



UNIVERSITY OF  
SANTO TOMAS

# STUDENT HANDBOOK

REVISED 2018



# UNIVERSITY OF SANTO TOMAS

## STUDENT HANDBOOK



**REVISED 2018**

## STUDENT'S PERSONAL DATA

I.D. NO.: \_\_\_\_\_

NAME: \_\_\_\_\_

PROGRAM & YEAR: \_\_\_\_\_

CITY ADDRESS: \_\_\_\_\_

PROVINCIAL ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TEL. NO.: Home: \_\_\_\_\_

Mobile: \_\_\_\_\_

E-Mail: \_\_\_\_\_

PARENTS/GUARDIAN:

FATHER: \_\_\_\_\_

MOTHER: \_\_\_\_\_

GUARDIAN: \_\_\_\_\_

In case of accident or serious illness, please notify:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TEL. NO.: \_\_\_\_\_

## PRAYER BEFORE STUDY

St. Thomas Aquinas

*Lord, true source of light and wisdom, give me  
a keen sense of understanding, a retentive memory  
and capacity to grasp things correctly.*

*Grant me the grace to be accurate in  
my exposition and the skill to express  
myself with thoroughness and clarity.*

*Be with me at the start my work,  
Guide its progress and bring it on completion.  
Grant this through Christ, our Lord.  
Amen.*





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## THE REGISTERED UNIVERSITY SEAL AND ITS CORE ELEMENTS



The present Seal of the University of Santo Tomas (UST) is likened to a shield, quartered by the Dominican Cross on which is superimposed the sun of St. Thomas Aquinas, patron saint of Catholic schools, after whom the University is named.



On the upper left corner of the Seal is the Papal Tiara, which indicates the pontifical roots of the University.



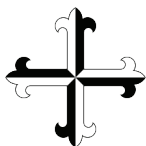
The upper right quadrant shows the lion, which is derived from the seal of Spain, indicative of the University's royal patronage throughout the greater part of the University's centuries-old existence.



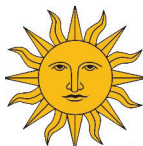
The lower left quadrant contains an image of a sea lion, from the old seal of the City of Manila, the capital of the nation, which symbolizes that this University is a part of the Republic of the Philippines.



The rose on the lower right corner represents the patronage of the Blessed Virgin Mary, under whose care the University was placed from its very beginning.



The Dominican cross signifies that the University is under the Dominican Leadership.



The sun of St. Thomas at the center of the shield symbolizes the spreading of the light of knowledge and wisdom that frees minds from ignorance.

The symbols are set in gold in a field of light blue to honor the Blessed Mother Mary. The cross, however, is in black and white - the Dominican colors.





## UST IDENTITY

The University of Santo Tomas, the Pontifical, Royal, and Catholic University of the Philippines, is a Dominican institution of learning founded in 1611, under the patronage of St. Thomas Aquinas.

## MISSION

The University, in pursuit of truth, guided by reason and illumined by faith, dedicates herself to the generation, advancement, and transmission of knowledge to form competent and compassionate professionals, committed to the service of the Church, the nation, and the global community.

## VISION

Faithful to its centuries-old tradition of excellence, the University of Santo Tomas envisions itself as a premier Catholic institution of learning in Asia, committed to the professional and moral formation of her stakeholders for social transformation.

## MOTTO

Veritas in Caritate (Eph 4:15)



## ST. DOMINIC DE GUZMAN AND THE ORDER OF PREACHERS

St. Dominic was born around the year 1170 to a saintly family in Caleruega, Spain. His parents were the Venerable Felix de Guzman, a knight in the service of the King of Castile, and Blessed Juana de Aza. Dominic had two brothers: Antonio, who also became a priest; and Blessed Mannes, who joined the Order of Preachers.

Legend has it that prior to Dominic's birth, his mother had a dream, in which she saw a spotted dog with a flaming torch in its mouth, ready to set the world on fire. This dream prefigured what Dominic was to be – a preacher who would spread the light of truth. It is said that when Dominic was baptized, his godmother saw something like a star shining on his forehead. Again, this symbolized what Dominic was to be – a bearer of light to the Church. *Lumen Ecclesiae*.

At the age of seven (7), his parents entrusted Dominic to the care of his uncle, the parochus of Gumiel d'Izan. At the age of fourteen (14), he entered the University of Palencia, pursuing the requisite studies for the priesthood. In Palencia, he learned to live an ascetic lifestyle, devoting himself to intense prayer, acts of penance, and study of theology. When a severe famine broke out, Dominic, moved with pity towards those who were dying of hunger, sold his possessions, including books, in order to feed the poor.

In the year 1195, Dominic was ordained to the priesthood. He was assigned as a Canon Regular in the Cathedral Chapter of Osman. Canons were priests directly under the bishop. The Canons of Osman followed the Augustinian way of life.

In the year 1205, King Alfonso IX of Castile sent the Bishop of Osman, Don Diego, to a diplomatic mission to the Lord of the Marches (in north-western Europe). The Bishop took Dominic, his sub-prior at Osma, with him.

This journey would change the course of Dominic's life. On their stop-over in Toulouse, Southern France, Dominic had a first-hand experience of the Albigensian Heresy which was wrecking havoc to the faith of Europe.

The Albigensian Heresy (which originated in the town of Albi, in southern France) was a well-organized religious system. The heretics had their own "pope" and clerics. Basically this heresy is the belief that there are two "divine principle" – one is responsible for the material order which is evil; and the other for the spiritual order, which is good. Everything material is evil. The Albigensians resented the human body, food, sex, the sacraments, and everything material.

Circumstances led to the premature termination of Dominic's diplomatic mission. Don Diego decided that they would just go to Rome to seek an audience with the Holy Father, Pope Innocent III, and report on the sad conditions caused by the Albigensian heresy. In response to their report, the Pope made Bishop Diego the unofficial leader for papal mission to preach and win back the Albigensians. The Bishop took Dominic with him. They lived simply, and they spoke with great conviction. They engaged in ordinary day-to-day conversation with people, in contrast to the formality of other papal emissaries and legates.

In 1206, as pastor in Fanjeaux (southern France), Dominic prayed for a sign. It is said that three times he saw light descending on an old church in nearby Prouilhe. Dominic gathered the women he had converted from the heresy and brought them to Prouilhe where they eventually became a community of nuns. Hence, the first Dominicans were women. The Prouilhe Community Served as a haven for preachers, a school for children, and a refuge for women who had escaped the clutches of the Albigensians.

In the year 1215, Dominic, having gathered a community of preachers in Fanjeaux, went to Rome to seek for the Pope's approval of his religion order. Pope Innocent III allowed Dominic and his men to live as a community, but were to follow the existing religious Rule of St. Augustine, which Dominic had been following since his days as a canon regular in Osma.

In the year 1216, the new pope, Honorius III, gave his approval to the Order of Friars Preachers (thus the O.P. appended to every Dominican's name stands for Orders of Preachers) and gave them right to preach anywhere in the world.

Dominic spent the rest of his life traveling, preaching the light of truth, and organizing new communities. On August 6, 1221, he died in Bologna, Italy. On July 13, 1234, he was canonized by Pope Gregory IX. In modern times, the feast day of St. Dominic is on August 8.

St. Dominic inspired so many others to spread the light of truth into the world by preaching the Gospel of Jesus Christ both through word and good deeds. This is evidenced by the impressive number of Dominican holy men and women. Among them is no less than our university's patron saint, St. Thomas Aquinas.





## ST. THOMAS AQUINAS

Thomas Aquinas was born around the year 1225 at Rocca Secca in the Kingdom of Naples (in present day southern Italy). Of noble origins, Thomas' family was considered powerful in the prevalent feudal system, by virtue of their relationship to the German Emperor.

At an early age, Thomas was made to enter the Benedictine Abbey of Monte Cassino. His uncle had been abbot of the monastery and Thomas' family had the same ambition for him. It was in the abbey that Thomas received his first formal education. Thomas impressed his community with his diligence in study, devotion to prayer, and with the questions he asked which the monks thought were beyond his age. The most remembered of those questions was: "What is God?"

Thomas left the Abbey and continued his studies at the University of Naples between 1239-1244. It was in that university setting that Thomas first encountered the Order of Preachers (Dominicans). Thomas realized that he was being called by God to follow the way of St. Dominic de Guzman, so he sought admission into the Order and received the Dominican habit in 1243, against the will of his family.

Shortly after, in May of 1244, his family intervened forcibly and had him abducted and detained at Rocca Secca. In vain, his family tried to persuade Thomas to give up his Dominican vocation.

Finally, in 1245, Thomas was allowed to return to the Order. He then went north to the University of Paris (France) and then to Cologne (Germany) where he continued his studies under the renowned Dominican professor, Albert the Great.

As a student, Thomas was very quiet and shy. He never showed off his intelligence. His humility was interpreted as dullness, so his peers called him "the Dumb Ox of Sicily." But Albert saw another side of his student and commented: "We call this young man a dumb ox, but his bellowing in doctrine will one day resound throughout the world."

In 1250, Thomas was ordained a priest. He received his doctoral degree from the University of Paris.

As a theologian, Thomas wrote extensively on the truths of the faith. His greatest contribution is the *SUMMA THEOLOGIAE* ("Summary of Theology"), a compendium of all the doctrines of the Catholic faith, explained by Thomas using philosophy as *Ancilla theologiae* or "handmaid of theology."

Because of his brilliance, he was often consulted by monarchs, ecclesiastics, and even by the pope. In terms of his liturgical contribution, Thomas Aquinas was commissioned by the pope to compose the Mass for Corpus Christi, and the Eucharistic hymns (*Pange lingua, O Salutaris hostia, Tantum ergo*) he crafted are still being sung today.

In exhaustion over his intellectual pursuits, Thomas' health began to fail. In 1273, he began seeing visions and was often in ecstasy. There were times that he could not finish saying Mass as he would burst into tears during the consecration. While St. Thomas was praying before the crucifix, three brothers reportedly heard Our Lord speak to him, saying, "You have written well of me Thomas, what reward would you ask from me?" Thomas humbly replied: "Nothing but you, Lord." From that time on, he refused to write, his *Summa* still unfinished. He called all his writings "straw," saying that it was never really possible for any human to fully grasp the glory of God.

In 1274, Pope Gregory X called for a general council in Lyons (France). The pope requested Thomas to travel to Lyons; and Thomas, in all humility, obeyed despite his failing health. On the journey, he fell ill and was accommodated by the Cistercian monks in Fossa Nuova. The monks took care of him until he died on March 7, 1274. He was 49.

On July 18, 1323, Pope John XXII canonized Thomas Aquinas. In 1567, the Dominican Pope St. Pius V named him Doctor of the Church.

Pope Leo XIII honored St. Thomas by declaring him "Prince and Master of all Scholastic Doctors." On August 4, 1880, he declared St. Thomas Aquinas as patron of all Catholic Universities, Academics, Colleges, and Schools.

Thus, most fittingly, Dominicans all over the world look to St. Thomas Aquinas as patron and model in their educational and intellectual apostolate.

## DOMINICANS IN THE PHILIPPINES

On July 21, 1587, eve of the feast of St. Mary Magdalene, secondary patroness of the Dominican Order, the Dominicans set foot on Philippine soil. These Spaniards missionaries sailed from Acapulco, in Mexico, and began the evangelization of the people of Bataan, Zambales, Cavite, Laguna, Pangasinan, Cagayan Valley, and the Batanes and Babuyan Islands.

The first Bishop of Manila was a Dominican, Domingo de Salazar, O.P. The third bishop and first Archbishop of Manila was Miguel de Benavidez, O.P., founder of UST. In Manila, the Dominicans founded the University of Santo Tomas in 1611 and Colegio de San Juan de Letran in 1620. Many Dominican missionaries who worked in the Philippines eventually died as martyrs elsewhere in Asia. Some of them were administrators, professors, and students of UST.

Three popular Marian Shrines in the Philippines originated from the Dominican Mission: Our lady of the Rosary, La Naval de Manila (now in Quezon City); Our Lady of the Rosary of Manaoag in Pangasinan; and Our Lady of the Rosary of Piat in Cagayan.

Since the members of the Order of Preachers are spread all over the world, they are divided into territorial jurisdictions called provinces. For a long period of time, the Dominicans in the Philippines belonged to one mother Province of Our Lady of the Most Holy Rosary headed by Spanish friars.

In 1971, the Filipino Dominicans formed the Dominican Province of the Philippines, which now effectively administers most Dominican entities in the Philippines, including UST.

The Filipino Dominicans have the following apostolic priorities: Evangelization through Education and Mass Media, Theological Reflection, Justice and Peace, and the Missions.

## HISTORY OF THE UNIVERSITY OF SANTO TOMAS

The University of Santo Tomas is the oldest existing University in Asia. The institution was established through the initiative of Msgr. Miguel de Benavides, O.P., the third Archbishop of Manila. On July 24, 1605, he bequeathed a modest amount from his personal funds for the establishment of a “seminary-college” to prepare young men for the priesthood. Those funds, and his personal library as Benavides’ will was enacted by his Dominican confreres, became the nucleus of the University of Santo Tomas which was founded on April 28, 1611. UST was first called Colegio de Nuestra Señora del Santisimo Rosario, and later renamed Colegio de Santo Tomas, in honor of the foremost Dominican theologian, St. Thomas Aquinas. The original campus was located in Intramuros, the walled City of Manila.

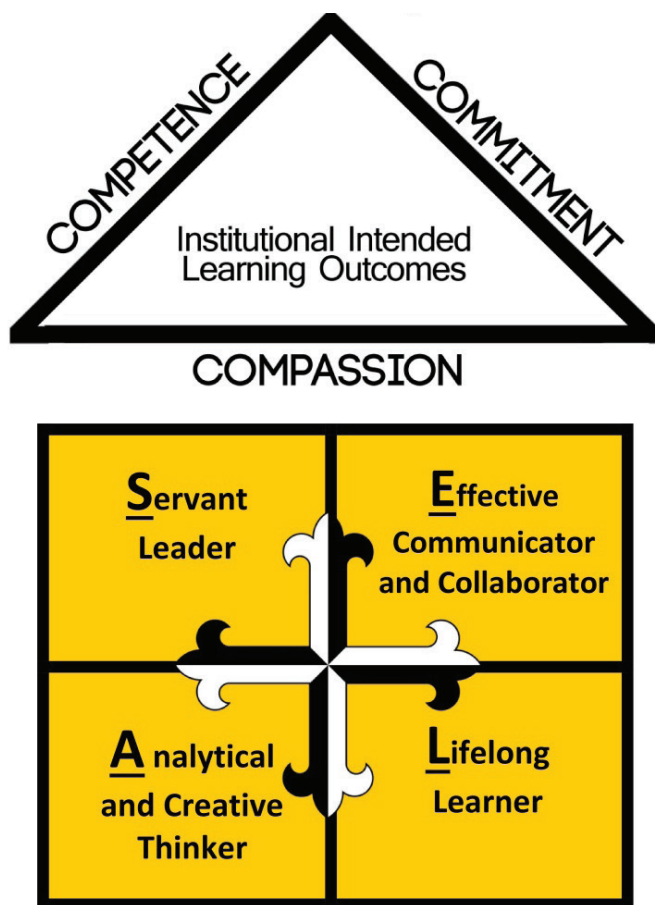
In 1624, the Colegio was authorized by the King of Spain to confer academic degrees in Theology, Philosophy, and the Arts. On November 20, 1645, Pope Innocent X elevated the college to a University. In 1680, it was subsequently placed under the royal patronage of Spanish monarch. It was King Charles III of Spain who granted it the title of “The Catholic University of the Philippines.”

The continuing increase in enrolment prompted the administration, on its tricentenary in 1911, to transfer the University campus from Intramuros to its present site which covers a total of 21.5 hectares in Sampaloc district. In terms of student population, it is the largest Catholic University in the world in a single campus. Since its establishment in 1611, the University academic life was disrupted only twice: once, from 1898 to 1899, due to the Philippine revolution against Spain; and, a second time, from 1942 to 1945, when the Japanese Occupation Forces during the Second World War converted the UST main building into an internment camp.

When it celebrated its 400<sup>th</sup> year in 2011, the University included in its plans establishing campuses outside Manila. A campus will rise in Sta. Rosa, Laguna, and another in General Santos City, South Cotabato. Through these campuses, UST will continue to provide Filipinos with quality Catholic education.



## THE SEAL OF THOMASIAN EDUCATION



The University of Santo Tomas, in pursuit of truth, guided by reason and illumined by faith, dedicates herself to the generation, advancement, and transmission of knowledge to form *competent* and *compassionate* professionals *committed* to the service of the Church, the nation, and the global community.

I am a Thomasian. I carry the SEAL of Thomasian education. I am a Servant leader, an Effective communicator and collaborator, an

Analitical and creative thinker, and a Lifelong learner. With Christ at the center of my formation as a Thomasian, I am expected to demonstrate the following Thomasian Graduate Attributes (**ThoGA**):

SEAL of Thomasian Education	Thomasian Graduate Attributes (ThoGA)
<u>S</u> ervant leader	Show leadership abilities to promote advocacies for life, freedom, justice, and solidarity in the service of the family, the local and global communities, the Church, and the environment.
	Implement relevant projects and activities that speak of Christian compassion to the poor and the marginalized in order to raise their quality of life.
	Show respect for the human person, regardless of race, religion, age, and gender.
<u>E</u> ffective communicator and collaborator	Express myself clearly, correctly, and confidently in various environments, contexts, and technologies of human interaction.
	Work productively with individuals or groups from diverse cultures and demographics.
	Show profound respect for individual differences and/or uniqueness as members of God's creation.
<u>A</u> nalitical and creative thinker	Show judiciousness and resourcefulness in making personal and professional decisions.
	Engage in research undertakings that respond to societal issues.
	Express personal and professional insights through an ethical and evidence-based approach.
<u>L</u> ifelong learner	Engage in reflective practice to ensure disciplinary relevance and professional development.
	Exhibit preparedness and interest for continuous upgrading of competencies required by the profession or area of specialization.
	Manifest fidelity to the teachings of Christ, mediated by the Catholic Church, in the continuous deepening of faith and spirituality in dealing with new life situations and challenges.

## OFFICES PROVIDING MAJOR UNIVERSITY SERVICES

### **OFFICE FOR STUDENT AFFAIRS (OSA)**

The Office for Student Affairs takes charge of the campus life of the students, their welfare and discipline, and dormitory facilities. As such, it guides and supervises the recognized student organizations, the student councils, the COMELEC's; and conducts capability-building seminars for the organization advisers. The OSA looks into all student-initiated and student-related activities.

### **EDUCATIONAL TECHNOLOGY CENTER (EDTECH CENTER)**

The Educational Technology Center promotes and implements the appropriate integration of media, information, and communications technology with the University's mission and vision. The Center encourages collaborative efforts among administrators, faculty, and students through the convergence of digital, audio-visual equipment, and web-based technologies for the implementation of programs that will facilitate quality education, productive research, and responsive community service.

The EdTech Center aims to integrate digital technologies with instruction, opening more opportunities for teaching and learning by enabling teachers to advance their skills while adding greater interest to student learning.

The EdTech Center expands learning interaction in a face-to-face classroom by allowing learning anytime, anywhere in any device through the e-learning Access Program (e-LeAP) of the University. The Center keeps students informed of the latest events in the University through Tiger TV, Tiger Radio, and Tiger Online under its digital broadcasting unit.

## **UST MIGUEL DE BENAVIDES LIBRARY**

The University Library can be considered the oldest in the country. The first seeds were planted when in the early 17th century “the founder,” Archbishop Miguel de Benavides, O.P., and other benefactors such as Fr. Diego Soria, O.P., and Captain Hernando de Los Rios Coronel donated their private collections for a future college. Through the history of the University, the library has been enriched through several donations and purchases.

Originally, the library was located in a wing of the University Building in Intramuros. When the University was transferred to its España campus and new academic programs were offered, the library collection likewise increased. It occupied an entire wing of the ground floor of the Main Building and other rooms in the different buildings. On October 29, 1989, the UST Central Library Building was inaugurated. The University Library has completed its transformation from a manually-operated Library to a fully automated one, and is presently engaged in the development of a virtual library.

The Miguel de Benavides Library contains a rich collection of books, periodicals, and other library materials such as CDs, DVDs, maps, among others, listing circa 500,000 volumes with thousands of new titles added yearly. It also boasts of an exceptional collection of rare books and manuscripts unique in the Philippines. Recent technological advancements have changed the library services. In 2003, the library started to utilize the Library Online Readers’ Network Zone (LOReNZO). In 2016, the library system was updated to “Sierra.” Through this electronic facility, the borrower may search the online catalog for a title, author, subject, and keyword, place a reservation on a title or renew their book, and view his own record of title borrowed, and others.

The library uses the EBSCO, an online database of professional journals that can be accessed even from outside the University. Some rare books, periodicals, and archival documents can now be accessed online at <http://digilib.ust.edu.ph/> through the acquisition of CONTENT dm (digital management library software).

Another feature of the library is the Web Access Management (WAM), and authentication service for libraries that offers patrons simple and convergent remote use of licensed electronic resources. Other facilities found in the library are the Antonio V. del Rosario UST Heritage

Library, internet stations, discussion rooms, conference hall, individual study rooms, exhibit area, multimedia room, gadget corner, reading area, and a coffee shop.

## **COUNSELING AND CAREER CENTER (CCC)**

The Counseling and Career Center delivers comprehensive and evidence-based counseling and career programs and services including psychological assessment, specialized training programs, and consultation-mentoring activities in collaboration with administrators, educators, industry-partners, and other stakeholders to ensure student's academic, personal-social, and career success.

The counseling services focus on Thomasian Resources for Intensifying Student Empowerment (ThomRISE) providing the following programs: (1) Orientation and Information (2) Counseling and Case Management (3) Peer Assisted Study Success (PASS) (4) Development of Peer Facilitators (5) Academic, Personal-social and Counseling Appointments, and (6) Preventive and Intervention for Special Target groups.

The Career Services focus on Thomasian Gear Up Tools for Success (ThomGUTS) and Thomasian Career Readiness and Employment (ThomCARE) providing the following programs: (1) Career Exploration (2) Career Ambassador Program (3) Career Counseling Appointment (4) Resume clinic (Video Resume) (5) Career E-Portfolio (6) Career Seminar Series (7) Program for Life and Career Skills Development (8) Mock Interview (9) Career Fair and (10) Professional Networking. Integrated in both counseling and career is our Thomasian Assessment for Competence & Empowerment (ThomACE) providing psychological assessment including psychological testing to all students.

Results of psychological assessment become the basis for intervention program for individuals and groups. Through this, the Center is able to come up with the profile of all students in terms of their strengths and weaknesses, such as the student's (1) personality characteristics (2) academic adjustment (3) anxiety (4) relations with others (5) depression (6) career decision-making (7) suicidal ideation (8) self-esteem and (9) family dynamics.



## **UST SIMBAHAYAN COMMUNITY DEVELOPMENT OFFICE**

The UST Simbahayan Community Development Office (UST SIMBAHAYAN) is the community development and advocacy arm of the University. It is tasked to develop, facilitate, implement, and manage the University Community Development Program towards the University's mission of the generation, advancement, and transmission of knowledge to form competent and compassionate professionals, committed to the service of the Church, the nation, and the global community.

Emanating from the University's mission is that UST Simbahayan envisions partner communities/institutions, local parishes, and at-risk sectors to be self-reliant, interdependent, and empowered, contributing to the building of the Church, the home, and the nation. Also, being part of the Catholic institution, the office is mindful in maintaining its mission of sustaining the Christian formation of Thomasians and University partner communities and institutions in becoming agents of social transformation. Based on these, the two key result areas (KRAs) of UST Simbahayan are: (1) the formation of self-reliant, interdependent, and empowered partner communities and institutions, and (2) the formation of Thomasians in becoming agents of social transformation. These two KRAs mirror the mission and vision of UST Simbahayan.

The office covers college/faculty-based student organizations' projects; University-wide student organizations' community development projects; CWTS and LTS projects of the National Service Training Program, and alumni-proposed projects. The office is currently located at Room 101 of the Tan Yan Kee Student Center and is open from Monday until Friday, 8:00 AM to 5:00 PM.

## **UST HEALTH SERVICES**

The UST Health Service provides primary health care to students, support staff, faculty members, and administrators of the University. The Health Service aims to deliver health care efficiently and effectively to the Thomasian community. Uniquely, general practice of medicine is extended to include the specialties of Family Medicine, Internal Medicine, Pediatrics & Adolescent Medicine, Neuro-Psychiatry, Surgery, Obstetrics & Gynecology, Ophthalmology, Otorhino-laryngology, and Dermatology.

*Bona fide* students of the University of Santo Tomas may avail of the following:

1. Free medical consultation, treatment, and emergency care
  - these services may include minor surgical procedures such as suturing of lacerated wounds and wound care
2. Physical exam and medical clearance as required for all freshmen to include:
  - a. medical and dental check up
  - b. chest x-ray
  - c. immunization as recommended
  - d. mandatory drug testing
  - e. routine laboratory exams (CBC, urinalysis, stool exam & hepatitis profile as required)
3. Free dental services
  - a. routine dental examination as part of required PE
  - b. general dental consultation, treatment & emergencies
  - c. dental procedures such as tooth extraction & dental restoration (by appointment)
4. Chest x-ray to be done at UST Hospital radiology department
5. Routine CBC, urinalysis and stool exam as requested by the USTHS physician to be done at the UST Hospital laboratory at 50% discount
6. Physical exam and medical clearances as CHED requirement for curricular activities such as OJT, practicum, fieldtrips, educational tour, community service and other curricular activities outside the campus
7. Random drug testing for students beyond the 1<sup>st</sup> year level
8. Initial dose of stock medicine may be dispensed to patients free of charge
9. Hospitalization privileges:
  - a. All *bona fide* students may avail of the following benefits for hospitalization at the UST Hospital:
    - P400 per day allowance for room and board for a period 10 days confinement per semester
    - 50% discount on routine CBC, urinalysis & stool exam

- 50% discount on doctor's fees if he/she is admitted under the care of a UST Health Service physician
- Emergency cases may be admitted directly to the UST Hospital and the UST Health Service must be notified within 24 hours

In case of accidents occurring during school hours or official school activity, the student shall be given emergency treatment at the UST Hospital and may avail of the Student Accident Insurance at the Finance office at the 2<sup>nd</sup> floor of UST Main Building.

Medico-legal cases are referred to the Medico-legal Department of the UST Hospital.

Mental health cases as emergency (e.g., suicide) should be brought to the UST Hospital ER for initial assessment, observation, and/or confinement. Parents and/or guardians should be informed for immediate disposition of the case.

The UST Health Service Clinic is open from Monday to Saturday 7:00 AM to 7:00 PM during 1<sup>st</sup> and 2<sup>nd</sup> terms, and from 7:00 AM to 6:00 PM during Special Term. The clinic is closed on Sundays and during holidays. During off-school hours, patients may opt to seek consultation at the Emergency Room of the UST Hospital. Consultations done at the UST Hospital Emergency Room or at the Medical Doctor's Clinic will be charged accordingly.

## **UST ARCHIVES**

The UST Archives is the repository of documents pertaining to the history of the University. The trove of materials is an important source of information for research on a variety of topics, especially on the culture and history of the region, on the Church and on the Dominicans in general. Among the most significant items here are the original Foundation Act of 1611, papal bulls, royal decrees, academic records of those who studied in UST—including those of Philippine national heroes and of canonized saints—and the UST Baybayin Documents (1613 and 1625) which were declared National Cultural Treasures in 2014. A letter of request is required to research in the Archives.

## UST MUSEUM

According to Fr. Fidel Villarroel, O.P., in his book *Four Centuries of Higher Education in the Philippines (1611-2011)*, “The University of Santo Tomas Museum, considered as the oldest existing museum in the Philippines, was formally established in 1871, to comply with the 1865 *Reglamento de Segunda Enseñanza* that required all first class colleges to have a *Museo de Historia Natural*. Originally located in Intramuros, the UST Museum was later transferred to its present site at the *paraninfo* of the UST Main Building, built in 1928 in the Sampaloc, district of Manila. The *paraninfo* was meant to be a multipurpose grand hall for academic functions or cultural events.”

The Museum expanded its collection to include works of art after UST Rector, Rev. Fr. Silvestre Sancho, O.P., organized the First National Painting Exhibit in 1941 when the museum acquired works by Filipino masters such as Fernando Amorsolo, Carlos “Botong” Francisco, Vicente Manansala, and Galo Ocampo. To address the conservation needs of such a valuable collection, the UST Museum Conservation Laboratory was established. It uses state-of-the-art technology and has a well-trained staff to ensure the preservation of these priceless masterpieces.

The UST Museum has a wide variety of collection including natural history, coins, medals, memorabilia, ethnographic materials, oriental arts objects, Philippine religious images, and visual art.

## UST PUBLISHING HOUSE

The UST Publishing House (USTPH) envisions itself as a modern, professional, academic publishing house, and the publisher of choice by the country’s top scholars and creative writers. Its specific role is the generation and dissemination of knowledge through the publication of outstanding works of scholarly and artistic/literary value. It aims to contribute to the development of the country’s publishing industry, particularly in the area of academic publishing, as a way of contributing to national development.

The USTPH was named the “Publisher of the Year” in 2003, 2004, 2010, and 2012 by the National Book Development Board and the Manila Critics Circle. Its titles have won prestigious national honors like the National Book Awards, the Gintong Aklat Awards, and the Madrigal Gonzalez Best First Book Award.

The USTPH has an editorial office located at the G/F Beato Angelico Building, University of Santo Tomas. The USTPH also indirectly manages the UST Bookstore located at the G/F of the UST Main Building, where all literary and scholarly titles (including textbooks) produced by the USTPH are sold.

Both offices are open from 8:00 AM to 12:00 PM and from 1:00 PM to 5:00 PM on weekdays (excluding University, local, and national holidays).

### **OFFICE OF PUBLIC AFFAIRS (OPA)**

The Office of Public Affairs (OPA) takes charge of the systematic design and implementation of the University's public relations program within UST's integrated communication plan. Guided by the Mission and Vision of the University, its task includes gathering or receiving information that the Office packages into functional media forms for dissemination to UST's internal and external publics upon coordination with the Office of the Secretary-General.

The Office organizes and manages special events geared towards eliciting appreciation and support of the University's programs. It also attends to UST guests and visitors. Its other functions include maintaining strong relationship with media, preparing press releases and other publicity and information materials for various platforms.

The Academia, the official international bulletin of the University which is now online through the UST website, the UST concise and comprehensive brochures, the freshman information materials and campus tour brochure, are published by OPA in coordination with the Office of the Secretary-General. Other special/commemorative publications, such as the coffee-table book on the visit of Pope Francis to UST on January 18, 2015, are also published by this Office.

### **COMMUNICATIONS BUREAU**

The Communications Bureau, established in 2018, fuses the broadcast and online media efforts of the University into one unit. In terms of broadcast, the Bureau manages the TigerTV and TigerRadio, as well as the e-board adjacent to the Health Service. The audio, video, and production facilities provide support to programs related to media. Coverage services of major academic activities and University-wide

events are also provided by the Bureau. For online, the Bureau manages the UST website and social media accounts, taking care of UST's presence in the cyberspace. The Bureau makes sure that vital University information are available to stakeholders. Further, it makes sure that the community is updated with University-related news and achievements.

## **OFFICE OF THE SECRETARY-GENERAL**

The University communicates to the Thomasian community and its external public through the Office of the Secretary-General. The Office determines and approves any official release and general dissemination of information about the University. The functions of the Office include keeping the seal of the University and affixing it to official documents, preparing chronicles of all major University events, organizing and supervising all major public functions, conducting the official correspondence of the University which include circulars, memoranda and announcements regarding policies, academic schedule, appointments of major university officials, faculty convocations, and other activities that are of University-wide significance.

The Secretary-General is the chief protocol officer of the University and directs information toward a positive public presence. He supervises the Office of the Registrar, Office of Public Affairs, Office for Admissions, Santo Tomas e-Service Providers (STePs), Communications Bureau, and UST Publishing House.

## **OFFICE FOR ADMISSIONS (OFAD)**

The Office for Admissions (OFAD) facilitates the entry of aspiring Thomasians to the different programs offered by the University. It attracts the best qualified applicants who are academically ready and are respectful of the Catholic doctrine through an effective and efficient admission process, particularly the administration of the University of Santo Tomas Entrance Test (USTET).

Through a dynamic and systematic orientation program, OFAD promotes the Thomasian vision and mission of education locally and internationally, ensuring a wide representation of applicants from various schools in and outside the country. The Office for Admissions also assists in the assessment of transferees and shifters and conducts campus tours for students who are considering admission to the University.

**OFFICE OF THE REGISTRAR**

The Office of the Registrar is the custodian of the Academic records of all students in Senior High School, baccalaureate programs, graduate programs, and post-graduate programs. It is responsible for maintaining the integrity of the records under its care, making them available upon request.

The Office extends the following services: 1) VERIFICATION of academic status, enrolment credentials, and eligibility for admission; 2) ISSUANCE of a) student records, such as temporary or official transcript of records, diploma, transfer credential certificate (honorable dismissal), cross enrolment permit and b) certifications on academic records, such as enrolment/attendance, grading system, English as medium of instruction, graduation, candidacy for graduation, and other relevant certifications on academic records; and 3) AUTHENTICATION of academic records issued by the Office.

**FACILITIES MANAGEMENT OFFICE (FMO)**

The Facilities Management Office develops, operates, and maintains the best possible sustained environment for education and research through its seven sections: campus, painting, welding, plumbing, aircon, carpentry, and electrical.

Aside from managing and keeping the integrity of the University's physical resources—parks and gardens, open spaces, and buildings—the FMO analyzes the condition of technical operations waste management system, internal traffic, and water and power supply.

Challenged to find a more sustainable source of energy, the University, through the FMO, configures a well-defined application of renewable source of electricity through the installation for solar farms in selected roofing and roofdecks, the use of LED lighting and inverter-type air conditioning units in almost all facilities.

As an integral part of safety and security, the FMO also manages the Tiger Eye CCTV Security System, receives request and complaints, and actively assists in local disaster preparedness programs.

## **SANTO TOMAS e-SERVICE PROVIDERS (STePs)**

The Santo Tomas e-Service Providers, or more commonly known as STePs Office, was established in 1979 and was initially named UST Computer Center. The Office is housed in its new location at the St. Thomas Data Center Building which is just behind the Benavides building and beside the TARC Building.

STePs is one of the service arms of the University that caters to the computerized needs and requirements of the Thomasian community. It essentially handles the main network and system infrastructure of the University. Among the many basic services it provides are: support and maintenance of both homegrown and outsourced software and application systems, such as enrolment system, grading system, accounting system, payroll system, e-mail system, ID system, and others; support and maintenance of hardware equipment used in support of all those computer applications, internet connectivity, and wi-fi connections.

## **SAFETY AND SECURITY SERVICES**

The Safety and Security Office is tasked to ensure the security of the Thomasian community within the campus premises and the vicinity. The Office also implements University policies on safety and related matters such as traffic and parking for both Thomasians and non-Thomasians.

## **RELIGIOUS SERVICES**

### **PRIORY OF ST. THOMAS AQUINAS (DOMINICAN RESIDENCE)**

The Priory of St. Thomas Aquinas is the official residence of the Dominican Fathers serving the University. Among its major services include counseling, spiritual direction, spiritual deliverance and healing, sacrament of reconciliation, blessing of religious images, and other forms of blessings.



## UNIVERSITY CHAPEL/SANTÍSIMO ROSARIO PARISH

The UST Chapel serves the spiritual, moral, and pastoral needs of the Thomasian community. It has become the venue for various University religious activities which include the annual *Misa de Apertura*, a centuries-old tradition of officially opening the academic year; followed by the delivery of an academic lecture called *Discurso de Apertura*, which started in 1865; the annual *novenario* during the parish *fiesta* of *Nuestra Señora del Santísimo Rosario* every first Sunday of October; the *Misa de Gallo*; and the Christmas Concert, which started in 2002. On March 21, 1942, Most Rev. Michael O'Doherty, D.D., Archbishop of Manila, issued a decree, establishing the Santísimo Rosario Parish - UST. It became one of the earliest parishes situated within the University, making it unique from other parishes in the country.

## UST CENTRAL SEMINARY

The Central Seminary was established on November 27, 1928 primarily aimed at training future members of the Catholic clergy for the dioceses and archdioceses in the Philippines and even abroad. Residents of the Central Seminary are also students in the University's three Ecclesiastical Faculties of Philosophy, Theology and Canon Law.

While the Central Seminary and the Ecclesiastical Faculties are governed by distinct statutory laws, since the Seminary is principally concerned with the disciplinary and spiritual formation of seminarians and the Ecclesiastical Faculties are responsible for their intellectual and doctrinal formation, the primary and common purpose of both remains the same: the holistic formation of diocesan seminarians. The seminarians are evaluated not only by their performance and conduct in the Central Seminary but also through their academic grades at the Ecclesiastical Faculties.

The Central Seminary has been part of the formation of many of the present-day priests and bishops of the Country. It continues to serve the Church through the quality of the formation that it provides.

## **INSTITUTE OF RELIGION**

The Institute of Religion aims to provide students with integral Christian formation based on the Scriptures, Church teachings, and Thomistic traditions. It is responsible for supervising and coordinating instruction in Theology in faculties, colleges, and institutes within the University except for the Ecclesiastical Faculties.

## **CENTER FOR CAMPUS MINISTRY**

The Center for Campus Ministry (CCM) promotes and coordinates the praxis of the Catholic faith and Dominican traditions in the University through liturgico-sacramental celebrations, recollections, block rosary devotion, formation of lay liturgical ministers, and of faculty and student volunteers who assist the Center in various endeavors in line with campus evangelization. CCM also assists students who have yet to receive the Sacraments of Initiation and Reconciliation. Located at the 3rd Floor of the UST Tan Yan Kee Student Center, the CCM observes office hours on weekdays from 8:00 AM to 5:00 PM. Housed at the same floor of the student center are the Student Religious Organizations supervised by CCM. Attached to the office are the St. Dominic Chapel and the Blessed Sacrament Adoration Room where students are welcome to spend quiet times of prayer and meditation.

## **OTHER SERVICES**

### **BANKING SERVICES**

The Security Bank Corp. (UST Branch) serves the banking needs of the Thomasian community. There are also two ATM electronic network companies operating in campus – one for BancNet members and another for Megalink patrons with four facilities located within UST premises: one at the Quadricentennial Pavilion, another at the side of the Health Service, the third is located near the entrance of the UST Hospital and the fourth is at the Hospital Vestibule.

## **POSTAL SERVICES**

The UST Post Office offers express mails (foreign and domestic), postal ID, and parcel mails. For other products and services, inquiries may be made at the Post Office located in front of the Albertus Magnus Building. Telephone no. 406-16-11 local 8284.

## **ID PRINTING**

Printing of Identification Cards (ID card) is done at the ID Room located at UST Tan Yan Kee Student Center, ground floor, room 105. The ID Room is an Office that operates under the Office of the Secretary-General, directly being supervised by the Santo Tomas e-Service Providers (STePs). It handles the processing, printing, and distribution of digital ID cards of students, faculty members, administrators, and support staff.

## **LEGAL AID CLINIC**

The UST Legal Aid Clinic, now known as the Chief Justice Roberto Concepcion (CJRC) Legal Aid Clinic was established as an outreach program to provide free legal aid to indigent and marginalized members of the society, including Catholic charities and the Thomasian community. It likewise acts as a center for legal research for administrators, academic officials, students, faculty members, and support staff.

## **PSYCHOTRAUMA CLINIC**

The Psychotrauma Clinic is the community service arm of the University of Santo Tomas Graduate School. It was established on July 17, 2002, and it is the very first and only clinic that specializes in psychological trauma rendering counseling and psychotherapy, training, and research. The main aim of the clinic is to provide direct and free services to individuals who have experienced traumatic events and to help them return to their normal lives.

## POLICIES, PROCEDURES AND STANDARDS

PPS No. 1001

### SUBJECT: ENTRANCE EXAMINATION

#### **Policy Statement**

The University requires students to qualify for admission on the basis of the University of Santo Tomas Entrance Test (USTET) and other requirements prescribed by the faculties, colleges, and institutes.

#### **Policy Guidelines and Conditions**

1. Ordinarily, only applicants graduating from senior high school for the current school year are qualified to apply directly for the University of Santo Tomas Entrance Test (USTET).
2. The Office of the Registrar must issue the necessary clearance for the following applicants:
  - a. Philippine Educational Placement Test (PEPT) and Alternative Learning System (ALS) holders;
  - b. Senior High school graduates from one or two school years earlier: original credentials must be presented.
  - c. Candidates for graduation from a foreign school: academic records, and the following required documents of foreign students, if applicable, must be presented:
    1. five (5) copies of the Student's Personal History Statement (PHS) written in English, duly signed by the applicant, and his/her national alphabet accompanied by his/her personal seal, if any, and containing, among others, his/her left and right thumbprints, and a 2x2-inch photograph on plain white background taken not more than six months prior to submission
    2. notarized affidavit of support including bank statements or notarized notice of grant for institutional scholars to cover expenses for the student's accommodation and subsistence, as well as school dues and other incidental expenses

3. scholastic records duly authenticated by the Philippine Foreign Service Post located in the student applicant's country of origin or legal residences
  4. data page of the student's passport showing date and place of birth and duly authenticated by the Philippine Foreign Service Post
  5. birth certificate or its equivalent, duly authenticated by the Philippine Foreign Service Post
  6. TOEFL or IELTS results for applicants coming from non-English speaking countries
  7. (SAT) or (GRE) results
- d. Foreigners graduating from a local school must present the required documents as stated in Number 2.c.
3. The Office for Admissions (OFAD) shall conduct the USTET, according to the guidelines set by the Ad Hoc Committee on Admission Policies through the Office of the Secretary-General.
  4. The University, through the Office of Public Affairs (OPA) and the Social Media Bureau (SMB), shall announce the schedules and other information (excluding the result of the examination) pertinent to the admission of first year college students in print media and official social media sites of the University, including the UST website: [www.ust.edu.ph](http://www.ust.edu.ph).
  5. Graduating students from the UST Senior High School may be exempted from the USTET, provided they meet the required exemption grade as specified in the program of their choice. Students must submit, through their guidance counselor, a document of intent to enroll in the selected program. Failure to comply would nullify the exemption.
  6. USTET results shall be released online through [myuste.ust.edu.ph](http://myuste.ust.edu.ph).
  7. Applicants can take the USTET only once.

Cut-off scores for acceptance shall be determined by the Dean/Director of the Faculty/College/Institute.

**SUBJECT: ADMISSION****Policy Statement**

The University admits students who are of good moral character, who have the required academic credentials, and who respect the Catholic doctrine.

**Policy Guidelines and Conditions**

1. Applicants for the first year college may be admitted on the basis of the following:
  - a. performance in the UST Entrance Test (USTET) and the computed average grades in Mathematics, English, and Science on their Junior High School grades (Grades 7-10) and Grade 11 grades as entered in the certification of the school, submitted with the Application Form. The over-all final rating will be composed of the entrance examination score (80%) and the stated computed average grade (20%) in Mathematics, English, and Science, based on the Certification of the Junior High School grades and Grade 11 grades;
  - b. availability of slots; and
  - c. other requisites as may be required by the specific programs, such as interviews, essays, presentations of art samples, auditions, etc.
2. Upon notice of eligibility for admission, the applicant must submit the following credentials to the Office of the Dean within the designated period set by the respective faculty, college, and institute:
  - a. original form 138 (Senior High School report card);
  - b. certificate of good moral character from any two (2) of the following: the principal, guidance counselor, parish priest or pastor; and
  - c. written undertaking signed by the student or his/her parents or guardian to abide by the rules and regulations of the University.

3. The Office of the Registrar will verify the submitted credentials, to ensure authenticity and completeness. Any falsification or misrepresentation of such documents would constitute ground for disqualification.

PPS No. 1003

## **SUBJECT: ENROLMENT**

### **Policy Statement**

The University adopts an efficient, fast, and systematic registration and enrolment procedure. A student must be officially enrolled in order to receive credit for coursework.

### **Policy Guidelines and Conditions**

1. Students should register during the designated enrolment period. Late enrolment, with a corresponding late enrolment fee, may be entertained within two weeks from the start of classes. However, enrolment after the first week of classes shall be subject to penalties/ surcharges (*see PPS 1014, Adjustment and Refund of Fees*).
2. Unless approved by the Dean, a student must maintain at least one-half ( $\frac{1}{2}$ ) of the regular term load.
3. An enrolment adviser is designated by the Dean to act as his/ her representative during enrolment period.
4. Old students should present their clearance of grades before enrolment forms are issued.
5. Enrolment in any advance course without the necessary prerequisites is not valid and shall not be credited regardless of the grade obtained.
6. Students are not allowed to carry an overload except in the last two (2) terms before their graduation, or in highly meritorious cases as determined by the Dean. However, upon

the recommendation of the Program Chair and approval of the Dean, non-graduating students may carry a maximum overload of three (3) academic units in excess of the regular load within an academic year if the purpose of the overload is to make up for a previously failed subject or to grant the student a regular status upon passing the subject (*page 451, Sarmiento, 2009*).

7. Students are considered enroled only after payment of the required fees.
8. Only students whose names appear in the class list may be admitted in class.
9. All students are required to complete a two-term National Service Training Program (NSTP) in any of the following service components: Reserved Officers Training Corps (ROTC), Civic Welfare Training Service (CWTS), and Literacy Training Service (LTS) (*page 450, Sarmiento, 2009*).
10. Any differently-abled student is not exempted from the Physical Education requirement but is given a special PE Program adapted to his/her condition upon recommendation by the University Health Service physician.
11. Regardless of their religious denomination, all students are required to complete four (4)-term courses in theology and ethics as may be required by their program of studies.



**SUBJECT: CROSS ENROLMENT****Policy Statement**

The University allows cross enrolment in another college or school in recognition of the academic freedom of the students apart from the basic purpose of updating to his/her expected curriculum year. Similarly, she entertains the cross enrolment of students from other institutions.

**Policy Guidelines and Conditions**

- A. *For students who are applying for cross enrolment outside the University:*
1. Students may not be allowed to cross enrol in another school, except in meritorious cases as determined by the Dean such as the following:
    - a. if general education courses are not offered in the University;
    - b. the courses are offered, but their schedule conflicts with the requesting student's other classes; and
    - c. the student intends to spend the school term in his/her home province or region and wishes to enrol in courses offered in reputable institutions in his/her province.
  2. Cross enrolment in another school is allowed upon the favorable endorsement of the Office of the Dean, who shall recommend to the Office of the Registrar the issuance of the corresponding permit.
  3. The student may enrol only in the courses and at the school specified in his/her permit.
  4. The student should present to the Office of the Dean and the Office of the Registrar, the proof of his/her cross enrolment and the corresponding certification of grade/s obtained at the end of the term.

B. *For students from other institutions applying for cross enrolment in the University:*

1. Cross enrollees from other institutions are entertained according to the schedule specified by the faculty/college. They must present to the Office of the Registrar a written permit issued by their school.
2. They shall be enrolled as new students. Their enrolment shall be approved by the Office of the Registrar.
3. As new students, cross enrollees must fill-out a Personal Data Sheet (PDS), which shall serve as the basis for the issuance of an Identification (ID) card. Payment for the ID card is charged to the *Registration Fee* as part of the student's other fees.
4. In coordination with the Office of the Secretary-General and STePs Office, the ID card shall
  - a. have the same layout with the existing ID card for regular students;
  - b. have a different code for the student number which serves as the control number of the ID card;
  - c. have a generic category as CROSS ENROLEE instead of the degree program, followed by a specific category, either as in-bound exchange, non-degree, Teacher Certificate Program (TCP), etc.;
  - d. bear the specific period of study to indicate the validity of its use; and
  - e. be deactivated in the system immediately after the expiration of the validity period.

**SUBJECT: CHANGING / DROPPING OF COURSE(S)  
/ PROGRAM****Policy Statement**

The University, in recognition of the right of the students to make decisions concerning their academic life, allows adding/dropping of course(s) including dropping of program.

**Policy Guidelines and Conditions**

1. Any addition of course or change in schedule shall be done during the enrolment period, subject to the approval of the Office of the Dean, of which copy is to be submitted to the Office of the Registrar.
2. Dropping of course/program during the enrolment period shall be considered as cancellation of enrolment for the course/program in question.
3. Dropping of course/program may still be done before the preliminary examinations. No request for drop of a course will be entertained after the preliminary examinations.
4. A student who drops a course without approval of the Dean obtains a failing grade, i.e., "WF" (Withdrew without Permission --- Failed) in the course.
5. In meritorious cases, for reason of illness or other justifiable reasons, the Dean may act on a request for drop of courses after the preliminary examinations.
6. To drop courses, the student must fill-out UST Form 4a, secure approval from Office of the Dean, secure laboratory and library clearances, and secure both approval from the Office of the Registrar and endorsement to the Accounting Department.
7. To drop and change a program, the student must fill-out UST Form 4b, secure the approval of the Dean(s) concerned, and obtain from the Office of the Registrar the corresponding endorsement to the Accounting Department for adjustment of fees.

**SUBJECT: SHIFTING****Policy Statement**

The University recognizes the right of the student to choose the program that he/she wants to pursue, provided he/she meets all the requirements for admission. In this light, a student admitted into the University may change/shift program provided the grade and other requirements of the faculty/college/institute/school are met.

**Policy Guidelines and Conditions**

1. A student who has nine (9) units of “unremoved” failure in general courses is not eligible to shift.
2. When shifting to another program with the same academic requirements within the same faculty/college/institute:
  - a. Student is not required to take the shifter’s qualifying examinations. However, he/she must submit the following documents:
    1. a letter addressed to the Dean of the faculty/college/institute expressing the intention to shift to another program;
    2. a printed copy of his/her academic grades from her portal; and
    3. an endorsement letter coming from the Guidance Counselor

*Note: PE and NSTP are not considered general education courses*

- b. Acceptance to another program within the faculty/college/institute would depend on the following:
      1. availability of slots; and
      2. evaluated grades in the transcript of records verified by the Program Chair

- c. Upon meeting the said requirements for shifting within the same faculty/college/institute, the applicant should accomplish the admission memo for shifters from the Office of the Registrar (*yellow, UST: SO33-04-FO22*), which requires the final approval of the Secretary-General.
- 3. When shifting from one faculty/college/institute to another:
  - a. A student who wishes to shift to another faculty/college/institute must submit the following documents:
    - 1. a letter of intent addressed to the Dean of the faculty/college/institute indicating the program of his/her interest;
    - 2. original copy of his/her temporary transcript of records duly certified by the Office of the Registrar;
    - 3. document of clearance (good moral standing, no current obligations to the faculty/college/institute and others) to shift, from the Dean of his/her current faculty/college/institute; and
    - 4. document of clearance from the Office for Student Affairs.
  - b. Should he/she merit a favorable evaluation, the Dean will endorse him/her to the Office of the Secretary-General for approval to take the Shifter's Qualifying Examinations to be administered by the Office for Admissions.

**SUBJECT: ACADEMIC RE-CHANNELING****Policy Statement**

The University gives academically displaced students a second chance through academic re-channeling.

**Policy Guidelines and Conditions**

1. A student debarred from a faculty/college/institute may be admitted to another program of another faculty/college/institute provided that the cause of debarment is not due to nine (9) units of “unremoved” failure in the general courses. Aptly called “academic re-channeling,” this procedure gives “displaced students” a second chance. However, a student can avail of this only once.
2. Academic re-channeling may be allowed in any program where the failed requirements do not apply, as long as the student meets all other requirements prescribed for that second program.
3. Procedure to be followed and the basis for acceptance to a new program are the same as those in PPS No. 1006 (Subject: Shifting).
4. Should he/she merit favorable evaluation, the Dean will endorse him/her to the Office of the Secretary-General for approval to take the Shifter’s Qualifying Examinations to be administered by the Office for Admissions.
5. Upon meeting the said requirements for academic re-channeling, the applicant should accomplish the admission memo, to be issued by the accepting faculty/college/institute, which requires the final approval of the Secretary-General.

## **SUBJECT: TRANSFEREES**

### **Policy Statement**

The University limits applications of transfer students to exceptionally meritorious cases.

### **Policy Guidelines and Conditions**

1. NO STUDENT WITH FAILURE IN ANY COURSE SHALL BE ACCEPTED AS A TRANSFEREE.
2. A student who wishes to transfer to the University of Santo Tomas must submit the following documents to the Dean of the faculty/college/institute where he/she wishes to transfer:
  - a. a letter addressed to the Dean expressing the intention to transfer and indicating the program of interest;
  - b. a clear photocopy of his/her transcript of records duly certified by the Office of the Registrar of the transferee's school; and
  - c. certificate of good moral character.
3. The Dean shall then forward the certificate of good moral character to the University's Office for Student Affairs for clearance.
4. Should the transferee merit a favorable evaluation, the Dean will endorse him/her to the Office of the Secretary-General for approval to take the Transferee's Qualifying Examinations to be administered by the Office for Admissions.
5. Placement in the program of interest would depend on the following:
  - a. availability of slots;
  - b. results of the transferee's qualifying examinations;
  - c. grades found in the transcript of records, with an

- accompanying grading system, duly certified by the transferee's present school; and
- d. approval of the Secretary-General.
6. Upon meeting the requirements for transfer, the applicant should accomplish the admission memo for transferees, from the Office of the Registrar (*green, UST: SO33-04-FO20*), which includes submission of the transfer credentials to the Office of the Registrar and requires the final approval of the Secretary-General.

PPS No. 1008b

## **SUBJECT: CREDIT TRANSFER**

### **Policy Statement**

The University recognizes the competencies and credits earned in other educational institutions by applicants for transfer and for a second baccalaureate degree.

### **Policy Guidelines and Conditions**

1. The academic records of applicants for transfer and second baccalaureate, who qualified for admission must be evaluated by the Office of the Dean to determine which credits earned in the other institution may be accepted to meet the requirements of the chosen program in the University.
2. The evaluation of their records should be done before enrolment to determine transfer of credits. The evaluation process should be done by the Program Chair, in coordination with the Chair(s) of the University-wide General Education Department(s). Enrolment advising must be guided by the results of the evaluation.
3. Courses covered by credit transfer need not be repeated. Should the student wish to repeat them for personal



reasons, grades obtained and credits earned do not count for weighted average and academic honors. This request must be communicated to the Office of the Registrar for proper documentation.

4. The credit transfer should be recommended to the Office of the Registrar for approval using the approval sheet for credit of courses (*UST:SO33-00-FO62a for transferees and shifters and UST:SO33-00-FO62b for cross-enrollees*).
5. Credit of courses taken by out-bound students must be guided by the stipulations of an officially agreed-upon learning agreement by the student and representatives of the host and home universities, respectively.
6. General education courses already taken in a previously completed degree among second-degree students are to be credited into the corresponding general education courses of the second degree currently being pursued.

PPS No. 1008c

## **SUBJECT: ACCOMMODATION OF LIFELONG LEARNERS**

### **Policy Statement**

The University accommodates qualified lifelong learners and allows them to complete the prescribed curriculum for the program they choose to enrol in.

### **Policy Guidelines and Conditions**

1. The applicant must submit the following to the Dean of the faculty/college/institute where he/she wishes to study:
  - a. Letter of intent explaining in detail the initial qualifications and interest in the chosen program;

- b. A certified true copy of his/her report card (Form 138)
- c. Two (2) recommendation letters coming from any of the following personnel of the previous school:
  1. Principal/Dean;
  2. Faculty Member;
  3. Director of the Office for Student Affairs, or its equivalent.
2. Should the applicant merit a favorable evaluation, the Dean will endorse him/her to the Office of the Secretary-General for approval to take the Diagnostic Examination to be administered by the Office for Admissions.
3. Placement in the chosen faculty/college is dependent on the following:
  - a. availability of slots;
  - b. results of the diagnostic examinations; and
  - c. two (2) recommendation letters coming from any of those mentioned in 1c.
4. Upon meeting all the requirements for application, the applicant should accomplish the Personal Data Sheet and secure the approval of the Secretary-General.

PPS No. 1009a

## **SUBJECT: SECOND DEGREE APPLICANTS**

### **Policy Statement**

The University entertains applications for a second baccalaureate degree.

### **Policy Guidelines and Conditions**

1. An applicant for a second baccalaureate degree should submit the following documents to the Dean of the faculty/college/institute where he/she wishes to study:

- a. A letter addressed to the Dean expressing the intention to apply for a second degree and indicating the program of interest;
  - b. A certified true copy of his/her official transcript of records; and
  - c. Two (2) recommendation letters coming from any of the following:
    1. Dean of the previous school;
    2. Professor of the previous school;
    3. Office for Student Affairs of the previous school;
    4. Present employer as the case may be.
5. Should the applicant merit a favorable evaluation, the Dean will endorse him/her to the Office of the Secretary-General for approval to take the Diagnostic Examination to be administered by the Office for Admissions.
6. Placement in the chosen college/faculty is dependent on the following:
  - a. Availability of slots;
  - b. Results of the diagnostic examinations; and
  - c. Two (2) recommendation letters coming from any of those mentioned in 1c.
7. Upon meeting all the requirements for application for a second degree, the applicant should accomplish the Personal Data Sheet and secure the approval of the Secretary-General.

**SUBJECT: NON-DEGREE STUDENTS****Policy Statement**

In recognition of the need of students to take additional courses to meet certain qualifications, the University extends the opportunity to take required courses not for the purpose of completion of the requirements for a degree program.

**Policy Guidelines and Conditions**

1. An applicant for a non-degree program should submit the following documents to the Dean of the faculty/college/institute where he/she wishes to enrol:
  - a. A letter addressed to the Dean expressing the intention to apply for a non-degree program and indicating the course(s) he/she wishes to enrol in;
  - b. A certified true copy of his/her transcript of records; and
  - c. A Certificate of Good Moral Character or an NBI or police clearance if the applicant has graduated two (2) years ago or more
2. Should the applicant merit a favorable evaluation, the Dean will endorse him/her to the Office of the Secretary-General for admission. The applicant then accomplishes the Personal Data Sheet and secures the approval of the Secretary-General.

**SUBJECT: ATTENDANCE****Policy Statement**

The University requires that every student attends no less than 80% of the class hours required for every course to earn the corresponding credits.

**Policy Guidelines and Conditions**

1. Attendance is counted from the first day of classes.
2. A student who absents himself/herself from class for whatever reason is not exempted nor excused from fulfilling the prescribed academic requirements of the course.
3. Every student is required to attend at least 80% of the class hours/days for every subject in order to earn the corresponding credits. The allowable number of absences is limited to 20% of the total required hours.
4. A student who stops attending classes before the preliminary examinations without officially dropping, shall receive a grade of “WF” for the course.
5. A student who incurs absences in excess of 20% of the required class hours shall receive a grade of “FA” and shall not be allowed to take the final examinations for the course.
6. For reasons deemed valid and acceptable, a student who exceeds the 20% limit for absences may present his/her case to the Office of the Dean for possible re-consideration.
7. Classes missed for reason of late enrolment or illness must be counted among the absences.
8. Class attendance should be both regular and punctual. Three (3) counts of tardiness of at least 15 minutes shall be counted as one absence.

**SUBJECT: LEAVE OF ABSENCE AND READMISSION****Policy Statement**

The University, in recognition of its responsibility to provide the students the opportunities to complete their program of studies, requires that a leave of absence be filed by the student who voluntarily seeks to withdraw from his/her program temporarily. Only in these cases shall the University be obliged to provide for the readmission of the student concerned.

**Policy Guidelines and Conditions**

1. Application for a leave of absence should be filed to and approved by the Office of the Dean, and the Office of the Registrar must be furnished a copy.
2. The leave of absence may be for one term or one year as specified.
3. The leave of absence may be extended upon approval of the Office of the Dean but in no case should the leave be beyond two years.
4. Upon the student's return from leave of absence, the curriculum currently in effect applies.
5. For those who have no approved leave of absence, the Dean shall have full discretion on their readmission.

**SUBJECT: ACADEMIC LOAD****Policy Statement**

The University programs the academic load of her students to prepare them to face properly the challenges posted by their course of study and to enable them to earn their degrees within the specified period.

**Policy Guidelines and Conditions**

1. A student should carry the regular load prescribed by the program.
2. In no instance should a student be allowed to carry less than one half ( $\frac{1}{2}$ ) of the regular load unless he/she has incurred academic deficiencies or is graduating during the term.
3. Only graduating students are entitled to carry an overload. Their capacity to carry an overload should be the primary consideration for the favorable recommendation of their request.
4. The overload of a graduating student is limited to six (6) units for the academic year.
5. Non-graduating students, upon endorsement of the Dean, may carry a maximum overload of three (3) units in an academic year for the purpose of being on a regular track in the succeeding year level (*Sarmiento, 2009*).
6. No student may be enroled in more than one faculty/college/institute to earn more than one academic degree at the same time.

**SUBJECT: ASSESSMENT AND PAYMENT OF FEES****Policy Statement**

The University charges reasonable fees for the quality education it provides.

**Policy Guidelines and Conditions**

1. The Office of the Vice-Rector for Finance is responsible for the proper assessment and collection of fees. Tuition fees are based on the number of units which the student has enrolled in, as approved by the Dean or his/her representative. Total fees include tuition and other miscellaneous fees.
2. Fees may be paid in full or installment basis, the terms of which shall be determined by the Office of the Vice-Rector for Finance.
3. The following students are not required to make payments during enrolment:
  - a. Those whose fees are to be deducted from the salaries of UST officials, faculty members, and support staff. The application for “care-of-salary,” together with the confirmation of enrolment for new students, and official ID for old students, must be presented upon enrolment to the Office of the Vice-Rector for Finance. Upon approval, the Registration Form is printed and then stamped with the following information: c/o Salary, ID Number of Official/Faculty Member/Support Staff, Affiliation, Years in Service, and Number of Teaching Load Units. The original copy of the registration form is given to the student.
  - b. Those who have scholarship grants. A scholarship form secured from the Office for Student Affairs (OSA) is submitted to the Office of the Dean for endorsement. It



is then brought to the Accounting Office for computation of fees/discounts. The form is then brought to the OSA and to the Office of the Vice-Rector for Finance for final approval.

PPS No. 1014

## **SUBJECT: ADJUSTMENT AND REFUND OF FEES**

### **Policy Statement**

The University refunds to the students the corresponding amount for adjustment due to change of course or dropping of course/program.

### **Policy Guidelines and Procedure**

1. A student who officially drops from a program before the official start of classes shall be charged five thousand pesos (Php 5,000.00) only.
2. Dropping of course/program after the official start of classes. A student who officially drops a course/program within the first two weeks of the term, i.e., from the official start of classes, shall be charged as follows:

<b>Duration</b>	<b>Regular Term</b>	<b>Special Term</b>
Within the 1 <sup>st</sup> week	25%	50%
Within the 2 <sup>nd</sup> week	50%	100%
After the 2 <sup>nd</sup> week	100%	-

3. Registration fee is not refundable.
4. First year college students who have submitted their credentials but decided not to enroll in any academic program shall be charged a withdrawal fee of one thousand five-hundred pesos (Php 1,500.00).

5. Application for refund of fees and/or adjustments should be made with the Accounting Office promptly after dropping the course/program. The date of the actual submission of dropping forms at the Accounting Office shall be the reckoning date for refund and/or adjustment purposes.

PPS No. 1015

## **SUBJECT: SUBSTITUTION OF COURSES**

### **Policy Statement**

The University allows substitution of course(s) provided that it is consistent with the CHed and University rules and regulations.

### **Policy Guidelines and Conditions**

Every substitution of courses must be based on the following conditions:

- a. The courses are allied and carry the same number of units.
- b. The substitution is endorsed by the head of the department concerned and recommended by the Dean for approval.
- c. The substitution is approved by the Office of the Registrar.

## **SUBJECT: SPECIAL CLASSES**

### **Policy Statement**

The University offers out-of-schedule courses which the students need to take or repeat in order to graduate.

### **Policy Guidelines and Conditions**

1. The Office of the Dean shall offer in the immediately following term/special term courses which students failed to enable them to remove their deficiencies and be reinstated as regular students.
2. Generally, a special course must have the minimum number of 20 students required for the class to continue.
3. The University does not favor the holding of special courses that are tutorial in nature.
4. Form 1A or Form 6 of the Office of the Registrar should be accomplished by petitioners and must be approved by the Program Chair prior to enlisting and encoding by the University-wide Department Chair (UDC) for general education courses or by the Dean's representative for professional courses.

## SUBJECT: EXAMINATIONS

### Policy Statement

The University evaluates the performance of the students and the effectiveness of instruction. For this purpose, regular examinations must be conducted and their results given to students on a timely basis.

### Policy Guidelines and Conditions

1. Major examinations (i.e., preliminary and final examinations, monthly examinations for College of Nursing, shifting examinations for Faculty of Medicine and Surgery, Faculty of Pharmacy, and College of Rehabilitation Sciences) should be administered as scheduled.
2. A student shall present an examination permit before he/she is allowed to take the major examination. Otherwise, the student should secure a temporary permit from the Office of the Dean.
3. A student who does not take the final examination(s) or submit a major requirement of the course, on account of illness or other valid reasons is given a mark of "INCOMPLETE." The completion must be scheduled and supervised by the Office of the Dean, which IN NO CASE SHOULD GO BEYOND THE IMMEDIATELY FOLLOWING TERM. A student must remove an incomplete grade within the said period; otherwise, a failing grade shall be given.
4. To APPLY for completion, the student must:
  - a. Secure from the Office of the Dean an official application form which contains the following:
    - Complete Name
    - Student Number
    - Course with Incomplete grade
    - Name of Instructor/Professor
    - Term/Academic Year when course was taken

Requirement missed/Reason for incomplete grade  
Supporting documents/attachments

- b. Submit the application form to the faculty member concerned who will indicate, after determination of justifiable cause, the following:

Completion requirement  
Approval of application

Note: Completion requirements must be consistent with the nature of the actual requirement that the student failed to comply with. In the event that the concerned faculty is on leave or is not available, the Dean may delegate another faculty member to administer the completion process of the student.

- c. Return the application form to the Office of the Dean. The Office of the Dean shall set the specific date(s) and venue for all completion in the faculty/college/institute for proper supervision and strict implementation of the guidelines on completion of grades (*please refer to item 3, PPS No. 1017*).
5. For a justifiable cause as determined by the faculty member concerned, completion examinations are given. The explanation in writing must be accompanied by supporting papers, which must be submitted to the said faculty member within one week after the scheduled examinations.
6. All electronic devices and gadgets are not allowed during examinations. Should a student be carrying one, he/she should surrender it to the proctor prior to the administration of the examination. Except when allowed by the professor, calculators are likewise prohibited. Violations thereof subject the students to appropriate disciplinary action.

**SUBJECT: DEBARMENT****Policy Statement**

The University shall debar students who do not show satisfactory performance in their academic undertaking.

**Policy Guidelines and Procedures**

1. Old students, except those in the senior year, with failures corresponding to nine (9) or more units are not to be readmitted in the succeeding terms. The same rule shall apply to students who did not take the regular full load and incurred failures equivalent to one-half of the load carried in the preceding term.
2. In the application of the above rule, all failures incurred by a student during the entire course, which have not been cleared, will be taken into account.
3. First year students who in their first term incur failures corresponding to nine (9) or more units or the equivalent of one-half of their load, shall be allowed to enroll under probation in the second term but only in subjects authorized by their Deans. First year students on probation who failed to clear all existing deficiencies by the end of the special term of the same year shall not be admitted to the second curriculum year.
4. Unless stricter rules have been promulgated and applied in a particular faculty, college or institute, the above guidelines shall apply.

## SUBJECT: GRADING SYSTEM

### Policy Statement

The University requires that the student's academic performance be graded through the use of the 5-point numerical grading system.

### Policy Guidelines and Procedures

1. The work of the students shall be graded at the end of each term in accordance with the following 5-point numerical grading system:  
  
1.00 = 96% - 100 % Excellent  
1.25 = 94% - 95% Very Good  
1.50 = 92% - 93% Very Good  
1.75 = 89% - 91% Good  
2.00 = 87% - 88% Good  
2.25 = 84% - 86% Good  
2.50 = 82% - 83% Fair  
2.75 = 79% - 81% Fair  
3.00 = 75% - 78% Passed  
5.00 = Failed  
FA = Failure due to Absences  
WP = Withdrew with Permission  
WF = Withdrew without Permission
2. The mark INC. (Incomplete) is given if a student fails to take the Final Examinations or to submit a major requirement of a course on account of illness or other valid reasons.
3. The mark INP. (In progress) is given if a student is in the process of continuing a project or requirement or an individual lesson leading to level examinations as in the case of the Conservatory of Music (Applied Music). However, INP. is given as a Prelims grade *only* in courses such as on-the-job training, immersion, or practicum.

4. Any student who is not satisfied with the grade given by his/her professor shall file a written protest/complaint before the Office of the Dean within a week after students' grades have been made available. The Dean shall require the Faculty Member concerned to account for reason and bases in arriving at the academic standing of the student. If in his/her judgment, an error has been committed in such determination, the Dean may take such action as may be appropriate in the premises within a week after the faculty member has been asked to present his/her bases for grading.
5. Colleges/faculties shall conduct a deliberation before encoding of grades from 1<sup>st</sup> to 4<sup>th</sup>/5<sup>th</sup> year levels. The deliberation must be conducted by the Dean, together with the Chairperson/Coordinator of the program, and all faculty members handling classes of graduating students.
6. As a matter of policy, students should defend their thesis inside the University.

PPS No. 1020

## **SUBJECT: TRANSFER CREDENTIALS**

### **Policy Statement**

It is the policy of the University to grant transfer credentials to students desiring to sever their connection with the University.

### **Policy Guidelines and Conditions**

1. The grant of transfer credentials is upon application, unless it is a consequence of a penalty imposed on a student for disciplinary reasons.
2. If a student, for some valid reason, applies for transfer credentials (honorable dismissal), he/she must



- a. seek clearance from the Office of the Registrar to check if there was a previous application for transfer credential; and
  - b. obtain clearance for all accountabilities with the University.
3. Once granted transfer credentials, a student may not be readmitted.

PPS No. 1021

## SUBJECT: TRANSCRIPT OF RECORDS

### Policy Statement

Transcript of Records shall be issued only at the request of the student or of appropriate institutions.

### Policy Guidelines and Conditions

1. The transcript of records may be any of the following:
  - a. Temporary: This is normally issued for information and evaluation purposes. It may be a computer printout or a typewritten document.
  - b. Official: This is printed on the transcript form and is issued to graduates. This may be issued to non-graduates who apply for employment purposes or evaluation. The official transcript of record bears a hologram with a serial number which can be used by employers or credentialing agencies for verification of its authenticity through the “verify records” sub-module of the Office of the Registrar website (<http://registrar.ust.edu.ph>)
2. The official transcript of records, with the remarks “*Granted Transfer Credential on (date), Records for (Name of School),*” of a student who was already issued transfer credential certificate

is forwarded to the admitting school upon request. Once issued, the University cannot issue another copy without a written clearance from the admitting school.

3. The release of the transfer credentials of any student may be withheld for reasons of suspension, expulsion, or non-payment of financial obligations or property responsibility of the student to the school. The credentials shall be released as soon as his/her obligation shall have been settled or the administrative penalty shall have been served.

**PPS No. 1022**

## **SUBJECT: GRADUATION**

### **Policy Statement**

It is the policy of the University to confer upon a candidate the degree, which he/she seeks, upon satisfactory completion of all academic and other requirements prescribed for graduation.

### **Policy Guidelines and Conditions**

1. To be eligible for graduation, a candidate should meet the following conditions:
  - a. Satisfactory compliance with all academic, non-academic and other requirements of the given faculty/college/school/institute of the University;
  - b. Residence in the University for at least the last two years of his/her program; and
  - c. Payment of all financial and property obligations to the University.
2. An academic program should be completed within the prescribed period. In no case should the completion go beyond two (2) years more than the required number of years.

3. A candidate for graduation should file an application for graduation (Form 24) within the first month of the last academic year. Form 24 may be secured from the Office of the Registrar.

PPS No. 1023

## **SUBJECT: INVESTITURE AND BACCALAUREATE CEREMONIES**

### **Policy Statement**

The University grants to the candidates their degrees and confers their awards in an appropriate ceremony.

### **Policy Guidelines and Conditions**

1. The University shall celebrate a Baccalaureate Mass for all the candidates before the investiture ceremonies. The solemnity of this occasion should be upheld.
2. The Office of the Secretary-General shall set the general schedule of the Solemn Investiture Ceremonies wherein each faculty/college/school/institute must specify the date of its respective celebration.
3. Candidates for graduation are required to wear the academic attire during the investiture ceremonies.
4. All candidates for graduation are expected to join and participate in the investiture ceremonies for the conferment of their respective degrees.

**SUBJECT: ACADEMIC HONORS****Policy Statement**

The University confers honors upon her students who exhibited academic excellence in their fields of specialization.

**Policy Guidelines and Conditions**

1. The following honors are awarded to graduating students, subject to the conditions provided:

**A. Baccalaureate programs***Honors Based on General Weighted Average*

Cum Laude	1.451 - 1.750
Magna Cum Laude	1.201 - 1.450
Summa Cum Laude	1.000 - 1.200

**B. Post-graduate Programs**

For the Faculty of Civil Law:

*Honors Based on General Weighted Average*

Cum Laude	1.860 - 2.100 or 86% - 88.4%
Magna Cum Laude	1.510 - 1.859 or 88.5% - 91.9%
Summa Cum Laude	1.000 - 1.509 or 92% and above

For the Faculty of Medicine & Surgery\*:

*Honors Based on General Weighted Average*

Cum Laude	88.00 – 90.99
Magna Cum Laude	91.00 – 93.99
Summa Cum Laude	94.00 and higher

- \* based on FMS Handbook effective AY 2016-2017, to be applied to Medicine Class 2020 graduates and onwards

- In addition, eligibility for honors will be based on the final grade, of which computation has the following components and corresponding weights:
  - a) grade point average (first to third year)  
80%
  - b) grade in oral revalida  
20%
- Benemeritus or Meritissimus grade in the oral revalida is NOT required but candidate must PASS both the written and oral revalida after one attempt.

### C. Graduate programs

#### *Honors Based on General Weighted Average*

Cum Laude	1.155 - 1.254
Magna Cum Laude	1.055 - 1.154
Summa Cum Laude	1.000 - 1.054

2. Transferees and second-degree students must meet the required general weighted average for the courses taken in the University.

Furthermore, candidates for honors (in the undergraduate programs, Medicine, and Law)\* must:

1. comply with University residence requirements for at least six consecutive terms immediately preceding date of graduation;
2. have no failing grades or unremoved Incomplete grade in any course, including PE and NSTP; in cases of candidates running for honors in a second baccalaureate degree, only those courses prescribed in the curriculum will be considered; shifters and transferees with failure, even in courses not required for their program, are not eligible to graduate with honors;

3. consider their grades in all academic courses, including Theology courses, as included in the computation of the general weighted average for regular students and shifters, but in the case of transferees, credited courses repeated for personal reasons are excluded in the computation of the general weighted average;
4. have completed in the University at least 76% of the total number of academic units or hours for graduation;
5. have taken not less than 75% of regular load per term of study, unless a lighter load was due to justifiable causes as may be determined by the Dean;
6. have never committed major or grave offenses and infractions of the UST Student Handbook, nor have been convicted by final judgment of crimes involving moral turpitude;

\* The UST Graduate School follows a different system for the conferment of academic honors.

**PPS No. 1024b**

## **SUBJECT: DEAN'S LIST**

### **Policy Statement**

The University recognizes the excellent academic performance of the students in the immediately preceding term with the issuance of the list of Honor Students or the Dean's List.

### **Policy Guidelines and Conditions**

1. A general weighted average of at least 1.750 in the immediately preceding term is required.
2. Student must be a regular student, meaning having a full load or enrolled in all courses scheduled for his/her section. In the

case of shifter or transferee, the student must have enrolled for as many units scheduled for the year level to which he is classified.

3. No failure and incomplete grades are incurred, including failure and incomplete grades in PE and NSTP.

**PPS No. 1024c**

## **SUBJECT: LOYALTY AWARD**

### **Policy Statement**

The University acknowledges the loyalty of students who have stayed and completed basic and higher education in the University.

### **Policy Guidelines and Conditions**

1. Silver medal is given to a regular student who completed ten (10) years of education in the University (i.e., 4 years in Junior High School, 2 years in Senior High School, 4- or 5-year undergraduate program in the tertiary level).
2. Gold medal is given to a regular student who completed twelve (12) or more years of education in the University (i.e., 4 years in Junior High School, 2 years in Senior High School, 4- or 5-year undergraduate program in the tertiary level, post baccalaureate program or graduate program).
3. The Office of the Registrar issues the official list of Loyalty Awardees to the Offices of the Deans, of which list becomes the basis for requisition of medals at the Office of the Secretary-General.

## **SUBJECT: STUDENT AWARDS**

### **Policy Statement**

The University emphasizes excellence in various human endeavors—academic, community development, leadership, and teamwork—and gives due recognition thereof to students.

### **Policy Guidelines and Conditions**

#### **RECTOR’S AWARD**

##### **For Academic Excellence**

The award is granted in the name of the Rector Magnificus, the Chief Executive Officer of the University. This award stands for the University’s recognition of consistent academic excellence—the primary objective of the University as an academic institution.

#### **POPE LEO XIII COMMUNITY DEVELOPMENT AWARD**

##### **For Active Involvement in Community Development with Partner Communities or Sectoral Groups**

The award is named after the supreme pontiff who granted the University of Santo Tomas the title of “Pontifical” in 1902. Among other things, he issued the encyclical “Rerum Novarum” which set forth with profound erudition the Christian principles on capital and labor, and is considered as the first social encyclical of the Church. In recognition of the University’s role in social transformation, this award is conferred on a student or group of students for active and exceptional involvement in community development programs or services duly recognized by the UST Simbahayan Community Development Office and the Office for Student Affairs, following a well-defined and planned advocacy, and a set of clearly stated Key Result Areas (KRAs) and Key Performance Indicators (KPIs).



## **QUEZON LEADERSHIP AWARD**

### **For Exceptional Leadership**

The award is named after a most notable alumnus of the University, Manuel L. Quezon, who became the first President of the Philippine Commonwealth in 1935. Symbolic of the exemplary leadership of one of the great heroes of the Philippines and alumni of the University, the award is given to a deserving officer of a duly recognized organization of the University for his singular ability to lead and organize activities of meaningful significance to the entire University other than community service. This award is also given to a deserving student who has shown exceptional leadership in organizations outside the University.

## **BENAVIDES OUTSTANDING ACHIEVEMENT AWARD**

### **For Outstanding Achievement of National or International Importance**

A tribute to the pioneering spirit of the founder of the University, Archbishop Miguel de Benavides of Manila, the award is conferred on student(s) whose performance in national or international competitions, conferences, or congresses symbolizes the University's commitment to excellence.

## **ST. DOMINIC DE GUZMAN AWARD**

### **For Outstanding Team Work**

The award carries the name of the founder of the Order of Preachers, popularly known as the Dominican Order. St. Dominic was born in Caleruega, Spain around 1170, and died in Bologna, Italy on August 6, 1221. Pope Gregory IX canonized him in 1234. The St. Dominic de Guzman Award is given to a student organization for its outstanding performance in organizing activities that are of significance to the entire University during the current academic year other than community service. The award will be given to a student organization for its outstanding performance in the promotion and execution of well-planned activities that promote advocacies on the strengthening of the

Christian faith, exercise of virtues and sound morals, nation-building, or the strengthening of the family, with clearly stated project KRAs and KPIs. It will be granted only at the University level.

### **ST. THOMAS AQUINAS AWARD**

#### **For Exceptionally Outstanding Performance**

This award bears the name of St. Thomas Aquinas, the Universal Patron of Catholic Schools, and in a very special way, the Patron of this University. He was canonized by Pope John XXII in 1323 and was declared Doctor of the Church in 1567. This award is conferred only upon those students who received the Rector's Award and any two of the other individual awards namely, the Quezon Leadership Award, the Benavides Award, or the Pope Leo XIII Community Service Award, either during the same academic year or within the duration of their program.

### **ST. ALBERTUS MAGNUS AWARD**

#### **For Outstanding Research Work**

This award is given to a student or group of students who excelled in research by winning as best paper presentation, oral or poster, in a national or international conference or symposium that is dedicated to research. The award will be categorized according to research cluster, namely, Social Science and Education, Arts and the Humanities, Health and Allied Sciences, Science and Technology, and Faith/Religious Studies.

### **TRADITION OF EXCELLENCE AWARD**

This award is conferred upon student organizations that have shown exemplary performance on a sustained level by having been granted the same award for five (5) consecutive years.

**SUBJECT: UST SCHOLARSHIP PROGRAM****Policy Statement**

It shall be the policy of the University to cultivate academic excellence and facilitate access to quality education for deserving students through its scholarship program.

**Policy Guidelines and Conditions**

As part of the University's mission to contribute to the formation of a progressive and humane society, the University of Santo Tomas offers a comprehensive scholarship program categorized into four (4) schemes:

**1. ACADEMIC SCHOLARSHIP (Santo Tomas)**

This scholarship, named after the Patron Saint of the University, is given to students with excellent academic performance.

**2. SCHOLARSHIP FOR ARTS, MUSIC, AND SPORTS (Santo Domingo de Guzman)**

This scholarship, named after the Founder of the Order of Preachers, is given to students who excel in arts, music and sports.

**FOR MUSIC**

Inquiries and applications are administered by the Conservatory of Music.

**FOR SPORTS**

Inquiries and applications are administered by the Institute of Physical Education and Athletics.

**FOR DOMNET, UST SINGERS AND ROTC**

Processing of scholarship is administered by the Office for Student Affairs.

### 3. STUDENT ASSISTANCE SCHOLARSHIP

(San Lorenzo Ruiz)

This scholarship is given to students who are in need of financial assistance and who are willing to render support service hours (20 to 30 hours per week) in the University. The approval of this scholarship is subject to the availability of slot/s or fund/s per faculty/college.

### 4. EQUITY SCHOLARSHIP (San Martin de Porres)

This scholarship, named after the Dominican Patron Saint of the poor, is extended to deserving students in need of financial assistance. The approval of this scholarship is subject to the availability of funds/slots per faculty/college.

#### **San Martin – Internal Scholarships**

Sta. Rosa de Lima Fund (For freshmen)

San Juan Macias Fund (For higher years)

**San Martin – External Scholarships** are given by foundations and benefactors with limited slots to deserving students in selected faculties/colleges.

#### **As a General Scholarship Policy**

1. No student can avail of two scholarships during a given term except student grantee of academic scholarship with a concurrent government scholarship;
2. All scholarships are subject for refund except for San Martin–Internal scholarships;
3. A scholar cannot be reinstated on the same scheme once disqualified;
4. All scholarships are renewable every term on a given schedule;  
San Lorenzo Ruiz scholars are not allowed to work within the University during the following breaks: Special Term, and Christmas/Term break;

5. San Lorenzo Ruiz scholars are allowed to render service only within the University campus;
6. All scholarship applications and renewals are subject for approval by the UST Scholarship Committee.

PPS No. 1027

## **SUBJECT: CODE OF CONDUCT**

### **Policy Statement**

The University of Santo Tomas is the second home of the Thomasian students. Its task is mainly to form and improve the students' character, attitude, and moral values, as well as to develop their intellectual, physical, and psychological fitness. A proper norm of conduct is designed to inculcate these ideals.

Thomasian students are hereby expected, in the exercise of their rights and in the performance of their obligations, whether inside or outside the campus, to respect and act in accordance with the principles, traditions, and ideals that are humane and Catholic. They must abide by the rules of conduct and discipline formulated by the University. By faithfully observing such rules, they will internalize and cherish the core values of competence, compassion, and commitment.

This Code of Conduct applies to all students who have officially enrolled and to the students who have not been issued transfer credentials by UST, nor separated from academic relations with the University.

Thomasian students must always observe the positive values upheld by the University intended to improve their character and attitude, as well as inculcate good behavior and moral self-discipline.

The students must comply with the following rules at all times, even when they are outside the campus, especially when they are wearing the prescribed uniform of their Faculty/College/Institute/School.

## Policy Guidelines and Conditions

### 1. Honesty

Students must behave honestly and with integrity in accordance with UST's Catholic and Dominican teachings which put high premium on the practice of honesty, truth-telling, truth-seeking, and truth-doing. They should not engage in any form of dishonesty, directly or indirectly, nor facilitate or aid in the commission thereof. They should report to the authorities any suspected dishonest activity by any party.

### 2. Courtesy

Students must, at all times, be courteous and respectful to others. Courtesy is an act of respect toward another in recognition of the fundamental human dignity. It creates a climate of good will and fellowship. Students shall respect the essential identity of the University of Santo Tomas as a Catholic University.

### 3. Diligence

Students must honor their family and the University by being diligent in their studies. They should have a natural thirst for knowledge and view their attendance in the University as an opportunity to learn and grow holistically. They must be punctual; must be present in their classes and participate in school-initiated activities; and must be prepared for their lessons, out-of-class tasks, and assessments.

### 4. Good Grooming

Good grooming includes the wearing of the prescribed uniform, the authorized shoes, the ID, the male haircut, and other considerations that are similar to these.

- a. *Uniform.* Students must wear their prescribed uniform unless otherwise authorized by the Student Welfare and Development Committee (SWDC) of the Faculty/College/Institute/School or by the Dean/Director.

Students are enjoined to use the kind or style of shoes prescribed by their respective Faculties/Colleges/Institutes/Schools.

- b. *Civilian Attire.* On occasions when students are allowed to wear civilian attire, it is expected that they conform to the standards of propriety and decency. Micro-mini skirts (more than 3 inches from the kneecap), short shorts, cycling pants, tube tops, sleeveless tops, plunging neckline blouses, see-through blouses, halter tops, backless tops, tank tops, leggings, sandos, sleeveless jerseys, and slippers are considered inappropriate campus attire. Cross-dressing or wearing the clothes of the opposite sex is prohibited unless otherwise authorized for legitimate purpose (Ex. in a play or a similar activity) only during the duration of the said activity.
- c. *Identification Card (ID).* Students must wear the official University identification card at all times within the University premises. Loss of the identification card must be reported immediately to the local Student Welfare and Development Coordinator (SWDC).
- d. *Hair Style/Color.* Students' hair style should be clean, combed, and neatly trimmed or fixed. Unconventional hair colors are not permitted. Male students are not allowed to sport long hair. Hair should not touch the collar or neckline of the uniform. The use of hairpins, pony tails, headbands, etc., by male students is likewise not allowed.
- e. *Tattoo/Body Piercing/Earrings.* Tattoo and unusual body piercing are strictly prohibited. Male students are not allowed to wear earrings and other accessories ordinarily used by females.

## **5. Decency and Modesty**

- a. Students must, at all times, act with proper decorum and etiquette. They shall not engage in indecent or lewd conduct which is contrary to the mores of Catholic behavior and morality.

- b. Students shall not use foul, vulgar, or rough language in conversations and communications.
- c. The University upholds the sanctity of human life, as well as the sanctity of the conjugal act within marriage. In case a student gets pregnant out of wedlock, she must inform and seek the help of the SWDC, Guidance Counselor, and Father Regent for emotional support, counseling, and spiritual direction. To give the student adequate time and space to prepare her for the challenges and responsibility of parenthood and to take care of herself and the child, she will take a leave of absence from school two months before and two months after the delivery of the child.

In case the father of the child is a Thomasian student, he and his parents will be advised to participate in the guidance, counseling, and spiritual direction of both students and their child.

## **6. Peace and Order**

- a. Students must give due regard to the rules and regulations formulated and implemented by the University authorities to ensure that peace and order may prevail.
- b. Students shall not impede, obstruct, prevent, or defeat the right of a faculty member to teach his/her course or the right to attend his/her classes or any official activity.
- c. Students shall behave properly at all times, refrain from making unnecessary noise, and avoid loitering along corridors especially when classes are on-going. Students are allowed, when necessary, to stay in the campus only until 9:30 p.m. except during University activities.
- d. Students shall observe University traffic rules and regulations.
- e. Students are prohibited from using electronic and communication devices during regular class hours and most especially during examinations unless authorized by the faculty member.



- f. Students shall not bring, carry, or possess any deadly weapon/s inside or outside the campus; shall not engage or get involved in any act of violence; shall not threaten, bully, or inflict physical or psychological harm/suffering/ injury on any person whether inside or outside the campus; and in general, shall not commit any illegal act or wrongdoing.
- g. Students shall not use or be in possession of any substance prohibited under the Comprehensive Dangerous Drugs Act of 2002 (Republic Act 9165).
- h. All first year students are required to submit themselves to drug testing as a condition precedent for their admission to the University. All other students of higher years may randomly be required to submit themselves to drug testing. Drug testing shall be facilitated by the UST Health Service.

## **7. Camaraderie**

- a. The students shall join or form only student organizations whose objectives uphold the vision and mission of the University. Students shall join only organizations duly recognized by the University.
- b. University-wide fraternities/sororities are prohibited from recruiting high school students and first year students in the undergraduate programs. Fraternities and sororities of the Faculty of Civil Law and the Faculty of Medicine and Surgery are prohibited from recruiting members from among their first year students and students in the undergraduate program(s).
- c. Duly recognized organizations may recruit members only during the period prescribed by the OSA for university-wide organizations or the Dean's office of the College/Faculty/Institute for college-based organizations.
- d. Parents/guardian shall be informed by the organization through its adviser about the participation of his/her child/ward in fraternities/sororities.
- e. Every student organization must submit the required application papers for recognition and financial statements

prepared by the organization's treasurer and auditor certified by the faculty adviser of the organization, endorsed by the Dean/Director and Regent.

- f. Only duly recognized student organizations may organize and/or engage in any approved group activity. The organization should follow the University's policies on Approval of Student Activities.
- g. Students shall not use the name "University of Santo Tomas," its seal and official logo, in any activity (*i.e.*, fair, seminar, fieldtrip, tour, contract, announcement, *etc.*) or on any manufactured item unless duly authorized by the Office of the Secretary-General (OSG).
- h. Organizations are prohibited from engaging in hazing (any physical or psychological suffering, harm, or injury) inflicted on a recruit, member, neophyte, or applicant for admission or continuing membership into the fraternity, sorority, or organization.
- i. Only duly recognized student organizations may post announcements at designated bulletin boards within the premises of their respective faculties/colleges/institutes/schools subject to the approval of the Dean and Regent. However, the approval of the Office of the Secretary-General should be obtained for posters, streamers, and signboards that will be displayed or put up only at designated bulletin boards within the University premises.
- j. Only duly recognized student organizations may use the facilities of the University but only upon prior approval of the OSA, Office of the Dean/Director, and Facilities Management Office (FMO) as the case may be.
- k. An organization shall not be allowed to operate nor join any activity, including freshmen orientation, after the expiration of its recognition.
- l. Organization(s)/officer(s)/member(s) with on-going administrative case(s) or with penalties of suspension to expulsion shall not be allowed to take part in any organization-related activity.

## **8. Care for the Environment**

- a. Students must actively participate in keeping the campus clean and in preventing pollution or other environment degradation. Thus, they are enjoined to design programs, projects, and activities adhering to Pope Francis' Encyclical on the Environment (*Laudato Si*).
- b. The leaders or organizers of the student assembly/activity shall be responsible for the upkeep of the venue before, during, and immediately after the event.

PPS No. 1028

## **SUBJECT: CODE OF DISCIPLINE: OFFENSES and PENALTIES**

### **Policy Statement**

Penalties shall be imposed for violations of the Code of Conduct. A penalty is a disciplinary measure imposed to instill in the student the understanding that any act of misbehavior, willful violation, and/or defiance of lawful rules and regulations has no place in a Catholic University. Thus, it is expected that a student imposed with a penalty for violating the Code of Conduct shall thereafter demonstrate the fervor to better himself/herself, otherwise, the ultimate penalty of expulsion shall be meted. Specifically, penalties are intended to inculcate in the students the ideals of justice, to have a healthy respect for rules and authority, rectify unacceptable behavior, help strengthen the character of students, and protect the good name and reputation, both of the students and of the University. Hence, the penalties imposed shall range from reprimand, suspension, non-readmission, exclusion, expulsion, and other forms of penalties depending upon the gravity of the offense. The power to impose penalty is reposed in the University Administration or its agents and shall be imposed only after due process has been observed.

## Policy Guidelines and Conditions

### 1. Offenses

- a. The following offenses shall be punishable by Non-Readmission, Exclusion, or Expulsion depending on the gravity or number of the offense/s:
  1. Acts or offenses involving moral turpitude or constituting gross misconduct which are considered criminal pursuant to existing penal laws;
  2. Dishonesty;
  3. Hazing, whether inside or outside the school premises. Hazing refers to any physical or psychological suffering, harm, or injury inflicted on a recruit, member, neophyte, or applicant as form of an initiation rite or practice made as a prerequisite for admission or a requirement for continuing membership in a fraternity, sorority, or organization including but not limited to paddling, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of food, liquor, beverage, drug, and other substance, or any other brutal treatment or forced physical activity which likely adversely affects the physical and psychological health of such recruit, member, neophyte, or applicant. This shall also include any activity, intentionally made or otherwise by one person alone or acting with others, that tends to humiliate or embarrass, degrade, abuse, or endanger, by requiring a recruit, member, neophyte, or applicant to do menial, silly, or foolish tasks (Bicameral Report on Anti- Hazing Act of 2018).
  4. Bringing, carrying, or possessing inside the campus of deadly weapons such as, but not limited to, firearms, explosives, lead pipes, “dos-por-dos,” ice picks, and the like, as well as harmful chemicals and its by-products;
  5. Immorality;
  6. Using, possessing, and selling of prohibited drugs;
  7. Drug dependency;

8. Drunkenness; Being drunk and disorderly in the streets in violation of an ordinance;
9. Hooliganism;
10. Vandalism;
11. Arson or destruction of University property;
12. Blackmail or other forms of extortion including acts of coercion, such as preventing other students from entering the classroom, blocking ingress and egress of school premises, etc.;
13. Cheating such as: Plagiarizing; Altering corrected test paper to gain undue advantage for oneself or others; Impersonating another student, or allowing another person to take the examination, or performing an academic or non-academic activity for another person without the consent of the proper University or College authority; Submitting manufactured, manipulated, or false result in research or study;
14. Cheating during the administration of formative or summative assessments (i.e., performance tasks, written assessment, or recitation), or plagiarizing, or deliberately looking at another's examination paper, or talking or communicating with another without permission during the examination, or copying from another's examination paper or report, or sending another to take the examination/course/class requirement for himself/herself; Selling of examination papers; Unauthorized possession of examination papers;
15. Unauthorized use of the name of a teacher as a co-author of an article to assure its publication;
16. Fraud or misrepresentation;
17. Stealing/theft;
18. Misappropriation or misuse of student's or organization's funds.
19. Discourtesy such as: Refusal or failure to obey an order or a resolution issued by the SWDC, OSA, an academic or administrative officer or authorized representative of the University, in the performance of their duties; Uttering statement, publishing,

- preparing, or distributing materials, in any form of media, which tend to or actually destroy the reputation of the University, any faculty member, academic or administrative official or authorized representative of the University; Verbal or physical assault against any faculty member, academic or administrative official, or any authorized representative of the University.
20. Lying at the hearing on the charges against himself/herself;
  21. Refusing to identify the student who violated a school regulation when he/she knew the student;
  22. Any act of disrespect in any form, in any medium, done toward University authorities, faculty members, employees, fellow students, and visitors;
  23. Delivery of an offensively lewd and indecent speech, which contains sexual metaphors;
  24. Cohabiting without the benefit of marriage, or engaging in relationship contrary to the principles adhered to by the University and the teachings of the Catholic Church; Participating in or joining indecent shows, film, contests, appearing nude in any publication and the like; Participating in any act of prostitution, or in any conduct and relationships which are contrary to law, morals, good custom, public order and public policy; Being employed in establishments of ill repute or businesses with immoral functions; Acts involving sexual misconduct;
  25. Serious disturbance to peace and order which may include: Fighting; Involvement in any inter and/or intra fraternity or sorority disorder or brawls, whether inside or outside the campus;
  26. Conviction or contempt of court for disobeying a restraining order;
  27. Instigating or threatening any student or school personnel from entering the school premises or attending classes or discharging their duties;
  28. Preventing or threatening any student or school personnel from entering the school premises or attending classes or discharging their duties;

29. Forging or tampering with school records or school forms;
  30. Securing or using forged school records, forms, documents;
  31. Engaging in vexation, a persistent and repeated invitation made to a person who had twice refused to participate. It employs intimidation, threat, force, or any act analogous to the foregoing for the purpose of recruitment in joining or promoting a particular fraternity, sorority, or organization.
  32. Other offenses analogous to the foregoing.
- b. The following offenses shall be punishable by suspension, non-readmission, or exclusion depending of the gravity and number of offense/s:
1. Simple misconduct such as: Preparing, publishing, circulating in print or electronic media, or bringing into the University premises immoral, obscene, pornographic pictures, books, magazines, engravings, sculptures, and other similar materials that are offensive and disruptive of the rights of others and of the Thomasian community; Unless otherwise authorized for legitimate purpose, bringing into the campus or being in possession of, or drinking alcoholic beverages; Entering the University premises in the state of drunkenness;
  2. Vandalizing and/or destroying the property of the University, like library books, etc., or of others;
  3. Gambling of any sort and/or bringing gambling paraphernalia;
  4. Drinking intoxicants and liquor;
  5. Publishing, preparing, distributing libelous or subversive materials in the form of printed and/or electronic media;
  6. Organizing and/or joining boycotts, assemblies, parades or marches, or other gatherings that tend to create unnecessary noise and/or disturbance;
  7. Threatening or inflicting physical injuries on another person, whether inside or outside the campus;

8. Creating commotions or serious disturbance inside the campus;
9. Formation of organizations with illegal or immoral purpose;
10. Membership in illegal organizations, in sororities/ fraternities that are prohibited by the University or not officially recognized by the University;
11. Engaging in unauthorized businesses within the University premises;
12. Organizing or instigating unauthorized student activity;
13. Instigating or leading illegal strikes/rallies or similar concerted activities resulting to the stoppage or disruption of classes or University activities;
14. Falsely accusing another student, or falsely testifying against another student;
15. Inducing another person to do illegal or immoral act or to act against University policy;
16. Uttering statement, publishing, preparing, or distributing any material, in any form of media, which tends to or destroys the reputation of fellow student;
17. Verbal assault against fellow student;
18. Committing acts of indecency in the use of electronic media (e.g., Facebook, Twitter, Instagram, blogs, etc.) which may include the use of indecent words, uploading of indecent picture(s) or image(s), or those reflecting unchristian behavior of himself or of any other person(s); preparing, publishing, bringing into the University premises letters, pictures, books, magazines, engravings, sculptures, and other similar materials;
19. Any act of bullying, such as, but not limited to, the following:
  - Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting, and the use of available objects as weapons;



- Any act that causes damage to a victim's psyche and/or emotional well-being;
  - Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim's looks, clothes, and body; and
  - Cyber-bullying or any bullying done through the use of technology or any electronic means. (R.A. 10627 Sec 2 letter d / R.A. 10175)
20. Recruiting student(s) for an unrecognized organization whether inside or outside the university;
  21. Recruitment by University-wide fraternities/sororities of high school students and first year students in the undergraduate programs;
  22. Recruitment by fraternities and sororities of the Faculty of Civil Law and the Faculty of Medicine and Surgery from among their first year students and students in the undergraduate program(s);
  23. Recruitment of membership into organization before or beyond the prescribed period for recruitment;
  24. Allowing oneself to be subjected to hazing;
  25. Making untruthful statements in a narration of facts, e.g., in the evaluation reports of patients who are under the care of students during their clinical internship;
  26. Recording a false entry, e.g., in time cards of students undertaking clinical internship, practicum or, on-the-job training in affiliated institutions outside the University;
  27. Forging or altering dates and signatures in private documents, e.g., those prepared by students during their practicum or clinical internship;
  28. Giving or offering anything to induce a person to do something illegal or wrong;
  29. Conduct unbecoming of a Thomasian;
  30. Violation of confidentiality agreement;
  31. Other offenses analogous to the foregoing.

- c. The following offenses shall be punishable by reprimand or suspension depending on the gravity or number of offense/s:
1. Proselytizing, or attempting to convert another person to one's faith or religion within the campus and in any University sanctioned off-campus activity. Proselytizing shall include the following acts but not limited to active campaign/recruitment; unauthorized assembly or use of university facility; showing of non-Catholic religious media presentations; distribution of non-Catholic religious literature; distribution of any goods in aid of promoting non-Catholic groups; disseminating invitations to non-Catholic religious gatherings or services; or analogous acts;
  2. Public display of affection (a.k.a. PDA). This refers to the acts or gestures that are sexually suggestive or romantic in nature, between or among persons of any sex being performed in locations accessible to public view, such as, but not limited to: intimate kissing, necking, cuddling another or allowing another to cuddle one's self, sitting on another's lap or allowing another to sit on one's lap, resting the head on the lap/breasts or allowing another to rest on one's lap/breasts, and other behaviors/actions similar to the foregoing;
  3. Uttering vulgar words or bad words;
  4. Expounding or proclaiming doctrines contrary to law and morals and/or to the Mission and Vision of the University;
  5. Unruly behavior inside the classroom, or while within the University premises;
  6. Unless otherwise authorized for legitimate purpose, bringing gambling paraphernalia inside the campus premises;
  7. Smoking cigarettes, cigar, electronic cigar or cigarettes, within the campus or other areas declared as prohibited zone;
  8. Smoke-belching vehicles, or leaving the car engine on while parked inside the University premises;

9. Playing of car stereo with the use of bass amplifiers, boosters at high volume;
  10. Violation of the University traffic policy;
  11. Littering and violation of waste disposal policy;
  12. Unauthorized use of the University logo and name;
  13. Repeated failure to wear valid University identification card;
  14. Repeated failure to wear the prescribed uniform, or to comply with the University's policy on good grooming;
  15. Simple disobedience to lawful orders of school authorities and/or their representatives;
  16. Violation of the rules of conduct on diligence and good grooming;
  17. Violation of the rules and regulations on the use of organization rooms;
  18. Posting on bulletin boards, display of posters, streamers and signboards within the University premises without the approval of the Principal/Dean/Director/Regent/Secretary-General or their authorized representatives;
  19. Other offenses analogous to the foregoing.
- d. Commission or omission of action that obstructs the administration of school discipline, or unreasonable refusal to give testimony, or the giving of false testimony during investigations shall be punished by suspension to exclusion depending on the gravity of the offense.

## **2. Penalties**

The imposition of the appropriate disciplinary action shall be progressive in character, taking into account the previous violations committed by the offender. If the offender was already warned because of a minor offense that he/she committed, a second violation involving the same minor offense or a more serious offense shall be meted suspension/non-readmission/exclusion/expulsion depending on the gravity of the offense.

The following penalties may be imposed by the SWDC, Dean/Director, Regent, and OSA depending on the gravity and number of offense/s: Reprimand, Suspension, Non-Readmission, Exclusion, or Expulsion. The following other forms of penalties may also be included/imposed: Exclusion from extra-curricular activities, withholding of credentials, degree or diploma, exclusion from graduation ceremony, disqualification from Latin Honors, community service, probation, and revocation of academic degree.

- a. A **Reprimand** shall serve as a warning that any future violation of this Code shall be a ground for the imposition of a more severe penalty.
- b. **Suspension** is a penalty in which a student is denied or deprived of attendance in classes which shall be imposed for major offenses or willful violations of the Code of Conduct. Grave offenses may warrant the imposition of a longer duration of suspension for the student concerned, which could range from a whole term to an entire academic year, as the assigned Panel for the case would deem appropriate and just.
- c. **Non-readmission** is a penalty where the student is denied admission or enrolment for the subsequent school terms after the promulgation of the resolution finding him/her guilty of the offense. Unlike the penalty of exclusion, the student is allowed to complete the current term.
- d. **Exclusion** is a penalty where the student is excluded or dropped from the roll of students immediately upon the promulgation of the resolution.
- e. **Expulsion** is a penalty where the student is declared disqualified for admission to any public or private higher education institution in the Philippines. The penalty of expulsion cannot be imposed without the approval of the Chairman of the Commission on Higher Education/Legal Education Board for Civil Law.

f. **Discipline of recognized/accredited student organizations**

When it has been determined after investigation that one or more University policies have been violated by an organization and/or by a group of organizations, one or more sanctions may be imposed.

The following is a list of potential sanctions that may be imposed individually or in combination:

**Reprimand** which shall serve as a warning that any future violation of this Code shall be a ground for the imposition of a more severe penalty.

**Suspension** which could range from several days to an entire academic year or longer depending on the gravity of the offense. The types of suspension are:

- Suspension of activities
- Suspension from operations
- Suspension of certain rights and privileges to be specified by the committee such as use of University facilities, non-approval of budget, subsidy in activities, etc.
- Revocation/Removal of recognition/accreditation status for one year to permanent non-renewal of recognition depending on the gravity of the offense.

A student under investigation may be **preventively suspended** by the Coordinator, Dean/Director, or OSA from entering the University premises and from attending classes, when the evidence of guilt is strong and the Coordinator, Dean/Director, or OSA is morally convinced that the continued stay of the student pending investigation would cause sufficient distraction to the normal operations of the institution or would pose real or imminent threat or danger to persons and property inside the institution's premises.

**SUBJECT: PROCEDURES ON DISCIPLINARY ACTION****Policy Statement**

Disciplinary actions shall be imposed only after due process has been observed.

**Policy Guidelines and Conditions****1. Composition of the Investigating Body****a. Student Welfare and Development Committee (SWDC)**

There shall be SWDC in every faculty/college/institute/school of the University of Santo Tomas which shall be composed of a Coordinator and two (2) faculty members. The Coordinator shall be appointed by the Vice-Rector for Academic Affairs upon the recommendation of the Dean. The two members of the Committee shall be appointed by the Dean from among the members of their faculty upon the recommendation of the Coordinator.

The SWDC shall investigate and resolve case/s of violation of the Code of Conduct filed or initiated by any person from their college against their student/s.

**b. The Office for Student Affairs – Student Welfare and Development Board (SWDB)**

The OSA shall take jurisdiction to investigate and resolve all other cases of violation of the Code of Conduct not cognizable by the SWDC. The OSA shall create a panel composed of three (3) Coordinators which shall investigate and resolve the said case/s.

The OSA or SWDC in the performance of its duties, may request the assistance of the University's counsel, security officers and other officials.

## 2. Procedure

Any person or offended party who may have knowledge of violation of the Code of Conduct may cause the filing of an administrative action against any student/s with the SWDC of the faculty/college/institute/school where he/she/they is/are enrolled or the OSA.

- a. The Coordinator or OSA shall require the person/offended party to put the accusation in writing.
- b. Upon receipt of the written accusation, the Coordinator or OSA shall issue a show cause notice informing the student-respondent/s of the nature and cause of accusation and shall require him/her/them to answer the accusation in writing within 5 days from receipt thereof, with the assistance of counsel if desired. If the student is a minor, the parent or guardian shall be furnished with a copy of the show cause notice. The student-respondent/s shall be informed of the evidence against him/her/them and he/she/they shall have the right to adduce evidence on his/her/their behalf.
- c. Upon receipt of the answer or should the student/s fail to submit his/her/their answer within the given period, the SWDC or OSA shall set the case for hearing/conference to clarify the facts and/or to give the student another opportunity to be heard.
- d. Thereupon, the SWDC shall consider the evidence, write the facts, and issue a resolution. The said resolution shall be approved by the Dean/Director and Regent. The approved resolution shall be final and executory unless stayed by OSA within 10 days from date of promulgation.

For case/s cognizable by OSA, the panel shall likewise consider the evidence, write the facts, and issue a resolution. The said resolution shall be approved by the Director and Assistant Director of OSA. The approved resolution shall be final and executory unless stayed by the Office of the Rector within 10 days from date of promulgation.

A copy of the above-mentioned resolution shall be sent to the student/s, his/her/their parent/s if a minor, the offended party, and the Registrar.

PPS No. 1029b

## **SUBJECT: POLICY ON STUDENT COMPLAINTS AND GRIEVANCES**

### **Policy Statement**

It is the policy of the University that all students have the right to lodge a complaint or grievance against any faculty member of the University without fear of retaliation of any sort or any other adverse consequence as a result of doing so.

### **Policy Guidelines and Conditions**

1. The first recommended action is for the student/s to communicate with the concerned faculty member about his/her complaint or grievance unless there are good reasons for not doing so.
2. If, for whatever reason, a student/s does/do not wish to communicate directly with the faculty member to discuss his/her/their complaint or grievance, he/she/they should file a written complaint with the Department Chair or Dean who has supervision over the faculty member.
  - a. The student/s can request for an appointment with the Department Chair and/or file a written complaint or grievance.
  - b. If the student/s allege/s sexual harassment, the Department Chair shall immediately inform the Dean and the Dean shall forthwith forward the information or written complaint to the Office of the Vice-Rector.
  - c. Alternatively, or in addition, a student/s shall have the option of getting counsel and advice from the Guidance Counselor and Office for Student Affairs.



3. Issues about grades, examinations, excused absences, class policies, etc. shall be resolved under the following considerations:
  - a. Faculty members have primary responsibility in all these areas and are charged with carrying out those responsibilities in a professional manner and in accordance with the policies issued by the University.
  - b. The Dean, in coordination with the Department Chair, has the authority and responsibility to deal with changes of grades in special cases such as those which might involve the faculty who have left the university or unprofessional faculty conduct in assigning the grade.
  - c. Student/s should be aware that neither the Department Chair nor the Dean can require a faculty member to change a properly assigned course grade.
  - d. Issues of disagreement about answers to test questions are decided solely by the faculty member.
  - e. If the student/s is/are unable to resolve the problem with the faculty member, he/she/they may file a written complaint with the Department Chair or the Dean. The Dean is the final arbiter of any academic grievance.
4. Issues about faculty performance or faculty behavior should be lodged with the Department Chair or Dean.
  - a. The student/s shall file his/her/their written complaint with the Department Chair who has supervision over the faculty member. The Department Chair shall exert effort to resolve the problem.
  - b. If the effort fails, the Department Chair shall refer the written complaint to the Dean.
  - c. Depending on the gravity of the faculty performance or behavior in question, the Dean shall refer the matter to the Faculty Council which shall observe the steps provided in the Collective Bargaining Agreement.
  - d. If the faculty behavior in question involves allegation of sexual harassment, the Department Chair and the Dean

shall immediately refer the complaint to the Office of the Vice-Rector.

5. Issues about academic probations shall be handled by the Office of the Dean.
6. Issues about the performance or behavior of the support staff shall be lodged with the Human Resource Department of the University.
7. Issues about possible crimes, parking tickets, pass, etc. shall be filed with the Safety and Security Office of the University.
8. Regarding issues about health, the student shall contact the Health Service.
9. Issues about scholarships, financial aid, etc. shall be handled by the Office of the Vice-Rector.

PPS No. 1030

## **SUBJECT: RULES ON FUND RAISING**

### **Policy Statement**

The University may allow recognized student organizations to raise funds for the realization of legitimate projects, subject to guidelines formulated by the University.

### **Policy Guidelines and Procedures**

1. Duly recognized student organizations may be allowed to sponsor only one major fundraising activity per academic year, provided however, that no fundraising activity shall be scheduled one week before the preliminary and final examinations of each term.
2. In the case of college organizations, applications to hold a fundraising activity, duly signed by the President and the Faculty Adviser of the organization and endorsed by the Dean

and the Regent of the faculty/college/school/institute, must be submitted for endorsement to the Office for Student Affairs and subsequently to the Office of the Secretary-General for final approval at least 30 working days before the scheduled date for such activity. Such application shall include the following:

- a. objectives of the fundraising activity
  - b. nature of the fundraising activity, i.e., musical show, personality search; whether or not it involves sale of tickets, etc.
3. The Director for Student Affairs may require the student organization concerned to secure a permit from the Department of Social Welfare and Development (DSWD) and/or the Department of Education (DepEd) / Commission on Higher Education (CHED).
  4. A financial report duly certified by the Head and the Adviser, and the Dean and the Regent in the case of college organizations, of the fundraising activity shall be submitted to the Office for Student Affairs within ten (10) working days after the activity. Failure to do so shall be a ground for withdrawal of recognition of the organization.
  5. No student or group of students may engage in any activity involving collection of cash or kind for whatever purpose, such as production of yearbooks, souvenir programs, and other media materials. All monetary solicitations should be duly reviewed by the Office of the Vice-Rector for Finance and duly authorized by the Office of the Secretary-General.
  6. All legal and financial contracts must be duly reviewed by the Office of the Vice-Rector for Finance.

**SUBJECT: OFF-CAMPUS ACTIVITIES****Policy Statement**

The University allows recognized student organizations and other legitimate student groups, such as classes or sections, to engage in off-campus activities that will contribute to the holistic development of the students.

**Policy Guidelines and Procedures for All Local Curricular and Non-curricular Off-campus Activities**

1. Duly recognized student organizations and other legitimate student groups, such as classes or sections, may organize off-campus activities such as retreats, field trips, community service activities, etc. Likewise, students may be allowed to participate in competitions, seminars, etc. that are to be held outside the University, subject to the policies stated herein.
2. These guidelines cover all curricular and non-curricular activities as defined by the CMO #63 s. 2017 (for the HEI) / D.O. 66 s. 2017 (for the High School). For other activities not defined therein, e.g. research and assignments, faculty and students should exercise due diligence in ensuring the safety of everyone involved.
3. The Dean/Director shall be responsible for ensuring the implementation of the policies and guidelines for off-campus activities involving their students. The Office of the Dean/Director may implement additional procedures and guidelines as they deem appropriate to the nature of its programs, for as long as he/she shall designate a Personnel-In-Charge (PIC) for each off-campus activity who will ensure that the activity is compliant with all the requirements, and should sign in conformance.
4. The organizer shall accomplish the form for application for off-campus activity which can be downloaded from the UST website. The duly accomplished form and all requirements

stipulated in the attached checklist for local off-campus student activities shall be submitted to the appropriate offices within the timeframe required. Failure to comply with the prompt completion of all the requirements will mean cancellation or postponement of proposed off-campus activity until full compliance.

5. To promote the safety of the students in an off-campus activity, the OSA requires that for every fifty (50) students, there must be at least one faculty adviser/faculty member/PIC present to accompany the participants.
6. Students are expected to observe the Code of Conduct stipulated in the Student Handbook during off-campus activities.
7. The OSA reserves the right to deny any request or withdraw permit for an activity if it is not in keeping with the mission of the University and the requirements for local off-campus activities.
8. Academic units shall follow specific CHed Memorandum Orders: CMO #26 s. 2015 for international educational tours and field trips; CMO #22 s. 2013 for internship abroad programs; and specific CMOs per academic program local internship abroad.

## **SUBJECT: VISITORS AND GUESTS OF THE UNIVERSITY**

### **Policy Statement**

The University, through the Office of the Secretary-General (OSG) disseminates information regarding the official visits of guests of international and national prominence, as well as the presence of important University visitors to the Thomasian community.

### **Policy Guidelines and Procedures**

1. Before inviting guests (members of the Church hierarchy; government officials; members of the diplomatic corps; senior officers of business corporations; heads of academic institutions; presidents of professional organizations), the Office of the Secretary-General should be informed of the name and designation of the guest and for what purpose he/she is being invited. A form to be filled out by the organizers should be obtained from the OSG.
2. To ensure that they are afforded the honor and recognition due them, and that protocol and all necessary preparations are attended to, the organizing or sponsoring body should inform the OSG of the confirmation of attendance and arrival details of the invited guest/s.
3. After informing the OSG of the confirmation of the attendance of the invited guest, the OSG shall channel and officially coordinate the specific request to the departments concerned (Office of Public Affairs, Security Office, Educational Technology Center, etc.). However, it is the responsibility of the organizing body to arrange all the necessary logistics of and physical preparation for the visit.
4. The University reserves the right to deny request or withdraw permit of the event if the activity is not in keeping with the mission of the University.

## Media Guidelines

In the event that the student organization is in need of media coverage or a letter of request from media is addressed to the student organization, please observe the following guidelines:

### 1. General Guidelines:

- a. All letters of request from media to: (a) interview members of the Thomasian community; (b) cover University or College/Faculty events; (c) shoot videos and photos; (d) shoot documentary footages and other media-related events in the University of Santo Tomas must be addressed to the UST Office of the Secretary-General through the UST Office of Public Affairs.

Please address the letter to:

The Secretary-General  
University of Santo Tomas

Through:       The Director, Office of Public Affairs  
University of Santo Tomas

Please send the letter to:

Address:       Office of Public Affairs, Ground floor,  
Main Building, University of Santo Tomas  
España, Manila

Telefax:       (+632) 7409727

Email address: secgen@ust.edu.ph or  
giovanna.fontanilla@ust.edu.ph

Contact numbers:   (+632) 7313544 or  
(+632) 7861611 local 8315

- b. The Office of Public Affairs is designated to take charge of the coordination and communication with the media;
- c. After submitting the letter, the different media outfits should call the UST Office of Public Affairs at (+632) 7313544, (+632) 7861611 local 8315, (+632) 7409727

for update regarding the status of the request and other related inquiries;

- d. As much as possible, the letter of request should be submitted at least one (1) week before the date of the shoot/coverage.

## **II. Photo, Film, or Video Shoot and Interview:**

A media outfit wishing to shoot (photo, film, or video) and interview on campus must submit in writing the detailed information about the proposed shoot.

*Please include the following details:*

- o Brief background of the program, documentary or publication; or script, if applicable
- o Topic or type of activity to be filmed, taped, or photographed
- o Resource person to be interviewed (if available)
- o Date and time of shoot
- o Length of shoot
- o Location/s requested for the shoot
- o Number of people involved in the shoot with their specific names and designations
- o List of equipment and vehicles that will be used in the shoot

## **III. Media coverage of national or international seminars, conferences or events in UST:**

The letter of request by the faculty/college/department should include the following details:

- o A brief summary about the national or international seminars, conferences, or events, names of the important speakers and guests and other necessary document/s;
- o Name and contact number of your point person/event coordinator.



#### **IV. Press / Photo Releases in Major Dailies:**

The letter of request of the student organization should include the following details:

- o Event press release (write-up), poster, and other necessary attachment/s;
- o Photo release with captions (photo must be in high resolution).

#### **V. Advertisement in Major Dailies:**

The letter of request of the student organization should include the following details:

- o Date of release of the advertisement;
- o Preferred major newspaper/s;
- o Specifications of the ad (size, colored or black and white);
- o An editable file/soft copy of the ad with high resolution photos.

## MAJOR STUDENT ORGANIZATIONS

### THE CENTRAL STUDENT COUNCIL

The Central Student Council (CSC) is the student governing board of the University. The CSC shall act as the unifying and motivating force among the local student councils and of student activities related to them. Its focus is to promote the welfare of the students in line with the mission-vision of the University of Santo Tomas. Among others, it shall:

- Be the umbrella organization of all student councils which shall be autonomous vis-à-vis the CSC
- Protect and uphold the democratic rights and welfare of the students

The CSC is composed of the Executive Board and the Central Board. The Executive Board is composed of: the President, Vice President, Secretary, Treasurer, and the Public Relations Officer. The Central Board is composed of: the elected presidents of each local student council.

The student candidates for the Executive Board must:

- Be currently enrolled with a total of at least 15 units as may be certified by their respective faculties/colleges/institutes/schools.
- Have a general weighted average of 2.50, or its equivalent for the Faculty of Civil Law and Faculty of Medicine and Surgery.
- Not have failed or dropped any subject from the term immediately preceeding the election; candidates for the position of president and vice-president must not have failed or dropped any subject throughout his/her entire program, and in both instances, including PE and NSTP.
- Have continuous residency in the University for at least seven (7) months immediately preceding the elections.

In addition, only the incumbent officers of the Central or Local Student Council Executive Board are eligible to run as President or Vice-President of the CSC.

The Director of the Student Affairs serves as the ex officio adviser of the CSC. A co-adviser may be appointed by the OSA Director.

## **THE STUDENT ORGANIZATIONS COORDINATING COUNCIL**

The Student Organizations Coordinating Council (SOCC) is the umbrella organization of all recognized college-based and university-wide organizations in the University of Santo Tomas.

It aspires to represent each organization by uniting and supporting all student-centered activities and consistently extending assistance to the needs of its components. With dedication to the University's 3Cs, Competence, Commitment, and Compassion, the SOCC tries its best to cater to all the extracurricular as well as co-curricular interests of all the students by providing avenues that help develop their personalities, talents, and skills with the aid of various student organizations and academic societies with which they are affiliated.

The SOCC envisions itself to be a potent instrument for the continuous development and innovation of students in view of the consistent demands of an ever-changing academic environment and society. The SOCC's mission is to promote genuine student involvement, to create a healthy as well as supportive relationship among organizations in the University, and to encourage substantial participation from students through different programs, projects, and activities that would ensure their growth and development as Thomasians.

The Assistant Director of the Office for Student Affairs serves as the ex officio adviser of the SOCC. A co-adviser may be appointed by the OSA Director.

## THE CENTRAL COMELEC

The Central Commission on Elections (COMELEC) is one of the university-wide student bodies created under the UST Government Constitution. It is a collegial body composed of student-representatives from faculties, colleges, institutes, and schools with a local student council.

The principal goal of the COMELEC is to determine the true will of the electorate in choosing their student leaders for the Local Student Councils and the Central Student Council, and likewise to settle election issues and controversies. In all its activities and processes, the COMELEC, following the dictate of conscience and the pursuit of truth, shall always consider the protection of the rights of students as voters, as candidates of a particular political party, and as members of a political party, with utmost regard to more fundamental right to study.

It performs three important functions: executive, quasi-legislative, and quasi-judicial.

The CENTRAL COMELEC is made up of:

the Executive Board, composed of the chairperson, the vice-chairperson, and heads of the different committees;

the COMELEC Chamber, composed of all the chairpersons of the various local COMELEC units;

the COMELEC En Banc, composed of the local COMELEC student representatives from the different faculties/colleges/institutes/schools.

The Executive Board and COMELEC Chamber conduct the electoral activities, and enforce and execute the laws, policies, and regulations regarding elections.

The COMELEC En Banc acts as the policy-making body of the COMELEC and is in charge of the formulation of procedures, rules and regulations pertinent to the implementation of all election laws. In certain cases the COMELEC En Banc also acts as the Central Adjudicatory Board, with quasi-judicial functions as an election tribunal for settling

electoral issues and controversies, and as an appellate body for the review of decisions made by the local COMELEC.

The Office for Student Affairs shall assign an adviser for the COMELEC. Otherwise, the legal consultant of the Office for Student Affairs shall be the ex officio adviser for the Central COMELEC (USEC, 2011).

## APPENDIX A

### DEFINITION OF TERMS

**Academic load** refers to the sum of courses enrolled in a program for at least one term.

**Academic transcript or Transcript of records** is an official record or breakdown of a student's progress and achievements. It is a record showing a student's history of enrolment with the particular institution

**Co-curricular** refers to the activities indirectly related to the requirements of a course/program.

**Cross-enrolment** is the registration for a course outside the college or the University upon the recommendation of the Dean.

**Course substitution** is the consideration of a course as equivalent to or in lieu of another required in the curriculum.

**Dean** refers to the academic head of a faculty, college, institute, or school. It may also refer to the Director of an Institute.

**Deficiency** refers to unremoved failure; course(s) still to be taken.

**Debarment** is the non-readmission of a student because of academic deficiencies.

**Dropping of Course/Program** is the official withdrawal from the course/program approved by the Office of the Dean.

**FA** (Failure due to Absences) is reported for a student who passed the preliminary examinations but who exceeded the allowable number of absences.

**Lifelong learners** refer to those who are recipients of a certificate of rating (COR) for having passed the Alternative Learning System (ALS) or Accreditation and Equivalency examinations given by the Bureau of Education Assessment.

**NG** - No Grade Reported

**New Student** is one who enrolls in a program for the first time.

**Overload** is the enrolment in excess of the regular term load for graduating students.

**Old Student** refers to one who has been enrolled in a program for at least one term.

**Petition Class** is a course offered upon the request of student/s; a Special Class that fails to meet the minimum required number of students.

**Regular Term Load** is the total load of a given program as scheduled for the term.

**Shifting** refers to the change of program within the University approved by the Office of the Secretary-General upon recommendation of the Dean of the admitting college.

**Special Class** is a course for the first term offered by the Office of the Dean in the second term and/or vice-versa.

**Tuition Fees** refer to charges for instruction and general services per unit of courses the student enrolls in. It is sub-classified as tuition lecture fee, for the lecture component and tuition laboratory fee for its laboratory component.

**Tenured faculty member** is a faculty member who has received an appointment as such, after rendering six (6) consecutive terms of satisfactory service of:

- a. at least fifteen (15) units per term for teaching faculty;
- b. forty (40) hours a week for non-teaching faculty.

**Transferee** is a student admitted into the University from another school as approved by the Office of the Secretary-General upon the recommendation of the Dean

**Transfer Credentials** refer to the certificate of eligibility issued by the Office of the Registrar for enrolment in any school for the tertiary level or graduate level. It is basically an academic transcript with the remarks, “*Granted Transfer Credential on \_\_\_\_\_, Records for XXX.*” For the elementary and secondary levels, it refers to the uncanceled report card (Form 138) duly accomplished and signed by the school head for elementary and secondary levels.

**WF** (Withdrew without Permission) is reported for a student who dropped out of the course/program before the preliminary obligations without the approval of the Office of the Dean.

**WP** (Withdrew with Permission) is reported for a student who dropped the course/program with the approval of the Office of the Dean.

**Reference:**

Sarmiento, Ulpiano P. (2009 revised expanded edition). *Education law and the Private Schools. A practical guide for Educational Leaders and Policymakers.*



## APPENDIX B

### LIST OF GOVERNMENT REGULATIONS AND OTHER REFERENCES

- R.A. 7079            AN ACT PROVIDING FOR THE  
DEVELOPMENT AND PROMOTION OF  
CAMPUS JOURNALISM AND FOR OTHER  
PURPOSES
- [http://www.msumain.edu.ph/system/  
downloads/students/REPUBLIC%20ACT%20  
NO%207079.pdf](http://www.msumain.edu.ph/system/downloads/students/REPUBLIC%20ACT%20NO%207079.pdf)
- R.A. 7877            AN ACT DECLARING SEXUAL  
HARASSMENT UNLAWFUL IN THE  
EMPLOYMENT, EDUCATION OR  
TRAINING ENVIRONMENT, AND FOR  
OTHER PURPOSES (08 February 1995)
- [file:///C:/Users/UST/Downloads/ra\\_7877%20  
\(1\).pdf](file:///C:/Users/UST/Downloads/ra_7877%20(1).pdf)
- ANTI HAZING BICAMERAL REPORT
- ACT OF 2018        [https://www.senate.gov.ph/lisdata/2717123381!.  
pdf](https://www.senate.gov.ph/lisdata/2717123381!.pdf)
- R.A. 8049            AN ACT REGULATING HAZING AND  
OTHER FORM OF INITIATION RITES  
IN FRATERNITIES, SORORITIES, AND  
ORGANIZATIONS AND PROVIDING  
PENALTIES THEREFORE (07 June 1995)
- [http://www.msumain.edu.ph/system/  
downloads/students/REPUBLIC%20ACT%20  
NO%208049.pdf](http://www.msumain.edu.ph/system/downloads/students/REPUBLIC%20ACT%20NO%208049.pdf)

- R.A. 10175      AN ACT DEFINING CYBERCRIME,  
PROVIDING FOR THE PREVENTION,  
INVESTIGATION, SUPPRESSION AND THE  
IMPOSITION OF PENALTIES THEREFOR  
AND FOR OTHER PURPOSES
- [http://www.lawphil.net/statutes/repacts/  
ra2012/ra\\_10175\\_2012.html](http://www.lawphil.net/statutes/repacts/ra2012/ra_10175_2012.html)
- R.A. 10627      AN ACT REQUIRING ALL ELEMENTARY  
AND SECONDARY SCHOOLS TO ADOPT  
POLICIES TO PREVENT AND ADDRESS  
THE ACTS OF BULLYING IN THEIR  
INSTITUTIONS
- [http://www.officialgazette.gov.ph/2013/09/12/  
republic-act-no-10627/](http://www.officialgazette.gov.ph/2013/09/12/republic-act-no-10627/)
- CHEd 2008      MANUAL OF REGULATIONS FOR PRIVATE  
HIGHER EDUCATION
- [http://www.ched.gov.ph/wp-content/  
uploads/2013/05/Manual-of-Regulations-for-  
Private-Higher-Education.pdf](http://www.ched.gov.ph/wp-content/uploads/2013/05/Manual-of-Regulations-for-Private-Higher-Education.pdf)
- CMO #22 s.2013      REVISED POLICIES, STANDARDS AND  
GUIDELINES
- (PSG's) ON STUDENT INTERSHIP ABROAD  
PROGRAMS (SIAP) [http://web.ched.gov.ph/  
cmo-22-s-2013/](http://web.ched.gov.ph/cmo-22-s-2013/)
- CMO #26 s.2015      POLICIES, GUIDELINES AND PROCEDURES  
ON INTERNATIONAL EDUCATIONAL  
TRIPS (IET) OF UNDERGRADUATE AND  
GRADUATE STUDENTS
- [http://web.ched.gov.ph/wp-content/  
uploads/2017/10/CMO-no.-26-s.-2015.pdf](http://web.ched.gov.ph/wp-content/uploads/2017/10/CMO-no.-26-s.-2015.pdf)

CMO #63 s.2017      POLICIES AND GUIDELINES ON LOCAL  
OFF-CAMPUS ACTIVITIES (25 July 2017)

<http://web.ched.gov.ph/cmo-63-s-2017-2/>

DO 66 s. 2017      IMPLEMENTING GUIDELINES ON THE  
CONDUCT OF OFF-CAMPUS ACTIVITIES

[http://www.deped.gov.ph/sites/default/files/  
order/2017/DO\\_s2017\\_066.pdf](http://www.deped.gov.ph/sites/default/files/order/2017/DO_s2017_066.pdf)

#### REFERENCE for

PPS 1028 : Code of Discipline (Penalties and Offenses)

PPS 1029 : Procedures on Disciplinary Action

Legal Education Board (31 August 2012). Policy Statement of LEB  
on Fraternities, Sororities and Similar School-  
Connected Organizations and Hazing.

Sarmiento, Ulpiano P. (2009 revised expanded edition). *EDUCATION  
LAW AND THE PRIVATE SCHOOLS: A  
PRACTICAL GUIDE FOR EDUCATIONAL  
LEADERS AND POLICYMAKERS*

**OTHER NATIONAL LAWS**

R.A. 9262                    AN ACT DEFINING VIOLENCE AGAINST WOMEN AND THEIR CHILDREN, PROVIDING FOR PROTECTIVE MEASURES FOR VICTIMS, PRESCRIBING PENALTIES THEREFORE, AND FOR OTHER PURPOSES.

<http://hrlibrary.umn.edu/research/Philippines/RA%209262%20-%20Law%20Against%20Violence%20Against%20Women%20and%20Their%20Children.pdf>

R.A. 7877                    AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL IN THE EMPLOYMENT, EDUCATION OR TRAINING ENVIRONMENT, AND FOR OTHER PURPOSES.

[http://pcw.gov.ph/sites/default/files/documents/laws/republic\\_act\\_7877.pdf](http://pcw.gov.ph/sites/default/files/documents/laws/republic_act_7877.pdf)

RA 7610                    AN ACT PROVIDING FOR STRONGER DETERRENCE AND SPECIAL PROTECTION AGAINST CHILD ABUSE, EXPLOITATION AND DISCRIMINATION, AND FOR OTHER PURPOSES (June 17, 1992).

[https://www.lawphil.net/statutes/repacts/ra1992/ra\\_7610\\_1992.html](https://www.lawphil.net/statutes/repacts/ra1992/ra_7610_1992.html)

RA 8504                    AN ACT PROMULGATING POLICIES AND PRESCRIBING MEASURES FOR THE PREVENTION AND CONTROL OF HIV/AIDS IN THE PHILIPPINES, INSTITUTING A NATIONWIDE HIV/AIDS INFORMATION AND EDUCATIONAL PROGRAM, ESTABLISHING A COMPREHENSIVE HIV/AIDS MONITORING SYSTEM, STRENGTHENING THE PHILIPPINE

NATIONAL AIDS COUNCIL, AND FOR  
OTHER PURPOSES (February 13, 1998).

[https://www.lawphil.net/statutes/repacts/  
ra1998/ra\\_8504\\_1998.html](https://www.lawphil.net/statutes/repacts/ra1998/ra_8504_1998.html)

RA 7277

AN ACT PROVIDING FOR THE  
REHABILITATION, SELF-DEVELOPMENT  
AND SELF-RELIANCE OF DISABLED  
PERSONS AND THEIR INTEGRATION INTO  
THE MAINSTREAM OF SOCIETY AND FOR  
OTHER PURPOSES.

Magna%20Carta%20of%20Disabled%20Persons.  
pdf

Ex. RA 7277 Magna carta for persons with Disabilities. RA9165  
Comprehensive Dangerous Drugs Act, RA 9418 Volunteer Act of 2007  
and RA9512 Environmental Awareness and Education Act)

