prescribe a longer attendance requirement to meet special needs. If the majority of the absences are excused, a student shall not be given a grade of "5" upon being thus dropped (often referred to as "forced drop"); but if the majority of the absences are not excused, the student shall be given a grade of "5" upon being thus dropped. Time lost by late enrolment shall be considered as time lost by absence. *[Art. 346]*

11.10 Dismissal/Suspension of Classes

a. Dismissal

As a general rule, classes should be dismissed at least 10 minutes before the end of the period, with the option to make it 15 minutes for students who need more time to get to their next class. The last class (5:30 – 7:00 pm) is not covered by this rule. *[Exec. Com. meeting, Aug. 8, 2001]*

b. Suspension

Only the Chancellor has the authority to dismiss [suspend] classes, except in unusual cases where the Dean/Head of unit may. A report should be submitted to the Chancellor, giving the reasons for such action taken. *[from Art. 322; E.O. no.1, Office of the President, UP, Mar. 13, 1984]*

11.11 Dropping of Subjects

A student may, with the consent of the faculty and the Dean, drop a subject by filling out the prescribed UP Form 26 not later than $\frac{3}{4}$ of the hours prescribed for the semester/trimester/quarter term. A student who drops a subject without the approval of the Dean shall have his/her registration privileges curtailed or entirely withdrawn in the following semester. If a subject is dropped after the middle of the term, the faculty

member concerned shall indicate the date and the class standing of the student at the time of dropping as either "Passing" or "Failing" solely for administrative guidance. *[from Art. 350 - 351]*

Any college may enact special rules on dropping of courses which would meet their particular needs; *Provided*, That said rules do not have the effect of relaxing the preceding general regulations *[Art. 352]*

For "forced drop", refer to *Section 9 Attendance, of this Chapter*.

11.12 Leave of Absence

A student who does not intend to enrol in a semester may apply for a leave of absence (LOA). This also applies to a student currently enrolled and who intends to withdraw his/her enrolment for the rest of the semester. A student on leave of absence does not sever his/her ties with the University.

A request for a leave of absence should be made in writing to the Dean. The request should state the reason for the leave and should specify the period. The leave may be approved for a period of one (1) year but may be renewed for at most another year. *[Art. 401]*

If a student withdraws after $\frac{3}{4}$ of the total number of hours prescribed for the subject has already elapsed, the faculty member may submit a grade of "5" for the subject if the class standing up to the time of the withdrawal is below "3". *[Art 402]*

A student who withdraws from a college without formal leave of absence [considered on absence-without-leave status or AWOL] shall have his/her registration privileges curtailed or entirely withdrawn. *[Art. 403]*

The following are the guidelines on filing leave of absence *[822nd BOR meeting, July 31, 1972]*:

- a. The College, through the Dean or the duly authorized representative, shall inform the University Registrar and the parents/guardian of every student granted leave of absence, indicating the reasons for the leave and the amount of money refunded to the student, if any.
- b. For a leave of absence to be availed of during the second half of the semester, faculty members concerned shall be required to indicate the class standing of the student ("Passing" or "Failing") at the time of the application for the leave. No application for leave of absence shall be approved without the class standing being indicated by the instructors concerned. This, however, should not be entered in the official Report of Grades.
- c. No leave of absence shall be granted during the semester within two (2) weeks

before the last day of classes. If the inability of the student to continue classes is for reasons of health or similar justifiable causes, the absence during this period shall be considered excused. In such cases, the students shall be required to apply for excuse from the absences. It shall be the responsibility of the student to present an excuse slip to the faculty members concerned.

A student returning from a leave of absence shall declare his/her intention to enrol by writing to the University Registrar through his/her College Secretary. The latter shall write the remarks "From LOA" on the student's Form 5.

11.13 Integration Period

There may be an Integration Period before the final examinations to give students time to review.

A division or department/institute head, with the approval of the Dean or Director, may authorize any member of his/her unit to suspend formal classes for a period not exceeding three (3) days before the final examinations to enable the students to review; *Provided*, That in case of colleges and schools having no divisions or departments, the suspension may be done by any member of the faculty, but also subject to the approval of the Dean or Director; *Provided further*, That faculty members who have been authorized to suspend classes shall keep regular hours for consultation work. [Art. 367]

11.14 Final Examinations

The maximum period for each final examination shall be four (4) hours. [Art. 368] Examinations shall be given only during the officially designated time schedule unless approved by the Dean and the University Registrar.

11.15.1 Grading System

a. Grade for course work

The work of students shall be rated at the end of each semester/trimester/term in accordance with the following grading system: [Art.369; 27th UC meeting, Dec. 14, 1991]

| | | | |
|------|-----------|------|--------------|
| 1.0 | Excellent | 2.5 | Satisfactory |
| 1.25 | | 2.75 | |
| 1.5 | Very Good | 3 | Pass |
| 1.75 | | 4 | Conditional |
| 2.0 | Good | 5 | Fail |
| 2.25 | | Inc | Incomplete |

However, some subjects are graded as follows:

H - Honors
P - Pass
F - Fail

The work of special students or students on audit may be reported at the end of the semester as "S" (Satisfactory) or "U" (Unsatisfactory). [138th UC meeting, Sept. 11, 1937]

The qualitative grades will not be used in computing GWA, but will be used only to break a tie in the ranking of students. [32nd UC, Aug. 14, 1993]

b. Grade of "Inc" [from Art. 369]

The grade of "Inc" is given if a student, whose class standing throughout the semester is "Passing" but fails to take the final examination or fails to complete other requirements of the subject, due to illness or other valid reasons. In case the class standing is not "Passing" and the student fails to take the final examination for any reason, a grade of "5" shall be given.

Removal of the "Inc" must be done within the prescribed time (within one (1) academic year where there are three (3) regular removal periods) by passing an examination or meeting all the requirements of the course, after which the student shall be given a final grade based on his/her overall performance.

For purposes of scholastic standing, a grade of "Inc" is not included in the computation. When it is replaced by a final grade, the latter is to be included in the grades during the semester when the removal is made. [from Art. 394]

For the removal of the grade of "Inc", refer to *Section 15.5 Removal of "Incomplete" ("Inc") of this Chapter*.

c. Grade of "4" [from Art. 369; 214th UC meeting, Apr. 12, 1962; 886th BOR meeting, Apr. 28, 1977; 899th BOR meeting, Mar. 30, 1978; 27th UC meeting, Dec. 14, 1991; 69th UC meeting, June 21, 2000; approved by UP President, Mar. 14, 2001]

A grade of "4" means "Conditional". It may be removed only by re-examination taken within the prescribed time of one (1) academic year. If the student passes the re-examination, s/he is given a grade of "3," but if s/he fails, a "5". Only one (1) re-examination is allowed which must be taken within the prescribed time (within one (1) academic year where there are three (3) regular removal periods). If the student does not remove the grade of "4" within the prescribed time, the grade of "4" becomes "5". In this case, s/he may earn credit for the same course only by repeating and passing it.

A grade of "4" given for the first semester work of a 2-semester course shall be converted to a grade of "3" if the student passes the second semester part of the same

course in the same academic year; if s/he fails, the grade of "4" which s/he received for the first semester work shall be converted to a grade of "5".

For the removal of the grade of "4", refer to *Section 15.6 Removal of the Grade of "4", of this Chapter*.

- d. Graduate thesis/dissertation [*General Rules for Graduate Programs in UP Diliman, 1126th BOR meeting, Nov. 26, 1998*]

For graduate thesis work, there shall be three (3) ratings for the defense: "Pass," "Provisional Pass," or "Fail". The result of the oral defense must be reported by the Panel to the Dean/Director, through channels, within the first working day after the defense.

"Fail" means substantial revisions are required by at least two (2) of five (5) panel members or one (1) of three (3) panel members. Any member who gives a "Fail" must specify the reason(s) in writing, a copy of which shall be attached to the report of the Panel.

"Provisional Pass" means minor revisions are required. All members of the Panel must agree on the recommended revisions, which must be specified in writing and attached to the final report. A second rating sheet shall be signed only after the student has incorporated the revisions and the Panel has certified that the revisions have been made.

For complete information on the General Rules for Graduate Programs in UP Diliman refer to Section 8, of this Chapter.

- e. Candidacy/Comprehensive Examination [*General Rules for Graduate Programs in UP Diliman, 1126th BOR meeting, Nov. 26, 1998*]

There are three (3) ratings for the Comprehensive Examination: "High Pass," "Pass," or "Fail."

If a student fails the Comprehensive Examination, a second examination shall be allowed within one (1) year after the first. Failure to pass this second examination or to retake it within the prescribed period shall bar the student permanently from the Master's program, and from admission into other Master's programs within the same Department.

If the student passes the Comprehensive Examination, s/he shall qualify for the Master's degree under the Non-Thesis Option.

For complete information on the General Rules for Graduate Programs in UP Diliman refer to Section 8, of this Chapter.

11.15.2 *Grade Averages*

Grade averages are computed to monitor student progress or scholastic standing at particular periods of his/her stay in the University. These averages may be based on any of the following:

- **General Weighted Average (GWA)** is used to evaluate students' overall scholastic standing. Computation of GWA at a particular level (i.e., undergraduate, master's, doctoral) is based on grades in all subjects taken at that level including those taken in previous programs (in cases where students shifted from another program) or subjects taken outside of the curriculum for enrichment purposes.
- **Curriculum Weighted Average (CWA)** is used as basis in evaluating admission of undergraduate students shifting to a new program. Computation is based only on the grades of the students in courses that will be credited in the new program. This will be applied to regular students and non-majors shifting to a new program.
- **Cumulative Weighted Average Grade (CWAG)** is another way of evaluating students' scholastic standing at the graduate level. Unlike the GWA, computation is based only on courses taken by the student within his/her approved Program of Study but includes those taken in compliance with Residence Rules, if applicable.

For purposes of graduation with honors **Weighted Average Grade (WAG)** is used. Computation is based on all the grades in all subjects prescribed in the curriculum as well as on all subjects that qualify as electives. [*Refer to Section 20.2 Graduation with Honors, of this Chapter*]

11.15.3 *Submission of Grades*

Faculty members are ordinarily given five (5) days for each section for the grading of papers and the preparation of the Report of Grades. In case a faculty handles several sections and the interval between the examinations is less than five (5) days, s/he shall submit the Reports of Grades for the various sections at the rate of one (1) report at the end of every five-day period after each examination. However, all Reports of Grades must be submitted not later than seven (7) days after the last day of the examination period. In justifiable cases, deviation from the above rules may be authorized by the Chancellor. [*from Art. 372*]

The following implementing rules and regulations shall govern penalties applicable to faculty members who, without good reason, fail to submit grades of students within the deadline prescribed above:

- a. Since the prompt submission of grades is in large part a matter of good

management, discipline, and enforcement of University regulations, Department Chairs, College Secretaries, and Deans are enjoined to exert all effort towards compliance with codal provisions regarding deadlines for submission of grades as well as recommendations for graduation of students. [822nd BOR meeting, July 31, 1972; amended at 825th BOR meeting, Oct. 26, 1972]

- b. Faculty members who fail to meet deadlines for the submission of grades should be reported to the appropriate authorities in the University. The delinquencies should be entered in the personnel records of the erring faculty members.
- c. Upon recommendation of the Dean and subject to the approval of the Chancellor, a faculty member who, without justifiable cause, fails to submit grades on time, shall be liable to any of the following penalties:
 - 1) Warning;
 - 2) Reprimand;
 - 3) Fine of not more than one's salary per day for each day of delay; or
 - 4) Suspension without pay for a period not exceeding one (1) semester in case of repeated delinquency.
- d. The procedure for the imposition of any penalty shall consist of the following steps:
 - 1) Notification of deadline, including request for an explanation;
 - 2) Report of delinquency; and
 - 3) Issuance of order imposing the penalty.

11.15.4 *Change of Grades*

No faculty member shall change any grade after the Report of Grades has been filed with the Secretary of the College or with the University Registrar. In exceptional cases, as where an error has been committed, the faculty member may request authority from the faculty of his/her college to make the necessary change. If the request is granted, a copy of the resolution of the faculty authorizing the change shall be forwarded to the Office of the University Registrar for recording and filing. [from Art. 374]

Notwithstanding the foregoing provision and to avoid any injustice, the grade on a final examination paper may be revised by a committee of the Dean of the College if it should clearly appear, on the basis of the quality of the scholastic record of the student, that such grade is the result of an erroneous appreciation of the answers or of an arbitrary or careless decision by the faculty member concerned. Should the change of the grade on said paper affect the final grade of the student, the committee may request authority from the faculty of the college to make the necessary change in the final grade. The request for reconsideration shall be made within 30 days after the receipt of the final grade by the student concerned. [Art. 374]

No student of the University shall directly or indirectly ask any person to recommend him/her to a professor for any grade in the class record, examination paper, or final

Report of Grades. Any student violating this rule shall lose credit in the subject(s) regarding which such recommendation is made. The fact that a student is thus recommended shall be *prima facie* evidence that the recommendation is made at the request of the student concerned. [from Art. 375]

Students who have received a passing grade in a given subject are not allowed re-examination for the purpose of improving their grade. [from Art. 371]

11.15.5 **Removal of "Incomplete" ("Inc")**

Removal of the "Inc" must be done within the prescribed time of one (1) academic year by passing an examination or meeting all the requirements for the subject, after which the student shall be given a final grade based on his/her overall performance. [from Art. 369; 214th UC meeting, Apr. 12, 1962; 886th BOR meeting, Apr. 28, 1977; 899th BOR meeting, Mar. 30, 1978]

There shall be a regular period for removing grades of "Inc" before the start of each semester. Such a grade may no longer be improved after the end of the third regular removal period immediately following the semester/term in which the grade was incurred. If a grade of "4" is received after removing an "Inc", this must be removed within the remaining portion of the prescribed period for the removal of the original grade of "Inc". [Art. 378; amended at 886th BOR meeting, Apr. 28, 1977]

If the "Inc" is due to failure to take the final examination, the "Inc" may be removed without a fee under the following conditions: [Art. 377]

- Taking the final examination during the regular examination period within the allowed period of one (1) year, if the subject in which a student got an "Inc" is included in the schedule of examination;
- Within the regular ten-day removal examination period preceding the registration in each semester; *Provided*, That the examination for the particular subject is taken at the time that it is scheduled; and
- Within the ten-day period preceding the Christmas vacation in colleges in which there is no inter-semester vacation; *Provided*, That the examination is taken at the time it is scheduled.

Removal examinations may be taken at other times, subject to the next paragraph, on recommendation of the Dean and upon payment of the required fee.

Students who are not enrolled in any subject but who want to complete an "Inc" must enrol for residence. Registration for residence should be done during the regular enrolment period. Students shall pay the registration fee. If the "Inc" is to be removed by an examination, the students shall also pay the removal fee, if required.

Refer also to *Section 15.1 Grading System, of this Chapter*.

11.15.6 *Removal of the Grade of "4"*

There shall be a regular period for removing grades of "4" before the start of each semester. Such a grade may no longer be improved after the end of the third regular removal period immediately following the semester/term in which the grade was incurred (i.e., one (1) academic year). A grade of "4" received, after removing a grade of "Inc," however, must be removed within the remaining portion of the prescribed period for the removal of the original grade of "Inc" [Art. 378; amended at 886th BOR meeting, Apr. 28, 1977]

The removal of the grade of "4" shall be governed by the following guidelines: [69th UC meeting, June 21, 2000; approved by UP President, Mar. 14, 2001]

- A grade of "4" can be removed ONLY by a removal examination taken within the prescribed time of one (1) academic year. If a student passes the re-examination a grade of "3" is given, otherwise, a "5". Only one (1) re-examination is allowed.
- A grade of "4" shall appear in the official Transcript of Records. For the computation of weighted averages, the grade of "4" is counted until it is removed which means that it shall be excluded from the computation once removed. Therefore, once removed, only the final grade of "3" or "5" is counted but the grade of "4" remains in the Transcript.
- A grade of "4" shall be converted to a grade of "5" if the student does not remove the "4" within the prescribed one-year period through re-examination or if the student does not re-enrol within that year. The faculty member concerned, upon being informed by the University Registrar that the prescribed period has lapsed, will submit the Report of Grade indicating the grade of "5". If the faculty member is unable to make the report, the Department Chair/Institute Director will do so in his/her behalf. To compute weighted average, the "4" is included until the one-year prescription period is over. After the period has lapsed, the grade of "5" or the grade when the subject is re-enrolled is included.
- If a student does not remove the grade of "4" within the prescribed time (which means that the "4" becomes a "5"), credit may still be earned by repeating and passing the subject.
- If a student re-enrols in the course within one (1) year after s/he obtained a grade of "4", the grade of "4" shall remain a "4" (i.e., grade of "4" shall not be removed; shall be included in the computation of grade averages). It shall not be converted to a "5" even after the prescribed one (1) year period.

To compute weighted average, the grade of "4" and the grade when the subject is re-enrolled shall be included.

- A student who earns a grade of "4" in the first of a two-semester course^{*} may be allowed to enrol in the next higher course. The grade of "4" given for the first semester work shall be converted to a grade of "3" if the student passes the second semester part of the course in the same academic year; if s/he fails, the grade of "4" received for the first semester work shall be converted to a grade of "5". If the student gets a passing grade in the higher course, the grade of "4" will automatically become "3".
- Removal examinations may be taken at other times upon approval of the Dean and upon payment of the required fee.
- Students who are not enrolled in any subject but who want to remove a grade of "4", must enrol for residence. Registration for residence should be done during the regular enrolment period. Students shall pay the registration fee. In order to take the removal examination, the removal examination fee, if required, should be paid.

^{*} A two-semester course is a sequence of two (2) courses provided that the courses are taken in two (2) semesters, one after the other.

11.16.1 *Good Scholastic Standing*

A student is in good scholastic standing if at the end of the semester s/he obtains a final grade of "3" or higher in at least 75% of the total number of academic units in which s/he is registered. However, colleges/units may impose additional rules on good scholastic standing such as a minimum grade average or required number of units passed per semester/year.

11.16.2 *Scholastic Delinquency*

The faculty of each college or school shall approve suitable and effective provisions governing undergraduate delinquent students, subject to the following minimum standards:

- a. *Warning [Art. 389]* – Students who obtain final grades at the end of the semester below "3" in 25% – 49% of the total number of academic units in which they are registered shall be warned by the Dean to improve their work;
- b. *Probation [Art. 389]* – Students who, at the end of the semester, obtain final grades below "3" in 50% – 75% of the total number of academic units in which they have final grades shall be placed on probation for the succeeding semester

and their load shall be limited to the extent to be determined by the Dean.

Probation may be removed by passing with grades of "3" or better in more than 50% of the units in which they have final grades in the succeeding semester.

- c. *Dismissal* – Students who, at the end of the semester obtain final grades below "3" in at least 76% of the total number of academic units in which they receive final grades shall be dropped from the rolls of the college or school. [Art. 389]

Students on probation, in accordance with b. above, who again fail in 50% or more of the total number of units in which they receive final grades shall be dropped from the rolls of their college or school subject to the following: [Art. 390]

Students dropped from one (1) college shall not ordinarily be admitted to another unit of the University unless, in the opinion of the Vice Chancellor for Student Affairs, their natural aptitude and interest may qualify them in another field of study in which case they may be allowed to enrol in the proper college or department. [Art. 391]

Students who were dropped in accordance with the rules in the paragraph on "Dismissal" of Art. 389 or Art. 390 and again fail so that it becomes necessary again to drop them, shall not be eligible for readmission to any college of the University. [Art. 392]

- d. *Permanent Disqualification* – Students who, at the end of the semester, obtain final grades below "3" in 100% of the academic units in which they are given final grades shall be permanently barred from readmission to any college of the University. [Art. 392]

Permanent disqualification does not apply to cases where, on the recommendation of the faculty members concerned, the faculty certifies that the grades of "5" were due to the student's unauthorized dropping of the subjects and not to poor scholarship. However, if the unauthorized withdrawal takes place after the mid-semester and the student's class standing is poor, his/her grades of "5" shall be counted against him/her for the purpose of this scholarship rule. The Dean shall deal with these cases on their individual merits in the light of the recommendations of the Vice Chancellor for Student Affairs; *Provided*, That in no case of readmission to the same or another college shall the action be lighter than probation. [Art. 393]

For purposes of scholastic standing, a grade of "Inc" is not included in the computation. When it is replaced by a final grade, the latter is to be included in the grades during the semester when the removal is made. [from Art. 394] The grade of "4" is counted until it is removed. Once removed, only the final grade of "3" or "5" is counted. [69th UC meeting, June 21, 2000; approved by UP President, March 14, 2001]

Required courses in which a student has failed shall take precedence over other courses in his/her succeeding enrolment. [Art. 395]

In colleges or schools in which the weights of the courses are not expressed in terms of units, the computation shall be based on their respective equivalents. [Art. 396]

No re-admission of dismissed or disqualified students shall be considered by the deans and directors without the favorable recommendation of the University Guidance Counselor. Cases in which the action of the deans or directors conflicts with the recommendation of the University Guidance Counselor may be elevated to the Vice Chancellor for Academic Affairs, whose decision shall be final. [Art. 397]

11.17.1 *Honorific Scholarships*

The University recognizes academic excellence by conferring the following honorific scholarships. These do not entitle the holders to any tuition waiver or discounts.

a. University Scholar

Any undergraduate student who obtains at the end of the semester an absolute minimum weighted average of "1.45" or better, or a graduate student with an absolute minimum weighted average of "1.25" or better is given this honorific scholarship. University Scholars are listed in the President's List of Scholars. [Art. 381; 810th BOR meeting, June 22, 1971]

b. College Scholar

Any undergraduate who, not being classed as University Scholar, obtains at the end of the semester an absolute minimum weighted average of "1.75" or better, or a graduate student who obtains an absolute minimum weighted average of "1.50" or better is given this honorific scholarship. College Scholars are listed in the Dean's List of Scholars. [Art. 382; amended at 810th BOR meeting, June 22, 1971]

In addition to the general weighted average prescribed, a student must: [Art. 383; 810th BOR meeting, June 22, 1971]

- have taken during the previous semester at least 15 units of academic credit or the normal load prescribed (not less than 8 units in the case of a graduate student); and
- have no grade below "3" in any academic or non- academic subject

Grades of "Inc" must be completed by the end of the semester. (The end of the first semester is the day before the registration for the second semester. The end of the second semester is commencement day.)

The effectivity of the scholarship is for the semester when such GWA is

obtained.

11.17.2 *Scholarship Grants*

Private and government scholarship grants are given as financial assistance as well as reward for excellent academic performance. Unlike honorific scholarships, these scholarships include monetary benefits, the extent of which is determined by the donors. The rules governing each scholarship, including the qualifications like minimum GWA, family income, etc. required of prospective awardees, are subject to the approval of the University.

These scholarships are either University-administered or College-administered. In UP Diliman, information regarding University-administered scholarships may be obtained from the Office of Scholarships and Financial Assistance Services, 3rd Floor, Vinzon's Hall, UP Diliman. Information regarding College-administered scholarships, on the other hand, may be obtained from the Office of the Dean of the various colleges and schools.

11.18 **Maximum Residence** [787th BOR meeting, Sept. 29, 1969]

The Maximum Residence Rule (MRR) states that students who fail to finish the requirements of a degree program of any college within a prescribed period of actual residence shall not be allowed to register further in that college. Under meritorious cases, extension of residency may be granted. The faculty of each college shall designate the approving authority for such extensions. Each extension granted shall be reported to the Chancellor through the Vice Chancellor for Academic Affairs.

11.18.1 *Undergraduate Students*

The MRR states that students who fail to finish the requirements of a course of any college within a period of actual residence equivalent to 1½ times the normal length of the course concerned shall not be allowed to register further in that college.

Thus, the prescribed years to finish a degree program for the undergraduate level are as follows:

| Program | Number of Years Allowed by MRR |
|----------------------|---|
| Two-Year Certificate | 3 |
| Four-Year Diploma | 6 |
| Four-Year Bachelor's | 6 |
| Five-Year Bachelor's | 7½ |

However, *Article 243* of the *Revised University Code* should be taken into account in implementing the MRR for faculty, officers, and employees of the University which

states that "Members of the faculty, officers and employees shall have the privilege of enrolling in the University for not more than nine (9) units at the undergraduate level or six (6) units at the graduate level a semester at reduced rates in courses that shall be beneficial to their regular work in the University or in their career development, subject to the approval of the Chancellor or his/her authorized representative. In the case of non-teaching personnel, the courses shall be taken after office hours."

11.18.2 **Graduate Students** [*General Rules For Graduate Programs, 1126th BOR meeting, Nov. 26, 1998*]

a. Diploma Program

The time limit for the completion of all Diploma degree requirements shall be no more than two (2) years. The period of residence shall start from the student's first enrolment in a graduate course after admission into the diploma program and shall include all leaves of absence from the program.

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

In meritorious cases, extensions of residence beyond the above regular period of completion may be approved by the Dean/Director upon the recommendation of the appropriate bodies. Each extension shall be for a period not exceeding one (1) semester at a time. In no case shall the extensions exceed more than (1) year. The student granted an extension shall take three (3) additional units of graduate courses in his/her discipline or area during the extension period.

Any student who fails to complete all requirements of the degree within the regular period and any approved extension thereof shall be disqualified from the Diploma program.

b. Master's Degree

The time limit for the completion of all master's degree requirements shall be five (5) years.

The counting of the period of residence shall start from the student's first enrolment in a graduate course after admission into the master's program and shall include all leaves of absence from the program. The regular period for completion for a graduate student transferring from another university shall be reduced by one (1) semester.

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

taken within five (5) years prior to admission. Furthermore, these courses should be validated through appropriate means by the college/unit or graduate office/committee concerned, except if taken in an institution with which the University has special academic arrangements and that these courses are part of the student's approved program of study. The total number of credit transferred shall not exceed three-eighths ($3/8$) of the total number of units in the student's master's course requirements.

In exceptionally meritorious cases, extensions of residence beyond the above regular period of completion may be approved by the Dean/Director upon the recommendation of the appropriate bodies. Each extension shall be for a period not exceeding one (1) calendar year at a time. In no case shall the extension exceed five (5) years. The student granted an extension shall take additional units of graduate courses credited to his/her discipline or area during the extension period at the rate of three (3) units for every two (2) years or fraction thereof.

Any student who fails to complete all requirements of the degree within the regular period and any approved extension thereof shall be disqualified from the doctoral program.

The faculty of each college shall designate the approving authority for extensions. Each extension granted shall be reported to the Chancellor through the Vice Chancellor for Academic Affairs.

c. Doctoral Degree Program

The time limit for the completion of all doctoral degree requirements shall be six (6) years for a student who enters the doctoral program with a master's degree or its equivalent in the same discipline and eight (8) years for one who enters the doctoral program with a bachelor's degree or a master's degree in an unrelated discipline.

The counting of the period of residence shall start from the student's first enrolment in a graduate course after admission into the doctoral program and shall include all leaves of absence from the program. The regular period for completion for a graduate student transferring from another University shall be reduced by one (1) semester.

If there are courses taken by the student prior to his/her admission to the program and credited to his/her course requirements, then his/her allowed period of completion will be reduced by a number of semesters equivalent to one (1) semester for every nine (9) units of courses credited to the student. These courses should have been taken within five (5) years prior to admission. Furthermore, these courses should be validated through appropriate means by the college/unit or graduate office/committee concerned, except if taken in an institution with which the University has special academic arrangements and that these courses are part of the student's approved program of study. The total number of credit transferred shall not

exceed three-eighths ($\frac{3}{8}$) of the total number of units in the student's master's course requirements.

In exceptionally meritorious cases, extensions of residence beyond the above regular period of completion may be approved by the Dean/Director upon the recommendation of the appropriate bodies. Each extension shall be for a period not exceeding one (1) calendar year at a time. In no case shall the extensions exceed five (5) years. The student granted an extension shall take additional units of graduate courses in his/her discipline or area during the extension period at a rate of three (3) units for every two (2) years of extension or fraction thereof.

Any student who fails to complete all requirements of the degree within the regular period and any approved extension thereof shall be disqualified from the doctoral program.

The faculty of each college shall designate the approving authority for extensions. Each extension granted shall be reported to the Chancellor through the Vice Chancellor for Academic Affairs.

11.19 Honorable Dismissal *[from Art. 398; amended at BOR meetings: 790th Dec. 19, 1969 and 861st, May 29, 1975; from Art. 399; amended at BOR meetings: 789th, Nov. 25, 1969; 790th, Dec. 19, 1969 and 861st, May 29, 1975; from Art. 400; amended at 914th BOR meeting, May 31, 1979]*

Honorable dismissal is voluntary withdrawal from the University with the consent of the University Registrar.

A student in good standing who desires to sever connection with the University shall present a written petition to this effect to the University Registrar, signed by his/her parent or guardian. If the petition is granted, the student shall be given honorable dismissal. Without such petition and favorable action, no record of honorable dismissal shall be made.

All indebtedness to the University must be settled before a statement of honorable dismissal will be issued. The statement indicates that the student withdrew in good standing as far as character and conduct are concerned. If the student has been dropped from the rolls on account of poor scholarship, a statement to that effect may be added to the honorable dismissal.

A student who leaves the University by reason of expulsion due to disciplinary action shall not be entitled to honorable dismissal. However, s/he is allowed to obtain her/his academic transcript of record without reference to dishonorable dismissal, provided:

- a. the student writes an application;
- b. not less than one (1) school year, beginning the school year immediately following the effectivity of the expulsion decision, has elapsed;
- c. the party concerned, during the period of expulsion, has not been involved in any

untoward incident affecting the University, or been charged in court after the fiscal's investigation; and

- d. all such applications are subject to BOR action.

Section 5 Rule VII of the Revised Rules and Regulations Governing Fraternities, Sororities and Other Organizations, however, provides that the University Registrar shall make a permanent entry in the transcript of records of the student the fact of his/her having been expelled or suspended under the said rules. The student may not apply to have such entries deleted.

11.20 Graduation

A student who has successfully completed all academic and other requirements prescribed for a degree program is awarded the degree by the BOR upon the recommendation of the faculty. *[Art. 404; 870th BOR meeting, Mar. 24, 1976]*

11.20.1 Graduation Requirements

Students must file a formal application as candidates for graduation with the office of the Dean of their respective colleges. They shall be recommended for graduation by the faculty of their respective colleges after having satisfied all academic and other requirements prescribed for graduation.

During the first three (3) weeks after the opening of classes in each semester, each Dean or the duly authorized representative, shall certify to the University Registrar a list of candidates for graduation at the next commencement. The University Registrar, in consultation with the chairs of divisions or departments concerned, shall then inquire into the academic records of the candidates to ascertain whether any candidate in such a list has any deficiency to make up and whether s/he has fulfilled all other requirements to be a candidate for graduation. If there is any question regarding a candidate, her/his name should not be deleted from the list of candidates for graduation, but a footnote to that effect should be made. Ten (10) weeks before the end of a semester, the University Registrar shall publish a complete list of duly qualified candidates for graduation for that semester. *[Art. 406; amended at 790th BOR meeting, Dec. 19, 1969 and 861st, May 29, 1975]*

All candidates for graduation must have their deficiencies made up and their records cleared not later than five (5) weeks before the end of their last semester, with the exception of those in academic subjects and work in Physical Education and Military Science, in which the student is currently enrolled. *[Art. 407]*

A candidate for graduation who began studies under a curriculum more than 10 years old shall be governed by the following rules: *[Art. 405]*

- a. Those who had completed all the requirements of the curriculum but did not apply for, nor were granted, the corresponding degree or title shall have their graduation approved as of the date they should have originally graduated.
- b. Those who had completed all but two (2) or three (3) subjects required by a

curriculum shall be made to follow any of the curricula enforced from the time they first attended the University to the present.

No student shall be graduated from the University unless s/he has completed at least one (1) year of residence work which may, however, be extended to a longer period by the proper faculty. The residence work referred to must be done immediately prior to graduation in case of the following: [Art. 408; amended at 1082nd BOR meeting, Dec. 16, 1994]

- Transferees from schools other than the University of the Philippines. This residence requirement is in addition to completion of at least 50% of the required units for the course.
- Students who have been readmitted after being absent without official leave

No student shall be conferred any title or degree who fails to pay the required graduation fee within the specified period set by the University Registrar. Such student may, however, upon request and payment of the necessary fees, be given a certified copy of his/her credentials without specifying his/her completion of the requirements toward any title or degree. [Art. 409; amended at 790th BOR meeting, Dec. 19, 1969 and 861st BOR meeting, May 29, 1975]

11.20.2 Graduation with Honors [Art 410; amended at 958th BOR meeting, Feb. 24, 1983; Art. 412–413; Art. 414; amended at 884th BOR meeting, Mar. 31, 1977]

Students who complete their courses with the following ABSOLUTE MINIMUM weighted average grade shall be graduated with honors:

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

Provided, That all the grades in all subjects prescribed in the curriculum, as well as subjects that qualify as electives, shall be included in the computation of the weighted average grade; *Provided, further*, That in cases where the electives taken are more than those required in the program, the following procedure shall be used in selecting the electives to be included in the computation of the weighted average grade:

- a. For students who did not shift programs, the required number of electives will be considered in chronological order.
- b. For students who shifted from one (1) program to another, the electives to be considered shall be selected according to the following order of priority:
 - 1) Electives taken in the program where the student is graduating will be selected in chronological order.

- 2) Electives taken in the previous program and acceptable as electives in the second program will be selected in chronological order.
- 3) Prescribed courses taken in the previous program but qualify as electives in the second program will be selected in chronological order.

Students who are candidates for graduation with honors must have completed in the University at least 75% of the total number of academic units or hours for graduation and must have been in residence therein for at least two (2) years immediately prior to graduation.

In the computation of the final average of students who are candidates for graduation with honors, only resident credit shall be included.

Students found guilty of cheating/dishonesty shall be barred from graduating with honors, even if their weighted average is within the requirement for graduation with honors. *[Rules and Regulations on Student Conduct and Discipline, Section 25 Sanctions]* Provided, further, that students who have been suspended for one (1) year or more due to conduct as defined in the Rules and Regulations on Student Conduct and Discipline; the Revised Rules and Regulations Governing Fraternities, Sororities and Other Student Organizations, and the Implementing Rules and Regulations of the Anti-Sexual Harassment Act of 1995 shall be barred from graduating with honors.*

Students who are candidates for graduation with honors must have taken during each semester/trimester not less than 15 units of credit or the normal load prescribed in the curriculum, unless the lighter load was due to justifiable causes such as health reasons, the unavailability of courses needed in the curriculum to complete the full load, or the fact that the candidate is a working student.

To justify underloading under the following conditions, the submission of pertinent documents is required: *[Approved by UP President, Oct. 18, 1981]*

- a. Health reasons – medical certification from the University Health Service
- b. Unavailability of courses – certification by the major adviser and copy of schedule of classes
- c. Employment – copy of payroll and appointment papers indicating among others duration of employment

It is the responsibility of the student to establish beyond reasonable doubt the veracity of the cause(s) of his/her light loading. It is required in this connection that documents submitted to establish the cause(s) of the light loading must be sworn to. **THESE DOCUMENTS MUST BE SUBMITTED DURING THE SEMESTER OF UNDERLOADING.**

* Approved at 79th UC meeting, Dec. 11, 2002; submitted through channels for BOR approval

11.21 Second Degrees

A student who has successfully completed a degree program can pursue another degree within the same level.

11.21.1 *Baccalaureate Degree*

Only one (1) baccalaureate degree may be conferred at a time. A holder of a bachelor's degree from the University may earn another bachelor's degree upon the successful completion of *at least* 36 additional units prescribed by a discipline, after the previous degree. [680th BOR meeting, Nov. 1, 1960]

11.21.2 *Master's Degree*

A student who has earned a master's degree in the University can earn another master's degree provided the following requirements are satisfied:

- a. earn in the University at least 18 graduate units in addition to the course requirements common to both degrees; and
- b. complete all the requirements of the second master's degree.

These additional units are exclusive of the thesis, or of other requirements in lieu of thesis, and shall be in advanced courses in the student's major field and cognates from other related graduate courses in the University that may strengthen the new area of specialization. [933rd BOR meeting, Oct. 30, 1980]

11.22 Commencement Exercises

Attendance at general commencement exercises shall be optional. Graduating students who choose not to participate in the general commencement exercises must inform their respective deans or their duly designated representatives at least ten (10) days before the commencement exercises. [Art. 418; 793rd BOR meeting, Apr. 7, 1970]

11.23 Academic Costume

Candidates for graduation with degrees or titles which require no less than four (4) years of collegiate instruction shall be required to wear academic costumes during the baccalaureate service and commencement exercises in accordance with the rules and regulations of the University. [Art. 422]



The *sablay* is the official academic costume of UP Diliman. Introduced in 1990 as an alternative to the western cap and toga traditionally worn during commencement exercises and other official functions of the University, it was officially adopted in 2000 and its

design was refined in 2001 [72nd UC meeting, Dec. 6, 2000; Exec. Com. meeting, Feb. 21, 2001; 73rd UC meeting, Feb. 28, 2001] based on the following concept* :

Ang sablay ay bahagi ng kasuotang Pilipino na sumasagisag sa pagpapahalaga sa katutubong kultura na siyang ugat ng ating pagkamakabansa.

Ang salitang "sablay" ay tumutukoy sa uri ng katutubong kasuotan na simple ngunit elegante ang porma, maluwag sa katawan at pinapalamutian ng mamahaling ginto na siya ring tagapagdugtong ng bukas na bahagi na nasa harapan. Bilang pandiwa nangangahulugan din ang salitang "sablay" (halimbawa: I-sablay) na paraan na paglalagay ng iniingatang bagay, gaya ng tela o kasuotan, sa balikat ng siya na ring tanda ng pagpapahalaga o pagpipitagan sa nasabing bagay.

Ang sablay ay hango sa kasuotang "malong". Ito ay katangi-tangi at angkop sa mga pormal na pagdiriwang gaya ng pagdiriwang ng pagtatapos ng mag-aaral. Naibabagay ito sa mga pormal na kasuotang Pilipino gaya ng barong, mahabang gown o kimona.

Ang kulay na maroon at berde ay kulay ng ating pamantasan. Ang kulay na ginto ay kulay ng mataas na pamantayan ng adhikain at karunungan na isinusulong ng Pamantasan. Ang katutubong letra na  at  na galing sa sinaunang "baybayin" o katitikan ay ang katumbas ng "U" at "P" na initial ng ating Unibersidad. Ang pakurbang disenyo na mistulang bagong sibol na halaman na tinatawag na "ukkil" o "ukit" ay sumasagisag sa masining na kulturang Pilipino at sa pagpapahalaga sa kalikasan. Ang iba pang mga desenyong pang-geometrikal gaya ng zigzag at diamond ay karaniwan nang bahagi ng mga palamuti sa masining na mga kagamitan ng mga katutubong Pilipino mula sa Batanes hanggang Tawi-tawi. Ang pagkakaayos ng mga ito ay tuloy-tuloy at ang paulit-ulit na mga elemento ng disenyo ay sumasagisag sa ugnayan ng sambayanan at daluyan ng kultura at kaalaman.

* Sakili, A., *Ang Sablay*, 2002 Commencement Program, UPD Information Office

12.0 STUDENT CONDUCT AND DISCIPLINE

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

12.1 Rules and Regulations on Student Conduct and Discipline *

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

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

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

- a. Any form of cheating in examinations or any act of dishonesty in relation to his studies;
- b. Carrying within University premises any firearm, knife with a blade longer than 2½ inches, or any dangerous or deadly weapon; *Provided*, That this shall not apply to one who shall possess the same in connection with his studies and who has a permit from the dean or director of his college or school;

* As approved by the Board of Regents at its 876th meeting on September 2, 1976 superseding all previous rules on the subject, and as amended at the 923rd BOR meeting on January 31, 1980 and 1017th BOR meeting on December 8, 1988, and further amended at the 1041st BOR meeting on July 4, 1991 and 1051st BOR meeting on June 25, 1992

** As approved by the UP Diliman University Council on August 3, 1991 and by the Board of Regents at its 1051st meeting on June 25, 1992

NOTE: Sections 2 and 25, as amended, of the Rules were published in the July 24, 1992 issue of the Philippine Collegian

- c. Drinking of alcoholic beverages within academic and administrative buildings, dormitories, and the immediate premises thereof, except in places expressly allowed by the University, or drunken behavior within the University premises;
- d. Unauthorized or illegal possession or use of prohibited drugs or chemicals, or other banned substances enumerated in the Dangerous Drugs Act of 1972 (as amended), such as LSD, marijuana, heroin, shabu, or opiates and hallucinogenic drugs in any form within the University premises;
- e. Gambling within the University premises;
- f. Gross and deliberate discourtesy to any University official, faculty member or person

in authority;

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

SECTION 3. Rules and Regulations Promulgated by Deans or Directors of Units – Deans or Directors of various units may, after due consultation with the Faculty Student Relations Committee, promulgate rules on conduct and discipline of peculiar application to their respective units, subject to the written approval of the President or Chancellor and to the rules on circularization and date of effectivity, as herein provided.

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

The Chair and non-student members shall render full-time service in the Tribunal. They shall receive honoraria.

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

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

SECTION 5. Jurisdiction– All cases involving discipline of students under these rules shall be subject to the jurisdiction of the Student Disciplinary Tribunal, except the following cases that shall fall under the jurisdiction of the appropriate college or unit:

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

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

SECTION 6. College Investigation– Investigation of cases falling under the jurisdiction of a college shall be conducted by a committee of three (3) members appointed by the dean, one (1) of who shall be a student of the college.

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

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

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

SECTION 10. Hearing– Hearings shall begin not later than one (1) week after receipt of the respondent's answer or after the expiration of the period within which the respondent should answer.

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

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

SECTION 13. Failure to Appear at Hearing– Should either complainant or

respondent fail to appear for the initial hearing after due notice and without sufficient cause, this fact shall be noted and the hearing shall proceed *ex parte* without prejudice to the party's appearance in subsequent hearings.

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

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

SECTION 16. Action by the Dean– The Dean shall, within ten (10) days from receipt of the Committee report, transmit the report, together with his/her decision or recommendation, to the President of the University or the Chancellor of an autonomous unit, as the case may be.

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

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

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

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

* As amended at the Board of Regents at its 1041st meeting on July 4, 1991

The Executive Committee shall automatically review and decide all student disciplinary cases in which the penalty of suspension for one (1) year or more,

expulsion, and withdrawal of registration privileges is imposed.

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

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

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

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

- a. Not to be subjected to any disciplinary penalty except upon due process of law
- b. To be convicted only on the basis of substantial evidence, the burden of proof being with the person bringing the charge
- c. To be convicted only on evidence introduced at the proceedings or of which the respondent has been properly apprised
- d. Pending final decision on any charge, to enjoy all his rights and privileges as a student, subject to the power of the Dean or the tribunal to order the preventive suspension of the respondent for not more than fifteen (15) days where suspension is necessary to maintain the security of the college or the University
- e. To defend himself personally, or by counsel, or representative of his/her own choice. If the respondent should desire but is unable to secure the services of counsel, he should manifest that fact two (2) days before the date of hearing, and request the tribunal or the investigating committee to designate counsel for him/her from among the members of the University constituency

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

SECTION 24. Records – All proceedings before any Tribunal or Committee shall be set down in writing by a competent stenographer. Original records pertaining to student discipline shall be under the custody of the Vice Chancellor for Student Affairs. Such records are hereby declared confidential and no person shall have access to the

same for inspection or copying unless s/he is involved therein, or unless s/he has a legal right which cannot be protected or vindicated without access to or copying of such records. Any University official or employee who shall violate the confidential nature of such records shall be subjected to disciplinary action.

SECTION 25. Sanctions^{*}

- a. Any student found guilty of the misconduct defined in Section 2a shall be penalized with suspension for not less than one (1) year.
 - 1) All cases involving cheating or dishonesty shall be investigated by a College/Unit but shall automatically be subject to review by the Chancellor.
 - 2) Students found guilty of cheating/dishonesty shall be barred from graduating with honors, even if their weighted average is within the requirement for graduation with honors.

^{*} As approved by the UP Diliman University Council on December 14, 1991; Paragraphs a to l are new provisions; m to p previously existed as provisions a to d; Approved by the BOR at its 1051st meeting on June 25, 1992

- b. Any student found guilty of the misconduct defined in Section 2b shall be penalized as follows:
 - 1) For the first offense, suspension for a period of not less than fifteen (15) calendar days but no more than thirty (30) calendar days;
 - 2) For the second offense, suspension for a period of not less than thirty (30) calendar days but not more than one (1) semester;
 - 3) For the third offense, the penalty shall be Expulsion; *Provided*, That should the deadly weapon be a firearm, the penalty for the first offense shall be suspension for not less than thirty (30) calendar days but not more than one (1) semester; for the second offense, the penalty shall be Expulsion.
- c. Any student found guilty of the misconduct defined in Section 2c shall be penalized with suspension for not less than seven (7) calendar days, but not more than thirty (30) calendar days; *Provided*, That should the student be found guilty for the fourth time, the penalty shall be Expulsion.
- d. Any student found guilty of the misconduct defined in Section 2d shall be penalized with suspension for not less than fifteen (15) calendar days, but not more than forty-five (45) calendar days; *Provided*, That should the student be found guilty for the third time, the penalty shall be Expulsion.
- e. Any student found guilty of the misconduct defined in Section 2e shall be penalized with suspension for not less than seven (7) calendar days, but not more

than thirty (30) calendar days; *Provided*, That should the student be found guilty for the fourth time, the penalty shall be Expulsion.

- f. Any student found guilty of the misconduct defined in Section 2f shall be penalized with suspension for not less than thirty (30) calendar days, but not more than one (1) semester; *Provided*, That the penalty for the second offense shall be Expulsion; and *Provided, further*, That should the student assault, strike, or inflict physical violence upon any University official, faculty member or person in authority, the penalty shall be Expulsion.
- g. Any student found guilty of the misconduct defined in Section 2g shall be penalized with suspension for not less than fifteen (15) calendar days, but not more than forty-five (45) calendar days; *Provided*, That should the student be found guilty for the third time, the penalty shall be Expulsion.
- h. Any student found guilty of the misconduct defined in Section 2h shall be penalized as follows:
 - 1) For the first offense, by suspension for a period of not less than one (1) semester, but not more than one (1) year;
 - 2) For the second offense, the penalty shall be Expulsion.
- i. Any student found guilty of the misconduct defined in Section 2i shall be penalized as follows:
 - 1) For the first offense, by suspension for a period of not less than one (1) semester, but not more than one (1) year;
 - 2) For the second offense, the penalty shall be Expulsion.
 - 3) Any student found guilty of willfully withholding or misrepresenting information in his application to the Socialized Tuition and Financial Assistance Program (STFAP) shall be subject to the following guidelines on penalties for STFAP violations* :

* As approved by the UP Diliman University Council on April 21, 1992 and by the BOR at its 1051st meeting on June 25, 1992.

(a) If the information withheld involves common appliances, e.g., owned by majority of the population, the recommended penalty is one (1) semester suspension, reimbursement of STFAP benefits received, plus permanent disqualification from STFAP and other scholarships.

(b) If the information withheld involves appliances which may be used to indicate capacity to pay, the recommended penalty is one (1) year suspension, reimbursement of STFAP benefits received and permanent

disqualification from STFAP and other scholarships.

- (c) If the information withheld is substantial such as car, income, employment, real properties, the recommended penalty is expulsion plus reimbursement of all STFAP benefits.
- (d) If the student is found to have submitted falsified documents, the recommended penalty is expulsion plus reimbursement of STFAP benefits.
- (e) If the student pleads guilty, he should be made to reimburse all STFAP benefits received either before the decision is made or reimbursement is made a pre-condition for enrolment.

Furthermore, if the information withheld is grave such as in Nos. 3) (c) and 3) (d) above, the recommended penalty is two (2) years suspension and permanent disqualification from STFAP and other scholarships.

- j. Any student found guilty of the misconduct defined in Section 2j shall be penalized with suspension for not less than fifteen (15) calendar days, but not more than forty-five (45) calendar days; *Provided*, That should the student be found guilty for the third time, the penalty shall be Expulsion. In addition, the student may also be required to pay for the repair and/or replacement of the damaged property.
- k. Any student found guilty of the misconduct defined in Section 2k shall be penalized with suspension for not less than seven (7) calendar days, but not more than thirty (30) calendar days; *Provided*, that should the student be found guilty for the third time, the penalty shall be Expulsion.
- l. Any student found guilty of the misconduct defined in Section 2l shall be penalized with suspension for not less than fifteen (15) calendar days, but not more than forty-five (45) calendar days; *Provided*, That should the student be found guilty for the third time, the penalty shall be Expulsion. In addition, the student may also be required to pay for, or replace, the stolen property.
- m. The disciplinary action that may be imposed for violations of the misconduct in Section 2m may take the form of expulsion, suspension from the University, withholding of graduation and other privileges, withdrawal of registration privileges, permanent disqualification from enrolment, exclusion from any class, reprimand, warning, or expression of apology. The gravity of the offense committed and the circumstances attending its commission shall determine the nature of the disciplinary action or penalty to be imposed.

- n. The Dean or Director of the unit may impose the penalty of suspension for a period not exceeding one (1) calendar year. If s/he deems suspension for a longer period or expulsion warranted, s/he shall so recommend to the Chancellor, who shall refer the case to the Executive Committee, for final decision.
- o. Any disciplinary action taken against a student shall be reported to his/her parents or guardians.
- p. Refusal to submit to the jurisdiction of the University by any student not enrolled at the time a charge against him/her is filed shall prejudice his/her future enrolment in any unit of the University.

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

- a. Violation of rules and regulations issued by the Dean of the unit in accordance with Section 3 of these rules;
- b. Misconduct committed in the presence of a faculty member or any official of the University within the classrooms or premises of a college, or in the course of an official function sponsored by the college.

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

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

- c. The Vice Chancellor for Student Affairs may likewise proceed summarily against students in cases of:
 - 1) Misconduct committed as provided in paragraph b of this Section, when committed within the University premises not falling within the jurisdiction of any college, school, or unit or in the course of an official function sponsored by the University or a Unit other than a college, school, or academic unit.
 - 2) Misconduct as defined in Section 2g above whether or not the acts are committed within the premises of, and by persons belonging to, one (1) or several colleges, schools, or units.

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

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

^{*} Approved by the UP Diliman University Council on April 21, 1992 and by the BOR at its 1051st meeting on June 25, 1992

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

12.2 Special Power of the Vice Chancellor for Student Affairs

The Vice Chancellor for Student Affairs is granted special power to suspend erring students at any time for a maximum period of thirty (30) days, effective immediately upon its imposition.

This is necessary to immediately prevent further recurrence of offenses and thereby prevent further harm to other students and innocent bystanders. Such powers will be used sparingly and only in cases of fraternity rumbles or tumultuous affray, boycotts by force or coercion, or illegal demonstration, and can be restricted by appeals to the President, if necessary. [946th BOR meeting, Dec. 18 and 22, 1981]

12.3 Immediate Reporting of Students with Pending Disciplinary Cases

The UP Police Force, aside from filing the complaint directly with the Student Disciplinary Tribunal and furnishing copies of its report to the Office of the Chancellor, shall furnish copies of the same to the following units: (a) the College in which the student is enrolled at the time of the incident; (b) the Vice Chancellor for Student Affairs; and (c) the University Registrar. Such Police Report is sufficient for purposes of listing the name of the students in the Registrar's List of Students with Pending Disciplinary Cases.

The Deans and Directors of academic units shall follow the same or similar procedure as outlined above.

The usual procedure of notifying the Registrar's Office and the Vice Chancellor for Student Affairs of the decisions in disciplinary cases shall continue.

No clearance shall be issued to any such student unless so certified by the unit Dean/Director or the Chairman of the SDT that the pending case is dismissed or that the student has been appropriately penalized, if found guilty. *[from OP memo no. 16, Aug. 8, 1978]*

12.4 Revised Rules and Regulations Governing Fraternities, Sororities, and Other Student Organizations *[1091st BOR meeting, Oct. 24, 1995]*

Whereas, the University aims to create an environment that promotes constructive and meaningful interaction among students, fraternities, sororities and other student organizations;

Whereas, in order to nurture that environment, there is a need for the University to promulgate and strictly implement policies, guidelines, rules and procedures which are responsive to the dynamics of interaction among fraternities, sororities and other student organizations;

Whereas, existing rules and regulations on the conduct of fraternities, sororities and other student organizations have proven inadequate for purposes of instilling discipline and proper conduct among fraternities, sororities and other student organizations;

Whereas, the University condemns any and all interactions among fraternities, sororities and other student organizations which result in violence, thereby exposing the studentry and the University to harm, physical danger and damage to property;

Whereas, the University impresses upon the members of fraternities, sororities and other student organizations that it condemns the continued existence of the culture of violence and finds the presence of erring students on campus reprehensible;

Whereas, there is a need to adopt clear-cut guidelines on the imposition of penalties, in addition to the definition of possible actionable misconduct by the members of fraternities,

sororities and other student organizations in order that University authorities may be more effective in dealing with fraternity and other student organization-related misconduct, and impress upon the members of fraternities and other student organizations that the University is all out against hooliganism and violence on campus and that it would not tolerate the continued presence of these erring students on campus;

NOW, THEREFORE, by virtue of the powers vested in the UP Board of Regents, the following Rules and Regulations Governing Fraternities, Sororities and Other Student Organizations are hereby promulgated:

RULE I – ACTIONABLE MISCONDUCT & PENALTIES

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

SECTION 1. Members and officers of fraternities, sororities and other student organizations shall be subject to disciplinary action for the following acts and shall be penalized as follows:

- A. Any such member or officer who commits, or engages in, any of the acts specified below shall be expelled from the University whether or not the acts are committed within or outside University premises:
 - 1. Participating in any rumble, engaging in fisticuffs with, or physically attacking, a member of other fraternities, sororities or student organizations, or
 - 2. Physically attacking any other student or official, faculty member, or employee of the University, or any other person in connection with any matter relating to fraternities, sororities or other student organizations.

A rumble is a violent confrontation between two (2) or more students belonging to different fraternities, sororities or other student organizations.

- B. Any such member or officer who engages in any form of physical initiation or hazing resulting in or causing physical injury, as well as the neophyte who allows himself/herself to be subjected to hazing, shall be expelled, unless the student concerned agrees to become a witness for the University.
- C. Any such member or officer who commits acts of provocation which result in heated confrontation between fraternities, sororities, and other student organizations shall be suspended for one (1) year; *Provided, however,* That in case the provocation results in a rumble, fisticuffs or a physical attack, the erring student shall be expelled from the University.

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

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

- D. Any such member or officer who exhibits gross or deliberate discourtesy to any University official, faculty member, employee, disciplining authorities or their agents, in connection with fraternity, sorority and other student organization-related incident, shall be suspended for at least one (1) year.
- E. Any such member or officer found carrying or possessing within University premises any firearm, molotov bomb, pillbox or other explosives, knife with a blade longer than two and a half (2½) inches, metal pipe, or any other dangerous or deadly weapon, and banned substances enumerated under the Dangerous Drugs Act (R.A. No. 6425, as amended) shall be expelled from the University; *Provided, however*, That stones, baseball bats, nightsticks, rattan sticks, or similar wooden instruments, paper cutters, tear gas, scalpels, ice-picks and other similar objects capable of causing physical injuries shall be deemed dangerous and deadly weapon if the erring person possesses them in preparation for or immediately before, during, or after an attack, confrontation, or rumble; *Provided, further*, That possession of such objects by two (2) or more members or officers shall be deemed to be in preparation for an attack, confrontation or rumble.
- F. Any such member or officer who willfully fails to comply with summons by the Vice Chancellor for Student Affairs or equivalent official in the autonomous university, the Student Disciplinary Tribunal, Deans or their representatives for the purposes of investigation and other proceedings conducted in connection with fraternity, sorority, and other student organization-related misconduct shall be automatically suspended by the Chancellor until the person concerned complies therewith; *Provided*, That such suspension shall not exceed sixty (60) calendar days.
- G. Any such member or officer who causes damage to University property, or property of any private person within the University premises, on the occasion of a rumble, hazing, tumultuous affray or any similar disturbance shall be suspended for at least one (1) year; *Provided*, That, if any death, or serious or less serious physical injury is caused to another person by reason of, or on the occasion of said destruction or property, the erring student shall be expelled from the University; *Provided, further*, That if University property is damaged, s/he shall be required to repair the damage done at her/his expense or to reimburse the University for costs incurred in repairing such damage, and no clearance shall be issued until such damage is fully compensated by the respondent.
- H. Any such member or officer of fraternities or sororities who recruits a college

freshman or first year student taking a first undergraduate degree shall be suspended for at least one (1) year and the student recruited as well as all officers of the fraternities or sororities concerned shall likewise be suspended for a similar period.

The recruitment of two (2) or more college freshmen or first year students, in any manner, shall be taken as evidence of the fraternities' or sororities' policy of recruitment in violation of the foregoing provision; in which case, all the officers of the fraternities or sororities concerned shall be suspended for at least one (1) year.

As used in these rules, the term college freshman shall refer to students in the first year of their first undergraduate course as well as any college student who has earned not more than thirty (30) units of academic credit in any baccalaureate or certificate program but not including graduate program, post-baccalaureate program or any non-degree program of the University; *Provided*, That a grade of incomplete in any subject or course shall not be construed as a unit earned in said subject or course.

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

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

SECTION 2.

- A. In case any misconduct defined in the preceding section is committed by two (2) or more members or officers of the fraternities, sororities or student organizations, and a conspiracy is established, all officers of such fraternities, sororities or student organizations participating in that conspiracy shall be expelled from the University.

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

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

SECTION 3. Penalties of suspension shall take effect immediately upon the finality of

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

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

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

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

RULE II – JURISDICTION

SECTION 1. The Student Disciplinary Tribunal (SDT) shall be composed of a Chairperson, who shall be a member of the Integrated Bar of the Philippines, two (2) other members, all of who shall be appointed by the Chancellor for a period of one (1) year chosen from among the academic and administrative personnel of the respective autonomous universities, as well as the two (2) other members, student and parent jurors provided for under Rule IV, Section 4.

SECTION 2. The SDT shall have jurisdiction to try all cases involving fraternity, sorority and other student organization-related incidents without prior prejudice to the summary powers of the disciplining authorities as provided in these and other existing rules.

The presence of at least a majority of the members shall constitute a quorum for the Tribunal to conduct formal investigations of all cases within its jurisdiction.

The members so appointed shall be entitled to such honorarium, allowance or benefit as shall be fixed by the President.

SECTION 3. Unless otherwise superseded by subsequent issuances from the appropriate University official, existing student disciplinary tribunals, which shall

continue to be under the supervision of the Vice Chancellor for Student Affairs or the equivalent official in the autonomous university, shall continue to have jurisdiction over all cases involving fraternities, sororities and other student organization-related incidents as defined in these rules.

RULE III – FORMAL CHARGE

SECTION 1. No member or officer of a fraternity, sorority or student organization shall be formally charged before the SDT unless a preliminary inquiry has been conducted by any member of the SDT, which must be finished not later than five (5) working days from the date of filing of the complaint; *Provided*, That where the misconduct is committed within the premises of a college, it shall be the responsibility of the Dean concerned to ensure that an appropriate complaint is expeditiously filed with the SDT within the same period of five (5) working days. In any other case, such responsibility shall lie with the Vice Chancellor for Student Affairs or the equivalent official in the autonomous university.

SECTION 2. A fraternity, sorority or student organization member or officer caught *in flagrante* by the disciplining authorities or any faculty member in the course of a fraternity, sorority or other student organization-related misconduct shall be formally charged before the SDT without the need for a preliminary inquiry.

SECTION 3. The formal charge shall be served on the student/respondent(s) through the Dean of the college, a copy of which shall be furnished the parents and/or guardians of the student-respondent(s).

RULE IV – PROSECUTION OF CASES

SECTION 1. Lawyers from the Legal Office of the autonomous university shall represent the University in all proceedings before the SDT. Private lawyers appearing before the SDT shall be under the direct control and supervision of the University Prosecutor.

SECTION 2. In case no lawyer from the Legal Office is available to act as counsel for the University, the Vice Chancellor for Student Affairs or the equivalent official in the autonomous university shall deputize any lawyer in the University to act as Counsel. The lawyer so deputized shall report directly to the Chief Legal Officer of the other autonomous university for instructions on the case.

The lawyers so deputized shall be entitled to an honorarium to be fixed by the President.

SECTION 3. No lawyer-employee of the University shall be allowed to defend cases before the SDT, unless the respondents are within the third-degree of affinity or consanguinity.

SECTION 4. For each case investigated pursuant to these revised rules, the SDT shall

include one (1) student juror and one (1) parent juror whose names shall be drawn by the Dean of Students or the Vice Chancellor for Student Affairs from a list of possible student and parent jurors.

The list of student jurors shall be submitted by the Chairperson of the University Student Council in the respective autonomous universities to the Vice Chancellor for Student Affairs or the equivalent official in the autonomous university, within thirty (30) days from the start of every academic year, *Provided*, That, the list of students shall be valid until a new one is submitted to the Vice Chancellor for Student Affairs or equivalent official by the next duly elected Student Council Chairperson, and *Provided, further*, That no parent or student related by affinity or consanguinity to a student-respondent(s), or a classmate in the current or immediately preceding semester, or a co-member in a fraternity, sorority or student organization, shall be allowed to serve as SDT member.

The list of parent jurors shall be submitted by the Vice Chancellor for Student Affairs or equivalent official in the autonomous university to the Chancellor within the first fifteen (15) days of the school year.

The Chairperson of the Student Council concerned shall make sure that the students included in said list shall undertake to serve as student representatives in the Tribunal upon designation. The Vice Chancellor for Student Affairs or equivalent official in the autonomous university shall ensure the attendance of the parent juror. Both jurors shall sign an undertaking regarding their willingness to serve for this purpose.

The student and parent jurors so appointed shall be counted for purposes of determining a quorum. They shall have voting rights in the final deliberation and resolution of the case only if they have been actually present in a majority of the hearings where witnesses were presented and have actively participated in the formal investigation of the case.

SECTION 5. The SDT shall commence the hearing of the case within five (5) days after all parties have been duly furnished copies of the formal charge, and the hearings shall continue from day to day until the case is submitted for resolution, which shall not be later than forty-five (45) days after the commencement of said hearings.

SECTION 6. The SDT shall not be bound by the technical rules of evidence and may conduct summary proceedings through the submission of sworn affidavits, subject to cross-examination or clarificatory questions. The failure of a party to present evidence on the scheduled date shall be deemed a waiver of his/her right to present such evidence. The failure of a party or his/her counsel to attend the hearings on the scheduled dates shall not be a ground for postponing said hearings.

SECTION 7. The filing of the following pleadings and motions is prohibited: *

A. Motion for extension of time to file an answer;

- B. Motion to dismiss or to quash, except on the ground of lack of jurisdiction;
- C. Appeal to higher University authorities on questions of jurisdiction;
- D. Appeal to higher University authorities from interlocutory orders;
- E. Motion for bill of particulars;
- F. Motion for new trial;
- G. Motion for reconsideration of SDT rulings and/or resolutions;
- H. Motion to reopen the case;
- I. Demurrer to evidence;
- J. Motion for postponement;
- K. Reply;
- L. Intervention; and
- M. Other dilatory motions.

[~] Section 7 is adopted from Sec. 19. Revised Rule on Summary Procedure

RULE V – DECISION AND APPEAL

SECTION 1. The SDT shall render decisions within fifteen (15) days from the time the cases are deemed submitted for resolution.

SECTION 2. Decisions of the SDT imposing the penalty of suspension for a period not exceeding one (1) year shall be final and executory, even pending any appeal, while decisions imposing a higher penalty shall not be immediately executory. In both cases, the respondent may file an appeal to the President through the Chancellor of the autonomous university concerned within ten (10) days from receipt by the respondent or counsel of the SDT decision.

SECTION 3. The Chancellor shall, within five (5) days from receipt of the appeal, endorse said appeal which shall include his/her recommendations, to the President, whose decision shall be final and immediately executory upon receipt of the decision by the respondent, except in cases of expulsion.

SECTION 4. Decisions imposing the penalty of expulsion may be appealed to the Board of Regents within ten (10) days from receipt of the decision by the respondent, which appeal shall be decided upon during the next regular meeting of the Board following the President's decision.

SECTION 5. In imposing the proper penalty, the SDT shall take into consideration the following justifying, exempting or aggravating circumstances:

A. Circumstances that may be considered justifying

1. *Self-Defense* – When the respondent has shown by clear and convincing evidence that there was a previous and immediate unlawful attack or aggressive act against the respondent involved, and that such act placed the respondent in danger and for which s/he was forced to commit the act(s) charged and in doing so, the respondent employed such reasonable means to resist the unprovoked attack, and there was no sufficient provocation on the part of the respondent.
2. *Defense of Relatives or Strangers* – If the respondent committed the act(s) charged in defense of a spouse, ascendant, descendant or brother or sister and against the aggressor immediately before, during or immediately after the act or aggression being inflicted on the respondent. Such defense may extend to strangers or third parties within any area subject to University jurisdiction, who are being subjected to acts of aggression, provided, that the conditions required for in act(s) of self-defense are present.

B. Circumstances that may be considered exempting

1. The act(s) for which the respondent is charged occurred during or was precipitated by a moment of temporary insanity or mental lapse as duly certified to by a competent and qualified psychiatrist.
2. In cases of accident where it is established that a) respondent was performing a lawful act with due care; b) injury is caused by mere accident; and c) there must be no fault or intent of causing the injury.

C. Circumstances that may be considered aggravating

1. When the respondent has been previously charged and found guilty of violating any provision of the revised rules, or the rules prior to the revised rules
2. When the respondent is found to have employed such means, i.e., goons, firearms, and dangerous devices to aid her/him in committing the acts for which s/he is charged
3. When it is sufficiently established during the formal investigation that the act was committed with evident premeditation
4. When the heated confrontation occurs during a drinking (liquor) session within the University premises and places where its jurisdiction is exercised

SECTION 6. Whenever there are justifying, exempting, or aggravating circumstances present and proven during formal investigation, the SDT shall be guided as follows:

- A. The presence of any exempting circumstance will extinguish the liability of the respondent.
- B. The presence of any justifying circumstance will serve to decrease the penalty to that of mere reprimand for a first offense, and to the penalty next higher for succeeding offenses.
- C. Aggravating circumstances shall serve to increase the penalty imposed to that next higher in degree.

RULE VI – SUMMARY ACTION

SECTION 1. In case a fraternity, sorority or student organization is involved in a rumble with, or attack against, another fraternity, sorority or student organization, all officers of the fraternity, sorority or student organization may be preventively suspended by the Vice Chancellor for Student Affairs or the equivalent official in the autonomous university for a period not exceeding thirty (30) calendar days, without prejudice to any other liability under these rules.

SECTION 2. In case of violent physical initiation or hazing resulting in physical injuries, all officers of the fraternity, sorority or student organization shall be preventively suspended by the Vice Chancellor for Student Affairs or the equivalent official in the autonomous university for a period not exceeding thirty (30) calendar days, without prejudice to any other liability under these rules.

SECTION 3. The Order of Preventive Suspension issued by the Vice Chancellor for Student Affairs or the equivalent official in the autonomous university shall be immediately executory, and may be lifted only upon orders of the Chancellor or the President.

SECTION 4. Whenever a rumble or an attack occurs, the heads and other officers of the involved fraternities, sororities and student organizations are required to appear without necessity of summons before the Vice Chancellor for Student Affairs or the equivalent official in the autonomous university within twenty-four (24) hours from the start of the rumble or attack; provided, that either or both of the top two (2) ranking officers who fail to appear may be preventively suspended by the Vice Chancellor for Student Affairs or the equivalent official in the autonomous university, for not more than thirty (30) calendar days, without prejudice to any other liability under these rules.

SECTION 5. Each fraternity, sorority or other student organization shall, within fifteen (15) days from the start of every academic year, submit to the Office of the Vice Chancellor for Student Affairs or the equivalent office in the autonomous university, a list duly approved, subscribed and sworn to by the top three (3) ranking officers thereof, containing the names, addresses, and telephone numbers, including recent pictures of all the officers and members thereof, regardless of whether or not they are in good standing; provided, that any change therein must be reported within one (1) week to

said Office.

Failure to comply with the foregoing provision despite written notice from the Vice Chancellor for Student Affairs or the equivalent official in the autonomous university, including submission of false information, shall render the fraternities, sororities or other student organizations concerned liable under Rule I, Section 1, (I) of these rules.

RULE VII – SUNDRY PROVISIONS

SECTION 1. All other provisions of the SDT Rules approved by the Board of Regents at its 876th Meeting on 02 September 1976, as amended at, which are not inconsistent with these rules shall continue to apply in the prosecution of administrative disciplinary cases against erring members and officers of fraternities, sororities and other student organizations.

SECTION 2. The existing summary powers of the Vice Chancellor for Student Affairs or the equivalent official in the autonomous university, Deans and other disciplining authorities shall continue to apply, in so far as they are not inconsistent with these rules.

SECTION 3. Notwithstanding the summary powers provided under existing SDT rules, the Vice Chancellor for Student Affairs or the equivalent official in the autonomous university, or the Dean concerned may preventively suspend any student for a period not exceeding thirty (30) calendar days in the following circumstances:

- A. When the student is caught in the act of committing any misconduct or prohibited act as defined in these rules in the presence of the Vice Chancellor for Student Affairs or the equivalent official in the autonomous university, or the Dean;
- B. When the student is about to commit the misconduct or prohibited act as defined in these rules in the presence of the Vice Chancellor for Student Affairs or the equivalent official in the autonomous university, or the Dean; or
- C. When the student has just committed the misconduct or prohibited act as defined in these rules.

When the erring student committed the misconduct or prohibited act in the premises of the college where s/he belongs, the summary powers herein provided shall be exercised by the Dean of said college; *Provided*, That where the misconduct or prohibited act is committed in any other place within the University premises, the Vice Chancellor for Student Affairs or the equivalent official in the autonomous university shall exercise such summary powers.

SECTION 4. The Chancellors of autonomous universities are hereby empowered to create their respective student disciplinary tribunals which shall operate pursuant to these rules and existing SDT rules.

SECTION 5. The Office of the Registrar of the autonomous university shall make a permanent entry in the transcript of records of all members and officers of fraternities, sororities and student organizations regarding their having been suspended/expelled by reason of having been subjected to administrative disciplinary proceedings under these rules.

SECTION 6. All existing disciplinary cases against members and officers of fraternities, sororities and other student organizations pending before the SDT as of the date of approval of these rules shall be investigated or prosecuted, as the case may be, pursuant to or under such rules that are favorable to the respondent.

RULE VIII – EFFECTIVITY

SECTION 1. These rules and regulations shall take effect upon approval by the Board of Regents and thirty (30) days after these are circularized by the Chancellors of the autonomous universities of the System^{*}.

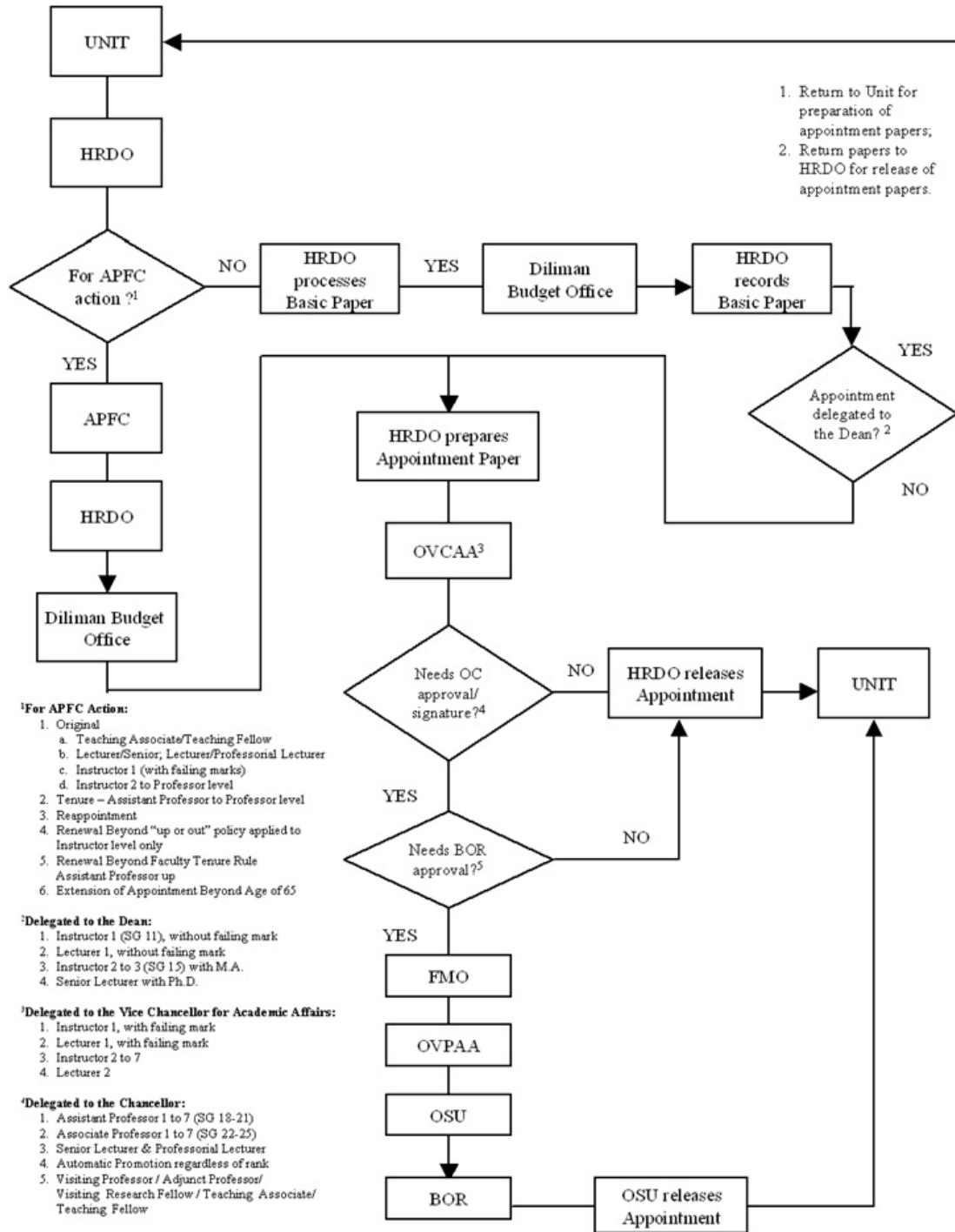
^{*} Effective December 21, 1995

12.5 UP Implementing Rules and Regulations of the Anti-Sexual Harassment Act of 1995

[Refer to Section 5.1 UP Implementing Rules and Regulations of the Anti-Sexual Harassment Act of 1995, Chapter 10 Conduct, Restrictions, and Discipline]

Appendix A

PROCESS FLOW OF APPOINTMENTS



REQUIREMENTS FOR APPOINTMENT

| TYPE OF APPOINTMENT FACULTY | DOCUMENTS TO BE FURNISHED BY THE APPLICANT | DOCUMENTS TO BE PREPARED AND ATTACHED BY THE ADMINISTRATIVE OFFICER OF RESPECTIVE UNITS: | Post Requirements: DOCUMENTS TO BE FURNISHED BY THE UNIT TO ACCOUNTING OFFICE (For Payroll Purposes) (copy furnished HRDO) |
|--|---|---|---|
| TENURE AT ASST. PROFESSOR, ASSOCIATE PROFESSOR AND PROFESSOR LEVEL | 1. Updated Curriculum Vitae with 1% X 1% picture (1 copy) 2. Refereed publication 3. Medical Certificate w/ documentary stamp | 1. Fully accomplished Basic Paper (HRDO B-1) (1 copy) 2. Justification 3. Student Evaluation for Teachers (SET) | Report for Duty |
| REAPPOINTMENT | Updated Curriculum Vitae | 1. Fully accomplished Basic Paper (HRDO B-1) (1 copy) 2. Justification | Report for Duty |
| RENEWAL BEYOND FACULTY TENURE | Updated Curriculum Vitae | 1. Fully accomplished Basic Paper (HRDO B-1) (1 copy) 2. Justification 3. Student Evaluation for Teachers (SET) | |

| | | | |
|---|---|---|--|
| PROMOTION | 1. Updated Curriculum Vitae 2. Diploma of graduate studies / conferment of graduate degree | 1. Fully accomplished Basic Paper (HRDO B-1)(1 copy) 2. Justification 3. Student Evaluation for Teachers (SET) | Report for Duty |
| EXTENSION OF SERVICE BEYOND COMPULSORY RETIREMENT AGE OF 65 | 1. Updated Curriculum Vitae 2. Medical Certificate with documentary stamp (1 copy) | 1. Fully accomplished Basic Paper (green and white form) 2. Justification 3. Student Evaluation for Teachers (SET) | |
| RENEWAL / REAPPOINTMENT BEYOND RETIREMENT AGE OF 65 | 1. Updated Curriculum Vitae 2. Medical Certificate with documentary stamp | 1. Fully accomplished Basic Paper (HRDO B-1)(1 copy) 2. Justification 3. Student Evaluation for Teachers (SET) | Report for duty (reappointment) |
| TYPE OF APPOINTMENT FACULTY | DOCUMENTS TO BE FURNISHED BY THE APPLICANT | DOCUMENTS TO BE PREPARED AND ATTACHED BY THE ADMINISTRATIVE OFFICER OF RESPECTIVE UNITS: | Post Requirements: DOCUMENTS TO BE FURNISHED BY THE UNIT TO ACCOUNTING OFFICE (For Payroll Purposes) (copy furnished HRDO) |
| AUTOMATIC PROMOTION | 1. Updated Curriculum Vitae with 1% X 1% picture (1 copy) 2. Report for duty from fellowship 3. Confirmation of degree (Certificate or diploma) | 1. Fully accomplished Basic Paper (HRDO B-1)(1 copy) 2. Justification 3. Student Evaluation for Teachers (if available) | Report for duty |
| ADDITIONAL ASSIGNMENT (ORIGINAL) | Updated Curriculum Vitae | 1. Fully accomplished Basic Paper (white form) 2. Justification | Report for duty |
| ADDITIONAL ASSIGNMENT (RENEWAL) | | 1. Fully accomplished Basic Paper (white form) 2. Justification | |
| AUTHORITY TO TEACH | 1. Approved Permission / Endorsement from the mother unit | 1. Fully accomplished Basic Paper | Report for duty |

Appendix B

Rules and Regulations on the Discipline of Faculty Members and Employees [704th BOR meeting, Jan. 11, 1963]*

Section 1. Administrative Proceedings, How Commenced

Administrative proceedings may be commenced against any member of the teaching staff, officer or employee of the University by filing specific written charges with the President, either directly or through channels.

Section 2. Who May File Complaint

Where the charges are made by anyone other than the immediate supervisor of the employee or faculty member concerned, the same must be subscribed under oath by the complainant; *Provided, however*, That if charges are not or cannot be sworn to by the complainant, the President may, in his/her discretion, take action thereon if the interest of the University or the special circumstances require.

Section 3. Preliminary Investigation

Upon the filing of the charge or charges, the President shall order a preliminary investigation of the offense alleged to have been committed by the respondent to determine if a reasonable ground for the charge or charges exist. Notice to and the attendance of the respondent during the preliminary investigation shall not be necessary.

Section 4. Formal Complaint

Should the President find a reasonable ground to believe that the respondent has committed the offense charged, s/he shall direct the service of the charges against her/him, as specified in the following conditions.

Section 5. Notice and Answer

The respondent must be personally notified in writing of the charges against him/her and shall be allowed such period as the President may fix from receipt thereof to submit an answer thereto.

Section 6. Hearing

If the respondent denies the charges against him/her or fails to submit his/her answer within the period specified in the next preceding section, the President shall direct the holding of a hearing which shall not be later than two (2) weeks after receipt of the respondent's answer denying the charges against him/her or after the expiration of the period within which the respondent may answer.

Section 7. *Admission by Respondent*

Should the respondent admit in writing the allegations in the complaint against him/her, the President shall render his/her decision accordingly, subject to the right of the respondent to ask for reconsideration or to an appeal with respect to the penalty imposed, as provided for in Sections 15 and 17 hereof.

Section 8. *Hearing Committee*

A Hearing Committee shall be organized by the President and shall be composed of three (3) members one (1) of who shall be designated as chairman by the President. The presence of the chairman and a member shall be sufficient to constitute a quorum.

Section 9. *Notice of Hearing*

All parties concerned shall be notified of the date set for hearing at least two (2) days before such hearing. The respondent may defend himself/herself personally, or by counsel or representative.

Section 10. *Failure to Appear at Hearing*

Should the respondent fail to appear for the hearing after due notice and without sufficient cause, the committee shall note this fact and thereafter proceed to hear the case *ex parte*.

Section 11. *Postponement*

The committee, on the application of either the complainant or the respondent, or on its own motion, may in its discretion for good cause postpone the hearing for such period of time as the ends of justice and the right of the respondent to a speedy hearing require.

Section 12. *Duration of Hearing*

In no case shall the hearing last for more than 60 days from its commencement, except with the special approval of the President. After such period, the committee shall make its report and recommendation as specified in Section 14.

Section 13. *Proceedings Confidential*

All proceedings held before the committee shall be set down in writing by a competent stenographer and shall be confidential. Any disclosure of matters related to the proceedings shall subject the offender to disciplinary action.

Section 14. *Comment and Recommendation*

The complete record of the case, with a report thereon and recommendation signed by at least two (2) of the members of the committee, shall be forwarded to the President within ten (10) days after the termination of the hearing unless the period is specifically extended by the President.

Section 15. *Action by the President*

The decision of the President shall be rendered within thirty (30) days after receipt of such records, and the same may be appealed within thirty (30) days after the respondent receives a copy of such decision, to the Board of Regents.

Section 16. *Action by the Board of Regents*

If the Board deems the appeal meritorious, it shall refer the records to a member or a committee of its members for review. Said member or committee shall submit a report thereon with recommendations at the next meeting of the Board. The decision of the Board shall be final.

Section 17. *Motion for Reconsideration*

If the respondent has filed a petition for reconsideration with the President, and such petition for reconsideration is denied by the President, s/he may still file her/his appeal to the Board of Regents; *Provided*, That the same is submitted within the thirty-day period following the receipt of a notice of denial of the reconsideration.

Section 18. *Causes for Removal or Suspension*

No member of the teaching staff, officer, or employee of the University shall be removed, suspended, or reprimanded except for any of the following offenses: 1) dishonesty, 2) oppression, 3) misconduct 4) neglect of duty, 5) conviction of a crime involving moral turpitude, 6) notoriously disgraceful or immoral act, 7) improper or unauthorized solicitation or receipt of contributions from subordinate employees or students, 8) gross incompetence, 9) disloyalty to the Republic of the Philippines, 10) culpable negligence, 11) violation of the Civil Service Act or the laws of the Code or reasonable University regulations; and 12) other acts prejudicial to the service.

Section 19. *President's Power Pending Action*

Notwithstanding the provisions of the preceding sections, the President may suspend any member of the teaching staff, officer, or employee during the pendency of the administrative charges against him/her; *Provide, however*, That in no case shall the suspension last for more than 60 days. After such period, the respondent shall be entitled to reinstatement to his/her office or position.

Section 20. *Penalties*

For any of the causes enumerated in Section 18, the respondent may be subjected to removal, reprimand, suspension, public censure, demotion, transfer, or fine. S/He shall likewise forfeit such privileges as shall be determined by the President. All moneys paid out by the respondent as fine shall go to the University's hospitalization fund for employees.

Section 21. *Restrictions Pending Actions*

No application for retirement, leave of absence with pay, or resignation by respondent shall be processed or approved pending the final determination of the case.

Section 22. *Notification of Civil Service Commission*

Where disciplinary action is taken against an administrative or non-academic employee, a written notice of the final action taken on the case shall be forwarded to the Civil Service Commission for record purposes, together with true copies of the papers and documents in the case.

* Important Note: The rules on the discipline of faculty members and employees that were approved at the 704th BOR meeting on January 11, 1963 have not yet been amended at such that the word "Chancellor" should be read in place of the word "President" appearing in some sections. In practice, however, the powers of the President specified in Sections 1,2,3,4,5,6,8,9,12, and 14 therein are now exercised by Chancellors. Moreover, they are administrative details properly belonging to the Chancellors as chief executive officers of autonomous universities. The powers of the Chancellors and Deans or heads of Principal Units vis-à-vis those of the President and the Board of Regents with regard to the approval and imposition of disciplinary penalty should be understood as clarified in Executive Order No. 1, dated March 13, 1984 ("Delineation of functions of the Chancellor for UP Diliman vis-à-vis those of the President"), the pertinent provisions of which are presented in 10.7 of this Manual. The UP Office of Legal Services is in the process of updating these rules to make them compliant with the Civil Service rules, specifically Commission Memorandum Circular No. 19, s. 1999 on Revised Rules on Administrative Cases in the Civil Service which took effect on September 27, 1999.

Appendix C

Curricular Nomenclature [Approved by UP President, Sept. 16, 2003; OVPAA memo. no. 03-70, Sept. 16, 2003]

The following are prescribed terms that shall be used in curricular proposals:

a. Degree Program

- 1) Curriculum - The entire academic program including admission requirements, list of courses, etc.

- 2) Program of study - List of specific courses including actual electives that student takes
- 3) Checklist - Courses arranged by semester with number of units indicated

b. Program Area

- 1) Major/area of specialization - Principal discipline or field of study as reflected in the title of the degree program
- 2) Minor - Sub-field or sub-specialization with fewer units; may be in the major field or in another discipline

c. Course

- 1) General education - Set of 45 units, with 15 units in each general domain (arts and humanities, social science and philosophy, natural science and math) that all students must take from a range of courses listed in each domain
- 2) Major - Set of courses in principal discipline/field of study with prescribed total number of courses and units, of which certain courses are specifically required
- 3) Cognate - Course outside of but related to the major discipline or field, with minimum number of required units; aims to complement or enrich the major courses
- 4) Core - Subset of major courses common to all majors or tracks of a particular program; required major courses
- 5) Foundation - Required course from another discipline usually as a prerequisite to major courses; for example, Math 17 for Biology majors
- 6) Prerequisite – Course that must be taken prior to another course; imposed to reflect the sequential nature of knowledge involved in the courses
- 7) Co-requisite - Course that is also required in order to take another course but may be taken at the same time as the other
- 8) Legislated - Course mandated by law or, in the case of professional fields, by the Professional Regulatory Commission; for example, Philippine Institutions 100 (Rizal course)
- 9) Elective - Course a student can choose from any area or discipline and regardless of course number
- 10) Qualified elective - Elective that indicates the area or discipline and/or level of course number (e.g., below or above 100) from which the student is to choose the

elective

d. Instructional Format

- 1) Lecture - Presentation and discussion of the subject by the instructor
- 2) Laboratory - Application of scientific and other principles in a controlled environment by means of experiments; usually an inductive exercise in which students arrive at general principles from the experiments or, in the case of human sciences (e.g., psychology), observe a specific occurrence in light of general observations about human beings and the world at large. In proficiency courses (e.g., language, speech), application and repeated practice of skills.
- 3) Seminar - Student-led discussion (as in reading seminar) or presentation of paper (as in research seminar) at senior undergraduate and graduate levels
- 4) Colloquium - Development of student's research proposal or thesis at senior undergraduate and graduate levels
- 5) Selected topics - Topic not normally covered by major courses but selected by the appropriate academic body because it deals with the latest developments in the field or a new sub-specialization or sub-area in the discipline; varies according to the availability of the instructor's expertise; sometimes may be taken more than once provided the topic is not the same as the previous ones.
- 6) Special topics - Same as selected topics; sometimes used to develop a new course
- 7) Special problems - Focuses on research problems
- 8) Special projects - Student research project or production as in the visual and performing arts
- 9) Thesis - A 200-level course for undergraduates and 300-level course for master's students, which requires the student to demonstrate the capacity to research and write a coherent, well-organized and substantive piece or the equivalent in literary, visual and performing arts.
- 10) Dissertation - 400-level doctoral thesis in which the student is expected to make a contribution to knowledge, as follows: to uncover new facts or reinterpret known facts in distinctly novel ways on the basis of sound methodology; or in the case of the arts, devise a new approach to the formal element of arts; or develop new methods of investigation and analysis. The literary (artistic or scientific, as the case may be) presentation of the dissertation must also be acceptable.
- 11) Workshop - Hands-on application of visual, performing and literary arts

- 12) Studio - Hands-on production course using radio, TV equipment or architectural facilities
- 13) Fieldwork - Research (data gathering) done in a field site under UP faculty supervision
- 14) Practicum - apprenticeship in the profession such as in hospitals, schools or private industry under UP or external supervision
- 15) Internship - In medicine, UP faculty-supervised rotation of the students to various departments doing dispensary, emergency room, ward, operating room, clinic and community work, where acquired theoretical knowledge is applied in the promotion of health, prevention and management of common diseases; in other fields, the same as practicum
- 16) Residency - Training program on a given specialization undertaken by a graduate of a duly recognized medical school, after completing one-year internship in an accredited hospital and passing the medical board exam

LIST OF ABBREVIATIONS

| | |
|------------|---|
| ADF | Administrative Development Fund |
| ALC | Administrative Load Credit |
| APFC | Academic Personnel and Fellowship Committee |
| APE | Advance Placement Examination |
| Art. | Article |
| AWOL | Absence without leave |
| BOR | Board of Regents, also referred to as "the Board" |
| CAPC | College Academic Personnel Committee |
| CC | Course credit |
| COA | Commission on Audit |
| CU | Constituent Unit |
| CWA | Curriculum Weighted Average |
| CWAG | Cumulative Weighted Average Grade |
| CWLC | Creative Work Load Credit |
| CWTS | Civic Welfare Training Service |
| DAPC | Department Academic Personnel Committee |
| EDF | Education Development Fee |
| Exec. Com. | Executive Committee |
| E.O. | Executive Order |
| FDF | Faculty Development Fund |
| GE | General Education |
| GOCCs | Government-owned and controlled corporations |
| GSIS | Government Service Insurance System |
| GWA | General Weighted Average |
| HRDO | Human Resource Development Office |
| IB | International Baccalaureate |
| ISI | Institute for Scientific Information |
| LTS | Literacy Training Service |
| LOA | Leave of Absence |

| | |
|------------|--|
| MC | Memorandum Circular |
| MOA | Memorandum of Agreement |
| MRR | Maximum Residence Rule |
| NHIP | National Health Insurance Program |
| NSTP | National Service Training Program |
| OC | Office of the Chancellor |
| OP | Office of the President |
| OSU | Office of the Secretary of the University |
| OUR | Office of the University Registrar |
| OVCRD | Office of the Vice Chancellor for Research and Development |
| Pag-IBIG | Pagtutulungan sa Kinabukasan: Ikaw, Bangko, Industriya at Gobyerno |
| PAC | President's Advisory Council |
| P.D. | Presidential Decree |
| PE | Physical Education |
| | |
| PEPE | Proficiency Examination in Physical Education |
| PEPT | Philippine Educational Placement Test |
| PhilHealth | Philippine Health Insurance Corporation |
| PMO | Project Management Office |
| R.A. | Republic Act |
| RDG | Research Dissemination Grant |
| REPS | Research Extension and Professional Staff |
| RGEP | Revitalized General Education Program |
| RLC | Research Load Credit |
| ROTC | Reserve Officers' Training Corps |
| SAT | Scholastic Aptitude Test |
| SLC | Study Load Credit |
| SLP | Special Leave Privileges |
| SDT | Student Disciplinary Tribunal |
| STFAP | Socialized Tuition and Financial Assistance Program |
| SUCs | State Universities and Colleges |
| TOEFL | Test of English as a Foreign Language |
| TOR | Terms of Reference |
| TU | Teaching unit |
| UC | University Council |
| UP | University of the Philippines |
| UPAA | University of the Philippines Alumni Association |
| UPB | University of the Philippines Baguio |
| UPCAT | University of the Philippines College Admission Test |
| UPD | University of the Philippines Diliman |
| UPLB | University of the Philippines Los Baños |
| UPM | University of the Philippines Manila |
| UP Min | University of the Philippines Mindanao |
| UPOU | University of the Philippines Open University |
| UPPFI | University of the Philippines Provident Fund, Inc. |
| UPV | University of the Philippines in the Visayas |
| UR | University Researcher |
| URA | University Research Associate |
| VCA | Vice Chancellor for Administration |
| VCAA | Vice Chancellor for Academic Affairs |
| VCCA | Vice Chancellor for Community Affairs |
| VCRD | Vice Chancellor for Research and Development |
| VCSA | Vice Chancellor for Student Affairs |

| | |
|------|---|
| VPA | Vice President for Administration |
| VPAA | Vice President for Academic Affairs |
| VPD | Vice President for Development |
| VPPA | Vice President for Public Affairs |
| VPPF | Vice President for Planning and Finance |
| WAG | Weighted Average Grade |

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