



THE PONTIFICAL AND ROYAL
UNIVERSITY OF SANTO TOMAS
THE CATHOLIC UNIVERSITY OF THE PHILIPPINES

General Statutes 2014



485/2011

N. _____



CONGREGATIO
DE INSTITUTIONE CATHOLICA
(DE STUDIORUM INSTITUTIS)

DECRETUM

CONGREGATIO DE INSTITUTIONE CATHOLICA (DE STUDIORUM INSTITUTIS),
lectis perpensisque

STATUTIS GENERALIS
PONTIFICIÆ UNIVERSITATIS SANCTI THOMÆ

in civitate Manilensi sitæ, Ordini Prædicatorum concreditæ

ad normam Constitutionis Apostolicæ *Ex corde Ecclesiæ* adnexarumque *Ordinationum* accurate recognitis et ex *preambulo* necnon L Articulis constantibus, quæ in iisdem definiuntur ac statuuntur, pro munere hoc Decreto *ad alterum quinquennium* rata habet atque approbat, omnibusque ad quos pertinet, ut rite observentur, præcipit; necnon ceteris servatis de iure servandis; contrariis quibuslibet minime obstantibus.

Datum Romæ, ex ædibus eiusdem Congregationis, die XXXI mensis Maii, in
Visitatione B. Mariæ Virginis, a. D. MMXIV.

PRÆFECTUS

+ A. Vincentius Jacei

A SECRETIS

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PREAMBLE

The University of Santo Tomas is an institution of higher learning incorporated and operating under the following:

1. The laws of the Roman Catholic Church as embodied particularly in the Code of Canon Law, the Apostolic Constitution *Ex Corde Ecclesiae* (ECE), and the Catholic Bishops' Conference of the Philippines' (CBCP) Supplementary Ordinances for its application of the Apostolic Constitution, *Ex Corde Ecclesiae* (SO-ECE)
2. The laws of the Republic of the Philippines

It was originally founded as a College on April 28, 1611, by the Superiors of the Province of the Most Holy Rosary of the Order of Preachers. On November 20, 1645, Innocent X raised the College to the status of a University for ecclesiastical and civil studies, entrusting it to the care, government and administration of the Order of Preachers under which it has remained ever since. The University was registered on January 13, 1908, as a non-stock, non-profit educational institution under Act 1459, as amended, with the corporate name of "*Real y Pontificia Universidad de Santo Tomas de Manila*."¹

From its foundation the University has been under the patronage of St. Thomas Aquinas.

¹ The title, "Royal University" was granted by King Charles III in 1785, and "Pontifical University" by Pope Leo XIII in 1902. On April 30, 1947, Pope Pius XII decreed that it was also to be known as the "Catholic University of the Philippines."

PART I. GENERAL PROVISIONS

ARTICLE 1. *Mission of the University*

The University of Santo Tomas, the Pontifical and Catholic University of the Philippines, a Dominican institution of learning, under the patronage of St. Thomas Aquinas, commits itself to the pursuit of truth and to the preservation, advancement and transmission of knowledge in the arts and sciences, both sacred and civil, through the use of reason illumined by faith.

Inspired by the goal to imbue all its activities with Catholic ideals, principles and attitudes (ECE, Gen. Norms, Art. 2, pars. 2-3), the University affirms its role in the formation of men and women to become competent and compassionate professionals committed to the service of the Church, the nation and the global community (SO-ECE 3).

This mission statement is further defined by the following goals:

1. promotion of a dialogue between faith and reason leading to the integration of knowledge about man, nature and God (ECE 1, 17);
2. integral formation of the human person and the protection and advancement of human dignity (ECE, 1,21);
3. development of sound professional expertise in an atmosphere of academic freedom;
4. preservation, enrichment and propagation of Filipino cultural heritage rooted in a sense of history and tradition;
5. recognition of the vital role of the individual not only as a citizen of his country working for national development but also as a citizen of the world promoting universal good, and a denizen of planet Earth, preserving and saving her for all humankind;

6. cultivation of Christian values necessary for the formation of a right social conscience.

ARTICLE 2. *Structure of the University*

The University is composed of Faculties, Colleges, and Schools which are organically interdependent with one another, as well as with University-wide Departments and Centers, which are established to assist in the coordination of courses of study that are common to several or all Faculties, Colleges, or Schools. Institutes exist or may be established in the University as organically independent bodies thereof or as adjuncts of a particular Faculty, College or School.

The UST Central Seminary, the UST Ecclesiastical Faculties, and the UST Hospital, though governed by their Particular Statutes, are integral parts of the University.

In order to achieve the purpose of the University as a Catholic Institution of higher learning, close relationship shall be maintained between the Civil and Ecclesiastical Faculties, the latter being by their nature the exponents of Catholic faith and morals.

ARTICLE 3. *Laws by which the University is Governed*

The University is governed by the:

1. norms laid down by the Holy See;
2. pertinent laws of the Republic of the Philippines;
3. pertinent Statutes of the Dominican Province of the Philippines
4. General Statutes of the University;
5. Ordinances of the Chancellor;
6. resolutions of the Board of Trustees;
7. regulations of the Rector promulgated in accordance with the General Statutes;
8. legitimate customs of the University

ARTICLE 4. *Rules of Particular Application*

1. The Ecclesiastical Faculties are governed by their respective Statutes approved by the Holy See. Insofar as not inconsistent with such Particular Statutes, the General Statutes shall also apply to the Ecclesiastical Faculties.
2. When justified by the particular nature or needs of a particular Faculty, College or School, the Rector may promulgate, after appropriate consultation with and approval by the Board of Trustees, rules applicable to a particular Faculty, College or School. Such special rules shall be binding and effective until modified or revoked by the resolution of the Board of Trustees.
3. Appointments which involve the exercise of administrative discretion in the management of the University shall be limited to the citizens of the Republic of the Philippines.

ARTICLE 5. *Effectivity of the General Statutes*

These statutes and any amendment thereof shall become effective upon approval of the Board of Trustees and the Holy See.

ARTICLE 6. *Seal of the University*

The seal of the University, unless otherwise ordained by the Board of Trustees, shall bear the words: *Pontificia et Regalis S. Thomae Aquinatis Universitas Manilana*.

PART II. GOVERNANCE OF THE UNIVERSITY

TITLE 1. EXECUTIVE AUTHORITIES

Chapter 1. Executive Authorities of the University

ARTICLE 7. *University Authorities*

The University authorities are the Chancellor, the Vice-Chancellor, the Rector and the Vice-Rector of the University.

ARTICLE 8. *The Chancellor*

1. The Master of the Order of Preachers is *ex-officio* Chancellor of the University. Keeping always inviolate the obligations and rights of the local Ordinary, in accordance with canons 810 par. 2, 812 and 813 of the Code of Canon Law, as well as *Ex Corde Ecclesiae*, Gen. Norms, Art. 4, par. 5, he assures that the Ecclesiastical Laws by which the University is governed are faithfully observed and executed. His primary responsibility is to maintain and promote the Catholic identity and the Dominican mission of the University. The Chancellor represents the Holy See to the University and the University to the Holy See.
2. By virtue of the amended Articles of Incorporation of the Corporation known as the *Real y Pontificia Universidad de Santo Tomas de Manila*, the Chancellor approves the nomination of the members of the aforementioned Corporation who elect from among themselves the members of the Board of Trustees.
3. He appoints the Rector of the University (cf. Art. 10, d and e).
4. He submits to the Congregation for Catholic Education the names of the teachers and professors to be promoted for whom a *nihil obstat* is required. He ensures that instructors of Theology and Professional Ethics in all

Faculties, Colleges, and Schools, are given the mandate of the competent ecclesiastical authority (Canon 812, ECE, Gen. Norms, Art. 4, par. 3), following the procedures for the conferral, denial or withdrawal of such mandate as provided for by the University, without which they are not to be duly employed.

5. He promotes the academic-scientific zeal of the faculty. He reserves the right to receive the annual status report of the University; to require a meeting with the authorities of the University; and to make a periodic visitation of the University as the need arises.
6. He approves contracts to alienate or to rent, as well as contracts for debts and obligations beyond the sum assigned by the Holy See in the region (LCO 609, 1), taking into consideration the pertinent laws of the Church (CIC, Book V).

ARTICLE 9. *The Vice-Chancellor*

1. The Prior Provincial of the Dominican Province of the Philippines is *ex-officio* Vice-Chancellor of the University.
2. The Vice-Chancellor appoints the members of the Corporation after obtaining the approval of the Chancellor.
3. The Vice-Chancellor exercises other powers as the Chancellor may delegate to him. Matters to be taken up with the Holy See, shall, however, always be coursed through the Curia of the Master of the Order of Preachers.
4. He is *ex-officio* chairman of the Corporation and the Board of Trustees.
5. He reserves the right as a member to attend and participate in the meetings of the Council of Regents and the Academic Senate.

ARTICLE 10. *The Rector*

1. The Rector shall be a member of the Order of Preachers and a holder of a doctoral degree. He shall be appointed by the Chancellor for a term of four (4) years.

If he starts his term within the first semester of his incumbency, he shall end his term on the 30th of April on the fourth year of his term. In the case where he is appointed within the second semester of his first academic year, he shall extend his term until the 30th of April on the fourth academic year of his term.

The procedure for the selection and appointment of the Rector is as follows:

- a. All members of the Order of Preachers who are formally assigned to and habitually residing in the Priory of St. Thomas Aquinas, and those duly appointed professors of the Order of Preachers who are not assigned to the said Priory but actually teaching during the current Academic Year in the University nominate three (3) candidates, successively selected by secret ballot in accordance with established usage, and present the names of their nominees to the Vice-Chancellor for approval;
- b. The Vice-Chancellor presents the names of the nominees in alphabetical order to the Academic Senate, which determines by secret ballot the order of its preference for the three (3) nominees, in which order the names are transmitted by the Vice-Chancellor to the Board of Trustees;
- c. The Board of Trustees endorses the names of the three (3) nominees with such observations and recommendations as it may deem fit to the Vice-Chancellor for submission to the Chancellor;
- d. The Vice-Chancellor forwards the names of the three (3) nominees to the Chancellor together

with the protocol of elections conducted by the professors of the Order of Preachers and by the Academic Senate, and with the observations and recommendations of the Board of Trustees and his own;

- e. Thereafter, the Chancellor, having first made certain that the Holy See has no objection, appoints as Rector the nominee of his choice.
2. The Rector is the chief executive officer of the University. He is assisted in the administration of the affairs of the University by the Council of Regents, the Academic Senate and the Economic Council. As Rector, he has the following powers and duties to:
- a. execute and see to the execution of the laws, norms, statutes, ordinances and resolutions which govern the University;
 - b. promulgate rules for the governance of the University in the implementation of these Statutes;
 - c. nominate the Vice-Rector of the University for appointment by the Board of Trustees after concurrence with the Council of Regents and the Academic Senate; (cf. Art. 22,2,a)
 - d. nominate, after consultation with the Council of Regents, four (4) members of the Order actually assigned and teaching in the University for appointment by the Board of Trustees as members of the Economic Council for a term of three (3) years;
 - e. submit to the Academic Senate the names of the candidates for Deans/Heads of Faculties, Colleges, or Schools, selected by him after consultation with a search committee established for this purpose, the Council of Regents, and thereafter to appoint as Dean/Head the candidate

approved by the Academic Senate for a term of three (3) years;

- f. appoint, transfer or remove, with the concurrence of the Council of Regents, the major University-wide officials enumerated in Art. 26 of these statutes, and any official who is a member of a religious institute; (cf. Art. 22,2,b)
- g. appoint the officials in charge of the Departments referred to in par. 3 of this article, after consultation with the Council of Regents and the Academic Senate;
- h. appoint the Chairpersons of University-wide Departments for a term of three (3) years, after consultation with the Council of Regents and the approval of the Academic Senate;
- i. appoint for a term of three (3) years members of the Faculty Council, Assistant Deans, Faculty Secretaries, Chairpersons of College-wide Departments, Faculty Supervisors and Coordinators after consultation with their respective Deans and Regents;
- j. appoint the Department Officials enumerated in Art. 38 of these Statutes after consultation with the Council of Regents;
- k. appoint the members of the Faculty;
- l. convoke the Councils of the University in every instance when their approval and/or recommendation is required as provided for in these Statutes;
- m. sign all the diplomas for degrees;
- n. present the annual budget of the University to the Board of Trustees for approval;
- o. submit an annual report on the state of the University to the Holy See and to the

Chancellor, through the Board of Trustees and Prior Provincial and his Council;

- p. make unbudgeted disbursements for the needs of the University without prior approval of the Economic Council, provided these are not in excess of the maximum amount determined by the Economic Council and Board of Trustees;
 - q. approve the programs of studies and the semestral schedules of classes of all Faculties, Colleges and Schools.
3. The Rector may create such offices as he deems proper with the approval of the Board of Trustees after consulting with the Council of Regents.
 4. The Rector, in the performance of his duties, may be advised periodically by a group of consultants.
 5. The Rector shall inform the Council of Regents on all matters decided upon by the Academic Senate and/or the Board of Trustees.

ARTICLE 11. *The Vice-Rector of the University*

1. The Vice-Rector of the University shall be a member of the Order of Preachers actually assigned and teaching in the University and nominated by the Rector. Upon concurrence with the Council of Regents and the Academic Senate, and the confirmation of the Board of Trustees, he is appointed by the Rector for a term of three (3) years.
2. The Vice-Rector of the University acts on behalf of the Rector in the latter's absence or incapacity, and he assumes the authority of the Rector if the office becomes vacant until such time that a new Rector shall have been duly appointed.
3. The Vice-Rector of the University exercises such other powers as may be delegated to him by the Rector.

ARTICLE 12. *Provisional Governance of the University*

In case of death, absence, resignation, removal or incapacity of both the Rector and the Vice-Rector of the University, the Vice-Chancellor shall appoint an acting Rector who shall provisionally administer the affairs of the University until either incumbent resumes his duties or the vacancy in either office is duly filled in accordance with these Statutes. Pending the appointment of such an Acting Rector, the provisional administration of the University shall ipso facto devolve and be incumbent upon a member of the Order of Preachers who is the most senior in religious profession among the Vice-Rectors as provided for in Arts. 27 and 28 (except the Vice-Rector for Finance) or in their absence, the most senior Dean of a Faculty, College or School, actually residing in the Priory of Saint Thomas Aquinas, without prejudice to Art. 4, no.3.

Chapter 2. Executive Authorities of Academic and Research Units

ARTICLE 13. *Deans of Faculties, Colleges and Schools*

1. The Dean is the chief administrator of a Faculty, College, or School. He is assisted by a Faculty Council whose concurrence is required in:
 - a. recommending for approval by the authorities concerned the courses of study and curricula, and their suppression or change;
 - b. recommending to the Rector the appointment, promotion or separation of members of the Faculty;
 - c. recommending to the Rector the distribution of assignments to the members of the Faculty for each semester;
 - d. formulating educational policies for submission to the Rector;

- e. recommending to the Rector candidates for graduation.
2. The Dean shall consult the Regent on important matters affecting the Faculty, College or School.

ARTICLE 14. *Assistant Deans*

The Assistant Dean assists the Dean in the administration of the Faculty, College, or School, acts in the latter's behalf in his absence, and performs such other functions and duties as may be assigned by the Dean.

ARTICLE 15. *Regents*

1. In the Faculty, College, Institute, or School, there shall be a Regent who is a member of the Order of Preachers, and whose term of office shall ordinarily be for four (4) years. He shall stay in office until a new Regent is appointed by the Rector. His duties are to:
 - a. ensure that the Mission-Vision and the Thomasian Core Values of the University effectively permeate all academic and cultural programs of the Faculty/College or School so as to create a distinctive Christian educational environment and thus, maintain the Thomasian identity of the Faculty/ College or School;
 - b. take care of the spiritual welfare of the members of the Faculty, of the students and of the Support Staff; and, in consultation with the Vice-Rector for Religious Affairs, initiate and coordinate religious and apostolic activities;
 - c. coordinate and supervise instructions in Theology and Professional Ethics in cooperation with the Director of the Institute of Religion (ECE, Gen. Norms, Art. 4, par. 5).
2. In a Faculty, College or School where the Dean is a member of the Order of Preachers, the duties of the

Regent enumerated under (b) and (c) shall likewise devolve upon him.

3. As a matter of policy, the members of the core of Dominican professors constituted by the Rector for full-time scholarly research and teaching in the Ecclesiastical Faculties shall not be appointed to the Office of the Regent and other administrative offices.

ARTICLE 16. *Faculty Secretaries*

1. Each Faculty, College, or School shall have a Faculty Secretary who shall be responsible for the custody and keeping the confidentiality of all official records and correspondence, for overseeing the work of clerks and other employees, and for the performance of such other duties and functions as the Dean may assign.
2. The Faculty Secretary is *ex-officio* secretary of the Faculty Council. He shall have no right to vote in the Council unless appointed member thereof by the Rector.

ARTICLE 17. *Directors of Institutes*

The Director of an Institute formulates and recommends policies and programs. He supervises both the performance of the faculty based on instructional standards, and all the curricular and co-curricular activities of the Institute.

The Director of the Institute of Religion assists the Vice-Rector for Religious Affairs in the supervision and coordination of the instruction in Theology and Professional Ethics in all Faculties, Colleges, and Schools, except the Ecclesiastical Faculties. He performs other duties which the Vice-Rector for Religious Affairs may delegate to him.

The Director of the Institute of Physical Education and Athletics prepares the schedule of classes and the faculty teaching load of the Institute and supervises the sports development programs of the University. He is directly accountable to the Vice-Rector for Academic Affairs.

ARTICLE 18. *Chairpersons of University-wide Departments*

The Chairperson of a University-wide Department coordinates and ensures the standardization and implementation of the departmental course offerings within the General Education curriculum. He participates in the recruitment and development of the Faculty in the specific discipline of the Department.

ARTICLE 19. *Chairpersons of College-wide Departments*

The Chairperson of a College-wide Department is concerned with the academic aspects of his discipline or area of specialization in an advisory, or consultative capacity. He coordinates with the Dean in the supervision of the courses within his discipline or area of specialization and, as the case may be, with the Chairpersons of the University-wide Departments. He shall have such particular duties and functions as may be prescribed by the Dean upon consultation with the Faculty Council.

ARTICLE 20. *Directors of Research Centers*

The Director of a Research Center is responsible for the administration of research activities in the unit based on policies governing the research function of the University. He recruits from the various Faculties, Colleges and Schools faculty members qualified to carry out research. He is directly accountable to the Vice-Rector for Research and Innovation and does such other functions as the latter may delegate to him.

TITLE II. COUNCILS

Chapter 1. University Councils

ARTICLE 21. *The Board of Trustees*

1. The Board of Trustees, the highest policy- and decision-making body in the University, is composed of the Vice-Chancellor, the Rector, the Vice-Rector and the Vice-Rector for Finance, the other ex-officio members named in the pertinent Statutes of the Dominican Province of the Philippines, and seven (7) elected members.
2. Except for the *ex-officio* members of the Board, the Trustees are elected by the members of the Corporation in accordance with the rules, canons and discipline of the Corporation known as *Real y Pontificia Universidad de Santo Tomas de Manila* and shall hold office for a term of three (3) years until their successors are elected and qualified.
3. The Board of Trustees has the following prerogatives to:
 - a. promulgate and oversee the over-all educational policy of the University;
 - b. approve long-range plans for the improvement of the academic program, expansion and development of Faculties, Colleges, and Schools and for teaching and research activities;
 - c. review and approve major organizational changes within the University such as the establishment and suppression of Faculties, Colleges, and Schools;
 - d. approve amendments to these Statutes;
 - e. approve the annual budget of the University;

- f. endorse the nominations for Rector to the Chancellor with such observations and recommendations as it may deem fit;
 - g. issue policies of investment of funds of the University;
 - h. approve policies governing the conditions attached to gifts, bequests and devices, or to trusts and memorials, and to authorize memorials for benefactors of the University;
 - i. confirm the Vice-Rector of the University;
 - j. approve the Institutional Standards of Professional Ethics for the Faculty and Support Staff and Manuals of Policies and Procedures for Students, Support Staff, and the Academic and Administrative Officials or amendments thereto;
 - k. appoint the members of the Economic Council;
 - l. determine the limit that the Rector and the Economic Council may disburse without prior approval of the Board of Trustees;
 - m. review and approve accounts submitted by the Economic Council;
 - n. approve capital expenditures, major constructions and the procurement of loans after having obtained the concurrence of the Economic Council.
 - o. determine the limit of the unbudgeted expenditures and liabilities deriving from loans and contracts which the Rector, with the approval of the Economic Council, may undertake.
4. For contracts approved by the Board of Trustees to alienate, to rent, and for contracts for debts and obligations beyond the sum assigned by the Holy See in each region, recourse to the Master of the Order is required. (cf. LCO 609 §1).

5. For unbudgeted expenses that go beyond the competency of the Board of Trustees, recourse to the Prior Provincial and his council is required.

ARTICLE 22. *The Council of Regents*

1. The Council of Regents is composed of the Vice-Chancellor, Rector, the Vice-Rector of the University, the Vice-Rectors and Deans who are members of the Order of Preachers, and the Regents.
2. The concurrence of the majority of the voting members of the Council of Regents is required in the:
 - a. recommendation and appointment of the Vice-Rector of the University;
 - b. appointment, transfer, and removal of the major University-wide officials enumerated in Art. 26 of these statutes, and of any official who is a member of a religious institute;
 - c. promulgation of the Institutional Standards of Professional Ethics for the Faculty and Support Staff and the Manuals of Policies and Procedures for Students, Support Staff, and Academic and Administrative Officials, or amendments thereto;
 - d. recommendation of the establishment or suppression of Faculties, Colleges, Schools, Departments, Centers, and other offices;
 - e. approval of major constructions;
3. Consultation with the Council of Regents is required in the:
 - a. appointment of the Deans/Heads of Faculties, Colleges, and Schools;

- b. appointment of the officials of departments in the Office of the Rector such as those of Student Affairs, External Affairs, Research, and Planning and Development;
- c. appointment of all the other department officials mentioned in Art. 38.

ARTICLE 23. *The Academic Senate*

1. The Academic Senate is composed of the Vice-Chancellor, Rector, the Vice-Rector of the University, the Vice-Rector for Religious Affairs, the Vice-Rector for Academic Affairs, the Vice-Rector for Research and Innovation, and all Deans of Faculties, Colleges, Institutes, and Schools. Two (2) full professors designated by the juridically recognized faculty union, and a representative of the recognized student body, may be invited to attend and participate in the discussion whenever the Academic Senate deems it necessary.
2. The concurrence of a majority of the Academic Senate is required in:
 - a. the appointment and removal of Deans/Heads of Faculties, Colleges, Institutes, or Schools;
 - b. the promotion of the faculty members;
 - c. the conferment of the degree of Doctor *honoris causa* and of the titles of honorary professor, Dean Emeritus and Professor Emeritus;
 - d. the promulgation of the Institutional Standards of Professional Ethics for the Faculty and Support Staff, and the Manuals of Policies and Procedures for Students, and Academic and Administrative Officials, or amendments thereto;
 - e. the recommendation of the establishment or suppression of Faculties, Colleges, Institutes or Schools;

- f. issuing particular rules and regulations for a Faculty, College or School.
3. Consultation with the Academic Senate is required in the:
 - a. adoption of a long-range plan for the improvement of the academic programs, expansion and development of the Faculties, Colleges, Institutes or Schools, and for teaching and research activities, and;
 - b. promulgation of the Manual of Policies and Procedures for the Support Staff.
4. Whenever these Statutes require the concurrence or consultation of both the Council of Regents and the Academic Senate for any particular act, that of the Council of Regents must first be obtained before the matter may be considered by the Academic Senate.

ARTICLE 24. *The Economic Council*

1. The Economic Council is composed of the Rector, the Vice-Rector, the Vice-Rector for Finance as *ex-officio* members, and of five (5) members of the Order of Preachers actually assigned and teaching in the University, appointed by the Board of Trustees. In the absence of the Rector, the Vice-Rector of the University presides in the Economic Council.
2. The Economic Council has the right and duty to:
 - a. review, evaluate and pass upon the financial policies followed in the administration of the patrimony of the University and of its economic affairs;
 - b. set guidelines for the system of accounting and control to be followed by the Vice-Rector for Finance in the day-to-day administration of the finances of the University;

- c. approve the monthly and annual reports of the Vice-Rector for Finance;
 - d. review and evaluate the investments of the University and to determine such changes as it may deem necessary, in accordance with the policies set by the Board of Trustees;
 - e. endorse the annual budget for presentation to and approval by the Board of Trustees;
 - f. approve the unbudgeted amount which the Rector can only disburse upon its prior approval but not exceeding the limit set by the Board of Trustees.
 - g. approve the procurements of loans and assume liabilities deriving from loans, contracts within the limits set by the Board of Trustees.
3. The concurrence of the Economic Council is needed in the approval of capital expenditures, major constructions, and the procurement of loans, prior to the approval of the Board of Trustees.

Chapter 2. Faculty Councils

ARTICLE 25. *Councils of Faculties, Colleges, and Schools*

1. The administrative head of every Faculty, College, or School shall be assisted by a Council which shall have the prerogatives set forth in Art. 13 of these Statutes, unless otherwise decreed by the Rector for a particular Institute or School.
2. The Faculty Council is composed of the Dean, the Regent, the Assistant Dean and the Faculty Secretary as ex-officio members. Three (3) faculty members appointed by the Rector for a term of three (3) years upon the recommendation of the Dean and the Regent shall also serve as members of the Faculty Council. The Presidents of the Faculty Club and the Student Council

of the Faculty, College, or School shall be invited to attend, participate in the discussion and vote whenever the Council considers matters directly affecting the Faculty and/or the students, respectively. For special reasons, a different composition of the Faculty Council of a particular Faculty, College, or School may be prescribed by the Rector with the concurrence of the Academic Senate.

TITLE III. ADMINISTRATIVE OFFICIALS

Chapter 1. University-wide Officials of the University

ARTICLE 26. *University-wide Officials*

The University-wide officials of the University are the Vice-Rector for Academic Affairs, Vice-Rector for Research and Innovation, Vice-Rector for Religious Affairs, Vice-Rector for Finance, Secretary-General, Registrar, Internal Auditor, Prefect of Libraries, Director of Student Affairs, Director for Grants, Endowments and Partnerships in Higher Education, and Director for Quality Management and Assurance. These University-wide officials should preferably have the qualification of being a holder of a doctoral degree or should at least be an Associate Professor.

ARTICLE 27. *Vice-Rector for Academic Affairs*

The Vice-Rector for Academic Affairs advises and assists the Rector in the formulation of the overall educational objectives, policies and plans of the University. He exercises direct control and supervision over all the academic units of the University in relation to instruction and curriculum. He is responsible for the effective coordination and overall management of curricular, instructional and other development programs of the said units. He has direct supervision over the Office for Faculty Evaluation and Development, the Textbook and Learning Materials Board, the Educational Technology Center and the University-wide academic departments. He is likewise responsible for ensuring the recruitment of academic

personnel who are committed to the promotion of, and respect for, the institution's Catholic identity (SO-ECE 5, ECE, Gen. Norms, Art. 4, pars. 2-5).

ARTICLE 28. *Vice-Rector for Research and Innovation*

The Vice-Rector for Research and Innovation serves as advisor to, and assists, the Rector in the effective planning and implementation of research policies and programs of the University. He administers the activities of the Research Complex and supervises all the research centers and units of the University.

ARTICLE 29. *Vice-Rector for Religious Affairs*

The Vice-Rector for Religious Affairs shall be a member of the Order of Preachers. He supervises the following:

1. instruction of Theology and Professional Ethics in all Faculties, Colleges, and Schools except in the Ecclesiastical Faculties, with the assistance of the Director of the Institute of Religion, by ensuring adequate and well-formed religious educators with the mandate of the competent ecclesiastical authority (Canon 812, ECE, *Gen. Norms*, Art. 4, par. 3) and textbooks with ecclesiastical approval (SO-ECE 6);
2. religious and apostolic activities in the University with the assistance of the Director of Campus Ministry, and the community services of the University with the assistance of the Director for Community Development.

ARTICLE 30. *Vice-Rector for Finance*

The Vice-Rector for Finance shall be a member of the Order of Preachers. He has the following duties and functions to:

1. administer the patrimony of the University according to such norms as the Rector may issue in conformity with the directives of the Economic Council and to make all necessary collections and disbursements;

2. take custody of all assets of the University, corporeal and incorporeal, and to recommend to the Economic Council policies for their safekeeping;
3. initiate, as Presiding Officer of the Budget Committee and in coordination with the Director for Finance, the preparation of the annual budget in conjunction with department/section heads covering all activities of the University, for submission to the Economic Council before the start of the fiscal year;
4. assist the Rector in the preparation of the annual budget of the University;
5. maintain adequate records of authorized budget preparations and the determination that all sums expended pursuant thereto are properly accounted for;
6. submit monthly and annual reports to the Economic Council;
7. plan and recommend investment programs of the University by evaluating the viability of prospective investments;
8. review and make recommendation on the current investment portfolio;
9. maintain adequate records of the investments and securities of the University;
10. carry out and supervise improvements and new constructions;
11. supervise the Purchasing Office and the Facilities Management Office

ARTICLE 31. *The Secretary-General*

The Secretary-General, who is a member of the Order of Preachers, shall have the following duties and responsibilities to:

1. keep the seal of the University and affix the same to official documents of the University;

2. chronicle all major events of the University;
3. organize and supervise all major public functions;
4. conduct the official correspondence of the University;
5. supervise the Office of the Registrar, Office of Public Affairs, Santo Tomas e-Service Providers (STePS), and Office for Admissions;
6. act as Corporate Secretary of the Board of Trustees and the Corporation, and as Secretary of all Administrative bodies of the University.

ARTICLE 32. *Registrar*

The Registrar safe-keeps and updates all academic documents such as credentials for student admission and enrollment, and supervises the issuance of the official transcripts of records of students and alumni while ensuring the confidentiality of such records. He also prepares and submits documents required by the Department of Education, and the Commission on Higher Education. He is directly accountable to the Secretary-General.

ARTICLE 33. *The Internal Auditor*

The Internal Auditor is responsible for establishing and maintaining an independent review and appraisal of the accounting, financial, and other operations of the University, as a protective and constructive service to the administration. He is directly accountable to the Rector.

ARTICLE 34. *The Prefect of Libraries*

The Prefect of Libraries is responsible for the maintenance, improvement, and supervision of the libraries of the University and prepares the annual budget thereof.

ARTICLE 35. *Director of Student Affairs*

The Director of Student Affairs is responsible for all matters pertaining to the general welfare of the students and to their educational exposure outside the classroom. He serves as advisor to the Rector and acts as liaison between the Office of the Rector and the Deans/Heads of the various Faculties, Colleges, and Schools in matters pertaining to student activities, and the self-government processes of student groups. He supervises the Director and Coordinators for Student Welfare and Development Board, and the advisers of all recognized student organizations in the University. He takes charge of the scholarship program and the welfare of foreign students.

ARTICLE 36. *Director for Grants, Endowments and Partnerships in Higher Education*

The Director for Grants, Endowments and Partnerships in Higher Education acts as liaison between the University of Santo Tomas and the Research and Endowments Foundation, Incorporated (REFI), and shall foster and promote partnerships and cooperation with academic, religious, industrial or philanthropic institutions and organizations.

ARTICLE 37. *Director for Quality Management and Assurance*

The Director for Quality Management and Assurance promotes quality measures, monitors and evaluates plans and processes in order to assure quality management.

Chapter 2. Department Officials of the University

ARTICLE 38. *Department Officials*

The department officials of the University are the Director of Campus Ministry, Chief Librarian, Director of Human Resource, Director for Finance, Director of the Guidance and Counseling Center, Director of the Museum, Director of Health Services, Director of Public Affairs, Director of Alumni Relations, Archivist, Purchasing Director, Director of the Facilities Management Office, Director of the Educational Technology Center, Director of the Publishing House, Director of the Santo Tomas e-Service Providers, Director of International Relations and Programs and Director of the Office for Admissions.

The qualifications, job descriptions, functions, the scope of duties and responsibilities of the department officials shall be provided in the Manual of Job Descriptions and the Manual of Policies and Procedures of Administrative and Academic Officials duly approved by the Board of Trustees.

PART III. THE ACADEMIC STAFF

ARTICLE 39. *Classification*

1. The Academic Staff of the University, whether tenured or non-tenured, teaching full-time or part-time, are ranked as follows: Professors, Associate Professors, Assistant Professors and Instructors, or their equivalent.
2. A teaching assignment may be given to experts in a particular field on a provisional basis with the title of Professorial Lecturer, Associate Lecturer, Assistant Lecturer or Lecturer.

ARTICLE 40. *Appointment*

1. Only holders of a Master's degree, or its equivalent, may be considered for an appointment to teach in the University in their field of specialization. An appointment is given by the Rector upon recommendation of the Dean or Director and the Faculty Council. Appointment of instructors of Theology and Professional Ethics in all Faculties, Colleges, and Schools, require the prior mandate of the competent ecclesiastical authority (Canon 812, ECE, Gen. Norms, Art. 4, par. 3), following the procedures for the conferral, denial or withdrawal of such mandate as provided for by the University, without which they are not to be duly employed.
2. Only candidates who show fidelity or respect (in case of non-Catholic teachers) to Catholic ideals in their research and teaching may be considered for an appointment to teach in the University, in recognition of the distinctive Catholic identity of the University. (ECE, Gen. Norms, Art. 4, pars. 2-4).

ARTICLE 41. *Tenureship and Separation*

1. Duly qualified faculty members who have rendered three (3) consecutive years of satisfactory service on a full-time basis acquire tenure upon recommendation to the Vice-Rector for Academic Affairs for reappointment by the Dean or Director and the Faculty Council. Appointment of instructors of Theology and Professional Ethics in all Faculties, Colleges, and Schools, require the prior mandate of the competent ecclesiastical authority (Canon 812, ECE, Gen. Norms, Art. 4, par. 3), following the procedures for the conferral, denial or withdrawal of such mandate as provided for by the University, without which they are not to be duly employed.
2. Tenured faculty members may not be removed from the service except for cause and after due process in accordance with the pertinent rules, regulations and policies of the Labor Code and the Institutional Standards of Professional Ethics for the Faculty and Support Staff.
3. A faculty member may be dismissed at any time for cause including actions offensive to the Catholic ideals and teachings and after due process (ECE, Gen. Norms, Art. 4, par. 3).

ARTICLE 42. *Promotion*

No Instructor shall be considered for promotion to the rank of Assistant Professor unless he holds a Master's degree, or its equivalent, in his line of specialization, and no faculty member shall be considered for promotion to the rank of Associate Professor without doctorate, or its equivalent, in his line of specialization, provided, however, that in meritorious cases, the Rector, with the concurrence of the Academic Senate, may waive the foregoing requirements for the promotion of faculty members.

ARTICLE 43. *Affiliation*

No faculty member may be affiliated with more than one Faculty, College, Institute or School. Change of affiliation from one Faculty, College, Institute or School to another may be authorized by the Rector upon recommendation of the Deans or Heads and the Faculty Councils concerned.

ARTICLE 44. *Retirement*

A faculty member shall be retired at the end of the academic year in which he completed 65 years of age. However, the University may continue to avail of his services on a yearly basis and under such conditions as the Rector may determine after consultation with the Council of Regents and the Academic Senate.

ARTICLE 45. *Affiliate Professors, Professors Emeriti and Honorary Professors*

1. Professorial experts who, although not regular members of the Faculty, act as consultants and assist in the professional training programs of the students of the University
2. Professors who have discharged their academic assignments in an outstanding manner may be conferred the title of Professors Emeriti upon their resignation or retirement in accordance with these Statutes.
3. The title of Honorary Professor may be awarded to scholars who have excelled in research work or scientific writing and who have earned international repute in their respective fields.

PART IV. GENERAL PROVISIONS ON STUDENTS

ARTICLE 46. *Qualifications*

In order to qualify for admission to the University as a student, the applicant must be of good moral character, must present the required academic credentials, meet the specific requirements of the Faculty, College, Institute or School in which he intends to enroll, and undertake to pay the required tuition and other fees. Clerics and religious must, in addition, obtain the written permission of their Ordinary or Superior to enroll for a particular course of study.

ARTICLE 47. *Admission*

1. The admission of students to a particular Faculty, College, Institute or School is the prerogative of the Dean or Head, who may impose other requirements, in addition to those required by the Department of Education, the Commission on Higher Education, and the University authorities, as he deems proper. The number of students to be admitted to a particular Faculty, College, Institute or School is determined by the adequacy of accommodations, personnel and facilities.
2. In the admission of freshmen, graduates of the High Schools of the University who have successfully passed the entrance examinations shall enjoy preference, all things being equal.
3. The admission of transfer students from other institutions is subject to the particular rules of each Faculty, College, Institute or School in addition to the general rules prescribed by the University authorities.
4. No student may be enrolled in more than one Faculty, College, Institute or School to work for more than one academic degree at the same time.

ARTICLE 48. *Readmission*

The readmission of students who obtained failures is governed by the general regulations of the University and by the particular rules of each Faculty, College, Institute or School.

ARTICLE 49. *Religious Instruction*

All students shall follow and complete the course in Theology prescribed in the curriculum for their chosen field of study.

ARTICLE 50. *Discipline*

Students admitted and enrolled in this University are bound to abide by and comply with all rules, regulations, policies and requirements of the University and of the Faculty, College, Institute or School concerned. Students found wanting in the observance of said rules, regulations, policies or requirements shall be subject to commensurate disciplinary sanctions in accordance with the rules established for that purpose.



UNIVERSITY OF SANTO TOMAS
MANILA, PHILIPPINES

07 August 2014

University Mass in Honor of St. Dominic de Guzman, Founder of the Order of Preachers
University of Santo Tomas Chapel

**ANNOUNCEMENT OF THE DECREE PLACING THE UNIVERSITY OF SANTO TOMAS
UNDER THE JURISDICTION OF THE DOMINICAN PROVINCE OF THE PHILIPPINES**

On this auspicious moment, as we honor our Holy Father Saint Dominic, we announce a news of historic importance for the University. In the four-hundredth and third (403rd) year of the University of Santo Tomas, we have received a communiqué from the Congregation for Catholic Education of the Holy See, with a date stamp of the 31st of May 2014, stating the Decree of Approval of the Revised General Statutes of the University.

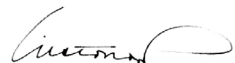
The Revised General Statutes now reflect the fulfillment of the wishes of paragraph number 120 of the Acts of the General Chapter of the Order of Friars Preachers held in Caleruega, Spain in 1995, and paragraph number 219 of the Acts of the General Chapter of the Order of Friars Preachers celebrated in Rome in 2010, on *the transfer of the University of Santo Tomas Manila to the jurisdiction of the Dominican Province of the Philippines*.

Furthermore, the Master of the Order of Preachers, currently, Very Reverend Fr. Bruno Cadore, by *virtue of his office*, is the Chancellor of the University, and serves as the liaison between the Holy See and the University of Santo Tomas. His primary responsibility is "to maintain and promote the Catholic identity and the Dominican mission of the University" (GS Art. 8, Par. 1). The Provincial of the Dominican Province of the Philippines, who currently is Very Reverend Fr. Gerard Francisco P. Timoner III, represents the Chancellor in our institution. He is, by *virtue of his office*, the Vice-Chancellor of the University (GS Art. 9, Par. 1).

We continue, therefore, to pray for our beloved University, the worldwide Order of Preachers, the Dominican Province of the Philippines, the brothers of the Holy Rosary Province, the Dominicans of UST, and the Dominican Family in the Philippines, that our Holy Father Dominic may continue to lead and inspire them to be true heralds of the Gospel.

Finally, we are truly grateful to our Vice-Chancellor, Very Reverend Fr. Gerard Francisco P. Timoner III, OP, for presiding over the Holy Mass and preaching to us the Gospel of Christ in this Solemnity of Our Holy Father Saint Dominic de Guzman.

Benedicamus Domino. Deo gratias.


fr. Winston F. Cabading OP
Secretary-General

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